



**Fixed Premises**

Business name must be registered with the Office of Fair Trading.  
If more than one premises, please attach additional information to this form.

If applicant is a company insert registered address of Company/Corporation.

Enter postal address if different from street address.

Real property description – refer to Rates Notice.

**2. Business details**

Business name	ABN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Street address													
Locality / Suburb													
State			<input type="text"/>	<input type="text"/>	<input type="text"/>	Postcode		<input type="text"/>	<input type="text"/>				
Postal address (for service of documents)													
Locality / Suburb			State		<input type="text"/>	<input type="text"/>	<input type="text"/>	Postcode		<input type="text"/>	<input type="text"/>		
Contact Person													
Phone No			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Mobile		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax No			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Email		<input type="text"/>			
Lot no.				Reg. plan no.				Parish					

**3. Services Provided**

Please tick all of the services provided by the business

<input type="checkbox"/> Cutting of Hair	<input type="checkbox"/> Depilatory waxing (including paraffin treatment)
<input type="checkbox"/> Shaving	<input type="checkbox"/> Nail treatments
<input type="checkbox"/> Beauty Treatments	<input type="checkbox"/> Face and Body Piercing
<input type="checkbox"/> Electrolysis	<input type="checkbox"/> Tattooing
<input type="checkbox"/> Coloring of hair	<input type="checkbox"/> Other _____

**4. Site Plan (Not required for License Renewal)**

The following details are required to be supplied under the relevant regulations and must be shown on an attached plan (drawing) showing:

- The proposed fixed and/or mobile premises to scale, no smaller than one to one hundred (1:100)
- Details of bench surface material
- Location of hand basin/s
- Other significant equipment and layout details

**Two copies of site plan must be supplied**

**All people who provide/carry out higher risk personal appearance services must achieve the competency standard HLTINF005 – Maintain Infection Prevention for Skin Penetration Treatments.**

**Businesses must provide a certified copy of this competency standard with the application. If a business is unable to provide a certified confirmation of obtaining the required certificate no licence will be issued to operate the proposed business.**

**5. Lodgement (please attach the following)****New Licence Application**

- Full explanation of selected box/es in the Applicant details section (if applicable).
- Additional premises details (if applicable).
- Certified Copy of HLTINF005 – Maintain Infection Prevention for Skin Penetration Treatments

**6. Applicant Declaration & Signature**

I undertake to advise Council of any changes to:

- Name of Business
- Manager/operator
- Location of Business
- Service Provided

I, \_\_\_\_\_, certify that the above information and the information on all attachments, to the best of my knowledge is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**PRIVACY STATEMENT**

"Mount Isa City Council is collecting your personal information on this form in order to comply with its responsibilities and obligations as a Local Government. The information will only be accessed by authorized Council employees who have a legitimate need for the information to process applications, requests etc. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law".

# application



## Sundry Debtors Application / Update of Information

This form is to be used when a Sundry Debtor first applies to have a Sundry Debtors account with Council and when updating Sundry Debtor details. Please complete the details below and return to the Revenue Department within seven (7) days of receiving this application.

Debtor Code (Office Use Only)		Report Group Code (Office Use Only)	
Entity Full Name (as per ABN)			
Trading Full Name			
Business Address			
Postal Address			
Accounts Payable Officer Name			
Accounts Payable Email			
ABN / ACN Number			
Phone		Mobile	
Fax		Email	
Council's preferred method of correspondence is via Email. Please provide an email address for invoices to be sent to:			
<b>Details of any Current Accounts or Properties held with Council</b>			
Do you currently hold any other debtors account/s with Council? If YES, please list all accounts held		YES / NO	
Do you own any properties within the Mount Isa City Council Region? If Yes, please supply details of property (Property Address / Assessment Number)		YES / NO	
<b>Service Type</b>			
<input type="checkbox"/> Waste Management	<input type="checkbox"/> Water & Sewerage	<input type="checkbox"/> Batch Plant – Concrete	
<input type="checkbox"/> Town Planning / Building	<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Other (Please specify) _____	
What will be the average volume and/or value of goods and services per month? _____			
<b><u>FOR Waste Management Accounts ONLY</u></b> – Please indicate ALL Registrations of Vehicles AUTHORISED to Use this Account: *			

Company Authority Position & Name:		
Company Authority Signature:		Date:
<p><i>This section must be completed by a legal representative: the individual, the Company Owner/s, Director/s, Chief Executive Officer and/or Manager. By signing this Debtor Form you the applicant acknowledge having read and understood the terms and conditions governing the Debtor arrangements between the applicant and Mount Isa City Council, as set out on this form.</i></p>		

Please turn over page to review and sign Mount Isa City Council's Terms and Conditions. Your debtor application will not be processed unless the Debtors Application/Update Debtors Information Form & Terms and Conditions are fully completed and signed.

