

Guidance relating to acupuncture, ear and body piercing, tattooing, semi-permanent skin-colouring and electrolysis

1. Which treatments require registration?

In Guildford Borough, the following treatments require registration if carried out as part of a business, whether you do them at a domestic or business premises:

* Acupuncture (including dry needling)
* Cosmetic piercing (includes, ear, nose, body piercing and micro needling)
* Electrolysis
* Semi-permanent skin colouring (including lip liner, eye liner, microblading, micropigmentation)
* Tattooing

1. Are there any exemptions to the registration requirement?

Registration does not apply to practices carried out by or under the supervision of a person who is registered as a medical practitioner (e.g. a Doctor registered with the General Medical Council) or for acupuncture by a dentist, or their respective premises.

1. How do I register my premises?

You will need to [complete the online Premises Registration Form](https://www.guildford.gov.uk/acupunctureandcosmetictreatmentsregistration) on our website.

You must also pay the premises fee, which can be paid online.

1. If I register my premises with you, do I also need to register as a practitioner?

The premises registration INCLUDES the registration for 1 practitioner. If you have additional practitioners, they will need to register separately (see question 5).

1. If my premises is already registered, do I need to register the other practitioners that work for me?

Yes. All practitioners will need to register. If the practitioner is not already registered with us, they can do this by [completing the online Person Registration Form](https://www.guildford.gov.uk/acupunctureandcosmetictreatmentsregistration), on our website

You must also pay the personal registration fee, which can be paid online.

1. How much will registration cost?

The current fees are on our website:

* + [Register a person](https://www.guildford.gov.uk/article/26811/How-do-I-register-a-person)
  + [Register a premises](https://www.guildford.gov.uk/article/26810/How-do-I-register-a-premises)

1. Is the fee a one-off payment?

Yes. No further payment is required.

1. What happens when I submit my application?

Your application will be processed and you will be sent your certificate of registration via email (Please check your SPAM folder as well as your Inbox). An officer may contact you to discuss whether an inspection is required.

1. Do I need to submit any other documentation as part of the application?

You will be asked to submit all or some of the following documentation. This information is not a requirement of registration, but it will assist the officer when deciding if an inspection is required or not.

* copies of training certificates
* a copy of a valid insurance policy
* a copy of a sharps waste collection agreement
* a copy of your client medical questionnaire

1. Will an inspection be carried out?

If you are applying for a premises registration, then yes, an inspection will be undertaken. An officer will contact you and arrange a convenient date/time to do this. An inspection usually takes around one hour.

If you are applying for a person registration and an inspection of the premises has already been carried out and you submit suitable documentation (see question 9), then an inspection MAY NOT be undertaken. The decision regarding an inspection will be carried out on a case-by-case basis and the officer will have the final decision with regards to this. In all circumstances, the officer will discuss your application with you and will let you know if an inspection is required or not.

1. Do I need to wait for an inspection before I can start providing the treatments?

No. Once you have submitted your application form, paid the correct fee AND received your registration certificate, you can start providing the treatments. You must ensure that you are fully complying with the Byelaws and have undertaken a suitable and sufficient risk assessment of the treatments that you are providing. [The Byelaws can be found on our website](https://www.guildford.gov.uk/acupunctureandcosmetictreatmentsregistration).

1. Do I have to comply with the Byelaws?

Yes. Once you have registered you are required to comply with the relevant Byelaws. Any non-compliance could result in formal enforcement action being taken against you.

1. Do I have to have a wash hand basin in the treatment room?

You should read the Byelaws to check what structural requirements you have to comply with. An easy to read “summary” is also at the end of this FAQs document.

1. Can the treatment room have carpet on the floor?

You should read the Byelaws to check what structural requirements you have to comply with. An easy to read “summary” is also at the end of this FAQs document.

1. What training am I required to do?

There are no specified training qualifications. However, all practitioners will need to be able to demonstrate that they have undertaken suitable and appropriate training and are competent to provide the treatment(s) that they are registered to provide.

1. If I am already registered to do ear piercing, would I need to re-register and pay the fee again if I also want to do acupuncture?

No. If you have registered your premises and are registered as a practitioner, that registration covers you to carry out all the treatments. You would however need to ensure that you have completed suitable training on any new treatments that you wish to offer, have appropriate insurance in place and have undertaken a suitable and sufficient risk assessment.

1. If I move business address (or home address if I operate from a domestic premises), would I need to re-register the premises and pay the fee again?

Yes. You would need to check which local Council your new address is in, and would need to register with them. If you are no longer operating within Guildford Borough, you should let us know, so that we can update our records.

1. Once I am registered, can I also carry out mobile treatments?

Yes. Occasional home visits by the practitioner are permitted.

1. Will I automatically be added to a public list of registered practitioners/premises?

No. You will be asked on the application form if you wish to be on the public register.

1. How do I get my details removed from the public list of registered practitioners/premises?

If you decide you no longer want to be on the public register, you can put your request for removal in writing to [regulatoryservices@guildford.gov.uk](mailto:regulatoryservices@guildford.gov.uk)

1. Can an application for registration be refused?

A registration can only be refused where a person has previously been convicted of an offence under Section 16(1) or (2) of the Local Government (Miscellaneous Provisions) Act 1982 Part VIII. You will be asked to declare any such convictions on the application form.

