



# APPLICATION FOR APPROVAL TO OPERATE BEAUTICIAN, SKIN PENETRATION AND HAIRDRESSER

Revision No. 15-03-2022

OFFICE USE ONLY

Place Stamp Here

Receipt No:

Date:

Amount:

CSO:

## PART 1 – APPLICATION DETAILS

### ABN DETAILS

Instructions for completion:

- 1) Enter your ABN, ACN or name in the search function at <http://www.abr.business.gov.au>
- 2) Identify and click on the correct & current ABN
- 3) Complete the details below as per the 'Current details' search results

Entity Name

ABN

### BUSINESS DETAILS

Instructions for completion:

- 1) Following on from 2) above, click on the correct & current business name
- 2) You will be redirected to a ASIC webpage relating to your business
- 3) Complete the details below as per the 'Business Name Summary' information displayed

Business Name:

Address for service of documents:

Suburb:

Postcode:

Principal place of business:

Suburb:

Postcode:

### CONTACT DETAILS

Surname:

First Name:

Business Hrs Phone

Mobile Phone:

Email address:

### PREMISES DETAILS (for established premises)

Please complete only if details are different to the 'principle place of business' provided in the 'Business Details' above

Property Name:  
(if applicable)

Lot on Plan

Address:

Suburb:

Postcode:

### PREMISES DETAILS (for mobile premises)

Vehicle Registration:

Inspection Address:  
must be within Cessnock  
LGA

Suburb:

Postcode:



## HOW TO LODGE YOUR APPLICATION

**Address the application to:**

General Manager  
Cessnock City Council  
PO Box 152  
CESSNOCK NSW 2325

**Payment Method**

**By mail** - Cheque, Money Order or Credit Card (*complete the section below*)

**Lodge in person (between 9am – 4.30pm) at Council's Administration Building**

Cessnock City Council  
62-78 Vincent Street  
CESSNOCK NSW

*You will need to spend some time with a Customer Service Officer when lodging your application. Typically you will require 30 minutes, however this may vary depending on the complexity of your application*

**Payment Method**

**In person** - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.

**How to Contact Us**

Phone: 02 4993 4100  
Fax: 02 4993 2500  
Email: [council@cessnock.nsw.gov.au](mailto:council@cessnock.nsw.gov.au)  
W: [www.cessnock.nsw.gov.au](http://www.cessnock.nsw.gov.au)

**Office Hours**

9am to 5pm Monday to Friday  
*\*Payments are accepted until 4.30pm*

**Duty Officers** are available weekdays:

Planning - 9am to 5pm  
Building - 9 to 10am & 1 to 5pm

**Fees**

Fees are calculated in accordance with Council's adopted fees and charges.

If you require further information regarding this request, please contact Council's Customer Service Centre on 02 4993 4300.

Cessnock City Council takes the privacy and security of personal information very seriously. To eliminate the risk associated with Credit Cards, Council does not collect or store Credit Card information.

Credit Card payments are processed by Council's Call Centre using a call in, or call back facility. Customers are able to select their preferred option.

If you wish to make payment via Credit Card, please nominate your preferred telephone contact number for our Customer Service Team to contact you on.

**Payment Contact Name:****Payment Contact Phone Number:**

## PRIVACY NOTIFICATION

Council is subject to the *Privacy and Personal Information Protection Act 1998* (NSW) in dealing with your personal information. Council's [Privacy Management Plan](#) and [Privacy Statement](#) describe how the agency meets these obligations. Personal information is being collected for the purpose of processing your application in accordance with the *Public Health Act 2010*, *Public Health Regulation 2012* and *Local Government Act 1993* (NSW). This includes notification and advertising purposes, and consultation with other NSW government agencies in relation to your application. By providing your personal information you agree for Council to share it from time to time with a third party to conduct customer research or satisfaction surveys relating to your application in order to improve Council processes. You also agree that Council may use your personal information from time to time to contact you and notify you of legislative and other amendments that may have an impact on you. Delegated Council officers and agents acting on behalf of Council will be the recipients of your personal information. The provision of personal information is voluntary, however if you do not provide it we may not be able to process your application. Your personal information will be kept securely in Council's Information Management System in accordance with the relevant legislation. Council's address is 62-78 Vincent Street Cessnock NSW 2325. You may access, correct or [update your personal information](#) by visiting [Council's website](#), contacting Council's Privacy Contact Officer on 02 4943 4100 or by sending an email to [council@cessnock.nsw.gov.au](mailto:council@cessnock.nsw.gov.au).