



## **FACT SHEET**

### **Applying for a Tattooing Show Permit**

*Tattoo Parlours Act 2012*

***Before applying for a tattooing show permit you must first read this fact sheet and gather all the information and documentation you will need to lodge the application.***

*Tattooing show* means a body art tattooing show or exhibition.

Individuals or organisations wishing to hold events or exhibitions where body art tattooing procedures will be performed must apply for a tattooing show permit. The permit authorises the holder to conduct a tattooing show (whether on his or her own behalf or on behalf of another person) at the premises specified in the permit, in accordance with the conditions of the permit, for the period specified in the permit.

An event permit is valid for a period of up to seven days.

A maximum of two event permits can be granted to the same individual (or an individual applying on behalf of the same corporation, partnership or trust) in the same calendar year.

Penalties may apply to anyone operating a body art tattooing business or performing body art tattooing procedures without a licence or permit. For more details on the penalties refer to the *Tattoo Parlours Regulation 2013*.

#### **What is a body art tattooing procedure?**

A body art tattooing procedure is a tattooing procedure performed for decorative purposes, which involves the making of a permanent mark on or in the skin of a person, by means of ink, dye or any other colouring agent. It does not include a cosmetic tattooing procedure.

#### **What is a cosmetic tattooing procedure?**

A cosmetic tattooing procedure is one performed:

- for the purpose of providing a customer with an eyeliner, eyebrows or any other make up effect, on a permanent basis; or
- by a medical practitioner for a medical reason (eg. to hide, disguise or correct a medical condition or a post-operative outcome).

A tattooing show permit is not required to perform only cosmetic tattooing procedures.

#### **Applying for a tattooing show permit**

To apply for a permit, you must complete and lodge a tattooing show permit application form and pay the prescribed fee. Application forms can be downloaded from the NSW Fair Trading website [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

An application for a tattooing show permit can only be made by an individual. An application for a permit in connection with a tattooing show to be conducted by or on behalf of a corporation, partnership or trust must be made by an individual nominated to be the events manager for the purposes of conducting the tattooing show at the premises for which the permit is sought.

An application for a tattooing show permit can only be made by an individual who is:

- at least 18 years of age
- an Australian citizen or resident
- not a controlled member of a declared organisation under the *Crimes (Criminal Organisations Control) Act 2012*.

An application for a permit must be made **at least 28 days before** the commencement date of the show and be accompanied by the prescribed fee as specified in Schedule 1 to the *Tattoo Parlours Regulation 2013*.

### **Participants of the tattooing show**

When deciding whether to grant an event permit the Chief Executive will also take into account the body art tattooists that are likely to participate in the proposed show.

Only individuals who hold a NSW tattooist licence or individuals that hold a NSW tattoo parlour operator licence as a self-employed individual, or individuals who are **authorised participants**, may perform body art tattooing procedures at a tattooing show.

An individual that holds an operator licence on behalf of a corporation, partnership or trust cannot perform body art tattooing procedures at a tattooing show unless the individual also holds a tattooist licence.

### **Authorised Participants**

An individual is an authorised participant of a show if:

- The personal details of the individual are provided to Fair Trading at least 14 days before the commencement of the show; and
- The individual:
  - is at least 18 years of age
  - is not a controlled member of a declared organisation under the *Crimes (Criminal Organisations Control) Act 2012*
  - has not, in the previous 12 months, been an authorised participant of more than one other show.

The personal details of participants that are required to be provided to Fair Trading are:

- full name;
- date and place of birth;
- residential address; and
- postal address if different from the residential address.

### **Permit Fee**

The tattooing show permit fee payable is specified in Schedule 1 to the *Tattoo Parlours Regulation 2013*. The fee consists of a processing and fixed component. If an application is refused or withdrawn, only the fixed component of the fee will be refunded. The processing component will not be refunded.

### **Particulars to be provided**

To apply for a tattooing show permit, you must provide the following particulars about yourself and the proposed event:

- your full name;
- the date, town, state and country of your birth;
- your residential, postal and email address;
- your daytime telephone number and mobile telephone number;
- your Australian drivers licence number or identification card number (issued by an Australian driver licensing authority);
- the address where the show or exhibition will be conducted;
- details of any licences held under the Act (Tattooist or Operator licence);
- details of the body art tattooists likely to participate at the show or exhibition.

