

Development application requirements for the internal construction of a Skin Penetration Premises, Hairdresser or Beauty Salon

This guide outlines the requirements for the internal construction of a Skin Penetration Premises, Hairdresser or Beauty Salon. These requirements also apply for a home occupancy business and mobile operator.

Development Consent must be obtained from Council before any work is carried out on the premises.

All construction and fit out of the skin penetration premises, hairdresser or beauty salon must comply with *Public Health Act 2010*, *Public Health Regulation 2012*, *Local Government Act 1993* and *Local Government (General) Regulation 2005*.

These requirements are in addition to the standard requirements for lodging a development application which can be obtained from Council's Development Services Section.

1. General Requirements for all Applications

A Development Application is required:

- When a new skin penetration premises, hairdresser or beauty salon is to be constructed, or
- Where any change, alteration or upgrade is proposed to be constructed to an existing premises.

A Development Consent must be obtained from Council before any work is carried out to the premises. All forms are available at Council's customer service counter or Council's website.

Development Applications for all skin penetration premises, hairdresser or beauty salon must include the following information:

- A Land Use Application Form
- A Waste Management Plan
- Statement of Environmental Effects
- Advertising Structure/Sign Plan
- A Site Plan of the existing and proposed development including its position in relation to the boundaries
- A Floor and Elevation Plan (See Below - Floor Plans and other information required to be submitted with a Development Application)
- Development Application Checklist Form.

A Construction Certificate must be obtained for all new premises and for any alterations carried out to an existing premises. An application for a Construction Certificate can be submitted to either Council or a Private Certifier. For more information please contact the City Development Division on 4645 4608.

Where the demolition of an existing building is required to make way for a new premises, additional demolition consent is required. Should this be the case, please contact the City Development Division on 4645 4608.

2. Floor Plans and Other Information Required to be Submitted with a Development Application

A professional detailed plan of the premises is required to be submitted and must demonstrate exactly how the proposed development complies with the requirements of the *Public Health Act 2010*, *Public Health Regulation 2012*, *Local Government Act 1993*, *Local Government (General) Regulation 2005*.

A detailed description of the types of related procedures and practices that will take place, such as microdermabrasion, waxing, facial, piercing etc.

A detailed floor plan, drawn to scale, and showing:

- The proposed floor layout and use of each room/area
- Details of all construction materials and other materials that will be used within the premises (i.e. finishes of all floors, walls and ceilings).
- Locations and design details of proposed hand washing facilities
- Locations and design details of proposed washing facilities and any floor wastes
- Proposed location and details of all fixtures, fittings and appliances (including the proposed method of installation).

Please Note: Hand drawn plans will not be accepted.

3. Inspection and Registration requirements

(a) Registration and Inspection

The premise is required to be registered with Council so that regular inspections can be carried out to ensure health standards are maintained. A business registration form is available on Council's website which must be completed and submitted to Council prior to the operations of the food business commencing.

Prior to the release of the occupation certificate, Council's Environmental Health Officer is to be contacted (Phone 4645 4604) to undertake for an inspection of the premises. An inspection fee will be charged in accordance with Council's current schedule of fees and charges.

(b) Routine Skin Penetration, Hairdresser and Beauty Salon Premises Inspections

Council's Environmental Health Officers will inspect your premises on a regular basis. All inspections are unannounced to assess compliance with health and safety requirements. A service charge for each inspection applies and the proprietor of the business will be invoiced a short time after the inspection.

4. Construction Requirements for all Premises

To ensure that a skin penetration premises, hairdresser and beauty salon complies with the *Local Government Act 1993*, *Local Government (General) Regulation 2005*, *Public Health Act 2010* and *Public Health Regulation 2012* the following construction standards must be achieved and included in the construction specifications:

- (a) **WALLS** - The internal walls of the premises must be constructed to provide a smooth, even, and impervious surface that is capable of being easily cleaned.
- (b) **FLOOR** - The floor construction must be finished in a smooth, non-slip, impervious material that is capable of being easily cleaned.
- (c) **GAPS/JOINTS** - All gaps, open joints, cracks and crevices within the walls and floors which may allow dust, hair, lint and other debris to collect must be effectively sealed to enable easy cleaning.
- (d) **PENETRATIONS** - All service pipes and electrical conduits must be contained in the floor, walls or ceiling.
- (e) **HAND WASH BASIN** - A hand wash basin must be installed in the treatment or work area. The basin must be serviced with hot and cold water through a single outlet and fitted with a hands-off type tap set.

