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| Payment received | Case Ref: |

**APPLICATION TO VARY A MASSAGE OR SPECIAL TREATMENT PREMISES LICENCE – LONDON LOCAL AUTHORITIES ACT 1991 PART ll.**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

You must apply to the licensing authority if you wish to make any changes to your Massage and Special Treatment Licence, for example changes to the layout of the premises, addition or removal of treatments, to add or remove Beauty Therapist administering treatments within the premises, to request to remove or amend a condition. The application must be accompanied by the relevant fee.

Please complete all questions on the form. If you have nothing to record, please state ‘not applicable’ or ‘none’. Before completing the form you may wish to refer to the application guidance notes for new applications which can be found at [www.ealing.gov.uk](http://www.ealing.gov.uk)

If you are completing this form by hand, please write legibly in block capitals using black biro/pen. Use additional sheets if necessary (marked with the number of the relevant question). You may wish to keep a copy of the completed form for your records.

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| **Part 1 - Details of premises** |
| **1. Trading name of premises** |
| **2. Address of premises** (if only using part of a premises, e.g. the ground floor, please give details) |
| **3. Email address** |
| **4. Telephone number** |

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| **Part 2 – Details of variation** |
| **A. Alteration to layout of premises**  Please provide details of the proposed variation  Please note that you will need to provide a new plan of the premises. |

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| **B. Treatments to be added or removed to current licence**  Please state ALL treatments that you wish to be **added** to or removed from the licence. |

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| **C. Change/additions Beauty Therapist (s) providing treatments within the premises.**  Please identify all changes/additions to the members of staff or agency people working in the premises. |

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| **D. Removal or amendment to condition(s)**  Please state details of the conditions attached to your licence you wish to amend or remove.  Please note that it may not be possible to remove a condition. Any amendments and the subsequent new  condition will require approval by the authorised inspecting officer. |

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| **Part 3 - Signature** | |
| **The form must be signed by the licence holder. In the case of a partnership, all parties must sign. In the case of a limited company, the Managing Director, Company Secretary, or applicant’s agent (e.g. solicitor) can sign**  **I/we declare that the particulars given in this application are true in every respect:** | |
| **Signature:** | **Print Name:** |
| **Date:** | **Position in organisation:** |

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| **Signature:** | **Print Name:** |
| **Date:** | **Position in organisation:** |

# London Borough of Ealing applicants:

The completed application should be sent to: -

# London Borough of Ealing, Licensing team, Regulatory Services, Perceval House, 14-16 Uxbridge Road, Perceval House, 14-16 Uxbridge Road, Ealing, London W5 2HL

Alternatively, you can send a scanned copy of your application to [licensing@ealing.gov.uk](about:blank).

Please note any statutory consultation periods will not commence until the application fee payment has been made and we have received your application form. It is your responsibility to contact us if you are paying by card payment for your application.

 **Telephone**: Debit and Credit Card payments can be made by telephoning the Licensing team on contact number on 020 8825 6655. If you wish to pay in this way, give your clear telephone contact details on the top of the application form or in a covering letter. We will then contact you once we have received your form. Please note any statutory consultation periods will not commence until the application fee payment has been made.

 **Post:** Cheques or postal orders should be made payable to ‘Ealing Council.

**LICENCE VARIATION FEE:**

All licences expire on 31 March in each year (irrespective of date of issue).

The fee for the grant of a variation to licences for the whole or part of a year is £75.00. Please ensure that your variation application fee accompanies your application form or is paid as directed above.

**NOTES**

1. The application must be signed by the responsible person or persons proposing to carry on the establishment. In the case of a limited liability company, the Managing Director or Secretary should sign.
2. Carry on an establishment for Massage or Special Treatment without a licence under the provisions of London Local Authorities Act 1991 – Part II or otherwise than in accordance with the terms and conditions of such a licence or obtaining a licence with willful misrepresentation or by willfully omitting to give acquired particulars is an offence for which the maximum penalty is £2500.00. In respect of a second or subsequent offence the Court may, in lieu of or in addition to inflicting a fine, impose any period of imprisonment not exceeding three months.
3. An establishment used by a person who is registered by a board under the Professions Supplementary to Medicine Act 1960 solely for the practice of the profession for which he is so registered is exempt from these licensing requirements under a provision in the Greater London Council (General Powers) Act 1984.
4. Chiropractors, osteopaths, naturopaths, acupuncturists, who are members of a duly instituted organization requiring the observance of professional standards in their practice are also exempt from the licensing requirements under a provision in the Greater London Council (General Powers) Act 1986.

If you need further clarification regarding this application please contact this Division either by post or by calling on 020 8825 6655.