



RESPECT



INNOVATION



INTEGRITY



TEAMWORK



EXCELLENCE

Date approved/adopted	24 July 2023
Next review date	24 July 2024
Department	Department Environmental Health
Author	Environmental Health Officer
TRIM reference	23/75365
Supporting documents	Nil

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Kiama Beauty Premises Guidelines

1.0 Purpose

The purpose of this Guideline is to provide details of fit-out & operational requirements for all hairdressers, beauticians, and skin penetration premises, including home based premises, in accordance with current Public Health & Local Government legislation and best practice standards.

2.0 Aims & Objectives

The aims and objectives of this Guideline is to:

- Ensure all hairdressers and businesses that provide services that involve skin penetration are fitted out in such a way that they can be effectively cleaned and maintained.
- Ensure standards of hygiene, client and staff safety are maintained at the highest possible standard.
- Ensure all hairdressers, beauticians and skin penetration businesses obtain development consent from Council.
- Ensure all hairdressers, beauticians and skin penetration businesses are fitted out to enable easy and effective cleaning to prevent the transfer of bacteria and viruses.
- Protect the health of the clients and operators.
- Ensure compliance with minimum construction requirements that enables operators to maintain personal hygiene, cleaning, and sterilisation of equipment.
- Ensure sharps and waste are safely stored and disposed of.
- Ensure premises and treatment areas are kept safe, hygienic, clean, and free from waste and dangerous equipment.
- Ensure waste from procedures is disposed of safely from the treatment area and premises.
- Ensure linens used in treatment areas are to be clean and appropriately stored.
- Ensure the operation of businesses within residential premises is undertaken in appropriate and approved areas, while also being safe and clean for staff, clients, and residents.
- Ensure that for skin penetration procedures client details and procedures are recorded and kept for an appropriate length of time and stored in an appropriate location for referral at a later date if required.
- Ensure all hairdressers, beauticians and skin penetration businesses are registered with Council prior to trading.

3.0 Relationship to other Policy & Legislation

Public Health Act 2010

Public Health Regulation 2022

Local Government Act 1993

Local Government (General) Regulation 2021

Food Act 2003

Food Regulation 2015

Smoke Free Environment Act 2000

Australian & New Zealand Food Standards Code (FSANZ)

AS/NZS 4815:2006-Office-based health care facilities - Reprocessing of reusable, medical and surgical instruments and equipment, and maintenance of the associated environment

AS 4031–1992 Non-reusable containers for the collection of sharp medical items used in health care areas

AS 2182-1998 Sterilisers - Steam – Benchtop

Kiama Development Control Plan (DCP) 2020

4.0 Application and Use of Code

This Guideline outlines the requirements for the internal construction and ongoing management of a beauty premises. All new hairdressers and beautician premises which involve skin penetration must submit a Development Application that complies with the controls in this guideline.

This guideline should be used by: Business operators (including home businesses), Private certifiers, Architects, Designers, Builders, Equipment manufacturers, Charities, and not-for-profit organisations.

See section 7 of this Guideline for the *dictionary*.

5.0 Design & Construction Guidelines for Hairdresser, Beauticians and Skin Penetration Premises

5.1 Construction Materials and Finishes

In areas where skin penetration procedures, hairdressing and cleaning are conducted, the floors, walls, and ceilings must be constructed of a smooth, impervious material, such as tiles or vinyl.

Fittings such as benches, shelving and furniture are to be constructed of smooth, impervious, and durable materials to enable easy and effective cleaning.

Fittings that are butted against walls, gaps, joints, or other equipment must be sealed to prevent accumulation of debris and harbourage of vermin.

All service pipes and electrical conduits must be contained in the floor, walls or ceiling.

The intersection of floors with walls and plinths are to be coved to avoid a 90° angle where hair, dirt and grime can accumulate, making cleaning difficult.

Walls and ceilings must be an approved finish capable of being maintained in a clean and sanitary condition at all times. Approved finishes include painted plaster board, painted smooth cement render, and painted smooth brick.

