

**SCHEDULE OF LICENCE CONDITIONS
BUSINESSES PROVIDING SKIN PIERCING (OTHER THAN ONLY EAR PIERCING)
OR TATTOOING IN PREMISES**

The licence holder must ensure that the following conditions and requirements are complied with at all times.

1. Separate rooms are provided for:-
 - (i) the waiting area; and
 - (ii) the carrying out of skin piercing or tattooing.
2. 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.
3. The room to be used for the purposes of carrying out the skin piercing or tattooing has the following facilities:-
 - (i) a wash-hand basin with hot and cold running water and which uses non-hand operated taps, and a hand washing notice displayed at the wash-hand basin;
 - (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) separate waste buckets with pedal operated lids for clinical waste and general waste;
 - (vii) a sharps container for storage of razors and needles after use, which conforms to current British Standard requirements and is stored out of reach of clients; and
 - (viii) a first aid kit,

and there is a general purpose sink with hot and cold running water on the premises separate from the wash-hand basin required under condition 3(i) above (and located outwith the treatment area wherever possible).

4. Unless only disposable instruments are used within the premises for skin piercing or tattooing, the following equipment is stored and properly maintained for use on the premises:-
 - (i) ultrasonic cleaners;
 - (ii) instrument baths; and
 - (iii) autoclaves and autoclaves pouches.
5. The premises are well ventilated and illuminated for the purposes of skin piercing and tattooing.
6. Electrical systems at the premises, including both fixed installations and moveable electrical appliances, shall comply with the current legislation and standards. The licence holder shall at all times hold current electrical compliance certificates and portable appliance test certificates, as applicable, for the electrical systems and shall make them available on request. The licensing authority may at any time require the licence holder, within a reasonable period of time, to effect such remedial works as may be required to ensure that the said electrical systems comply with current legislation and standards.
7. The licence holder must ensure that they have in place at all times third party liability insurance of a minimum value of two million pounds (£2,000,000) Sterling issued by a reputable insurance company and covering the skin piercing or tattooing activities carried out or authorised by the licence holder which are permitted under this licence. A copy of the licence holder's insurance certificate shall be displayed at all times on the premises and shall be produced to the licensing authority on request.
8.
 - (a) The accommodation and facilities within the premises are to be maintained in good repair and in a good state of cleanliness; floor and wall surfaces should be smooth and impervious so as to be capable of being easily cleaned;
 - (b) only sterile single use disposable razors or sterile single use disposable needles appropriate to the purpose may be used for skin piercing or tattooing, and new needles must be used for each client; where piercing guns are to be used for piercing the ear or nose cartilage, the licence holder shall ensure that the piercing gun is designed for this purpose;
 - (c) for the purposes of tattooing, only sterile pigment dispensed into single use pots or ink pre-packed in single use vials may be used and new pots or vials of ink must be used for each client; the licence holder shall ensure that all inks used for tattooing purposes have an indication of their durability on the labels and that they are used and stored in accordance with any manufacturer's instructions;
 - (d) the activity of tattooing or skin piercing other than acupuncture must be carried out by an operator who has washed their hands immediately before carrying out the activity and who is wearing disposable non-latex gloves, which must be changed for each client;

