



APPLICATION TO AMEND OR REPLACE A TATTOO INDUSTRY MASTER LICENCE

under the Tattoo Industry Act 2012

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Application No:	-								
Trim No:									

NOTE

- 1. This form must be completed by the Master licensee.
- The Master licensee must notify the Security Licensing & Enforcement Directorate (SLED) of any changes to licence particulars within 14 business days of the change. This includes changes to the licensed premises' address and close associates (including each tattooist or other employee or contractor that commences or ceases working at the licensed premises).
- 3. If adding close associates (including tattooists, other employees or contractors) or notifying changes to tattooists, or other employees or contractors working at the licensed premises, your application must be accompanied by the required personal and employment details and a separate Close Associate Consent Form (Form P1243) completed by each new close associate (excluding current NSW Tattooist licensees).
- 4. Documentation accompanying your application that displays your name must show your name written and spelt in exactly the same way (unless you provide acceptable documentary evidence of a change of name).
- 5. If you hold multiple Master licences, changes to each licence must be made on separate Application to Amend or Replace a Tattoo Industry Master Licence (Form P1247) forms.
- Applications and attachments must be posted to SLED or submitted via another agreed method.
 For more information, contact SLED on 1300 362 001 (8:30 am to 4:30 pm Monday to Friday excluding public holidays) or via sled@police.nsw.gov.au

Please use a BLACK or BLUE PEN. Print clearly within the boxes in CAPITAL LETTERS.

1	CURRENT MASTER LICENCE DETAILS	
1.1	Provide your Master licence number and expiry date.	
	LICENCE NO. EXPIRY DATE (dd/mm/yyyy)	
1.2	Provide your full name as currently recorded on your Master licence.	
	GIVEN NAME(S)	
	LAST NAME	
2	REASON FOR APPLICATION	
2.1	What is the reason for this application? Please tick one or more of the followin	ng reasons
	Change of name	Go to Section 3
	Change of contact details	Go to Section 4
	Change of licensed premises address	Go to Section 5
	Change of business / trading name	Go to Section 6
	Change to ownership or operation of the business	Go to Section 7
	Change of name of close associate (including tattooists and other employees)	Go to Section 8
	Add close associates (including tattooists and other employees)	Go to Section 9
	Remove close associates (including tattooists and other employees)	Go to Section 10
	Replace lost, stolen, damaged or destroyed Master licence card / certificate	Go to Section 11
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3	CHANGE OF NAME				
3.1	Provide the name by which you are now known. (You must provide original certified copies of acceptable change of name documents - See section 13) GIVEN NAME(S)				
	LAST NAME				
4	CHANGE OF CONTACT DETAILS				
4.1	Provide your new contact details.				
	EMAIL ADDRESS	MOBILE / TELEPHONE	NUMBER		
4.2	Provide your new residential and / or mailing address.				
	RESIDENTIAL ADDRESS				
	SUBURB / TOWN	STATE	POSTCODE		
	MAILING ADDRESS (IF SAME AS RESIDENTIAL ADDRESS WRITE 'AS ABOVE')				
	CURUPA (TOMB)				
	SUBURB / TOWN	STATE	POSTCODE		
5	CHANGE OF LICENSED PREMISES ADDRESS				
5.1	Provide the new address at which the body art tattooing business is to be condu Note: You must have development consent under the <i>Environmental Planning ar</i> art tattooing purposes. Please contact your local council.		se the premises for body		
	BUILDING NAME (IF ANY)				
	NUMBER / STREET				
	SUBURB / TOWN	STATE	POSTCODE		
5.2	Are you the owner of the premises?				
	NO The owner or lessee of the premise may need to be notified as a close asso	ciate of the Master licence (se	ee section Question 8)		
	YES				
5.3	Is there a prohibition order in force under Part 3 of the <i>Public Health Act 2010</i> in procedures in respect of the proposed licensed premises?	connection with the carrying	out of skin penetration		
	NO				
	YES Provide a copy of the prohibition order with your application.				
5	CHANGE OF LICENSED PREMISES ADDRESS (continued)			
5.4	Is there a closure order in force under section 28 or section 29 of the Tattoo Indus	stry Act 2012 in respect of th	e licensed premises?		
	NO				
	YES				

