



Fill this form out with the assistance of the Health Act registration guide - numbers on this form relate to explanatory notes in the guide.

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1. Applicant details

1a. Name

1b. Postal address

1c. Contact details
 Phone Mobile Fax

1d. Email

1e. Preferred means for formal correspondence
 Mail Email Fax

2. Registration details

2a. Type of registration
 New premise New operator/occupier - transfer of registration

2b. Business
 Hairdressing
 Shop
 Home-based
 Itinerant (mobile)
 Camping ground
 Mortuary/funeral parlour
 Offensive trade - specify type of trade

2c. Holder of registration
 Name(s) to appear on the registration certificate

2d. Site address of premise
 Phone number of premise
 (Mobile hairdressers: provide make and model of vehicle and registration number)
 Make and model of vehicle Registration number

2e. New premise name
 Previous trading name

2f. Date you intend to open for business

2g. Operator's/occupier's name(s)
 Phone

2h. Property owner
 Phone

3. Applicant's declaration

I confirm that I have read and understood the privacy statement in the Health Act registration guide and that the information provided on the application form is true and correct. I also understand that the Council will send all invoices and refunds for fees to me (the applicant) and I will be responsible for, and indemnify the Council in respect of, the payment of all fees in connection with this application. I further understand that all correspondence related to the application will be sent to me.

Signature Date

Name (print clearly)

OFFICE USE ONLY

Date received	<input type="text"/>	File reference	RG-06-09-
Received by	<input type="text"/>	Document #	<input type="text"/>
Property ID	<input type="text"/>	Application #	<input type="text"/>
		Receipt #	<input type="text"/>
		Amount paid	\$ <input type="text"/>



Explanations in this guide are intended to assist you to complete the Health Act registration form - numbers on the form relate to the explanatory notes in this guide.

Background

The Health Act 1956 and regulations made thereunder and the Health (Registration of Premises) Regulations 1966, require occupiers of premises used for hairdressing, camping grounds, mortuary/funeral parlour and/or offensive trades to obtain a registration before the activity commences. In order to obtain the registration, the premise must comply with the standards and requirements set down by the Health Act and all other relevant legislation.

Registration fees

Registration fees are renewed annually. The Council will send you a renewal notice prior to your registration expiring. Application fees are payable upon renewal. Fees are determined by Council resolution.

Processing time

Your application will be processed within 20 working days.

1. Applicant details

1a. Name

The person or company applying for the registration.

1c. Provide the contact number of the applicant.

1b. Postal address

Address where all correspondence (invoices, registration certificate, letters etc.) are to be posted to.

1d. Provide email address.

1e. Indicate preferred means of correspondence.

2. Registration details

2a. Type of registration

- Tick 'new premise' if your building is being newly constructed or an existing premise is being converted for use as a hairdressing premise, camping ground, mortuary or funeral parlour, or a premise to be used for an offensive trade.
- Tick 'new operator/occupier - transfer of registration' if a registration exists already for this premise, and a new operator/occupier intends to take over the business.

Example of offensive trades include: blood or offal treating, collection and storage of used bottles for sale, fell mongering, fish cleaning, fish curing, flax pulping, flock manufacturing or teasing of textile materials for any purpose, nightsoil collection and disposal, refuse collection and disposal, septic tank desludging and disposal of sludge, slaughtering of animals for any purpose other than human consumption, tanning, wood pulping, wool scouring and others.

2b. Business

- Please indicate which of the following registrations you are applying for: hairdressing, camping ground, mortuary/funeral parlour or offensive trade.
- If you tick 'hairdressing', please indicate whether: shop, home based or itinerant (mobile).
- If you tick 'offensive trade', please write the type of offensive trade.

2. Registration details - continued

2c. Holder of registration

Name(s) to appear on the registration certificate. Health Act registrations are issued under the name of the actual occupier of the premise proposing to use such premise. This can be an individual, company or a partnership. The applicant is responsible to ensure that the Health Act and all other relevant regulations are adhered to.

2d. Site address

- Write the site address of the premise to which the application relates. Specify the unit number and street name.
- Provide the phone number of the premise.
- Mobile hairdressers - provide the make and type of vehicle and registration number.

2e. Premise name

- New premise name - please provide the trading name that you intend to use for the premise.
- Previous trading name - write the current or previous name of premise.

2f. Take-over date

- State the date you intend to open/take over the business.

2g. Operator's/occupier's name

- Please provide the name of the person who will be operating the premise, if this is not the applicant.

2h. Property owner

- Provide details of property owner.

2. Registration details - continued

The decision or information provided to you as a result of your application is limited to the extent and accuracy of the information you have provided on your application.

- Write your name, signature and date in the allocated space.

If you are a company representative, please provide your name (not the name of your company).

Privacy Statement

Information on this form is required to be provided under the acts, regulations and bylaws administered by the Council and is required to process your application. This information, including your personal information, has to be made available to the members of the public and media, including business organisations, upon request. In appropriate circumstances, it may also be made available to other units of the Council, the Council's approved contractors and other government agencies. Under the Privacy Act 1993, you have the right to access the personal information held about you by the Council, and you can also request that the Council corrects any personal information it holds about you.

Binding interpretations of the acts, regulations and bylaws can be issued only by the courts. Indications and guidelines issued by the Council are provided with the intention of helping people to understand the legislation. They are however offered on a "no liability" basis and in any particular case those concerned should consult their own legal adviser.