



HAIRDRESSING PREMISES

Procedures and Requirements for Starting a New Hairdressing Premises



TABLE OF CONTENTS

INTRODUCTION3

WHERE DO I START?3

CONSULTATION WITH COUNCIL DEPARTMENTS3

PLANNING DEPARTMENT3

BUILDING OFFICERS3

POLLUTION CONTROL3

ECONOMIC AND BUSINESS DEVELOPMENT SECTION3

THE APPLICATION PROCEDURE3

MINIMUM STANDARDS FOR HAIRDRESSERS PREMISES4

FLOORING4

WALLS AND CEILINGS4

LIGHTING4

VENTILATION4

FLOOR SPACE4

WASHING FACILITIES4

SHELVES AND STORAGE5

MISCELLANEOUS STANDARDS FOR HAIRDRESSERS5

GENERAL5

HOME BASED HAIRDRESSERS5

MOBILE/CALL OUT HAIRDRESSERS5

SERVICE OF REFRESHMENTS5

TRADE WASTE5

ACCESSIBILITIES5

ALTERATIONS6

SIGNAGE6

APPLICATION FOR REGISTRATION6

REGISTRATION AND BEYOND6

INTRODUCTION

This information brochure is designed to assist those wishing to set up a Hairdressing premises by outlining the necessary procedures involved in obtaining a Hairdressing Premises Licence.

All hairdressing premises need to be registered with the District Council.

WHERE DO I START?

Discuss your proposal with the Environmental Health Officer.

Assuming that you have found a premises which is not currently a Hairdressers premises (or intend to build a new building), the following officers and departments may need to be consulted.

The Environmental Health Officer will be able to tell you if all or any of the following is applicable to your new venture.

He/She may be contacted at the District Council Office in Hinemaru Street, or Phone 3484-199.

CONSULTATION WITH COUNCIL DEPARTMENTS

PLANNING DEPARTMENT

For advice upon Council's District Plan and whether the use (of your business) is permitted on the site you have in mind. Information on zoning, parking requirements, advertising and likely future patterns of development in that area is also available.

BUILDING OFFICERS

For advice on construction requirements, building consents, egress and access for disabled persons etc. A building consent is required where there is a change of use or alterations, and this will include plumbing and drainage of the building.

Toilet facilities provided must be in accordance with the Building Act 1991 with reference to disabled persons.

POLLUTION CONTROL

There is a requirement to obtain a Trade Waste Permit. Council's Pollution Control Officers will advise further.

ECONOMIC AND BUSINESS DEVELOPMENT SECTION

Part of this role includes helping businesses in their dealings with Council, and trying to minimise any delays businesses could have in achieving what they want.

They also assist in a small amount of business facilitation and guidance.

THE APPLICATION PROCEDURE

Your application should consist of:

- a. The applicant's name and outline of proposal.
- b. A detailed specification of materials and fittings.
- c. A plan showing the premises, locations of rooms, appliances and fittings.

Once the application details have been approved by the Environmental Health Officer, work may then proceed in accordance with the plan details provided and now approved. Any variation from the plan details must be notified. It is essential that the premises be constructed and finished in accordance with the Health (Hairdressers) Regulations 1980, and the Building Act 1991 which includes plumbing and drainage.

No work should commence unless proper application has been made, approved and completed, and any necessary Building Consent has been obtained.

Assuming that prior consultation with the Environmental Health Officer has taken place and the details provided are satisfactory, the officer will make progress inspections of the premises and ensure that all requirements are met before the opening date.

MINIMUM STANDARDS FOR HAIRDRESSERS PREMISES

FLOORING

The floor of the service area where hair is to be cut or cleansed shall have a surface which is smooth, durable and impervious to water.

It is recommended that proposed vinyl floors are coved 75 mm up the walls to enable the floor to be easily cleaned.

WALLS AND CEILINGS

All walls and ceilings in the service area shall be smooth, and of a durable material which is impervious to water.

All other walls and ceilings throughout the shop shall have non-absorbent surfaces which will enable them to be easily cleaned.

