

Skin piercing application for registration

(all treatments except piercing with a gun)

Please read before submitting your application:

1. **Registration only applies to the following practices:** acupuncture; electrolysis; ear and nose piercing; cosmetic body piercing; tattooing; semi-permanent make up and temporary tattooing; microblading. Any other skin piercing practices not listed here do not currently require registration.
2. **Before any skin piercing takes place**, each person(s) must be registered at the address at which they are practicing, as stated in Section B. This is not transferable to other premises or local authorities.
3. Registration is not necessary where the person practicing is a registered medical practitioner or where there is a medical doctor operating in the same premises, **and** the practitioner is under the **direct supervision of that doctor**.
4. Please ensure that all **information provided** is correct to the best of your knowledge. If full information is not provided or you or your premises are not ready for inspection, it may take longer to process your application, or your application may be rejected.
5. Please note that **fees are not refundable**.
6. Applicants should familiarise themselves with the local byelaws and [Kent Code of Practice for Hygienic Skin Piercing](#).
7. Registration is a one off process. Once registered, if any of the **registered details change**, a new application must be submitted, accompanied with the correct fee. For example:
 - (a) If you wish to carry out another piercing procedure for which you are not already registered;
 - (b) To register additional practitioners to operate from an existing registered premises;
 - (c) The registration is not transferable if you or the business moves to a new premises – you will need to complete a new application.
8. You must be registered even if you plan to occasionally undertake **home visits**. You must still be able to meet the requirements of the byelaws and associated codes of practice as far as reasonably practicable without compromising hygienic piercing guidelines. For some types of skin piercing, you may not be able to comply with the expected standards for hygienic skin piercing as a mobile practitioner.

When your application has been received

- A member of the Environmental Health team will contact you and make an appointment to carry out a registration visit.
- The inspector will check compliance with the Byelaws and Kent Code of Practice for Hygienic Skin Piercing as well as ensuring that general health and safety requirements are being met.
- During the visit, the layout of the premises will be inspected and you will be expected to answer questions about your procedures relating to hygiene, waste, customer care, record keeping etc. This may also include asking individual operators to explain their procedures.
- You may be asked to make some changes to your premises or operating procedures. This information will be provided to you during the inspection and later in writing.
- Once registered a certificate will be sent to you. Your premises may be revisited to ensure compliance with legislation and associated guidance. Visits may also be carried out if a complaint is received, or if you have asked for advice or wish to make an amendment to your registered details.

Other things to consider

- Employee and public liability insurance
- Hepatitis B vaccination (if applicable)
- First aid training
- Comprehensive client records and consultation
- Written aftercare advice to be provided to the client
- Your duties under the Health and Safety at Work etc. Act 1974.

DATA PROTECTION - We will collect the information you have provided to administer your skin piercing registration. Our **lawful bases** for processing your personal information are:

- our legal obligation(s) under the Local Government (Miscellaneous Provisions) Act 1982 (as amended)
- necessary for the performance of a task in the public interest or in the exercise of official authority vested in us under the above legislation

Reasons for processing - some of the information that is collected and shared is classified as:

- special category personal data
- criminal convictions and offences (including alleged offences).

This is processed for reasons of substantial public interest under the laws that apply to us (see above) where this helps to meet our broader social obligations such as where it is necessary for us to fulfil our legal obligations and regulatory requirements. Please view our Privacy Notice www.sevenoaks.gov.uk/privacy for further details of how we process your personal information.

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LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 (as amended)

PLEASE ENSURE ALL SECTIONS ARE COMPLETED

SECTION A

At the address listed in Section B, I wish to apply for registration for:

- Electrolysis
- Acupuncture
- Cosmetic body piercing
- Tattooing
- Semi permanent make up / micropigmentation / temporary tattooing
- Semi permanent make up – microblading

Is this the initial registration for the treatment specified? YES / NO

Are you adding practitioners to an existing registration? YES / NO

The initial registration fee covers the registration of a premises for a particular ‘type of piercing’ and includes the registration of one practitioner.

*If you are applying for more than one type of piercing, you will need to pay the appropriate fee for both.

SECTION B - Premises to be registered

Trading (practice) address

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Contact number(s)

Email

Person(s) responsible for management of premises

Registered / Head Office address (if applicable):

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SECTION C - operator details (each practitioner must complete application for registration)

Full name of applicant.....