## Events manager

An application for a body art tattooing show permit may only be made by an individual. However, if the show will be conducted by or on behalf of a corporation, partnership or trust, then the application must be made by an individual nominated to be the events manager.

A *Nomination of Events Manager* form must be completed and attached with the application for a tattooing show permit. Details of the organisation must also be provided. This form is included with the permit application form.

## Permit conditions

Tattooing show permits are granted subject to the following conditions and any other conditions Fair Trading may determine to impose on the permit:

- The permit holder must not, without reasonable excuse, fail to produce his or her permit to an authorised officer on demand by an authorised officer.
- The permit holder must not sell, dispose of, deliver, let out, hire or rent his or her permit to any other person or allow any other person to use his or her permit.
- The permit holder must give written notice to the Chief Executive of a change in any of the particulars in respect of the permit and of the appropriate new particulars within a reasonable time after the change occurs.
- The permit holder must ensure that no tattooing procedure is performed at the tattooing show on any person under 18 years of age without the written consent of the person's parent or legal guardian.

NSW Fair Trading may revoke the tattoo show permit or vary its conditions even after the permit has been issued.

## Legislative Requirements Relating to the Performance of Body Art Tattooing Procedures

Permit applicants must be able to demonstrate their capacity to ensure that participants comply with the *Public Health Act 2010* and *The Public Health Regulation 2012*. These provide the legislative requirements for body art tattooing operators and premises in NSW in relation to hygiene standards, infection control, premises standards and equipment.

In addition, all body art tattooists are required to be registered with the Local Council. Visiting overseas body art tattooists may also need to be registered. Contact the local government authority in the area in which you will be operating to enquire about being placed on their Skin Penetration Register.

For more information on public health legislation and regulations affecting body art tattooists, see the *Tattooing and other body art - hygiene standards* fact sheet on the NSW Health website at [www.health.nsw.gov.au](http://www.health.nsw.gov.au)



## APPLICATION FOR A TATTOOING SHOW PERMIT

*Tattoo Parlours Act 2012*  
*Tattoo Parlours Regulation 2013*

### PART A – APPLICATION INFORMATION

A tattooing show permit authorises the holder to conduct a body art tattooing show or exhibition at the premises specified in the permit, in accordance with the conditions of the permit, for the period specified in the permit.

An application for a permit may only be made by an individual. An application for a permit in connection with a tattooing show to be conducted by or on behalf of a corporation, partnership or trust must be made by an individual nominated by the corporation, partners or trustees to be the events manager for the purposes of conducting that show or exhibition at the premises for which the permit is sought.

An application for a permit may **not** be made by an individual who is:

- (a) under the age of 18 years, or
- (b) not an Australian Citizen or Australian Resident, or
- (c) a controlled member of a declared organisation under the *Crimes (Criminal Organisations Control) Act 2012*.

An application for a permit should be made at least **28 days before** the proposed commencement date of the permit.

A permit may be granted for a period of up to seven days.

An individual (or an individual applying on behalf of the same corporation, partnership or trust) cannot be granted more than two permits in the same calendar year.

### PART B – PAYMENT AND LODGEMENT DETAILS (Fees are GST exempt)

**Permit Fee** applicable from 1 July 2018 to 30 June 2019

Processing Component:	\$221
Fixed Component:	<u>\$443</u>
<b>Total Fee Payable:</b>	<b><u>\$664</u></b>

**Refund Policy:** If an application is refused or withdrawn, only the fixed component of the fee will be refunded. The processing component will not be refunded.

