



Beauty Services and Tattooing

Small Business Guide

January 2016

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Disclaimer: The advice contained in this guide is general in nature and cannot cover all situations. Seek professional advice from the relevant organisation prior to taking any action.

Beauty Services and Tattooing Small Business Guide

This guide is designed for small and medium businesses seeking to open a hairdressing, beauty salon, tattooing or skin penetration business in an existing building in the Tweed Shire. Business operators wishing to operate out of their homes should refer to the home-based business information guide.

Small business start-ups need to contend with a range of Federal, State and Local government regulatory requirements. Tweed Shire Council has a role in granting approval for businesses to operate at a particular site, regulating construction and building work, and ensuring health and hygiene standards are met.

It is the business owner's duty to ensure that the operation of their business complies with the relevant regulatory standards. The aim of this guide is to direct business owners to the correct information.



Council's Role and Assistance Services

Under the *Environmental Planning and Assessment Act 1979*, Tweed Shire Council is required to assess the use of buildings and land. Council consent is required for the construction of new buildings, changes in use of existing buildings, and building alterations. Some changes in building use and minor repairs and alterations do not require Council approval under [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#) (Codes SEPP).

There are a number of different units within Council that may assess or regulate your business: the Development Assessment Unit determines

permissibility of use and assesses Development Applications (DA); the Building Unit regulates construction and assesses Construction Certificates (CC) and Complying Development Certificates (CDC); the Environmental Health Unit regulates health and safety.

Is an Approval required?

If you purchase an **existing** beauty services business, approval is not required if you operate the business in accordance with the current development consent. Copies of plans and development approvals can be obtained from Council by submitting a [Conveyancing Form](#). If however you wish to carry out alterations or change the hours of operation, then you may need to lodge an application to seek approval for any changes.

Typically a DA and a CC or a CDC application is required for a beauty services or tattooing business depending on the previous approved use of the site and how much building work you are planning. It is recommended you speak to a Duty Planner regarding your proposal.

Free planning technical advice service

Council has a free planning technical advice service to help you determine what approvals may be required to open your business and to explain the development process. Once you have identified a potential site for your business, contact Council's Duty Planner to determine what type of approval is required before you can start your business.

The following information will be required by the Duty Planner:

- Shop number and street address;
- What are the principle activities of your business;
- What alterations or building work is required to start your business?
- Do you intend to erect signage for your business?

On some occasions the Duty Planner may ask you to put your request into writing to ensure you are provided with the most accurate information for your particular proposal.



Complying Development Certificate (CDC)

If your proposal meets the applicable specified standards of the [Codes SEPP](#), then a CDC application may be lodged. CDCs can be issued by Council or privately accredited certifiers. A list of Building Certifiers and Consultants can be found on Council's [Get Advice](#) page.

If you are lodging your CDC with Council then there are some requirements that need to be met. More information can be found on Council's [Exempt and Complying](#) web page under Complying Development.

Development Application (DA)

If a DA is required then there are some things to consider before submitting the application:

- Does your proposal comply with car parking requirements?
- Trading hours and staff numbers.

The [Development Application Guide](#) and Council's [Development Application Process](#) web page provides more information regarding lodging a development application.

Car parking

Council needs to regulate car parking requirements in the Shire with respect to any new development application. Any DA needs to comply with [Section A2 Site Access and Parking](#) or [Section B2 Tweed City Centre](#) (if applicable) of the [Tweed Development Control Plan 2008 \(DCP\)](#).

Signage

Some business identification signage does not require development consent if the sign complies with the Advertising and Signage Exempt Development Code of the [Codes SEPP](#). Replacement of a previously approved sign does not require consent, however the replacement sign must be the same size, shape and location of the

previous sign. Contact Council to enquire if you need to get approval for your signage.

Health and hygiene

Internal fit out of hairdressers, beauty salons, tattooing and skin penetration premises must meet certain requirements to comply with hygiene standards. Skin penetration procedures include activities such as tattooing, body piercing, waxing or any other process by which the skin is penetrated. Refer to the [NSW Health](#) website for details or contact Council's Environmental Health Unit.

All hairdressing, beauty services and skin penetration premises are required to be registered with Council. Premises where skin penetration services are provided need to be inspected by Council's Environmental Health Unit to ensure health standards are met. Refer to Council's [Hairdressing and Beauty Salons](#) webpage for further information.

Contributions

Contribution payments are applicable when the new use of a site is likely to create a greater demand on water, sewer, road and parking infrastructure than the previous use. These charges are determined during the DA or CDC process. Speak to Council's Duty Planner to enquire if contributions are applicable to your proposal.



