



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

(Please note a separate form must be completed for each applicant).

**Local Government (Miscellaneous Provisions) Act 1982**

**Local Government Act 2003: Section 120**

Please tick one box: New application  Apprentice  Replacement Certificate

Full Name of Applicant:
Date of Birth:
Address of Applicant:
Contact Telephone Number:
Mobile Number (if different from above):
Email:

Premises Name & Address at which applicant will be operating, (this address will not appear on the applicant's registration certificate).
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If the applicant is an apprentice, who will supervise them?

And for how long? 6 months  12 months  18 months

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

- Acupuncture     Cosmetic Piercing     Electrolysis     Semi Permanent Skin Colouring  
 Tattooing

Have you previously been registered with any other local authorities in respect of Skin Piercing Activities? Yes  No

If yes, please state which authority:

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Have you ever applied for & been refused a licence for the same/similar type of activity? Yes  No

If yes, which type of activity were you refused and when and with which local authority?

If employed as a tattooist previously, please provide the name and address and contact details of your last employer.

Do you buy your own equipment? Yes  No

Which suppliers do you use?

Do you leave your equipment at your workplace? Yes  No

Who is your public liability and/or professional indemnity Insurance provider?

What date did your policy start?

## 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 **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 on 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:	