|  |  |  |
| --- | --- | --- |
| **Place** |  |  |
|  |  | Ealing CouncilPerceval House14-16 Uxbridge RoadLondon W5 2HLTel: 020 8825 6655Email: licensing@ealing.gov.uk |
| [Name][Address]  |  |
|  |  |  |
| My ref | Please ask for | Date |
| **[ ]** | **[ ]** |  |

Dear

Printed on 100% Recycled Paper 1 of 4

**RE: LONDON LOCAL AUTHORITIES ACT 1991 PART II – APPLICATION TO VARY A MASSAGE OF SPECIAL TREATMENT ESTABLISHMENT LICENCE.**

1. The form consists of six pages, which must be completed in full. Once completed the application must be sent to the postal address given on the application form.
2. ‘DETAILS OF APPLICANT’ AND ‘TRADING NAME’ – give the details of the applicant and the trading name. If the business is a limited company, then the name and private addresses of all the directors or other persons directly or indirectly responsible for the management of the company together with the registered office address. Please provide your email address so we can communicate electronically.
3. The nature (types) of Special Treatments carried out or intended to be carried out- indicate types of special treatments to be provided at the premises in the box provided.
4. Details of changes/additions of ‘PERSONS TO ADMINISTER TREATEMENTS’- identify all the changes/additions to the members of staff or agency people working in the business administering treatments. Details of staff must be sent with the training qualifications (clear legible photocopies of the licensable special treatment, licence variation application), experience and responsibilities in administering treatments.
5. Technical documents file – This is a list of documents/certificates that you must send in with the variation application form if there are alterations/additions to the layout of the premises. You should also create a folder, with any additional copies of each of these, that is kept at the premises available for inspection at any time the officer requests.
6. An electrical test certificate for all fixed wiring from a NICEIC approved contractor certifying that any electrical installation within the premises is safe.
7. A portable appliance test certificate from a suitable qualified contractor certifying that any portable appliances used within the premises must be tested and a test certificate provided on an annual basis. If appliances are less than one year old, then a copy of a clearly legible purchase receipt will be accepted.
8. A Commercial Waste agreement obtained from a licensed commercial waste collection company.
9. A Clinical waste agreement (sharps containers etc) obtained from a licensed clinical waste collection company.
10. A Certificate of Employer’s Liability Insurance.
11. A Certificate of Public Liability insurance.
12. Copies of Sun Bed inspection Reports (if applicable).
13. Copies of training qualification certificates for staff administering licensable special treatments). If the training qualification certificates have been issued overseas, then you will need to have them accessed as comparable to UK qualifications they may not be acceptable. (These certificates must also be displayed on the wall of the salon where clients may read them).
14. Sign the declaration at the application form. This should be signed by the owner, the partners or director of a limited company.

This technical file which contains written proof that the business is complying with the conditions of the licence must always be available for checks by the Licensing Officers where the business is trading.

**What happens next?**

Once we have reviewed the application you have submitted, we will contact you to arrange, if necessary, a mutually acceptable date for a suitability inspection of your premises to take place. We may also consult the Metropolitan Police and Fire Brigade.

Once we are satisfied that you have complied with the requirements as laid down by the legislation, we will issue the licence to you.

**Exemptions**

Some professional organisations are exempt from the requirement for a licence. For members of organisations to be exempt from the requirement to hold a licence the

organisation must comply with the requirements of Part II Section 4(b)(ii) of the above the above stated Act and provide proof of this compliance to the Licensing Authority. For your clarification Section 4(b)(ii) states the following: -

*‘any bona fide member of a body of health practitioners which has given notice in writing to the borough council that it –*

1. *has a register of members;*
2. *requires a qualification for membership qualifications by way of training for, and experience of, the therapy concerned;*
3. *requires its members to hold professional indemnity insurance;*
4. *subjects its members to a code of conduct and ethics, including prohibition of immoral conduct in the course of their practice; and*
5. *provides procedures for disciplinary proceedings in respect of its members; and has supported that notice with satisfactory documentary evidence, if required by the council;*

Examples of some of the professional organisations which are exempt from the requirement for a licence are as follows: -

1. The British Acupuncture Association.
2. The Royal Pharmaceutical Association.
3. The British Association of Electrolysist.
4. The International Federation of Aroma Therapists.
5. The international Federation of Reflexologists.
6. The Shiatsu Society.

If you are a member of a professional body, please contact us and we will advise you if you are exempt. If you are in an exempt professional organisation, you still need to tell us which organisation you belong to and give us your membership details.

An establishment used by a person who is registered by a broad under the Professions Supplementary to Medicine Act 1960 solely for the practice of the professional standards in their practice are also exempt from the licensing requirements.

Chiropractors, osteopaths, naturopaths or acupuncturists who are members of a duly constituted organisation requiring the observance of professional standards in their practice are also exempt from these licensing requirements.

Please note that it is a criminal offence for any person to administer or advertise the availability of a special treatment without a licence (unless there is an exemption in force) or obtaining a licence by wilful misrepresentation or by wilfully omitting to give required particulars. Any person found guilty of an offence may be fined up to £2,500. The enforcement of this legislation is conducted by routine assessed visits, information from complaints and test purchasing

If you require any further information in relation to any of the above matters, please do not hesitate contacting the Licensing Team on telephone number 020 8825 6655 or at the e-mail address licensing@ealing.gov.uk or by visiting our offices. Monday to Friday – 9.30am to 3.30pm

Yours sincerely

Regulatory Services - Licensing Processing Team

**T**: 020 8825 6655

**E**: licensing@ealing.gov.uk