- (da) subject to paragraph (db) below, the activity of acupuncture must be carried out by an operator who has washed their hands immediately before carrying out the activity of acupuncture on each client;
- (db) the activity of acupuncture must be carried out by an operator wearing disposable non-latex gloves that have not previously been used with another client where-
 - (i) the operator has an open lesion on their hands;
 - (ii) the operator is handling items that may be contaminated with blood or other body fluids;
 - (iii) the client is bleeding or has an open lesion on an exposed part of the client's body, or
 - (iv) the client is known by the operator to be infected with a blood-borne virus;
- (e) a supply of the following must be maintained -
 - (i) disposable non-latex gloves;
 - (ii) sterile single-use disposable needles, and
 - (iii) where tattooing is provided within the premises, disposable razors;
 - (iv) appropriate cleaning, disinfection and sterilisation products;
- (f) any equipment which is not disposable, including forceps, dishes, needle bars, ink capsule holders, clamps and other equipment used in close contact with a break in the skin or mucous membranes shall be sterilised, ultrasonically and autoclaved, if practicable, or thoroughly cleaned with fresh disinfectant after each use and stored in such a way as to ensure its cleanliness; the licence holder shall ensure that equipment with hollow cavities and equipment wrapped or enclosed in pouches or porous loads are sterilised using an appropriate vacuum autoclave that is deemed appropriate for that purpose by the manufacturer; tables, couches and seats used for the purposes of skin piercing and tattooing shall be thoroughly disinfected between treatments and at the end of each working day.
- (g) skin piercing shall not be carried out on a 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; where such written consent has been provided, the person having the parental rights and responsibilities shall include the following details in their written consent:
 - (i) their relationship to the client,
 - (ii) the name, address and age of the person to be pierced,
 - (iii) the type of piercing, and

(iv) the type of body jewellery to be used,

and the consent must be signed and dated by them;

(h) any equipment which is disposable must be disposed of immediately after use in an appropriate waste receptacle.

(i) for ear and other forms of cosmetic skin piercing-

(i) a sterile cartridge for skin piercing, and

(ii) pre-sterilised jewellery which is supplied in packaging which indicates the part of the body for which it is intended and which is compliant with all relevant safety legislation,

must be used and the jewellery must only be inserted into the part of the body for which it is intended;

(j) for tongue piercing, a sterilised clamp must be used; and

(k) information, in an easy to understand format, must be provided to prospective clients to explain -

(i) the process of the skin piercing or tattooing;

(ii) the risks of the procedure;

(iii) the contra-indications to the skin piercing or tattooing procedure, and

(iv) the after care requirements of the procedure

and the licence holder shall ensure that every prospective client has read and understood the above information prior to undertaking skin piercing or tattooing and has been provided with the contact details of the operator undertaking the procedure.

9. The licence holder shall ensure that any client who presents a condition that is a contra-indication to the skin piercing or tattooing procedure be asked to seek medical advice from their GP prior to the treatment being carried out. Written authorisation from the client's GP shall be provided prior to any treatment being undertaken. A copy of this authorisation shall be retained with the written records of the client's personal details.

10. The licence holder shall ensure that a pre-treatment questionnaire is completed for each client, and has been signed by the operator and the client.

11. The licence holder shall ensure that the following written records of each client's personal details are retained for a period of 2 years:

(a) name, address and contact telephone number;

(b) date of birth;

- (c) relevant medical history;
 - (d) procedure undertaken, including position on the body and type of jewellery used (if applicable);
 - (e) name of the operator who carried out the skin piercing or tattooing;
 - (f) date and time when the skin piercing or tattooing was undertaken, and
 - (g) details of any reported problems associated with skin piercing or tattooing.
12. The licence holder shall ensure that every operator practising in the licence holder's business is capable of demonstrating that they have sufficient knowledge, skill, training and experience commensurate with the skin piercing or tattooing activities they carry out. The licence holder shall retain a record of this information for each operator.
13. The licence holder shall ensure that
- (i) any person undergoing training or practical experience in skin piercing or tattooing activities in the licence holder's business shall, when undertaking those activities, remain under the direct supervision of a competent operator authorised by the licence holder, and
 - (ii) the licence holder or, in the absence of the licence holder, a person authorised by them, is present in and in charge of the premises while skin piercing or tattooing activities are being undertaken and is not engaged in duties which might prevent their adequately supervising licensed activities at the premises.
14. The licence holder shall ensure that any person who undertakes skin piercing or tattooing in the licence holder's business is not under the influence of drugs or alcohol while carrying out any skin piercing or tattooing procedures.
15. The licence holder shall ensure that all operators practising in the licence holder's business maintain an acceptable standard of personal cleanliness.
16. Prior to any skin piercing or tattooing being carried out on a client, the area of the client's body to be treated shall be cleaned using an appropriate skin safe antiseptic.
17. For skin piercing, if the area to be pierced requires to be marked, a single use water based marker pen or single use markers must be used.
18. The licence holder shall make available to every operator operating in the licence holder's business inoculation against Hepatitis B.
19. The licence holder shall ensure that suitable recorded risk assessments of the skin piercing or tattooing activities to be undertaken are carried out.
20. The licence holder shall ensure all operators operating in the licence holder's business hold a current first aid certificate to foundation (1-Day) level.

