

## Checklist for Starting a Skin Penetration Business

### Before you begin:

- Read the Guide to the Construction, Fit-out and Operation of a Skin Penetration Premises, the associated legislations and Code of Practice.
- Check if you require planning and building approvals. You are exempt from requiring a planning approval in the Residential area, if you meet the home occupation definition. Refer to the [Home Occupation and Home Business Information Sheet](#). Generally, the following activities are not supported for the exemption in a residential home and will require planning approval:
  - involve the retail sale, display or hire of any goods (unless by means of the internet);
  - create repeated, prolonged or loud noise;
  - increase traffic in the street by delivery vehicles or the parking of customer or client cars;
  - occupy an area greater than 20m<sup>2</sup> and
  - produce smoke, smells, fumes, dust, light, vibration, electrical interferences, waste products and the like.
- Check if you require building approvals. Generally, all works involving structural alternations and additions will require a building permit.

### If **planning approval** is required:

- Submit a [Development Application](#) with supporting information and site plan. Pay the application fee.
- Ensure that planning conditions of approval have been met.

Submit application by email: [planning@kwinana.wa.gov.au](mailto:planning@kwinana.wa.gov.au) or lodge online at [https://www.kwinana.wa.gov.au/council/online-services-\(24-7\)](https://www.kwinana.wa.gov.au/council/online-services-(24-7)) Allow for 60-90 days for processing. If unsure, contact a Planning Officer by phone: 9439 0474.

### If **building approval** is required:

- Submit a [Certified Building Permit Application](#) with supporting information, site plan and floor plans and pay the application fee
- Pay the application fee. Allow for *10 working* days for processing.
- Ensure that building conditions from the building permit have been met.

Submit application by email: [building@kwinana.wa.gov.au](mailto:building@kwinana.wa.gov.au) or lodge online at [https://www.kwinana.wa.gov.au/council/online-services-\(24-7\)](https://www.kwinana.wa.gov.au/council/online-services-(24-7)) If unsure, contact a Building Officer by phone: 9439 0472.

All skin penetration premises will require Environmental Health approval. Please:

Complete a [Notification Form for Skin Penetration Premises](#) with detailed floor plans. Submit by email to [health@kwinana.wa.gov.au](mailto:health@kwinana.wa.gov.au).

Pay the inspection fee (invoice will be provided)

Allow 14 business days for assessment. You will be advised by an Environmental Health Officer to proceed with fit-out of your premises.

**Just before you are ready to open your business:**

Ensure that building conditions from the building permit have been met.

Submit an [Application for an Occupancy Permit](#) and contact a Building Officer to arrange a pre-occupancy inspection, by phone on 9439 0472 or by email: [building@kwinana.wa.gov.au](mailto:building@kwinana.wa.gov.au) Allow 3 days advance notice.

Contact the Environmental Health Officer to arrange a pre-opening inspection, by phone on 9439 0475 or by email: [health@kwinana.wa.gov.au](mailto:health@kwinana.wa.gov.au) Allow 3 days advance notice. Environmental Health and Building teams work closely together and will endeavour to carry out the inspection at the same time.

Obtain a notification certificate for skin penetration premises from Environmental Health before you operate

Further information to help you to operate your business, please visit [City of Kwinana Business Support](#)