



**Registration of a 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 Premises ☐ New Premises & Practitioner*

(*Please note a separate Practitioner Application must be completed).

1 Applicants Full Name:

Title: Forename(s): Surname:

2 Please state your relation to the premises (please tick all that apply):

☐ Practitioner at Premises

☐ Owner of Premises

3 Trading Name of Premises to be Registered:

4 Applicant's Address (including post code):

Telephone No:

.....

Email:

.....

Mobile No (If different from above):

.....

5 Is this application for a full premises, a new room or a room rented out of this address?

☐ Full Premises

☐ New Room

☐ Rented Room

6 As the business name & address may be published on our website do you consider this information to be sensitive (e.g. Home Address)?

☐ Yes

☐ No

7 Is the premises appointment only?

☐ Yes

☐ No

If Yes, please provide contact information* used to arrange appointments:

Telephone No:

.....

Email:

.....

(*Please Note that this information may be published on our website)

8 Which treatments will be complete at the premises as part of this application (please tick all that apply)?

☐ Acupuncture

☐ Cosmetic Piercing

☐ Electrolysis

☐ Semi-Permanent skin-colouring
(Including Micro-Blading)

☐ Tattooing

9 How many rooms will be used for treatment?

☐ 1

☐ 2

☐ 3

☐ 4+

10 Does this premises have a separate reception area?

☐ Yes

☐ No

11 Does this premises have a separate area for cleansing and sterilisation?

☐ Yes

☐ No

12 Please specify the makes and models of equipment to be used in the above treatments (optional):

13 Please tick which equipment will be in use at the premises (optional):

☐ Autoclave

☐ Ultrasonic Cleaner

☐ Other

If you ticked Other, what is the equipment you will use?

.....

What is the Make and Model?

.....

If you ticked Autoclave, when was it last tested? (dd/mm/yyyy)

.....

Who tested the Autoclave?

.....

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

16 Is there a clinical waste contract in place?

☐ Yes

☐ No

If yes, please state who the clinical waste contract provider is:

.....

What is the waste contract number?

.....

Who at the premises is responsible for the clinical waste contract?

.....

17 If you are an employer, do you have employer liability insurance?

☐ Yes

☐ No

If Yes, who is your insurance provider?

.....

What date did your policy start? (dd/mm/yyyy)

.....

What date does your policy end? (dd/mm/yyyy)

.....

18 Do you have public liability insurance?

☐ Yes

☐ No

If Yes, who is your insurance provider?

.....

What date did your policy start? (dd/mm/yyyy)

.....

What date does your policy end? (dd/mm/yyyy)

.....

19 Does the premises have professional indemnity insurance?

☐ Yes

☐ No

If Yes, who is your insurance provider?

.....

What date did your policy start? (dd/mm/yyyy)

.....

What date does your policy end? (dd/mm/yyyy)

.....

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. If an individual wishes to undertake the above named activities outside of Borough Council of King's Lynn & West Norfolk (BCKLWN) they must ensure they are registered at the relevant local authority where they will practice.
- 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. Please note that all business must be undertaken in BCKLWN's enforcement area.
- 4 Under Section 15 (VII) of the Local Government (Miscellaneous Provisions) Act 1982 BCKLWN has made byelaws to control the hygiene and cleanliness of the above businesses; and that all registered persons and premises shall be expected to comply with these byelaws. A copy of the byelaws will be issued upon accepting your application, alternatively these can be downloaded from the BCKLWN website.



https://www.west-norfolk.gov.uk/downloads/download/202/skin_piercing_documents

- 5 The need for registration shall not apply to any practice carried out by or under the supervisions 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 Customer Information Centre on 01553 616200.

7 Notify us if you cease trading or change your business name or address.

Should you require any further information or advice you can call 01553 616200 and ask to speak to member of the Health and Safety Team or email Food.Safety@west-norfolk.gov.uk

☐ I have read and understood the guidelines above.

☐ I have provided a copy of my clinical waste contract, either enclosed with this application or via email (Food.Safety@west-norfolk.gov.uk).

☐ I have provided copies of my employer and / or public liability insurance, either enclosed with this application or via email (Food.Safety@west-norfolk.gov.uk).

☐ I have provided a copy of my professional indemnity insurance, either enclosed with this application or via email (Food.Safety@west-norfolk.gov.uk).

☐ I have provided a copy of the plan of the room(s) in which treatment will be completed, including the location of hand wash facilities, storage of equipment, bed/chair placement. Either enclosed with this application or via email (Food.Safety@west-norfolk.gov.uk).

☐ I enclose the fee of £93.00 (Premises **ONLY**) / £151.00 (Premises **AND** Practitioner) (cheques should be made payable to 'BCKLWN')
Please note the authority does not accept cash.

Signature:

.....

Name (block capitals): Date:

Privacy Notice

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 General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 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.

The Borough Council of King's Lynn and West Norfolk (the Council), of King's 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, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task has a clear basis in law, in this case the Local Government (Miscellaneous Provisions) Act 1982. It may be shared between the Council departments and other agencies when there is lawful authority to do so.

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

Your personal information will be kept for as long as you require a skin piercing licence and for a period after the service is terminated. You can find more information about our retention policy on the privacy notice page which can be found at **[west-norfolk.gov.uk/privacy](https://www.west-norfolk.gov.uk/privacy)**. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping persona data in the future and of necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our Data Protection page which can be found at **[west-norfolk.gov.uk/dataprotection](https://www.west-norfolk.gov.uk/dataprotection)**.

If you are unhappy with the way your personal information is being handled you can contact the Independent Information Commissioner, website: **ico.org.uk**