The wall behind the hand wash basin from the floor to a height of 450mm above the top of the hand wash basin and from the centre of the hand wash basin to a distance 150mm beyond each side of the hand wash basin, must be constructed of, or covered with material that is durable, smooth, impervious to moisture and capable of being easily cleaned (e.g. tiles).

The hand wash basin must be provided with an adequate supply of soap and disposable hand towels from a dispenser at all times.

- (f) **EQUIPMENT WASH SINK** - A wash sink of adequate capacity must be provided to clean and rinse all equipment and implements. The sink must be serviced with hot and cold water through a single outlet and be in addition to and separate from the hand wash basin.

- (g) EATING AND DRINKING UTENSIL WASH SINK - To avoid the possibility of chemical contamination through using the same sink for washing skin penetration equipment and implements; and drinking and eating utensils the options are to:
- (i) Provide a separate double bowl sink serviced with hot and cold water through a single outlet if reusable drinking and eating utensils are utilised. The sink must be a double bowl sink, with one bowl for washing eating and drinking utensils and the other bowl for rinsing. (*Food Safety Standard 3.2.2*)
 - (ii) Provide disposable cups and plates for the service of drinks and food to the clients.
- (h) STORAGE CABINETS AND WORK BENCHES - The internal and external surfaces of storage cabinets, cupboards, preparation benches and the like must be finished in a smooth impervious material that is capable of being easily cleaned.
- (i) STORAGE FOR STAFF - Adequate lockers or similar must be provided for the storage of employees' clothing and personal effects.
- (j) STORAGE FOR CLEANED ITEMS - Cleaned equipment, appliances, utensils and linen are to be stored in a clean, dust free environment, away from soiled equipment, appliances, utensils and linen to prevent contamination.
- (k) SURFACE MATERIAL - All surfaces of chairs and treatment beds must be finished in a smooth impervious material that is capable of being easily cleaned.
- (l) TOILETS - The provisions of a toilet that is available for use by the client and all employees is advisable. All toilets and wastewater collection facilities must be connected to the sewer in accordance with Sydney Water's requirements. The toilet must be provided with a hand wash basin services with hot and cold water through a single outlet.

The hand wash basin must be provided with an adequate supply of soap and hand towels from a dispenser at all times.

- (m) WASTE - General waste should be placed in plastic lined receptacles at the site of generation. Waste bags and containers must be tied and sealed and left in a secure waste bin to be collected by an approved waste contractor.
- (n) SHARPS - If skin penetration procedures that involve the use of sharps are carried out at the premises, there must be an adequate supply of sterile disposable needles at the premises.

A yellow sharps container is to be provided in each treatment area for the disposal of clinical and sharps waste including lancets, syringes, needles and disposable ear piercing equipment immediately after use.

Containers used for the disposal of sharps must comply with the requirements of Australian Standard 4261:1994 'reusable container for the collection of sharp items used in human and animal medical applications' or if they are not reusable Australian Standard 4031:1992 'non-reusable containers for the collection of sharp medical items used in health care areas'.

Clinical and sharps waste must be collected and disposed of by a waste transporter licensed by the NSW EPA. **A copy of the service agreement must be forwarded to Council prior to the commencement of trade.**

Receipts/invoices for sharps waste collection must be kept on site and presented to Council when required.

Disposal of clinical and sharps waste in the general waste is illegal.

- (o) LIGHTING - Areas used for beauty skin penetration procedures, work space and preparation areas shall be illuminated to a level that complies with Australian Standard/New Zealand Standard AS/NZS 1680.1:2006, 'Interior and workplace lighting - General principles and recommendations'.
- (p) CLEANER'S SINK - Provide a cleaner's sink to dispose of all waste water from the premises. The cleaner's sink is to be installed in a location outside of the beauty/skin penetration/hairdressing area and must be serviced with hot and cold water through taps fitted with hose connectors.

