

If you are planning a new development within the City of Wanneroo, you have a responsibility to ensure it complies with all relevant Health legislation.

The following details the specific Health requirements for certain types of developments:

1. Public Buildings

A public building means a building or place or part of a building or place where persons may assemble for civic, theatrical, social, political or religious purposes, educational purposes, entertainment, recreational or sporting purposes and business purposes. It includes any building, structure, tent, gallery, enclosure, platform or other place or any part of a building, structure, tent, gallery, enclosure, platform or other place in or on which numbers of persons are usually or occasionally assembled but does not include a hospital.

Examples: Halls, Churches, Private Schools, Gyms with Class Activities, dance studio.

Public Buildings must comply with the *Health (Miscellaneous Provisions) Act 1911* and *Health (Public Building) Regulations 1992*.

What you need to do to comply with Health requirements:

- a. Submit a Form 1 - Application to Construct, Extend or Alter a Public Building (available on the City's website) to be submitted with the required documentation and scaled plans plus applicable fees to the City's Health Services for assessment and approval to construct.
- b. Submit electrical, fire and ventilation documentation as required by Environmental Health Officer and as per legislation.
- c. Arrange an inspection by an environmental Health Officer is required and a Form 4 – Maximum occupancy certificate issued by the Local Government prior to occupancy (available on the City's website).

2. Food Businesses

A food business is defined as a business, enterprise or activity that involves the handling of food intended for sale, or the sale of food, regardless of whether the business, enterprise or activity (other than a business, enterprise or activity that is primary food production) is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only.

Examples: Café, Restaurant, Home cupcake business, mobile food vendors.

Food businesses must comply with the *Food Act 2008*, *Food Regulations 2009* and the *Australian New Zealand Food Standards Code*.

What you need to do to comply with Health requirements:

- a. Submit a completed Food Act 2008 - Notification and Registration Form with the required documentation, scaled plans and applicable fees to the City's Health Services for assessment (available on the City's website).
- b. Arrange an inspection by an Environmental Health Officer and a registration certificate issued prior to operation of a food business.

3. Liquor Licences

If your business involves the sale of alcohol you will be required to gain relevant approval from the Department of Racing Gaming and Liquor. The Department will be able to advise, you of the relevant approvals, however liquor is deemed a food and therefore you will need to comply with the Food business requirements in Section 2 above.

Examples: Bottleshop, Licensed Restaurant/Cafe, Liquor Wholesaler

If requested by the Department of Racing Gaming and Liquor you may need to submit a Section 39 (Liquor Licensing) Application Form to Health Services (available on the City's website). This form states that your premise complies with the *Food Act 2008* and other relevant legislation.

You may also need to submit a Section 40 (available on the City's website) to the Planning department of the local authority.

4. Hair Dressing and Skin Penetration Premises

A **hairdressing establishment** means any premises or place or portion of premises or a place where any of the operations of a hairdresser are carried on. This encompasses any person who shaves, cuts, trims, dresses, waves, curls, stains or dyes, or who in any other way treats, the hair of any person for gain or reward and also includes a barber and every assistant of every such person.

Example: Salon, Barber, Home Hairdresser, Mobile Hair Dresser.

A hairdressing establishment must comply with the *Hairdressing Establishment Regulations 1972*.

What you need to do to comply with Health requirements:

- a. Submit a Hair Dressing and Skin Penetration Notification Form (available on the City's website) with applicable fees and scaled plans to the city's Health Services.
- b. Arrange an inspection by an Environmental Health Officer prior to operating.

A **skin penetration premise** is any premise where procedures in which the skin is cut, punctured, torn or shaved or the mucous membrane is cut, punctured or torn are conducted.

Examples: Tattooing, Body piercing, Acupuncture, Depilatory waxing, Electrolysis, Cosmetic Tattooing, Lancing, nail salon.

A skin penetration premise must comply with the *Health (Skin Penetration Procedure) Regulations 1998* and the *Code of Practice for Skin Penetration Procedures*.

What you need to do to comply with Health requirements:

- a. Submit a Hair Dressing and Skin Penetration Notification Form (available on the City's website) with applicable fees and scaled plans to the city's Health Services.
- b. Arrange an inspection by an Environmental Health Officer prior to operating.

5. Caravan Parks and Camping Grounds

A **caravan park** means an area of land on which caravans are situated for habitation. Caravan means a vehicle that is fitted or designed for habitation, and unless the contrary intention appears, includes an annexe.

A **camping ground** means an area of land on which camps are situated for habitation. Camp means any portable shed or hut, tent, tent fly, awning, blind or other portable thing used as or capable of being used for habitation and includes a vehicle of a prescribed type or in prescribed circumstances.

These premises are to comply with the *Caravan Parks & Camping Grounds Act 1995* and the *Caravan Parks and Camping Grounds Regulations 1997*.

What you need to do to comply with Health requirements:

- a. Submit an Application for Grant or Renewal of License for a Caravan Park (available on the City's website) with applicable fees, scaled plans and any other relevant documentation to the city's Health Services.
- b. Arrange an inspection by an Environmental Health Officer prior to operating.

6. Kennels and Catteries

A **kennel** is a property that houses more than 2 dogs over the age of 3 months; or 6 dogs over the age of 3 months if the premises are situated on a lot having an area of 4 hectares or more.

A **cattery** is a property that houses more than 3 cats over the age of 3 months.

These premises must comply with the *City of Wanneroo Animal Local Laws 1999* and the *Cat Act 2011*.

What you need to do to comply with Health requirements:

- a. Submit an Application for Licence to Keep an Approved Kennel Establishment (available on the City's website) with applicable fees, scaled plans and any other relevant documentation to the city's Health Services.
- b. Arrange an inspection by an Environmental Health Officer prior to operating.

