

# ApproveAll

## Town Planning

### **Plan of Management**

Unit 4/18 Aubreen St, Collaroy Plateau NSW 2097

Operational Details - Commercial Development	
Change of use	<p>Existing Use: Dog and Cat Grooming Facility</p> <p><i>Proposed Use:</i> Cosmetic and Skin Clinic (Skin penetration procedures by a Doctor)</p>
Hours of Operation	<p>Monday – Thursday: 11am-7.30pm</p> <p>Friday: 10am-7pm</p> <p>Saturday: 10-3pm</p>
Signage	<p>Sign above the shop (replacing existing sign) with shop name 'Dr Gemma Aesthetics Cosmetic and Skin Clinic' (span across the length of the windows)</p> <p>Sign in between the two shop front windows (replacing existing)</p> <p>Small square plaque (smaller than is there currently)</p>
Staffing and Organisation Overview	<p><i>Number of staff:</i></p> <p>1 Full Time Staff Member: Doctor</p> <p>1 Part Time: Receptionist</p>
Deliveries and loading/unloading	<p><i>Deliveries:</i></p> <p>Deliveries to the premises are minimal and infrequent, typically occurring 3–4 times per month. Deliveries consist of small boxes containing consumables such as gloves, gauze, skincare products, and medications for in-clinic treatments. All deliveries occur during clinic hours and are received directly by the doctor at the front entrance of the clinic. Given the scale and nature of the deliveries, no designated loading bay is required, and deliveries do not cause disruption to surrounding tenancies or public access.</p>
Pedestrian and Parking	<p>There are 14 dedicated parking spaces located outside the block of shops servicing the area, along with on-street parking.</p> <p>Pedestrian route to access the existing shops in front of the clinic, wide space (2-3m), dedicated parking available outside the shops that services the block of shops.</p> <p>Will only have 1-2 patients in clinic at one time, so no burden on the existing parking infrastructure.</p>
Security details	<p>Cameras will be installed in the reception area.</p> <p>Locks will be on all medication fridges and medication cupboards.</p>
Noise and Vibration Impact Assessment	<p>Nil noise generated above talking level.</p>

<p><b>Health and Safety</b></p>	<p>The clinic maintains strict health and safety protocols to ensure a safe environment for both staff and patients.</p> <p>No chemical exposures, fumes, dust, noise, or fire/explosion risks are generated on-site. Hand hygiene is strictly enforced, with a sink and soap available in each treatment room for routine and post-procedure handwashing.</p> <p>All treatments are performed using non-reusable, single-use equipment, including needles, skin needling heads, and kidney dishes, to significantly reduce the risk of cross-contamination or infection.</p> <p>For procedures involving needles, needle stick injury protocols are in place: gloves are worn, sharps disposal units are located close to treatment beds, and recapping of needles is strictly avoided.</p> <p>Staff have completed appropriate needle stick injury training, and any incidents can be addressed immediately with access to handwashing facilities and first aid.</p> <p>All medications are securely stored in locked cupboards to prevent unauthorised public access.</p>
<p><b>Waste Management</b></p>	<p>The clinic follows a structured waste management system to ensure compliance with health regulations and minimise environmental impact.</p> <p>Sharps waste is disposed of using non-reusable sharps containers located in each treatment room, within immediate reach of treatment beds. These containers are supplied and regularly collected by Med-X Healthcare Solutions, a licensed clinical waste contractor.</p> <p>General contaminated waste is collected in designated bins lined with appropriate containment wrapping. Once sealed, it is immediately disposed of in the commercial waste bins provided within the shop complex.</p> <p>Gloves are worn at all times when handling contaminated waste to ensure hygiene and minimise risk.</p> <p>General waste is disposed of in standard waste bins located within the shop complex.</p> <p>Recyclable materials, including plastic and cardboard, are separated and placed into appropriate recycling bins for collection.</p>
<p><b>Toilet Arrangements</b></p>	<p>Bathrooms are part of the shop complex, not located inside the shop. Two bathrooms available.</p>
<p><b>Local Police Contact</b></p>	<p>Dee Why Police Station 02 9971 3399</p>

	In an emergency, contact 000
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