- (q) SAFETY DATA SHEETS - Safety Data Sheets (SDS) of all chemical substances used, including disinfectants, bleaches and nail products must be kept on site and be readily available to all staff. Staff must be trained how to safely use and store these chemicals prior to the commencement of work.
- (r) CHEMICAL STORAGE - The chemicals must be stored:
- a. in accordance with the SDS;
 - b. in a cool, dry and well ventilated cabinet;
 - c. at or near ground level to minimise the possibility of chemicals being accidentally dropped or spilled;
 - d. out of reach of visitors; and
 - e. adequately labelled.

5. Additional Requirements for a Skin Penetration Premises (including Nail Bars, Foot Spas and Colonic Lavage Procedures)

Skin Penetration Procedures

A premises is defined as a skin penetration premises if any of the following procedures are conducted:

- acupuncture;
- beauty treatments;
- body, nose and ear piercing;
- cosmetic enhancement;
- colonic lavage;
- tattooing;
- blood cholesterol and glucose measurement; and/or
- any other procedure (whether medical or not) that involves skin penetration such as body hair removal using electrolysis, permanent make-up, micro-dermabrasion, derma rollers and any beauty treatment which involves the deliberate penetration or removal of the skin.

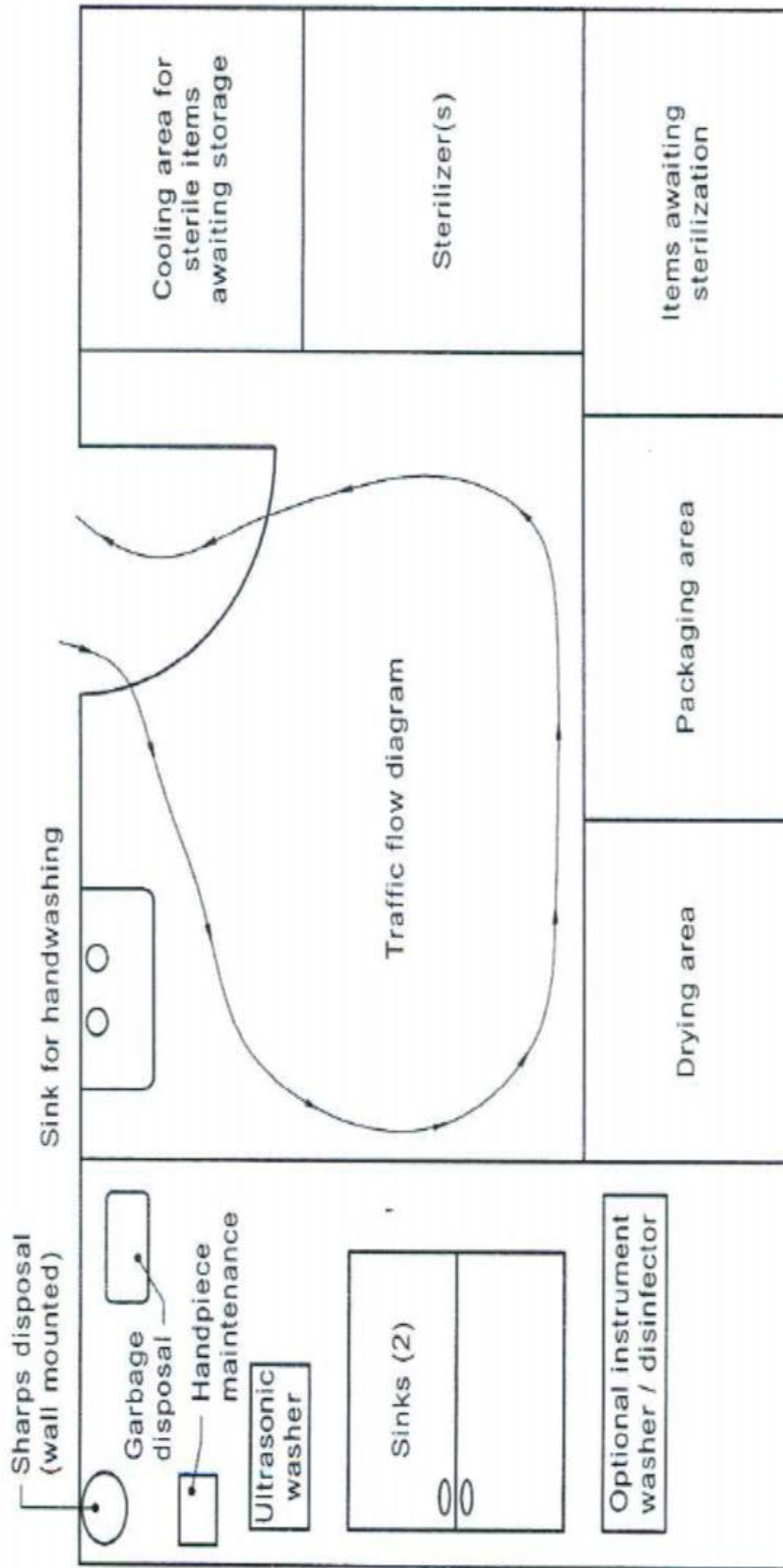
The following additional requirements are to be included in the construction specification for skin penetration premises:

