



Application Form for Premises Registration

Local Government (Miscellaneous Provisions) Act 1982

Application for Registration to carry out the practice of acupuncture, business of tattooing, cosmetic piercing, electrolysis and/or semi-permanent skin-colouring.

APPLICATION TYPE (please tick the relevant activities)	
Acupuncture	
Tattooing	
Cosmetic Piercing	
Electrolysis	
Semi-Permanent Skin-Colouring	
Variation of current registration	Licence number:

Applicant's name:
Address and postcode:
Telephone:
E-mail:

Registered Premises Details:
Address and postcode:
Telephone:
E-mail:

Description of Premises <i>Number of rooms, arrangements for cleansing of premises, fittings and equipment and sterilisation of instruments</i> (attach separate schedule if necessary)	
General Information - Owner Have you previously been registered in this respect in any other district? If so, which?	Yes / No: District:
General Information - Owner Have you ever been convicted of any offence under the Act? If so, give details.	Yes / No: Details:
If applying for a variation, please provide details. If adding activities, please list the activities being added.	

I/we* certify to the best of my/our* knowledge and belief the above particulars are true:	
Print Name:	
Signed:	
Date:	

Fee (required for valid application)	New	£190	Variation	£66
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By signing the box below you are confirming that you have:

- read the Privacy Notice information that tells you how we will process your personal data with regard to the pavement licence application:

Privacy Notice for Special Treatment Applications

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

What information do we collect about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation [Art. 6(1)(c) of the UK General Data Protection Regulation ("GDPR")]. This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information for the purposes of your application to register to carry out special treatments such as acupuncture, business of tattooing, cosmetic piercing, electrolysis, and/ or semi-permanent skin-colouring (known as special treatments).

If you're providing us with special category personal information (such as details about your health) we will be processing this under Art. 9(2). If you're providing us with criminal conviction personal information we will be processing this under Art.10.

How will we use the information about you?

We use the information to process your application for a registration and, if granted, to regulate you're the activities you have applied for. We may share the information with other departments at the Council to enable us to deal with your application but for no other purposes.

We will not share the personal information we hold with any external organisations, except with partner organisations. By partner organisations we mean the police, internal Audit or similar agency, or another council for the purposes of preventing and detecting fraud where sharing your data is necessary to deal with your matter.

We will ensure that all personal information is kept securely.

How long will we keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact GDPR@stalbans.gov.uk

Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@stalbans.gov.uk and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact GDPR@stalbans.gov.uk.

You can find out more about [your rights](#) on our website:

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit [the website](#).

Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be found [here](#).

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Judith Adamson. They can be contacted by emailing GDPR@stalbans.gov.uk or calling 01727 819209 for our Complaints Team.

How to contact us

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing foi@stalbans.gov.uk or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

Complaints

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: casework@ico.org.uk or calling their helpline on 0303 123 1113.

Your signature:

Date:

Please return the **completed application form** to:

Licensing Team, Community Services, St Albans City and District Council, St Peters Street, St Albans AL1 3JE