



Transfer of Registration - Hairdresser

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

Application Guide

GENERAL INFORMATION

All premises, where hairdressing is carried out are required to comply with the Health (Hairdressers) Regulations 1980 and be registered annually by the Local Authority. Where a currently registered premise changes hands the new proprietor must transfer the registration within 14 days. Once approved the registration will then be current up to the 30 September of that year. Thereafter, an annual fee of \$337.00 will be charged for registration. The registration period is from the 1st October to the 30th September the following year.

This guide is designed to explain how to transfer a Hairdressers Certificate of Registration and the detail expected in respect of the application.

The Queenstown Lakes District Council carries out its functions in respect of Resource Management and Regulatory Services.

How can you obtain information on a currently registered Hairdressing Premises?

You can request the vendor show you a copy of the last inspection report. Please note however that this cannot be seen as a complete list of possibly outstanding requirements.

You can request that an Environmental Health Officer (EHO) from QLDC conduct an assessment of the premise at a cost of \$280.00. This will be a complete assessment of the premise in terms of the Health (Hairdressers) Regulations 1980 and will include all outstanding or new matters. This will require the approval of the existing proprietor of the premise.

In all cases, we advise you to seek a Land Information Memorandum (LIM) from Queenstown Lakes District Council if you are intending to purchase any premise. These application forms are available at the Queenstown Lakes District Council office, if required.

Procedure if you wish to transfer the registration with no changes to the business

Please complete the attached Transfer of Registration form (Pink). Return this together with the prescribed fee of \$55.00 to the Environmental Health Office of Queenstown Lakes District Council.

Procedures if you are renovating or changing the business in any way

If you are changing the premise in any way you may need to arrange an inspection of the premise prior to opening. Please ensure you discuss this in the first instance with an Environmental Health Officer who can advise you of your responsibilities.

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

Generally, if an Environmental Health Officer needs to visit your premise prior to opening you will be charged an inspection fee of \$280. This combined with the transfer fee of \$55.00 will be a combined total cost of \$335.00.

If you are intending to redesign or alter the layout of the premise, or significantly alter the scale of operation you may need to submit a Proposed Hairdressing Premise application which is on a separate form obtainable from QLDC. This application will need to be submitted with plans and specifications and approved by an Environmental Health Officer prior to any work commencing. Please discuss this with an Environmental Health Officer at your planning stage to see if this is required. The cost of this application is \$337.00. In addition to this you may need to contact the following sections or organisations:-

1. Planning Consent:

Please check with QLDC Planning Section that the premise, 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.

Also if the premises are not connected to the Council's water and sewerage systems, then a water right and/or discharge resource consent may need to be required to be obtained from the **Otago Regional Council** (ORC). The ORC can be contacted by free phone 050 847 4082.

2. Building Consent:

Generally speaking 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.

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