

Legal & Regulatory Services

Application for
**Grant / Renewal of Skin Piercing
and Tattooing Licence**



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

Office Use Only

Date Received	Fee Paid	Date Passed For Consultation	Decision	Date of Decision	No. Of Licence

Please note, you can complete this form on your computer or alternatively, print and complete in ink using block capitals.

LICENCE DETAILS	
Type of licence applied for	<input type="checkbox"/> GRANT / <input type="checkbox"/> RENEWAL
If renewal, state expiry date of current licence	

1 NATURAL PERSON DETAILS	To be completed when applicant is not a Company, Partnership or Organisation
Full Name	
Private Address	
Telephone Number	
Email Address	
Date of Birth	
Place of Birth	
Are you self-employed? If No give name, address and contact details of person or firm employing you	YES / NO
Is the applicant to carry out the day-to-day management of the skin piercing and tattooing business	YES / NO
If NO, provide full name, private address, telephone number, email address, date of birth and place of birth of the agent or employee responsible for the day-to-day management of the business	
Business Days and Hours	

When completed post to Licensing Team, East Dunbartonshire Council Headquarters, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ together with the appropriate fee. Applications can also be applied for and paid for online at the Council's website. In terms of timescales for processing and staff safety, we would encourage applications to submit applications electronically were possible.

2 COMPANY / PARTNERSHIP DETAILS	To be completed when applicant a Company or Partnership
Company / Partnership Name	
Address	
Telephone Number	
Email Address	
Full names, private addresses, dates of birth and places of birth of Directors, Partners or other persons responsible for the management of the Company. (Use separate sheet if required)	
Full name, private address, telephone number, email address, date of birth and place of birth of employee or agent responsible for the day to day management of the business	

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3 ACTIVITIES	
State activities to be carried out (tick those applicable)	<input type="checkbox"/> ACUPUNCTURE <input type="checkbox"/> COSMETIC BODY PIERCING <input type="checkbox"/> ELECTROLYSIS <input type="checkbox"/> MICROBLADING <input type="checkbox"/> TATTOOING

4 PREMISES	Where the business is to be conducted in premises provide
Trade name for the premises	
Address of premises including postcode	
Name and address of owner / landlord of the premises	
Days and hours the premises will be open for business of skin piercing / tattooing	
Name, private address, telephone number, email address, date of birth and place of birth of person who will carry out the activity	
Maximum number of persons proposed to be admitted to the premises for the activity of skin piercing / tattooing at any one time.	No of staff No of public

5 MOBILE PREMISES	
Where the business is NOT to be conducted in premises please detail precisely where the business will be conducted (this includes a vehicle, vessel, moveable facility or home visits).	
Business Days and Hours	

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6. QUALIFICATIONS / TRAINING

What knowledge, skill, training and experience in carrying out the activity do those named in 1, 2 and 5 above have? (Continue on a separate sheet if necessary. Attach any appropriate certificates for each)

7. PREVIOUS LICENCES	
Does any person named hold or have previously held a skin piercing and tattooing licence	
If Yes by which Authority and when	
Has any person named ever been refused a skin piercing and tattooing licence	
If Yes by which Authority and when	

8 CRIMINAL CONVICTION DETAILS

Subject to the provisions of the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 state below particulars of ALL convictions recorded against you including details of Fixed Penalties and Conditional Offers issued by the Police or Procurator Fiscal. **NB. RECENT CHANGES TO THE LAW MEAN THAT ALL CONVICTIONS REQUIRE TO BE LISTED ON THE APPLICATION FORM.**

Name	Date of Conviction	Court	Offence	Sentence

9 DECLARATION

I have read and understand the requirements of the section relating to previous convictions.

I declare that the particulars given by me on this form are true and I hereby make application for the grant or renewal of the licence applied for.

