



Fill this form out with the assistance of the Beauty Therapy, Tattooing and Skin Piercing Licence Guide.

1. Applicant details

1a. Customer number
 If provided, proceed to section 2.

1b. Applicant name
 First name Surname

Postal address

Contact numbers () () ()
 Phone Mobile Fax

Email

2. Licence holder details

2a. Customer number
 If provided, proceed to item 2c.

2b. Licence holder As stated on section 1, proceed to item 2c.
 If different from the applicant, provide details below.

Name

Postal address

Contact numbers () () ()
 Phone Mobile Fax

Email

2c. Preferred means for formal correspondence Mail Email Fax

3. Business details

3a. Premises address

3b. Premises contact number () () ()
 Phone Mobile Fax

3c. Vehicle details (for mobile premises)
 Make and model of vehicle Registration number

3d. New/current trading name
 Previous trading name

3e. Date you intend to open/ take over the business
 Day Month Year

OFFICE USE ONLY

Date received	<input type="text"/>	File reference	RG-06-06-16	Application #	<input type="text"/>
Received by	<input type="text"/>	Document #	<input type="text"/>	Receipt #	<input type="text"/>
Property ID	<input type="text"/>	Registration #	<input type="text"/>	Amount paid	\$ <input type="text"/>

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4. Licence details

- 4a. Type of licence New New operator of existing licensed premises Renewal
- 4b. Type of premises Commercial Residential Mobile
- 4c. Type of operation Permanent Temporary Start date: End date:
- 4d. Principal business conducted Beauty therapy Tattooing Skin piercing Other
- 4e. Tick **all** procedures carried out on premises
- | | | |
|---|--|---|
| <input type="radio"/> Hairdressing | <input type="radio"/> Exfoliation | <input type="radio"/> Eyebrow & eyelash tinting |
| <input type="radio"/> Acupuncture | <input type="radio"/> Skin peel (glycolic) | <input type="radio"/> Eyebrow tattooing |
| <input type="radio"/> Ear piercing | <input type="radio"/> Botox | <input type="radio"/> Eyebrow shaping |
| <input type="radio"/> Face/body piercing | <input type="radio"/> Collagen replacement | <input type="radio"/> Eyelash perming |
| <input type="radio"/> Sun bed | <input type="radio"/> Laser procedure | <input type="radio"/> Manicure |
| <input type="radio"/> Sauna/spa/steam room | <input type="radio"/> Red vein treatment | <input type="radio"/> Pedicure |
| <input type="radio"/> Temporary hair removal | <input type="radio"/> Spray tan | <input type="radio"/> Nail technology |
| <input type="radio"/> Tattooing/pigment implantation | <input type="radio"/> Waxing | <input type="radio"/> Massage |
| <input type="radio"/> Cultural tattooing including Kaitaamoko/tatau/uhi | <input type="radio"/> Skin care treatment (facial/make-up) | <input type="radio"/> Electrolysis (epilation/depilation/diathermy) |
| <input type="radio"/> Other <input type="text"/> | <input type="radio"/> Other <input type="text"/> | |

5. Applicant's declaration

Privacy statement

Information on this form is required to be provided under the acts, regulations and bylaws administered by Council and is required to process your applications. This information has to be made available to members of the public, including business organisations. In appropriate circumstances, it may also be made available to other units of the Council and other government agencies.

Under the Privacy Act 1993, you have the right to access the personal information held about you by the Council, and you can also request that the Council corrects any personal information it holds about you.

I understand that the Council will send all invoices for licence fees and all correspondence related to the application to the licence holder.

I confirm that I have read and understood the privacy statement above and that the information provided on this application form is true and correct.

Signature

Date

Name (print clearly)

OFFICE USE ONLY

Premises inspection date: Inspected by:

Outcome of inspection

- Decline Exempt Licence list only Licence and inspection

Licence primary category

- Beauty therapy Tattooing Skin piercing Other

Licence purpose:

(as listed under 2d)

Licence fee:

- No charge

Additional comments:



Explanations in this guide are intended to assist you to complete the Beauty Therapy, Tattooing and Skin Piercing Licence Form – numbers on the form relate to the explanatory notes in this guide.

Background

The NPDC Bylaws 2010: Part 6 Beauty Therapy, Tattooing and Skin Piercing requires owners or operators of tattooing, skin piercing and beauty treatment premises (including mobile or temporary premises) to apply for a licence if they intend to use a premises for the purposes of a prescribed process.

The purpose of the bylaw is to protect, promote and maintain public health and safety where a risk of transferring communicable diseases may exist.

In order to obtain a licence the premises must comply with the standards and requirements set down in the bylaw and all other relevant legislation or standards.

Renewal and licence fees

Licences are renewed annually and renewal applications must be lodged 20 days before the licence expires. Application fees are payable upon renewal. Fees are reviewed annually and are determined by Council resolution.

Processing time

Your application will be processed within 20 working days from receipt of your application.

1. Applicant details

1a. Customer number

A unique number that we assign on your record when you apply for permit or licence.

If you have changed your contact details since your last application, you can make sure we've got the correct name and address information for you by:

- calling us on 06-759 6060 or
- updating your details online at www.newplymouthnz.com/customerdetails or
- completing item 1b on this section.

