

# Starting Out in the Hairdressing Business



**A guide to the application procedures and the legislative requirements for establishing and operating a hairdressing salon.**

## Introduction

Central Otago District Council Environmental Health Staff will help with applications and assist in providing information, however, if you require further technical advice or information you may need to consult the following departments and officers before proceeding with your proposed business:

**Planning Officer:** for advice on the District Plan requirements and applications for resource consent.

**Environmental Health Officers:** for assistance with the requirements in setting up and running of a hairdressing salon.

**Building Control Officers:** for information on applications for building consents, fire safety requirements, plumbing requirements including back-flow prevention and all building construction matters.

**Trade Waste Officer:** If your business is located in an area serviced by a Council sewerage scheme you may require a Trade Waste Consent.

## Legal Requirements

The Health (Hairdressers') Regulations 1980 require a hairdresser's shop to obtain a Certificate of Registration before it can operate. It is an offence to operate a hairdressers shop without a Central Otago District Council current registration certificate. This certificate needs to be displayed in a public part of the premises.

Minimum standards for hairdressers' shops are set out in [Health \(Hairdressers'\) Regulations 1980](#).

## Application for Registration

Your application for registration of a Hairdresser's shop should consist of:

- (i) A set of accurate plans and specifications for the new premises and
- (ii) A completed "Application for Registration" form and a cheque for the current registration fee.

## Plans

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Included in your full set of scale plans of the premises should be an accurate layout plan of your premises showing the following details. Sufficient copies of all of the plans should be provided for all the relevant departments:

- (i) All rooms and their designation, eg. areas may also be designated storage area, shampoo area, customer waiting area.
- (ii) The position of all the appliances and fittings, such as shelving, cupboards, wash-hand basins, shampoo basins, and windows.
- (iii) The position of incidental features such as yard areas, refuse storage area, staff and patrons' toilets, staff changing areas.

## Specifications

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Specifications of proposed construction materials, colours and surface finishes are essential. They can either be included on the plan or in a separate specifications sheet.

The information contained in the plans and specifications should enable the Central Otago District Council Environmental Health Officer and Building Control Officers to check that the proposed premises complies with the appropriate Regulations and Codes. The Environmental Health Officer needs to be able to understand how the premises will operate. It is also useful to indicate the type of service that is envisaged as this may also influence the design.

## The Application Form

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An application form is included in the end of this package. The application for registration is a legal document - please complete it fully and accurately. It is important that the name of the person or company to be named on the certificate is a legal entity. The completed form should be signed and dated and then forwarded to the Central Otago District Council with the initial registration fee.

An annual registration fee falls due on 30 September each year.

When your premises are inspected you will receive an invoice for the cost of the inspection, along with the inspection report.

## Further Information

For advice please contact the Environmental Health Officer.

Central Otago District Council  
1 Dunorling Street  
PO Box 122  
Alexandra

Telephone (03) 440 0056  
Facsimile (03) 448 9196

# Application for Registration of Premises



Pursuant to Health Act 1956 and Health (Registration of Premises) Regulations 1966

Occupier: \_\_\_\_\_  
Full name or company name

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

Trading Name: \_\_\_\_\_

Address of Premises: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

Purpose of Registration (Type of premises)

*Hairdresser*                       Salon                       Home occupation

Application Fee: Please consult Council's Environmental Health Officer regarding the current registration fee.

FOR OFFICE USE		
Fee Paid \$	_____	Date: _____
Debtor No.	_____	Invoice No. _____
EHO Comments:	_____	Receipt No. _____
_____		
Licence No.	_____	Date Issued: _____
		Valuation No. _____