1. What do I need to do if I change my trading name and want to update the Premises Certificate?

If you change your trading name, please email [regulatoryservices@guildford.gov.uk](mailto:regulatoryservices@guildford.gov.uk)

Confirm the current trading name and full address AND the NEW trading name. We will change the information on our database and will email you with a new premises certificate.

1. If I take over an existing business that is already a registered premises, do I need to re-register?

Yes. If the business ownership is changing, you will need to re-register the premises.

2. Can I operate as a mobile practitioner?

No. You cannot operate exclusively as a mobile business carrying out tattooing, semi-permanent skin colouring, cosmetic piercing, electrolysis or when practicing acupuncture.

However, a registered practitioner would not be breaking the law if they were occasionally asked by a customer to carry out those procedures at another location. This would only be appropriate in extreme circumstances, and only if suitable infection control procedures are in place to protect the client and the practitioner carrying out the treatment. The Byelaws would still need to be complied with.

Byelaws – Summary

1. Internal walls, doors, windows, partitions and ceilings
   * Must be kept in good repair so they can be properly cleaned and must be kept clean.
2. Floors and floor coverings
   * Must be smooth and water resistant in a treatment area where tattooing, semi-permanent skin-colouring and cosmetic piercing is being carried out.
   * This does **not** apply if the **only** treatment being given is acupuncture, electrolysis, ear-piercing or nose piercing when using a piercing gun, although it is recommended where possible.
   * Floors and floor coverings must be kept in good repair so they can be properly cleaned and must be kept clean.
3. Furniture or fittings
   * Must be kept in good repair so that they can be properly cleaned and must be kept clean;
   * Tables, couches or seats which may become contaminated with blood or other bodily fluids and are used by the client in the treatment area, must have a smooth, water resistant surface which is disinfected immediately after use and at the end of each working day;
   * Tables, couches or other items of furniture used as part of the treatment must be covered by a disposable paper sheet and be changed for each client;
   * Couches or seats that are covered by a material which cannot be disinfected, must be covered with a clean covering;
   * Any surface on which a needle, instrument or equipment is placed immediately prior to treatment, must have a smooth water resistant surface which is disinfected immediately before and after use and at the end of each working day;
   * There must be clean and suitable storage available for gowns, wraps, protective clothing, paper or other coverings, towels, cloths etc;
   * There must be clean and suitable storage available for needles, instruments, equipment used for the treatment, jewellery, dyes and containers used to hold the dyes.
4. Wash hand basins and other cleaning facilities
   * There must be adequate facilities and equipment for cleaning and sterilisation (unless only pre-sterilised items are used)
   * There must be an adequate and constant supply of clean hot and cold water on the premises
   * Wash hand facilities must be available for the sole use of the practitioner carrying out the treatment. They must be suitably located in the treatment room itself where tattooing, semi-permanent skin-colouring and cosmetic piercing is being carried out. They must have a constant supply of hot and cold water, soap or detergent. If carrying out acupuncture, electrolysis, ear-piercing or nose piercing using a piercing gun, hand wash facilities may be located outside the treatment room and not for the sole use of the practitioner. However, hygienic hand gel or liquid cleaner must also be made available in the room.
5. WC facilities
   * There must be suitable and sufficient WC facilities available for practitioners.
6. Treatment area and equipment
   * The treatment area used, must ONLY be used for the following treatments: acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing, and electrolysis. This does not apply if the only treatment being given is ear-piercing or nose piercing using a piercing gun;
   * Gowns, wraps or other protective clothing, paper or other coverings, towels, cloths or other similar articles used during the treatment must:
   * Be clean and in good repair and if appropriate, be sterile;
   * Must not have been used with another client, unless it has been adequately cleaned and sterilised in between clients.
   * Needles, instruments, equipment or anything that handles the needle, instrument or equipment that is used in the treatment and touches the client must be sterile;
   * Jewellery used for cosmetic piercing must be sterile;
   * Dyes used for tattooing or semi-permanent skin colouring must be sterile and inert;
   * Containers used to hold dye for tattooing or semi-permanent skin colouring must either be disposed of at the end of each treatment or be cleaned and sterilised before re-use.
7. Gas and electric
   * Sufficient and safe gas points and electrical socket outlets must be made available;
   * All electrical sterilising equipment must be maintained and calibrated in accordance with the manufacturer’s guidance.
8. Waste
   * All waste material must be properly stored and disposed of. A registered waste company must be used to collect and dispose of such waste
   * Where single-use disposable needles are used, they must be stored in closed sharps containers and be collected and disposed of by a registered waste carrier.
9. Practitioners
   * Must keep hands and nails clean and nails short
   * Must keep any open lesions on an exposed part of the body, covered by a waterproof dressing
   * Must wear disposable examination gloves that have not been used with another client. They are not required if the practitioner is giving acupuncture (unless the client is bleeding, has an open lesion on an exposed part of their body, is known to be infected with a bloodborne virus, or if the operator is handling items that may become contaminated with blood or other bodily fluids)
   * Must wear a gown, wrap or protective clothing that is clean and washable or disposable that has not been used with another client
   * Must NOT smoke or consume food or drink in the treatment area
   * Must be able to demonstrate they have received adequate and appropriate training relating to the process treatment they provide.