



City of Bunbury

Requirements for the Construction and Fit Out of a Hairdressing Establishment

City of Bunbury Environmental Health Services

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Current as at July 2023

Introduction

This information package has been developed to assist hairdressing establishments (new and existing), architects, designers and builders to comply with the *Hairdressing Establishment Regulations 1972*

hairdressing establishment means any premises or place or portion of premises or a place where any of the operations of a hairdresser are carried on;

hairdresser means any person who shaves, cuts, trims, dresses, waves, curls, stains or dyes, or who in any other way treats, the hair of any person for gain or reward and also includes a barber and every assistant of every such person;

Hairdressing DOES NOT include any skin penetration procedures where:

☒ The skin is pierced, cut, punctured, torn or shaved.

☒ A mucous membrane is cut, punctured or torn

and includes, but is not limited to, eyebrow waxing, eyebrow plucking, tattooing, body piercing, waxing, tweezing, threading, electrolysis, facial microdermabrasions, manicures, pedicures, lancing, lasers, cosmetic tattooing and IPL (Intense Pulsed Light) where shaving or waxing is involved.

Skin penetration does not include massage or eyelash extensions.

The regulations can be downloaded free of charge from <https://www.slp.wa.gov.au> or a hardcopy obtained from the City's Administration office at 4 Stephen Street, Bunbury (T 08 9792 7100).

The following general information is provided as a guide only. Please note, it is your responsibility to comply with all legislative requirements. Please refer to the Regulations for more specific information.

City Approval Processes

A new hairdressing establishment may require approval from a number of City departments:

Planning Services (T 08 9792 7048)

Planning approval is the first step in setting up a new hairdressing establishment. Planning Services will ascertain the suitability of the hairdressing establishment in the proposed location. You will need to consult with a Planning Officer to determine if a development application is required to be submitted.

Building Services (T 08 9792 7047)

If you are constructing a new premises or making changes to an existing premises, you may be required to submit a building permit application. You will need to discuss your proposal with a Building Surveyor to determine if this is necessary.

Compliance Services (T 08 9792 7052)

If you are proposing to install new signage, you may be required to submit a Sign Application. Please contact a Compliance Officer to determine requirements in relation to signage.

Environmental Health Services (T 08 9792 7100)

All new hairdressing establishments or alterations/extensions to existing hairdressing establishments are required to be assessed and approved by Environmental Health Services, even if Planning and Building approvals are not necessary.

An Application for Environmental Health Services Approval (available from the City's website <https://www.bunbury.wa.gov.au/live/handbook/environmental-health-services/environmental-health-forms-and-licenses>) and one complete set of scaled plans (minimum 1:100) detailing the design and fit out specifications for each area in which skin penetration procedures will take place shall be submitted for assessment and approval **prior** to commencing fit out.

Plans and specifications shall include the following details:

- ☒ the use of every room/area
- ☒ the structural finishes of walls, floors, ceilings, benches, shelves and other surfaces
- ☒ the position and type of all fixtures, fittings and equipment
- ☒ the location of sinks and hand washing basins
- ☒ waste storage and disposal areas

Once plans have been approved and construction or alterations completed, Environmental Health Officer is required to undertake a final inspection for compliance with the approved plans and conditions of approval. This can be arranged by contacting the City on T 9792 7100.

Fees for hairdressing establishments

An upfront fee is payable when submitting an Application for Environmental Health Services approval. Copies of up-to-date Fees and Charges can be found on the City's website www.bunbury.wa.gov.au/live/your-council/fees-and-charges.

Should you wish to pay by credit card over the phone, please contact Customer Support on 08 9792 7000. Alternatively, please complete the Credit Card Authority Form which is available on the City's website here <https://www.bunbury.wa.gov.au/live/handbook/environmental-health-services/environmental-health-forms-and-licenses> and submit this with your application.

NB contact Planning Services, Building Services or Compliance Services in relation to any other fees.

