



Proposed Hairdressing Premises Application Procedures

The Health (Registration of Premises) Regulations 1966,
The Health (Hairdressers) Regulations 1980

Application Guide

GENERAL INFORMATION

All premises where Hairdressing is carried out are required to be registered and inspected by the Local Authority under the Health (Registration of Premises) Regulations 1966. This includes mobile hairdressers and those operating from home.

The licence period for registration of premises is from the 1st October until the 30th September the following year.

This guide is designed to explain how to apply for a Certificate of Registration as a Hairdressing premise, the details expected in respect of the application and to assist applicants in providing a satisfactory standard of hygiene.

NB. We advise you to seek a Land Information Memorandum (LIM) from Queenstown Lakes District Council, if you are intending to purchase any premises.

The Health (Hairdressers Regulations) details the structural and sanitary requirements for hairdresser's shops, as well as conduct and hygiene practices that must be followed. You can obtain a copy of these regulations from a Government Bookshop. You should familiarise yourself with the regulations at an early stage, particularly the parts dealing with the structural and sanitation requirements for such premises.

SUMMARY OF THE PROCESS

The following is a brief outline of the process involved in obtaining a 'Certificate of Registration of Hairdressers Premises' to permit the practice of Hairdressing:

1. Apply for Resource Consent / Building Consent if required.
2. Submit your "Registration of Hairdressers" application along with a layout plan and fee to the Environmental Health Section of Queenstown Lakes District Council.
3. The proposal and plan will be assessed in terms of compliance with the Health (Hairdressers) Regulations 1980 and you will be notified of the outcome in writing.
4. Once written approval has been received you can proceed with the physical works to be carried out on the premises.
5. Book a site assessment time with the Environmental Health Officer. (A site assessment of the completed premises is required to be carried out prior to opening to the public).
6. A Certificate of Registration for Hairdressers Premises will be issued once the Officer is satisfied that the premises comply with both the *Health (Hairdressers) Regulations 1980* and the *Building Act 1991* and the fees have been paid.

Contact Details:

Queenstown Lakes District Council
10 Gorge Road
Private Bag 50072, Queenstown

Phone: 03-441 0499
Fax: 03-450 2223
E-mail: services@qldc.govt.nz

WHAT DO YOU NEED TO DO?

Planning Consent:

Please check with Queenstown Lakes District Council Planning Section that the premises, which you wish to operate from, is located in an area permitting this activity. If not, you will need to obtain Resource Consent to operate.

Please contact a Planning Officer to discuss your proposal.

If the premises are not connected to Council's water and sewerage systems, then a water right and/or a discharge resource consent may need to be obtained from the Otago Regional Council (ORC) who can be contacted on Freephone 050 847 4082.

Building Consent:

A Building Consent is required if the building is:

- Not currently registered with the Council as a hairdresser, or
- If internal/structural/plumbing and drainage alterations are proposed.

Please check with Queenstown Lakes District Council Building Section to confirm whether or not a building consent is required.

Hairdressers Registration:

Please complete and return the attached 'Registration of Hairdressers' application form together with the scale layout plan and the fee of \$337 (including GST). Your proposal and plans will then be assessed in terms of the requirements of the Health (Hairdressers) Regulations 1980. A letter of approval in principle will be forwarded to you. Once this has been received and you have replied to any requests for further information, works can commence. Prior to opening to the public a site inspection will be carried out by an Environmental Health Officer.

A Registration of Premises certificate is required before you commence hairdressing. This will be issued to you once the Environmental Health Officer is satisfied that the premises comply with both the *Health (Hairdressers) Regulations 1980* and the *Building Act, 1991*, and the fees have been paid.

As the submitted application, and scale layout plan are what your Certificate of Registration relate to, it is recommended that you keep a copy for your own reference. With this in mind we will return to you, with the Certificate of Registration, one of the two approved scale plans submitted with the application. It is also recommended that you keep a copy of the information sheet on Fees for your information.

Any queries regarding completing your application or the Hairdressing Regulations can be directed to Queenstown Lakes District Council EHO.

WHAT HAPPENS NEXT

Once the above consents have been approved and granted, work may then proceed in accordance with the information submitted with your proposal. Any variation from the details submitted shall be notified to the Environmental Health Officer to ensure your premises comply.

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