



## Change in certain particulars

*Tattoo Industry Act 2013*

This form is effective from 1 July 2022

ABN: 13 846 673 994

### OFFICE USE ONLY

#### Date received

#### Payment details

Amount allocated

\$ .....

Total amount

\$ .....

#### Entity

Entity number .....

### Instructions

Please use BLOCK letters when you fill out this form and attach extra sheets if necessary. All dates should be DD/MM/YYYY. Check our website to confirm current fees. Notes to assist you in completing this form can be found in the margins and at the beginning of the document.

**Licence applications, supporting documentation and fees under the *Tattoo Industry Act 2013* can be lodged by mail or at one of our regional offices or Queensland Government Service Centre.**

**Please note that it may take some time to process your application. Make sure you provide all the information required with your application to avoid delays.**

### Privacy statement—please read

The Office of Fair Trading (OFT) collects information, including personal information, on this form as required by the *Tattoo Industry Act 2013* to process your licence application. In accordance with this Act, some personal information and business information may be passed on to police services in Australia (including federal, states and territories) for criminal history searches. Enquiries may also be made with the Department of Home Affairs to verify eligibility to work in Australia. Your name, business address, business information and postal address will be placed on a register which may be inspected by the public. Additionally, information on this form can be disclosed without your consent where authorised or required by law. Under the *Fair Trading Act 1989* information may also be shared on a confidential basis with other Australian fair trading agencies.

If you give the OFT an email address to communicate with you, the personal information in these communications will be stored on your email service provider's servers. These servers may be outside of Australia. By giving us your email address, you are consenting to the personal information contained within the emails to and from the OFT to be transferred outside Australia.

### Fees

To find the fees for this application, visit [www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule](http://www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule). No GST is payable on the fee.

### Name of tattoo studio operator

Name of tattoo studio operator and business name (if applicable)

Licence number.....

### Purpose of form

From the list on the right, please tick the box to indicate the purpose of this form

**Change of licensed premises address (Section 1)**

(fee applicable)

**Notification of change of staff member (Section 2)**

(fee not applicable)

This area has been intentionally left blank.

## Section 1—Address change for licensed premises

<p><b>Current business details</b> Please strike out which business structure does not apply.</p>	<p>Corporation/Trust/Partnership/Owner name .....</p> <p>Business name .....</p> <p>Please show the full name as listed on the Record of Registration for Business Name.</p> <p>Australian Company Number (ACN) <input type="text"/><input type="text"/><input type="text"/> <input type="text"/><input type="text"/><input type="text"/> <input type="text"/><input type="text"/><input type="text"/> (if applicable)</p> <p><input type="checkbox"/> Fixed premises      <input type="checkbox"/> Mobile premises</p>
<p><b>Current premises address</b> Primary business address</p>	<p>Unit/shop number ..... Street number .....</p> <p>Street name .....</p> <p>Suburb ..... State <input type="text"/><input type="text"/><input type="text"/> Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>
<p><b>New premises address</b></p>	<p>Unit number..... Street number .....</p> <p>Street name .....</p> <p>Suburb ..... State <input type="text"/><input type="text"/><input type="text"/> Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>Phone..... Fax.....</p> <p>Email.....</p> <p>Website .....</p> <p>Date of change <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/><input type="text"/> D D / M M / Y Y Y Y</p>
<p><b>New postal address</b> (if different from above)</p>	<p>Postal address .....</p> <p>Suburb ..... State <input type="text"/><input type="text"/><input type="text"/> Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>
<p><b>New business name</b> The business name used by the tattoo business.</p>	<p>Business name (if any) .....</p> <p>Australian Business Number (ABN) <input type="text"/><input type="text"/> <input type="text"/><input type="text"/><input type="text"/> <input type="text"/><input type="text"/><input type="text"/> <input type="text"/><input type="text"/><input type="text"/></p>
<p><b>New mobile premise details</b> Business type and description Premises is defined as: a) a building or other structure, or part of a building or other structure that has a permanent address, or b) a vehicle, building or other structure ordinarily moved from place to place.</p>	<p>Fixed premises..... Mobile premises.....</p> <p>Mobile business details .....</p> <p>Type of mobile premises .....</p> <p>Vehicle registration (if applicable) .....</p> <p>Description of mobile premises .....</p> <p>Date of change <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/><input type="text"/> D D / M M / Y Y Y Y</p>
<p><b>Contact details</b></p>	<p>Phone..... Fax .....</p> <p>Email.....</p> <p>Website .....</p>

## Section 2—Notification of change of tattooists

### This section must be completed by the licence holder

Details of all new and departing tattooists are to be provided below and on the next page. If there are more than five you will need to attach additional sheets showing details of the other tattooists.

