



North Hertfordshire
Application for a licence to carry out acupuncture,
tattooing, piercing and/or electrolysis
Local Government (Miscellaneous Provisions) Act
1982 as amended by local byelaw

For help contact
env.health@north-herts.gov.uk
Telephone: 01462 474000

* required information

Section 1 of 14

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	<input type="text" value="Not Currently In Use"/>	This is the unique reference for this application generated by the system.
Your reference	<input type="text"/>	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
Are you an agent acting on behalf of the applicant?	Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.	
<input type="radio"/> Yes	<input checked="" type="radio"/> No	

Applicant Details

* First name	<input type="text"/>	
* Family name	<input type="text"/>	
* E-mail	<input type="text"/>	
Main telephone number	<input type="text"/>	Include country code.
Other telephone number	<input type="text"/>	
<input type="checkbox"/>	Indicate here if you would prefer not to be contacted by telephone	

Are you:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

* Is your business registered in the UK with Companies House?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
* Is your business registered outside the UK?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
* Business name	<input type="text"/>	If your business is registered, use its registered name.	
* VAT number	<input type="text" value="-"/>	<input type="text"/>	Put "none" if you are not registered for VAT.
* Legal status	<input type="text" value="Please select..."/>		

Continued from previous page...

* Your position in the business

Home country

The country where the headquarters of your business is located.

Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

Section 2 of 14

FURTHER DETAILS ABOUT THE APPLICANT

* Are you applying as an individual (includes sole traders)?

Yes No

Section 3 of 14

TYPE OF APPLICATION

* Type of application: New Renewal Temporary (Scotland only) In England, Wales and Northern Ireland your application will normally be for one-off registration; in Scotland it will be for a licence, which must be renewed.

Specify the period for which the licence is required (if applicable)

Application for licence or registration of: Premises Practitioners Both Check for local guidance notes which may clarify requirements.

Section 4 of 14

DIRECTORS, PARTNERS, OWNERS AND MANAGERS

You must provide details of all COMPANY DIRECTORS and the SECRETARY (if the applicant is a company), all PARTNERS (if it is a partnership), OFFICE BEARERS (if it is a club or association), all OWNERS of the business or premises and all MANAGERS of the business or organisation, including day-to-day MANAGERS OF THE PREMISES. Check for local guidance notes and conditions which may clarify exact requirements.

* Are there any such people for whom you need to provide details?

Yes No

Section 5 of 14

PREMISES TO BE LICENSED OR REGISTERED

Continued from previous page...

* Name of premises/
Trading name

Premises Address

Is the address the same as (or similar to) the address given in section one?

Yes

No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes

No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

* Main telephone number

Other telephone number

Section 6 of 14

DETAILS OF PREMISES

Describe:

* The premises, giving details of treatment rooms, other rooms used for the business and the facilities provided

* Provision for cleaning the premises, fittings and equipment and sterilisation of instruments

* Provision for disposal of waste, used materials, needles, etc

Section 7 of 14**OPENING TIMES**

Give details of proposed opening times for each day of the week

* Day or days

* From

* To

Add another day

Section 8 of 14**TREATMENTS**

* Which treatments will be provided at the premises? (tick all that apply)

- Acupuncture
- Tattooing
- Semi-permanent skin colouring
- Cosmetic body and ear piercing
- Ear piercing only
- Electrolysis
- Other

Section 9 of 14**DETAILS OF PRACTITIONERS**

Provide details of ALL practitioners who will give treatments

Name

* First name

* Family name

Former name(s)

If currently or previously known by any other name(s), you must record them here.

Home Address

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

Further Details

Continued from previous page...

* Date of birth

/ /
dd mm yyyy

* Place of birth

* Treatments given personally or supervised by this person

* Details of all relevant qualifications, training and experience (including where undertaken, dates, awarding body, etc)

* Membership of any professional organisation

Add another practitioner

Section 10 of 14

PREVIOUS APPLICATIONS

* Have you, or any person named in or associated with this application, previously applied for a similar licence or registration? (check all that apply)

- No Yes - application granted and revoked
 Yes - application granted Yes - application refused

Section 11 of 14

CONVICTIONS

* Have you, or any person named in or associated with this application, been convicted of any crime or offence?

- Yes No

Section 12 of 14

PUBLIC NOTICE

* Is your application to a local authority in:

- Scotland England, Wales or Northern Ireland

Section 13 of 14

ADDITIONAL DETAILS

Provide any additional information which is required or relevant to your application (check for local guidance notes and conditions which may provide details of specific requirements in your area)

Section 14 of 14

Continued from previous page...

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card. Fees for a skin piercing etc premises registration or for a personal registration are available on the Council's website - <http://www.north-herts.gov.uk/home/environmental-health/housing-and-public-protection-service-fees-and-charges>

* Fee amount (£)

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

DECLARATION

I am aware of the provisions of the Local Government (Miscellaneous Provisions) Act 1982 and the North Hertfordshire District Council byelaws relating to this application. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

Date (dd/mm/yyyy)

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/tattooists-piercing-and-electrolysis-licence/north-hertfordshire/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.