Form SPT/1
2026-06

Aberdeenshire Council

Civic Government (Scotland) Act 1982

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

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

EACH QUESTION (where applicable) MUST BE ANSWERED		
Please the tick the box relevant to your application:	New ☐ Renewal ☐	
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.	(i) Name (ii) Home Address (iii) Date and place of Birth (iv) Telephone Number (v) E-mail address	(i) (ii) (iii) (iv) (v)

2. To be completed only where application is being made by, or on behalf of, a Company, Partnership, Public Body or Voluntary Organisation.	
(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.	
To be completed by ALL APPLICANTS	
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 ☐ Cosmetic Body Piercing ☐ Ear Piercing ☐ Electrolysis ☐ Microblading ☐ Semi Permanent Make up ☐ Tattooing ☐
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 **any crime or offence** in the last five years?	YES/NO
7. 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 i) Which Council granted the Licence? ii) What was the reference number, date of grant and date of expiry? 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 i) Which Council refused/suspended the Licence? ii) When was it last refused/suspended?	YES/NO i) ii) YES/NO i) ii)

When completed, this form should be lodged with: spl@aberdeenshire.gov.uk

or posted to –
Environmental Health
Aberdeenshire Council
Unit 7, Harlaw Way
Harlaw Industrial Estate
Inverurie
AB51 4SG

Telephone 01467 539039 to pay the appropriate fee by card over the telephone

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.

Declaration

*[A] I/We declare that I/we shall for a period of 21 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}.

……

……

……

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 complete the attached privacy notice before dating and signing the application form.

Date: …… Signature of Applicant/Agent: ……

Address of Agent (if any): ……

……

……

Position of Applicant in the Company or other Organisation if not otherwise stated: ……

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 21 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 21 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.

PRIVACY NOTICE

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN.
Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- The processing of your application for a Skin Piercing and Tattoo Licence
- The determination of your application for a Skin Piercing and Tattoo Licence
- The issue of any Skin Piercing and Tattoo Licence Granted
- Inclusion on the Register of Skin Piercing and Tattoo Licences available for public inspection
- Ensuring compliance with the terms of your Skin Piercing and Tattoo Licence
- The processing of any complaints made in respect of your Skin Piercing and Tattoo Licence
- The determination of any complaints made in respect of your Skin Piercing and Tattoo Licence

Your Information is:

Being collected by Aberdeenshire Council

The legal Basis for collecting the information is:

Personal Data		**Special categories of personal data**	
Consent		The data subject has given explicit ***consent*** to the processing	
Performance of a Contract		Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of ***employment, and social security and social protection law***	
Legal Obligations	X		
Vital Interests		Processing is necessary to protect the ***vital interests*** of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent	
Task carried out in the Public Interest		Processing relates to personal data which are made ***public*** by the data subject	

Legitimate Interests[1]		Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity	
		Processing is necessary for reasons of ***substantial public interest***	
		Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of ***health or social care*** or treatment, or the management of health or social care systems	
		Processing is necessary for reasons of public interest in the area of ***public health***	
		Processing is necessary for archiving purposes in the ***public interest***, scientific or historical research purposes or statistical purposes	

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.

Your information will be shared with the following recipients or categories of recipient:

- *Police Scotland*
- *Legal and Governance*
- *Planning Services*
- *Some information will also be shared with the Public via the Register of Skin Piercing Licences*
- *Scottish Fire & Rescue Service*
- *Transport & Infrastructure (Harbour Services)*
- *Civic Licensing Standards Officers*

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

NOT APPLICABLE

The retention period for the data is:

(1) Where an application for the grant of a Skin Piercing and Tattoo Licence is refused by the Business Services' Licensing Sub-Committee, information relating to that licence, permit or permission will be retained for a period of five years from the **date of refusal** and thereafter will be destroyed

(2) In any other case, information relating to a Skin Piercing and Tattoo Licence will be retained for a period of five years from the date the licence, permit or permission **ceases to have effect** and will thereafter be destroyed

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
  (i) Performance of a Public Task; or
  (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
  (i) Consent; or
  (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.

I confirm that I have read and understood the Privacy Notice ☐

I understand that I have the right to withdraw this consent at any time by contacting licapps@aberdeenshire.gov.uk ☐

_____ _____ _____

Name Date Signature