

## SKIN PIERCING AND TATTOOING

<p><b>This application form must be fully completed and submitted electronically, together with a digital photograph and the appropriate fee, to the Licensing Section using our Civic &amp; Miscellaneous licensing <a href="#">online submission form</a></b></p> <p>Further information is also available on our website at <a href="http://www.edinburgh.gov.uk">www.edinburgh.gov.uk</a></p>	OFFICIAL USE ONLY Record of Application	
	DATE	
	RECEIPT NO.	
	INITIALS	
	FEE	

- All questions must be answered in typescript or capital
- Please read the footnotes carefully before completing this form
- If you have ever had a licence of any type you must state the reference number (on the original documentation) here

**NOTE: YOU MUST ALSO PROVIDE A PASSPORT TYPE PHOTOGRAPH**

1	Application type – please tick ✓	New <input type="checkbox"/>	Temporary/ Event <input type="checkbox"/>	
			Duration/ Date:	
		Renewal <input type="checkbox"/> (1 Year)*	Renewal <input type="checkbox"/> (3 Year)*	
	*Current Licence number:	Expiry date:		
2	To be completed if licence is to be held by the individual detailed below. If not go to 3			
	a Full Name			
	b Occupation			
	c Home Address			
	Email Address	Postcode:		
	d Contact telephone numbers			
	e Age, Date & Place of Birth	Age:	DoB:	Place:
	f Does the applicant carry out day-to-day management? If NO give full name, address and date of birth of any employee or agent so engaged	YES / NO Name: Address: Postcode DoB:		
3	To be completed if licence is to be held by the Company or Partnership below. If not go to 2			
	a Name of Company / Partnership			
	b Address of registered or principal office			
		Postcode:		
	c Manager/Supervisor's telephone numbers			

d	Full name / Private addresses and dates of birth of all directors or partners (continue on separate sheet if necessary)
e	Full name, address and date of birth of employee or agent engaged in day-to-day management  Name:  Address:   Postcode   DoB:
f	Email address for correspondence

4	Premises at which applicant trades	
a Name (if any), address and telephone number    <div style="text-align: right;">Postcode:</div>		
b	Tick box for each activity offered  <input type="checkbox"/> Cosmetic body piercing <input type="checkbox"/> Tattooing (including micropigmentation) <input type="checkbox"/> Acupuncture <input type="checkbox"/> Electrolysis <input type="checkbox"/> Ear piercing only	
c Proposed hours of trading		
5	Type of licence <input type="checkbox"/> Fixed premises (principal operator) <input type="checkbox"/> Peripatetic operator <input type="checkbox"/> Fixed premises (self-employed operator) <input type="checkbox"/> Home operator <input type="checkbox"/> One-off event (principal/ organiser)	
6	Names of all employees who will carry out skin piercing and/or tattooing on behalf of the applicant (see note 5):	

7	a	Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party named in parts 2 or 3 above been convicted of any crime or offence in any court in the United Kingdom?			YES / NO
	b	If YES please specify any convictions. N.B. All unspent crimes and offences must be declared.	Date	Court	Offence
<i>Continue on separate sheet if necessary</i>					

I/We hereby make application for a Skin Piercing and Tattooing Licence in the above terms and certify that the information given is true and correct.

I/We further certify that I/we will comply with the requirement to display a site notice in terms of paragraph 2(2) of schedule 1 of the Civic Government (Scotland) Act 1982 (see note 3 below)

I/We acknowledge receipt of and have read a copy of the Standard Conditions attached by the Council to grants of this type of licence. I/We understand that any licence granted to me/us will incorporate these conditions.

Information supplied on this form may be held on computer and I am/we are aware that in the processing of this application background enquiries will be made which may include reference to personal data held on computer. In submitting this form I/we consent to the information supplied being held and processed by the City of Edinburgh Council as licensing authority. I/we consent to communication being made by email where possible.

I/We understand that if any material statement is made which I/we know to be false, an offence is committed and I/we may be liable, on summary conviction, to a fine.

Signature of Applicant.....Date.....

**Notes for Guidance**

1. New licences will initially be granted for a period of one year, thereafter renewals of licences will be granted for a period of one year or three years, if the operation of the original licence has been considered satisfactory by the inspecting officials.
2. The application should be lodged at least 28 days before the date from which you wish the licence to operate.
3. A site notice must be displayed on or near the premises, in a position where it can be easily read; a site notice is attached to this form. It must be displayed for 21 days, beginning with the date upon which your new or renewal application was lodged with the Council. At the expiry of 21 days, you must return to the Council a copy of the notice with the confirmation of display completed.
4. The relevant fee must be submitted with your application form, and is non-returnable.
5. Licences can allow named employees to carry out skin piercing and/or tattooing on behalf of the principal. Employees' details must be provided in part 6 of the application form. You may continue on a separate sheet if you require additional space for employee details. Additional employees can be brought in at a later date by way of a variation to the principal licence.