Sufficient cupboards or similar fittings must be provided for the storage of equipment and supplies to protect from dust and other contaminants.

A clear space of 150mm or more must exist between the floor and the underside of all fixtures and fittings that are not easily moveable, such as fittings on caster wheels, having a weight greater than 16 kg, or can't be moved by one person.

Adequate lighting must be provided.

The work area must be maintained in a clean and hygienic state at all times.

Carpet is only permitted in office or waiting rooms.

An area separate from the treatment space, must be designated as the cleaning area. The area must be designed and laid out to prevent dirty instruments and equipment contaminating clean, sterile instruments and equipment (See Appendix 2).

Premises at which a colonic lavage procedure is carried out must have a toilet, being a toilet that is available for use by clients and not by the general public, that is:

- (a) Clean and hygienic, and
- (b) Has a waste disposal bin, and
- (c) Has a hand basin that has a supply of clean, warm, potable water, and
- (d) Has a separate sink that has a supply of clean, warm water for cleaning equipment (if equipment used in skin penetration procedures at the premises is cleaned at the premises), and
- (e) Has available for use by persons carrying out skin penetration procedures at the premises:
 - i. Liquid soap (or an alcohol-based hand cleaner), and
 - ii. Single-use towels or an automatic hand dryer, and
 - iii. Disposable gloves, clean linen and gowns or aprons that are appropriate for the skin procedures carried out at the premises.

5.2 Hand Wash Basins and Sinks

Hand wash basins must be:

- (a) provided with a supply of hot running water, at least 40 degrees, and cold running water through a single outlet
- (b) provided with liquid soap or detergent and single use towels
- (c) located within each treatment area and must be accessible at all times
- (d) used solely for the washing of hands and face
- (e) for skin penetration procedures a separate basin must be provided in each treatment

In addition to the hand wash basin, for skin penetration a double bowl sink, with hot and cold running water mixed to 40 degrees must be provided exclusively for washing equipment and instruments and is to be located in the cleaning area (See Appendix 2 for a suggested sterilisation area fit out).

If food preparation and washing of eating and drinking utensils is to occur, a separate sink must be provided separate from the cleaning sink. This sink must be provided with hot and cold running water through a single mixing spout.

All sinks and hand wash basins must be provided with a splash back of at least three hundred millimetres (300mm). The splash back must be constructed of a material that is durable, smooth, impervious to moisture and be easily cleaned, such as tiles or stainless steel.

Handwash basins for the provision of beauty treatment that is situated against any wall, that wall must be constructed of, or covered with (from floor level to a height of 450 millimetres above the top of the wash basin and from the centre of the wash basin to a distance of 150 millimetres beyond each side of the wash basin), material that is durable, smooth, impervious to moisture and capable of being easily cleaned.

Toilets are to have a hand wash basin provided with a supply of hot and cold water mixed through a common spout. A supply of soap and towel in a dispenser must be available at all times.

6.0 Ongoing Management of Hairdressers, Beauticians and Skin Penetration Premises

6.1 Use of Needles, Sharps and Other Articles

All reusable articles used to penetrate a person's skin for skin penetration procedures must be sterilised, whether at the premises or off-site.

All reusable articles must be cleaned prior to sterilisation to remove all visible organic matter and residues.

A person who carries out a skin penetration procedure must not use a needle that has previously been used in a skin penetration procedure.

A person who uses a needle in a skin penetration procedure must dispose of the needle in the appropriate sharps container immediately after completing the procedure.

A person who uses any article in a skin penetration procedure that is manufactured for a single use only must dispose of the article immediately after completing the procedure.

A person who uses a non-reusable sharp in a skin penetration procedure must dispose of the sharp in the appropriate sharps container immediately after completing the procedure.

A person must not use an article that may penetrate the skin of a person in a skin penetration procedure unless it is clean and has been sterilised and kept in a sterile environment.