6	CHANGE OF BUSINESS / TRADING NAME
6.1	Provide the new business / trading name of the body art tattooing business to be carried on at the licensed premises. The business / trading name must be currently registered with ASIC. BUSINESS / TRADING NAME
	ABN / ARBN
7	CHANGE TO OWNERSHIP OR OPERATION OF THE BUSINESS
	You must notify details of any changes to the ownership or operation of the body art tattooing business subject to the Master licence. If changing the corporation, partnership or trust on whose behalf you are carrying on the body art tattooing business, the application must be accompanied by: - a P1244 Nomination of Premises Manager form; and - separate P1243 Close Associate Consent forms completed by each new close associate; and - copies of three acceptable identification documents for each new close associate. Note: If you are no longer the Premises Manager, the licence will be cancelled and a new Master licence will be required to carry on a body art tattooing business at the premises. Details of each new close associate (including new directors, partners and individuals) must be recorded in section 9. Note: Master licences cannot be transferred to other individuals. If the Premises Manager has changed, the licence will be cancelled
7.4	and a new Master licence is required.
7.1	Will you be carrying on the body art tattooing business: (Tick the appropriate box) On behalf of a new corporation? On behalf of a new trust? On behalf of a new partnership? Go to Section 7.3 On behalf of a new partnership?
	On behalf of an individual? Go to Section 7.5
7.2	Complete this section if the body art tattooing business is now owned or operated by or on behalf of a new corporation. CORPORATION NAME
	TRADING NAME
	ACN or ABN OF THE CORPORATION
	BUSINESS ADDRESS
	EMAIL ADDRESS TELEPHONE NUMBER
	WEB ADDRESS (IF ANY)
7.3	Complete this section if the body art tattooing business is now owned or operated by or on behalf of a new trust. TRUST NAME
	ABN OF THE TRUST
	BUSINESS ADDRESS
	EMAIL ADDRESS TELEPHONE NUMBER
	WEB ADDRESS (IF ANY)
7.4	Complete this section if the body art tattooing business is now owned or operated by or on behalf of a new partnership. TRADING NAME OF PARTNERSHIP (if any)

CHANGE TO OWNERSHIP OR OF	PERATION OF T	HE BUSINESS (contir	nued)
NATURE OF ASSOCIATION			
Provide details of each partner below. If there a	ire more than two part	ners, provide details of each o	other partner in a separate sheet.
LAST NAME			GENDER
			MALE
GIVEN NAME(S)			FEMALE
			NON-BINARY
DATE OF BIRTH COUNTRY OF	BIRTH		DIFFERENT TERM
			PREFER NOT TO ANSWE
If they were born in Australia, provide the State STATE / TERRITORY SUBURB / TO) / Town.	
TELEPHONE NO (BUSINESS HOURS) MOBILE		EMAIL ADDRESS	
DRIVER LICENCE NUMBER / PHOTO CARD NUME	BER STATE	OF ISSUE OF DRIVER LICENCE	/ PHOTO CARD
Is this person known by, or have they ever been	known by, any other r	name(s) (e.g. maiden name)?	
NO YES (Provide de	tails below, including v	when they stopped using the r	name)
LAST NAME	GIVEN NAME(S)		DATE CEASED
RESIDENTIAL ADDRESS			
SUBURB / TOWN		STATE	POSTCODE
DARTHER 3			
PARTNER 2			GENDER
LAST NAME			MALE
CIVEN NAME(S)			FEMALE
GIVEN NAME(S)			NON-BINARY
			DIFFERENT TERM
DATE OF BIRTH COUNTRY OF	² BIRTH		PREFER NOT TO ANSWE
If they were born in Australia, provide the State	-) / Town.	
STATE / TERRITORY SUBURB / TO	WN		
TELEPHONE NO (BUSINESS HOURS) MOBILE		EMAIL ADDRESS	
DRIVER LICENCE NUMBER / PHOTO CARD NUME	BER STATE	OF ISSUE OF DRIVER LICENCE	: / PHOTO CARD
Is this person known by, or have they ever been	known by, any other r	name(s) (e.g. maiden name)?	
NO YES (Provide de	tails below, including v	when they stopped using the r	name)
LAST NAME	GIVEN NAME(S)		DATE CEASED
RESIDENTIAL ADDRESS			
SUBURB / TOWN		STATE	POSTCODE