Design and Construction Requirements

- Floors, floor coverings are to be non-slip, smooth & impervious and able to be effectively cleaned.
- Walls and ceilings to be designed and constructed in a way that is appropriate for the activities conducted. For example smooth and impervious in wet areas, or requires wiping down.
- Every shelf, bench and table on which instruments, tool, utensils, clean towels, neck cloths, neck protectors, throwovers and similar articles are placed are to be constructed of or finished with a durable, smooth impervious material.
- Client's chairs must be smooth, impervious and in good repair, can be easily cleaned after each use.

- **Hand wash basin**

Hairdressers must have access to hand washing facilities to wash their hands immediately before attending each customer. Hand washing facilities should be located in the main salon area (within 5m) in an accessible location to promote use by staff. The basin must have a continuous supply of hot and cold water through a single outlet, ideally with a hands free tap, liquid soap and paper towel. A hair wash basin can be used for these purposes provided one is available for use at all times.

- **Cleaning / Equipment sink**

A separate sink (preferably stainless steel) with hot and cold water should be available for cleaning instruments and equipment. Hair and hand wash basins are not to be used for this purpose.

NB: Home occupation applicants – laundries with sufficient bench space and a stainless steel sink supplied with hot and cold water may be considered for use for cleaning equipment.

- **Workspace/ Preparation area**

There must be adequate designated bench space for dirty equipment, cleaned equipment separate from preparation area.

- **Food Preparation** (tea, coffees, staff facilities)

Refreshments offered to clients, staff lunches, tea, coffee are to be prepared in a room completely separate from hairdressing activities, including hair cutting, hair washing stations, mixing of dyes, cleaning and disinfecting equipment. The room for refreshments must have a designated sink with a draining board hot and cold water for washing dishes. Hair washing, hand washing or cleaning and disinfecting sinks are not to be used for washing dishes.

- **Hair wash basins**

Current legislation requires one (1) per three (3) workstations.

Hair wash basins to have a grohe or similar approved mixing valve incorporated in the line, supply of hot and cold through a single outlet.

- **Storage areas**

Storage areas should be pest proof, protected from contamination and able to be effectively cleaned. Walls, floors, shelving and storage vessels should be smooth and impervious.

☑ Linen shall be stored so that it is protected from contamination

☑ Suitable facilities should be provided separate to client treatment, work space and preparation areas for the storage of staff clothing and personal effects.

☑ Suitable facility to be provided eg enclosed cupboard dedicated for storing chemicals and materials for cleaning and disinfecting.

- **Ventilation**

Sufficient natural or mechanical ventilation shall be provided in compliance with the Building Code of Australia

- **Lighting**

Client treatment, work space and preparation areas shall be illuminated to a level that complies with Australian Standard AS 1680.2 'Interior Lighting – Recommendations for specific tasks and interiors'.

- **Waste**

Waste water (floor mop water, trade waste or the like) is not to be disposed of in a hand washing sink, designated cleaning/disinfecting sink, food preparation sink or stormwater drains. Information is required to be submitted with the application demonstrating appropriate disposal of waste water.

- Sharps shall be disposed of in a designated puncture resistant container that complies with the requirements of Australian Standard AS 4031.
- All sinks, drainage, waste points are to be plumbed into main sewer by a licenced plumber.

Laundry

Installation of washing machines and/or dryers must be illustrated on the floor plan submitted and ventilation provided in compliance with the Building Code of Australia (BCA).