21. The licence holder shall ensure that waste that comprises clinical waste as defined in the current Controlled Waste Regulations is disposed of only by a contractor licensed under the current Waste Management Licensing Regulations. Records of the disposal of all clinical waste shall be retained by the licence holder.
22. The licence holder shall ensure that all clinical waste is stored, collected and disposed of in accordance with the current Environmental Protection legislation and current Controlled Waste Regulations. Domestic waste and clinical waste must be appropriately segregated and stored in appropriately marked bags.
23. The licence holder shall ensure that pressure systems used, which fall within the scope of current Pressure Systems Safety Regulations shall be subject to a written scheme of examination and shall be examined in accordance with that scheme or otherwise in accordance with the requirements of current Pressure Systems Safety Regulations. A copy of the written scheme of examination and examination results shall be made available for inspection.
24. In addition to tests required under current Pressure Systems Safety Regulations, autoclaves shall be subject to such regular tests as are recommended by the manufacturers or other appropriate guidance to ensure their effective operation. The results of these tests shall be recorded in a logbook for the autoclave and this shall be retained by the licence holder and made available for inspection.
25. A full-face photograph of each operator authorised by the licence holder to carry out skin piercing or tattooing activities on the premises shall be clearly displayed in the waiting or other public area of the premises so that all customers may easily identify him or her. The name of each authorised operator shall also be displayed next to their photograph
26. The licence holder shall ensure that this licence is exhibited in the licensed premises in such place and in such manner so as to be easily readable by members of the public on the premises.
27. The licence holder shall deliver this licence to the licensing authority within 7 days of receiving notice of the coming into effect of a decision of the licensing authority to suspend, revoke or vary the terms of the licence or a decision of the court to revoke it.
28. The licence holder shall notify the licensing authority in writing within 30 days of any change to the information contained in the original application in respect of which this licence was granted.

Definitions:

In this licence and the above conditions-

“**acupuncture**” means the insertion of needles into living tissue for remedial or therapeutic purposes;

“**autoclave**” means a pressure vessel in which the lid is sealed by the internal pressure in the vessel and which is used to steam sterilise equipment used for skin piercing or tattooing;

“**cosmetic body piercing**” means the perforation of the skin and underlying tissue in order to create a tunnel in the skin through which jewellery may be inserted;

“**electrolysis**” means the removal of body hair by electrocution of the hair roots with an electrified needle;

“**licence holder**” means the person, persons, company, firm, public body or voluntary organisation named in the licence as the licence holder;

“**operator**” means a person who carries out any skin piercing or tattooing activities authorised by this licence at the licence holder’s behest or with the licence holder’s authorisation;

“**premises**” means the premises specified in the licence;

“**sharps container**” means a container used for holding medical waste and devices which can cause physical injury;

“**skin piercing**” includes any of the following-

- (a) acupuncture,
- (b) cosmetic body piercing, or
- (c) electrolysis

“**tattooing**” means the insertion into the skin of any colouring material designed to leave a semi-permanent or permanent mark, including micro-pigmentation, and

“**ultrasonic cleaner**” means a cleaning device which uses sound waves propagated through an aqueous medium at frequencies higher than the audible range.

