

## 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 in which a person carries out the above named activities, must be registered with the North Norfolk District Council.
- 3 Registered practitioners must carry out their business from a registered address, with the exception of an occasional visit to the clients home, for the purpose of carrying out any of the activities listed in point 1.
- 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 Registered medical practitioners do not need to apply for a skin piercing practitioner licence and they do not need a premises licence.
- 6 Please provide any qualifications and certificates to support your application.
- 7 Right to work/immigration status: A practitioner 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 citizen:

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, you can prove your right to work with:

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

Please refer to [www.gov.uk/prove-right-to-work](http://www.gov.uk/prove-right-to-work) for more details.

- 8 The fee is payable in advance and should accompany this completed application form. Payment can be made online via [www.north-norfolk.gov.uk](http://www.north-norfolk.gov.uk), by telephone 01263 513811 or by credit or debit card at the council offices. The fee is non-refundable and we advise you check with the proprietor of the skin piercing premises that their premises licence covers your type of licensable skin piercing activity, before you submit your application.
- 9 Current fees and charges can be found on the Council's website ([www.north-norfolk.gov.uk](http://www.north-norfolk.gov.uk)) in respect of the following:

Practitioner registration

Premises registration

Replacement certificates

Additional/replacement copies of the byelaws (alternatively these are available to download from the website).

You can contact the Licensing team on 01263 513811 or email [licensing@north-norfolk.gov.uk](mailto:licensing@north-norfolk.gov.uk).

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.