

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

Form for Tattooists

Notes

- Every premises and every person carrying out ear piercing, electrolysis, tattooing or acupuncture must be registered.
- 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
Tattooing <input type="checkbox"/>

B. Name and contact details
1. Name of tattooist
2. Name and address of premises to be used for tattooing
3. Home address

4. Email address
5. Premises telephone number
6. Mobile phone number
7. Are you registered as a tattooist with another local authority? If so, which...
8. How long have you been practicing as a tattooist?
9. Please give brief details of your training/qualifications/experience.
10. Do you carry out any other practices which involve the piercing of skin or laser from this premises? E.g. implants, piercing, laser tattoo removal.
11. Please give details of any professional associations/bodies you are a member of?
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 beds) impervious, in good condition and easy to clean?

14. Is there a wash hand basin in the tattooing area provided with hot or mixed warm 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 any toilet wash hand basin.)

16. What waste provision do you have, including clinical waste provision and sharps boxes?

17. When is waste collected?

18. Where do you source your inks and what brand(s) do you use?

D. Cleaning, disinfection and sterilisation

19. What cleaning chemicals and disinfectants do you use in the business?

20. Are needles, needle bars, grips, tips, tubes, ink caps and ink cap trays all single use and pre-sterilised?

21. If any of the items in 20 are reusable, how do you ensure that they are effectively cleaned and sterilized?

22. How do you protect other tattooing machine, cables etc. from contamination with blood and other bodily fluids as far as possible?

23. How do you disinfect other equipment, including the bed, motor and other surfaces?

24. Do you have an autoclave in the premises or is all equipment pre-sterilised and single use?

25. If you have an autoclave in the premises, what kind of autoclave is it?

26. What service schedule do you have in place for the autoclave?

27. How do you ensure that equipment is stored hygienically and that sterilised equipment is kept sterile?

E. Customer checks and record keeping

28. What do you discuss with customers before tattooing?

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

30. Are customers provided with instructions on tattoo aftercare?

F. Personal Protection including PPE

31. What gloves do you wear for tattooing and how often do you change gloves?

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

33. Do you re-sheath used needles?

34. What would you do if there was a spill of blood?

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 252861.

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

Name
Position
Signature
Date