

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982
REGISTRATION FORM FOR NEW SKIN PIERCING PREMISES/PERSONS**

Form for Ear Piercing, Acupuncture and Electrolysis

Notes

- Every premises and every person carrying out ear piercing, electrolysis, tattooing or acupuncture must be registered with the local authority.
- You must not practice in Oxford City Council area until the premises and all persons have been registered and an officer has confirmed that you can practice.
- Registration is a one off process and doesn't expire. I.e. a brand new tattoo studio will need to apply for a new premises registration and a new person registration. If a new person wishes to register at a registered premises, you only need to apply to register a new person and not the premises.
- A person can apply for multiple practices under one person application and fee. E.g. a person carrying out both piercing and tattooing only needs to submit one person application and fee.

Please complete all relevant parts of this form and email it to licensingmisc@oxford.gov.uk If you have any queries, please contact the Business Regulation Team on 01865 252862 or via the email above.

A. Purpose of application (Please tick all that apply)			
PREMISES			
New Premises Registration	<input type="checkbox"/>	Premises already registered	<input type="checkbox"/>
NEW PERSON - Practice(s) to be carried out			
Ear piercing	<input type="checkbox"/>	Acupuncture	<input type="checkbox"/>
		Electrolysis	<input type="checkbox"/>
*Tattooists need to apply using alternative tattooists application form			

B. Name and contact details	
1.	Name of practitioner
2.	Name and address of premises to be used for practice.
3.	Home address of practitioner
4.	Email address

5. Premises telephone number
6. Mobile phone number
7. Are you registered with another local authority? (If so, which...)
8. How long have you been practicing?
9. Please provide details of your training, qualifications and experience.
10. Do you carry out any other practices which involve the piercing of skin or laser at this premises? E.g. implants, tattooing, semi-permanent makeup
11. Please give details of any professional associations/bodies you are a part of? E.g. HABIA
12. Have you ever been convicted of any offence under the Local Government (Miscellaneous Provisions) Act 1982?

C. Premises and facilities

13. Are the floors, walls, surfaces and equipment (including bed) impervious, in good condition and easy to clean?
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14. Is there a wash hand basin in the practice area provided with hot water, liquid antibacterial soap and paper towels?
15. Is there a separate sink with hot water available for washing equipment? (Separate to the wash hand basin and separate from toilet wash hand basin)
16. What waste provision do you have, including clinical waste provision and sharps box?
17. When is waste collected?

D. For piercers only (acupuncturists can skip to E)
18. Do you pierce using a needle, a gun or both?
19. Are guns only used for piercing ear lobes?

E. Cleaning, disinfection and sterilisation
20. Are needles, cannulas, clamps, jewellery and anything else that comes into contact with bodily fluids single use and pre-sterilised?

21. If any of the items in 21 are reusable, how do you ensure they are safely sterilized?
22. If you have an autoclave in the premises, what kind of autoclave is it?
23. What service schedule do you have in place for the autoclave?
24. How do you disinfect other equipment? E.g. gun
25. What cleaning chemicals and disinfectants do you use in the business?
26. How do you ensure that equipment is stored hygienically and that sterilised equipment is kept sterile?
F. Customer checks and record keeping
27. What do you discuss with customers before piercing/acupuncture?

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28. What client records do you take and maintain? E.g. consent forms

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29. Are customers provided with instructions on piercing aftercare?

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G. Personal Protection including PPE

30. Do you wear gloves for piercing/acupuncture? If so, what kind do you use?

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31. What would you do if you received a needlestick injury?

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H. Anything to clarify or add?

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I. Payment and declaration

The relevant fee of £ accompanies this application.

Cheques should be made payable to Oxford City Council or alternatively card payments can be made during office hours by ringing 01865 252862.

I confirm that the information given in this application is true to the best of my knowledge and belief.

Name
Position
Signature
Date