#### How to Lodge this Document

**Email:** Scan and email to: [businesslicensing@finance.nsw.gov.au](mailto:businesslicensing@finance.nsw.gov.au)

#### Enquiries:

Monday to Friday 8:30 am to 5:00 pm

Telephone: (02) 9619 8700

TTY: (02) 9619 8673

USE BLOCK LETTERS WHEN COMPLETING THIS FORM

**PART C - APPLICANT DETAILS** (An application for a permit may only be made by an individual)

Surname:

Given Name:

Middle Name:

Place of Birth:

Town:	State:	Country:
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Date of Birth:

Gender:

Daytime Telephone Number:

Mobile Number:

Email Address:

Driver's Licence Number/Photo Card Number:

State of Issue of Driver's Licence/Photo Card:

Are you known by or have you ever been known by any other names (eg. maiden name)?

Yes  (provide full details below)

No

Residential Address:

Street Address:		
Suburb:	State:	Postcode:

Postal Address (if different from the above):

Street Address:		
Suburb:	State:	Postcode:

### PART D – TERM OF PERMIT

A tattooing show permit may be granted for a **maximum period of seven days**.

State the proposed date when the tattooing show will commence:

State the number of days for which you require the permit:  days.

**Note: An application for a permit must be made at least 28 days prior to the proposed date of commencement**

### PART E – PREMISES AT WHICH BODY ART TATTOOING SHOW OR EXHIBITION WILL BE CONDUCTED

Address of Show:

Postcode:

Business Name, if any:

ABN:

Telephone Number:

### PART F - PARTICIPANTS AT TATTOOING SHOW

The personal details of the participants of the tattooing show must be provided to Fair Trading at least 14 days before the commencement of the show.

An individual is an authorised participant only if:

- The personal details of the individual are provided to Fair Trading at least 14 days before the commencement of the show; and
- The individual:
  - is at least 18 years of age
  - is not a controlled member of a declared organisation under the *Crimes (Criminal Organisations Control) Act 2012*
  - has not, in the previous 12 months, been an authorised participant of more than one other show or performed body art tattooing procedure as an authorised participant of another show on more than 31 days.

**The personal details of participants should be provided on the attached form “Notification of Personal Details of Individual Participants of Tattooing Show”**

**PART G – OWNERSHIP DETAILS AND NOMINATION OF EVENTS MANAGER**

An application for a permit in connection with a body art tattooing show or exhibition to be conducted by or on behalf of a corporation, partnership or trust must be made by an individual nominated by the corporation, partners or trustees to be the events manager for the purposes of conducting that show or exhibition at the premises for which the permit is sought. A nomination form is attached to this application.

Will you be conducting the show or exhibition on behalf of:

- a corporation       Yes (provide details of corporation below)       No
- a trust               Yes (provide details of trust below)       No
- a partnership       Yes (provide details of partnership below)       No
- yourself             Yes                               No

**Corporation Details:**

Corporation Name: .....

Trading Name: .....

ACN/ARBN: .....

Primary Business Address: .....

Telephone Number: .....

Web Address (if any): .....

**Trust Details**

Trust Name: .....

ABN: .....

Primary Business Address: .....

Telephone Number: .....

Web Address (if any): .....

**Partnership Details**

Trading name of Partnership: .....

ABN: .....

Email Address: .....

Telephone Number: .....

Web Address (if any): .....

**Partnership Details (continued)**

Provide particulars of partners below:

**Partner 1**

Surname: ..... Given Names: .....

Date of Birth: ..... Place of Birth: .....

Gender: ..... Email Address: .....

Daytime Telephone Number.: ..... Mobile Telephone Number.: .....

Driver Licence Number / Photo Card Number.: ..... State Issued: .....

Residential Address: ..... Postcode: .....

Postal Address: ..... Postcode: .....

Other names (eg. maiden name) this person is or has been known by: .....

.....

**Partner 2**

Surname: ..... Given Names: ..

Date of Birth: ..... Place of Birth: .....

Gender: ..... Email Address: .....

Daytime Telephone Number.: ..... Mobile Telephone Number.: .....

Driver Licence Number / Photo Card Number.: ..... State Issued: .....

Residential Address: ..... Postcode: .....

Postal Address: ..... Postcode: .....

Other names (eg. maiden name) this person is or has been known by:

.....

**Partner 3**

Surname: ..... Given Names: ..

Date of Birth: ..... Place of Birth: .....

Gender: ..... Email Address: .....

Daytime Telephone Number.: ..... Mobile Telephone Number.: .....

