

## SPECIAL TREATMENT LICENCE INFORMATION FOR APPLICANTS

This information is based on the rules governing applications for Special Treatment Licences, and the Regulations made by the Council under the London Local Authorities Act 1991. Copies of these Rules and Regulations are enclosed with this application pack. For further information on any Special Treatment Licensing matter, please contact the Urban Environmental Licensing, Unit 271-272 Lee Valley Technopark, Ashley Road, Tottenham, London N17 9LN- telephone 020 8489 8232

Please note that if you are a new business or are offering a new treatment you **MUST NOT OFFER THE TREATMENT/S UNTIL THE LICENCE HAS BEEN GRANTED**. It is an offence to offer Special Treatment without a licence.

If you are applying for the first time the Borough Environmental Health Officer will send a copy of your application, on your behalf, to the Commissioner of Police and to the London Fire and Civil Defence Authority, for consultation purposes.

### MAKING AN APPLICATION

1. The applicant should be the legal occupier of the building where the treatments are being offered. (See paragraph 4 of document ST3 enclosed).
2. If the application is incomplete or incorrectly submitted, it will be returned. The Council will only consider a correctly submitted application.
3. The detail of the application you will make depends on the treatment you are offering. There are four categories or Classes. So your first task is to choose the Class suitable for your application:-

#### CLASS 1

Body Massage	Aromatherapy	Steam Bath	Steam Chamber
Jacuzzi	Spar Bath	Sauna	Shiatsu
Lasers	Tattooing	Skin Colouring	Cosmetic Body Piercing

#### CLASS 2

Infra Red	Sun Beds	Faradic	Galvanic
Sarogenics	Cathiodermy	Acupressure	Thread Vein Treatment
Spider Veins	Sclerotherapy	Liposuction	Ultra High Frequency
Mole Removal	Facials (ONLY AS PART OF MASSAGE)	Wrapping/Envelopment	Fruit Juice Treatment
Floatation	Reflexology	Moxibustion	
Osteopathy	Chiropractice		

#### CLASS 3

Electro Acupuncture	Electrolysis
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#### CLASS 4

Ear piercing	Nose Piercing	Manicure	Pedicure	Nail Extension
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4. For the treatment Class or Classes you are offering, follow the appropriate headings to make your application.
5. All therapist engaged on the premises must have valid photo ID cards displayed at all times to all persons using the premises.
6. Two passport size photos for each Therapist will be required with their signature and address on the back.

### INFORMATION CHECKLIST

#### A) Class 1 Treatments

You must:

- i) provide a copy of a detailed plan or line drawing of the premises where the treatments are being offered;
  - ii) pay the correct fee/s: (see Document ST4A enclosed)
  - iii) provide two passport sized photographs taken within six months before the application, of each person offering treatments in this Class. Each photograph must be dated when it was taken, with the name in block capitals of the person on the photograph, and be signed by the applicant;
  - iv) return the completed form for the Commissioner of Police - Document ST9 which is enclosed;
  - v) return a completed Application Form - Document ST6 which is enclosed.
  - vi) display a Public Notice on the Document ST10 (enclosed) in the front window of the premises for no less than 28 days from the date of submitting the application to the Council. The Notice should be easily seen and read by people in the street or adjoining public place. If this rule is not strictly complied with the Council will require the Notice to be re-dated and kept displayed at the premises for 28 days from the new date. The 28 days is to start from the date the application is delivered to the Council. A completed Document ST12 (enclosed) must be completed and sent with the application.
- OR
- vii) place a Public Notice in a local newspaper within 14 days of the date on which the application is made, a suitable form on document ST11 is enclosed. Within 21 days of the application being made a copy of the complete paper must be sent to the Urban Environmental Licensing, Lee Valley Technopark, Ashley Road, Tottenham, London N17 9LN or telephone 020 8489 8232 with a covering letter referring to the application.. Further details are provided in ST3.

- viii) for each member of staff qualified to undertake the treatment/s concerned **original** documentary proof of their qualification is to be provided. These will be copied by the Council and returned to the applicant.

B) Class 2 Treatments

You must:

- i) provide a copy of a detailed plan or line drawing of the premises where the treatments are being offered;
- ii) provide two passport sized photographs taken within six months before the application, of each person offering treatments in this Class. Each photograph must be dated when it was taken, with the name in block capitals of the person on the photograph, and be signed by the applicant;
- ii) pay the correct fee/s: (see Document ST4A enclosed)
- iii) return a completed Application Form - Document ST6 which is enclosed.
- iv) display a Public Notice on the Document ST10 (enclosed) in the front window of the premises for not less than 28 days from the date of submitting the application to the Council. The Notice should be easily seen and read by people in the street or adjoining public place. If this rule is not strictly complied with the Council will require the Notice to be re-dated and kept displayed at the premises for 28 days from the new date. The 28 days is to start from the date the application is delivered to the Council. A completed Document ST12 (enclosed must be completed and sent with the application.
- v) for each member of staff qualified to undertake the treatment/s concerned **original** documentary proof of their qualification is to be provided. These will be copied by the Council and returned to the applicant.

