

Operator 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



Please complete a separate form for each operator to be registered.

I hereby make an application under the provisions of the above Act to carry out the following activities: (Please tick all those that apply)

Electrolysis Ear piercing Acupuncture Tattooing

Name of Applicant (in full):	
Address of Applicant (i.e. usual place of residence or, in the case of a company or firm, the registered or principal office):	
Address of premises at which practice or business will be carried out:	
Telephone number for applicant:	
Will any part of the equipment you are using require sterlisation? Refer to manufacturers instructions for equipment such as tattoo/ semi-permanent makeup machines.	Yes/No (If yes provide details of process used for sterilisation)
Have you previously been registered in this respect in any other district? If so, which?	Yes/No
Have you ever been convicted of any offence under the Act? If so, give details.	Yes/No
Detail any relevant training you have undertaken: (e.g. Qualifications/ apprenticeships undertaken/ infection controls training)	

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.

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

Office use:

CAN Number:

Inspecting officer:

Registration to be issued: Yes/ No

Uniform Ref:

Payment date:

Date of inspection:

Date of decision:

Certificates printed and send:

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.

	Recommended preparation	Completed
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 pages <i>H&S ABC- An Easy Guide To Health And Safety</i> available at www.hse.gov.uk/simple-health-safety/index.htm .	<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.t	<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: www.hse.gov.uk/coshh/basics/datasheets.htm	<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: www.gov.uk/managing-your-waste-an-overview	<input type="checkbox"/>
8.	For infection control guidance you may wish to view the CIEH (2013) <i>Tattooing and Body Piercing Guidance. Toolkit</i> . Available from: www.cieh.org/media/2004/tattooing-and-body-piercing-guidance-toolkit-july-2013.pdf	<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 https://www.qualifications.education.gov.uk/Search and use the search term "Level 2 Award in Infection Prevention and Control"	<input type="checkbox"/>