(A) I/we declare that I/we shall, for a period of 21 days commencing with the date of submission of this application, display at or near the premises, so that it can conveniently be read by the public, a notice complying with the requirements of Paragraph 2(3) of Schedule 1 of the Civic Government (Scotland) Act 1982. A form that may be used for this purpose is attached. **OR**

(B) I/we declare that I am / we are unable to display a notice of this application at or near the premises because I/we have no rights of access or other rights enabling me/us to do so.

(C) I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.

Delete (A) or (B) as appropriate. Where declaration (a) is made, there must be produced in due course, a Certificate of Compliance with paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982.

Signature of Applicant or Agent _____

Date _____

Fee £600.00

Duration of Licence 3 Years

There is no refund given with this application

Any person who in or in connection with the making this application, makes any statement which they know to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding level 4 on the standard scale (currently £2500).

REQUIRED DOCUMENTS

The following documents are required to be submitted with all skin piercing & tattooing applications

- **Proof of public liability insurance for a minimum of £1 million for activity applied for**
- **Relevant qualifications or details of apprenticeship and subsequent experience for activity applied for**
- **First Aid Certificate**

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Privacy Notice

The personal information you provide on this form will be used by East Dunbartonshire Council to process and determine applications for the grant/renewal of a Skin Piercing & Tattooing Licence.

This personal information may also be shared with other departments within East Dunbartonshire Council, the Council committee's and/or boards, local councillors in the area of the application or other organisations for the same purpose and also to:

- check the information we hold is accurate;
- prevent and/or detect crime; and
- protect public funds.

Other organisations may include bodies responsible for auditing or administering public funds, public sector agencies, governmental departments, regulatory and law enforcement bodies including Police Scotland and the Scottish Fire and Rescue Service, private contractors used by the Council and bodies carrying out data matching exercises.

The legal basis for processing your personal information is:

- The Council's legal obligations under the following legislation:
 - the Civic Government (Scotland) 1982 (licensing functions in relation to Skin Piercing & Tattooing Licences)
 - the Local Government (Scotland) Act 1973 (to ensure proper administration of the Council's financial affairs) (including the detection and/or prevention of fraud)
 - the Local Government (Scotland) Act 1973 (furnishing of information and documents to the Commission)
 - the Public Finance and Accountability (Scotland) Act 2000 (disclosure of data to Audit Scotland for data matching)

- The official authority vested in the Council pursuant to:
 - the Local Government (Scotland) Act 1973 (arrangement for discharge of functions by local authorities)
 - the Scheme of Administration – Civic Government Appeals Board – Terms of Reference: paragraph 1

- The following task carried out in the public interest:
 - to appropriately and sufficiently licence the carrying on of a business which provides skin piercing and tattooing
 - the prevention and detection of licensing fraud

East Dunbartonshire Council will be unable to process your application form if you fail to provide the information required and a Skin Piercing & Tattooing Licence will not be granted. The information requested in this form is required under the Civic Government (Scotland) Act 1982 Schedule 1.

East Dunbartonshire Council will be unable to process your application form if you fail to provide the information required and a Second Hand Vehicle Dealer Licence will not be granted. The information requested in this form is required under the Civic Government (Scotland) Act 1982 Schedule 1.

East Dunbartonshire Council uses the Scottish Council on Archives Records Retention Schedules to manage the amount of time the Council keeps information. Further information on these can be found here [Scottish Archives website](#)

The information you have provided is classed under reference 04.005.075 and the retention period will be triggered from the date the licence expires and the information will then be held for 2 years

Right of Access

You have the right to access the personal information the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR.

You can receive a copy of your personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council uses computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here.

[Data Protection Details](#)

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Right to rectification

You have the right to request the Council correct any information held about you that is inaccurate.

Right to erasure

You have the right to request that the Council delete the personal information about you. This right is known as the right to be forgotten.

Right to restrict processing

You have the right to request that the Council stops using your personal information, while retaining a copy of it.

Right to Object

You have the right to object to the Council's use of your personal information. The Council will have to demonstrate why it is appropriate to continue to use your personal data.

