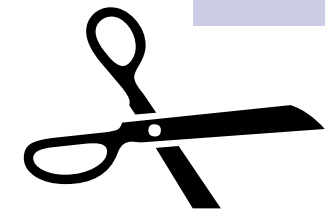




HOROWHENUA DISTRICT COUNCIL

HAIR DRESSING

Guidelines for Operating a Hairdressing Salon



Tel: (06) 3660999

Cleaning of Equipment:

Between use on each customer all tools and equipment must be cleaned in the following manner:

1. Remove hair
2. Wash in warm water, using suitable detergent
3. Dry with a clean cloth
4. Soak for 30 mins in a suitable disinfectant
5. Rinse in clean water and dry
6. Store to prevent recontamination

At the end of each day all tools and equipment must be sterilised in one of the following ways:

1. Soaked in boiling water for at least 5 minutes
2. Exposed to live steam for at least minutes
3. Soaked in disinfecting fluid for at least 15 minutes
4. Exposed to UV radiation for at least 15 minutes

Razors and clippers or any other instruments with non detachable parts should be cleaned by:

1. Thoroughly brushing teeth or blades with a clean brush to remove hair
2. Wiping the blades with clean cotton wool or cloth saturated with disinfecting fluid.

The Health (Hairdressers)

Regulations 1980 gives a full explanation of the structural criteria and the conduct and practices for Hairdressers. This can be obtained from your local library, some bookshops or online at

www.legislation.govt.nz



Contact Details:

If you require any further information please:

**Telephone for advice or
an appointment:
Phone: 06 3660999**

**Visit us at:
Horowhenua District Council
126-148 Oxford Street
LEVIN**

**Write to:
Horowhenua District Council
Private Bag 4002
LEVIN**

HAIRDRESSERS

Setting Up a New Salon:

Planning:

- Do you need planning approval under the Resource Management Act? You may need Resource Consent.

Talk to a Council Planner about the location and type of business you propose, to ensure that you can set up a hair salon in your chosen area, as some areas are zoned to exclude commercial activity.

Find out if there are any parking or other planning requirements for your area. It is essential you find out the requirements for these so you do not cause a nuisance to your neighbours.



Building:

- Do you need a Building Consent?

If you are building a new premise or altering an existing building you will require Building Consent. You will need to state clearly the type of operation you intend and include plans and information detailing:

- Designation of rooms and any specific areas;
- Layout of appliances and fittings, including the position of sinks, wash hand basins and toilets.
- Number of service chairs.
- Type and location of artificial lighting and ventilation;

- Location of yards, refuse disposal areas, changing rooms and customer service areas;
- An outline of construction material and surface finishes that you propose.



If you are uncertain about a particular requirement or a product's suitability, contact the Environmental Health Officer, at the Horowhenua District Council.

Registering Your Business:

Before opening your hairdressing salon to the public you must have a Certificate of Registration issued.

Your Application:

The Application for Registration should be received by the Environmental Health Officer at least 14 days before you intend to commence operating. It should consist of the following information:

- A completed application form, signed and dated, together with a cheque for the registration fee.
- An outline plan showing the premises, locations of rooms, appliances and fittings. A specification of materials and fittings. If you have applied for Building consent, you will have already supplied us with this information.

How Much Does This Cost?

The Hairdressing licensing period runs from the 1st of July to the 30 June the following year and the fee will be advised to you at the time of your enquiry.

As soon as payment has been received a Certificate of Registration will be issued for you to display in a prominent place in your salon.

Things to Consider:

Wash Hand Basin and Sink Requirements:

You need to have a minimum of shampoo sink and cleansing sink for cleaning equipment and wash hand basin. Sinks are to be used for their designated purpose only. The wash hand basin must be within 6 metres of all cutting chairs and supplied with; hot and cold running water, soap, nail brush and towel.

Refreshments Requirements:

If you are planning to serve tea and coffee to your customers you need to ensure you have space away from the cutting area that these can be served. Disposable cups are advisable, however, if crockery cups are used they must be washed thoroughly to protect against the spread of communicable diseases. This can be achieved by:

EITHER-

A dishwasher that has a 10 second rinse cycle at 77°C;

OR

A sterilising unit.

Cleaning of Towels and Protective Clothing:

A cleanly laundered towel or single servicing paper towel must be used for each customer. Any towel waiting cleaning should be stored in a clean covered container. Freshly laundered towels need to be stored in a clean dust free location. The laundering operation is not to be carried out in the service area of the shop. Protective coverings used on customers are not to be shaken violently as to dislodge hair into the service area, and reasonable precautions are required to prevent the air of the shop from being polluted by cut hair.