



HASTINGS
DISTRICT COUNCIL

Opening a Hairdressing Business Guide

A Guide to the application and legislative requirements involved in
establishing and operating a hairdressers premises

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INTRODUCTION

This booklet is designed as an introductory guide to inform you of the relevant legislation and standards that are required to be followed by operators of a hairdressing business. It will also give you the steps to follow in the application procedure. It does not cover all detailed aspects of the legislative requirements and you are strongly advised to consult with Environmental Health Officers who can provide advice and additional information to clarify any areas of uncertainty.

Starting out in a hairdressing business is a challenging proposition and it is important to realise the part that you will play in providing a hygienic and healthy environment.

In establishing a hairdressing business, commitment to ensuring a high standard at the development stage through selection of suitable materials and equipment, combined with thoughtful design, will result in greater operational efficiency and cost effectiveness.

As well as aiming to operate from a high standard of premises, it is equally important to ensure that appropriate cleaning and sanitising practices are put in place for day-to-day operation of the business.

You are urged during the process of establishing your business, or with any problem subsequently arising that relates to the business, to consult an Environmental Health Officer who can provide advice and additional information to clarify any area of uncertainty.

Council staff will help with applications and assist in providing information relating to Building Consent applications for new buildings and alterations. For technical advice and information you will need to consult with the following departments and officers before proceeding with any venture.

1. Environmental Health

- a) Environmental Health Officers - for advice on the setting up of your hairdressing premises
- b) For advice on the registration process.

2. Building Control

- a) For information on building issues including; means of escape requirements, change of use, earthquake strengthening if required and access for people with disabilities.
- b) For Building Consents where required.
- c) For a "LIM" (Land Information Memorandum). This will give you summary detail of information held on Council records in respect of a particular property and will include items such as rates, building consents, planning information and any requisitions.

3. Planning

For advice on the District Plan and Resource Management Act requirements.

LEGAL REQUIREMENTS

The Health (Hairdressers) Regulations 1980 require the occupiers of hairdressing premises to obtain a Certificate of Registration before hairdressing can be undertaken. It is an offence to operate a hairdressers premises without a current registration certificate.

The Certificate of Registration will only be issued when the premises comply with the standards set down in the Regulations. This will be determined through inspection by one of the Council's Environmental Health Officers. New premises must have a Code Compliance Certificate as required under the Building Act before the Certificate of Registration may be issued.

Registration requirements are set out in the Health (Hairdressers) Regulations 1980. Summaries of the requirements are included in this booklet.

PROVISION OF REFRESHMENTS

If your business is likely to provide coffee, tea or similar to clients during the hairdressing process, either disposable cups should be provided or some effective means for rendering crockery hygienic (such as a dishwasher or sanitising device). For further clarification seek the advice of an Environmental Health Officer.

SMOKE-FREE ENVIRONMENTS ACT 2003

This Act requires that the public areas of all hairdressers be smoke free. Further information can be obtained from the Public Health Unit of the local Public Health Service.

SUMMARY OF REQUIREMENTS FOR THE HEALTH (HAIRDRESSERS) REGULATIONS 1986

The Regulations set out the minimum structural requirements for Hairdressers Premises.

1. General

The premises shall be well constructed and in good repair.

2. Floors, Walls and Ceilings

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

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

3. Lighting

Lighting of not less than 300lux must be provided at all working surfaces adjacent to every place where customers are attended to and where instruments and tools are cleaned. As an explanation, this level of lighting indoors is consistent with a "bright" level of lighting.

Lighting should be free from glare or shadow. In every part of the shop the overall light intensity must not be less than 100lux at a point 100mm above the floor.

4. Ventilation

To be provided to a level that will maintain comfortable conditions for people in the premises. It must be adequate to prevent the premises being excessively heated, to prevent condensation and to remove objectionable odours. If natural ventilation is not satisfactory mechanical ventilation must be provided.

5. Floor Area

The floor space must be sufficient to permit access for cleaning.

In every room where customers are attended to, there must be a floor area of at least 2.3m² for the maximum number of customers who could be attended to at one time.

