

# Higher Risk Personal Appearance Services Application New Licence / Amendment / Transfer

**\*Privacy Collection Notice:**

Logan City Council is collecting your name, the name and location of your business in accordance with the *Public Health (Infection Control for Personal Appearance Services) Act 2003* in order to assess your application for a licence. Your information may also be shared with the Department of Justice and Attorney-General under the Information Sharing Arrangement between the Chief Executive of the Department of Justice and Attorney-General and Logan City Council in accordance with section 61 of the *Tattoo Industry Act 2013* (previously Tattoo Parlours Act) or released as required by law.

**Public Health (Infection Control for Personal Appearance Services) Act 2003**

I/We hereby make application for *(please tick)*

New Licence

Amendment of existing licence

Existing Licence no: CS/HRISK/

Transfer of existing licence

Existing Licence no: CS/HRISK/

## Section 1 - Applicant Details\*

Applicant name(s):

\*Individual's Full Name or Company / Proprietor. **Please note: A trading name or trust is not a legal entity and cannot hold a licence.**

Trading as:

Postal address:

ABN/ACN:

Contact person's name:

Business phone:

Mobile phone:

Email:

### Corporation Officeholder Details (if applicable)

The *Public Health (Infection Control for Personal Appearance Services) Act 2003* requires a Corporation or Incorporated Association to provide the names of the directors or members of the management committee. Please attach a complete list of all directors or members of the management committee and registered office details for your organisation. Your application may be delayed or refused if this information is not attached.

Company Director / Management committee members:

Registered office address:

Email:

Business phone number:

Mobile phone:

Preferred method to receive correspondence:  Post

Email

### Council use only

LOGAN CITY COUNCIL  
PO Box 3226  
LOGAN CENTRAL DC QLD 4114  
ABN 21 627 796 435  
logan.qld.gov.au

Doc# 8986436 / File # 878465-1  
Health, Environment & Waste Branch  
Enquiries: Environmental Health  
TEL: (07) 3412 3412  
Email: council@logan.qld.gov.au

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## Section 2 - Site Details

Number:  Street:

Suburb:  Postcode:

Real Property Description:

Mobile Description (eg caravan, vehicle): (if using a vehicle)

Registration number:

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## Section 3 – Application details (new premises or alteration only)

Type of higher risk personal appearance service you intend to provide: (tattooing, tattoo removal involving skin penetration and body piercing)

- Plans, drawn to (1:50) scale showing:
    - floor plans
    - elevations
    - location and dimension of sinks and wash hand basins
    - location of cleaning and waste disposal equipment
    - location of sterilising equipment
  - Additional information required:
    - information about the finish to bench surfaces, floor and walls
    - details of cleaning and waste disposal equipment
    - details of sterilising equipment on the premises
    - details of sterilising equipment “off premises” (if applicable)
  - Documentation that the plans have been certified by a Building Certifier for compliance with the Queensland Development Code, Part MP 5.2
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## Section 4 – Amendment Application Details

If this is an amendment application, please specify nature of change:

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## Section 5 – Declarations / Certification *(please tick)*

- Documentation that all persons providing services have achieved the infection control competency standard 'HLTINF005 - Maintain Infection Prevention for Skin Penetration Treatments' or its former titles 'HLTIN2A, HLTIN402B or HLTIN402C – Maintain Infection Control Standards in Office Practice Settings'.

Have you been convicted of any of the following offences?

An indictable offence	<input type="checkbox"/> YES <input type="checkbox"/> NO
An offence under the <i>Public Health (Infection Control for Personal Appearance Services) Act 2003</i> or a corresponding law?	<input type="checkbox"/> YES <input type="checkbox"/> NO
An offence under the <i>Health Act 1937</i> or an Australian or foreign law regulating the same subject matters?	<input type="checkbox"/> YES <input type="checkbox"/> NO
An offence relating to the provision of personal appearance services, under an Australian or foreign law?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you held a licence under the <i>Public Health (Infection Control for Personal Appearance Services) Act 2003</i> , or corresponding law that was suspended or cancelled?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been refused a licence under the <i>Public Health Infection Control for Person Appearance Services Act 2003</i> or corresponding law?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you had the registration of an establishment refused, suspended or cancelled under the <i>Health Regulation 1996</i> ?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**If the answer was yes to any of the above, provide details in an attachment.**

**NOTE:** You are required to apply for a licence or permit under the *Tattoo Industry Act 2013* (previously *Tattoo Parlours Act 2013*) For further information, including licences under the *Tattoo Industry Act 2013*, please contact the Department of Justice and Attorney-General, Office of Fair Trading

Name in full

**Applicant signature**

Date

Name in full

**Applicant signature**

Date

## Section 6 - Transfers

The current licensee must consent to the transfer of the licence. Declaration of licensee regarding transfer of licence.

I/We being the current holder(s) of the certificate of licence for the premises hereby give notice of the transfer of the licence CS/HRISK/

Name in full

**Applicant signature**

Date

Name in full

**Applicant signature**

Date

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## Section 7 – Fees (Not subject to GST)

Please note that the application fee consists of the plan processing and licence fees below.

New Application (fixed premises)	\$721.00 + licence fee
New Application (mobile premises)	\$559.00 + licence fee
Application to amend an existing licence (internal design alternations/amended plans)	\$515.00
Licence Transfer	\$142.00
Replacement of Licence	\$ 68.00
Licence fee	\$397.00

Pro-rata licence renewal fees will apply for applications made after 1 March 2020 (50% reduction) and after 1 June 2020 (75% reduction).

### PAYMENT OPTIONS



#### Paying by Mail:

Make your cheque or money order payable to LOGAN CITY COUNCIL.  
Complete the application form and return it to Council.



#### Paying by Phone:

Call Logan City Council on (07) 3412 3412 to pay with Mastercard or Visa. Please ensure you also return the signed application form to Council.



#### Paying in Person:

Cash, cheque, money order, EFTPOS, Mastercard or Visa. Please ensure you also return the signed application form to Council.

#### Council's Administration Centre

150 Wembley Road, Logan Central, 8am to 5pm weekdays (except public holidays), or

#### Council's Customer Service Centres

18-22 Honora Street, Jimboomba, 8am to 4.45pm weekdays (except public holidays), or  
105 George Street, Beenleigh, 8.am to 4.45pm weekdays (except public holidays).

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