



**Registration of Premises for Acupuncture, Cosmetic Piercing, Electrolysis, Semi Permanent Skin Colouring and Tattooing**

Local Government (Miscellaneous Provisions) Act 1982  
Local Government Act 2003: Section 120

Please tick one box: New application  Replacement Certificate

<b>Full Name of Premises to be Registered:</b>
<b>Address of Premises to be Registered:</b>
<b>Contact Telephone Number:</b>
<b>Mobile Number (if different from above):</b>
<b>Email:</b>

<b>Full Name &amp; Address of Applicant:</b>
<b>Contact Telephone Number:</b>
<b>Email:</b>

Activities which the applicant will be completing please ticks all which are relevant:

- Acupuncture     Cosmetic Piercing     Electrolysis     Semi Permanent Skin Colouring  
 Tattooing

How many rooms will be used for treatment?     1     2     3     4+

Do you have a separate reception area?     Yes     No

Do you have a separate area for cleansing and sterilisation?     Yes     No

Describe the process for cleansing and sterilisation of equipment and surfaces.

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Please tick which equipment you provide:

Autoclave     Ultrasonic Cleaner

Make & model of autoclave & ultrasonic cleaner

How is equipment stored after sterilisation?

When was the last time your Autoclave was tested and inspected and by whom?

Have you arranged a clinical waste contract? And if yes who with?

Waste Contract No

Draw a plan of the room(s) in which treatment will be completed, include the location of hand wash facilities, storage of equipment, bed/chair placement

## Guidance Notes for Applicants:

- 1 Each individual who carries out the business of Cosmetic Piercing (including ear piercing), Tattooing, Semi Permanent Skin Colouring, Acupuncture or Electrolysis **must** be registered with the local authority.
- 2 Any premises in which a person carries out the above named activities, must be registered with the local authority.
- 3 Registered practitioners **must** carry out their business from a registered address, with the exception of an occasional visit to the clients home, for the purpose of carrying out any of the above.
- 4 Section 15 (VII) of the Local Government (Miscellaneous Provisions) Act 1982 enables local authorities to make byelaws to control the hygiene and cleanliness of the above businesses and it is envisaged that such byelaws will be adopted; and that all registered persons and premises shall be expected to comply with these byelaws. A copy of the byelaws will be issued with your certificate, alternatively these can be downloaded from BCKLWN website.
- 5 The need for registration shall not apply to any practice carried out by or under the supervision of any person who is a registered medical practitioner.
- 6 The fee for each registration is payable in advance and should accompany this completed application form. Any cheques should be made payable to the Borough Council of King's Lynn and West Norfolk (BCKLWN is acceptable). Payment can also be made by debit / credit card by ringing the Customer Information Centre on 01553 616200.
- 7 Current Fees and Charges can be found on the Borough Council's website ([www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk)) in respect of the following:

### 8 **Notify us if you cease trading or change your business name or address.**

Premises Registration

Replacement Certificates

Should you require any further information or advice you can call 01553 616200 and ask to speak to a member of the Health and Safety Team or email [healthandsafety@west-norfolk.gov.uk](mailto:healthandsafety@west-norfolk.gov.uk)

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the Data Protection Act 1998 as long as it is in force and thereafter the General Data Protection Regulations (Regulation (EC) 2016/679 which comes into force in the UK on 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR or the Data Protection Act 1998 (Data Protection Legislation).

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of Skin Piercing Registration. The processing of this information is necessary for the Council to undertake a public task, ie the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Local Government (Miscellaneous Provisions) Act 1982. It may also be shared between Council departments and other agencies where there is lawful authority to do so.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database/spreadsheet on the Council's computer system.

You can find more information about our retention policy on the privacy notice page. We will only use your data within the terms of data protection laws, with delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You may see copies of the data held about you and ask for it to be corrected or deleted.

You can find more information about Data Protection and the Council's Data Protection Officer, on our Data Protection page.

If you are unhappy with the way your personal information is being handled you can contact the Independent Information Commissioner.

**Please sign to confirm you have read and understood the guidelines.**

Signature of Applicant:	Date:
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### OFFICE USE ONLY

Name of Officer	Signature of Officer:
Date of Inspection:	
Officer Comments:	
Receipt Number:	
Fee Received:	
Date Issued:	
Registration Number:	
Service Request No:	
Commercial Premises No:	