



# STARTING OUT

in the

# HAIR BUSINESS



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

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## **INTRODUCTION**

Starting out in a hairdressing business can be a daunting prospect. You need to be aware of the standards required and the correct application procedure. This booklet is designed to help you to set up a new hairdresser operation by providing information on the relevant standards and the application procedure.

In establishing a new hairdressing premises there are few financial shortcuts. Commitment to ensuring a high standard at the development stage, through to the selection of suitable materials and equipment, combined with thoughtful design, will result in greater operational efficiency and cost effectiveness.

You are urged, during the process of establishing your business or when you have any problem relating to the food business to consult your Central Otago District Council **Environmental Health Officer**. They can provide expert advice and additional information to clarify many areas of uncertainty.

Central Otago District Council Environmental Health Staff are willing to 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 any venture, :

- (i) **PLANNING & DEVELOPMENT OFFICER**  
for advice on the District Plan requirements and applications for resource consent.
- (ii) **ENVIRONMENTAL HEALTH OFFICERS**  
for assistance with the requirements in setting up and running of a hairdresser salon.
- (iii) **BUILDING CODE INSPECTORS**  
for information on applications for building consents, and fire safety requirements, plumbing requirements including back-flow prevention and all building construction matters.
- (iv) **TRADE WASTE CONSENT OFFICER**  
*(If your business is located in an area serviced by a Council sewerage scheme)*  
for advice on whether your proposal will require a Trade Waste Consent and assistance with this process.

## **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.

The Certificate of Registration will only be issued when premises comply fully with the standards set in the Regulations. This is determined through inspections by the Environmental Health Officer.

Minimum standards for hairdressers' shops are set out in Health (Hairdressers') Regulations 1980. A full copy of the Health (Hairdressers') Regulations 1980 are available from Book Shops or from the Central Otago District Council. A summary of these requirements are enclosed in this pamphlet. (See page 5)

## **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**

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**

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, Building Code 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**

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 complete form should be signed and dated and then forwarded, together with a cheque made out to the Central Otago District Council for the annual registration fee.

The annual fee is \$80.00. This is payable on starting the business and on renewal each year. Registrations fall due on 30 September each year.

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

Inspection cost	\$165.00
Follow-up inspection	\$80.00

## **REGISTRATION AND BEYOND**

After the application is completed satisfactorily, before the date of completion and near to the proposed opening, the Environmental Health Officer must be contacted to undertake a ***final inspection*** of the premises.

If the inspection reveals the premises is set up correctly in accordance with the development plans and complies fully with the Health (Hairdressers') Regulations 1980, the premises can then be approved and a certificate of registration issued.



**Please Note : It is an offence to operate the premises prior to the issue of a Certificate of Registration.**

Once the premises is registered, then a periodic inspection will be carried out to ensure that conduct and structural requirements are being observed.

**YOUR REGISTRATION MUST BE RENEWED EVERY YEAR.**

### **Further Information**

For advice during development or if future alterations are planned please be sure to consult with the Environmental Health Officer who is always available for discussion and advice.

Central Otago District Council  
1 Dunorling Street  
P O Box 122  
Alexandra

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



## ***Minimum Standards for Hairdressers' Shops***

1. Floors, walls and ceilings of the service area need to be smooth, durable and impervious to water.
2. All other walls and ceilings should be non-absorbent and easily cleaned.
3. Lighting to be 300 lux at all working surfaces and at least 100 lux measured 800mm above the floor in every other part of the shop, free from glare and shadows.
4. Ventilation whether natural or mechanical must prevent the formation of condensation and remove all objectionable fumes and odours.
5. Clear floor space needs to be sufficient to permit easy access for cleaning in the service area:
  - 2.3m<sup>2</sup> for each customer attended to;
  - service chairs spaced at 1.5m centres; and
  - 0.9m<sup>2</sup> for each additional customer awaiting attention.
6. Separate waiting room (where provided) - 0.9m<sup>2</sup> for each available seat with a minimum of 4.6m<sup>2</sup>.
7. Wash hand basins - one for every 10 service chairs and one within 6m of each service chair. Hot and cold water, soap, nailbrush and approved hand drying facilities are required.
8. Sufficient shampoo basins or troughs to be provided with hot and cold water where hair is cleansed.
9. Only materials and equipment used in hairdressing may be stored in the service area.
10. No service area may be in direct communication with any place or room where food is prepared for sale or held for sale unless it is completely enclosed in a wrapper.
11. Shop to be kept in good repair, clean and free from rubbish, foul odours, vermin and insects.
12. Vermin proof containers made of metal or other suitable material to be provided for the reception of all waste and refuse, kept covered and emptied daily.
13. Work surfaces to be smooth, durable and impervious to water.
14. Sinks or other suitable appliances are required, provided, other than in a staff restroom, for the purposes of cleansing tools and equipment.

