

APPLICATION FORM – NEW 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

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

Premises Name :

Premises Address :

Telephone Number :

2. The **parts** of the premises where special treatments will be carried out (e.g. ground floor etc.) :

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3. The lawful **Planning Use** of the premises (e.g. A1-Retail etc.) :

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

Individual's Name :

Individual's Address :

Telephone Number :

5. 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 :

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

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

Landlord's Name :

Landlord's Address :

Telephone Number :

8. 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 :

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

Name :

Address :

Telephone Number :

e-mail Address :

Your reference :

10. List every **treatment** that it is intended be provided at the premises and every **therapist** that is qualified to provide each treatment :

Treatment Code	Therapist(s)
<i>e.g. ST104</i>	<i>e.g. John Smith, Mary Jones</i>

Treatment Code	Therapist(s)

Note : please continue this list on a separate blank piece of paper, if required.

11. The total number of **staff** that will be providing treatments (excluding the applicant) is :

12. Treatments shall only be provided to **patrons** of the following sex(es) :

APPLICANT'S DECLARATION

13. I duly declare that :
either

(a) I will advertise this application by putting up the required notice at the premises for 28-days starting on : *(insert date)*.

or

(a) I will advertise this application by placing the required notice in the following local newspaper : *(insert newspaper title)*.

(b) I attach documentary evidence that Planning Permission has been obtained for the use of the premises for the provision of licensable special treatments.

(c) I attach a site-plan of the premises indicating where treatments are to take place.

(d) I attach a passport sized photograph of each therapist offering treatments that fall within Band A.

(e) I attach copies of the qualifications gained by each therapist to provide each of the treatments I have listed. **NOTE: *Only Ofqual regulated Qualifications are accepted where a regulated qualification exists for the treatment***

(f) I have made the appropriate online payment

(g) 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.

(h) The information contained in this application is true to the best of my knowledge and belief.

(i) If the licence is issued, I will 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.

Advice Notes

With effect from 1 April 2012, *only* premises that provide treatments listed on the enclosed document entitled 'London Local Authorities Act 1991 – Special Treatments Licence – Licensable Treatments' will require a Special Treatment Licence. You will note, at the bottom of that document that a number of previously-licensable treatments may now be provided *without* need of a Special Treatment Licence. Also, persons who are a member of specified professional organisations stated in the enclosed list, are exempt from the requirement for a Special Treatment Licence to provide that particular licensable treatment.

Before completing the Application Form, you should read the enclosed document entitled 'RULES OF PROCEDURE', in particular Rule nos. 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12.

The Sunbeds (Regulation) Act 2010 ('the Act') came into force on 8 April 2011. The Act raises the age-limit, in respect of Ultra Violet Tanning, to 18. This supersedes 9b on our Standard Conditions for Special Treatment Licences which, as you are aware, prohibits the provision of licensable treatment to any person under the age of 16. If you are licensed to provide Ultra Violet Tanning and you do not prevent the use of a sunbed by any person under the age of 18, you would commit a criminal offence with a maximum penalty, on conviction, of £20,000.

In respect of Rule 6 – the site plan of the premises must indicate where treatments are to take place and can be a hand drawn sketch which does not need to be drawn to scale.

In respect of Rules 7 & 8 – you are only required to comply with *either* Rule 7 *or* Rule 8, *not* both. The required notice is the enclosed document entitled 'PREMISES/NEWSPAPER NOTICE'.

In respect of Rule 10 – photographs are only required when application is made to provide any treatments that fall within Band A.

The **licensing application** process then normally takes at least 28-days and you may not hear from us again until that period has elapsed.

The provision of massage and other licensable special treatments as a business is a sui generis planning use. If the place where the business is going to take place is an existing commercial premises, other than a beauty salon that already has sui generis planning use, an application for the change of use of the premises will be required in order to obtain the necessary planning permission.

If the place where the business will take place is a residential property, an application for a Certificate of Lawful Development must be made to Planning. The **planning process** will take 8 weeks from registration of the application.

Insufficient planning permission cannot prevent a licence from being granted. HOWEVER, if businesses trade without planning permission they will be guilty of an offence under planning law and may be prosecuted by the Council.

Likewise if a business has planning permission but trades without the necessary licence they will be guilty of an offence under licensing law and may be prosecuted by the Council.

