

APPLYING FOR A SKIN PIERCING AND TATTOOING LICENCE

Do I need a licence to carry out skin piercing and tattooing?

Yes. A skin piercing and tattooing licence is required by all businesses that undertake tattooing or skin/body piercing.

What does skin piercing and tattooing cover?

- Acupuncture
- Electrolysis
- Cosmetic Body Piercing
- Tattooing
- Microblading

Are there exemptions?

Yes. A licence is not required if the skin piercing activity is carried out by a regulated health care professional (such as the General Medical Council, the General Dental Council, the General Optical Council, the General Osteopathic Council and the General Chiropractic Council).

Why do I need a licence?

The licensing system is in place to ensure public safety. Every person who applies for a licence is assessed to see if they are “fit and proper” to have a licence.

Who can apply?

Any person, company or partnership can apply.

Is there an age limit?

No.

How do I apply?

An application form must be completed. Please complete the form fully. The application form must be accompanied by the fee and a plan of the premises.

You can send us your completed application, apply on line at www.pkc.gov.uk or deliver it to Pullar House, 35 Kinnoull Street, Perth, PH1 5GD.

When do I apply for a renewal of my licence?

An application form must be completed and submitted before the expiry of your current licence.

Do I need to display a site notice?

Yes, a site notice must be displayed at the premises or site for a continuous period of 21 days, in a position where it can be easily read, from the date of submission of your application. Once the 21 day period has lapsed, you must complete the Compliance Notice and return this to the Licensing Department.

How long does a licence last?

A licence can be for a temporary period or either 1 year or 3 years.

How much does it cost?

The application fee payable depends on the length of licence that you want. A temporary and a one year licence is £270 and a three year licence is £334.

The fees change every year so check with the licensing office before you send payment.

How can I pay?

Online on submission of your application or alternatively Perth & Kinross Council accept cards, cash and cheque payments. Cheques should be made payable to Perth and Kinross Council. Card payments can be made over the phone (01738 475180 between 9am and 1pm weekdays) or in person at Pullar House. Cash payments can be made at a cash desk at Pullar House. Please do not send cash in the post.

How long does it take for me to get a licence?

By law we have 9 months to deal with an application. However, we aim to deal with applications in around **6 weeks**. We cannot start to process your application until we have everything we need from you. Please use the checklist on the application form to make sure you have sent us everything.

If we receive objections, representations or information about you from Police Scotland, Scottish Fire & Rescue Service, The Environment Service or Planning, then it will take longer to deal with your application. Licensing staff will try to give you an idea of how long things are likely to take.

I have applied for a licence – what happens now?

Your application is entered into our database. We then send your information to Police Scotland, Scottish Fire & Rescue Service, The Environment Service and Planning. We allow them 28 days to consider your application.

You will get an acknowledgement letter which will explain the next part of the process.

Why do you send my application to the police?

Everyone who applies for a licence is assessed to make sure they are suitable to hold a licence. Part of that assessment involves looking at whether you have criminal convictions or whether the police hold other information about you which might suggest that you are not suitable. This is an important safeguard in protecting the public as many licence holders are in positions of trust or in jobs where public safety is very important.

What happens once you have all of the information you need?

Once we have received responses and your compliance notice, we can then decide whether to grant your licence. If there are objections, representations or other information which means that licensing staff do not feel able to grant your licence, then your application will be sent to the Licensing Committee. There is more information about this process below.

What is the Licensing Committee and why would I need to attend?

The Licensing Committee is made up of Councillors. You will be invited to attend the Licensing Committee if your application cannot be dealt with by staff within the Licensing Department. This is usually due to an objection or representation being received from the police.

The Committee meets every 6 weeks. We have a separate leaflet regarding attendance at the Committee which you should read if you are asked to attend.

Can the Council attach conditions to a skin piercing and tattooing licence?

Yes. The Council may impose any conditions on the grant of a licence which they consider reasonable and if a licence is granted, you will be advised of the conditions which must be observed at all times. You are entitled to seek variation of any of these conditions or other conditions imposed by the Council once a licence has been granted.

Why would a licence be refused?

The law allows us to refuse your application in certain circumstances. A decision to refuse a licence will only be made by the Licensing Committee and not the Licensing Department.

The most common reason for refusing to grant a licence is that the person is not suitable, or "fit and proper" to have a licence.

Do I receive a full refund if I am refused a licence?

No as your licence has been fully processed. However, if you applied for a 3 years licence you will be refunded the difference between a 1 year and 3 year licence. This is because we have had to carry out all of the work we do to process your application. However, if you have applied for a 3 years licence you will be refunded the difference between a 1 year and 3 year licence.

If I am not from the UK can I still get a licence?

Yes. However, if you have not lived in the UK for at least 10 years you will need to get a Certificate of Good Conduct or Criminal Record Certificate from your country of origin. This is so we can make sure we have the same information about your criminal history as we have for people who have lived in the UK for 10 years. You should contact your Embassy or Consulate to find out how to do this. If the information you get is not produced in English then you will need to arrange for it to be translated. You will have to meet the cost of getting this information, along with the cost of any translation.

Who should I contact if I have any further queries relating to skin piercing and tattooing?

Telephone 01738 475180 between 9am and 1pm weekdays or e-mail civillicensing@pkc.gov.uk

Where should I send my completed application?

Corporate and Democratic Services – Legal and Governance Services
Perth and Kinross Council
Pullar House
35 Kinnoull Street
Perth
PH1 5GD