



HAIRDRESSERS PREMISES (HD) REGISTRATION GUIDANCE

OPENING A NEW PREMISES

If you want to set up a hairdressing business, there are procedures and hygiene requirements you need to follow.

All hairdresser premises need to be registered by the local authority under the Health (Registration of premises) Regulations 1966.

Please note, mobile hairdressers are not required to register. However, a QLDC Environmental Health Officer (EHO) may carry out hygiene assessments of the operators practices.

Before you apply to register a new hairdresser premises:

- Contact the Queenstown Lakes District Council (QLDC) Environmental Health team to enquire about your licensing requirements.
- You should contact the QLDC Planning Officer to check if it is permitted to operate a hairdresser premises at the proposed address or if a resource consent is required. Please note, prior to issue of your hairdresser premises registration certificate, we will need confirmation that you have either;

- A) Applied for and been issued a resource consent (if required), or
- B) Your proposed hairdresser premises location and activity is permitted under the district plan.

- Be familiar with the Health (Hairdressers) Regulations 1980. These regulations sets out all the legal requirements you need to comply with.
- You should contact the QLDC Building Officer to check whether a building consent is required. Please note, prior to issue of your hairdresser premises registration certificate, we will need confirmation that you don't need a consent or have applied for and been issued either a code of compliance certificate (CCC) or certificate of public use (CPU).
- It is recommended that you contact the QLDC Trade Waste Officer to seek clarification of what may be required, with regards to the QLDC Trade Waste Bylaw.
- For more information with regards to any of the above, go to our website or telephone QLDC and talk to a duty planner or Building Officer, or request information by email

HOW TO APPLY FOR A HAIRDRESSER PREMISES REGISTRATION

1. Complete the application form which can found via the following link:

www.qldc.govt.nz/assets/Uploads/Forms/Environmental-Health/Hairdressers/Application-for-Registration-of-a-Hairdresser.pdf

2. Pay the fee and submit the completed application form as per the below 'Form Submission and Payments' Procedures

Please note, a pre-opening inspection will be scheduled and performed, prior to the issue of the hairdresser premises registration certificate.

Please be aware that once you receive your registration certificate you are required to display it in a public part of the premises.

TRANSFER OWNERSHIP OF EXISTING PREMISES

If you take over an existing hairdresser premises, you must contact the QLDC Environmental Health team to inform us of the change. You must also transfer the registration into your name by completing and submitting the below hairdresser premises registration transfer form and pay the transfer fee

www.qldc.govt.nz/assets/Uploads/Forms/Environmental-Health/Hairdressers/Hairdresser-Transfer-of-Registration.pdf

PLEASE NOTE THAT YOU MUST APPLY WITHIN 14 DAYS OF TAKING OVER THE BUSINESS.

After this period, the registration lapses and cannot be transferred. If there is no current registration you need to apply for a new one.

RENEWING YOUR REGISTRATION

The annual registration period for hairdresser premises is from the 1 October to the 30 September each year. We will send you a renewal application form and annual registration fee invoice before your expiry date. The hairdresser premises annual registration renewal form can be found via the following link:

www.qldc.govt.nz/assets/Uploads/Forms/Environmental-Health/Hairdressers/Renewal-Registration-of-a-Hairdresser.pdf

REGISTRATION FEES OUTLINE

1. New hairdresser premises registration and renewal fee: \$390.00 (GST Incl.)
2. Hairdresser premises registration transfer fee: \$72.50 (GST Incl.)

FORM SUBMISSION AND PAYMENTS

You can submit and pay for your completed new application, transfer or renewal forms by either of the following methods:

1. Email the completed form and pay the fee via online banking to the QLDC bank account 02 0948 0002000 00. Please ensure you add the QLDC identifying number, which can be found on the registration certificate (HD##), in the banking payee reference field to ensure correct allocation of fees.
2. You can drop off the application at any of the QLDC offices and pay by cash, cheque, eftpos, MasterCard or Visa.

If posting your completed new application, transfer or renewal form, include a cheque for the invoiced fee and post to the below postal address.

QLDC CONTACT INFORMATION

POSTAL ADDRESS

Queenstown Lakes District Council
Att: Environmental Health
Private Bag 50072
Queenstown 9348

OFFICE ADDRESSES

Queenstown Office
10 Gorge Road
Phone 03 441 0499

Wānaka Office
47 Ardmore street
Phone 03 443 0024

EMAIL

services@qldc.govt.nz

WEBSITE

www.qldc.govt.nz



HYGIENE REQUIREMENTS

Check the *Health (Hairdressers) Regulations 1980* for more details.

WASH HAND BASINS AND SINKS

You need a minimum of:

- a shampoo sink (if washing hair)
- a cleansing sink for cleaning equipment
- a wash hand basin.

Use sinks for their designated purpose only.

The wash hand basin must be in the same room and within 6m of all hair cutting chairs. It must have:

- hot and cold running water
- soap
- nail brush
- single use towels or paper towels.

CLEANING

- You must use a laundered towel or single use paper towel for each customer.
- Store used towels in a clean covered container, such as a laundry basket.
- Store freshly laundered towels in a clean, dust free location.
- Do not launder in the service area of the shop.

EQUIPMENT

Please ensure combs are not stored in diluted disinfectant for long periods. This is because the disinfectant loses its effectiveness when diluted with water and after contact with skin and hair particles. Combs should be scrubbed free of hair etc. (to enable the disinfection agent to effectively kill microorganisms), then soaked for the recommended time in disinfectant (usually 15 minutes) and stored dry until required.

Clean razors and clippers or any other instruments with non-detachable parts by:

- Thoroughly brushing teeth or blades with a clean brush to remove hair (used exclusively for this purpose).
- Wiping the blades with clean cotton wool or cloth saturated with disinfecting fluid.

Immerse shaving brushes, mugs and sponges in boiling water for five minutes after each use. Use disposable blades wherever possible.

REFRESHMENTS SERVICES

Where tea, coffee, or other beverages are served to customers, every utensil used in the service of such refreshments shall be effectively cleaned and rendered hygienic, unless single-service utensils are used.

DOGS

Only guide dogs certified by the Royal New Zealand Foundation for the Blind are permitted on the premises.