**SCHEDULE OF LICENCE CONDITIONS
BUSINESSES PROVIDING EAR PIERCING IN PREMISES
(AND NO OTHER FORM OF SKIN PIERCING OR TATTOOING)**

The licence holder must ensure that the following conditions and requirements are complied with at all times.

1. A separate area with a washable chair with disposable paper sheet has been designated for the carrying out of ear piercing.
2. The designated area has displayed a notice advising-
 - (i) that ear piercing will not be carried out on any person under the influence of alcohol or drugs,
 - (ii) that ear 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 ear piercing.
3. The premises to be used for the purposes of carrying out ear piercing has the following facilities-
 - (i) a wash-hand basin with hot and cold running water and a hand-washing notice displayed at the wash-hand basin,
 - (ii) a paper towel holder containing paper towels,
 - (iii) a soap dispenser containing soap,
 - (iv) a dispenser containing alcohol solution,
 - (v) separate waste buckets with pedal operated lids for clinical waste and general waste,
 - (vi) a sharps container for storage of needles after use, which conforms to current British Standard requirements and is stored out of reach of clients, and
 - (vii) a first aid kit
4. The premises are well ventilated and illuminated.
5. Electrical systems at the premises, including both fixed installations and moveable electrical appliances, shall comply with the current legislation and standards. The licence holder shall at all times hold current electrical compliance certificates and portable appliance test certificates, as applicable, for the electrical systems and shall make them available on request. The Council may at any time require the licence holder, within a reasonable period of time, to effect such remedial works as may be required to ensure that the said electrical systems comply with current legislation and standards.

6. The licence holder must ensure that they have in place at all times third party liability insurance of a minimum value of two million pounds (£2,000,000) Sterling issued by a reputable insurance company and covering ear piercing activities carried out or authorised by the licence holder which are permitted under this licence. A copy of the licence holder's insurance certificate shall be displayed at all times on the premises and shall be produced to the licensing authority on request.
7.
 - (a) The accommodation and facilities within the premises are to be maintained in good repair and in a good state of cleanliness; floor and wall surfaces should be smooth and impervious so as to be capable of being easily cleaned;
 - (b) only sterile single use disposable needles appropriate to the purpose may be used for ear piercing and new needles must be used for each client; where piercing guns are to be used for piercing the ear or nose cartilage, the licence holder shall ensure that the piercing gun is designed for this purpose;
 - (c) the activity of ear piercing must be carried out by an operator who has washed their hands immediately before carrying out the activity and who is wearing disposable non-latex gloves, which must be changed for each client;
 - (d) a supply of the following must be maintained -
 - (i) disposable non-latex gloves;
 - (ii) sterile single-use disposable needles, and
 - (iii) appropriate cleaning, disinfection and sterilisation products;
 - (e) any equipment which is not disposable shall be sterilised ultrasonically and autoclaved, if practicable, or thoroughly cleaned with fresh disinfectant after each use and stored in such a way as to ensure its cleanliness; the licence holder shall ensure that equipment with hollow cavities and equipment wrapped or enclosed in pouches or porous loads are sterilised using an appropriate vacuum autoclave that is deemed appropriate for that purpose by the manufacturer; tables, couches and seats used for the purposes of skin piercing and tattooing shall be thoroughly disinfected between treatments and at the end of each working day.
 - (f) skin piercing shall not be carried out on a 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; where such written consent has been provided, the person having the parental rights and responsibilities shall include the following details in their written consent:
 - (i) their relationship to the client,

- (ii) the name, address and age of the person to be pierced,
- (iii) the type of piercing, and
- (iv) the type of body jewellery to be used,

and the consent must be signed and dated by them;

(g) any equipment which is disposable must be disposed of immediately after use in an appropriate waste receptacle.