7	CHANGE TO OWNERSHIP OR OPERATION OF THE BUSINESS (continued					
7.5	Complete this section if the body art tattooing business is now owned or operated by or on behalf of a ne	ew individual. GENDER				
	LAJI IVAIVIL	MALE				
	CIVENI NAME(C)	FEMALE				
	GIVEN NAME(S)	NON-BINARY				
	DATE OF BIRTH COLINITRY OF BIRTH	DIFFERENT TERM				
	DATE OF BIRTH COUNTRY OF BIRTH	PREFER NOT TO ANSWER				
		THEFER NOT TO ANSWER				
	If they were born in Australia, provide the State / Territory and Suburb / Town. STATE / TERRITORY SUBURB / TOWN					
	TELEPHONE NO (BUSINESS HOURS) MOBILE EMAIL ADDRESS					
		TO 6188				
	DRIVER LICENCE NUMBER / PHOTO CARD NUMBER STATE OF ISSUE OF DRIVER LICENCE / PHO	TIO CARD				
	Is this person known by, or have they ever been known by, any other name(s) (e.g. maiden name)?					
	NO YES Provide details below, including when they stopped using the name					
	LAST NAME GIVEN NAME(S)	DATE CEASED				
	RESIDENTIAL ADDRESS					
	SUBURB / TOWN STATE	POSTCODE				
8	CHANGE OF NAME OF CURRENT CLOSE ASSOCIATE					
8.1	Provide the full last name and any given name(s) by which the current close associate is NOW known and	d provide an original certified				
	copy of acceptable evidence of the name change.					
	LAST NAME GIVEN NAME(S)					
	DATE OF BIRTH POSITION (DIRECTOR, MANAGER, etc.)					
9	ADD CLOSE ASSOCIATES (including tattooists and other employees or	contractors)				
9.1	What type of close associate are you adding? (Tick the appropriate box)					
	General close associate Go to Section 9.2					
	Tattooist Go to Section 9.3					
	Other employee / contractor Go to Section 9.4					
9.2	Provide the personal and employment details of each new general close associate. You must provide:					
	Full name (last name and given names)					
	Date of birth					
	Residential address					
	Mailing address (if not the same as residential address)					
	You may provide the details using Attachment 1 – Notification of Close Associate Personal and Employment Details (including tattooists and other employees or contractors) or in a similar format.					
	You must include a separate Close Associate Consent Form (Form P1243) completed by each new general forms of acceptable identification for each new close associate.	close associate and three (3)				
	3. asseptable identification for each new close associate.					

9 ADD CLOSE ASSOCIATES (including tattooists and other employees or contractors) cont.

9.3 Provide the personal and employment details of each new tattooist. You must provide:

- Full name (last name and given names)
- · Date of birth
- NSW tattooist licence or visiting tattooist permit number
- Residential Address
- Mailing address (if not the same as residential address)
- Date started work at licensed premises

You may provide the details using Attachment 1 – Notification of Close Associate Personal and Employment Details (including tattooists and other employees or contractors) or in a similar format.

9.4 Provide the personal and employment details of other new employees or contractors. You must provide:

- Full name (last name and given names)
- · Date of birth
- Position / role / type of employee or contractor
- · Residential address
- Mailing address (if not the same as residential address)
- · Date started work at licensed premises

You may provide the details using Attachment 1 – Notification of Close Associate Personal and Employment Details (including tattooists and other employees or contractors) or in a similar format.

You must include a separate Close Associate Consent Form (Form P1243) completed by each new employee or contractor and three (3) forms of acceptable identification for each new close associate.

10 REMOVE CLOSE ASSOCIATES (including tattooists and other employees or contractors)

10.1	What type of close associate are	vou removina?	(Tick the appropriate box)	

General close associate	Go to Section 10.2
Tattooist	Go to Section 10.3
Other employee / contractor	Go to Section 10.4

10.2 Provide the personal and employment details of each general close associate to be removed. You must provide:

- Full name (last name and given names)
- · Date of birth

You may provide the details using Attachment 1 – Notification of Close Associate Personal and Employment Details (including tattooists and other employees or contractors) or in a similar format.

10.3 Provide the personal and employment details of each tattooist to be removed. You must provide:

- Full name (last name and given names)
- Date of birth
- NSW tattooist licence or visiting tattooist permit number
- Date started work at licensed premises
- Date work ceased at licensed premises

You may provide the details using Attachment 1 – Notification of Close Associate Personal and Employment Details (including tattooists and other employees or contractors) or in a similar format.

10.4 Provide the personal and employment details of other employees or contractors to be removed. You must provide:

- Full name (last name and given names)
- Date of birth
- Position / role / type of employee or contractor
- Date started work at licensed premises
- Date work ceased at licensed premises

You may provide the details using Attachment 1 – Notification of Personal and Employment Details – Close Associates (including tattooists and other employees or contractors) or provide in a similar format.

