

**LONDON LOCAL AUTHORITIES ACT 1991**

**APPLICATION FORM – TRANSFER OF A MASSAGE & SPECIAL TREATMENT LICENCE**

**Please read the advice notes at the end of the application form before completing, then complete all sections of this form and email to: [licensing@enfield.gov.uk](mailto:licensing@enfield.gov.uk)**

Please note that Rule nos. 5, 6, 7, 8, 10 and 11 do not apply to transfer applications

1. Name and address of the **premises** where the special treatments are carried out :

Premises Name :	
Premises Address :	
Telephone Number :	

2. MST Licence no.:

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3. Name and residential address of the **person** applying (the applicant) for transfer of the licence at the premises :

Individual's Name :	
Individual's Address :	
Telephone Number :	

4. Name and registered office of the **company** (if the applicant is applying on behalf of a limited liability company) :

Company Name :	
Registered Office :	
Company Number :	

5. The applicant's **legal title** to occupy the premises (e.g. freeholder etc.) :

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6. Name and address of the **landlord** (if the applicant's legal title is leasehold) :

Landlord's Name :	
Landlord's Address :	
Telephone Number :	

7. Name and residential address of the **manager** of the premises (*if the applicant is not the manager*) :

Individual's Name :	
Individual's Address :	
Telephone Number :	

8. Name and address to which **correspondence** in respect of this application should be addressed :

Name :	
Address :	
Telephone Number :	
e-mail Address :	
Your reference :	

#### APPLICANT'S DECLARATION

9. I duly declare that :

- (a) I have made the appropriate online payment. |
- (b) Neither I nor the manager (if I am not the manager) of the premises have been convicted of any criminal offence (with the exception of traffic offences) which remain unspent.
- (c) The information contained in this application is true to the best of my knowledge and belief.
- (d) If this transfer application is granted, I shall comply with the Standard Conditions and relevant Special Conditions applied to my licence (<https://new.enfield.gov.uk/services/business-and-licensing/special-treatment/>)

Signed :  Date :

Applications cannot be accepted unless the correct fee has been paid. Licence fees are not subject to VAT. Please see the fees on our website for the amount payable and how to pay online.

Send the completed application form and proof of payment to [licensing@enfield.gov.uk](mailto:licensing@enfield.gov.uk)

## **LONDON LOCAL AUTHORITIES ACT 1991 SPECIAL TREATMENT LICENCE**

All Special Treatment Licences fall into one of three 'Bands' as follows :

**Band A** establishments are those that are licensed to provide *any* Band A treatments. This is regardless of how many Band A treatments they may provide and/or whether they may also provide any treatments in Band B and/or Band C.

**Band B** establishments are those that are *not* licensed to provide any Band A treatments but *are* licensed to provide any Band B treatments. This is regardless of how many Band B treatments they may provide and/or whether they may also provide any treatments in Band C.

**Band C** establishments that those that are *not* licensed to provide any Band A treatments and/or any Band B treatments but *are* licensed to provide any Band C treatments.

Each Band has its own fee scale so please see the licensing fees and charges list for Special Treatment Licences and instructions on ways to pay, if you wish to vary or amend your current licence.

**TO APPLY FOR AN OCCASIONAL LICENCE OR TO APPLY FOR A NEW LICENCE OR FOR THE RENEWAL, VARIATION, TRANSFER OR AMENDMENT OF AN EXISTING LICENCE OR FOR A DUPLICATE OF AN EXISTING LICENCE YOU MUST PAY THE APPROPRIATE FEE FOR YOUR BAND. Please see the fees on our website for the amount payable and ways to pay.**

Notes :

NB. All amendments to existing licences are 'variations' for the purposes of the fee due.

- (1) To vary a licence so as to move to a new Band – you must pay the *Variation* fee for the new Band.
- (2) To employ more therapists than you are licensed to provide – you must pay the *Variation* fee for the Band licensed for.
- (3) To vary a licence so as to provide additional treatments within your Band – no fee if part of a Renewal Application, otherwise you must pay the *Amendment & Duplicate* fee.
- (4) To vary the licence so as to substitute one or more therapists with one or more other therapists within your Band – no fee if part of a Renewal Application, otherwise you must pay the *Amendment & Duplicate* fee.
- (5) To amend: the name and/or address of the licensee; limited liability company; manager; landlord of the premises; or change to the licensee's legal title to occupy the premises – no fee if part of a Renewal Application, otherwise you must pay the *Amendment & Duplicate* fee.
- (6) To confirm a Provisional Licence – you must pay the *Amendment & Duplicate* fee.
- (7) To provide treatments to both sexes or the opposite sex (if not already permitted) – you must pay the *Variation* fee for the Band licensed for.
- (8) To change the area(s) of the premises that may be used to provide treatment – you must pay the *Variation* fee for the Band licensed for.
- (9) No refund of fees paid will be made unless the application is withdrawn or refused. The fee paid by the applicant will then be refunded after the Council's administration costs have been deducted. If the Council's costs in dealing with the application are higher than the fee paid, no refund will be made.