

# Application for Personal Appearance Establishment

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

### **IMPORTANT NOTICE**

Western Downs Regional Council is committed to handling your personal information in accordance with the *Information Privacy Act 2009* (Qld) and the Queensland Privacy Principles (QPPs).

QPP 5 obliges Council to advise you of certain matters when collecting your personal information. This collection notice sets out those matters, and explains how we will manage the collection, use, disclosure and storage of your personal information.

For further information regarding how your personal information will be handled, please refer to the bottom of form.

### **Application for Registration of a Personal Appearance Establishment**

If you have any specific enquiries regarding how to complete this form or applicable fees, please contact Western Downs Regional Council on 1300 268 624. Please complete this application in BLOCK LETTERS and tick boxes where applicable. If a question does not apply, please indicate by writing "n/a".

#### **Applicant/s Details:**

Applicant Name: \_\_\_\_\_

Applicant Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Business Details:**

Company or Trading Name: \_\_\_\_\_

ACN: \_\_\_\_\_ Health Number: \_\_\_\_\_

Postal Address 1: \_\_\_\_\_

Postal Address 2: \_\_\_\_\_

Business Ph.: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Home Ph.: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

#### **Premises Details:**

Shop Name: \_\_\_\_\_

Street Address of premises: \_\_\_\_\_

Business Ph.: \_\_\_\_\_ Business Fax: \_\_\_\_\_

State the process or processes involving the penetration of the skin of living human beings, which is or are intended to be carried out in the establishment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **IMPORTANT NOTICE continued**

The information collected is necessary to assess your application.

Your personal information has been collected under authority of the *Local Government Act 2009*.

If you choose not to provide your personal information, for example your name and contact details, Council will not be able to process your application.

Your personal information will be accessed by persons who are authorised to do so. Council may provide your personal information to an external party when required by law.

Council's privacy policy explains how you may request access to and/or seek correction of your personal information. Council's policy also explains how you can complain to Council if you consider Council has breached its obligations to manage your personal information in accordance with the QPPs, and how we deal with privacy complaints.

If you have any questions about how your personal information will be handled, please contact Council on telephone 1300 268 624 OR

[info@wdrc.qld.gov.au](mailto:info@wdrc.qld.gov.au).

**Lodgement:** Please include plans drawn to scale, not smaller than one to one hundred (1:100) of the proposed premises and details of furniture & fittings. On completion of this application, please forward it, the required supporting documentation and your application fee to Council at the address on the front of this form.

**Please Note:** This application **MUST** be lodged with Council

Office Use Only

Application Fee:		Licence Fee:	
EH No.:		Receipt No.:	
Assessment No.:		Date:	
Initials:			