A person must not use an article in a skin penetration procedure if the article has previously been used in a skin penetration procedure but did not penetrate the skin of the person undergoing the previous procedure unless the article has been cleaned and kept in a clean condition.

In this clause, appropriate sharps container means a sharps container that complies with AS 4031–1992 Non-reusable containers for the collection of sharp medical items used in health care areas.

6.2 Sterilisation of Skin Penetration Equipment

If reusable articles are sterilised at the premises:

- a bench top autoclave, maintained in accordance with AS 2182-1998 Sterilizers –Steam - Benchtop, must be used, and
- there must be at least one person present at the time the autoclave is used who is adequately trained in the operation of the autoclave, and
- the sterilisation must be carried out in accordance with AS/NZS 4815:2006 Office-based health care facilities - Reprocessing of reusable medical and surgical instruments and equipment, and maintenance of the associated environment.

If reusable articles are sterilised at the premises, the occupier of the premises must make, and keep for at least 12 months, a record of:

- The time and date when each article were sterilised, and
- The length of time that the article was autoclaved at the temperature and pressure levels of the autoclave.

If reusable articles are sterilised off-site, the occupier of the premises must make, and keep for at least 12 months, a record of:

- (a) the date on which each article was sent off-site for sterilisation
- (b) the name and address of the person who sterilised the article

- (c) faults with cycle (if any)
- (d) number of items processed
- (e) method of sterilisation
- (f) the operator who performed the sterilisation
- (g) a copy of the printout from autoclave

Sterilised equipment must be dry and intact at the end of processing to ensure that equipment is sterile. If packaging is damaged, damp or moist the items must not be used but must be re-sterilised or disposed of.

The autoclave must be tested, serviced regularly and calibrated at least once a year by a qualified service technician.

All sterile equipment must be used immediately on removal from its packaging, or it must be re-sterilised prior to use.

Sterilised items should be stored separately to used items awaiting sterilisation.

6.3 Protective Equipment to be worn

A person who carries out a skin penetration procedure must:

- Wear gloves that have never been used before, and
- Use sterilised gloves if direct contact with sterilised equipment will occur during the procedure (e.g., body piercing), and
- Appropriately dispose of the gloves immediately after completing the procedure.

A person who carries out a skin penetration procedure (other than colonic lavage) must wear a clean gown or apron during the procedure.

A person who carries out colonic lavage must wear a clean gown made of impermeable material during the procedure.

A stocked first aid kit must be available on site at all times.

A person carrying out a skin penetration procedure that involves the use of wax for the purposes of hair removal is not required to wear protective equipment unless the person reasonably suspects that he or she will be exposed to human bodily substances during the procedure.

6.4 Disposal of Sharps, Infectious and Non-infectious Waste

Solid waste generated on site shall be collected, transported and disposed of by a licensed waste contractor. Records of solid waste disposal must be kept for at least one (1) year on the premises. Inappropriate disposal of waste such as illegal dumping of rubbish in public litter bins or taking home is an offence under the Local Government Act 1993.

If disposable sharps are used, an Australian Standards approved sharps bin is to be provided in each treatment area.

If skin penetration procedures that involve the use of needles are carried out at the premises, there must be an adequate supply and sterile disposal needles at the premises.

Once full, the sharps bin must be collected by a licensed waste transporter. Records of the hazardous waste disposal must be kept for three years on the premises, including the generation, storage, treatment or disposal of waste.

If sharps are disposed of at a hospital, pharmacy or medical centre, a letter from the hospital, pharmacy or medical centre, with the frequency of disposal and location of medical centre or hospital and their waste removal service provider, must be kept at the premises. This letter must be updated annually.

General waste must be placed in plastic lined receptacles with close fitting lids at the site of generation.

Waste must be removed daily from the work area

All sharps, including razor blades, must be disposed of immediately after use

Do not force the sharps into the bin or overfill the bin, as this prevents closure and increases the risk of rupture.