Driver Licence Number / Photo Card Number.: ..... State Issued: .....

Residential Address: ..... Postcode: .....

Postal Address: ..... Postcode: .....

Other names (eg. maiden name) this person is or has been known by:

.....

**If there are more than three partners, provide details on a separate sheet and attach to this application.**



**PART H - LEGISLATIVE REQUIREMENTS RELATING TO THE PERFORMANCE OF BODY ART TATTOOING PROCEDURES**

The Chief Executive will consider the applicant's capacity to ensure that participants comply with legislative requirements applicable in the State of New South Wales, Australia relating to the performance of body art tattooing procedures.

Make the following declarations by ticking the "Yes" box.

I have read the fact sheet *Applying for a Tattooing Show Permit*  Yes

I undertake to ensure that all participants in the body art tattooing show comply with legislative requirements applicable in the State of NSW relating to the performance of body art tattooing procedures  Yes

**PART I – PREVIOUS PERMITS HELD**

Have you previously been issued with a Tattooing Show Permit under the *Tattoo Parlours Act 2012*?

Yes (provide full details below)  No

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**PART J - DECLARATION BY APPLICANT**

I apply for the grant of a Tattooing Show Permit under the *Tattoo Parlours Act 2012* and certify that the particulars specified in this application and all attachments are, to the best of my knowledge, true and correct in every detail, and I:

- authorise NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to my ongoing eligibility to hold this licence;
- accept that failure to supply information required on this application may delay the processing of this application;
- have a right to seek access to and correction of information supplied;
- understand that NSW Fair Trading and NSW Police Force may disclose my personal information to each other in connection with the processing of my application and the maintenance of complete and accurate records.

**NOTE: It is an offence under the *Crimes Act 1900* to make a false or misleading statement in this document. The maximum penalty is imprisonment for 2 years or a fine of \$22,000 or both.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_



**AUTHORITY TO CHARGE CREDIT CARD**

If paying by credit card, only MasterCard and Visa are accepted.

**Credit Card payments are subject to a 0.4% merchant fee.**

**If paying by credit card, provide the credit card particulars below.**

MasterCard  Visa

Credit Card Number:

□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Expiry Date:

□	□	/	□	□
---	---	---	---	---

Amount \$:

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Card Holder's Name (BLOCK LETTERS)

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Card Holder's Signature

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## Notification of Personal Details of Individual Participants of Tattooing Show

### *Tattoo Parlours Act 2012*

**Use this form to notify Fair Trading of the personal details of individual participants of a tattooing show.**

The personal details of the participants of the tattooing show that will perform body art tattooing procedures must be provided to Fair Trading at least 14 days before the commencement of the show. An individual is an authorised participant only if:

- The personal details of the individual is provided to Fair Trading at least 14 days before the commencement of the show; and
- The individual:
  - is at least 18 years of age
  - is not a controlled member of a declared organisation under the *Crimes (Criminal Organisations Control) Act 2012*
  - has not, in the previous 12 months, been an authorised participant of more than one other show.

You are also required to provide particulars of participants that will perform body art tattooing procedures at the tattooing show that hold a NSW tattooist licence or hold a NSW tattoo parlour operator licence as a self-employed individual.

#### **Particulars of Tattooing Show**

Name of tattooing show permit holder/applicant: .....

Address of tattooing show: .....

..... Postcode: .....

If a permit has been issued for the tattooing show provide the permit No. ....

#### **How to Lodge this Document**

**Email**

[Businesslicensing@finance.nsw.gov.au](mailto:Businesslicensing@finance.nsw.gov.au)

**📍 Service NSW Service Centre**

For the location of your nearest Service NSW Service Centre go to [www.service.nsw.gov.au](http://www.service.nsw.gov.au) or telephone 13 77 88

**Enquiries:**

Monday to Friday 8:30 am to 5:00 pm

Telephone: (02) 9619 8700

TTY: (02) 9619 8673

**Personal details of individual participants of tattooing show**

Surname	Given Name	Date of Birth	Place of Birth	Residential Address	Postal Address
				Postcode:	Postcode:
				Postcode:	Postcode:
				Postcode:	Postcode:
				Postcode:	Postcode:
				Postcode:	Postcode:
				Postcode:	Postcode:
				Postcode:	Postcode:
				Postcode:	Postcode:
				Postcode:	Postcode:

**Signature of tattooing show permit holder/applicant:** ..... **Date:** .....

**Personal details of individual participants of tattooing show**

Surname	Given Name	Date of Birth	Place of Birth	Residential Address	Postal Address
				Postcode:	Postcode:
				Postcode:	Postcode:
				Postcode:	Postcode:
				Postcode:	Postcode:
				Postcode:	Postcode:
				Postcode:	Postcode:
				Postcode:	Postcode:
				Postcode:	Postcode:
				Postcode:	Postcode:

**Signature of tattooing show permit holder/applicant:** ..... **Date:** .....

**Provide particulars of participants that will perform body art tattooing procedures at the tattooing show that hold a NSW tattooist licence or hold a NSW tattoo parlour operator licence as a self-employed individual**

Surname	Given Names	Licence Type <small>Tick the relevant box</small>	Licence Number
		Tattooist <input type="checkbox"/> Operator (self-employed) <input type="checkbox"/>	
		Tattooist <input type="checkbox"/> Operator (self-employed) <input type="checkbox"/>	
		Tattooist <input type="checkbox"/> Operator (self-employed) <input type="checkbox"/>	
		Tattooist <input type="checkbox"/> Operator (self-employed) <input type="checkbox"/>	
		Tattooist <input type="checkbox"/> Operator (self-employed) <input type="checkbox"/>	
		Tattooist <input type="checkbox"/> Operator (self-employed) <input type="checkbox"/>	
		Tattooist <input type="checkbox"/> Operator (self-employed) <input type="checkbox"/>	
		Tattooist <input type="checkbox"/> Operator (self-employed) <input type="checkbox"/>	
		Tattooist <input type="checkbox"/> Operator (self-employed) <input type="checkbox"/>	
		Tattooist <input type="checkbox"/> Operator (self-employed) <input type="checkbox"/>	
		Tattooist <input type="checkbox"/> Operator (self-employed) <input type="checkbox"/>	
		Tattooist <input type="checkbox"/> Operator (self-employed) <input type="checkbox"/>	
		Tattooist <input type="checkbox"/> Operator (self-employed) <input type="checkbox"/>	
		Tattooist <input type="checkbox"/> Operator (self-employed) <input type="checkbox"/>	

**Signature of tattooing show permit holder/applicant:** ..... **Date:** .....



Nomination of Events Manager

Tattoo Parlours Act 2012

Complete this form to nominate an events manager for a tattooing show.

An application for a permit in connection with a tattooing show to be conducted by or on behalf of a corporation, partnership or trust must be made by an individual nominated by the corporation, partners or trustees to be the events manager for the purposes of conducting that show at the premises for which the permit is sought.

What is the business structure of the owner/operator conducting the tattooing show? (tick a box)

Corporation: [ ] Partnership: [ ] Trust: [ ]

Name of Each Owner/Operator:
Insert name of corporation, partner corporations
Individual partners or each trustee.
Include the ACN/ARBN of any corporations

The entity conducting the body art tattooing show or exhibition named above hereby nominates:
whose date of birth is as the
events manager of the tattooing show at:
(insert address of the proposed premises where the body art tattooing show or exhibition will be conducted)

Signature of Owner/Operator:

In the case of a corporation, a director of the corporation must sign. In the case of a partnership, each partner must sign. If a corporation is a partner, a director of each partner corporation must sign. In the case of trustees, each trustee must sign. Include the capacity of the signatory eg director of XYZ Pty Ltd, partner or trustee.

Signature: Print Name: Capacity: Date:
Signature: Print Name: Capacity: Date:
Signature: Print Name: Capacity: Date:
Signature: Print Name: Capacity: Date:

## How to Lodge this Document

### Service NSW Service Centre

For the location of your nearest Service NSW Service Centre,  
go to [www.service.nsw.gov.au](http://www.service.nsw.gov.au)

### Enquiries:

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TTY: (02) 9619 8673