7. Lodging Houses

The Health (Miscellaneous Provisions) Act 1911 defines 'Lodging House' as:

"... any building or structure, permanent or otherwise, and any part thereof, in which provision is made for lodging or boarding more than 6 persons, exclusive of the family of the keeper thereof, for hire or reward..."

A Lodging House must comply with the requirements as detailed in the City's Health Local Laws (available on the City's website).

What you need to do to comply with Health requirements:

- a. Submit an Application for Registration or Renewal of a Lodging House (available on the City's website) with applicable fees, scaled plans and any other relevant documentation to the city's Health Services.
- b. Arrange an inspection by an Environmental Health Officer prior to operating.

8. Offensive Trades

These premises must comply with the City of Wanneroo Health Local Laws including public notice of the application (available on the City's website)

Examples: Manure works, Artificial manure depots, Fish Curing, Shellfish and crustacean processing, Poultry farming/Poultry processing and Piggeries.

What you need to do to comply with Health requirements:

- a. Submit an Application to Establish an Offensive Trade (available on the City's website) with applicable fees, scaled plans and any other relevant documentation to the city's Health Services.
- b. Arrange an inspection by an Environmental Health Officer prior to operating.

9. Aquatic Facilities

A man-made body of water used for sport, recreation or educational water activities, as defined in the Aquatic Facilities Regulations. Includes pools, spas, hydro baths and floatation tanks.

These premises must comply with the *Health (Aquatic Facilities) Regulations 2007* and the *Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities*.

Examples: Aquatic Centres, Swim Schools, Therapy Centres.

What you need to do to comply with Health Requirements:

- a. Gain approval to construct or alter an aquatic facility from the Executive Director, Public Health. For approval process, contact the Department of Health (state) via 9388 4999.

10. Sewage Treatment Systems

Systems for the onsite treatment of sewage.

These premises must comply with the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* and various Code of Practices and Department of Health approvals. Available from:

http://www.public.health.wa.gov.au/3/672/2/wastewater_legislation_and_guidelines_.pm

Examples: Standard Septic and Leach Drain/Soak Well system, Aerobic Treatment Units (ATU's), most domestic systems and commercial systems less than 540L/day.

What you need to do to comply with Health requirements:

- a. Submit an Application to Construct or Install an Apparatus for the Treatment of Sewage with relevant fees (available on website).
- b. For systems servicing ancillary residential dwellings with floor area greater than 70m² or commercial systems treating greater than 540 L/day than the City will produce a local Government Report and submit to the department of Health for final approval. Applicant is to make payment to both City and Department of health in these instances.

11. Other Legislative Requirements

- a. Construction and operation is to comply with the *Environmental Protection Act 1986* including the Environmental Protection (Noise) Regulations 1997 and the Unauthorised Discharges Regulations 2004.
 - i. Constructions that may pose a risk of producing excessive noise should submit an acoustic consultant's report to ensure compliance.
- b. Construction is to comply with the City of Wanneroo Health Local Laws 1999.
 - i. Including adequate bin storage facilities to the satisfaction of the City's Health Services;
- c. Construction is to comply with the *Health (Miscellaneous Provisions) Act 1911*.

Should you wish Health Services to assess your proposal for compliance you may complete and submit the attached Application for a Health Assessment Certificate with the applicable fees.

Failure to comply with the relevant legislation can carry penalties and may result in delays in the occupancy and start-up of the intended business/use of the premise.

Should you wish to discuss this information further please contact the City on 9405 5000 and ask to speak with the Environmental Health Officer for your area. To obtain forms of the City's website visit:

http://www.wanneroo.wa.gov.au/downloads/download/26/health_forms_for_businesses

Regards

Health Services
CITY OF WANNEROO

City of Wanneroo
23 Dundeebar Road, Wanneroo WA 6065
Locked Bag 1, Wanneroo WA 6946

T 9405 5000
E enquiries@wanneroo.wa.gov.au
wanneroo.wa.gov.au

An Application for a Health Services Assessment Certificate should be completed if you would like your construction proposal assessed by Health Services to ensure it complies with the relevant legislation.

- | | |
|--|---|
| <input type="checkbox"/> Public Building Approval/Liquor Licence | <input type="checkbox"/> Food Business Approval |
| <input type="checkbox"/> Hairdressing and Skin Penetration | <input type="checkbox"/> Public Swimming Pool |
| <input type="checkbox"/> Health Local Law | <input type="checkbox"/> Caravan Park |
| <input type="checkbox"/> Kennels | <input type="checkbox"/> Other _____ |
- One copy of plans to be submitted**

Applicant Details

Name of Business or Organisation (the certificate will be issued in this name):

Postal Address:

Contact Person:

Phone Number:

Email Address:

Premises Details

Unit / Street Number:

Street Name:

Suburb:

Postcode:

Premises Name:

Property Owner Details

Name:

Address:

Declaration

Signature of Applicant: _____ Date: _____

Lodging your Application

\$154.00 application fee to be submitted with application form (non-refundable)

In Person: City of Wanneroo Administration Centre, 23 Dundeebar Road, Wanneroo, Monday to Friday 8.30am to 5.00pm. Payment by Cash, Cheque, EFTPOS, Visa or Mastercard.
Credit card payments incur a surcharge of 0.57% (incl GST).

By Mail: Locked Bag 1, Wanneroo WA 6946
Cheques to be made payable to the 'City of Wanneroo' and crossed 'Not Negotiable'

By Email: health@wanneroo.wa.gov.au
Payment can be made by calling 9405 5285 to pay by Visa or Mastercard.
Credit card payments incur a surcharge of 0.57% (incl GST).

****Please allow up to 14 working days for application to be processed****