



Ruapehu District Council

Private Bag 1001, Taumarunui 3946
Phone 07 895 8188 or 06 385 8364

Application for

Registration of Non-Food Premises

Annual Registration Period: 1 July to 30 June

Pursuant to:

- Health Act 1956
- Health (Registration of Premises) Regulations 1966
- Health (Hairdressers) Regulations 1980
- Camping Ground Regulations 1985
- Health ((Burial) Regulations 1946
- Ruapehu District Council Public Health and Safety Bylaw 2013 (Chapter 17)

Type of Application

New Business Renewal Change of Occupier/Operator

Applicant and Premises Details

Name of Applicant

Company Name (if applicable)

Premises Trading Name

Street Address of Premises

Postal Address

Address of Registered Office (if a Company)

Business Phone Home Phone Mobile

Email Fax

Preferred Means for Formal Correspondence Mail Email Fax

Type of Registration

Camping Ground (*Camping Ground Regulations 1985 apply*) State Number of Sites

Funeral Parlour/Mortuary (*Health [Burial] Regulations 1946 apply*)

Hairdressers (*Health Hairdressers Regulations 1980 apply*)

Health Protection - Acupuncture/Tattooing/Body Piercing (*Ruapehu District Council Bylaws apply*)

Offensive Trades (*Health Act 1956 apply*) Specify Type of Trade

Other (*please specify*)

If Transfer

| | |
|-----------------------------|----------------------|
| Full Name of Previous Owner | <input type="text"/> |
| New Premises Name | <input type="text"/> |
| Previous Premises Name | <input type="text"/> |
| Date of Takeover (from) | <input type="text"/> |

Notes

- To make an application for a Certificate of Registration, please complete the application and attach the appropriate fee, as set out in the Fees and Charges Manual. (See Council's website for correct amount.)
- Please note that all Certificates of Registration will expire on 30 June each year.
- **Renewal** applications are to be made at least one month prior to licence expiry date. Council is under no obligation to issue reminders.
- **Failure** to renew a licence within 14 days of its expiry will result in the licence lapsing and a penalty will apply.
- When taking ownership of existing premises, you have **14 days to apply for transfer of the licence.**

Signature

I confirm that the information provided on the Application Form is true and correct.

| | | | |
|-----------|----------------------|------|----------------------|
| Applicant | <input type="text"/> | Date | <input type="text"/> |
|-----------|----------------------|------|----------------------|

For Council Use Only

| | | | |
|----------------------|----------------------|--|----------------------|
| Date Received | <input type="text"/> | Fee Due <i>(Refer Fees and Charges Manual)</i> | <input type="text"/> |
| Date of Inspection | <input type="text"/> | Approved by | <input type="text"/> |
| Date Issued | <input type="text"/> | GL Code | 68 00 01 1100 |
| Assessment No | <input type="text"/> | Receipt No | <input type="text"/> |
| Lodgement/Licence No | <input type="text"/> | Receipt Date | <input type="text"/> |

Payment by Direct Credit

Ruapehu District Council
BNZ Taumarunui
Account No: 02 0424 0150061 00

**Please ensure your name is in the Reference Field,
along with the words "Prem Reg"**

Extracts from Ruapehu District Council Public Health and Safety Bylaw 2012 Relating to Body Piercing - Chapter 17

17.1 Introduction

17.1.1 This part of the Bylaw is made pursuant to Council's powers under the following Acts and Regulations hereunder and any other Act or authority in any way enabling it to make Bylaws, and only applies to body piercing of humans, and body piercing also means any piercing of the skin:

- Local Government Act 2002
- Health Act 1956

17.2 Exemptions

17.2.1 This Part of the Bylaw does not apply to body piercing carried out in the practice of medicine, dentistry, nursing, physiotherapy or podiatry by:

- A medical practitioner, dentist, nurse, physiotherapist or podiatrist registered under the Health Practitioners Competence Assurance Act 2003.
- A medical practitioner registered under the Medical Practitioners Act 1968.
- A dentist registered under the New Zealand Dental Act 1988.
- A nurse registered under the Nurses Act 1977.
- A physiotherapist registered under the Physiotherapist Act 1949.
- A pharmacist registered under the Pharmacy Act 1970.
- An acupuncturist who is a member of the New Zealand Register of Acupuncturists Incorporated.
- A person acting under the direction or supervision of any such medical practitioner, dentist, nurse, physiotherapist or podiatrist.

17.3 Licensing

17.3.1 A person must only carry out body piercing on a premises licensed by Council for that purpose.

17.3.2 A person must apply for a body piercing licence if they are the owner or manager of premises used or intended to be used for body piercing. Council will process an application for a body piercing licence if it is made by a natural person or persons, is on the form prescribed and includes all information requested by Council and the required licence fee.

17.3.3 A body piercing licence will be granted by Council, if and only if Council is satisfied that the premises and the proposed body piercing service will comply with:

- The requirements of all relevant Acts and Regulations.
- The relevant provisions of any District Plan.
- The Ministry of Health's current Guidelines for the Safe Piercing of Skin (1998).
- Relevant New Zealand and Australian Standards including AS 4031:1992, AS 2182:1994, AS 2773:1985, NZS 4303:1990, AS/NZS 3816:1998, and AS/NZS 4261:1994.

17.3.4 A body piercing licence will only granted if Council is satisfied that the person applying is familiar with this part of the Bylaw and with the Ministry of Health's current Guidelines for the Safe Piercing of Body. Council may require the person applying to complete a test to show that they are familiar with these documents.