Prior to disposal, the lid of the sharps bin must be secured

Store the sharps containers out of reach of people, particularly children.

Do not remove sharps once placed in the container.

6.5 Use of Inks and Pigments

A person who carries out a skin penetration procedure that involves the use of ink, pigment or other liquid must decant the liquid into a single use container, and use a single use applicator, for each person undergoing the procedure.

6.6 Use of Wax for Hair Removal

A person who carries out a skin penetration procedure using wax for the purposes of hair removal must dispose of that wax, and any instrument used to apply the wax (such as a spatula), immediately after completing the procedure.

6.7 Use of Liquids, Creams and Gels

Any liquids or gels used should be measured and decanted into single use containers for each client. Excess or unused liquids or gels must be discarded and not returned to original containers. If stock cannot be decanted then single use applicators or spatulas are to be used, ensuring they are not re-used.

If re-useable containers are used, they must be cleaned and sterilised after each use.

6.8 Hand washing

Hands must be washed whenever they become contaminated, including:

- immediately before and after attending a client
- if the procedure is interrupted
- after contact with any blood or body substance
- before and after smoking, eating and drinking
- after going to the toilet
- prior to and after wearing gloves
- after touching the nose or mouth
- before and after treating wounds or handling soiled wound dressings

Nailbrushes should not be used as they may damage the skin and may provide possible infection sites.

If alcohol-based hand creams are used, they must be applied in conjunction with hand washing and not instead of hand washing.

6.9 Skin Preparation

Prior to commencing the skin penetration procedure, the skin must be wiped with a suitable antiseptic and allowed to air dry. Acceptable antiseptic solutions include:

- 70% W/W ethyl alcohol
- 80% V/V ethyl alcohol
- 70% V/V isopropyl alcohol
- alcoholic (isopropyl and ethyl) formulations of 0.5 -4% W/V chlorhexidine
- aqueous or alcoholic formulations of povidine-iodine (1% W/V available iodine)

Antiseptic should not be used after the expiry date.

Single use wipes are to be used on one client area and then disposed.

6.10 Linen

A clean, single-use, disposable covering material or clean linen should be provided on treatment tables, chairs or beds and changed between clients.

Hairdressers may use reusable capes and gowns. If disposable neck towels are not used, linen must be washed after use on each client and adequate supplies of towels must be maintained.

Adequate receptacles for the storage of soiled linen, towels and clothing must be provided in the cleaning area. The receptacles must be constructed of smooth, durable and impervious material with close fitting lids.

All clean linen, towels and clothing are to be stored in an appropriate clean area (separate to cleaning area), such as a cupboard or drawer to prevent soiling and contamination.

6.11 Equipment Cleaning

All equipment, including benches, tables, used to carry out the procedure is to be washed with a hospital grade disinfectant.

Equipment must be cleaned prior to disinfection or sterilisation to remove all visible organic matter and residue, as they may inhibit the disinfection or sterilisation process.

Equipment designed not to penetrate the skin must be thoroughly cleaned prior to reusing. Thermal disinfection is then recommended. If this is not possible it must be cleaned with a 70% alcohol wipe or swab.

Items such as cleaning gloves, brushes and other equipment must be maintained in a clean and satisfactory condition. Damaged items must be replaced.

Cleaning equipment must be cleaned regularly and stored clean and dry.

6.12 Equipment Disinfection

All equipment must be cleaned prior to disinfection.

Disinfection can be achieved by chemical or thermal methods. Refer to the NSW Health's fact sheets on hygiene standards.

Equipment that can be used after disinfection must be stored in a clean, dry and dust free environment.

Ensure the directions are followed for mixing and using disinfectants. If mixed incorrectly or stored for too long the disinfectant may become ineffective.

6.13 Business in Residential Premises

Businesses operating from within residential premises must comply with all requirements detailed in this DCP. The approved treatment area must be used solely for skin penetration procedures.

