



County Hall, Mold. CH7 6NF

**Guidance Notes for an Application for an approval certificate
under section 70 of the Public Health (Wales) Act 2017**

Note 1: Name of relevant issuing local authority

When applying for an approval certificate—

- (a) if the premises is in the area of the local authority, an application is to be made to that local authority;
- (b) if the vehicle is considered to be, or is likely to be, driven, used or kept in the area of the local authority, an application is to be made to that local authority.

Note 2: Identification of person in Part 2 Section B 2.14

If an application is being made on behalf of a business/organisation, the name of the person required to be named in the application form is an individual such as the Owner, Manager, Company Director, Operational Director of the business/organisation.

Note 3: Identification of person in Part 2 Section B 2.16

Applicants must identify an individual who will be the contact for the application as well as the contact for the duration of the intended approval certificate. This individual can be the Regional Manager, Area Manager, Site Manager for the premises/vehicle and be part of the operational/day to day management of the premises/vehicle. This individual may be the same individual as the person identified in **Part 2 Section B 2.14** but they will be required to provide identity documents and must hold a valid regulated Level 2 Award.

Note 4: Meaning of special procedure

The special procedures of acupuncture, body piercing, electrolysis and tattooing all have the same meanings given in section 94(1) of the Public Health (Wales) Act 2017.

Note 5: Performance of other activities in the course of a business

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

Note 6: Number of workstations

The term “workstation” means the part of the special procedures work area which contains—

- (a) a bed, chair or similar, on which a client sits or lies on to undergo a special procedure performed by a licence holder,
- (b) a chair or stool which the licence holder sits on to perform the special procedure (if applicable), and
- (c) a work surface that is used for the placement and storage of the instruments and products used by the licence holder to perform the special procedure.

When deciding how many workstations an applicant is seeking approval for, the applicant must consider the size and shape of the premises/vehicle and ensure there is sufficient space between each workstation to enable the safe and hygienic performance of the special procedure(s). Please see the non-statutory guidance for further information.

Note 7: Special procedures work area

The term “special procedures work area” means a designated area or room used for the purpose of performing a special procedure which—

- (a) must include at least—
 - (i) 1 workstation,
 - (ii) 1 wash hand basin,
 - (iii) 1 waste bin,
 - (iv) 1 sharps bin (if applicable), and
- (b) may also include other facilities and equipment to support the performance of the special procedure.

Note 8: Sharps

The term “sharps” means objects or instruments which are able to cut, graze, puncture or cause injury to the skin and includes all types of needles and single use razors.

Note 9: Photograph of vehicle

Applicants are required to submit a recent colour photograph of the vehicle that is subject to approval by the local authority. A photograph is required for all vehicles including those with registration plates.

Note 10: Location of vehicle

Whilst an approval certificate will authorise the performance of special procedures from a vehicle anywhere in Wales, applicants are asked to provide further details around the usual location of the vehicle in Wales and the local authority areas where the vehicle is likely to be used to perform special procedures.

Note 11: Special procedure licence

A special procedure licence has the same meaning given in section 59 of the Public Health (Wales) Act 2017 i.e. a licence issued by a local authority authorising the performance of the special procedure (or special procedures) specified in the licence by the licence holder.

Note 12: Licence number

The “licence 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 13: Insurance cover

The term “insurance cover” means a valid public liability policy of insurance issued by an authorised insurer to insure the applicant in relation to the approved premises or vehicle.

Note 14: Non-compliance with mandatory approval conditions

Applicants should be aware that an approval certificate can be revoked if a local authority is satisfied that the certificate holder has failed to comply with an applicable mandatory approval condition, and that the non-compliance presents, or could present, significant risk of harm to human health. See section 73 of the Public Health (Wales) Act 2017 for further details.

Note 15: 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 16: Submission of application

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

Note 17: Plan of premises or vehicle

The application must be accompanied by a plan which must include (where appropriate)—

- (a) the points of entry and exit to the premises or vehicle,
- (b) the measurements and a description of the shape of the areas (such as rooms) (if any) within the premises or vehicle,

- (c) the points of entry and exit to the areas (such as rooms) (if any) within the premises or vehicle,
- (d) the location of the following (if any)—
 - (i) equipment sinks,
 - (ii) sharps bins,
 - (iii) staff rooms,
 - (iv) storage areas, facilities or rooms for products and/or equipment,
 - (v) toilets,
 - (vi) waiting areas or rooms,
 - (vii) wash hand basins,
 - (viii) waste bins,
 - (ix) windows, and
 - (x) workstations.

Note 18: Evidence of regulated Level 2 Award

Applicants must hold a Level 2 Award in Infection Prevention and Control for Special Procedures Practitioners (an award that is regulated by Qualifications Wales). Applicants must provide evidence of this award by enclosing either the original certificate or a copy of the certificate. If a copy of the certificate is provided, the original certificate must be made available to the issuing local authority upon request.

In the case of an individual applying for an approval certificate the regulated Level 2 Award must be awarded to that individual.

If the application is being made on behalf of a business/organisation, the individual named/identified in **Part 2 Section B 2.16** of the application form must have been awarded the regulated Level 2 Award.

Note 19: Identity documents

In the case of an individual applying for an approval certificate, they must provide proof of their full name and date of birth.

In the case of an application being made on behalf of a business/organisation, the individual identified in **Part 2 Section B 2.16** of the application form must provide their proof of identity.

The following forms of photographic identification are permitted:

- Valid passport or driving licence,
- If the applicant has neither of the above then the following photographic ID cards are considered suitable; a Biometric residence permit; HM Forces ID card; EEA National ID card; Irish Passport Card; Visa or Work permit.

Applicants may provide a copy of their identification documents to accompany the application form but the original proof of identity must be made available to the issuing local authority upon request.