Service chairs for cutting must be at least 1.5m apart, measured from center to center.

Where customers awaiting attention are admitted to the service area, an additional 0.9m² for each such person must be provided for their exclusive use. Where a separate area for waiting is available the same floor area applies but with a total overall minimum floor area of 4.6m².

6. Wash Hand Basins / Shampoo Basins / Sinks

Provide at least one wash hand basin for the every 10 chairs used for hair cutting on the premises, with an additional basin for every further 10 (or part). They must be conveniently situated to the area where the hairdressing is undertaken.

They must be supplied with hot and cold running water, soap, a nailbrush and a supply of clean dry towels (such as disposable paper towels).

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

A sufficient number of cleaning sinks should be provided for the premises separate from wash hand basins or shampoo basins to allow cleaning of equipment on the premises.

7. Miscellaneous

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

8. Home Based Hairdressers

Home based hairdressers must be established in a separate area of the home and to the standard described above. It is critical that these operators check with Council's planning officers and building officers for specific requirements with respect to home based operations.

9. Plumbing

The premises must be provided with sinks, sanitary fixtures and other appliances of a sufficient size and capacity to ensure that all equipment and appliances can be easily and properly cleaned.

10. Mobile or Call out Hairdressers

Mobile hairdressers (hairdressers who travel to customer's homes and do not have a fixed base of operation) must comply with the requirements relating to the storage, use, cleaning and disinfection of products, appliances and equipment.

APPLICATION

Your application for registration as a hairdresser premises should consist of:

1. A completed "Application for Registration" form – forms are available from Councils website ([link to application form on Councils website](#)) or the Customer Services Centre in Lyndon Road. The form should be completed, signed and then forwarded back to Council with the registration fee.
2. Plans and specifications as outlined below.

Plans: Your set of scale plans should comprise of a layout plan of your premises showing the following details:

1. All rooms and their designations. Areas may also be designated, for example waiting area, cutting area, etc.
2. The position of all services, appliances and fittings, such as hair wash basins, shelving, cupboards, wash hand basins, dryers, etc.
3. The position of incidental features such as yard areas, refuse storage area, staff and patrons toilets and staff changing areas.

In some cases it may be advantageous to engage the services of a design consultant with previous experience in the development of hairdressers premises.

Specifications: These should cover proposed construction materials, colours and finishes. Specification items can either be included on the plan or in a separate specifications sheet.

The information contained in the plans and specifications should be sufficient to enable an Environmental Health Officer to check that the proposed premises comply with the appropriate Regulations or Codes.

Note: Plans and specifications submitted for a building consent, may be used for the purposes of a hairdressers premises registration

REGISTRATION AND BEYOND

Following receipt of your application for registration, Council will forward to you an invoice for payment of the required registration fee. This invoice must be paid before the registration of the premises can be completed.

Following application for registration and nearer the date of completion and proposed opening, the Environmental Health Officer must be contacted to undertake a final inspection of the premises.

If work requiring a building consent was carried out, then a Code Compliance Certificate must be obtained before the Certificate of Registration can be issued.

If the final inspection reveals that the premises are set up correctly in accordance with the approved plans and comply with the Health Hairdressers Regulations 1986, then the premises can be approved and the Certificate of Registration issued following payment of the registration fee.

It is an offence to operate the premises prior to the issue of a Certificate of Registration

Once the premises are registered, the periodic inspection will be carried out to ensure that conduct, sanitising and structural requirements are being observed.

Your registration must be renewed every year

CHANGE OF OWNERSHIP

If the business changes ownership, application must be made to the Council for transfer of the Certificate of Registration to the new owner within 14 days of the change of ownership.

If you are considering the purchase of an existing hairdressers business you should check with the Council to see if the premises have a current Certificate of Registration, and whether it is subject to any requisitions. In order to obtain full detail of the requisitions you (or your solicitor) will need to seek written approval from the vendor (or the vendors solicitor).

OPENING A HAIRDRESSERS PREMISES

Are you Considering: Setting up a new Business?
 Buying an existing Business?
 Changing Operations?
 Expanding?

Then please check the following Flow Diagram