Further advice on planning permission can be obtained at www.enfield.gov.uk using the planning advice link: <https://new.enfield.gov.uk/services/planning/>

Please provide full payment receipt as well as the completed application form to licensing@enfield.gov.uk .

London Local Authorities Act 1991 – Special Treatments Licence – Licensable Treatments

You can find the exemption list on the council website here:

<https://new.enfield.gov.uk/services/business-and-licensing/special-treatment/>

Band A – Invasive & High Risk:

SA01 Acupressure
SA02 Acupuncture
SA03 Advanced Electrolysis (Moles, Warts & Skin Tags)
SA05 Aromatherapy (with massage)
SA06 Auricular Acupuncture
SA09 Body Massage
SA10 Body Piercing (inc Dermal Anchors)
SA12 Bowen Technique
SA13 Champissage (Indian Head Massage)
SA14 Dry Needling
SA15 Electrolysis (Hair Removal)
SA17 Endermologie
SA21 Gyrotory Massage
SA22 Holistic Massage
SA23 Hot Air Massage
SA25 Korean Hand Therapy
SA26 Laser/Intense Pulse Light
SA27 Laser Tattoo Removal
SA28 Lipo Laser
SA29 Manual Lymphatic Drainage
SA30 Marma Therapy
SA35 Microdermal Anchors
SA36 Micropigmentation (Semi-Permanent Make-Up)
SA38 Myofacial Release
SA39 Namripad Allergy Elimination Technique (NAET)
SA41 No Hands Massage
SA45 Qi Gong (with massage)
SA46 Remedial/Sports Massage
SA47 Rolfing (with massage)
SA49 Shiatsu
SA50 Stone Therapy
SA51 Tapas Acupressure Technique (TAT)
SA53 Tattooing
SA55 Thai Massage
SA57 Thermavein
SA58 Tui-Na
SA59 Plasma
SA60 Pen/Fibroblast

Band B – Non-Invasive & Medium Risk:

SB01 Ayurvedic Medicine
SB02 Colour Therapy
SB03 Cryosauna
SB04 Detox Box
SB05 Facials with Massage
SB06 Faradism
SB07 Fish Therapy
SB08 Flotation Tank
SB09 Foot Detox
SB10 Galvanism
SB11 Halotherapy/Speliotherapy
SB12 High Frequency
SB13 Hydrotherapy
SB14 Infra Red
SB16 Lumi Lift/Lumi Facials
SB17 Micro Currant Therapy (Non-Surgical Face-Lifts)
SB18 Radio Frequency
SB19 Oxygen Therapy (inhalation of Oxygen as a vapour)
SB20 Ozone Sauna
SB21 Reflexology
SB22 Reiki with Massage
SB23 Toller Shaper
SB24 Sauna
SB25 Scener Therapy
SB26 Spa
SB27 Steam Room/Bath
SB28 Thalassotherapy
SB29 Thermo Auricular Therapy (Hopi Ear Candles) with Massage
SB31 Ultra Sonic
SB32 Ultra Violet Tanning (Sunbeds)

Band C – Non-Invasive & Low Risk:

SC01 Ear Piercing gun
SC02 Manicure
SC03 Nail Extensions
SC04 Pedicure
SC05 Nose piercing (Gun)

LONDON BOROUGH OF ENFIELD

**LONDON LOCAL AUTHORITIES ACT 1991
SPECIAL TREATMENT LICENCE
NOTICE OF APPLICATION**

NOTICE DATE : _____

Notice is given that _____

_____ *(applicant)*

has applied to the London Borough of Enfield for a Special

Treatment Licence for _____

_____ *(premises name & address)*

to provide the following treatments : _____

_____ *(list treatments).*

**Anyone wishing to oppose the application must give notice in writing to
licensing@enfield.gov.uk
WITHIN 28 DAYS OF THE DATE OF THIS NOTICE
specifying the grounds of opposition.**

Petitions shall bear the prayer of that petition on each page and a warning to potential signatories that a copy of the petition will be supplied by the Council to the applicant. Each person signing should also print his name and address preferably written in black ink. Each page of the petition should be dated.

Persons objecting to the grant of licences must be prepared to attend in person at a public hearing before the Council's Licensing Panel.