LIGHTING

Lighting of not less than 300 lux shall be provided at all working surfaces where customers are attended to, and where instruments and tools are cleaned. In every part of the shop, the light intensity shall be not less than 100 lux at a point 800 mm above the floor.

VENTILATION

Ventilation shall be such that condensation does not form on walls or ceilings. In the absence of sufficient natural ventilation, mechanical ventilation shall be provided.

FLOOR SPACE

In the room where customers are being attended to, the area provided for each customer shall be at least 2.3 metres. Service chairs shall be at least 1.5 metres apart. Where a Waiting Room or area is in use, there shall be at least 0.9 square metres for every person waiting. The minimum size of any room's floor area shall not be less than 4.6 square metres.

WASHING FACILITIES

At least one wash-hand basin for every 10 service chairs shall be provided. This wash-hand basin shall be within 6 metres of any service chair.

If shampooing is practised, a separate shampoo basin shall be provided within the same area.

It is recommended there also be a wash-hand basin provided near the toilet facility. All hand wash basins are to have both hot and cold water provided with soap, a nail brush and clean individual hand towels provided at each.

The hot water temperature shall be not less than 43°C.

A separate cleaning sink shall be provided for the cleaning of utensils. This sink must not be in the Staff/Meal room.

Where staff prepare tea or coffee, there shall be a separate sink provided.

SHELVES AND STORAGE

All shelves and benches shall be finished with a smooth durable surface which will enable them to be easily cleaned.

An enclosed cupboard shall be provided for the storage of towels.

MISCELLANEOUS STANDARDS FOR HAIRDRESSERS

GENERAL

Every shop must be kept in good repair, clean and free from rubbish, foul odours, vermin and insects.

No service area shall be in direct communication with any room or place where food is prepared or unwrapped food is stored or held for sale.

Every shop must be provided with an adequate number of vermin-proof refuse containers, emptied at least daily.

HOME BASED HAIRDRESSERS

Home based hairdressers (a hairdressing business carried out from a residential dwelling) must be setup in a separate room and also comply with the requirements set out above.

MOBILE/CALL OUT HAIRDRESSERS

Mobile hairdressers (hairdressers who travel to customer's home/venue and do not have a fixed hairdressing premises) must comply with the requirements relating to the storage, use, cleaning and disinfection of products, appliances and equipment.

SERVICE OF REFRESHMENTS

Where tea, coffee, or other beverages are served to customers, every utensil used must be effectively cleaned and then sanitised (by use of a commercial dishwasher, or other approved method), alternatively single-service utensils can be used.

TRADE WASTE

An application for a Trade Waste Consent shall be lodged at the Council's Trade Waste Division.

ACCESSIBLE TOILETS

Consideration is to be taken into account for disabled patrons entering and exiting the premises as well as accessibilities to toilet facilities.

For specific requirements consult the Building section of the Rotorua District Council or alternatively, view the Building Code.

ALTERATIONS

A Building Consent shall be applied for and granted prior to any renovation work commencing.

SIGNAGE

If a street sign is proposed, a permit from the Council's General Inspectors Division will need to be applied for and granted prior to any sign being displayed on the footpath or street.

APPLICATION FOR REGISTRATION

Your application for registration as a hairdressers premises should consist of

- a completed "Application for Registration" form;
- payment of the application fee.

It is preferable to also pay the appropriate Registration fee for the premises at this time. This would then avoid the need for a future invoice for the Registration fee and any later confusion arising over fees already paid.

REGISTRATION AND BEYOND

After making application for registration, and nearer to the proposed opening date, the Environmental Health Officer **must** be contacted to arrange a final evaluation of the premises.

If work requiring a building consent was carried out, then a Code Compliance Certificate must be obtained before the Certificate of Registration can be issued.