- (a) CEILING CONSTRUCTION – The ceiling of a skin penetration treatment room must be constructed with rigid, non-absorbent, smooth faced material free from open joints, cracks and crevices and be painted with a light coloured washable paint. The intersection of the walls and ceiling must be tight-jointed, sealed and dust proofed. Drop in panels are not permitted
- (b) HAND WASH BASIN - A hand wash basin must be installed in all skin penetration treatment rooms. The basin must be serviced with hot and cold water through a single outlet and fitted with a hands-off type tap set. The hand wash basin must be provided with an adequate supply of soap and disposable hand towels from a dispenser at all times.
- (c) CLEANING AND STERILISATION AREA – In the event that reusable skin penetration implements are used, a designated cleaning and sterilisation work area must be provided within the premises and designed in accordance with AS4815:2006 Office based health care facilities – Reprocessing of reusable medical and surgical instruments and equipment and *maintenance of the associated environment*. This work area must be separate from a skin penetration/beauty treatment room and constructed so as to prevent the possibilities of contamination. The cleaning and sterilisation area must be provided with the following:
 - i. Hand wash basin – A hand wash basin must be provided in accessible and convenient location within the designated area. The basin must be freestanding, serviced with hot and cold water through a single outlet, able to be mixed at a temperature of at least 40°C and fitted with a hands-off type tap set. This hand wash basin is in addition to the hand wash basins within any other treatment/work room. The hand wash basin must be provided with an adequate supply of soap and handtowels from a dispenser at all times.
 - ii. Equipment wash sinks – A double bowl wash sink of adequate capacity must be provided to clean and rinse all equipment and implements. The sinks must be serviced with hot

and cold water through a single outlet and be in addition to and separate from the hand wash basin.

- iii. Adequate space for a drying area for cleaned implements prior to packing into sterilisation pouches, where the surface is constructed of smooth and impervious material that is sealed and free from gaps, cracks and crevices to enable easy cleaning.
- iv. All walls, floor, ceiling, cabinets, cupboards and benches must be provided with smooth and impervious surfaces that are free from gaps, cracks and crevices to enable easy cleaning. A drop in panel ceiling is not permitted.
- v. A bench top autoclave must be constructed and maintained in accordance with Australian Standard AS 2182-1998 (Sterilisers - Steam - Benchtop).
- vi. Sterilisation – An approved autoclave must be operated in accordance with Australian Standard (AS) 4815:2006 Office-based health care facilities – cleaning, disinfection and sterilisation of re-usable medical and surgical instruments and equipment and maintenance of the associated environment.
- vii. Ultrasonic cleaner – An ultrasonic cleaner must be provided to clean all implements and equipment. An ultrasonic cleaner must not be used as a method of sterilisation.
- viii. The autoclave must be tested, serviced regularly and calibrated at least once a year by a qualified service technician. Details and documents of the services must be provided and available at all times at the premises.
- ix. Sterilisation procedures must comply with and AS4815:2006 Office based health care facilities – Reprocessing of reusable medical and surgical instruments and equipment and maintenance of the associated environment.
- xi. Keeping of Records – When equipment is sterilised the following records must be kept for each batch of processed equipment:
 - Date and time the particular item was sterilised.
 - SPECIALLY FOR AN AUTOCLAVE –
The length of time the equipment was sterilised at maximum pressure and temperature.
The maximum temperature and pressure of the Autoclave.

xii SUGGESTED LAYOUT FOR A STERILISATION AREA FROM AS4815-2006 - (Reproduced from Cleaning, Disinfection, and Sterilisation. A guide for Office-Based Practice (Lohead, L. (2006)).