6.14 Business Registration

All hairdressing, beautician and skin penetration businesses must be registered with Council prior to carrying out any procedures. An Occupation Certificate must be issued by the relevant certifying body prior to the commencement of trading.

All hairdressing, beautician and skin penetration businesses must be registered with Council prior to carrying out any procedures.

7.0 Definitions

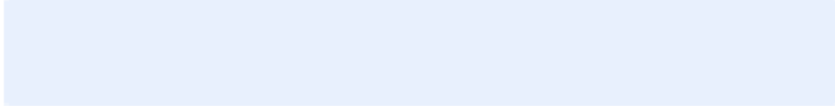
Term	Definition
Acupuncture	is the practice of inserting sterile needles into specific parts of the body to treat disease or relieve pain.
AS (Australian Standard)	a published document which sets out technical specifications or other criteria necessary to ensure that a material or method will consistently do the job it is intended to do.
Autoclave	a device that uses temperature, pressure and moisture to sterilise equipment.
Bacteria	a single celled organism that is capable of causing disease and has the potential to multiply on any surface including the skin with the right conditions. Body substance includes any human bodily secretion or substance other than blood.
Cleaning	the physical removal of dirt from equipment surfaces by washing in detergent and warm water with mechanical action such as scrubbing.
Cove	means having a concave curve at the junction of two surfaces – the radius of the curve is to be not less than 25 mm.
Disinfection	means the killing of disease-causing microorganisms except bacterial spores.
Hairdresser/barber or beautician	any person who shaves, cuts, trims, dresses, waves, curls, stains or dyes or who in any other way treats the hair of any person for a fee or reward, and also any person who for fee or reward performs scalp or facial massage, manicure, pedicure, or in any other way whatsoever treats or otherwise deals with the head, scalp, face, hands, skin, fingernails, toenails, or feet or manipulates any form of electrical treatment, but does not include a medical practitioner, physiotherapist or podiatrist whilst engaged in the conduct of his or her profession.
Impervious	means impermeable to water, moisture or grease
Mobile Operators	are where the procedures are conducted at various locations not at a fixed premise, such as at a client's home. (Mobile operators are not permitted).
Operator	a person who carries out any skin penetration procedure
Purchaser	a person, party or entity buying the business

Sell	<ul style="list-style-type: none"> a) barter, offer or attempt to sell, or b) receive for sale, or c) have in possession for sale, or d) display for sale, or e) cause or permit to be sold or offered for sale, or f) send, forward or deliver for sale, or g) dispose of by any method for valuable consideration, or h) dispose of to an agent for sale on consignment, or i) provide under a contract of service, or j) supply food as a meal or part of a meal to an employee, in accordance with a term of an award governing the employment of the employee or a term of the employee's contract of service, for consumption by the employee at the employee's place of work, or k) dispose of by way of raffle, lottery or other game of chance, or l) offer as a prize or reward, or m) give away for the purpose of advertisement or in furtherance of trade or business, or n) supply food under a contract (whether or not the contract is made with the consumer of the food), together with accommodation, service or entertainment, in consideration of an inclusive charge for the food supplied and the accommodation, service or entertainment, or o) supply food (whether or not for consideration) in the course of providing services to patients in public hospitals (within the meaning of the Health Services Act 1997) or inmates in correctional centres (within the meaning of the Crimes (Administration of Sentences) Act 1999), or p) sell for the purpose of resale.
Sharps	any object or device that is designed to cut or penetrate the skin, including needles and razors
Single-use items	instruments, apparatus, utensils or other things intended by the manufacturer to be used only once, for example disposable gloves
Skin antiseptic	means a chemical applied to the skin to reduce the number of microorganisms
Skin penetration	a practice whereby the skin is cut, pierced, torn, removed or damaged for either beauty, natural therapy or health purposes
Solid construction	means brick, concrete blocks, structural fibrous cement or other similar fibrous material
Sterilisation	the killing of all micro-organisms including spores
Treatment area	the area or room in which the procedure (skin penetration, beauty or hairdressing) is conducted
Vendor	a person, party or entity selling the business

