The Victorian Government has simplified the registration requirements for hairdressing and low risk beauty therapy premises.

From 1 March 2016, eligible businesses – those that solely provide hairdressing and/or low risk beauty therapy services at their premises – will be able to apply for "on-going" registration.

Further to the Q&A provided to Councils in October 2015, this information sheet has been developed to provide information to Councils about how to prepare for the new registration.

If you have any queries, please email Jennifer.Hughes@dhhs.vic.gov.au or telephone (03) 9096 5073.

1. How can businesses transition to the new registration system?

To transition to the new system, from 1 March 2016 eligible business proprietors can either:

A. Wait until their periodic registration is due to lapse. Councils will forward on-going registration forms to eligible businesses in the usual manner, generally towards the end of 2016.

B. Request an application form and submit this to Council. Businesses can contact their Council health department any time from 1 March 2016, request an application form for the on-going registration and submit this for Council’s consideration, together with an on-going registration payment.

2. Which businesses will be required to apply for on-going registration from 1 March 2016?

From 1 March 2016 proprietors of the following hairdressing and low risk beauty therapy business premises will be required to apply for a new business registration:

1. proprietors of new businesses;
2. proprietors whose business premises moves location; or
3. proprietors that transfer their business to a third party.

These proprietors will make an application, accompanied by an on-going application fee, with their council for the new on-going business premises registration.

Councils will then issue these businesses with a new on-going certificate of registration. In the case of businesses that transfer to a third party, the on-going certificate of registration will be issued to the new business owner.

3. What do councils need to do to prepare for the new registration system?

Councils will need to develop and have available from 1 March 2016:

1. a new or amended application form or to enable eligible businesses to apply for on-going registration. A sample form is attached. Councils may also wish to develop their own form.
2. a new certificate of registration reflecting that the business will be issued an on-going registration; and
3. an appropriate fee to accompany the on-going registration.

4. What services does “low risk beauty therapy” include?

Low risk beauty therapy is defined as the application of cosmetics that does not involve skin penetration or tattooing. Low risk beauty therapy includes the application of the following:

1. temporary make up;
2. henna tattoos;
3. spray tans; and
4. eyelash and eyebrow tinting.

Proprietors of businesses that offer one or more of the services described above are eligible to apply for on-going registration.

5. What services does hairdressing include?

Hairdressing services include:

1. cutting hair with scissors or razors; and
2. colouring and styling hair.

Proprietors of businesses that offer these services are eligible to apply for on-going registration.

6. What if the proprietor of a hairdresser and/or low risk beauty therapy business offers other services?

If a proprietor of a hairdressing and/or low risk beauty therapy business premises also offers other services at the same premises such as:

1. tattooing;
2. piercing or other skin penetration services;
3. colonic irrigation; or
4. beauty therapy services such as permanent or semi-permanent make-up application (cosmetic tattooing), facial or body treatments, manicure or pedicures, application or mending of artificial nails, or epilation by electrolysis or wax,

the existing periodic registration requirements will continue to apply and this will be accompanied by a periodic registration fee.

7. How should councils set fees for on-going registration?

Councils should set their registration fees according to cost recovery principles. Any fee increases as a result of the new on-going registration system should relate to the cost of administrating the registration system. Costs of administrating the registration system could include:

1. time taken to inspect premises in the first year of introducing the on-going registration system; and
2. costs associated with maintaining a register containing details of hairdressing and low risk beauty therapy business proprietors and premises.