

SKIN PIERCING

NOTES OF GUIDANCE

- 1 **DUE TO LEGISLATIVE REQUIREMENTS WE STILL REQUIRE A SIGNATURE FROM YOU AND TO THAT END WE WILL SEND YOU A DECLARATION TO SIGN AND RETURN. YOUR APPLICATION CANNOT BE PROCESSED UNTIL THE DECLARATION IS RECEIVED BY US.**
- 2 In terms of the Civic Government (Scotland) Act 1982 a Notice in the prescribed form must be prominently displayed on the premises for a period of 21 days from the date the application is lodged with the local authority. (A copy of this will be sent to you).
- 3 A Certificate of Compliance requires to be produced confirming that Notice has been posted. (A copy of the Certificate will be sent to you).
4. Applicants should note that if the application relates to premises the application cannot be granted unless the following conditions are met.
 - (a) separate rooms are provided for
 - (i) the waiting area; and
 - (ii) the carrying out of skin piercing or tattooing
 - (b) the waiting area has displayed a notice advising
 - (i) that skin piercing and tattooing will not be carried out on any person under the influence of alcohol or drugs;
 - (ii) that skin piercing will not be carried out on any child under the age of 16 unless accompanied by a person who has parental rights and responsibilities in respect of that child and who has also given their consent in writing to the skin piercing; and
 - (iii) that tattooing will not be carried out on any person under the age of 18.
 - (c) the room to be used for the purposes of carrying out the skin piercing or tattooing has the following facilities
 - (i) a sink with hot and cold running water and which uses non-hand operated taps;
 - (ii) a paper towel holder containing paper towels;
 - (iii) a soap dispenser containing soap;
 - (iv) a washable bench or chair with disposable paper sheet;
 - (v) a dispenser containing alcohol solution;
 - (vi) a waste bucket with a pedal operated lid;
 - (vii) a sharps container for storage of needles after use; and

- (viii) a first aid kit;
 - (d) the following equipment is stored and properly maintained for use on the premises
 - (i) ultrasonic cleaners;
 - (ii) instrument baths; and
 - (iii) autoclaves and autoclave pouches; and
 - (e) the premises are well ventilated and illuminated for the purposes of skin piercing and tattooing
5. Failure to have the necessary planning consent may result in a delay in the processing of your application. It is in your interests, therefore, to check with the City Development Department, Tayside House, Crichton Street to ensure that you have the necessary planning consent and if not to make the appropriate planning application.
6. DVLA Licence details are required by Tayside Police to complete background checks on the applicant.
7. Unique Tax Reference Number
- Self employed persons must register as such with HMRC within 3 months of setting up the business or they may be subject to a fine. HMRC will issue a 10 Digit Unique Tax Reference Number that will remain with that person for life.
8. Data Protection Act 1998 - Your Personal Data

Dundee City Council respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be used to process the application in terms of the Act stipulated on this form. Your data may be disclosed to Tayside Police and other Council departments involved in the processing of the application and elected members when considering the application. The data (with the exception of details of any convictions) will form a register which is open to public inspection. Dundee City Council is the registered Data controller. Any queries regarding the processing of your personal data by Dundee City Council should be directed to the Legal Manager, on (01382) 434000. A copy of the Council's Data Protection Policy can be obtained by writing to the Legal Manager, 21 City Square, Dundee DD1 3BY.

We must protect the public funds we handle so we will carry out checks against Dundee City Council's and the Department for Work and Pensions benefit records in order to check the accuracy of the information to prevent or detect crime or protect public funds in other ways as allowed by law.

Further to the above the information you provide and any expected income you may gain from obtaining the Licence will be used to maximise the recovery of any debt that is owed to the Council.

We will not release information about you to anyone outside the Council unless the law allows us to do so.