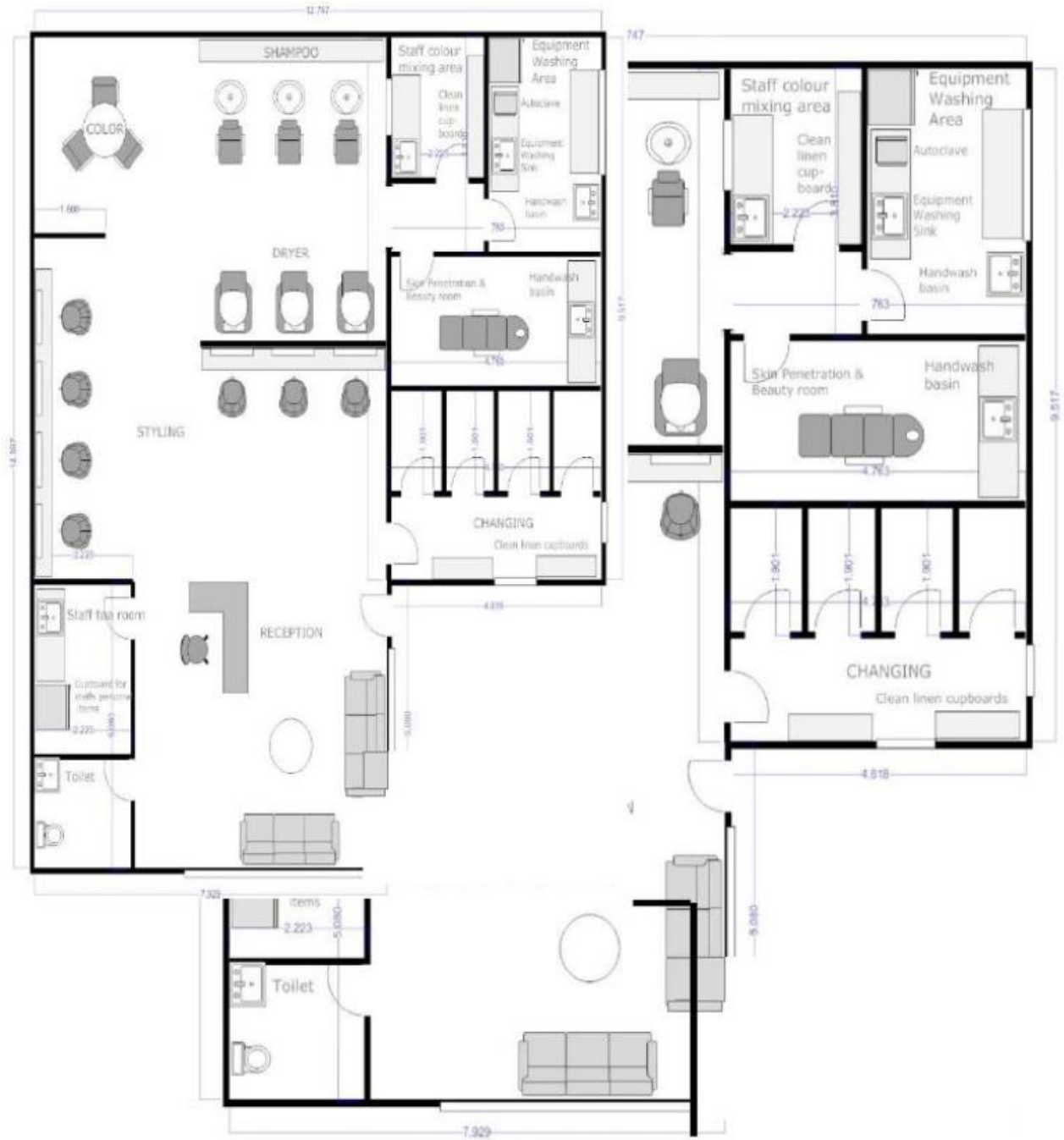
8.0 Document Control

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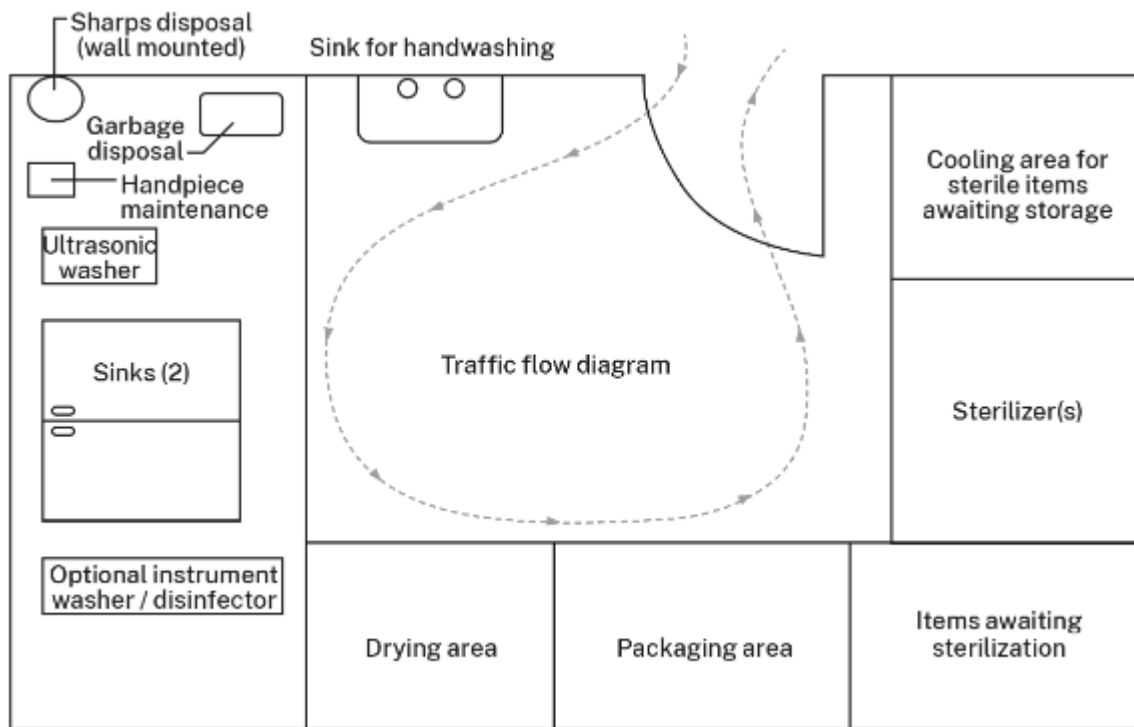
9.0 Signature

Name: Click or tap here to enter name.	Date: Click or tap to enter a date.
Signature: 	

Appendix 1 – Ideal hairdresser, beautician, and skin penetration premises floor plan & layout



Appendix 2 – Suggested Sterilisation Area Layout



Appendix 3 – Development Application checklist and Requirements for a Hairdresser, Beautician and Skin Penetration Premises.

Council approval is required for all hairdressers, beauticians and skin penetration businesses.

For all development application requirements please refer to Council's Development Application Advice Handbook and Fees Book.

Before lodging an application, applicants are advised to seek advice from Council regarding specific requirements.

Mobile skin penetration businesses or operators are not permitted within the Municipality of Kiama. Skin penetration businesses must maintain a high standard of hygiene at all times to prevent the transfer of infections and viruses. A mobile business will have difficulty in complying with this chapter and associated legislative requirements.

Note: A mobile skin penetration business or operator refers to those who treat clients in the client's home.

Businesses operating from residential properties must comply with the controls in this Guideline and operate from a room or rooms that are used solely for the treatment of clients, separate from the living areas of the dwelling.