Ш	REPLACE LOST, STOLEN OR DAMAGED MASTER LICENCE OF LICENSING INFORMATION CERTIFICATE		
11.1	I want to replace my lost, stolen, damaged, destroyed or defaced:		
	Master Licence Card (\$57 fee payable). Go to Question 11.2		
	Licensing Information Certificate (No fee payable)		
11.2	Full payment must accompany your application. Payment MUST be made by Credit Card. DO NOT SEND CASH.		
	Provide your Credit Card details. ONLY MasterCard and Visa are acceptable. Credit Card payments are subject to a 0.44% merchant fee.		
	MasterCard VISA		
	Credit Card Number Expiry Date Amount \$		
	Cardholder's Name (BLOCK LETTERS) Cardholder's Signature		
12	DECLARATION AND CONSENT		
12.1	You must complete and sign the Declaration and Consent. There are severe penalties for providing information that is false and / or		
	misleading.		
	I, (Print full name)		
	 certify that the information contained in this application, and any attachments, is true and correct in every detail; understand that giving false or misleading information is a serious offence; 		
	• understand that I must destroy my damaged or defaced Master licence card or Master Licence Certificate upon receipt of my new card or certificate (if applicable);		
	 have made all reasonable inquiries to ascertain the accuracy of close associate information provided in this application and in any 		
	attachment;consent to the disclosure by the relevant authority of information needed to verify any details I have given in this application;		
	have attached all documents where requested by this application; and		
	have supplied Credit Card details for the correct fee.		
	SIGNATURE DATE (dd/mm/yyyy)		

P1247 **APPLICATION CHECKLIST** Please tick that you have: Completed all relevant sections; Provided, if applicable, acceptable change of name documents. Acceptable change of name documents must show a clear link between all your names and are limited to the following: · Marriage certificate(s) issued by the NSW Registry of Births, Deaths & Marriages or, if you were married elsewhere, a certified copy of the marriage certificate issued by the celebrant or church · Change of Name certificate issued by the NSW Registry of Births, Deaths & Marriages • Full birth certificate showing your name at birth and your new name (extracts and commemorative certificates are NOT acceptable) • Deed poll registered with the relevant authority · Instrument evidencing change of name registered in the Land Titles Office; Provided the personal and employment details of each new close associate, including each new tattooist or other employee or contractor that has started working at the licensed premises (if applicable); Provided the personal and employment details of each close associate, including each new tattooist or other employee or contractor that has ceased working at the licensed premises or is being otherwise removed (if applicable); Provided a separate Close Associate Consent Form (Form P1243) each new close associate (except holders of a current NSW Tattooist licence) and three forms of acceptable identification documents for each individual (except holders of a current NSW Tattooist licence): Provided a Nomination of Premises Manager form (Form P1244), if applicable; Signed the Declaration and Consent; Attached all relevant supporting documentation and other requested documents; and Provided the correct payment (if applicable). Mail the completed application form (including all attachments) to: Security Licensing & Enforcement Directorate **NSW Police Force** Locked Bag 5099 PARRAMATTA NSW 2124 Contact SLED on 1300 362 001.

IMPORTANT:

YOUR APPLICATION WILL BE DELAYED IF IT IS NOT FULLY COMPLETED AND / OR YOU HAVE NOT PROVIDED THE REQUIRED DOCUMENTATION AND FEE PAYMENT.

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	P12
Attachment 1 Notification of Close Associate - Personal and Employment Details	(including tattooists and other employees / contractors)
GIVEN NAME(S)	LAST NAME
DATE OF BIRTH	PLACE OF BIRTH
RESIDENTIAL ADDRESS	MAILING ADDRESS (IF DIFFERENT)
ROLE AND TATTOO INDUSTRY LICENCE / PERMIT NUMBER (IF HELD)	START DATE FINISH DATE
GIVEN NAME(S)	LAST NAME
DATE OF BIRTH	PLACE OF BIRTH
RESIDENTIAL ADDRESS	MAILING ADDRESS (IF DIFFERENT)
ROLE AND TATTOO INDUSTRY LICENCE / PERMIT NUMBER (IF HELD)	START DATE FINISH DATE
GIVEN NAME(S)	LAST NAME
DATE OF BIRTH	PLACE OF BIRTH
RESIDENTIAL ADDRESS	MAILING ADDRESS (IF DIFFERENT)
ROLE AND TATTOO INDUSTRY LICENCE / PERMIT NUMBER (IF HELD)	START DATE FINISH DATE
GIVEN NAME(S)	LAST NAME