### Commencing employment

#### New Tattooist details

Tattooist licence number .....

Commencement date .....

Preferred title  Mr  Mrs  Ms  Miss Other (specify) .....

Surname .....

Given name ..... Middle name(s) .....

Tattooist licence number .....

Commencement date .....

Preferred title  Mr  Mrs  Ms  Miss Other (specify) .....

Surname .....

Given name ..... Middle name(s) .....

Tattooist licence number .....

Commencement date .....

Preferred title  Mr  Mrs  Ms  Miss Other (specify) .....

Surname .....

Given name ..... Middle name(s) .....

Tattooist licence number .....

Commencement date .....

Preferred title  Mr  Mrs  Ms  Miss Other (specify) .....

Surname .....

Given name ..... Middle name(s) .....

Tattooist licence number .....

Commencement date .....

Preferred title  Mr  Mrs  Ms  Miss Other (specify) .....

Surname .....

Given name ..... Middle name(s) .....

## Ceasing employment

### Details of tattooist leaving business

Tattooist licence number .....

Cessation date .....

Preferred title  Mr  Mrs  Ms  Miss Other (specify) .....

Surname .....

Given name ..... Middle name(s) .....

Tattooist licence number .....

Cessation date .....

Preferred title  Mr  Mrs  Ms  Miss Other (specify) .....

Surname .....

Given name ..... Middle name(s) .....

Tattooist licence number .....

Cessation date .....

Preferred title  Mr  Mrs  Ms  Miss Other (specify) .....

Surname .....

Given name ..... Middle name(s) .....

Tattooist licence number .....

Cessation date .....

Preferred title  Mr  Mrs  Ms  Miss Other (specify) .....

Surname .....

Given name ..... Middle name(s) .....

## Section 3—Licence holder signature

### Licence holder signature

Signature .....

Print name .....

Date   /   /

D D M M Y Y Y Y

## Lodgement details

### IMPORTANT!

Please make sure you:

- provide all necessary information and documentation
- sign the application
- return all pages of the application form.

**Please lodge the completed application, any supporting documentation and applicable fees to the Office of Fair Trading at the address below, at one of our regional offices, or at a Queensland Government Service Centre.**

**By mail:**

Industry Licensing Unit, GPO Box 3111, Brisbane QLD 4001

**In person:**

Visit [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading) or call **13 QGOV** (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Office.

### Change of details

If at any time your licence details or suitability requirements change, you must notify the Office of Fair Trading within 14 days.

**This page has been intentionally left blank.**

**Proceed to next section for payment details.**

**If you do not complete the payment section this form will be considered incomplete and may delay processing.**

## Payer details

This section must be completed if payment has been made by another person on behalf of the applicant.

Name .....

Postal address .....

Suburb ..... State    Postcode

Mobile ..... Fax number .....

Receipt request    Yes     No

Email .....

## Payment

### Payment details

Cash—pay in person     Debit/Credit card     Money order     Cheque  
**Do not send cash by mail**

Make money order or cheque payable to the Office of Fair Trading.  
**A receipt will not be issued unless specifically requested.**

### Debit/Credit card

**OFT cannot accept debit/credit card details over the phone or email (including any attachments) in accordance with the Payment Card Industry Data Security Standard. If an email is received containing debit/credit card details, it will be deleted immediately and your application and payment will not be processed.**

Charge my:

     

Debit/Credit card number:

Cardholder's name:

.....

Amount authorised:

\$ .....    Expiry date:   /      
M M Y Y Y Y

Cardholder's signature:

.....



### By post

A cheque or money order can be posted in, together with the application form.  
**Make money order or cheque payable to the Office of Fair Trading**



### In person

You can also visit a Fair Trading Office or an applicable Queensland Government Service Office to lodge this application and pay the applicable fees over the counter.  
 Visit [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading) or call **13 QGOV** (13 74 68) for your nearest Fair Trading Office or Queensland Government Service Office.