Heritage

There are a number of heritage conservation areas within the Tweed Shire. Special consideration is required of any proposed works or building alterations in heritage conservation areas to ensure that the works preserve the heritage character of the site. Even minor alterations and maintenance works require written authorisation from Council that they are minor in nature and do not require development consent.

To find out if your site is in a Heritage Conservation Area and for more information regarding works within a Heritage Conservation Area, visit Council's [Heritage](#) page or contact Council and speak to a Duty Planner.



Other Regulatory and Compliance (Non-Council)

NSW Fair Trading – Tattoo parlours

Tattooing and body art businesses that operate in NSW need to be licensed with NSW Fair Trading. Refer to the NSW Fair Trading website for more information at:

www.fairtrading.nsw.gov.au/ftw/Businesses/Specific_industries_and_businesses/Tattoo_parlours.page

NSW Health

Refer to the NSW Health website for information regarding health standards and the applicable regulations and legislation at:

www.health.nsw.gov.au/environment/skinpenetration/Pages/default.aspx



Further Information

Planning assistance

Often the assistance of specialised consultants is recommended to help applicants prepare applications for assessment by Council. A list of relevant consultants can be found on Council's Get Advice web page:

www.tweed.nsw.gov.au/GetAdvice

Fit-out guide

For more information on fitting out your beauty services premises, refer to Council's Fit-out Guide for Personal Appearance Services to be found at:

<http://www.tweed.nsw.gov.au/HairdressingBeauty>

Resources

Business.gov.au

A single business and industry information service including business registration, advice and grants.

www.business.gov.au

Small Biz Connect

The Office of the NSW Small Business Commissioner provides a range of business services and initiatives to support small business. Included are links to NSW Government and Australian Government services and peak industry bodies.

www.smallbusiness.nsw.gov.au/supporting-business

Australian Small Business Commissioner

Australian Government Small Business portal provides advice and assistance for all aspects of small business start-ups and operation.

www.asbc.gov.au

Australian Business Licence Information Service

Identifies State and Australian Government licences, registrations, standards and guidelines applicable to your business. Contact Council to enquire about local permits and approvals.

<https://ablis.business.gov.au>

Business Assistance

NORTEC Small Business Solutions

Based in the Northern Rivers of NSW, NORTEC provides a range of low cost/high value government subsidised small business support solutions. A team of Small Business Advisors provide mobile support for small business via one

on one advisory, skills workshops and a mentoring service.

www.nortectd.com.au/small-business

Chambers of Commerce

Supported by the NSW Business Chamber, our local chambers actively support the business community and provide networking opportunities.

Murwillumbah District Business Chamber

www.murwillumbahchamber.com.au

Kingscliff and District Chamber of Commerce

www.kingscliffchamber.com.au

Tweed Heads Chamber of Commerce and Industry

www.tweedchamber.com.au

Links - Council

Business Gateway

<http://www.tweed.nsw.gov.au/BusinessGateway>

Forms

<http://www.tweed.nsw.gov.au/Forms>

Exempt and Complying Development

<http://www.tweed.nsw.gov.au/ComplyingDevelopment>

Development Application Process

<http://www.tweed.nsw.gov.au/Development>

Development Application Guide

http://www.tweed.nsw.gov.au/Documents/Planning/TSC00635_Development_Application_Preparation_Guide.pdf

Tweed Development Control Plan (DCP)

<http://www.tweed.nsw.gov.au/PlanningPolicies#>

Heritage

<http://www.tweed.nsw.gov.au/Heritage#>

Links – Other

State Environmental Planning Policy (Exempt and Complying Development) Codes 2088

<http://www.legislation.nsw.gov.au/maintop/view/info/rce/epi+572+2008+cd+0+N>

Customer Service

For all planning, compliance and general queries, call our customer service number between 8.30am - 4.30pm Monday – Friday on:

(02) 6670 2400 or 1300 292 872

Written enquiries will be provided with a response within 14 days and may be sent to:

tsc@tweed.nsw.gov.au

Council Office Locations

To speak with Planning, Building or Environment Health staff visit the Council Office between 8.30am - 4.15pm Monday - Friday located at the:

**Murwillumbah Civic and Cultural Centre
Tumbulgum Road, Murwillumbah**



Customer Service | 1300 292 872 | (02) 6670 2400

tsc@tweed.nsw.gov.au
www.tweed.nsw.gov.au

Fax (02) 6670 2429
PO Box 816
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