

# 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:

Suburb:

State:

Postcode:

Will the trading name remain the same? Yes ☐ No ☐ (if no, please write the new trading name below)

New trading name of premises (if applicable):

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              |  |

Is the business a mobile health premises? ☐ Yes ☐ No (If yes, please register your primary place of business in the details above)

*Note: Mobile personal care and body art businesses that conduct skin penetration are not permitted*

Primary language spoken at premises:

Contact details for premises:

Title

Family Name

Given Name/s

Bus:

Fax:

Mob:

Email:

## 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? ☐ Yes ☐ 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.

*\*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*

## 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

- 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](http://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, once received.
- If you intend to post or email this form, please use the details provided below:

Knox City Council, 511 Burwood Hwy, Wantirna South, VIC, 3152  
Telephone: 03 9298 8000 Email: [health.services@knox.vic.gov.au](mailto:health.services@knox.vic.gov.au)

## Application to Transfer the Registration of a Health Premises

### 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](http://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.*