

Starting a Hairdressing Business

Relevant legislation

Health (Registration of Premises) Regulations 1966 and Health (Hairdressers) Regulations 1980.

Copies of the above legislation can be viewed or downloaded from Waimakariri District Council's website waimakariri.govt.nz or from NZ Legislation online.

The Health (Hairdressers) Regulations 1980 make it mandatory for any premises engaged in 'hairdressing' to be registered by the local council (territorial authority) and to comply with the minimum requirements of the legislation. A registration certificate will only be issued when the premises complies with the standards set out by the regulations, other legal obligations have been met (i.e. Building Warrant of Fitness, Code of Compliance Certificate etc) and a satisfactory inspection by the District's Environmental Health Officer has been completed.

The Health (Registration of Premises) Regulations 1966 provide the mechanism for registration and requires a written application to be made to the Council containing all such particulars as the Council may require accompanied by the appropriate fee. Application form: Health_Registration

Consultation

If you are seriously thinking about proceeding with any hairdressing venture, you are advised to consult with the following sections of the Waimakariri District Council:

- Planning
- Building
- Environmental Services Unit.

Depending upon your proposed business you may also need to contact:

- Gas and or power authority
- Occupational Safety and Health – Ministry of Business, Innovation and Employment for advice on safe working conditions.

Your application for registration should consist of:

- A business management plan identifying what you intend to do and where you would like to do it
- A set of scale plans and specifications of your proposed premises.



For example, if you intend to start a business in an empty building, then provide a sketch of where you plan to put the fixtures and fittings, such as:

- Shampoo basins
- Wash hand basin
- Toilet accommodation (location and number)
- Tea and coffee making facilities
- Washing machine
- Refuse disposal
- Equipment sink
- Ventilation
- Location of water supplies and drainage
- Back flow prevention mechanism
- Dryer
- Staff room.

This information will help the Environmental Health Officer to advise you what other space or facilities you may need to provide in order to register the premises for a hairdressing business.

If you are taking over an existing business, you will need to re-register it in your name. Check with the local council that the existing registration is appropriate for your intended business. There will be different requirements if you, for example, intend to increase the scale of the business.

Also check whether the Council has any legal notices or requisitions outstanding at the premises, as once you take on the business you will be expected to complete them.

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This information will be identified on a Land Information Memorandum (LIM) report available from your local council. If you intend to make any alterations to the business, identify what these will be and discuss with the Environmental Health Officer as above.

Outline of proposal

The applicant is to provide in duplicate the following information:

1. Full name of applicant (the proposed occupier).
2. Proposed address of business and postal address of applicant.
3. Telephone number/s (of applicant, both business and personal).
4. State the type of class of business proposed (eg men's and ladies hair salon).
5. An outline of the proposed extent and range of services/products to be sold.
6. Number of staff (maximum at any one time).

Layout plan

The applicant is to forward a layout plan (plus a duplicate) of the proposed premises which shows the following:

1. A complete and accurate plan to scale (e.g. 1:50, 1:100) of the whole premises.
2. All rooms and their designations.
3. Layout of all fixed appliances (e.g. benches, tables, shelves, cupboards, sinks, hand basins, washing machines, cooking and heating equipment, lockers etc).
4. Lighting.
5. Rooms/areas to be used for:
 - Customers
 - Staff room
 - Toilet accommodation
 - Yard area
 - Any room/area used specifically for refuse storage
 - Any room/area used for cleaning equipment, appliances and preparations.

Outline of construction materials, finishes and fittings

1. Floors, walls, ceilings

The applicant is to provide (in duplicate) proposed finishes and colour of floors, walls and ceilings as per the example set out here:

Room:

- Floor material
- Wall material and finishes
- Ceiling and finishes
- Lighting type and location.

Service area:

- Commercial grade sheet vinyl, not embossed
- Laminated board or light coloured enamel paint on tempered hardboard as walls
- Fluorescent tubes with covers - see floor plan for location.

Colour:

Indicate the colour of floor, wall and ceiling materials.

Floors:

- Detail floor covering - coved vinyl is recommended
- Detail finished floor to ceiling distance
- A sample of the material to be used for floor lining may be required.

Walls:

Detail the surface behind/adjacent to service areas, equipment, wet areas and wash up areas.

2. Ventilation

Detail both natural and mechanical and/or local and general ventilation for each room.

Indicate:

- Openable window size
- If mechanical, indicate fan capacity and the anticipated number of air changes per hour in that room
- Provision for heating premises (where applicable).

3. Hot water

- Detail location(s) of storage cylinder(s) on layout plan
- Method of heating (electrical, gas, LPG, coal etc)
- Indicate capacity (in litres) and outline appliances (i.e. sinks etc) to be supplied and water temperature (i.e. tempered etc).

4. Appliances

Descriptions required for:

- Benches, tables, shelves, cupboards, cleaning equipment etc
- Shampoo basins, sinks, hand basins, cleaner tubs etc - indicate size and construction materials.

5. Plumbing

Description required for back flow prevention mechanism on sinks and basins.

Find out more at waimakariri.govt.nz, or contact Customer Services on 0800 965 468.