Washing machines must be able to wash with a water temperature of a minimum of 65⁰C for not less than 10 minutes using a laundry detergent; or

Washed in a cooler wash with a laundry detergent and a laundry sanitiser added to the wash water; or

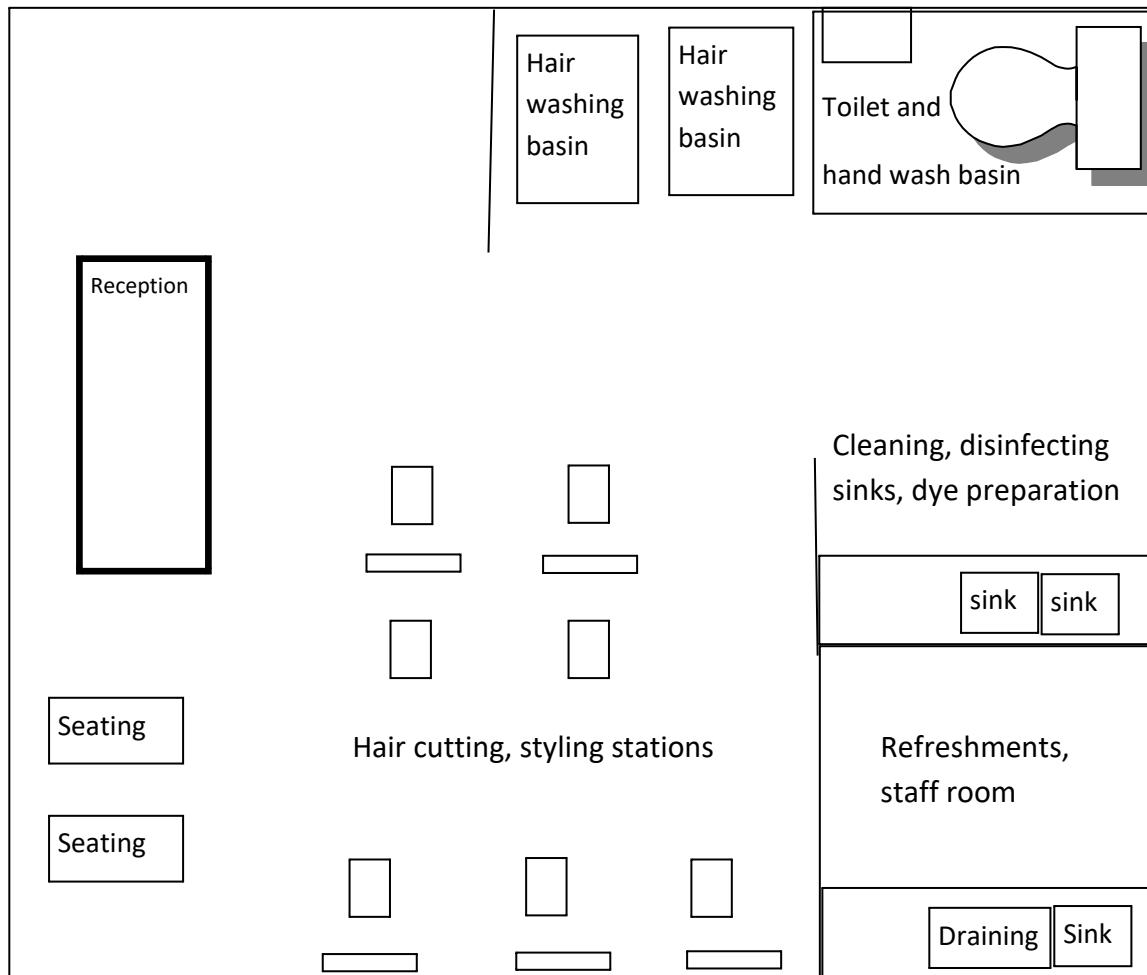
Washed by a commercial laundry.

Washed items must be hung to dry or dried immediately in a clothes drier

MOBILE Hairdressing

- A hairdresser may perform hairdressing procedures in the private residence of a customer in a room which is not used for the storage, preparation or consumption of food.
- Should store all clean, used equipment, linen and waste products separately whilst in transit.

Example layout of a hairdressing establishment



For enquiries regarding the information contained in this document or should you require an onsite meeting with an Environmental Health Officer please contact:

Email: info@bunbury.wa.gov.au
Post: PO Box 21, BUNBURY WA 6231
In person: 4 Stephen Street, Bunbury
Phone: 08 9792 7100