1b. Applicant name

The person or company applying for the licence.

Postal address

Address where all your correspondence from the Council (except for correspondence from Puke Ariki and district libraries, aquatic centre and Govett-Brewster Art Gallery) are to be posted to.

2. Licence holder details

2a. Customer number

A unique number that we assign on your record when you apply for permit or licence.

If you have changed your contact details since your last application, you can make sure we've got the correct name and address information for you by:

- calling us on 06-759 6060 or
- updating your details online at www.newplymouthnz.com/customerdetails or
- completing item 2b on this section.

2b. Licence holder

Name(s) to appear on the licence. This can be an individual, company or partnership. If different from the applicant, provide details (name, postal address, contact numbers and email).

All correspondence will be sent to the licence holder.

2c. Preferred means for formal correspondence

Select how you want to receive correspondence for this application.

3. Business details

3a. Premises address

Write the complete address of the premises to which the application relates to. Specify the unit number and street name.

3b. Premises contact number

Provide the contact number of the premises.

3c. Vehicle details

For mobile premises, provide the make and type of vehicle and registration number.

3d. Trading name

New/current trading name – provide the trading name that you currently or intend to use for the premises.

Previous trading name – provide the previous trading name of the premises.

3e. Take-over date

State the date you intend to open/take-over the business.

4. Licence details

4a. Type of licence

✓ Tick 'new' if the premises is not currently licensed for beauty therapy, tattooing or skin piercing.

✓ Tick 'new operator of existing premises' if a licence already exists for this premises, and a new operator intends to take over the business.

✓ Tick 'renewal' if you are applying for renewal of your existing licence.

4b. Type of premises

✓ Tick the type of premises where the business will be operating from – 'commercial' from a commercial premises, 'residential' from a private dwelling, 'mobile' where procedures are carried out at a clients premises or on a mobile basis.

Premises includes any commercial property, industrial property, residential property, community building, or vehicle where a prescribed procedure is carried out.

4c. Type of operation

✓ Tick the option that best describes the frequency the operation is carried out in the premises.

Permanent means the procedures are carried out all year round in the premises.

Temporary means the procedures are carried out in the premises on a temporary basis. You need to provide the start date and end date of the operation.

4d. Principal business

✓ Tick the principal activity of your business, where the options do not include your principal business, please supply the nature of your principal business activity.

Beauty therapy means any prescribed procedure intended to improve, alter or cleanse a person's hair, skin or complexion, including waxing, hair removal, tinting, electrolysis, facials, body therapy and massage, laser procedures, glycolic peels, extractions, manicure or pedicure procedures, commercial sun beds, saunas, spas or steam rooms or red vein treatment.

Tattooing means the practice of making indelible (permanent) marks in human skin or tissue by inserting pigments or dyes into punctures made in the skin or tissues. Tattooing shall also include the process known as pigment implantation.

Skin piercing involves the intentional or otherwise piercing, cutting or puncturing of the skin or any other part of the human body, for the purpose of jewellery, tattooing, acupuncture, epilation (including electrolysis and waxing), red vein cauterisation, pedicure and manicure.

4e. Procedures performed

✓ Tick all procedures carried out in your business.

Acupuncture means the practice involving the insertion of needles through the skin and tissue for the purposes of alleviating ailments or injuries.

Cultural tattooing means Kaitaamoko, tatau, uhi or other traditional significant tattooing practice.

Massage is the manipulation of superficial and deeper layers of muscle and connective tissue to enhance the function and promote relaxation and well-being.

Electrolysis or short-wave diathermy means the use of negatively charged electrical current to destroy

Manicure involves the shaping of a client's nails, tidying the nail cuticles, moisturising the hands and nails, massaging the hands and arms and buffering the nails or applying nail enamel.

Pedicure means the treatment or beautification of feet by the puncturing or removal of layers of skin or tissue. The soaking of feet in tepid water, the clipping and/or filing of the toe nails, removing hard skin on the balls of the feet or heels

Nail technology is the process of applying artificial nail extensions. These can be made from acrylic, gel, silk or fibreglass.

Eyebrow and eyelash tinting is the tinting of eyebrow and eyelashes to provide additional colour to brows and lashes.

Eyebrow shaping may involve the waxing or plucking and tidying-up of eyebrows.

Eyelash perming is the permanent curling of eyelashes.

Skin care treatment is known as manual facial treatment which involves the use of cleansing, toning and moisturising preparations followed by soothing facial massage.

Exfoliation is a treatment that removes dead skin cells from the outer layer of the epidermis (skin).

Botox is a treatment where a wrinkle-smoothing product made from Botulinum Toxin A, a highly diluted form of the toxin taken from the bacteria that causes Botulism, is injected into specific areas of the face.

Collagen replacement is a treatment where Collagen, a natural protein, is injected into the face to smooth out facial lines, plump up lips and generally improve the appearance of the skin.

Red vein treatment is a specialised form of electrolysis that helps to remove any unsightly red veins that may appear on the face or body, and can also help to remove skin tags (acrochordon).
the hair follicle.

Epilation or depilation means the practice involving the penetration of the skin for the purpose of removing hair and includes the process commonly known as electrolysis.

Temporary hair removal either by wax (hot or cold) or a process known as sugaring (pliable sugar paste).