(h) for ear piercing-

- (i) a sterile cartridge for ear piercing, and
- (ii) pre-sterilised jewellery which is supplied in packaging which indicates the part of the body for which it is intended and which is compliant with all relevant safety legislation,

must be used and the jewellery must only be inserted into the part of the body for which it is intended;

(i) information, in an easy to understand format, must be provided to prospective clients to explain -

- (i) the process of the ear piercing;
- (ii) the risks of the procedure;
- (iii) the contra-indications to the ear piercing procedure, and
- (iv) the after care requirements of the procedure

and the licence holder shall ensure that every prospective client has read and understood the above information prior to undertaking ear piercing and has been provided with the contact details of the operator undertaking the procedure.

8. The licence holder shall ensure that any client who presents a condition that is a contra-indication to the ear piercing procedure be asked to seek medical advice from their GP prior to the treatment being carried out. Written authorisation from the client's GP shall be provided prior to any treatment being undertaken. A copy of this authorisation shall be retained with the written records of the client's personal details.

9. The licence holder shall ensure that a pre-treatment questionnaire is completed for each client, and has been signed by the operator and the client.

10. The licence holder shall ensure that the following written records of each client's personal details are retained for a period of 2 years:

- (a) name, address and contact telephone number;
- (b) date of birth;

- (c) relevant medical history;
 - (d) procedure undertaken, including position on the body and type of jewellery used (if applicable);
 - (e) name of the operator who carried out the ear piercing;
 - (f) date and time when the ear piercing was undertaken, and
 - (g) details of any reported problems associated with skin piercing.
11. The licence holder shall ensure that every operator practising in the licence holder's business is capable of demonstrating that they have sufficient knowledge, skill, training and experience commensurate with the ear piercing activities they carry out. The licence holder shall retain a record of this information for each operator.
 12. The licence holder shall ensure that
 - (i) any person undergoing training or practical experience in ear piercing in the licence holder's business shall remain, when undertaking that activity, under the direct supervision of a competent operator authorised by the licence holder, and
 - (ii) the licence holder or, in the absence of the licence holder, a person authorised by them, is present in and in charge of the premises while ear piercing is being undertaken and is not engaged in duties which might prevent their adequately supervising licensed activities at the premises.
 13. The licence holder shall ensure that any person who undertakes ear piercing in the licence holder's business is not under the influence of drugs or alcohol while carrying out any skin piercing or tattooing procedures.
 14. The licence holder shall ensure that all operators practising in the licence holder's business maintain an acceptable standard of personal cleanliness.
 15. Prior to any ear piercing being carried out on a client, the area of the client's ear to be treated shall be shall be cleaned using an appropriate skin safe antiseptic.
 16. If the area of the client's ear to be pierced requires to be marked, a single use water based marker pen or single use markers must be used.
 17. The licence holder shall make available to every operator operating in the licence holder's business inoculation against Hepatitis B.
 18. The licence holder shall ensure that suitable recorded risk assessments of the ear piercing activities to be undertaken are carried out.
 19. The licence holder shall ensure all operators operating in the licence holder's business hold a current first aid certificate to foundation (1-Day) level.

20. The licence holder shall ensure that waste that comprises clinical waste as defined in the current Controlled Waste Regulations is disposed of only by a contractor licensed under the current Waste Management Licensing Regulations. Records of the disposal of all clinical waste shall be retained by the licence holder.
21. The licence holder shall ensure that all clinical waste is stored, collected and disposed of in accordance with the current Environmental Protection legislation and current Controlled Waste Regulations. Domestic waste and clinical waste must be appropriately segregated and stored in appropriately marked bags.
22. The licence holder shall ensure that pressure systems used, which fall within the scope of current Pressure Systems Safety Regulations shall be subject to a written scheme of examination and shall be examined in accordance with that scheme or otherwise in accordance with the requirements of current Pressure Systems Safety Regulations. A copy of the written scheme of examination and examination results shall be made available for inspection.
23. In addition to tests required under current Pressure Systems Safety Regulations, autoclaves shall be subject to such regular tests as are recommended by the manufacturers or other appropriate guidance to ensure their effective operation. The results of these tests shall be recorded in a logbook for the autoclave and this shall be retained by the licence holder and made available for inspection.
24. A full-face photograph of each operator authorised by the licence holder to carry out ear piercing activities on the premises shall also be clearly displayed in the designated area so that all customers may easily identify him or her. The name of each authorised operator shall also be displayed next to their photograph.
25. The licence holder shall ensure that this licence is exhibited in the licensed premises in such place and in such manner so as to be easily readable by members of the public on the premises.
26. The licence holder shall deliver this licence to the licensing authority within 7 days of receiving notice of the coming into effect of a decision of the licensing authority to suspend, revoke or vary the terms of the licence or a decision of the court to revoke it.
27. The licence holder shall notify the licensing authority in writing within 30 days of any change to the information contained in the original application in respect of which this licence was granted.

