

Guidance notes for applicants:

- 1 Each individual who carries out the business of cosmetic piercing (including ear piercing), tattooing, semi -permanent skin colouring, acupuncture or electrolysis must be registered with the local authority.
- 2 Any premises where a person carries out the activities listed above, must be registered with North Norfolk District Council.
- 3 Registered practitioners must carry out their business from a registered address, with the exception of an occasional visit to a client's home, for the purpose of carrying out any of the above.
- 4 Section 15(VII) of the Local Government (Miscellaneous Provisions) Act 1982 enables local authorities to make byelaws to control the hygiene and cleanliness of the above businesses and such byelaws have been adopted; and that all registered persons and premises are expected to comply with these byelaws.
- 5 The need for registration shall not apply to any practice carried out by or under the supervision of any person who is a registered medical practitioner.
- 6 Please provide your public liability insurance certificate to support your application.
- 7 Right to work/immigration status: A skin piercing premises registration may not be issued to an individual who is resident in the UK who:
 - does not have the right to live and work in the UK; or
 - is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

If you're a British or Irish citizen, you can prove your right to work in the UK with either of the following:

- a British passport
 - an Irish passport or passport card
- Your passport or passport card can be current or expired.

If you do not have a passport or passport card, you can prove your right to work with one of the following:

- a UK birth or adoption certificate
- an Irish birth or adoption certificate
- a certificate of registration or naturalisation as a British citizen

You must also give your employer an official letter or document from a previous employer or a government agency.

If you're not a British or Irish citizen

If you're not a British or Irish citizen, you can prove your right to work with:

- a share code - you can [get a share code online](#)
- your [eligible immigration documents](#)

- 8 The fee for each registration is payable in advance and should accompany this completed application form. Any cheques should be made payable to North Norfolk District Council (NNDC is acceptable). Payment can also be made credit/debit card in the office or by telephone 01263 513811. Electronic copies are acceptable.
- 9 Current fees and charges can be found on the Council's website (www.north-norfolk.gov.uk) in respect of the following:
 - Practitioner registration
 - Premises registration
 - Replacement certificates
 - Additional/replacement copies of the Byelaws (or on request from customer services)

The council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the eight principles of the Act. Information you have provided may be shared with other public sector organisations for the prevention and detection of fraud. Further information relating to your rights under the Data Protection Act can be sent to you on request.