### OFFICE USE ONLY

Officer	Signature	Date	Approved
Senior Revenue Officer Approval:			YES / NO
Department Officer:			
Revenue Officer Processing Application:			

### PRIVACY STATEMENT

Mount Isa City Council is collecting your personal information on this form in order to comply with its responsibilities and obligations as a Local Government. This information will only be accessed by authorised Council employees who have a legitimate need for the information to process applications, requests, etc. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law.

Version 1.0 Dated 07 February 2019 - [8.Sundry Debtor Application - Update of Information Version 2.0 Dated 19 February 2019.docx](#)

# Sundry Debtors Application / Update of Information Terms & Conditions

From here within, the “applicant” refers to individuals, the company and/or business that have applied to hold a Sundry Debtors account with Mount Isa City Council. “Council” refers to the Mount Isa City Council as a whole, including all sections and subsidiaries of the entity.

Prior to issuing any credit, the applicant is required to complete the attached Sundry Debtors Application / Update of Information application and return it to the Council’s Revenue Department for processing. The completion and return of this form is the sole responsibility of the applicant. A sundry debtor’s account will not be created until this application form is returned, completed and approved by Council following credit checks. Please be advised that until your account has been approved by Council, all goods and services must be paid for prior to supply.

**Council reserve the right to refuse to issue a line of credit to individuals, the company and/or businesses that have other sundry debtor/s accounts and properties with Council that are currently in arrears. All current accounts, including any rating accounts, need to be paid in full before Council will consider issuing a new line of credit.**

By signing this application form you agree to abide by Council’s payment policy, which is strictly net (30) days from the invoice issue date. Council reserves the right to suspend or cancel the supply of goods and services to any account which does not comply with this policy.

In accordance with the Sundry Debt Recovery Policy (available for viewing on [www.mountisa.qld.gov.au](http://www.mountisa.qld.gov.au) )

- 30 Days after invoice is issued – Reminder Letter & Statement Issued
  - Advising:
    - Charges are overdue.
    - Legal action maybe initiated unless the debt is paid in full or an approved payment commitment is entered into within fourteen (14) days.
    - Letter is also to advise that credit with Council is suspended and that all goods/services must be paid for upfront until the account arrears are cleared.
  
- 14 days after issue of Reminder Letter – Notice of Proposed Legal Action & Statement Issued
  - Advising:
    - Sundry Debtor that legal action may be initiated unless the debt is paid in full or an approved payment commitment is entered into within fourteen (14) days.
  
- 14 days after issue of Notice of Proposed Legal Action – Recovery Action
  - Advising:
    - Council or Council’s appointed Legal Representative or Debt Recovery Agent will issue a letter of final demand to advise that if payment in full or an agreed payment arrangement is not entered into within fourteen (14) days, legal recovery action may commence.

All requests for a supply of goods and services by Council must be accompanied with a Purchase Order or a Letter of Authority from the customer, except where a purchase order covering a whole month period has been submitted. If a purchase order is covering a whole month period, this must be stated on the purchase order. This will ensure that the service provided has been appropriately authorised by the debtor. Purchase Orders and Letters of Authority must be on company letterhead and contain the following:

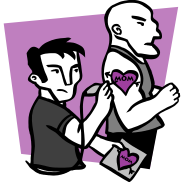
- ABN/ACN
- Name & Postal Address
- Contact Details
- Dates authorisation is effective
- Council’s Goods & Service/s the customer is permitted to use / obtain
- Quoted price (if applicable)
- Signature of an authorised representative of the company (Chief Executive Officer, Director, Manager or Owner)

**DECLARATION**

*By signing this Sundry Debtor Application Terms & Condition Section;*

*I, (Company Authority Name) \_\_\_\_\_ being the applicant, acknowledge that I have read and understand the Sundry Debtors Application Terms & Conditions that govern the Sundry Debtors arrangement between myself (the applicant) and the Mount Isa City Council, as set out in this form. I further acknowledge that should I fail to adhere to the above terms and conditions, that my Sundry Debtors account will be suspended and / or cancelled with no further allowance for credit.*

<b>Company Authority Position &amp; Name:</b>			
<b>Company Authority Signature:</b>		<b>Date:</b>	



# Higher Risk Personal Appearance Services Tattooing Information Sheet

*This fact sheet provides information for tattooists about the health and hygiene requirements of the Public Health (Infection Control for Personal Appearance Services) Act 2003 and the Infection Control Guidelines for Personal Appearance Services 2004; as well as the structural requirements of the Queensland Development Code – Mandatory Part – MP 5.2 – Higher Risk Personal Appearance Services*

## 1. **INTRODUCTION**

Tattooing involves penetration of the skin with a needle to insert colour pigments in order to create a permanent or semi-permanent mark, pattern, design or colouration of the skin. Cosmetic procedures including cosmetic tattooing or semi-permanent make-up also fall into this category.