Definitions:

In this licence and the above conditions-

“**acupuncture**” means the insertion of needles into living tissue for remedial or therapeutic purposes;

“**autoclave**” means a pressure vessel in which the lid is sealed by the internal pressure in the vessel and which is used to steam sterilise equipment used for skin piercing or tattooing;

“**cosmetic body piercing**” means the perforation of the skin and underlying tissue in order to create a tunnel in the skin through which jewellery may be inserted;

“**electrolysis**” means the removal of body hair by electrocution of the hair roots with an electrified needle;

“**licence holder**” means the person, persons, company, firm, public body or voluntary organisation named in the licence as the licence holder;

“**operator**” means a person who carries out any skin piercing or tattooing activities authorised by this licence at the licence holder’s behest or with the licence holder’s authorisation;

“**premises**” means the premises specified in the licence;

“**sharps container**” means a container used for holding medical waste and devices which can cause physical injury;

“**skin piercing**” includes any of the following-

- (a) acupuncture,
- (b) cosmetic body piercing, or
- (c) electrolysis

“**tattooing**” means the insertion into the skin of any colouring material designed to leave a semi-permanent or permanent mark, including micro-pigmentation, and

“**ultrasonic cleaner**” means a cleaning device which uses sound waves propagated through an aqueous medium at frequencies higher than the audible range.

**SCHEDULE OF LICENCE CONDITIONS
BUSINESSES PROVIDING MOBILE SKIN PIERCING OR TATTOOING
(NO PREMISES INVOLVED)**

The licence holder must ensure that the following conditions and requirements are complied with at all times.

1. Electrical appliances used for the purposes of skin piercing or tattooing shall comply with the current legislation and standards. The licence holder shall at all times hold current portable appliance test certificates for any appliances so used and shall make them available on request. The licensing authority may at any time require the licence holder, within a reasonable period of time, to effect such remedial works as may be required to ensure that the said appliances comply with current legislation and standards.
2. The licence holder must ensure that they have in place at all times third party liability insurance of a minimum value of two million pounds (£2,000,000) Sterling issued by a reputable insurance company and covering the skin piercing or tattooing activities carried out or authorised by the licence holder which are permitted under this licence. A copy of the licence holder's insurance certificate shall be carried by the licence holder at all times when carrying out activities under this licence and shall be produced to clients and to officers of the licensing authority on request.
3. The activity of skin piercing or tattooing may only be carried out by an operator who has washed their hands immediately before carrying out the activity and, except for the activity of acupuncture, who wears disposable non-latex gloves, changed for each client, when performing the activity.
4. Subject to condition 3. below, the activity of acupuncture may only be carried out by an operator who has washed their hands immediately before carrying out the activity of acupuncture on each client.
5. The activity of acupuncture must be carried out by an operator wearing disposable non-latex gloves that have not previously been used with another client where-
 - (i) the operator has an open lesion on their hands,
 - (ii) the operator is handling items that may be contaminated with blood or other body fluids,
 - (iii) the client is bleeding or has open lesions on an exposed part of the client's body, or
 - (iv) the client is known by the operator to be infected with a blood-borne virus.
6. The skin piercing or tattooing may only be carried out through use of sterile single use disposable razors or sterile single use disposable needles appropriate to the purpose and new razors or needles must be used for each client; where piercing guns are to be used for piercing the ear or nose cartilage, the licence holder shall ensure that the piercing gun is designed for this purpose;

