

**The Civic Government (Scotland) Act 1982 (Licensing of Skin Piercing and Tattooing) Order 2006**

Application in terms of Section 44(1)(b) and Schedule 1 of the  
Civic Government (Scotland) Act 1982 for

***\*Grant/Renewal of a Licence to Permit Skin Piercing or Tattooing***

Completed application forms to be lodged with the Team Manager (Health and Safety), Infrastructure Services, Aberdeenshire Council, Towie House, Manse Terrace, Turriff AB53 4AY, along with the appropriate fee.

\*Delete as inapplicable.

**Applicants should carefully read the attached notes for guidance before completing this form.**

FOR OFFICIAL USE ONLY	
Date of Receipt of Application:	
Date Fee Paid:	
Date of Reference to Police, Fire.:	
Decision:	

***EACH QUESTION (where applicable) MUST BE ANSWERED*****1. To be completed if applicant is an individual (i.e. not a Company, Firm, Public Body or Voluntary Organisation)**

(a) Full Name (Block Letters)											
(b) Home Address and telephone Number, include e-mail address where applicable											
(c) Date and place of Birth											
(d) Is applicant to carry out the day-to-day management of the Activity or Activities?	YES/NO										
If the answer to (d) above is NO, give full name, home address, date and place of birth, business hours telephone number and e-mail address where applicable, of the persons responsible for the day-to-day management of the Activity or Activities.	<table border="1"> <tbody> <tr> <td>(i) Name</td> <td>(i)</td> </tr> <tr> <td>(ii) Home Address</td> <td>(ii)</td> </tr> <tr> <td>(iii) Date and place of Birth</td> <td>(iii)</td> </tr> <tr> <td>(iv) Telephone Number</td> <td>(iv)</td> </tr> <tr> <td>(v) E-mail address</td> <td>(v)</td> </tr> </tbody> </table>	(i) Name	(i)	(ii) Home Address	(ii)	(iii) Date and place of Birth	(iii)	(iv) Telephone Number	(iv)	(v) E-mail address	(v)
(i) Name	(i)										
(ii) Home Address	(ii)										
(iii) Date and place of Birth	(iii)										
(iv) Telephone Number	(iv)										
(v) E-mail address	(v)										

<b>2. To be completed only where application is being made by, or on behalf of, a Company, Partnership, Public Body or Voluntary Organisation.</b>	
(a) Full name of Company or Firm, (Block Letters)	
(b) Address of Registered or Principal Office and contact telephone number	
(c) Full names, private addresses and dates and places of birth of Directors, Partners, Committee Members or other persons responsible for management.  Continue on separate sheet if necessary	
(d) Full Name, Address, telephone number, date and place of birth of person and e-mail address, where applicable, to be responsible for the day-to-day management of the Activity or Activities.	
<b>To be completed by ALL APPLICANTS</b>	
3. Name and address of land or building or business(where operation is mobile) for which a Licence is required.  Please submit a layout plan of the premises with your application	
4. Details of types of activity carried on	Acupuncture <input type="checkbox"/> Cosmetic body piercing <input type="checkbox"/> Electrolysis <input type="checkbox"/> Tattooing <input type="checkbox"/>
5. Details of Third Party Liability Policy (including identity of insurance company, policy number, amount of cover and date of renewal) {see [A] of the Appendix} Before a Licence can be issued, the Council will require sight of the Policy.	
6. Has the applicant or any person named in 1. Or 2. above been convicted of <b>any crime or offence</b> in the last five years?	YES/NO

<p>7.</p> <p>a) Has the applicant or any person named in 1. Or 2. above previously held or currently hold a Licence permitting skin piercing or tattooing? If YES</p> <p>i) Which Council granted the Licence? ii) What was the reference number, date of grant and date of expiry?</p> <p>b) Has the applicant or any person named in 1. Or 2. Above ever applied for and been refused such a Licence or had such a Licence suspended? If YES</p> <p>i) Which Council refused/suspended the Licence? ii) When was it last refused/suspended?</p>	<p>YES/NO</p> <p>i) ii)</p> <p>YES/NO</p> <p>i) ii)</p>
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**Declaration**

\*[A] I/We declare that I/we shall for a period of 28 days from this date, display at or near the premises from which the activity or activities is/are to be operated so that it can be conveniently read by the public, a Notice complying with the requirements of Paragraph 2(3) of Schedule 1 to the Civic Government (Scotland) Act 1982. Once the period has expired, I/We will produce to the Council a Certificate of Compliance together with a copy of the Notice (see [B] of the Appendix).

