

## How to apply for a Special Treatment Licence

In order to apply for a licence you will need to send the following information:-

- The **fully completed** application form ensuring that **all** treatments you intend to offer are listed and **all** questions are answered. **Because we will only approve practitioners to give the treatments for which they are properly qualified, please specify against each name the treatments that the practitioner is to provide.** If you do not fully complete the form, it may delay issue of the licence.
- The correct fee (see enclosure). If you are unsure of the fee please contact me for assistance. Please make the cheque payable to **'London Borough of Barnet'** and staple it to the form.
- Photocopies of all qualification certificates. There have been cases where false qualifications have been offered, and our officer will need to see both the original qualification certificates and photo ID as proof of each practitioner's identity (a passport would be suitable for this) when he/she visits the premises before issuing the licence.

### Foreign Qualifications

Where qualifications have been obtained outside the UK, and/or are written in a language other than English, and are not internationally recognised qualifications (such as CIBTAC, ITEC etc.), the therapist must:

1. Obtain a translation of the certificate. This must be carried out by an independent, certified translator and be signed by them.
2. They must then obtain a comparability certificate. This will state what their qualification is equivalent to in terms of UK qualifications.

A comparability certificate can be obtained from an organisation called the National Academic Recognition Information Centre for the UK (UKNARIC).

UK NARIC provides a service for individuals seeking information on comparability between international and UK academic qualifications. This service is intended to assist those with overseas qualifications to progress towards further studies and employment in the UK. Their contact details are as follows:

Tel: 0871 330 7033

E-mail: [info@naric.org.uk](mailto:info@naric.org.uk)

- A copy of the Notice displayed in the window of the premises.
- A copy of the last Electrical Installation Condition Report (EICR) for the premises - see conditions 38 and 40 of the attached Regulations. **(Business premises only)**.

The London Local Authorities Act requires us to inform the Police and Fire Authority of your application. We will therefore send a copy of your application form to them.

Please retain a copy of the enclosed Regulations and Conditions on the premises. The licence, when issued, will be subject to certain terms, conditions and restrictions. It will be valid only in the name of the applicant. It will cover only the special treatments listed in your application, and they must not be provided by any practitioner whom the Council has not approved for those treatments. If at a later date you wish to offer other special treatments, employ other practitioners, or make any material change to the premises or the way in which the treatments are given, you will need to apply for a licence variation before doing so.

**The licence holder** will be fully responsible for making sure all licence conditions are complied with, and could be subject to penalties if the conditions are breached. If a self-employed practitioner is to rent space in premises used by others, it is normally best if they apply for their own licence.

There is a **minimum** statutory consultation period of four weeks before a licence can be issued. I normally hope to issue the licence within five weeks if there are no objections and all the requirements are met. To minimise delay, you should make sure that any work necessary to comply with the licence conditions or meet the requirements of the Fire Authority is finished as early as possible, preferably before we inspect the premises.

Please note that once you have applied for a licence, if for any reason you decide not to proceed, a 10% administration charge will be deducted from the fee paid.

**Please ensure that you have paid the correct postage before sending your application as incorrect postage could result in the application being refused by the post office.**