C) Class 3 Treatments

You must:

- i) provide a copy of a detailed plan or line drawing of the premises where the treatments are being offered;
- iii) pay the correct fee/s: (see Document ST4A enclosed)
- iv) provide two passport sized photographs taken within six months before the application, of each person offering treatments in this

Class. Each photograph must be dated when it was taken, with the name in block capitals of the person on the photograph, and be signed by the therapist;

- iii) return a completed Application Form - Document ST6 which is enclosed.
- iv) display a Public Notice on the Document ST10 (enclosed) in the front window of the premises for not less than 28 days from the date of submitting the application to the Council. The Notice should be easily seen and read by people in the street or adjoining public place. If this rule is not strictly complied with the Council will require the Notice to be re-dated and kept displayed at the premises for 28 days from the new date. The 28 days is to start from the date the application is delivered to the Council. A completed Document ST12 (enclosed) must be completed and sent with the application.
- v) for each member of staff qualified to undertake the treatment/s concerned **original** documentary proof of their qualification is to be provided. These will be copied by the Council and returned to the applicant.

D) Class 4 Treatments

You must:

- i) provide a copy of a detailed plan or line drawing of the premises where the treatments are being offered;
- ii) provide two passport sized photographs taken within six months before the application, of each person offering treatments in this Class. Each photograph must be dated when it was taken, with the name in block capitals of the person on the photograph, and be signed by the therapist;
- ii) pay the correct fee/s: (see Document ST4A enclosed)
- iii) return a completed Application Form - Document ST6 which is enclosed.
- iii) for each member of staff qualified to undertake the treatment/s concerned **original** documentary proof of their qualification is to be provided. These will be copied by the Council and returned to the applicant.
- iv) display a Public Notice on the Document ST10 (enclosed) in the front window of the premises for no less than 28 days from the date of submitting the application to the Council. The Notice should be easily seen and read by people in the street or adjoining public place. If this rule is not strictly complied with the Council will require the Notice to be re-dated and kept displayed at the premises for 28 days from the

new date. The 28 days is to start from the date the application is delivered to the Council. A completed Document ST12 (enclosed must be completed and sent with the application.

### GENERAL INFORMATION

All therapist engaged on the premises must have valid photo ID cards displayed at all times to all persons using the premises.

6. If you are offering a range of treatments, the treatments given by each member of staff should be listed in the application.
7. **No person may give treatments until the Council's approval has first been obtained.**
8. For body massage or similar treatments the opposite sex may not be treated unless the person giving the treatment is qualified **and** they have the permission of the Council to give such treatments. Also, persons of the opposite sex shall not be present during the treatment.
9. If you are unsure about how to answer question 14 on the application form, which asks for details of the planning use of the premises, you can obtain assistance by contacting the Planning Department on 020 8489 5103.
10. The plan you submit is inspected by the London Fire and Civil Defence Authority who will comment on fire safety. The Police will also be consulted in respect of all new Special Treatment Licence applications.
11. In the event that significant improvements are necessary in the premises you are using, the licence may be conditional until the appropriate works are completed. If the required works cannot be undertaken, the Borough Environmental Health Officer may object to the granting of a licence.
12. The Urban Environmental Control Service will process your application and the premises will be inspected, the frequency of which will be based on the type of treatment you are offering.
13. Objections may be made to the granting of a licence by the public, the Council, the Police or the Fire Authority in which case the matter will be heard publicly by the Planning Applications and Licensing Sub-Committee (or its equivalent should the title of the forum change). Details of these procedures are given in Document ST3 enclosed.

### FEES

14. The fee payable is for an annual licence and details are on the enclosed Document ST4A. These fees will be subject to regular review.  
Where two or more Classes of treatments are offered a maximum basic fee is payable.
15. If an annual licence is surrendered for cancellation, a pro-rata refund may, on application, be made, for each complete month of the licence remaining unexpired,

subject to an amount retained by the Council to cover its administration costs.

16. If an application for a licence is withdrawn, the fee will be refunded, less an amount to cover the Council's administration costs.

#### PAYMENTS

17. Fees should be paid by cheque or postal order for the total amount due. The cheque or postal order should be crossed, marked "A/C payee only" and be made payable to "The London Borough of Haringey". Cash should not be sent by post unless registered.

#### HEALTH AND SAFETY AT WORK

18. The applicant must ensure that the premises are well maintained. The Standard Conditions for Annual Special Treatment Licences (enclosed on Document ST4) must be complied with at all times.
19. Applicants are also reminded of their duties under the Health and Safety at Work etc. Act 1974.

#### SENDING THE APPLICATION

20. Once you have completed the application form and enclosed the correct details to go with it, send it to the Licensing Team, Unit 271 Lee Valley Technopark, Ashley Road, Tottenham, London N17 9LN

#### WHEN THE LICENCE HAS BEEN GRANTED

21. If during the period of a licence, you decide to offer more treatments or employ additional staff, you must apply for a variation to your existing licence, or a new licence depending on the changes involved. If the persons giving the treatments change during the period of a licence, you must notify the Borough Environmental Health Officer at the address given in 20 above.
22. If during the period of a licence the applicant changes i.e. the business changes hands, an application for transfer of the licence must be made by the new owner.