Under the *Public Health (Infection Control for Personal Appearances Act) 2003*, tattooists are required to hold suitable qualifications to provide their service. This is the competency standard HLTIN2A – Maintain Infection control Standards in Office Practice Settings from the HLT02 Health training Package.

As tattooing is classified as a higher-risk personal appearance service under the *Act*, businesses are required to be licensed by Council. All businesses that provide higher-risk personal appearance services are also subject to an annual inspection by an Environmental Health Officer to monitor compliance of the business with the *Act*.

As there is a high risk of infection that can result from tattooing, tattooists must ensure that they follow the correct hygiene procedures to prevent bacterial, fungal and viral infections such as HIV, Hepatitis B and Hepatitis C.

## 2. **PREMISES**

All tattooing premises must comply with the structural requirements of the *Queensland Development Code – Mandatory Part – MP 5.2 – Higher Risk Personal Appearance Services*.

These requirements include:

- Suitable hand washing and instrument cleaning facilities to provide and maintain hygienic conditions
- Finishes must have a suitable joining system to facilitate the maintenance of hygienic conditions
- Internal wall, ceiling and floor finishes must have a suitable joining system to facilitate the maintenance of hygienic conditions

## 3. **PERSONAL HYGIENE**

Hand washing is generally considered to be the most important measure in preventing the spread of infection. Hand washing removes significant numbers of infectious agents when it is done properly.

Tattooists must wash their hands:

- Before and after each client
- After contact with blood or other bodily substances
- After contact with used instruments, jewellery and surfaces contaminated with (or which may have been contaminated with) blood or other body substances

- After other activities which may cause contamination of the hands and forearms e.g. smoking, eating, using the toilet, touching part of your body while performing a procedure
- Whenever hands are visibly soiled

Tattooists must cover visible skin lesions (such as cuts, abrasions and/or infections) on exposed parts of their bodies with an adhesive, water-resistant dressing.

Operators must ensure that they do not smoke, eat or drink while attending to clients, or while cleaning or disinfecting instruments.

Clean clothing must be worn while attending to clients. For the safety of operators, closed, puncture resistant footwear must be worn, especially when handling sharp instruments capable of piercing the skin if dropped e.g. needles.

#### **4. EQUIPMENT**

##### **Ink**

- Ink, pigments or dyes and water should not be re-used on a client if they have already been used on another client
- Ink must be stored in a way that prevents contamination at all times
- Water or other liquid for mixing the ink must only be used if it is free of contamination by microbiological, chemical and radiological substances (e.g. use treated drinking water, ethyl alcohol)

##### **Stencils and Outlines**

- Single-use stencils are recommended
- Ensure stencils are clean before applying them to a client's skin
- Apply clean soapy water to assist with fixing the stencil to the client's skin
- Lubricating jelly must not be re-used between clients. Use a clean implement to divide a small portion of lubricating jelly into a clean container from the stock supply. Ensure that any jelly left in the container at the end of the procedure is thrown away
- Do not apply stencils with re-usable applicators (e.g. deodorant sticks)
- Clean all implements and containers after use

##### **Tattoo needles and needle bar**

Do not re-use hollow (hypodermic) needles as they cannot be effectively cleaned and sterilised. Ensure that tattoo needles and needle bars, tubes or barrels used on a client are clean and sterile.

##### **Cosmetic tattooing or micro-pigmentation machines**

- Ensure that the machine or needle tips, needles and the machine barrel casing are clean and sterile
- After the tattooing procedure for each client is completed, wipe the casing covering the motor with a clean paper towel moistened with warm water and detergent and allow the casing to dry

#### **5. PROCEDURES**

- Wash hands before starting tattooing procedures or touching sterile equipment
- Ensure that the working environment is clean
- Ensure that all required instruments, materials and equipment are at hand in the immediate working area
- If necessary, cover benches or couches to be used by the client with clean linen
- Cover surfaces or controls likely to be touched by the operator with clean, unused plastic wrap





- Open sterile packs of instruments, materials and dressings in front of the client while ensuring the items do not become contaminated
- Prepare client's skin with antiseptic
- Wash and dry hands then put on single-use gloves
- Excess pigment and blood produced during procedure should be removed with pre-dispensed cleaning solution and single-use wipes. Wipes should be disposed of into a clinical or related waste container
- Cover tattoo site with clean, sterile dressing
- Wash hands after each client