- NOTES:**
1. Arrow direction indicates the flow of instruments and equipment from dirty-clean-sterile.
 2. Personnel working in the processing area should wash their hands -
 - (a) after handling soiled items and removal of gloves
 - (b) before handling clean items
 - (c) before handling sterile items

- (d) STERILISATION OCCURRING OFFSITE- Where sterilising is carried out off-site, the occupier must keep for at least 12 months, a record of the following:
- (i) The date on which each article was sent off-site for sterilisation:
 - (ii) The name and address of the person who sterilised the article.

Additional Requirements for Nail Bars (including Nail Bars within a Beauty Salon)

- (a) VENTILATION – To ensure that adequate provision is made for ventilation of the premises, mechanical and/or natural ventilation systems shall be designed, constructed and installed in accordance with the provisions of:
- (i) *Environmental Planning and Assessment Act 1979*
 - (ii) *Building Code of Australia*
 - (iii) Australian Standard/New Zealand Standard AS/NZS 1668
 - (iv) *Protection of the Environment Operations Act 1997*
 - (v) *Work Health and Safety Act 2011.*

Appropriate ventilation that is ducted to the outside air must be provided within the premises to prevent or abate odours that occur from the nail services that may affect clients, employees, the public and surrounding premises.

- (b) SKIN PENETRATING IMPLEMENTS - All reusable cuticle cutters and any other implements that are capable of penetrating the skin must be sterilised in accordance with AS4815:2006 Office based health care facilities – Reprocessing of reusable medical and surgical instruments and equipment and maintenance of the associated environment.
- (c) SINGLE USE IMPLEMENTS - All nail files, buffers, cuticle pushers, drill bits and any other implement that is capable of penetrating the skin must be single use.

Additional Requirements for Foot Care Services

- (a) SEWER CONNECTION - All foot spa chairs must be connected to the sewer in accordance with Sydney Water requirements. Please contact Sydney Water on 132092 for further assistance.
- (b) CLEANING OF FOOT SPAS - All foot spa chairs must be properly cleaned on a regular basis using hot water and a disinfectant. Please refer to the Instruction Manual for proper cleaning procedures for foot spa chairs.
- (c) SKIN PENETRATING IMPLEMENTS - All reusable cuticle cutters and any other implements that are capable of penetrating the skin must be sterilised in accordance with AS4815:2006 Office based health care facilities – Reprocessing of reusable medical and surgical instruments and equipment and maintenance of the associated environment.
- (d) SINGLE USE IMPLEMENTS - All nail files, buffers, cuticle pushers and any other implement that is capable of penetrating the skin must be single use.

Additional Requirements for Tattoo Parlours

All tattoo parlours must comply with the *Tattoo Parlours Act 2012* and the *Tattoo Parlours Regulation 2013*. This Act and Regulation is governed by the Police and Department of Fair Trading and requires all tattoo parlours and tattoo artists to be licensed. For further information please visit the following website:

http://www.fairtrading.nsw.gov.au/Businesses/Specific_industries_and_businesses/Tattoo_parlours.html

Cosmetic tattooing procedures are exempt from this Act and Regulation. Cosmetic tattooing procedures include procedures performed for the purpose of providing eyeliner, eyebrow, or any permanent make up effect, or by a medical practitioner for a medical reason (eg hide, disguise or to cover a medical condition or post-operative outcome).

