

# Premises Registration Form

Registration of operators to carry on the practice of  
acupuncture, tattooing, ear piercing and/or electrolysis under  
Local Government (Miscellaneous Provisions) Act 1982



I hereby make an application under the provisions of the above Act to register the following premises in which the following activities can be carried out: (Please tick all those that apply)

Electrolysis  Ear piercing  Acupuncture  Tattooing

Name of Premises:	
Address of premises:	
Telephone number:	
Email address:	
Number of treatment rooms:	
I have taken steps to ensure, as far as reasonably practicable, the cleanliness and where appropriate the sterilisation of the premises, fittings, equipment and persons involved in skin piercing, once I being operating.	Yes/ No
Is the premises serviced by readily available sinks, with hot and cold running water for hand washing and if necessary a separate sink for cleaning of equipment?	Yes/No
Have you ever been convicted of any offence under the Act? If so, give details.	Yes/No
Please provide any other information you think may assist your application.	

A fee is required to be paid with this application, Details of current fees can be found at [www.woking.gov.uk/licensing-and-permits/other-commercial-licences-and-permits/fees-and-charges](http://www.woking.gov.uk/licensing-and-permits/other-commercial-licences-and-permits/fees-and-charges).

To make a payment please contact Environmental Health on 01483 743 840 to pay via debit or credit card over the telephone.

Signed: ..... Date: .....

Print Name: ..... Position: .....

Please return form to: Environmental Health Service, Woking Borough Council, Civic Offices, Gloucester Square, Woking, Surrey, GU21 6YL  
or email it to [environmental.health@woking.gov.uk](mailto:environmental.health@woking.gov.uk)

---

**Office use:**

CAN Number:  
Inspecting officer:  
Registration to be issued: Yes/ No  
Uniform ref:  
Website updated:

Payment date:  
Date of inspection:  
Date of decision:  
Certificates printed and sent:

## Registration Preparation Checklist

To ensure that the registration process goes as smoothly as possible and to avoid any potential delays issuing your registration, you may wish to read the below checklist with recommended action to prepare for your registration inspection.

	<b>Recommended preparation</b>	<b>Completed</b>
1.	Read the applicable byelaws and ensure you can comply with the legal requirements detailed (Copies of the byelaws can be found on the Council website. Hard copies are available on request.).	<input type="checkbox"/>
2	Read the Health and Safety Executive web Health and safety basics for your business available at <a href="http://www.hse.gov.uk/simple-health-safety/index.htm">www.hse.gov.uk/simple-health-safety/index.htm</a>	<input type="checkbox"/>
3.	Set up the treatment room/ studio, as it will be for operation.	<input type="checkbox"/>
4.	Have available, all skin piercing equipment and supplies, including those used for cleaning and sterilisation.	<input type="checkbox"/>
4.	Ensure you have read, understood and have available, the user manuals for any equipment you will be using, including machines used for skin piercing e.g. tattoo machine/ ear piercing gun/ electrolysis machine.	<input type="checkbox"/>
5.	Have available a blank copy of your client consent form, medical questionnaire and written aftercare instructions supplied to clients.	<input type="checkbox"/>
6.	Download or print the Safety Data Sheets for all applicable substances used at your premises, including for chemical applied to or under the skin e.g. tattoo inks. For further information see: <a href="http://www.hse.gov.uk/coshh/basics/datasheets.htm">www.hse.gov.uk/coshh/basics/datasheets.htm</a>	<input type="checkbox"/>
7.	Ensure you have appropriate waste disposal arrangements in place, including for sharps. Have available any associated contract or Waste Transfer Notes. For further information see: <a href="http://www.gov.uk/managing-your-waste-an-overview">www.gov.uk/managing-your-waste-an-overview</a>	<input type="checkbox"/>
8.	For infection control guidance you may wish to view the CIEH (2013) Tattooing and Body Piercing Guidance. Toolkit. Available from: <a href="http://www.cieh.org/media/2004/tattooing-and-body-piercing-guidance-toolkit-july-2013.pdf">www.cieh.org/media/2004/tattooing-and-body-piercing-guidance-toolkit-july-2013.pdf</a>	<input type="checkbox"/>
9.	It is recommended that you complete a Level 2 qualification in Infection Prevention and Control for Special Procedures Practitioners.  To find a trainer please visit <a href="https://www.qualifications.education.gov.uk/Search">https://www.qualifications.education.gov.uk/Search</a> and use the search term "Level 2 Award in Infection Prevention and Control"	<input type="checkbox"/>