## **6. POST-TREATMENT**

- Dispose of all single-use items into the infectious waste bin and disposable sharps into a puncture-resistant sharps container
- Clean the immediate working area in which the procedure was performed
- Remove and clean linen used in work area
- Clean motor of tattoo gun's handpiece after a tattooing procedure for each client is completed, with a clean paper towel moistened with warm water and detergent and allow it to dry
- Clean and sterilise needle and needle bar before breaking the needle and disposing into a sharps waste container. If needle is removed from the needle bar carefully by heating and liquefying the soldered joint, there is no need to clean and sterilise the needle before disposing of into a sharps container
- Clean hands
- Provide client with after-care information for tattoo including:
  - Likely healing times
  - How to care for tattoo and clean site
  - Possible infections and what to look for



# Higher Risk Personal Appearance Services

## Body Piercing

### Information Sheet

*This fact sheet provides information for body piercers about the health and hygiene requirements of the Public Health (Infection Control for Personal Appearance Services) Act 2003 and the Infection Control Guidelines for Personal Appearance Services 2004; as well as the structural requirements of the Queensland Development Code – Mandatory Part – MP 5.2 – Higher Risk Personal Appearance Services*

#### 1. INTRODUCTION

Body piercing is the process of penetrating a person's skin or mucous membrane with a sharp instrument for the purpose of implanting jewellery or other foreign material through or into the skin or mucous membrane. The term 'body piercing' does not include closed ear and nose piercing procedures.

Under the *Public Health (Infection Control for Personal Appearance Services) Act 2003*, tattooists are required to hold suitable qualifications to provide their service. This is the competency standard HLTIN2A – Maintain Infection control Standards in Office Practice Settings from the HLT02 Health training Package.

As body piercing is classified as a higher-risk personal appearance service under the *Act*, businesses are required to be licensed by Council. All businesses that provide higher-risk personal appearance services are also subject to an annual inspection by an Environmental Health Officer to monitor compliance of the business with the *Act*.

As there is a high risk of infection that can result from body piercing, body piercers must ensure that they follow the correct hygiene procedures to prevent bacterial, fungal and viral infections such as HIV, Hepatitis B and Hepatitis C.

#### 2. PREMISES

All tattooing premises must comply with the structural requirements of the *Queensland Development Code – Mandatory Part – MP 5.2 – Higher Risk Personal Appearance Services*.

These requirements include:

- Suitable hand washing and instrument cleaning facilities to provide and maintain hygienic conditions
- Finishes must have a suitable joining system to facilitate the maintenance of hygienic conditions
- Internal wall, ceiling and floor finishes must have a suitable joining system to facilitate the maintenance of hygienic conditions

#### 3. PERSONAL HYGIENE

Hand washing is generally considered to be the most important measure in preventing the spread of infection. Hand washing removes significant numbers of infectious agents when it is done properly.

Body piercers must wash their hands:

- Before and after each client
- After contact with blood or other bodily substances





- After contact with used instruments, jewellery and surfaces contaminated with (or which may have been contaminated with) blood or other body substances
- After other activities which may cause contamination of the hands and forearms e.g. smoking, eating, using the toilet, touching part of your body while performing a procedure
- Whenever hands are visibly soiled

Body piercers must cover visible skin lesions (such as cuts, abrasions and/or infections) on exposed parts of their bodies with an adhesive, water-resistant dressing.

Body piercers must ensure that they do not smoke, eat or drink while attending to clients, or while cleaning or disinfecting instruments.

Clean clothing must be worn while attending to clients. For the safety of operators, closed, puncture resistant footwear must be worn, especially when handling sharp instruments capable of piercing the skin if dropped e.g. needles.

#### **4. EQUIPMENT**

- All equipment must be cleaned between uses
- Equipment used to penetrate the skin must be sterilised before it is used
- It is recommended that records are kept of equipment sterilisation
- Single-use equipment is recommended to reduce the likelihood of infection transmission
- Single-use equipment must be disposed of immediately in an approved sharps container
- Do not re-use hollow (hypodermic) needles as they cannot be effectively cleaned and sterilised

#### **5. PROCEDURES**

- Clean area to be pierced with antiseptic
- Use clean and sterile instruments when piercing a person or enlarging a piercing, or when inserting or adjusting jewellery
- Clean and sterilise jewellery before using on a person
- Use jewellery featuring low or non-allergenic qualities, of a grade suitable for piercing the body e.g. high quality stainless steel, titanium, niobium, palladium and 18 carat gold
- Only handle sterile jewellery with sterile gloves

#### **6. POST-TREATMENT**

- Dispose of single-use gloves and wash hands
- Clean all equipment after treatment
- Dispose of single-use sharps in puncture-resistant sharps bin
- Sterilise re-usable equipment in accordance with the Infection Control Guidelines for Personal Appearance Services 2004
- Record details of equipment sterilisation
- Provide client with after-care information for piercing to prevent infection including:
  - Likely healing times
  - How to care for piercing and clean site
  - Possible infections and what to look for