If alterations or additions (renovations) to the premises are proposed by the new owners, a development application with a plan showing the proposed and/or required changes to the building must be submitted to Council.

The DCP Chapter 7 & below 'Plans' checklist shows the information to include on your plan of the premises which is submitted with a development application, if alterations and additions are proposed.

Checklist for Development

This checklist is provided as a tool to help ensure that the requirements of the DCP and this guideline have been satisfied.

A copy should be submitted with a development application.

If the "no" response has been ticked in answer to any question, separate written justification for the departure from this DCP must be provided.

Development Approval

Question Regarding Development	Yes	No	N/A
If you are the new owner of an existing business, did the vendor provide you with a pre purchase inspection report from Council?			
Are you proposing a mobile business?			
If you are proposing to operate from within residential premises, will the business operate from treatment areas used solely for the business?			

Construction, Materials and Finishes

Question Regarding Construction, Materials and Finishes	Yes	No	N/A
Are floors smooth and impervious?			
Are fittings smooth, impervious and durable?			
Are fittings against walls sealed?			
Are the intersections of floors with walls and plinths covered?			
Are walls and ceilings of an approved finish?			
Are there sufficient cupboards or fittings provided for storage?			
Does a clear space of at least 150mm exist between the floor and the underside of fixtures and fittings?			
Is adequate lighting provided?			
If you are conducting skin penetration procedures is there a designated cleaning area separate from the treatment area?			
Is carpet laid only in the office or waiting room?			
If colonic lavage is performed, is there a toilet solely for use of the client?			

Handwashing and Cleaning Basins

Question Regarding Handwashing and Cleaning Basins	Yes	No	N/A
If you are conducting skin penetration procedures, have you provided a separate hand wash basin solely for hand washing with a supply of hot and cold running water through a single outlet, and with liquid soap or detergent and single use towels?			

Is there a hand wash basin located in each treatment room or area?			
If there are separate treatment areas, are there hand wash basins in each area?			
For skin penetration procedures, is a separate double bowl sink with hot and cold running water provided in the cleaning area?			
If food preparation and washing of eating and drinking utensils is to occur, is a separate sink provided?			
Do all sinks and hand wash basins have a splash back of at least 300mm, constructed of a durable, smooth and impervious material?			
Are hand wash basins provided adjacent to toilets, supplied with hot and cold water through a single mixing spout, liquid soap and disposable towels?			

Disposal of Sharps, Infectious and Non-infectious Wastes

Question Regarding Disposal of Waste	Yes	No	N/A
If disposable sharps are to be used, is an Australian Standards approved sharps bin provided in each treatment room?			

Sterilisation of Skin Penetration Equipment

Question Regarding Sterilisation Procedure	Yes	No	N/A
If reusable skin penetration items are to be used, are they being sterilised in accordance with the relevant Australia Standards?			

Business in Residential Properties

Question Regarding Residential Properties	Yes	No	N/A
Will the treatment area be used solely for hairdressing, beauty or skin penetration procedures?			

Business Registration

Question Regarding Registration	Yes	No	N/A
Have you completed and included the Registration Form in your development application?			
Have you submitted your Occupation Certificate to Council through the Planning Portal?			

Plans

Check list of items to be submitted with development application	Yes	No	N/A
Floor plans, scale 1:50			
Site plan, scale 1:100 – including car parking, adjacent land uses and garbage area			
Sectional elevations, scale 1:50			
Hydraulic plans, detailing plumbing connection & floor waste locations, scale 1:50			
Plan details			
Schedule of finishes – tiles, stainless steel etc			
Layout of all equipment			
Door and window openings			
Customer waiting area – square metres of floor space and number of seats			
Customer and staff toilet details			
Statement of environmental effects – must include disposal of contaminated waste (sharps)			

How to contact Council

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Monday to Friday (excluding public holidays)



KIAMA MUNICIPAL COUNCIL
your council, your community