

Application to Transfer the Registration of a Health Premises



2025 Calendar Year



Public Health and Wellbeing Act 2008

Council Specific Information

Please use this form to apply to Knox City Council to transfer the registration of a health premises. The transfer of registration is not official until Council has approved the application.

Existing Proprietor Details

Type of Proprietor: ☐ Company ☐ Person ☐ Partnership

Name of Proprietor(s): ACN/ABN:

Address of Proprietor(s):
(Registered address if a company)

Suburb: State: Postcode:

Contact details: Bus: Fax: Mob:

Email:

New Proprietor Details

Type of Proprietor: ☐ Company ☐ Person ☐ Partnership

Name of Proprietor(s): ACN/ABN:

Address of Proprietor(s):
(Registered address if a company)

Suburb: State: Postcode:

Postal address:
(if different to above)

Suburb: State: Postcode:

Contact details: Bus: Fax: Mob:

Email:

Date new proprietor will take over the premises: / /

Would you like to receive correspondence by email? ☐ Yes ☐ No

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Premises Details			
Premises address:	<input style="width: 80%;" type="text"/>		
Suburb:	<input style="width: 30%;" type="text"/>	State:	<input style="width: 15%;" type="text"/>
		Postcode:	<input style="width: 15%;" type="text"/>
Will the trading name remain the same? Yes <input type="checkbox"/> No <input type="checkbox"/> (if no, please write the new trading name below)			
New trading name of premises (if applicable): <input style="width: 80%;" type="text"/>			
Type of personal care/body art procedures to be carried out by business (tick all that apply):			
<input type="checkbox"/> Hairdressing	<input type="checkbox"/> Body piercing or other skin penetration procedures		
<input type="checkbox"/> Manicures/pedicures/other nail treatments	<input type="checkbox"/> Ear piercing		
<input type="checkbox"/> Foot spa treatments	<input type="checkbox"/> Colonic Irrigation		
<input type="checkbox"/> Facial or body treatments (waxing etc)	<input type="checkbox"/> Tattooing (includes permanent & semi-permanent make up or cosmetic tattooing)		
<input type="checkbox"/> Applying cosmetics (make up)	<input type="checkbox"/> Other (please indicate below)		
<input type="checkbox"/> Hair removal by electrolysis	<input style="width: 80%;" type="text"/>		
Is the business a mobile health premises? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please register your primary place of business in the details above)			
<i>Note: Mobile personal care and body art businesses that conduct skin penetration are not permitted</i>			
Primary language spoken at premises: <input style="width: 80%;" type="text"/>			
Contact details for premises:	Title	Family Name	Given Name/s
	<input style="width: 30%;" type="text"/>	<input style="width: 30%;" type="text"/>	<input style="width: 30%;" type="text"/>
Bus:	<input style="width: 30%;" type="text"/>	Fax:	<input style="width: 30%;" type="text"/>
		Mob:	<input style="width: 30%;" type="text"/>
Email:	<input style="width: 80%;" type="text"/>		
Ongoing Registration (Hairdressing Only)			
All businesses offering solely hairdressing and/or temporary make-up services are eligible to apply to Council for an 'ongoing' registration.			
Is the only activity conducted at your business hairdressing and/or temporary make-up services? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If any additional services are offered such as those listed on page one of this application, you will be required to renew your registration annually.			
<small>*Please note – all health related premises are still required to comply with minimum standards of cleanliness and hygiene under the Public Health and Wellbeing Act Regulations 2009</small>			
Payment Details and Lodgement			
The applicable transfer fees are listed below and are valid from 1 January 2025 to 31 December 2025 (GST Exempt)			
Beauty Therapy/Skin Penetration – Single Operation		\$146.50	
Beauty Therapy/Skin Penetration – Multiple Operation		\$183.00	
Hairdressing Only – One-Off Registration (unchanged proprietor)		\$320.00	
<ul style="list-style-type: none"> • Payment by cash/cheque/eftpos/telephone (cheque made payable to Knox City Council. Payment reference required for telephone payments – located on invoice) • Online payment is available at www.knox.vic.gov.au. Click on Make a Payment, then Food & Health Renewal Registration and follow the prompts. Refer to your invoice for your online payment reference. • Please note, your invoice must be attached to this completed form when submitting. 			
If you intend to post or fax this form, please use the details provided below:			
Knox City Council, 511 Burwood Hwy, Wantirna South, VIC, 3152			
Telephone: 03 9298 8000		Fax: 03 9298 8252 Email: health.services@knox.vic.gov.au	

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Declaration

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge
- This application form is a legal document and penalties exist for providing false or misleading information
- I am over 18 years of age at the time of completing this application

If the business is owned by a sole trader or a partnership, the proprietor(s) must sign and print name(s).

If the business is owned by a company or association - the authorised person on behalf of that body must sign and print their name.

☐ By marking this checkbox & signing below, I confirm that I have read and understood all the statements above

Signature of **Existing** Proprietor

Print Name

Authority (if signing on behalf of a company)

Date

Signature of **Existing** Proprietor

Print Name

Authority (if signing on behalf of a company)

Date

Signature of **New** Proprietor

Print Name

Authority (if signing on behalf of a company)

Date

Signature of **New** Proprietor

Print Name

Authority (if signing on behalf of a company)

Date

Privacy Statement

Council is collecting the information on this form for the purpose of administration and enforcement of the *Public Health and Wellbeing Act 2008*. The information will be used solely by Council for the primary purpose or directly related purposes. As required under the *Public Health and Wellbeing Act 2008* this information will be kept in a database. To view Council's privacy policy, please either visit Council's offices or go to www.knox.vic.gov.au

Once all completed paperwork & payment has been received by Council's Health Services department and if the premises is compliant as per the Public Health & Wellbeing Act 2008, the transfer will be completed within 28 days from the take over date . Timings may differ if the premises is subject to a works program approved by Knox City Council's Health Services Department.