

Setting up Hairdressers' Premises in the Whangarei District



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1 Introduction

If you wish to set up a hairdresser's shop in your chosen area, your premises must be registered by Whangarei District Council.

This booklet has been compiled to assist you with the relevant procedures to enable registration of your premises.

The following are relevant contacts:

Environmental Planner

Environmental Planners can provide advice on District Plan requirements and applying for resource consent. This is particularly important for those with home-based operations.

Building Officer

If you are building a new premise or alter an existing building, you will need a building consent. You will need to speak to a Building Officer about the submission of an accurate plan and other information that may be required.

Environmental Health Officer

An Environmental Health Officer will assess the premises in line with the Health (Hairdressers) Regulations 1980, and if found compliant (EHO will check with the planner and building departments of council) a certificate of registration will be issued.

2 Registration

The Health (Hairdressers) Regulations 1980 require occupiers of hairdressers' premises to obtain a Certificate of Registration before hairdressing can be carried out.

It is an offence to operate hairdressers' premises without a current registration certificate.

Home based hairdressers (*a hairdressing business carried out from a residential dwelling*) must be set up in a separate room and also comply with the relevant requirements.

The Certificate of Registration will be issued when the premises comply with the standards set out in the regulations. This will be determined through inspections by the district environmental health officer.

Standards for hairdressing premises are set out in Regulations 4 of the Health (Hairdressers) Regulations 1980. A full copy of these regulations can be obtained from the Environmental Health Section of Whangarei District Council, but a summary of the minimum standards for hairdressers' premises is included in this booklet on page 5.

If you take over existing premises, be sure to notify us and complete a transfer of registration form within 14 days.

3 How to apply for registration

Your application for registration as a hairdressers' shop should consist of:

- Set of accurate plans and specifications
- Description of the type of the proposed business
- Completed 'notification of intention to register new premises under the Health Act 1956' form

3.1 Layout plans and specifications

Forward to the Environmental Health Officer a full set of scale plans (1:50, or 1:100 for the site plan and 1:20 for the detail) and elevations of your premises. These should include an accurate site plan showing the following details:

- 1) All rooms and a description of use, for example, cutting area, storage area, staff area
- 2) Position of all the services, appliances and fittings, such as cutting chairs, benches, shelving, cupboards, sinks, hand basins, washing/drying machines
- 3) The position and detail of incidental features such as yard area, refuse storage area, toilets and staff facilities.

Your specifications should cover proposed construction materials, colours and finishes.

You are strongly recommended to engage the services of a design consultant with previous experience in the development of hairdressers' shops.

The information contained in the plans and specifications should enable environmental health officers and building officers to check that the proposed premises comply with the appropriate regulations and codes.

4 Summary of possible steps

- Discuss with architect/qualified person and prepare plans
- Check district plan requirements with planner
- Check building act requirements with Building Officer
- Submit building consent
- Premises fit-out complete
- Obtain code compliance certificate
- Apply for registration
- Final evaluation of premise by environmental health officer, once satisfactory, certificate of registration issued
- Premise opens for business

5 Summary of minimum standards for hairdressers' premises

5.1 Floor, walls and ceiling

The floor of the service area where hair is cut or cleaned, and any area of wall or ceiling that is likely to become wet, must be surfaced with a smooth, durable and impervious material.

All other walls and ceilings must have non-absorbent surfaces that are capable of being easily cleaned.

5.2 Lighting

Lighting of not less than 300 lux must be provided at all working surfaces adjacent to every place where customers are attended to and where instruments and tools are cleaned.

In every part of the shop, the overall light intensity must be not less than 100 lux at a point 800 mm above the floor.

All lighting must be reasonably free from glare and distributed to avoid shadows.

5.3 Ventilation

Ventilation must be adequate to prevent condensation or the formation of excessive moisture on walls and ceilings and to ensure the removal of objectionable odours and fumes.

In the absence of fully effective natural ventilation, adequate mechanical ventilation shall be provided.

5.4 Floor area

The floor space shall be sufficient to permit easy access for cleaning.

In every room where customers are attended to, there must be a floor area of at least 2.3m² for each customer who can be attended to at the same time as any other customer.

Service chairs used for haircutting must be at least 1.5 metres apart, measured from centre to centre.

Where customers awaiting attention are admitted to the service area, an addition 0.9m² for each such person must be provided for their exclusive use.

Where separate waiting or reception rooms are provided, they must have a floor area of not less than 0.9m² for every person for whom seating is available, but with a minimum of 4.6 m².

5.5 Wash-hand basin, shampoo basins and sinks

You will need a minimum of a shampoo sink and cleaning sink for cleaning equipment and a wash-hand basin.

At least one wash-hand basin must be provided for every 10 chairs used for hair cutting, with at least one basin being within 6 metres of each cutting chair.

Every wash-hand basin must be supplied with hot and cold water, soap, a nail-brush and clean towels or other approved method of hand drying.

Where hair is cleaned, sufficient shampoo basins with hot and cold water must be provided and used exclusively for cleaning hair.

Sinks should be used for their designated purpose only. A sufficient number of sinks supplied with hot and cold water or other suitable appliance must be provided for the cleaning of all hairdressing tools and equipment. No such sink can be installed in any staff meal room.

5.6 General

Only materials or equipment being used or available for use in hairdressing shall be stored in any service area.

Every shelf, bench, or table where hairdressing tools are to be placed, must be finished with a smooth, durable and impervious material.

Every shop must be kept in good repair, clean and free from rubbish, foul odours, vermin and insects.

No service area shall be in direct communication with any room or place where food is prepared or unwrapped food is stored or held for sale.

Every shop must be provided with an adequate number of vermin-proof refuse containers, emptied at least daily.

5.7 Service of refreshments

Where tea, coffee, or other beverages are served to customers, every utensil used must be effectively cleaned and then sanitised by use of a commercial dishwasher other approved method, alternately single-service utensils can be used. It should be noted that refreshments should not be served in the hair cutting area.

6 Disinfectants for Hairdressers Premises

An appropriate disinfectant for use on equipment for a hairdressers' shop must have one of the correct active ingredients, which are:

- Phenolics
- Chlorine containing compounds – hypochlorites
- Iodine compounds – Iodophors
- Alcohol or meths
- Quaternary ammonium compounds (benzalkonium chloride)
- Disquides (chlorhexidine)

Cleaning of equipment is of prime important to prevent spread of any infection from one person to another. You must check the disinfectant you use has one of the active ingredients mentioned above.

Once the premises are registered, periodic inspections will be made by an environmental health officer to ensure hygiene standards and structural requirements continue to be complied with.

7 Fees

Please refer to the Whangarei District Council website for current fees.

For further information please contact us

Phone 09 430 4200
Fax 09 438 7632
Email mailroom@wdc.govt.nz
Web www.wdc.govt.nz

Physical address

Environmental Health Team
Level One
Walton Plaza
Corner Railway Lane & Walton Street
Whangarei

Postal address

Environmental Health Team
Private Bag 9023
Whangarei 0148