You have the right to complain to the Information Commissioner's Office should you be unhappy with the way the Council has processed your personal data. Details on how to report a concern can be found here

[Information Commissioner's Office website](#)

Should you have any questions or concerns about the Council's handling of your personal data you can contact the Council's Data Protection Officer, Karen Donnelly, using the below noted details, who will be happy to discuss.

Telephone Number: 03001234510

Email: dpo@eastdunbarton.gov.uk

Address: 12 Strathkelvin Place, Kirkintilloch, G66 1TJ

Other Formats & Translations

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgriobhainn seo cur gu Gàidhlig ma tha sin a dhith oirbh. Cuiribh fòin gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।

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SKIN PIERCING AND TATTOOING - APPLICATION FORM GUIDANCE NOTES

Before lodging your application for a licence to carry on the business of skin piercing and tattooing please ensure that you have read the following guidance notes.

1. You should note that a licence to carry on the business of skin piercing and tattooing includes acupuncture, cosmetic body piercing, electrolysis, microblading and tattooing.
2. All self employed persons operating within a premises would require to individually hold a licence. The application would be completed as an individual natural person.
3. Where the applicant is an individual natural person, the whole of question 1 should be completed, and question 2 should be ignored.
4. Where the applicant is a company, partnership or other non-natural person, the whole of question 2 should be completed and question 1 should be ignored, however, a separate application will be required for each person carrying out the activity.
5. The lodging fee for applications is as follows:-
 - Applications for licence valid for 3 years - £183.87
 - N.B. The fee is payable when the application is lodged.
6. Where the activity is to be carried on wholly or mainly in premises, the enclosed Site Notice requires to be completed and displayed on or near the premises where it can be easily read by the passing public in the street, for a period of 21 days, 24 hours a day, starting on the day the application is lodged at the Licensing Section, however, the public have 28 days from the date of submission in which to place any objections or representations.
7. The enclosed Certificate of Compliance requires to be completed and returned to the Licensing Section **after** the 21-day period has expired.
8. Whilst processing the application, the licensing Section will consult with the following:- Police Scotland, Fire Scotland and Environmental Protection Services (Environmental Health Section).
9. Your attention is drawn to the mandatory conditions to be attached to the licence
 - (a) Where the activity to be carried on wholly or mainly in premises – see Appendix 1
 - (b) Where the activity is not to be carried out wholly or mainly in premises – see Appendix 2
10. The Licensing Committee may attach additional conditions to the licence as it sees fit, with each application being dealt with on its own merits.
11. If you are unclear about any of the above please do not hesitate to ask a member of the Licensing Section's staff for assistance or clarification.
Phone: 0300 123 4510

East Dunbartonshire Council
Licensing Services
12 Strathkelvin Place
Kirkintilloch
G66 1TJ

APPENDIX 1

When completed post to Licensing Team, East Dunbartonshire Council Headquarters, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ together with the appropriate fee. Applications can also be applied for and paid for online at the Council's website. In terms of timescales for processing and staff safety, we would encourage applications to submit applications electronically were possible.

For the carrying on of a business which provides skin piercing or tattooing and where the activity is to be carried out wholly or mainly in premises the following conditions shall be met:-