Or

\*[B] I/We declare that I am/we are unable to display a Notice complying with the requirements of Paragraph 2(3) of Schedule 1 to the Civic Government (Scotland) Act 1982 at or near the premises from which the activity or Activities is/are to be operated because I/we have no rights of access or other rights enabling me/us to do so, but I/we have taken the following steps to acquire the necessary rights without success, namely: (see [C] of the Appendix) {continue on a separate sheet if Necessary}.

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**I/We declare that I/We have read the terms of this application form and any related guidance. I/We declare that the particulars given by me/us on this form are correct to the best of my/our knowledge and belief. (see [D] of the Appendix).**

\*Delete as inapplicable  
**Please complete the above Declaration and read the Fair Processing Notice overleaf before dating and signing the application form.**

**FAIR PROCESSING NOTICE**

**WHO MAY PROCESS YOUR PERSONAL DATA?**

The information which you provide on the attached form will be processed by Aberdeenshire Council, which is a Data Controller of this information for the purposes of the Data Protection Act 1998.

**WHAT PERSONAL DATA WILL BE COLLECTED?**

The information which you provide on the attached form. This includes:

- Personal contact details

**FOR WHAT PURPOSES WILL YOUR PERSONAL DATA BE USED?**

The information which you provide on the attached form will be used by Aberdeenshire Council for the following purposes:

- Administration and issue of skin piercing and tattoo licences
- Maintenance of register of skin piercing and tattoo licences

**WILL ABERDEENSHIRE COUNCIL DISCLOSE YOUR PERSONAL DATA TO ANYONE ELSE?**

Yes. Your application will be forwarded to the following consultees while your application is being processed:

- Grampian Police
- Grampian Fire & Rescue Service
- The information on your application form may be held on a public register which may be available to members of the public on request.

**IF YOU HAVE ANY QUERIES REGARDING COMPLETION OF THIS FORM, OR REQUIRE FURTHER ASSISTANCE, PLEASE CONTACT:**

Aberdeenshire Council, Head of Protective Services and Waste Management  
Tel:

Date: .....

Signature of .....

Applicant/Agent:

Address of Agent (if any): .....

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Position of Applicant in the Company or other .....

Organisation if not otherwise stated: .....

Please submit evidence of your knowledge, skill, training and experience in the field you wish to operate in with your application. Where the applicant is not a natural person, evidence must be submitted for each person employed to carry out the activity. This evidence will be taken into account by the licensing authority in determining whether you are a fit and proper person to be the holder of a licence.

## Appendix

### [A] **Insurance**

If an Application for a Skin Piercing/Tattooing Licence is granted then it will be a condition of the Licence that the building or other particular activity is covered by an adequate policy of Third Party Public Liability Insurance Policy with a reputable Insurance Company. During the currency of the Licence, the holder(s) will be required to exhibit to the Council, on demand, evidence that the Policy is still in force and that the premiums have been paid. The Policy and the premium receipt(s) can accompany the completed Application. Unless these items are produced to the Head of Protective Services & Waste Management, no Licence can be issued.

### [B] **Display of Notice**

The Notice must give the address of the land or building and state that an Application for a Skin Piercing/Tattooing Licence has been made to the Council. It must also give the Applicant's full name and address. In the case of a Company, Firm, Public Body or Voluntary Organisation the names, and private addresses of the Directors, Partners, Committee Members or other person(s) responsible for management must be shown. If a person other than the applicant or if an employee or agent of the Company, Firm, Public Body or Voluntary Organisation is to carry on the day-to-day management of the Activity or Activities then that person's name and address must also be shown. A copy of this Notice must be produced once the 28-day period has elapsed. If the Notice is removed, obscured or defaced during that period the certificate must state the reasonable steps taken for its protection or, if need be, its replacement. If the Council are of the opinion that the Notice does not comply with these requirements or that reasonable steps have not been taken to protect or replace the Notice the Council may require the Applicant to display the Notice again for a further period of 28 days before making a final decision on the application.

### [C] **Notice Unable to be Displayed.**

If the Applicant declares that the Notice cannot be displayed because he does not have such rights of access or other rights in respect of the land or building to enable this to be done then he must also declare and specify what reasonable steps have been taken without success to acquire those rights.

### [D] **Warning**

Any person who makes a statement in this Application or in connection with it which he knows to be false or recklessly makes a statement which is false in a material particular shall be guilty of an offence and liable on summary conviction to a fine not exceeding £500.