7. For the purposes of tattooing, only sterile pigment dispensed into single use pots or ink pre-packed in single use vials may be used and new pots or vials of ink must be used for each client; the licence holder shall ensure that all inks used for tattooing purposes have an indication of their durability on the labels and that they are used and stored in accordance with any manufacturer's instructions;
8. Any seating used for the skin piercing or tattooing must be washable and covered with a disposable paper sheet which shall be renewed after each use.
9. Any equipment which is not disposable, including forceps, dishes, needlebars, ink capsule holders, clamps and other equipment used in close contact with a break in the skin or mucous membranes shall be sterilised ultrasonically and autoclaved, if practicable, or thoroughly cleaned with fresh disinfectant after each use and stored in such a way as to ensure its cleanliness; the licence holder shall ensure that equipment with hollow cavities and equipment wrapped or enclosed in pouches or porous loads are sterilised using an appropriate vacuum autoclave that is deemed appropriate for that purpose by the manufacturer;
10. Any equipment which is disposable must be disposed of immediately after use in an appropriate waste receptacle.
11. For tongue piercing, a sterilised clamp must be used.
12. For ear and other forms of cosmetic skin piercing-
 - (i) a sterile cartridge for skin piercing, and
 - (ii) pre-sterilised jewellery which is supplied in packaging which indicates the part of the body for which it is intended and which is compliant with all relevant safety legislation;must be used and the jewellery must only be inserted into the part of the body for which it is intended.
13. Skin piercing shall not be carried out on a 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; where such written consent has been provided, the person having the parental rights and responsibilities shall include the following details in their written consent:
 - (i) their relationship to the client,
 - (ii) the name, address and age of the person to be pierced,
 - (iii) the type of piercing, and
 - (iv) the type of body jewellery to be used,and the consent must be signed and dated by them;

14. Information, in an easy to understand format, must be provided to prospective clients to explain:-
- (i) the process of the skin piercing or tattooing;
 - (ii) the risks of the procedure;
 - (iii) the contra-indications to the skin piercing or tattooing procedure, and
 - (iv) the after care requirements of the procedure

and the licence holder shall ensure that every prospective client has read and understood the above information prior to undertaking skin piercing or tattooing and has been provided with the contact details of the operator undertaking the procedure.

15. The licence holder shall ensure that any client who presents a condition that is a contra-indication to the skin piercing or tattooing procedure be asked to seek medical advice from their GP prior to the treatment being carried out. Written authorisation from the client's GP shall be provided prior to any treatment being undertaken. A copy of this authorisation shall be retained with the written records of the client's personal details.
16. The licence holder shall ensure that a pre-treatment questionnaire is completed for each client, which has been signed by the operator and the client.
17. The licence holder shall ensure that the following written records of each client's personal details are retained for a period of 2 years:
- (a) name, address and contact telephone number;
 - (b) date of birth;
 - (c) relevant medical history;
 - (d) procedure undertaken, including position on the body and type of jewellery used (if applicable);
 - (e) name of the operator who carried out the skin piercing or tattooing;
 - (f) date and time when the skin piercing or tattooing was undertaken, and
 - (g) details of any reported problems associated with skin piercing or tattooing.
18. The licence holder shall ensure that every operator practising in the licence holder's business is capable of demonstrating that they have sufficient knowledge, skill, training and experience commensurate with the skin piercing or tattooing activities they carry out. The licence holder shall retain a record of this information for each operator.
19. The licence holder shall ensure that person undergoing training or practical experience in skin piercing or tattooing in the licence holder's business shall remain under the direct supervision of a competent operator at all times.