Additional Requirements for Colonic Lavage Procedures

- (a) **HAND WASH BASIN** - A hand wash basin must be installed in all colonic lavage treatment rooms. The basin must be serviced with hot and cold water through a single outlet and fitted with a hands-off type tap set. The hand wash basin must be provided with an adequate supply of soap and hand towels from a dispenser at all times.
- (b) **OPEN COLONIC LAVAGE** - A toilet must be located within the immediate vicinity of the person on whom the procedure is carried out. The toilet must be provided with a hand washbasin serviced with hot and cold water through a single outlet. The hand wash basin must be provided with an adequate supply of soap and hand towels from a dispenser at all times.
- (c) **CLOSED COLONIC LAVAGE** – All practices, procedures and design for closed colonic lavage must be submitted to Council. The output line must be connected to the sewer in accordance with Sydney Water requirements.
- (d) **BACKFLOW PREVENTION CONTAINMENT DEVICE** - A backflow prevention containment device shall be installed in accordance with the local water authority requirements. A backflow prevention containment device is a device that is installed to prevent the reverse flow of water from a potentially polluted source into the drinking water supply system.

6. Mobile Operators and Temporary Operators / Stalls

Beauty, hairdressing or skin penetration procedures conducted away from affixed premises (i.e. from a vehicle) or from a temporary stall must also comply with the *Local Government Act 1993*, *Local Government (General) Regulation 2005*, *Public Health Act 2010* and *Public Health Regulation 2012*.

The following additional requirements must be included in any specification lodged with a development application:

- (a) A mobile operator who conducts skin penetration procedures must obtain consent from the Council where his/her business is based (base: refers to the residential home address of the operator). **Skin penetration procedures are not permitted to be conducted unless prior approval for a home business - skin penetration - has been obtained. This may include submitting a Development Application to Council for approval.**
- (b) The mobile operator must be registered with Council. The appropriate registration form must be submitted to Council including payment of the applicable fee prior to the business commencing operations.
- (c) The mobile operator must have facilities to adequately store all equipment whilst in transit. The vehicle must allow for clean/sterile and soiled equipment to be stored separately, provide clean/sterile equipment for all clients between base and return, and containers to store waste.
- (d) Mobile operators must have direct access to hand washing facilities with liquid soap, paper towels and hot and cold running water through a single outlet.
- (e) As operators may operate in other Council areas, each Council must be notified if an operator intends to work in the local Council area.
- (f) Beauty, hairdressing or skin penetration procedures must not be carried out at temporary events unless all requirements set out in the *Public Health Act 2010*, *Public Health Regulation 2012*, *Local Government Regulation 2005* and *Local Government Act 1993* can be complied with and an approval from NSW Health or the local Council is obtained prior to the event.

7. Health Requirements for all Premises Including Mobile Operators and Temporary Stalls

All practices and procedures carried out within a skin penetration premises, hairdresser and beauty salon must comply with the *Local Government Act 1993*, *Local Government (General) Regulation 2005*, *Public Health Act 2010* and *Public Health Regulation 2012*.

If you require any further information please contact an Environmental Health Officer in Campbelltown City Council's Planning and Environment Division on (02) 46454604.

To access the following public health legislation and resources (factsheets, posters, audit tool and notification form) please visit:

<http://www.health.nsw.gov.au/environment/skinpenetration/Pages/default.aspx> for the following information:

Legislation

- Public Health Act 2010- Skin Penetration Procedures - Extract
- Public Health Regulation 2012 - Extract.

Fact Sheets

- Beauty treatment - hygiene standards
- Body piercing - hygiene requirements
- Cleaning and Disinfection of Foot Spas
- Colonic lavage (or colonic irrigation) - hygiene standards
- Hairdressing and barbers - hygiene standards
- How to sterilise your instruments
- Nail treatment (manicures and pedicures) - hygiene standards
- Tattooing and other body art - hygiene standards
- Waxing - hygiene standards.

NSW Health Infection Control DVD

- Infection Control DVD

Poster

- Steps to Sterilisation
- Steps to Cleaning and Sterilising Instruments

Audit Tool

- Skin Penetration Audit Tool

8. Registration with Council

Once Development Consent or Complying Development has been issued and the premises has received a satisfactory inspection all operators must be registered with Council prior to operating. The registration form must be submitted to Council including the payment of the appropriate fee prior to the business commencing operations. (*Local Government Act 1993* - Part 10 and *Public Health Regulation 2012*). You can download the Hairdressing, Beauty and Skin Penetration Premises Registration form from Council's website at www.campbelltown.nsw.gov.au