Other than guide dogs for the blind, dogs are not permitted in any hairdresser's shop.

## ***Hairdressers - Restrictions***

1. No person shall work as a hairdresser while they have a discharge of pus or serum from any part of the head, neck, hands or arm.
2. Handwashing - warm water and soap;
  - before commencing work;
  - after using the toilet; and
  - other frequent intervals to ensure cleanliness.
3. Hairdressers shall:
  - maintain a personal state of cleanliness;
  - wear clean, washable clothing;
  - not place combs, scissors, etc. in pockets, and
  - not use tobacco while hairdressing.
4. Sanitary practices:
  - all powderpuffs, permanent wave pads, strips, flannels, etc. to be used only once then discarded immediately;
  - alum or other astringent material to stop the flow of blood to be applied only in a powder or liquid form by means of a single service gauze or cotton pad;
  - liquids, creams, powders to be stored in clean closed containers and removed by an applicator rendered by hygienic or by single service spatula so that unused portions do not touch the hands; and
  - cut hair must be swept or vacuumed up at frequent intervals and placed in a refuse container.

## ***Special Items***

1. Towels must be placed in a covered container after use prior to disposal or laundering.
2. Towels to be stored in a clean dustproof container before use.
3. Protective coverings must not be shaken to remove cut hair and reasonable precautions taken to prevent the air in the shop from becoming polluted by cut hair.
4. No laundering operation may be carried out in the service area.

## **Refreshments**

1. Refreshments shall not be served to any customer in the service area where hair is being cut. This does not necessarily exclude service to persons in the waiting area or in other areas (eg. beneath hairdryers).
2. Utensils used for the service of beverages, unless they are single service items, must be effectively cleaned and rendered hygienic.

Cleaning and rendering hygienic may be achieved by causing all utensils, other than single service articles, used in the service or consumption of food or drink to be scraped to remove gross particles of food and then treated by one of the following two methods:

*Method A:* Thoroughly washing them in water at a temperature of not less than 43°C, containing an adequate amount of soap or other detergent, and then by means of a wire basket or other appliance in which the utensils are kept separate from each other -

- Immersing them for half a minute in boiling water and draining them; or
- Immersing them for 2 minutes in clean water at a temperature of not less than 77°C, the temperature being maintained by means of a gas ring, or steam or hot water jacket, or other effective means, and draining them.

*Method B:* Washing and sanitising in an appropriate manner through the use of commercial hot water rinse machines (dishwashers) or chlorine chemical rinse machines described in the Food Hygiene Regulations 1974. Guideline specifications are available from Council for these machines if required.

## **DISINFECTION OF HAIRDRESSING APPLIANCES AND EQUIPMENT**

The Health (Hairdressers') Regulations 1980 prescribe specific methods by which hair-dressing appliances and equipment must be cleaned and rendered hygienic. Various methods that must be used for particular items are summarised below.

### **DEFINITIONS**

*Alcohol* - mixture of alcohol and water containing between 69.5% and 70.4% by volume of ethyl or isopropyl alcohol.

*Disinfecting Fluid* - A solution that has a sterilising effect or disinfection action at least equal to a 70% solution of alcohol.

*Effective Ultraviolet Radiation* - Electromagnetic radiation, wavelength of 253.7 nanometres, intensity of at least 100 microwatts per cm<sup>2</sup> at the surface to be exposed.

### **CLEANING & DISINFECTION OPTIONS & CIRCUMSTANCES UNDER WHICH EACH OPTION MUST BE APPLIED**

**(1) After use on each customer, every hairdressing appliance, brush and item of equipment shall be:**

- Cleaned to remove hair and other foreign material; and
- Washed in water and detergent at a temperature of at least 43°C.

**(2) At the end of each working day, every hairdressing appliance, brush, tool, instrument and utensil shall be:**

- Washed in water and detergent at a temperature of at least 43°C; and
- Be rendered hygienic by one of the following methods -
  - (i) immersion in boiling water for at least five minutes; or
  - (ii) exposure to confined live steam for at least five minutes; or
  - (iii) immersion in a suitable disinfecting fluid for at least fifteen minutes; or
  - (iv) exposure for at least fifteen minutes to effective ultra-violet radiation in a type of apparatus approved by the Medical Officer of Health and subject to such conditions as to use and operation or maintenance as he or she may prescribe.