20. The licence holder shall ensure that any person who undertakes skin piercing or tattooing in the licence holder's business is not under the influence of drugs or alcohol while carrying out any skin piercing or tattooing procedures.
21. The licence holder shall ensure that all operators practising in the licence holder's business maintain an acceptable standard of personal cleanliness.
22. Prior to any skin piercing or tattooing being carried out on a client, the area of the client's body to be treated shall be shall be cleaned using an appropriate skin safe antiseptic.
23. For skin piercing, if the area to be pierced requires to be marked, a single use water based marker pen or single use markers must be used.
24. The licence holder shall make available to every operator operating in the licence holder's business inoculation against Hepatitis B.
25. The licence holder shall ensure that suitable recorded risk assessments of the skin piercing or tattooing activities to be undertaken are carried out.
26. The licence holder shall ensure all operators operating in the licence holder's business hold a current first aid certificate to foundation (1-Day) level.
27. The licence holder shall ensure that waste that comprises clinical waste as defined in the current Controlled Waste Regulations is disposed of only by a contractor licensed under the current Waste Management Licensing Regulations. Records of the disposal of all clinical waste shall be retained by the licence holder.
28. The licence holder shall ensure that all clinical waste is stored, collected and disposed of in accordance with the current Environmental Protection legislation and current Controlled Waste Regulations. Domestic waste and clinical waste must be appropriately segregated and stored in appropriately marked bags.
29. The licence holder shall ensure that pressure systems used, which fall within the scope of current Pressure Systems Safety Regulations shall be subject to a written scheme of examination and shall be examined in accordance with that scheme or otherwise in accordance with the requirements of current Pressure Systems Safety Regulations. A copy of the written scheme of examination and examination results shall be made available for inspection.
30. In addition to tests required under current Pressure Systems Safety Regulations, autoclaves shall be subject to such regular tests as are recommended by the manufacturers or other appropriate guidance to ensure their effective operation. The results of these tests shall be recorded in a logbook for the autoclave and this shall be retained by the licence holder and made available for inspection.
31. The licence holder shall carry with them a copy of their skin piercing or tattooing licence when undertaking such activities and shall make the licence available to clients or to officers of the licensing authority on request.

32. The licence holder shall carry with them appropriate means of identification when carrying out skin piercing or tattooing activities, including photographic identification so that clients may easily identify him or her.
33. The licence holder shall deliver this licence to the licensing authority within 7 days of receiving notice of the coming into effect of a decision of the licensing authority to suspend, revoke or vary the terms of the licence or a decision of the court to revoke it.
34. The licence holder shall notify the licensing authority in writing within 30 days of any change to the information contained in the original application in respect of which this licence was granted.

Definitions:

In this licence and the above conditions-

“acupuncture” means the insertion of needles into living tissue for remedial or therapeutic purposes;

“autoclave” means a pressure vessel in which the lid is sealed by the internal pressure in the vessel and which is used to steam sterilise equipment used for skin piercing or tattooing;

“cosmetic body piercing” means the perforation of the skin and underlying tissue in order to create a tunnel in the skin through which jewellery may be inserted;

“electrolysis” means the removal of body hair by electrocution of the hair roots with an electrified needle;

“licence holder” means the person, persons, company, firm, public body or voluntary organisation named in the licence as the licence holder;

“operator” means a person who carries out any skin piercing or tattooing activities authorised by this licence at the licence holder’s behest or with the licence holder’s authorisation;

“sharps container” means a container used for holding medical waste and devices which can cause physical injury;

“skin piercing” includes any of the following-

- (a) acupuncture,
- (b) cosmetic body piercing, or
- (c) electrolysis

“tattooing” means the insertion into the skin of any colouring material designed to leave a semi-permanent or permanent mark, including micro-pigmentation, and

“ultrasonic cleaner” means a cleaning device which uses sound waves propagated through an aqueous medium at frequencies higher than the audible range.