Mobile / Temporary Skin Penetration Notification form

CITY OF SYDNEY

About this form

You may use this form to apply to register a mobile or temporary skin penetration operation within the City of Sydney Local Government Area. This form is not an approval to operate on council roads or public places.

How to complete this form

1: Ensure that all fields have been filled out correctly.
2: Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.
3: Once completed you can submit this form by mail and in person together with payment of the prescribed fee of $105. This fee applies to all temporary skin penetration stalls. However, this fee is not applicable to notifications received for mobile skin premises, unless the occupier of the premises resides in the City of Sydney local government area.

Note: Inspection fee will be charged separately in accordance to current Fees and Charges. Refer to the Lodgement details section for further information.

Part 1: Business owner's details (Employees of the same company are not required to submit a seperate application)

Given Name/s*

Family Name*

ABN / ACN*

Business/Trading Name*

Business address*

Postal Address*

Residential Address*

Business phone number*

Mobile phone number*

Email Address

Home phone number*

Part 2: Vehicle Details (mobile operations ONLY)

Vehicle Make

Vehicle Registration Number

Where will the business operate? (List all suburbs you will conduct your business within the City of Sydney local govt area)

Address where vehicle is parked when not in use

Home Council reference number

Part 3: Event / Location Details

Event Name:

Location:

Date of operation

From:

To:

Part 4: Skin Penetration Procedures

Which of the following will be performed:

- ☐ Microdermabrasion
- ☐ Waxing
- ☐ Nails
- ☐ Body Piercing
- ☐ Acupuncture
- ☐ Tattoo
- ☐ Electrolysis
- ☐ Cosmetic Tattooing

Other: (specify)

Part 5: Hand washing facilities

Please specify what hand washing facilities will be provided and where they are located:

Part 6: Sterilisation

Please specify all types of sterilisation that will be conducted:

Part 7: Applicant Declaration

I declare that all of the information I have provided is true and correct.
I declare that I have read and complied with the practices under the relevant sections of the :

Public Health Act 2010
legislation.nsw.gov.au/view/html/inforce/currnt/act-2010-1

Public Health Regulation 2022
legislation.nsw.gov.au/view/html/inforce/current/sl-2022-0502

Applicant Name	Applicant Signature *	Date

Part 8: Privacy & Personal Information Protection Notice

Purpose of collection: This information is being collected for the purpose of registering or modifying premises, contacting the business as needed to provide or request information.

Intended recipients: City of Sydney employees. Any approved contractors required to provide this service.

Supply: The supply of this information is required by law. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.

Access/Correction: Please contact Customer Service on 02 9265 9333 or at **council@cityofsydney.nsw.gov.au** to access or correct your personal information.

Storage: The City Planning, Development and Transport Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.

Other uses: The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan **cityofsydney.nsw.gov.au/policies/privacy-management-plan**.

Part 9: Fees

A fee is charged for the registration of temporary premises.

See the City's Fees and Charges: **cityofsydney.nsw.gov.au/policies/revenue-policy-fees-charges**

Part 10: Lodgement Details

You can lodge the completed application by:

EMAIL: **council@cityofsydney.nsw.gov.au**

MAIL: The City of Sydney
GPO Box 1591
Sydney NSW 2001

IN PERSON: Town Hall House - Level 2, 456 Kent Street, Sydney
See our website for details of all customer service centres and opening hours:
cityofsydney.nsw.gov.au/customer-service-centres

WHAT NOW: Once your application is received a Council Officer will contact you if further information is required.

For further information regarding your application please contact us by visiting **cityofsydney.nsw.gov.au/contact-us**

Office Use Only

Officer's Name	Date Received	Date Assessed

Officer's notes: