

## **Special treatment licence**

### **This pack contains:**

Licence application form **(To be completed in full for new & renewal of licence)**

Fees list

Letter to send to the Fire Authority with a copy of the application **(new & renewals)**

Letter to send to the Police with a copy of the application **(new & renewals)**

Text of newspaper advertisement (for **certain new** applications)

Window advertisement **(for all new applications)**

Our policy

Regulations and licence conditions

Licence exemptions

Office use only. fee.....date.....receipt no.....
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**ESTABLISHMENT FOR SPECIAL TREATMENT**

**I/We hereby apply to the Council of the London Borough of Barnet for a Licence to carry on an Establishment for Special Treatment in accordance with Part II of the London Local authorities Act 1991**

Please complete in BLOCK CAPITALS using **black** ink, continuing on separate sheets if necessary.

1 Trading name, address & telephone number at which the establishment is to be carried on:

.....  
 .....  
 .....  
 .....

2 Are the premises business or domestic?

.....

3 To comply with the London Local Authorities Act 1991, a copy of this application must be sent to the Police. To assist them, please state, for each applicant (or, if the application is made by or on behalf of a company, society or association, for each director or other person who will have direct or indirect control of it):

Full name Mr/Mrs/Miss/Ms	Private address	Tel. number	Date of birth	Place of birth	Their height

For each person who will be responsible for day to day management of the premises please state:

Full name	Private address	Tel. number	Date of birth	Place of birth	Their height

4 If the application is made by or on behalf of a company, society, or association, please give its full name and the address of its registered or principal office

.....  
 .....

5 Please list the **full name** and relevant technical qualifications of **every practitioner** who will carry out special treatment, **and say which treatment(s) each person will give**. Please enclose copies of their qualification certificates if you have not provided them previously. The licence will only permit the treatments you list here, given in each case by the specified practitioners. If you omit a practitioner or a treatment, they will not appear on your licence, and you may have to apply for a variation to have them added later, for which a charge will be made. **Please do not say 'same as before'**. We need the full details with each application. Continue on a separate sheet if necessary.

Full Name	Treatments to be provided	Qualifications


6 Will clients be male, female, or will they include both?

.....

7 Address of any other establishment for special treatment in which the applicant(s) has or has had an interest (state nature of interest) or has been employed:

.....  
 .....  
 .....  
 .....  
 .....

8 If this is a first licence and you have not yet begun trading, what date do you wish the licence to start?

.....

9 To comply with the London Local Authorities Act 1991, a copy of this application must be sent to the Fire Authority. To help them assess the premises, please send with your application a simple single line scale drawing of the premises, and answer the following questions:

- a) Does the premises have a basement? yes/no
- b) Does the proposed shop or workspace have stairs to another floor within the building? yes/no
- c) If 'yes' to Q9b, does it have a door separating the workspace from the stairs? yes/no

d) If 'yes' to Q9b, what are the other floors in the building used for?

.....  
.....

e) Does the shop or workspace have an alternative means of escape to a place of safety that is separate from the usual entrance to the shop or workspace?

yes/no

f) Is the shop or workspace provided with a fire extinguisher? yes/no

If 'yes', what type of extinguisher? .....

When was it last serviced? .....

g) Have you carried out a Fire Risk Assessment in accordance with the Workplace Fire Safety Regulations? yes/no

h) Have you prepared an Emergency Plan in accordance with the Workplace Fire Safety Regulations? yes/no

10 If this is not a first licence, what changes have been made to the layout of the premises since the last licence was issued? (If none, please state 'none')

.....  
.....

I/we enclose a cheque for £..... (see fees list for correct amount)

**I/We declare that the above particulars are true in every respect**

The Council may revoke or refuse to grant any licence where the applicant has knowingly given false information or omitted relevant details on their application form.

**Signature** (or signatures in case of a partnership)

Signature..... PRINT NAME.....

Date.....

Signature..... PRINT NAME.....

Date.....

Signature..... PRINT NAME.....

Date.....

In the case of a limited liability company, the managing director or secretary should sign.

Please return the **fully completed** application to the Head of Environmental & Neighbourhood Services, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP.

**Fees** (from 1 January 2006)

Treatment	Licence Fee	Licence Renewal	Variation*	Transfer**
<b>Band A</b> - low risk and non-invasive treatments, including manicure, pedicure, ear & nose piercing using a single pierce gun designed for the purpose	£120	£60	£28	£28
<b>Band B</b> – medium risk non-invasive treatments, including some beauty treatments and therapeutic treatments, head, neck & below the knee massage, and sunbeds	£270	£135	£62	£62
<b>Band C</b> - higher risk or invasive treatments, including body massage (other than described in Band B), electrolysis, chiropody, acupuncture, saunas, tattooing and body piercing	£346	£173	£95	£95
Laser and intense pulsed light (IPL) treatments	£523 (additional to the band fee)	£523 (additional to the band fee)	£523 (additional to the band fee)	£523 (additional to the band fee)

Please make cheques payable to London Borough of Barnet.

If in doubt about which band a treatment falls into, please contact us for a decision.

**If there is more than one treatment, the treatment that falls in the highest band determines the fee.** Only one fee is payable however many different treatments are offered, unless laser or IPL treatments are included, in which case the laser/IPL fee is added to the band fee. If *only* laser/IPL treatment is offered, there is no band fee.

For variation and transfer fees please see next page.

\* **A variation is any single material change, such as an additional treatment, a new practitioner or a change to the premises. A variation fee is charged for each separate variation.** In addition to the basic variation fee(s), if the variation is to a higher band, for example from band A to band B, an additional fee will be payable. This is calculated as follows:

Take the difference between the licence fee for the two bands, multiply by the number of complete months still to run on the existing licence, and divide by 12.

For example, adding a sunbed to a licence for manicure 9 months before expiry.

Band B (£270) – Band A (£120) = £150. Multiply by 9 = £1350.  
Divide by 12 = £112.50. Add to the band A variation fee (£28).

The variation fee in this example is £140.50.

**\*\*A transfer is a change to a different licence holder**, with no other material change. If there are other changes, variation fee(s) will be charged in addition to the transfer. If there are a number of changes, we may deem the licence to be a new one, for which the single new licence fee is charged.

London Fire and Emergency Planning Authority  
Barnet Borough Team  
1<sup>st</sup> floor, Finchley Fire Station  
227 Long Lane  
London  
N3 2RP

Dear Sir/Madam

**Re: London Local Authorities Act 1991**

I have applied to the London Borough of Barnet for a Special Treatment licence and enclose a copy of my application form.

In accordance with the Act, if you have any observations on the application you may submit them to the Council at the address below within 28 days.

Head of Environmental and Neighbourhood Services  
London Borough of Barnet,  
Building 4, North London Business Park  
Oakleigh Rd South,  
London N11 1NP

My full name .....

My home address .....

My telephone number .....

The premises address.....

Yours faithfully

Signed:.....Date: .....

Metropolitan Police Service  
Licensing Department  
Whetstone Police Station  
1170 High Road  
London N20 0LW

Dear Sir/Madam

**Re: London Local Authorities Act 1991**

I have applied to the London Borough of Barnet for a Special Treatment licence and enclose a copy of my application form.

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Head of Environmental and Neighbourhood Services  
London Borough of Barnet,  
Building 4, North London Business Park  
Oakleigh Rd South,  
London N11 1NP

My full name: .....

My home address: .....

.....

My telephone number: .....

The premises address: .....

.....

Yours faithfully

Signed: .....Date: .....

## NEWSPAPER ADVERTISEMENT

If this is an application for a **first licence for saunas and/or body massage** the public must be informed and are entitled to oppose it.

The applicant must publish a Notice in a local newspaper that is on sale at newsagents in the locality in which the premises are situated.

Within fourteen days of the application, a complete copy of the newspaper must be sent to the Head of Environmental & Neighbourhood Services at the address below.

The advertisement must be in the following form:-

**London Borough of Barnet**

**Special Treatment Licence**

### NOTICE IS GIVEN

that (Insert full names of the applicant(s)) \_\_\_\_\_

ON (Insert date of application) \_\_\_\_\_

applied to the London Borough of Barnet for a Special Treatment Licence to offer saunas and body massage (delete as appropriate)

at: (insert trading name & address of the premises)

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Anyone wishing to oppose the application must give notice in writing to

HEAD OF ENVIRONMENTAL & NEIGHBOURHOOD SERVICES  
BUILDING 4  
NORTH LONDON BUSINESS PARK  
OAKLEIGH ROAD SOUTH  
LONDON N11 1NP

within 28 days of the date of this notice, specifying the ground of opposition, and must be prepared to attend a hearing before the Appeals Panel of the Council.

**LONDON BOROUGH OF BARNET**

**SPECIAL TREATMENT LICENCE**

**NOTICE IS GIVEN THAT** (Insert full names of the applicant(s))

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has applied to the London Borough of Barnet for a Licence to offer the following special treatments (insert treatments to be offered)

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at: (insert trade name & address of the premises)

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This notice will be displayed for a period of not less than 28 days beginning on (insert date)

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Anyone wishing to oppose the application must give notice in writing to

HEAD OF ENVIRONMENTAL & NEIGHBOURHOOD SERVICES  
BUILDING 4  
NORTH LONDON BUSINESS PARK  
OAKLEIGH ROAD SOUTH  
LONDON N11 1NP

within 28 days from the date above, specifying the grounds of opposition, and must be prepared to attend a hearing before the Appeals Panel of the Council

**This notice must be displayed in the window where visible to persons outside the premises**

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## **Our Policy**

Our aims are to ensure that only bona fide businesses are licensed to give special treatments, and that they do not cause unacceptable risk to health and safety.

We want our enforcement activities to be fair. We know that most businesses want to operate within the law, and do not want to penalise people who are doing their best.

We therefore make a promise to people who we can see are prepared to make an effort to comply with the law. If we find a problem, only in exceptional circumstances will we resort to immediate enforcement action. We will reserve prosecution for occasions when it is in the public interest, for example because the offence or the outcome has been particularly serious. The Council has adopted the Enforcement Concordat, and we have an Enforcement Policy to guide our enforcement decisions. Anyone can see these documents on request. Our officers work in accordance with detailed procedures that set standards for the action they take. We also have a complaint procedure. If you are aggrieved by our actions please let us know and your complaint will be investigated.

To carry out our work as a licensing and health and safety enforcing authority we have properly appointed and competent Inspectors, with the right of entry to business premises. We investigate complaints about unsafe or unhygienic businesses. We also carry out a program of planned inspections, prioritised according to the risk rating we give each premises. When assessing risk ratings we take into account not only factors such as the nature of the work carried on and the number of people who may be exposed to the risks, but also the standard of compliance with health and safety and employee welfare law, and our confidence in the business's ability to maintain proper standards.

You are expected to be aware of potential hazards connected with your business, and assess the risks that may arise to identify any precautions you may have to take. There is plenty of guidance available to help you do this, and you can contact us for information and advice.

Contact the Group Manager, Terry Vaughan,

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7469, Email: [terry.vaughan@barnet.gov.uk](mailto:terry.vaughan@barnet.gov.uk)

## Regulations and licence conditions

The Council has made regulations that deal with the licence application process and the way in which applications are determined, and set certain conditions that the licence holder must comply with. It is an offence not to do so.

**Regulations made by the Barnet London Borough Council under section 7(4) and section 10(1) of the London Local Authorities Act 1991 prescribing standard conditions for special treatment licences.**

### PART I

#### GENERAL

#### Definitions

1. In these regulations, unless the context otherwise requires:

`Approval of the Council's or `consent of the Council' means the approval of consent of the Council as Licensing Authority in writing.

`Approved', `accepted' or `permitted' means approved, accepted or permitted by the council in writing.

`Approved arrangements' means the arrangement of the premises, fittings, installations and all other things in connection therewith as approved by the Council.

`Council' means the Council of the London Borough of Barnet.

`Escape lighting' (safety lighting) means lighting, obtained from a source independent of the general supply for the building, provided to assist the public and staff to leave the premises without the aid of the normal lighting.

`Establishment for Special Treatment' has the meaning set out in Section 4 of the London Local Authorities Act 1991.

`Fire Authority' means the Chief Officer and Chief Executive of the London Fire and Civil Defence Authority.

`Licence' means a special treatment licence granted under Section 6 of the London Local Authorities Act 1991.

`Licensee' means the person or corporate body licensed under Section 6 of the London Local Authorities Act 1991.

`Non-combustible material' means material which is deemed to be non-combustible when tested in accordance with the provisions of the current edition of British Standard 476: part 4, or such other material or combination of materials as the council accepts as being on-combustible for the purpose of these rules.

## **NOTES**

- (i) Except where the context demands otherwise the singular includes the plural and the masculine includes the feminine.
- (ii) Nothing in these regulations shall be constructed as interfering with (i) the discretion of the licensee or his representative regarding the admission of any person or (ii) the need to strictly comply with all relevant statutory requirements.
- (iii) These regulations are divided into three parts as follows:
  - Part I General and regulations for application for and determination of licences.
  - Part II Conditions which apply to all premises.
  - Part III Conditions which apply to specific premises where there are special circumstances (e.g. ultra violet treatment).
- (iv) In these regulations all references to a British Standard (BS) shall be deemed to refer to the current standard.

## **Disabled People**

It is the policy of the Council that there should be access to and facilities for disabled people at premises licensed for special treatment. Licensees are therefore encouraged in the strongest possible terms to provide such facilities so as to enable the admission of disabled people.

`Normal lighting' means all lighting, other than escape lighting, permanently installed in those parts of the premises to which the public have access. The term includes purely decorative lighting but not lighting installed solely for advertising purposes.

`Officer' means any person authorised in writing by the Council. This may include an authorised officer by the London Fire and Civil Defence Authority and the metropolitan Police Force.

`Public' means any person other than an employee or the applicant of the licensed premises.

`Premises' means any premises within the Council's area licensed for special treatment and includes all installations, fittings and things in connection therewith.

`Special Treatment' means massage, manicure, acupuncture, tattooing, cosmetic piercing, chiropody, light, electric or other treatment of a like kind or vapour, sauna or other baths.

## **Dispensation or modification or rules**

2. (a) These regulations may be dispensed with or modified by the council in any special case.
- (b) Where in these regulations there is any reference to the consent of the Council being required, such consent may be given on such terms and conditions and subject to such restrictions as may be so specified.
- (c) If the licensee wishes any of the terms of the licence to be varied an application must be made to the council and if the Council so require the application must be advertised and a fee will be charged.

### **REGULATIONS FOR APPLICATION FOR THE GRANT, RENEWAL TRANSFER OR VARIATION OF LICENCES**

3. The applicant for a new Special Treatment Licence must advertise the application.
  - (a) a notice exhibited outside of the premises concerned for not less than 28 days; and
  - (b) where body massages and/or saunas are being offered a notice published in a local newspaper which is on a sale at a local newsagent.

The notices must include brief particulars of the application and how to object. The notice to be exhibited outside of the premises and a specimen newspaper advertisement will be supplied by the council.

4. The applicant for the grant, renewal or transfer of a licence must send a copy of his application to the Chief Officer of Police (Local Station) and a copy to the London Fire and Civil Defence Authority.
5. The applicant for the grant, renewal, transfer or variation of a licence must include the following particulars on the application form:
  - (i) Particulars of the applicant; full name and maiden name if applicable, age, date of birth, place of birth, private address and telephone number, previous private address, qualifications relevant to the treatments to be applied, names and addresses of other establishment for special treatment in which the applicant has been or is a) interest, stating nature of interest b) employed.
  - (ii) Particulars of all persons carrying out treatment; full name, age, date of birth, qualifications and private address.
  - (iii) Particulars of the establishment; address and telephone number of premises, name and address of freeholder and leaseholder, and special treatments to be carried out.
6. The applicant for grant, renewal, transfer or variation of a licence, must, with the application submit full passport sized photographs of persons carrying out special treatments at the premises, and must submit copies of certificates of relevant qualifications for persons carrying out any special treatment. These requirements may be waived by the Council where such photographs of copies of certificates of qualifications have been submitted on previous applications.
7. The application for grant, renewal, transfer or variation of a licence must be accompanied by the appropriate fee.

## **RULES FOR THE DETERMINATION OF APPLICATIONS**

8. The Council shall consider every properly made application for a special treatment licence taking into account comments received from the Police and London Fire and Civil Defence Authority and any objectors.
9. Any person may object to the grant, renewal, transfer or variation of a licence. The objection must be made in writing to the Council by either the time limit specified in the advertisement or in the case of renewal the date the existing licence expires. The notice of objection must contain reasons for the objections. Provided the objection is in order the Head of Environmental Services shall take it into account when considering the application.
10. Where the Council propose to refuse to grant, renew or transfer a licence or to revoke a licence the following procedure will be adopted:

The Council shall give to the person applying or holding the licence not less than seven days previous written notice that refusal or revocation is proposed. The notice shall include the date and time when the Council Committee panel will determine the application or confirm the revocation. The panel must afford to the applicant or licensee the opportunity of being heard.

If the Council then refuse to grant, renew or transfer the licence or revoke the licence they shall if required by the applicant or licensee send or deliver to him within 7 days of receipt of such requirement, particulars in writing of the ground or grounds.

## **PART II**

### **CONDITIONS WHICH APPLY TO ALL PREMISES**

#### **Type of Business**

11. The licence is personal is not transferable without application to the Council and is only valid in respect of the premises named thereon.

#### **Exhibition of Licence**

12. The licence or a clear copy shall be conspicuously exhibited at all times to the satisfaction of the Council in the premises, in such a position that it can be easily seen by all persons using the premises. The licence shall be adequately protected against theft, vandalism or defacement.

#### **Responsibility of Licensee**

13. (a) The licensee shall take all reasonable precautions for the safety of the public and employees.
- (b) The licensee shall at once notify the council in writing of any proposed change in the name or private address of the licensee or in the treatments provided or in the nature of the business carried on at the establishment. The alteration must not be put into effect until the licence has been endorsed.

## **Persons in charge of licensed premises**

14. (a) The licensee or some responsible person nominated by him in writing for the purpose shall be in charge of, and upon, the licensed premises during the whole time that they are open to the public. Such written nomination shall be continuously available for inspection by any officer authorised in writing by the Council. The person in charge shall not be engaged in any duties which will prevent him from exercising general supervision and he shall be assisted as necessary by suitable adult persons to ensure adequate supervision. The person in charge should be conversant with these rules, a copy of which should be held on the premises.

## **Conduct of Premises**

15. (a) The licensee shall maintain good order and moral conduct in the premises.
- (b) The licensee shall ensure that no part of the premises are used by prostitutes, for soliciting or any other immoral purposes.
- (c) The licensee or any other person concerned in the conduct or management of the premises shall not seek to obtain custom by means of personal solicitation outside or in the vicinity of the premises.
- (d) The licensee shall not do, or permit in the establishment, any act of an indecent or disorderly character and shall take all necessary steps to exclude from the establishment a customer or any other person who has committed such an act in the establishment. The licensee shall not employ or permit or suffer to be in or upon the establishment any person who is of known immoral character and shall cause all persons in his employ engaged in the establishment to be decently and properly attired, and he shall not permit or suffer the door of any room or place in the establishment for the time being in use for the giving of massage or special treatment to be locked during the period that the client is therein.
- (e) The licensee shall ensure that with the exception of those persons receiving treatment in accordance with the conditions of this licence all clients present in any part of the establishment shall be present in any part of the establishment shall be decently and properly attired and separate changing accommodation for males and females shall be provided.
- (f) Except with the written consent of the Council, the licensee shall not employ in the conduct of the establishment any person (a) whose licence has been revoked or to whom a licence has been refused on the ground that such person is unsuitable to hold a licence to carry on an establishment for massage or special treatment; or (b) who is unsuitable to be so employed on the ground that misconduct in connection with the employment of such person in an establishment for massage or special treatment has been proved to the satisfaction of the Council; and except with such consent, the licensee shall not allow or permit any such person to be directly or indirectly interested in the business carried on at the establishment.

### **Persons who can give treatment**

16. (a) Treatment shall only be given by persons who have been approved by the Council and in respect of whom two identical full face passport size photographs taken within the 12 months preceding the application for approval, have been submitted to the Council.
- (b) Any certification of qualification (or a true reproduction) of such approved persons together with a recent full face photograph shall be displayed in the reception area so that all persons who wish to receive treatment may easily examine them; and
- (c) All staff engaged in giving treatment or in managing the premises shall display a name badge in a manner approved by the Council. The name shown shall correspond with that shown on any certificate displayed under Condition 16(b).

### **Records**

17. Records shall be kept available at the premises, in a form approved by the Council, of all persons receiving special treatment. The record shall include the name and sex of the person receiving treatment; the time and date of admittance for treatment, the real name of the person giving treatment and the nature of the treatment.

### **Tariff**

18. All licensable treatment provided at the premises shall be clearly listed in a priced tariff. This tariff shall also clearly show the cost of any additional services provided at the premises together with VAT thereon if applicable. A copy of the tariff shall be supplied on request to an authorised officer of the Council.

### **Display of tariff**

19. There shall be prominently and legibly displayed a comprehensive tariff of charges and placed in such a position that it can easily and conveniently be read by persons before entering or immediately upon entering the premises.

### **Admission of Council's Officers**

20. Officers of the Council, who are furnished with authorities which they will produce on request, shall be admitted immediately at all reasonable times to all parts of the premises.

### **NOTES**

- (i) The officers of the Council are authorised to inspect on behalf of the Council and to give written notification to licensees or their responsible representatives of matters noted during inspection which are not in accordance with the approved arrangements for the premises, the conditions of the licence, or which may present a hazard to the public.
- (ii) Officers of the LFCDA and Police are authorised to inspect premises licensed for special treatment under the provisions of Section 15(1)(b) of the London Local Authorities Act 1991.

### **Overcrowding**

21. Overcrowding shall not be allowed in any part of premises.

### **Maintenance of means of escape**

22. (a) The means of escape provided for all persons on the premises shall be maintained unobstructed, immediately available and clearly identifiable in accordance with the approved arrangements.
- (b) All fire-resisting and smoke stop doors shall be maintained self-closing and shall not be secured open.

### **Maintenance of exits**

23. All exit doors shall be available for egress during the whole time that the public are on the premises.

### **Door fastenings**

24. (a) Exit doors and gates shall not be secured closed while the public are on the premises by means of any fastenings other than panic bolts.
- (b) Locking bars, hasps, staples, screw eyes and other fastenings not approved by the Council shall not be fitted on exit doors.

### **Non-slippery surfaces**

25. All gangways and Exit ways and the treads of steps and stairways shall be maintained with non-slippery and even surfaces.

### **Edges of steps**

26. The front edge of the tread of steps and stairways shall be made conspicuous, if so required by the Council.

### **Floor covering**

27. All floor covering shall be so secured and maintained that they will not be likely to ruck, or to be in any way a source of danger. Any mats shall be fitted into matwells so as to be flush with the surface of the floor. Each treatment room shall be provided with suitable floor covering which shall be maintained in a clean condition.

### **Fire Appliances**

28. (a) Fire appliances and equipment approved by the Council shall be efficiently maintained in satisfactory working order and kept available for instant use. They shall be in the charge of a suitable person specially nominated for the purpose.

- (b) Portable fire appliances shall be examined at least once a year and periodically tested in accordance with the current British Standard by a competent person and the date of such test shall be clearly marked on the appropriate extinguishers or on stout tabs securely attached to them. Extinguishers which incorporate an anti-freeze agent shall be examined and recharged in compliance with manufacturer's instructions.
- (c) Where provided hydraulic hose reels shall be tested once a year to check that they are in working order and produce a satisfactory jet of water, and the test shall be recorded in a log book.
- (d) All testing of fire appliances and equipment shall be at the expense of the licensee.

### **Fire Warning Arrangements**

29. (a) Where an automatic/manual fire alarm system has been installed it shall be efficiently maintained in satisfactory working order. The system shall be maintained and services in accordance with BS 5839 and tested regularly. All checks, tests and defects shall be recorded in a log book.

When a fire alarm system becomes defective the licensee shall notify the Council and take immediate steps to rectify the fault to the satisfaction of the Council.

- (b) All testing of automatic/manual fire alarm system shall be at the expense of the licensee.

### **Outbreaks of Fire**

30. The Fire Brigade shall be called to any outbreaks of fire, -however slight. Suitable notices shall be displayed indicating how the Brigade can be summoned.

### **"No Smoking" Notices**

31. If notices prohibiting smoking are exhibited, the prohibition shall be strictly enforced.

### **Sanitation**

32. The licensee shall ensure that adequate sanitary accommodation is available in the premises for the free use of both staff and public and in particular shall:

- (a) maintain each sanitary convenience in clean and efficient order;
- (b) ensure that any room which contains a sanitary convenience is suitable and sufficiently lighted and ventilated and is kept clean;
- (c) ensure that in the sanitary accommodation provided there are installed and maintained suitable and sufficient wash-hand basins and that each basin is provided with an adequate supply of hot and cold water or of hot water at a suitably controlled temperature;
- (d) ensure that the premises are so constructed with the adequate provision of efficient drains, suitable wall, floor and ceiling finishes, etc so that satisfactory sanitation can be maintained.

### **Sanitary condition of premises**

33. All parts of the premises and any yard of such premises shall be kept in a clean condition to the satisfaction of the Council.

### **Treatment Room**

34. Each treatment room shall:
- (a) be maintained in a clean and structurally sound condition;
  - (b) be adequately lighted and ventilated;
  - (c) be provided with suitable wash-hand basin or basins with a suitable supply of hot and cold water, together with soap, a nailbrush and either a supply of disposable towels or clean towel at all times;
  - (d) suitable and sufficient means for heating to a reasonable room temperature, appropriate for the treatment provided, shall be maintained;
  - (e) where more than one person is being treated in a room, it shall be provided with suitable screening to maintain privacy.

### **Cleanliness**

35. Proper means shall be provided for securing the cleanliness of all instruments, towels, materials and equipment used in the establishment.

### **Refuse Storage**

36. A sufficient number of suitable receptacles with properly fitting covers shall be provided to the satisfaction of the Council for the purpose of receiving rubbish, dust and refuse from the premises; and all accumulation or collections of such rubbish, dust and refuse, unless immediately removed from the premises or destroyed, shall be placed in such receptacles and kept there until so removed or destroyed; provided that hot ashes, cinders or any other substances which, when in contact with flammable material, are likely to cause smoke or fire shall not be placed in the same receptacle as flammable rubbish or refuse. Such rubbish, dust and refuse shall be removed regularly from the premises.

The receptacles shall be maintained in a clean and wholesome condition to the satisfaction of the Council and shall be kept in position approved by the Council.

### **Lighting**

37. The owner, occupier or any other person concerned in the conduct or management of the premises licensed for special treatment shall ensure that adequate lighting is maintained to the satisfaction of the council in all parts of the premises to which public and staff have access and it is in operation continuously during the whole time the premises are open to the public.

38. The general lighting shall be maintained alight and the lighting to “EXIT” or “WAY OUT” notices shall not in any circumstances be extinguished or dimmed while clients are on the premises, provided that so long as there is sufficient daylight in any part of the premises, artificial light need not be used in that part.

### **Electrical installation**

39. The electrical installation for the premises shall be maintained in a safe working condition, as prescribed in the current edition of the Regulation for electrical installations issued by the Institute of Electrical Engineers and the Electricity at Work Regulations 1989.

### **Electrical Certificates**

40. Unless the Council decide otherwise an inspection certificate, as prescribed in the current edition of the Regulations for electrical installations issued by the Institute of Electrical Engineers, for the electrical installation associated with the premises licensed for special treatment shall be submitted to the Council at least once every five years or such other time as specified on the certificate. The certificate shall be signed by a qualified engineer.

The Council normally requires that any such certificate shall be signed by a Corporate Member of the institute of Electrical Engineers, or by a contractor currently enrolled with the National inspection Council for Electrical Installation Contracting, or by a suitably qualified representative of a Supply Authority or, with the prior approval of the Council, other persons deemed competent.

### **Heating**

41. All parts of premises regularly occupied by public or employees shall be heated to the satisfaction of the Council.

### **Ventilation**

42. The licensee shall ensure that the premises are adequately ventilated to all areas to which the staff and clients have access. Any mechanical ventilation system shall be maintained in correct working order and shall comply with British Standards 5720: 1979. The system shall be capable of full operation during the whole of the time the public are on the premises.

**NOTE:** Care should be taken to ensure that neither noise nor vibration arising from the running of the equipment will cause annoyance or discomfort.

## PART III

### CONDITIONS APPLYING ONLY WHERE THE COUNCIL SO PRESCRIBES

#### **Escape lighting**

43. (a) Two independent systems of lighting shall be provided to the satisfaction of the Council. The degree of illumination from each system shall be sufficient for illumination of the exit notices (if these are not of the self-luminous type) and to enable the public to see their way out of the premises at any time. In all portions of the premises to which the public have access, good normal lighting shall be provided during the whole time that the public are on the premises.
- (b) Where permitted by the Council a non-maintained system of escape lighting may be used (ie a system in which the lights are energised only when the normal lighting fails).

**NOTE:** the licensee may, with the consent of the Council, provide such additional lighting for decorative or other purposes as he may think fit.

#### **Restriction on treatment**

44. Unless otherwise expressly permitted by the Council, when treatment is given or is being received to any part of the body other than the neck and head or feet and legs below the knee or hands and arms and is not being so given by a fully qualified physiotherapist or other person entered on the register of the appropriate professional organisation whose qualifications have been approved by the Council, the treatment may be given only to persons of the same sex as the person giving the treatment, and persons of the opposite sex shall not be present.

#### **Ultra violet radiation equipment**

45. The licensee shall ensure that all ultra violet radiation equipment installed in the licensed establishment is used and operated in accordance with the Code of Practice for the time being in force issued by the Department of Environmental Services of the Council.

## Exemption from licence requirement

The London Local Authorities Act 1991 provides for exemption from the need for a licence in certain circumstances. The relevant section of the Act is as follows:

4. *In this Part of this Act unless the context otherwise requires—*

*‘establishment for special treatment’ means any premises in the Part II. borough used, intended to be used or represented as being used for the reception or treatment of persons requiring massage, manicure, acupuncture, tattooing, cosmetic piercing, chiropody, light, electric or other special treatment of a like kind or vapour, sauna or other baths but does not include—*

(a) *any premises which are not used for gain or reward;*

(b) *any premises where the special treatment is carried out by or under the supervision of—*

*(i) a medical practitioner duly registered by the General Medical Council; or*

*(ii) any bona fide member of a body of health practitioners which has given notice in writing to the borough council that it —*

*(A) has a register of members;*

*(B) requires as qualification for membership qualifications by way of training for, and experience of, the therapy concerned;*

*(C) requires its members to hold professional indemnity insurance;*

*(D) subjects its members to a code of conduct and ethics, including a prohibition of immoral conduct in the course of their practice; and*

*(E) provides procedures for disciplinary proceedings in respect of its members;*

*and has supported that notice with satisfactory documentary evidence, if required by the council; or*

*(iii) in the case of acupuncture, a dentist registered under the Dentists Act 1984;*

(c) *any premises which are used by a person who is registered by a board under the Professions Supplementary to Medicine Act 1960—*

*(i) solely for the practice of the profession in respect of which he is so registered; or*

*(ii) for the practice of the profession in respect of which he is so registered and for the conduct by him of any business ancillary to such practice and no other purpose;*

(d) *any hospital provided by the Secretary of State or by a National Health Service Trust established under the National Health Service and Community Care Act 1990 or by a charity which is registered under section 4 of the Charities Act 1960 or is exempted from registration by subsection (4) of that section; or*

(e) *any nursing home which is for the time being registered under Part II of the Registered Homes Act 1984 or exempted from registration under that Part of that Act;*

A number of bodies of health practitioners that meet the conditions specified in the Act have been recognised. In the interests of consistency, applications from bodies that wish to confer exemption are considered jointly by London boroughs. The list changes from time to time.

**In May 2005 the following bodies are recognised.**

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LONDON LOCAL AUTHORITIES ACT 1991/2000

LIST OF BODIES OF HEALTH PRACTITIONERS GRANTED EXEMPTION UNDER  
SECTION 4 AS AT 18<sup>th</sup> May 2005

Name and Address	Date Granted	Treatments	Tel No	Fax	E-mail	Internet
<b>ACUPUNCTURE</b>						
<u>The British Acupuncture Council</u> 63 Jeddo Road London W12 9HQ		Acupuncture	020 8735 0400	0202 8735 0404	<a href="mailto:info@acupuncture.org.uk">info@acupuncture.org.uk</a>	acupuncture.org.uk
<u>The Acupuncture Society</u> , 27 Cavendish Drive Edgware Middlesex HA8 7NR		Acupuncture	0773 4668 402		secretary@acupunctu resocietyuk.yahoo.co. uk	acupuncturesociety.org.uk
<u>The Acupuncture Association of Chartered Physiotherapists</u> Secretariat Portcullis Castle Street Mere Wiltshire BA12 6JE		Acupuncture Physiotherapy Acupressure Moxibustion Auricular Acupuncture	01747 861151	01747 861717	sec@aacp.uk.com	aacp.uk.com
<u>Zhong Shan Chinese Medicine &amp; Acupuncture Association</u> (formerly Association of Chinese Medicine & Complimentary Medicine) 15 Porchester Gardens London W2 4DB		Acupuncture Holistic Massage	7 727 6778	7 727 6778		

Name and Address	Date Granted	Treatments	Tel No	Fax	E-mail	Internet
<b>AROMATHERAPY</b>						
<u>International Federation of Professional Aromatherapists (inc the Register of Qualified Aromatherapists, The International Society of Professional Aromatherapists &amp; Int Federation of Aromatherapists)</u> 82 Ashby Road Hinckley Leicestershire LE10 1SN		Aromatherapy	01455 637987	01455 890956	<a href="mailto:admin@ifparoma.org">admin@ifparoma.org</a>	ifparoma.org
<u>Aromatherapy &amp; Allied Practitioners Association</u> PO Box 36248 London SE19 3YD		Aromatherapy	0208 653 9152	020 8653 9152	<a href="mailto:aromatherapyuk@aol.com">aromatherapyuk@aol.com</a>	aromatherapyuk.net

Name and Address	Date Granted	Treatments	Tel No	Fax	E-mail	Internet
<b>AYURVEDIC MEDICINE</b>						
The British Association of Accredited Ayurvedic Practitioners 81 Wimpole Street London W1G 9RF		Ayurvedic Medicine Indian head, remedial massage	0208 455 6598	0208 455 6598	<a href="mailto:eladevishah@aol.com">eladevishah@aol.com</a>	
<b>BOWEN THERAPY</b>						
The Bowen Therapists European Register PO Box 2920 Stratford Upon Avon CV37 9ZL		Bowen Therapy	07986 008384	0871 7335501	<a href="mailto:Info@bter.org">Info@bter.org</a>	bowentherapists.com
Bowen Practitioners Association PO Box 46881 London SW11 6YX		Bowen Therapy	07866 757898	No fax	Neelam_thapam@hotmail.com	bowenpractitioners.co.uk

Name and Address	Date Granted	Treatments	Tel No	Fax	E-mail	Internet
<b><u>EAR PIERCING</u></b>						
<u>Royal Pharmaceutical Society of GB (ear piercing only)</u> 1 Lambeth High Street London SE1 7JN		Ear Piercing	020 7735 9141	020 7735 7629	enquiries@rpsgb.org	rpsgb.g.uk
<b>MANUAL LYMPHATIC DRAINAGE</b>						
<u>Manual Lymphatic Drainage Uk</u> P.O.Box 14491 Glenrothes Fife KY6 3YE		Manual Lymphatic Drainage	01592 840799	01592 748008	admin@mlduk.org.uk	mlduk.org.uk
<b>REFLEXOLOGY</b>						
<u>International Institute of Reflexology</u> 146 Uppertorpe <u>Walkley</u> <u>Sheffield</u> <u>S6 3NF</u>	1.4.20 04	Reflexology	01142 812100	01142 812100	reflexology_uk@hotmail.com	reflexology-uk.co.uk
<u>International Federation of Reflexologists</u> <u>76-78 Edridge Road</u> <u>Croydon</u> <u>Surrey CRO 1EF</u>		Reflexology	020 8645 9134	020 8649 9291	info@IntFedReflexology.org	

Name and Address	Date Granted	Treatments	Tel No	Fax	E-mail	Internet
<u>British Reflexology Association</u> <u>Monks Orchard</u> <u>Whitbourne</u> <u>Worcester</u> <u>WR6 5RB</u>		Reflexology	01886 821207	01886 822017	<a href="mailto:bra@britreflex.co.uk">bra@britreflex.co.uk</a>	britreflex.co.uk
<u>Association of Reflexologists</u> <u>27 Old Gloucester Street</u> <u>London</u> <u>WC1N 3XX</u>		Reflexology	0870 567 3320	01823 336646	info@aor.org.uk	aor.org.uk
<b>SHIATSU</b>						
<u>Shiatsu International</u> <u>Maulak Chambers</u> <u>The Centre</u> <u>High Street</u> <u>Halstead</u> <u>Essex</u> <u>CO9 2AJ</u>		Shiatsu	01787 880005	01787 220373	admin@shiatsu- international.com	shiatsu-international.com
<u>Shiatsu Society UK</u> <u>Eastlands Court</u> <u>St Peter's Road</u> <u>Rugby</u> <u>Warwickshire</u> <u>CV21 3QP</u>		Shiatsu	0845 1304560	01788 555052		shiatsu.org

Name and Address	Date Granted	Treatments	Tel No	Fax	E-mail	Internet
<b><u>SPORTS MASSAGE</u></b>						
<u>Sports Massage Association</u> 86 Nelson Road London SW19 IHX		Sports Massage	0870 0052678	0870 0052679	info@thesma.org	www.sportsmassage association.org
<b>TRICHOLOGY</b>						
<u>Institute of Trichologists</u> 24 Longroyd Road London <b>SW17 7PL</b>		Trichology Head Massage	08706 070602	0115 938 4303	<a href="mailto:admin@trichologists.org.uk">admin@trichologists.org.uk</a>	trichologits.org.uk
<b><u>MISCELLANEOUS</u></b>						
<u>Association of Naturopathic Practitioners</u> Coombe Hurst Coombe Hill Road East Grinstead West Sussex RH19 4LZ	1/4/20 04	Acupuncture Holistic Massage	01342 303269	01342 410909	info@naturopathy-anp.com	naturopathy-anp.com
<u>International Guild of Professional Practitioners (inc ITEC Professionals)</u> 4 Heathfield Terrace London W4 4JE	1.4.20 04	Aromatherapy Bowen Therapy Manual Lymphatic Reflexology Shiatsu Sports, therapeutic & holistic massage	08702011 912	0870 201 1822	guild@igpp.co.uk	igpp.co.uk

Name and Address	Date Granted	Treatments	Tel No	Fax	E-mail	Internet
<u>Federation of Holistic Therapists</u> 3 <sup>rd</sup> Floor Eastleigh House Upper Market Street Eastleigh Hampshire S050 9FD		Acupressure Aromatherapy Bowen Therapy ML Drainage Reflexology Shiatsu Sports & Remedial massage Moxibustion	023 8048 8900	023 8048 8970	<a href="mailto:info@fht.org.uk">info@fht.org.uk</a>	<a href="http://fht.org.uk">fht.org.uk</a>
<u>The Institute for Complimentary            Medicine inc the British Register            of Complimentary Practitioners</u> PO Box 194 London SE16 7QZ		Acupuncture Acupressure Aromatherapy Bowen Technique M L Drainage Remedial, Sports, Holistic Massage Reflexology Shiatsu	020 7237 5165	020 7237 5175	<a href="mailto:icm@medicine.co.uk">icm@medicine.co.uk</a>	<a href="http://i-c-m.org.uk">i-c-m.org.uk</a>
<u>Association of Physical and            Natural Therapists</u> 27 Old Gloucester Street London WC1N 3XX	1/4/04	Therapeutic & sports massage Reflexology Aromatherapy Acupressure	0845 3452345		<a href="mailto:APNT@tbeanz.com">APNT@tbeanz.com</a>	<a href="http://apnt.org.uk">apnt.org.uk</a>
<u>Massage Therapy Institute of            GB</u> 20 Enford Street London W1H 1DG		Remedial Massage	0207 724 4105	0207 724 4105	N/A	N/A

Name and Address	Date Granted	Treatments	Tel No	Fax	E-mail	Internet
<u>LCSP Register of Remedial Masseurs &amp; Manipulative Therapists</u> 330 Lytham Road Blackpool Lancs FY4 1DW		Remedial Massage	01253 408443	01253 401329	<a href="mailto:admin.lcsp@ic24.net">admin.lcsp@ic24.net</a>	Lcsp.uk.com
<u>Health Professionals Council</u> (Members are automatically exempted by Section 4c of the LLA 1991 as State Registered)		Chiroprody Pyhsiotherapy				
<u>Independent Professional Therapists International</u> PO Box 106 Retford DN22 7WN	17/3/ 05	Aromatherapy Bowen Technique Holistic, Therapeutic & Remedial Massage Lymphatic Drainage Shiatsu, Sports Massage, Acupressure Thermo Auricular Therapy, Metamorphic Technique, Polarity Therapy, Reflexology, Moxibustion, Rolfing	01777 703177	01777 869429	martyn@iptiuk.com	lptiuk.com

**BODIES CONSIDERED AND REFUSED EXEMPTION OR HAVE NOT PURSUED THEIR APPLICATION:**

The Council for Complimentary & Alternative Medicine - this is a forum of professional bodies and not a practitioner group

Acupuncture Foundation of Sri Lanka & Register - no UK representation

International Federation of Health & Beauty Therapists, 38a Portsmouth Road, Wolston, Southampton SO2 9AD

International Council of Health Fitness and Sports Therapists, PO Box 203 Southants SO9 7PP

BABTAC, Parabola House, Parabola Road, Cheltenham, Gloucester GL50 3AH (01242) 570284

Health Practitioners Association - group not responded

Aromatherapy Organisation Council - This is not a body of health practitioners but an umbrella organisation of Associations.

Institute of Electrolysis Limited, 138 Downs Barn Boulevard, Downs Barn, Milton Keynes, MK14 7RP. Tel: (01908) 695297

Association of Kinesiology – not received information from them

Royal Pharmaceutical Society does not want to be considered for nose piercing

Guild of Professional Beauty Therapists, Guild House, PO Box 310, Derby DE23 6ZT – not body of health practitioners

Corporation of Advanced Hypnotherapy, PO Box 70, Southport, Merseyside PR8 6JB. Hypnotherapy is not considered to be a special treatment.

British Federation of Massage Practitioners

Bosiger Energy Alignment Method – no response

Holistic Aromatherapy Foundation – no response

Association of Light Touch Therapists – no response

Association of Chiropodists and Podiatrists – 17 Littlemead Road, Shirley, Solihull, West Midlands, B90 1DJ – no response

British Association of Electrolysisists – re applied no further response

Asante Association – no response

Ayurvedic Medical Association Uk Ltd

Association of Traditional Chinese Medicine – membership withdrawn 18.11.2004

Association of Holistic and Complimentary Practitioners – no response

The Reiki Healers and Teachers Society – refused 9.9.2004

**BODIES UNDER CONSIDERATION**

British Complementary Medicine Association