1. (a) Separate rooms are provided for-
 - (i) the waiting area
 - (ii) the carrying out of skin piercing or tattooing
 - (b) the waiting area has displayed a notice advising –
 - (i) that skin piercing and tattooing will not be carried out on any person under the influence of alcohol or drugs;
 - (ii) that skin piercing will not be carried out on any child under the age of 16 unless accompanied by a person who has parental rights and responsibilities in respect of that child and who has also given their consent in writing to the skin piercing;
 - (iii) that tattooing will not be carried out on a person under the age of 18.
 - (c) the room to be used for the purposes of carrying out the skin piercing or tattooing has the following facilities –
 - (i) a sink with hot and cold running water and which uses non-hand operated taps;
 - (ii) a paper towel holder containing paper towels;
 - (iii) a soap dispenser containing soap;
 - (iv) a washable bench or chair with disposable paper sheet;
 - (v) a dispenser containing alcohol solution;
 - (vi) a waste bucket with a pedal operated lid;
 - (vii) a sharps container for storage of needles after use;
 - (viii) a certified first aider must be present on the premises.
 - (d) the following equipment is stored and properly maintained for use on the premises –
 - (i) ultrasonic cleaners;
 - (ii) instrument baths; and
 - (iii) autoclaves and autoclave pouches; and
 - (e) the premises are well ventilated and illuminated for the purposes of skin piercing and tattooing
- 2 (a) the accommodation and facilities within the premises are to be maintained in good repair and in a good state of cleanliness;
 - (b) only sterile single use disposable needles may be used for skin piercing or tattooing;
 - (c) for the purpose of tattooing, only sterile pigment or ink pre-packed in single use vials may be used;
 - (d) the activity of tattooing or skin piercing must be carried out by an operator wearing disposable vinyl or latex gloves, which must be changed for each client;

- (e) a supply of the following must be maintained –
 - (i) disposable vinyl or latex gloves;
 - (ii) disposable razors; and
 - (iii) disposable single use needles.
- (f) any equipment which is not disposable shall be thoroughly cleaned with fresh disinfectant after each use;
- (g) any equipment which is disposable must be disposed of immediately after use in an appropriate waste receptacle.
- (h) for ear piercing, a sterile cartridge for ear piercing must be used;
- (i) for tongue piercing, a sterilised clamp must be used;
- (j) information, in an easy to understand format, must be provided to prospective clients to explain –
 - (i) the process of the skin piercing or tattooing;
 - (ii) the risks of the procedure; and
 - (iii) the after care requirements of the procedure.

Note:

“Autoclave” means a pressure vessel in which the lid is sealed by the internal pressure in the vessel and which is used to steam sterilise equipment used for skin piercing or tattooing;

“Sharps container” means a container used for holding medical waste and devices which can cause physical injury;

“Skin piercing” and “tattooing” have the same meanings as in the Civic Government (Scotland) Act 1982 (Licensing of Skin Piercing and Tattooing) Order 2006; and

“Ultrasonic cleaner” means a cleaning device which uses sound waves propagated through an aqueous medium at frequencies higher than the audible range.

APPENDIX 2

For the carrying on of a business which provides skin piercing or tattooing and where the activity is **Not** to be carried out on the premises the following conditions shall be met:-

- (a) disposable vinyl or latex gloves must be worn and changed for each client;
- (b) any skin piercing or tattooing may only be carried out through use of disposable razors or single use needles;
- (c) any seating used for the skin piercing or tattooing must be washable and covered with a disposable paper sheet which shall be renewed after each use;
- (d) any equipment which is not disposable shall be thoroughly cleaned with fresh disinfectant after each use;
- (e) any equipment which is disposable must be disposed of immediately after use in an appropriate waste receptacle.
- (f) for tongue piercing, a sterilised clamp must be used;
- (g) for ear piercing, a sterile cartridge for ear piercing must be used;
- (h) skin piercing shall not be carried out on a child under the age of 16 unless accompanied by a person who has parental rights and responsibilities in respect of that child and who has also given their consent in writing to the skin piercing; and
- (i) information, in an easy to understand format, must be prospective clients to explain –
 - (i) the process of skin piercing or tattooing;
 - (ii) the risks of the procedure; and
 - (iii) the after care requirements of the procedure.

Note:

“Autoclave” means a pressure vessel in which the lid is sealed by the internal pressure in the vessel and which is used to steam sterilise equipment used for skin piercing or tattooing;

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“Ultrasonic cleaner” means a cleaning device which uses sound waves propagated through an aqueous medium at frequencies higher than the audible range.