



**WEST LOTHIAN COUNCIL**  
 Civic Government (Scotland) Act, 1982  
**Skin Piercing and Tattooing Licence**  
 (\*Acupuncture; Ear Piercing; Electrolysis )

<b>APPLICATION under Sections 44(1)(b), 2 and Schedule 1 of the Civic Government (Scotland) Act, 1982 for the</b> <p style="text-align: center;"><b>GRANT of</b>  <b>Skin Piercing and Tattooing Licence</b>        (*Acupuncture; Ear Piercing and Electrolysis )</p> <p><b>*Note: Please enter the type or types of licence applied for on application forms)</b></p> <p><b>Information supplied on this form will be held on computer and applicants are advised that in processing this application background checks will be made which may include reference to personal data held on computer.</b></p>	<b>For Official Use Only</b>			
	<b>Date of Application</b>		<b>Fee Paid</b>	
	<b>Date to Police</b>		<b>Receipt No.</b>	
	<b>Firemaster</b>		<b>Deadline for Initial Decision</b>	
	<b>Environmental Health</b>		<b>Deadline for Final Decision</b>	
	<b>Building Standards</b>		<b>Date to Committee</b>	
	<b>Planning</b>		<b>Decision</b>	
	<b>Trading Standards</b>		<b>Date Application Determined</b>	

**Please Use Block Letters and Black Ink to complete this form**  
 It is strongly advised that before completing this application you read the notes.

**This Applications is for: (Please insert a cross/tick against combination required.)**

<b>Tattooing &amp; or Body Piercing</b>		<b>Ear Piercing; (only)</b>	
<b>Electrolysis</b>		<b>Peripatetic (mobile)</b>	
<b>Acupuncture</b>		<b>All of above</b>	

**Question 1** (Note: for application made as Company or Partnership please provide full details of Company/Partnership, Full Address of Principle or Registered Office, Contact Number, Names, Address and Dates of Birth for all Directors/Partners or other persons responsible for the management of the business, on a separate sheet of paper. In addition the full Name, Address, and Date of Birth of the employee or agent who is to be responsible for the day to day management of the business.

<b>Surname</b>		<b>Forename</b>		<b>Middle name(s)</b>	
<b>Title e.g. Mr/Mrs/Miss/Ms</b>					
<b>Age</b>		<b>Date of birth</b>		<b>Place of birth</b>	
<b>Home address</b>				<b>Previous home address</b>	
<b>Post code</b>					
<b>Time resident at address</b>				<b>Telephone or contact number</b>	

<b>Question 2</b> Does the applicant propose to carry on the day to day management of the activity for which this application applies? <i>(If No please give managers details below)</i>				Yes / No	
Full name of manager					
Full address of manager		Date of birth			
		Length of experience of manager			
Post code					
Are you a resident of the United Kingdom?		Yes / No		Have you been so resident throughout the period of six months immediately preceding this date	
		Yes / No		Yes / No	
<b>Question 3</b> If the application relates to premises state the full address (including post code) or if the application relates to a vehicle , or stall, state					
a) particulars whereby it can be identified e.g. vehicle registration number					
b) where it can be inspected by the licensing authority					
<b>Question 4</b> Has any person named in Answer 1 or 2 been convicted of any crime or offence in any Court in the United Kingdom?					
Yes / No		If answer is yes please provide details below, continue on separate sheet if necessary.			
Name		Date	Court	Offence	Sentence
<b>NOTE: Subject to the Rehabilitation of Offenders Act, 1974, all crimes, offences and penalties must be declared.</b>					