**(3) Immediately after use on a person having an inflamed or suppurating skin, every hairdressing appliance, brush, tool, instrument and utensil shall be:**

- Washed in water and detergent at a temperature of at least 43°C; and
- Be rendered hygienic by one of the following methods -
  - (i) immersion in boiling water for at least five minutes; or
  - (ii) exposure to confined live steam for at least five minutes; or
  - (iii) immersion in a suitable disinfecting fluid for at least fifteen minutes; or
  - (iv) exposure for at least fifteen minutes to effective ultra-violet radiation in a type of apparatus approved by the Medical Officer of Health and subject to such conditions as to use and operation or maintenance as he or she may prescribe.

**(4) After each use, shaving brushes, mugs and sponges shall be:**

- Rendered hygienic by immersion in boiling water for at least five minutes.

**SPECIAL REQUIREMENTS FOR CERTAIN EQUIPMENT**

(1) Electric clippers, electric shavers and any other appliances or instruments with non-detachable parts shall be cleaned by:

- Removing all hair by brushing the teeth with a clean brush kept solely for that purpose; and
- Then wiping the blades with a clean cloth or clean cotton wool saturated with a *disinfecting fluid*.

(2) Strops shall be cleaned after each use by wiping with a clean cloth or a sponge saturated with a *disinfecting fluid*.

**EQUIPMENT DROPPED ON THE FLOOR OR OTHERWISE CONTAMINATED**

Any appliance, tool or equipment that is dropped on the floor or otherwise contaminated shall, **before being used**, be cleaned and rendered hygienic as if it had just be used on a person having an inflamed skin (refer above).

**STORAGE OF EQUIPMENT**

The following requirements apply for the storage of appliances, tools and equipment when they are not in use:

- Containers to be provided for storage purposes;
- Containers to be kept closed except when articles are being placed in or removed from them.
- Containers cleaned and internal services wiped with a cloth saturated with *disinfecting fluid* at least once every working day.

Appliances awaiting disinfection after use may be stored in a clean, covered container separate from hygienic items.

## **DISINFECTING FLUIDS (refer also to definitions)**

Where disinfecting fluids are to be used, they must have a sterilising effect or disinfecting action at least equal to a 70% solution of alcohol.

Simple disinfecting fluids that comply with regulatory requirements and may be easily prepared by hairdressers are:

- ***Methylated Spirits***

Mix 750mls of methylated spirits with 250 mls of clean water to make 1 litre of suitable disinfecting fluid.

- ***Sodium Hypochlorite***

Sodium hypochlorite is found in household bleach products but **beware** these products may come in a range of strengths. For disinfecting purposes a solution with a 1% minimum strength is required.

Products with an "off the shelf" strength of 3% sodium hypochlorite (30g/litre) may be diluted, however, we recommend that you play safe by diluting by no more than 50%, (*ie. one litre of 3% strength sodium hypochlorite bleach may be diluted with one litre of clean water to make 2 litres of suitable disinfecting fluid*).

We also recommend that products with an "off the shelf" strength of 2% or less be used undiluted.

- ***Commercially Prepared Disinfecting Fluids***

If you propose to use commercially prepared disinfectants, the manufacturer must provide evidence acceptable to Council that their product meets the regulatory standard. Council is aware of only two complying disinfectants being marketed locally:

- *Isopropyl alcohol solution prepared by S & M Marketing Limited (70% solution that must be used undiluted).*

- *Halaquat disinfectant sold by Aakland Chemical Manufacturers (5% active quaternary ammonium compound). Dilution is permitted provided you mix at least 250 mls of concentrated Halaquat in no more than 5 litres of clean water.*



# 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:** \_\_\_\_\_

**Hereby apply to have the premises described below Registered:**  
(Note: Registrations fall due on 30 September each year.)

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

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

**Contact Person:** \_\_\_\_\_ **Daytime Number:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

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

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

**Purpose of Registration (Type of premises)**

*Hairdresser*  
 Salon

Home occupation

**Initial Application Fee - to be submitted with this form \$245.00 incl GST**

(this fee covers the initial application and approval inspection)

**FOR OFFICE USE**

Fee Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_ Invoice No. \_\_\_\_\_

Debtor No. \_\_\_\_\_ Receipt No. \_\_\_\_\_

EHO Comments: \_\_\_\_\_

Licence No. \_\_\_\_\_ Date Issued: \_\_\_\_\_ Valuation No. \_\_\_\_\_