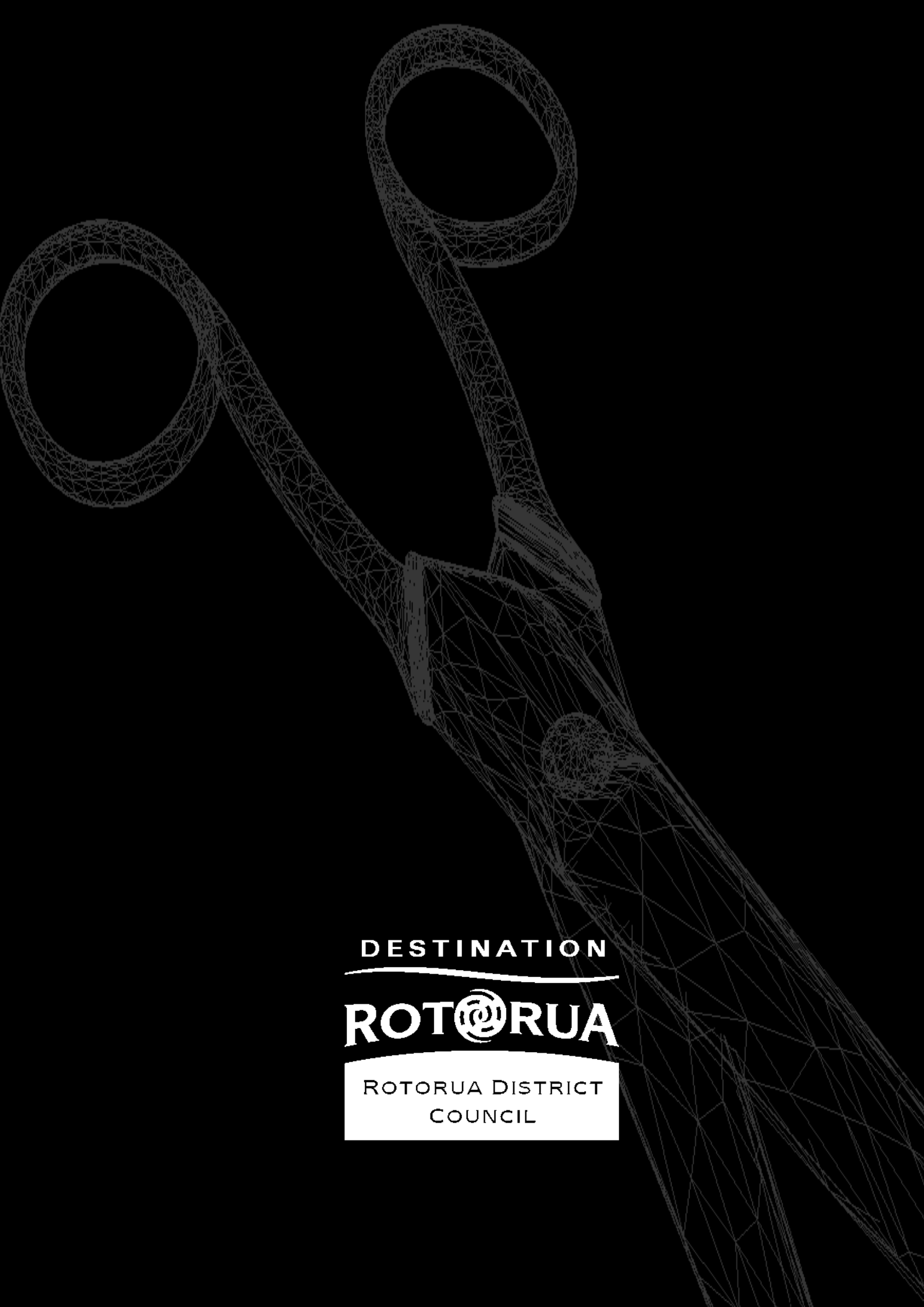
Once the final evaluation reveals the premises have been completed in accordance with the approved plans, the Health (Hairdressers) Regulations 1980 and all other relevant legislation approval can be given and the

Certificate of Registration issued, upon payment of the registration fee (if not paid at the time of application).

It is an offence to operate the premises prior to the issue of a Certificate of Registration.

Once the premises are registered then periodic evaluations of the premises will be carried out to ensure cleaning, safety, good practice and structural requirements are being observed.

Your Registration must be renewed every year.
The registration period runs from 1 July to 30 June.



DESTINATION

ROT@RUA

ROTORUA DISTRICT
COUNCIL