<b>Question 5a</b> Has any person named in answers 1 and 2 previously held or does currently hold a Skin Piercing and Tattooing Licence?			Yes / No
If yes which Authority granted the licence?			
What is the reference number?		When was it granted	
When did / does it expire			
<b>Question 5b</b> Has any person named in answers 1 & 2 ever applied for and been refused a Skin Piercing and Tattooing Licence			Yes / No
If yes which Authority refused the licence?			
When was it refused?			
Has a licence held by you been revoked at any time? or	Yes / No	in the case of a non-natural person, has a licence held by any director or partner or other person responsible for management been revoked at any time	Yes / No
If YES to any of the above please give details			
<b>DECLARATION by Applicant **</b>			
I/We declare that the particulars given by Me/Us on this form are correct to the best of My/Our Knowledge and belief.			
Date:		Signature of Applicant:	
<b>Where Applicant is Company or Partnership</b>			
		Signature of Agent:	
		Agent's Address	
Date:		Position of applicant in Company/Partnership	

## NOTES

The attached application form should be completed and submitted either by mail to the Licensing Section, West Lothian Council, West Lothian House, Almondvale Boulevard, Livingston, EH54 6QG or in person at West Lothian Connected, Unit 16A, Almondvale Centre, Livingston EH54 6NB. The payments counter at West Lothian connected is open for receipt of applications between 8.30am – 4.30pm Monday, Tuesday and Thursday, 10.00am – 4.30pm Wednesday, 8.30am – 3.30pm Friday and 9.30am – 2.00pm Saturday.

## CIVIC GOVERNMENT (SCOTLAND) ACT, 1982

### LICENSING OF BUSINESS – PROVIDING TATTOOING/SKIN PIERCING

#### NOTES FOR GUIDANCE

- 1 A Licence is required to carry on business providing tattooing/skin piercing.
- 2 Skin piercing includes acupuncture; cosmetic body piercing or electrolysis; and tattooing is the insertion into the skin of any colouring material designed to leave a semi-permanent or permanent mark including micro pigmentation. An exemption from the licensing regime is provided where a regulated health care professional carries on the activity.
- 3 The attached application form should be completed and submitted either by mail to the Licensing Section, West Lothian Council, West Lothian House, Almondvale Boulevard, Livingston, EH54 6QG or in person at West Lothian Connected, Unit 16A, Almondvale Centre, Livingston EH54 6NB. The payments counter at West Lothian connected is open for receipt of applications between 8.30am – 4.30pm Monday, Tuesday and Thursday, 10.00am – 4.30pm Wednesday, 8.30am – 3.30pm Friday and 9.30am – 2.00pm Saturday.
- 4 Where the activity is being carried on in premises, a site notice must be displayed at or near the premises so that it can be conveniently read by the public, advertising your application. The site notice must be displayed for **at least 21 days** beginning with the date on which the application was submitted to the Council. Once the site notice has been displayed for the requisite period, a compliance notice should be submitted to the Council. Styles for the notice and compliance notice are enclosed with the application form.
- 5 Any person who in connection with the making of this application makes any Statement which they know to be false or recklessly makes any statement which is false in a material particular, shall be guilty of an offence and liable on summary conviction to a fine not exceeding £500.
- 6 It should be noted that applicants should ensure that the premises have the correct planning permission. Applicants are advised to seek further information with regard to planning permission from the **Development Control Section, County Buildings, High Street, Linlithgow, EH49 7EZ, Telephone number (01506) 775200.**
- 7 If the property to which the application relates is owned by the Council, landlords' consent for the proposed use should be obtained.

**SITE NOTICE    Notice No. 1**  
**Civic Government (Scotland) Act, 1982**

**APPLICATION FOR THE GRANT/RENEWAL OF A:**

<b>TYPE OF LICENCE:</b>	See Note 1
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**NOTICE IS HEREBY GIVEN THAT**

<b>NAME:</b>	See Note 2
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of

<b>ADDRESS of Applicant, Company or Partnership:</b>	See Note 3
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has applied to the **WEST LOTHIAN COUNCIL** for the grant/renewal of a \_\_\_\_\_ licence. (See Note 1).

