



# Application Form for Special Treatment Registration (Premises)

## Local Government (Miscellaneous Provisions) Act 1982

<b>Full Name of Individual/ Company applying for Registration</b>	
<b>Full Postal Address</b>	<b>Telephone Number</b>

<b>Address of Premises where business will be carried out</b>	
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<b>Name and Full Postal Address of any other persons carrying out activities on the premises (Individuals will need to register separately)</b>	
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(Please continue on a separate sheet if necessary)

<b>Please state which activities you will be carrying out at the premises</b>	Acupuncture	
	Electrolysis	
	Tattooing	
	Semi Permanent Skin Colouring	
	Cosmetic Body Piercing (incl. Ear piercing)	
	Other (please specify)	

<b>Description of Premises</b>	
<b>Number of Treatment Rooms</b>	
<b>What arrangements are in place for cleansing of premises</b>	
<b>What arrangements are in place for cleansing</b>	

<b>of fittings</b>	
<b>What arrangements are in place for sterilisation of instruments</b>	

<b>Have you previously been registered in any other district?</b>	Yes / No
<b>If Yes, please state where you have previously been registered.</b>	

<b>Have you or, to the best of your knowledge, any person who will be engaged in the practice or business:</b>	
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.**

### **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 3<sup>rd</sup> 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.

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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	£
Premises Licence	154.00
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](http://www.bracknell-forest.gov.uk)

#### Have you enclosed the following:

- |  |
|--|
| <input type="checkbox"/> A receipt showing payment of the fee (non-refundable) or cheque made payable to Bracknell Forest Borough Council. A receipt will be received automatically if payment is made online. |
| <input type="checkbox"/> 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, Bracknell.

An applicant commits an offence if they knowingly or recklessly make a false statement or omit any relevant information and any license 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.....