Please read the Personal Appearance Services Licence Guide before completing and submitting your application. Applications that are incomplete will not be accepted.

1 Are you applying for a New Licence?
NOTE: Premises have not previously been approved for this purpose, a previous approval has lapsed, or you intend to take over a business and plan to significantly alter the premises or operation.
No  Go to 2
Yes  Go to 5

2 Are you applying for an Amendment to Licence?
NOTE: You already hold the licence and plan on making significant alterations to the operation.
No  Go to 3
Yes  Go to 29

3 Are you applying for a Transfer of Licence?
NOTE: You are taking over an existing licence and the premises have a current licence, no changes to the operation have been made and you have obtained the current licence holder’s written consent.
No  Go to 4
Yes  Existing Licence no.

4 Are you applying for a Replacement of Licence?
No  Go to 5
Yes  Go to 9

5 What is the premises type?
NOTE: If you are providing personal appearance services from a fixed as well as mobile premises, tick both boxes.
Fixed  You are required to complete an individual application for each fixed premises
Mobile  Give details

6 Have you obtained Prelodgement Advice or submitted a Design Requirements Advice?
No  Go to 7
Yes  Reference no.

7 What is the official address where the activity will be carried out?
If you are unsure, please confirm by contacting the landowner or alternatively Council on (07) 3403 8888.
This address cannot be a post office box.

8 Real Property Description
Not applicable for a Mobile Business
The RPD is listed on the rate account. If you are unsure, please confirm by contacting the landowner or alternatively Council on (07) 3403 8888.

9 Who is applying for the licence?
Corporation/Incorporated Association  Go to 15
Individual(s)  Go to next question

10 Individual(s) name(s)
Individual 1
Mr  Mrs  Miss  Ms  Other
Surname/Family name
First and Middle name(s)

Individual 2
Mr  Mrs  Miss  Ms  Other
Surname/Family name
First and Middle name(s)

11 Business/Trading name  If applicable
12 Individual(s) postal address


Postcode

13 Individual(s) contact details
Phone number
(           )
Fax number
(           )
Mobile number

E-mail address

14 What is your ABN?
Any person who conducts a business is required to have an ABN.


20 What is your Corporation/Incorporated Association's ABN?
Any organisation who conducts a business is required to have an ABN.


21 What is the registered address of the business?
This is the address where you can receive legal documents. This may be the same address as the location of the activity.
A post office box cannot be a registered address.


22 Including yourself, how many people are currently employed by your business? Please include any part-time and casual staff.


23 Is an Agent/Consultant assisting you with this application?
This person will receive correspondence in relation to the application, but will not be listed as the licence holder or receive future correspondence such as renewal notices.


24 Agent/Consultant’s name


25 Agent/Consultant’s address


26 Agent/Consultant’s contact details
Business hours phone number
(           )
Business hours fax number
(           )
Mobile number

E-mail address

27 Are you applying for a New Licence?


28 What are the specific licence activity categories?
NOTE: For further information refer to the Personal Appearance Services Licence Guide.

Tick ALL that apply

Tattooing

Scarring or cutting

Body piercing

Implanting natural or synthetic substances

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29 Have all persons providing a higher risk personal appearance service the required Infection Control Qualifications?

**NOTE:** Since 1 July 2005, only persons who have obtained the required Infection Control Qualification issued by an accredited training provider can provide a higher risk personal appearance service. If you have not yet employed your staff, you will be required to provide copies of the Statement of Attainment prior to commencing your activity.

No  All staff must have the required Infection Control Qualification

Yes  Attach copies of the Statement of Attainment

30 Are you applying for an **Amendment to Licence**?

No  Go to 33

Yes  Existing Licence no.

Give details of proposed amendments, e.g. changes to conditions, services or alteration to approved plan

31 What is the official address where the activity will be carried out?

If you are unsure, please confirm by contacting the landowner or alternatively Council on (07) 3403 8888.

This address cannot be a post office box.

Unit no.  Street no.  Street

Suburb  Postcode

32 Real Property Description

The RPD is listed on the rate account. If you are unsure, please confirm by contacting the landowner or alternatively Council on (07) 3403 8888.

Lot  Plan

Lot  Plan

33 Are you applying for a **Transfer of Licence**?

**NOTE:** The current licensee must consent to the transfer of the licence to the applicant.

It is strongly recommended to obtain an Inspection Report (pre-sale report) prior to applying for a transfer, as this report will indicate any outstanding issues with the current licence.

Please contact Council on (07) 3403 8888 for more information about an Inspection Report.

No  Go to 35

Yes  Go to 34

34 Has there been any alterations/modifications to the existing operation?

No  Licence Holder’s consent required

Yes  You cannot apply for a Transfer of Licence

Current Licensee’s name  Individual or organisation

Name of signatory  If Licensee is an organisation

Position  Proprietor, Director, Manager

Signature

Date  /  /

35 Are you applying for a **Replacement of Licence**?

No  Go to 36

Yes  Existing Licence no.

Give details

36
Completion checklist/Plan requirements

The checklist is used by the applicant to make sure that the application is complete and by Council officers to quickly assess if all vital elements of the application have been included.

Plans are required for any new premises where the activity has not been previously approved or where any significant alterations are proposed. Plans are not required for transfers, an Inspection Report Request or an Amendment of Licence not involving structural alterations.

Where you are required to attach additional information and plans, these need to conform to the following requirements or in the Personal Appearance Services Licence Guide.

- two copies of all plans drawn to scale 1:100 or 1:200, with elevations and details not more than 1:50
- floor plan showing all fittings, fixtures and equipment
- site plan showing location of site in relationship to surrounding land uses
- all plans not larger than A3 and clearly legible

Technical reports and other information such as brochures or photos can be attached as necessary to accompany the plans.

Tick ALL that apply

Office Use Only

Personal Appearance Services
Licence Application fee enclosed or paid

Two sets of plans to scale - max size A3
Copies of infection control qualification
Attachments relating to suitability statements required if answering ‘yes’ to questions 35, 36 and 37

Applicant's declaration and signature

If you are supplying commercially sensitive or confidential information please ensure you mark such information clearly.

If the application is made by a corporation or an incorporated association, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or an incorporated association.

I understand that the information provided in and with this application may be disclosed publicly under the Freedom of Information Act 1992 and the Evidence Act 1977.

I confirm all information provided in and with the application is true and correct to the best of my knowledge.

Applicant 1

Name of Individual/Corporation/Association/other Organisation

Name of signatory  If applicant is an organisation

Position  Director/President/Treasurer/Secretary etc if applicant is a Corporation/Association/other Organisation

Signature

Date

Applicant 2  If applicable

Name of Individual/Corporation/Association/other Organisation

Name of signatory  If applicant is an organisation

Position  Director/President/Treasurer/Secretary etc if applicant is a Corporation/Association/other Organisation

Signature

Date

Application lodgement options

By mail:
Return completed application to:
Brisbane City Council
GPO BOX 1434
BRISBANE QLD 4001

In person:
Applications can only be lodged at the Regional Business Centres

For further information
Please contact Brisbane City Council on 133 BNE (133 263) or visit Council’s website at www.brisbane.qld.gov.au.