A licence for a 1 year period has been sought. The address of the premises or site for which the licence is sought is:

<b>ADDRESS of Site</b>	See Note 4
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Members of the public may object to this application or make representations concerning it. Any objection or representation must be made in writing and must give grounds for the objection or representation. The name and address of the person objecting or making representations must be stated clearly and the letter must be signed by either the objector or an agent authorised to act for them. Objections or representations should be sent to the Chief Solicitor, Legal Services, West Lothian Council, West Lothian House, Almondvale Boulevard, Livingston, West Lothian, EH54 6QG by (See note 7).

Any written objections or representations should be either delivered by hand to the address given above or sent by Recorded Delivery mail to the same address.

The Council can consider late objections, provided a final decision has not been taken on the relevant application. If a late objection is made, it must be accompanied by an explanation for that lateness. If the Council is satisfied with the explanation offered, the objection can be considered.

Signed	See Note 5	
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Signed	See Note 6	
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**Certificate of Compliance**

**Notice No. 2**

**Civic Government (Scotland) Act, 1982**

**NAME:**

See Note 2

**ADDRESS:**

See Note 3

having made application to West Lothian Council for the grant/renewal of a:

**TYPE of LICENCE:**

See Note 1

in respect of:

**SITE ADDRESS:**

See Note 4

HEREBY CONFIRM THAT I/WE have complied with the terms of Paragraph 2 of Schedule 1 to the Civic Government (Scotland) Act 1982, by displaying a notice at or near the above mentioned premises or site where it could be conveniently be read by the public for a period of 21 days from (See Note 6)

Signed: (See Note 5)

Date: (See Note 8)



**West Lothian Council**  
**Civic Government (Scotland) Act, 1982**  
**Site Notices and Certificates of Compliance**

Paragraph 2 of Schedule 1 to the Civic Government (Scotland) Act, 1982 states that when an application for a licence is for an activity which is mainly carried out in premises, a site notice must be displayed on the premises, informing the general public that an application has been submitted to the Council.

Site notice requirements do **not** apply where the application is for a **temporary** licence. If you are applying for a temporary licence only, you may ignore what follows.

Two notices are attached to these notes. Notice No. 1 provides an outline of the notice to be displayed on the premises. It is called the **Site Notice**. Notice No. 2 is a **Certificate of Compliance** and states simply that the applicant, or the applicant's agents, has complied with the law in the display of the site notice.

The **Site Notice**, once completed, must be displayed on the premises that are the subject of the application. **It must be placed where it can be read easily by the public and must remain on display for a period of 21 days.**

The **Certificate of Compliance** must be completed and submitted to the Council once the site notice requirements have been fully complied with.

The Site Notice and Certificate of Compliance **must** contain the following information: -

- Note 1. The type of licence which is being sought for the premises. Normally site notices are required for the following activities:-
- a) Second Hand Dealers (including Second Hand Vehicle Dealers)
  - b) Public Entertainment
  - c) Metal Dealers
  - d) Late Hours Catering
- Note 2. The full name of the applicant must be given. This may be an individual name or that of a company or partnership.
- Note 3. The home address of the applicant must be stated. Where a company or partnership is making the application, the registered or financial office of that organisation should be given.
- Note 4. The address of the premises which form the subject of the application must be stated clearly even though the site notice must be displayed at that same address.
- Note 5. The site notice must be signed by the applicant or an agent acting on the applicant's behalf.
- Note 6. The date on which the site notice was first displayed should be clearly stated.

- Note 7. Any person wishing to object to the application or make other representations must make their views known to the Council within 21 days of the date of application or within 21 days of the site notice being displayed. Normally these two dates would be the same. The closing date for the submission of objections or representations must be set out on the site notice by the applicant. This closing date should be 21 days after the submission of your application, or 21 days after first displaying the site notice, whichever is later.
- Note 8. The Certificate of Compliance **only** should be signed and dated when it is submitted to the Council and should state quite clearly when the site notice was displayed. There has to be **at least** a period of 21 days between the two dates specified.

If you have any difficulties completing either of these notices, please contact licensing staff who will be pleased to help. Telephone 01506-777229 or 01506-777230.