

Application – Submission of Plans for a Personal Appearance Services Premises

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

You must complete all questions unless the form indicates otherwise. Incomplete forms or forms without all necessary information and documentation will result in your application being an improperly made application.

Please:

- complete the form and return to Council; and
- provide any mandatory supporting information identified on the application form; and
- submit the applicable fee

Processing of Plans Please complete all sections of the form

To: Chief Executive Officer, Douglas Shire Council

1. APPLICANT DETAILS

Note: The applicant is the person who will hold the permit and will be legally responsible for complying with the applicable conditions. A business name or trust is not a legal entity and should not be entered in this field as the applicant. Where a person or company operates a business, the applicant is the person or company.

Example – Jane Bloggs & Joe Bloggs, Joe Bloggs Pty Ltd, Jones Ltd, The Business Inc.

Applicant (Entity) Name:
 (Individual/Partnership/Corporation)

Is the Applicant a Not for Profit (Community, Sporting or Service) Organisation? Yes No

If Yes, Please attach a certificate of incorporation to this application

Applicant Postal Address:

Does this postal address apply to all Council Departments (i.e. rates, water, permits, animals etc.) Yes No

Applicant Registered Office Street Address:

Applicant Phone Number:

Applicant Mobile:

Applicant Email Address:

Applicant Contact Name if not an Individual:

For Corporations, please provide the following information. For additional names, please attach.

Director Name:

Director Address:

Director Name:

Director Address:

For Committees of Incorporated Entities, please attach a list of all current committee members.

ACN / ABN:
 (where applicable)

OFFICE USE ONLY

Are all sections of the application completed and signed? Are all the supporting documents attached (see page 2)?

Receipt Type: 783	Fee Paid:	Receipt No:	CSO:
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2. PROPERTY OWNER/AGENT CONSENT

Contact Name:

Full Owner Name:

Telephone:

Mobile:

Email:

Signature of Owner or Agent:

3. SITE PLAN (Please advise details where applicable)

Provide site plans at a scale of 1:200 with the following information:-

- A legend of numbered fixtures, fittings, equipment, lighting, materials etc.
- Finishes for floors, walls, ceilings - e.g. tiles, stainless steel, painted plasterboard, etc.
- Location and identification of sinks - e.g. hand washing, cleaners sink, etc.
- Location of storage and waste areas - equipment, personal belongings, contaminated items, etc.
- Any other relevant information

4. CHECKLIST (Please tick where applicable)

Please ensure you submit the relevant documentation to support this application:

2 x Plans

Application fee

NB: To assist with the assessment of your application, you may also wish to attach other documentation that may be relevant.

5. SIGNATURE OF NEW APPLICANT (please use Additional Details for further applicant signatures where applicable)

Signing this form is a legal declaration that all the details provided are true and correct.

NB: If the applicant is a Corporation, the signing applicant must state his/her position and have delegated authority to sign on behalf of the Corporation. If the applicant is a partnership, both partners must sign the form.

Print Name/s:

Signature/s:

Douglas Shire Council – Information Privacy Statement

Your personal information has been collected for the purpose of processing your application for a higher risk personal appearance services licence renewal. The collection of this information is authorised under the Public Health (Infection Control for Personal Appearance Services) Act 2003. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

ADDITIONAL DETAILS (if required)

FEES AND CHARGES 2020/21

Fee Category	Fee
Processing of Plans	\$ 449.50