

SPECIAL TREATMENT LICENCE CHECKLIST FOR APPLICANTS

(Must be used in conjunction with details in the application pack)

ITEM	DOCUMENT	CLASSES THAT APPLY & WHEN	TICK
Completed application form and enclosed	ST6	All at application, renewal and first licence under this procedure	
Enclosed fee	Refer to ST4A	All at application, renewal and first licence under this procedure	
Completed and enclosed Limited Liability Company form	ST8	All at application, renewal and first licence under this procedure	
Completed and enclosed form for Police	ST9	Class 1 at application and first licence under this procedure	
Displayed Notice or placed Notice in local newspaper	ST10 or ST11	Class 1,2 and 3 at application	
Completed and enclosed Notice of Display form or sent a copy of the local newspaper that includes Notice	ST12	Class 1, 2 and 3 at application	
Enclosed photographs of staff who will undertake treatments	-	Class 1 at application and first licence under this procedure	
Enclosed electrical test certificate & Limited Liability Insurance Certificate.	-	All at application, renewal and first licence under this procedure	
Enclosed plan of premises	-	All at application and first licence under this procedure	
Enclosed documentary evidence of qualifications/training of staff to undertake treatment	-	All at application and first licence under this procedure	
Enclosed Disclosure Scotland Criminal records certificates must be submitted for all persons named on the application form.	-	All at application, renewal and first licence under this procedure	

ITEMS BELOW RELATE TO AFTER ISSUE OF LICENCE FROM FIRST APPLICATION

ITEM	DOCUMENT	CLASSES THAT APPLY AND WHEN	TICK
Displayed copy of Licence in premises	-	All at all times	
Displayed Notice in premises showing names of person in charge of premises	-	All at all times	
Displayed in reception originals or copies of certificates of qualification of staff to undertake treatments	-	All at all times	
Maintain records of people receiving treatment and name of person giving treatment	-	All at all times	
Displayed photographs of staff employed to undertake treatments	-	Class 1 at all times	
Staff engaged in receiving clients, managing premises or undertaking treatments wearing suitable name badges	-	Class 1 at all times premises open for treatment	

