

# Notification of Skin Penetration Procedures

Section 38(2) Public Health Act 2010 and Section 42 Public Health Regulation 2022



Use this form to notify City of Newcastle (CN) **before** any skin penetration procedure is undertaken, or within 7 days of any change of particulars.

Please download this form to complete electronically.

## Part 1: Business Details

### 1. Reason for submitting form

- New business
- Change of existing business particulars
- Cease to trade

### 2. Premises Details

Trading Name	
ABN/ACN	
Company/Proprietor(s) Name	
Consent associated with the business i.e., DA or CDC number	

### 3. Address of premises (or home address for a mobile business)

Unit No		House No		Street Name	
Suburb				Post Code	
Is this a mobile skin penetration business?				<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please specify the local government areas you intend to operate in:

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### 4. Contact Details

Contact Name	
Email	
Business Phone	
Mobile Phone	
Postal Address	

5. Please select all procedures conducted as part of the business

- |  |   |                                       |
|--|---|---------------------------------------|
| <input type="checkbox"/> Tattooing         | <input type="checkbox"/> Cosmetic Tattooing | <input type="checkbox"/> Dry Needling |
| <input type="checkbox"/> Body Piercing     | <input type="checkbox"/> Waxing             | <input type="checkbox"/> Manicures    |
| <input type="checkbox"/> Ear Piercing      | <input type="checkbox"/> Electrolysis       | <input type="checkbox"/> Pedicures    |
| <input type="checkbox"/> Microdermabrasion | <input type="checkbox"/> Colonic Lavage     | <input type="checkbox"/> Other        |
| <input type="checkbox"/> Beauty Therapy    | <input type="checkbox"/> Hairdressing       |                                       |

**Part 2: Signature**

I declare that all information given is true and correct.

Name of person signing

Position

Signature

Date

**How to lodge this form**

Lodgement Methods

**Email**

Enter the address of the property and the type of form you are submitting (i.e. Notification of Skin Penetration Procedures) in the subject line of the email.

Emails are to be sent to [regulation@ncc.nsw.gov.au](mailto:regulation@ncc.nsw.gov.au).

**Mail**

City of Newcastle  
PO Box 489  
Newcastle NSW 2300

**In person**

At the Customer Service Centre, located at 12 Stewart Avenue Newcastle West NSW 2302.

**Protecting your Privacy**

City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

<b>Purpose of collection:</b>	CN will use the information to record your skin penetration business.
<b>Intended recipients:</b>	CN staff and other government agencies that require access to the information.
<b>Supply:</b>	The information is a statutory requirement related to skin penetration businesses.
<b>Consequence of non-provision:</b>	Your notification form may not be accepted or processed due to a lack of information.
<b>Storage and Security:</b>	Information will be stored in accordance with CN's Records Management Policy.
<b>Access:</b>	Your information can be checked for accuracy by calling (02)4974 2000 or by attending the City Administration Centre.

[City of Newcastle](#)

**Phone:** 02 4974 2000 **Address:** 12 Stewart Avenue Newcastle West NSW 2302