17.4 Transfer of Licence

17.4.1 A body piercing licence may not be transferred to another person or to another premises.

17.4.2 The person holding the body piercing licence will be responsible for ensuring that the provisions of this part of the Bylaw are complied with and that all persons working on the premises of the body piercing operation are adequately trained and supervised to prevent any breach of the requirements of this part of the Bylaw.

17.4.3 A body piercing licence must be displayed in a part of the premises to which the licence relates. The licence must be displayed in an area where the public has access to so that any member of the public or can easily see it by Council visiting the premises.

17.4.4 Council will specify the date that the licence expires; this date will be recorded on the licence. The licence holder must apply for a renewal of expired licences, if body piercing is to continue. Applications for renewal of licences will be assessed as if it were a new application.

17.4.5 Council may grant a licence on such terms and conditions as are deemed necessary. The person applying must comply with any special terms and conditions specified in the licence in addition to the general requirements for body piercing set out below.

17.5 General Requirements

17.5.1 The person holding the licence must comply with the Ministry of Health's current Guidelines for the Safe Piercing of Body to the extent that they are relevant to the body piercing premises and service. The Guidelines cover the following matters:

- Preparing the work area.
- Preparing tattooing inks and other equipment.
- Skin preparation.
- Use, operation and cleaning of piercing guns.
- Personal hygiene.
- Managing waste.
- Cleaning the premises.
- Accident management.
- Choice of instruments, needles and jewellery.
- Application of substances to the skin.
- Wound care.
- Sterilising instruments.
- Packaging and storing instruments.
- Cleaning instruments and articles that do not need to be sterilised.
- Planning of premises.
- Maintaining records.

Extracts from Ruapehu District Council Public Health and Safety Bylaw 2012 Relating to Body Piercing - Chapter 17 (continued)

- 17.5.2 It is the responsibility of the licence holder to ensure that no jewellery thinner than 14 gauge is used below the neck.
- 17.5.3 Body piercing must not be carried out on any person less than 16 years of age without the written permission of that person's parent or guardian.
- 17.5.4 A notice must be displayed in a prominent place within the public part of the premises asking customers to inform the licence holder if they have any communicable or infectious disease, which is likely to have an effect on body piercing.
- 17.5.5 If the licence holder or any other employee at the body piercing premises knows or suspects that they or any other staff member, whether paid or unpaid is suffering from or is carrying a skin infection or a communicable disease, or associated condition, body piercing must not be carried out, without first taking adequate precautions to prevent the transmission of that infection, disease or condition.
- 17.5.6 Before beginning body piercing on a customer, the customer must be advised of the risks associated with body piercing and the potential for infection to occur during and after the process. Written advice appropriate to the procedure to be undertaken must be given, in relation to precautions and post-piercing procedures, which should be followed by the customer.
- 17.5.7 Before any piercing of the skin is commenced, all potential customers must sign a consent form recording the following:
- Whether they have any reason to believe they have a communicable disease or skin disease.
 - Whether they have a history of haemophilia (bleeding).
 - Whether they are taking any medication, such as anticoagulants, which thin the blood or interfere with blood clotting.
 - Whether they have a history of allergies or adverse reactions to pigments, dyes or other skin sensitivities, or a history of epilepsy or seizures.
- 17.5.8 Any customer who knows or suspects that he or she has any of the above diseases or conditions is required to inform the person who appears to be in charge of the premises before the body piercing begins.
- 17.5.9 The licence holder may decline to carry out any body piercing on such a person, or may agree to carry out the body piercing subject to such conditions and safeguards that are considered appropriate by the licence holder in the circumstances. Nothing in this Part of the Bylaw requires the licence holder to perform body piercing on any person.
- 17.5.10 The licence holder must keep records of the names, phone numbers and addresses of any person who undergoes body piercing at the premises, the date on which the body piercing was carried out, the nature of the body piercing, and the location on the body where the body piercing was undertaken. Those records must be kept for at least three years and made available to an Environment Health Officer, Health Protection Officer or a Medical Officer of Health as defined in the Health Act 1956 who is carrying out any investigation pursuant to Part III of the Health Act 1956 or the Health (Infectious and Notifiable Diseases) Regulations 1966.
- 17.5.11 A copy of this part of the Bylaw and the Ministry of Health's current Guidelines for the Safe Piercing of skin must keep on the premises or the licence holder and be freely available for reading by any person employed on the premises and by any person attending the premises for the purpose of undergoing any body piercing,
- 17.5.12 Where Council is satisfied that compliance with any requirement of this part of the Bylaw would be impractical or unreasonable having regard to the premises and body piercing service in question, Council may grant a written exemption from the requirement. The exemption will be granted on such terms and conditions, as are considered desirable in the interest of public health.

17.6 Exemptions from Licensing Requirement

- 17.6.1 The requirement to obtain a licence for body piercing premises does not apply to:
- Carrying out acupuncture at a person's home where the person wishing to undergo acupuncture is unable to attend the licensed premises because of injury, infirmity or medical emergency, if the acupuncture is carried out in compliance with the general requirements in this part of the Bylaw; or
 - Carrying out any body piercing in any temporary structure or premises for a maximum period of five days in any 30 day period, if the person carrying out the body piercing complies with all conditions specified by Council.
- 17.6.3 The written approval of Council and the payment of any fee for any inspection required and payment for Council's time to consider the matter may be required before an exemption from the licensing requirement is granted.