



Application Form for Special Treatment Registration (Personal)

Local Government (Miscellaneous Provisions) Act 1982

Surname		Mr/Mrs/Miss/Other(please specify)*
First Name(s)		
Full Postal Address		
	Telephone Number:	

Full Name of Individual/ Company you will be working for		
Full Postal Address		
	Telephone Number	

Address of Premises where business will be carried out		
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Please state which activities you will be carrying out at the premises	Acupuncture	
	Electrolysis	
	Tattooing	
	Semi Permanent Skin Colouring	
	Cosmetic Body Piercing (incl. Ear piercing)	
	Other (please specify)	

Have you previously been registered in any other district?	Yes / No
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If Yes, please state where you have previously been registered.	
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Have you:	
Been convicted within the past five years of carrying out the practice or business which is the subject of your application without being registered or licensed by a local authority under the Local Government (Miscellaneous Provisions) Act 1982 or the London Local Authorities Act 1991?	Yes / No
Had a registration under the Local Government (Miscellaneous Provisions) Act 1982 or the London Local Authorities Act 1991 suspended or cancelled by an order of a court?	Yes / No
Been prosecuted under any relevant legislation, such as the Tattooing of Minors Act 1969 or the Health and Safety at work Act 1974?	Yes /No

If you have answered Yes to any of the above please give details on a separate sheet.

Competency Guidelines

Ear piercing – All persons carrying out ear-piercing ('practitioners') should have been trained in the use of the relevant ear-piercing system and must demonstrate competency to the satisfaction of the local authority and / or system manufacturer.

Training should cover:

- Hygienic procedures
- Cleaning
- After care provision to clients
- Incident reporting
- Failed piercing – what to do
- Basic first aid – particularly bleeding and fainting

Body Art (including tattooing and piercing) – All persons carrying out body art procedures **must** attend a suitable course on infection control (approved by Local Authority or Trade Association) and attend a refresher every 5 years.

All practitioners must be carefully and constantly supervised for the first year by someone who has routinely carried out body art procedures over the past five years

NB It is considered that it takes up to two years of full time practice to achieve the minimum level of competence.

All persons must be able to demonstrate competency / knowledge and proficiency in subjects such as anatomy, diseases and their transmission, infection control procedures and a precautionary approach to new procedures.

Full details of the courses attended and details of periods of supervision must be available and produced when requested by an authorised officer of the Council. This training shall include procedures dealing with body fluid spillage (blood, vomit, urine etc), needle stick injury and safe working methods.

Body art procedures **should** not be undertaken by anyone under the age of 18.

Acupuncture – All persons practising acupuncture must successfully complete a relevant course and must be registered with a professional association

Practitioners must demonstrate continuing professional development.

Full details of the courses attended must be kept on the premises at all times and be available for inspection by an authorised officer of the Council.

Acupuncture **must not** be undertaken by anyone under the age of eighteen.

Recognised Associations

British Acupuncture Council (BA_cC), 63 Jeddo Road, London W12 9HQ

Tel: 020-8735 0400

Fax: 020-8735 0404

E-mail: info@acupuncture.org.uk

Please contact the BA_cC for details as to course suitability and accredited colleges.

Electrolysis – All persons carrying out professional beauty treatment must have completed a recognised course and have documented evidence.

All persons carrying out such treatments should regularly attend recognised training workshops and seminars. All practitioners should be appropriately supervised during their first year following qualification.

General Guidance

As a practitioner who carries out invasive therapies you will also need to consider the following

- Infection Control
- Sterilization of equipment and studio / treatment area
- Waste disposal (needles etc)
- Use of anaesthetics
- Client after care
- Risk assessment

For more information please contact Environmental Health or the Licensing Team on 01344 352000

Who needs to apply?

Anyone carrying on the business of Acupuncture, Electrolysis, Tattooing, Semi-Permanent Skin Colouring or Cosmetic Body Piercing (including Ear Piercing) from a premises located in Bracknell Forest Borough Council

How to apply

The application form must be completed by the applicant and not a 3rd party.

If you are going to carry on the business of Acupuncture, Electrolysis, Tattooing, Semi-Permanent Skin Colouring or Cosmetic Body Piercing (including ear piercing) in Bracknell Forest Borough Council, you must complete the appropriate application forms, which can be obtained from the Licensing Department. You will need to complete the application form and return it together with the fee to the Council Offices in Bracknell.

How your application will be processed

Once your application for the grant of a registration is received, the Licensing Team will send an authorised officer of the Council to inspect the premises to ensure compliance with appropriate byelaws.

The applicant must be available to attend in person, any appointment and/ or inspection resulting from the submission of this application, and conducted by an officer of Bracknell Forest.

The applicant must make available any supporting documentation/ information required as part of considering this application at the time of any appointment/ inspection and provide copies of such documents if required.

Local Government (Miscellaneous Provisions) Act 1982

Applications are made under the relevant legislation and it is a condition of the licence to abide by that legislation.

A licence may be granted to an individual over the age of 18 years.

Fees 2008/2009

Type of Licence	£
Personal Licence	31.50

Payment Information

Payment for any of the above licences, registrations or consents can be made in the following ways:

By Cash or Cheque (made payable to Bracknell Forest Borough Council) at Time Square

By Credit/ Debit Card at Time Square or over the phone on 01344 352000

Online at www.bracknell-forest.gov.uk

Please tick to confirm you have enclosed the following with your application:

	A receipt showing payment of the fee (non-refundable) or a cheque made payable to Bracknell Forest Borough Council
	Copies of relevant certificates of qualifications (see guidance for acceptable qualifications)

The completed form, fees and any enclosures should be handed into the Environment and Leisure reception, Time Square, Market Street, Bracknell.

An applicant commits an offence if they knowingly or recklessly make a false statement or omit any relevant information and any licence issued may be revoked.

Information provided on application forms will only be disclosed to other agencies, where there is a legal requirement to do so, for the investigation of an offence.

PLEASE NOTE: This application form is open to inspection by the public.

Declaration:

I hereby certify that all statements in this application are correct and true to the best of my knowledge. I have read the guidance supplied, enclosed any required documentation and fees, and agree to abide by the conditions placed on the licence should it be granted.

Signature..... Print Name.....

Date Signed.....