Home address of applicant

.....

Telephone number

Email.....

Have you previously been registered/licensed with another local authority? YES / NO

If YES please provide details:

.....

Qualifications / training (please specify):

.....

.....

Please tick who provided your training:

College

Professional training organisation

Apprenticeship

Other:

If other, please state:

Please enclose a copy of training certification or reference(s) from trainer/ employer to demonstrate competency

Membership of professional body (if applicable):.....

.....

Have you had any convictions under the above Acts in last five years? YES / NO

	SECTION D - premises and equipment	If you answer 'No' to any of the questions, do not apply until the issues have been addressed	Comments
1.	Number of treatment rooms used for skin piercing procedures		
2.	Is there a wash hand basin in each treatment room?	YES/NO	
3.	Is the wash hand basin(s) for the sole use of the practitioner?	YES/NO	
4.	Does the basin(s) have a constant supply of hot and cold running water?	YES/NO	Ideally there should be a single mixer tap which is non-hand operated
5.	Is there hand soap at the wash hand basin (s)?	YES/NO	Ideally soap must be dispensed from a no touch dispenser
6.	Are there disposable paper towels at the wash hand basin stored in a wall mounted dispenser?	YES/NO	
7.	Are the wall surfaces in the treatment room(s) smooth and washable?	YES/NO	Acceptable wall coverings - painted plaster, wall tile which are properly grouted, smooth wall cladding/Perspex (properly installed) Unacceptable wall coverings – wallpaper, bare wood, tongue and groove cladding
8.	Is the floor in the treatment room(s) smooth and washable?	YES/NO	Practitioners carrying out acupuncture and electrolysis do not need to comply with this requirement, although we would expect any carpets to be steamed cleaned once a year
9.	Does the treatment couch/chair have a smooth washable surface?	YES/NO	
10.	Do you cover the couch/chair with disposable couch roll or similar?	YES/NO	
	Is this changed between clients?	YES/NO	

11.	Are pre-sterilized needles/piercing equipment used?	YES/NO	
12.	Do you have a sharps box?	YES/NO	
13.	Do you have a clinical waste contract in place? If YES, please specify name of clinical waste contractor	YES/NO	
14.	What cleaning products are used?	Surfaces: Equipment:	For further information on cleaning see page 44 of the Kent Code of Practice and page 49 Tattooing and Piercing toolkit
15.	What personal protective clothing is used?		e.g. gloves (vinyl/nitrile are recommended), apron, mask
16.	Is the skin is cleaned before treatment? If yes, what is used to clean the skin?	YES/NO	
17.	Are skin markers used? If YES, please specify details	YES/NO	These should be single use and disposable.
18.	Is a medical questionnaire and formal written consent completed?	YES/NO	The client must be advised of the risks associated with the procedure for informed consent to be given
19.	Make and model of sterilisation equipment, if applicable (ultrasonic /autoclave)		

SECTION E Declaration

I declare that the information given is true to the best of my knowledge and belief
AND
I have read and understood the Kent Code of Practice for Hygienic Skin Piercing

I enclose:

Payment enclosed/made (see back page for our fees)

Copy of certificate(s) or relevant qualification / training records

Signature of practitioner Name

Date

All applications should be sent to:

Environmental Health Team
Sevenoaks District Council
Argyle Road
Sevenoaks
Kent TN13 1HG

Or emailed to environmental.health@sevenoaks.gov.uk

Payment

- **Cheque** – please make your cheque payable to Sevenoaks District Council and sent it with your application form.
- **Credit or debit card** – call us on 01732 227000, Monday to Thursday 8.45am to 5pm and Fridays 8.45am to 4.45pm

Notes

The initial registration fee covers the registration of a premises for a particular 'type of piercing'. The fee includes the registration of one practitioner.

Any additional practitioners must apply separately for the type of piercing that they wish to carry out, submitting an application form with the corresponding 'additional practitioner' fee for that treatment type.

Registration certificates are not transferable

Registration fees are not refundable

A new application must be made if:

- the business moves to a new location
- the business wishes to carry out other types of skin piercing for which they are not already registered
- the business changes ownership

A practitioner who wishes to operate from more than one location must be registered at each location.