

CYNGOR GWYNEDD

Anfonwch ceisiadau ynghyd a unrhyw ddogfennau cefnogol

drwy e-bost: trwyddedu@gwynedd.llyw.cymru

neu drwy'r post at:

Gwarchod Y Cyhoedd,

Ffordd Y Cob,

Pwllheli,

LL53 5AA.



Application for a variation to a special procedure practitioner licence issued under Part 4 of the Public Health (Wales) Act 2017

PLEASE READ THE FOLLOWING INSTRUCTIONS AND ACCOMPANYING GUIDANCE NOTES FIRST

If you are completing this form by hand, please write legibly in block capitals using ink. Use additional sheets if necessary (marked with the heading "Continuation sheet – application for special procedure licence" and include the number of the relevant question and the applicant's name and address). You may wish to keep a copy of the completed form for your records.

Part 1 – Application details

What are you seeking to vary?

- A. **Adding a Special Procedure(s)**, if so, please specify Procedure below.

- B. **Removing a Special Procedure(s)**. If so, Please Specify Procedure below

- C. **Adding an Approved Premises / Vehicle where Special procedures will be carried out**. Please specify name and address of premises / vehicle registration below

- D. **Removing a reference to premise or vehicle previously identified in the licence**. Please specify Name/address(es) of Premises or Vehicle registration number(s)

- E. **Change to the licence holder's name**, if so, please specify below e.g. a change of name after marriage.

Part 2 - Applicant details (fill in as applicable)

2.1 Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other ☐ (please specify)

2.2 Surname:

2.3 First name(s):

2.4 Other known names:

[For example, a trading name, alias or pseudonym.]

2.5 Applicant's proposed trading name:

2.6 Contact telephone number:

2.7 Alternative contact telephone number (optional):

2.8 E-mail address (if applicable):

2.9 Date of Birth:

2.10 Applicant's usual residential address:

.....

..... Postcode:

2.11 Applicant's business address (if different):

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..... Postcode:

Part 3 – Adding new special procedure(s) to licence.

3.1 If applicable, please provide further details of the methods/equipment used to perform the special procedure [For example, dry needling, microblading, semi-permanent make up etc.]:

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3.3 Do you perform special procedures on intimate body parts? If yes, please provide further details (see Guidance Note 1):

Yes ☐ No ☐

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3.4 Do you perform any other activities in the course of a business (for example activities that are not a special procedure)? (See Guidance Note 2)

Yes ☐ No ☐

If yes, please list those other activities:

.....

3.5 Please indicate your work status in respect of performing special procedures (tick all that apply) (see Guidance Note 3):

I work on a fixed site basis ☐

I work on a mobile basis ☐

I work on a peripatetic basis ☐

I work on a temporary basis ☐

I own a business and work within that business ☐

I am an employee of a business ☐

I am self-employed ☐

I am a manager of a business ☐

I rent a room/chair from an approved premises or vehicle but I am not an employee of that business ☐

Other (please specify) ☐

3.6 Website address and/or details of any public facing social media platforms for business (if applicable):

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3.7 Please provide the details of all approved premises and/or vehicles at which a special procedure is to be performed and will be identified on your special procedure licence (see Guidance Note 4):

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3.8 Where possible please provide the approval certificate number(s) for all approved premises or vehicles (see Guidance Note 5):

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3.9 Of the approved premises and/or vehicles you have identified above and will be listed on your special procedure licence, which approved premises and/or vehicle will you use when performing the majority of your work?

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4. Please set out any other information you consider to be relevant to your application:

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Part 6 - Declaration and Checklist (please complete/tick)

Applicable for all applicants

I confirm that, to the best of my knowledge, the information contained in this application is true. I understand that it is an offence under section 82(7) of the Public Health (Wales) Act 2017 to give information which I know is false or misleading in, or in relation to, this application or I am reckless as to whether it is false or misleading.

I understand that giving false or misleading information (whether knowingly or recklessly) may result in my special procedure licence being revoked.

I also confirm that:

☐ I am aware of my obligations to obtain valid insurance cover in respect of the performance of special procedures (which will form part of the mandatory licensing conditions that will be attached to my licence) (*see Guidance Note 7*),

☐ I have read and understood the mandatory licensing conditions that will be attached to my licence, and

☐ I understand the implications of non-compliance with those mandatory licensing conditions. (*See Guidance Note 8*)

Checklist:

- Payment of the application fee has been made/is enclosed (*see Guidance Note 9*) ☐
- Application form fully completed and signed (*see Guidance Note 10*) ☐
- I understand if the above requirements are not complied with the application may be rejected ☐

Part 7 – Signature

Signature of applicant (special procedure licence holder)

Signature:

Print name:

Date:

Where the application is to be submitted in an electronic form, the signature should be generated electronically and should be a copy of the person's written signature.

Guidance Notes

Note 1: Performance of special procedures on an intimate body part

See section 96(2) of the Public Health (Wales) Act 2017 which sets out what an intimate body part is.

Note 2: Performance of other activities in the course of a business

An applicant may include details of other activities which the applicant performs in the course of a business but are not classed as special procedures. For example, activities such as beauty treatments, hairdressing, retail etc.

Note 3: Work status in respect of performing special procedures

Applicants are advised to consult the non-statutory guidance if they are unsure as to what “basis” they perform special procedures. For example, an applicant will be performing a special procedure on a “mobile basis” if the special procedure is performed in a vehicle. See also section 94 of the Public Health (Wales) Act 2017 for further information.

Note 4: Details of approved premises or vehicle

“Approved premises or vehicle” means premises or a vehicle approved under section 70(1) of the Public Health (Wales) Act 2017, in respect of a special procedure, by the local authority.

Applicants must—

(a) in the case of a licence authorising the performance of a special procedure at premises, specify the address of each of the premises at which the performance of the special procedure is to be authorised by the special procedure licence;

(b) in the case of a licence authorising the performance of a special procedure in a vehicle, specify the registration number of the vehicle;

(c) in the case of a licence authorising the performance of a special procedure in a vehicle that does not have a registration number, whatever identifying details of the vehicle the local authority considers appropriate.

Note 5: Approval certificate number

The “approval certificate number” means the reference number given by the local authority to the approval certificate which is unique to that certificate and which is specified in it.

Note 6: Licence number

The “licence number” means the number given by the local authority to the special procedure licence which is unique to that licence and which is specified in it.

Note 7: Insurance cover

Applicants must make a declaration that they will obtain valid insurance cover in respect of the performance of special procedures and that requirement will form part of the mandatory licensing conditions that will be attached to the special procedure licence. Insurance cover means a valid policy of insurance which was issued by an authorised insurer to insure the applicant in respect of liabilities, in respect of illness, infection, injury and other non-infectious adverse health effects (including allergic reactions), arising from the performance of a special procedure.

Note 8: Non-compliance of mandatory licensing conditions

Applicants should be aware that a special procedure licence can be revoked if a local authority is satisfied that the licence holder has failed to comply with an applicable mandatory licensing condition, and that the non-compliance presents, or could present, significant risk of harm to human health. See section 68 of the Public Health (Wales) Act 2017 for further details.

Note 9: Payment of the application fee

Applicants are advised to contact the relevant issuing local authority for further information about the amount of the application fee that is due and how payment of the application fee is to be made. This information may be found on the local authority’s website.

Note 10: Submission of application

Applicants are advised to contact the relevant issuing local authority for further information about how an application to vary a special procedure licence is to be submitted. This information may be found on the local authority’s website.