

Please find attached an application form and details on applying to vary or transfer your existing special treatment licence to the new owner.

Please note that 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.

Application for Variation/Transfer of a Special Treatment Licence

Premises details:

Ref HSLIC/

Please accept this as notification that I wish to transfer my existing licence to the following applicant(s)

Signed..... Dated

APPLICANT(S) DETAILS

| | |
|---|--|
| Full name of the applicant: (Mr, Mrs, Ms) | |
| Date of birth: | |
| Place of birth: | |
| Private address: | |
| Daytime telephone number: | |

| | |
|---|--|
| Full name of the applicant: (Mr, Mrs, Ms) | |
| Date of birth: | |
| Place of birth: | |
| Private address: | |
| Daytime telephone number: | |

Only complete this section if the application is made by or on behalf of a Company, Society, Body or Association.

| | |
|--|--|
| Full name of the applicant: (Mr, Mrs, Ms) | |
| The address of the registered or principal office: | |
| Private address of applicant: | |
| Daytime telephone number: | |

Management

| | |
|---|--|
| Full name of the manager: (Mr, Mrs, Ms) | |
| Date of birth: | |
| Place of birth: | |
| Private address: | |
| Daytime telephone number: | |

| | |
|---|--|
| Full name of the manager: (Mr, Mrs, Ms) | |
| Date of birth: | |
| Place of birth: | |
| Private address: | |
| Daytime telephone number: | |

Company/Society/Body/Association

| | |
|--|--|
| Full name of applicant: (Mr, Mrs, Ms) | |
| The address of the registered or principal office: | |
| Private address of applicant: | |
| Daytime telephone number: | |

| | |
|--|--|
| Full name of applicant: (Mr, Mrs, Ms) | |
| The address of the registered or principal office: | |
| Private address of applicant: | |
| Daytime telephone number: | |

Practitioners

Please list the full name and relevant technical qualifications of all the practitioner(s) who will carry out special treatments, and say which treatment(s) each person will give. **Please enclose copies of qualification certificates of each new person who is to provide treatment.** Please write the address of the premises on the copies. Please continue on a separate sheet if necessary.

If you want to offer massage, please distinguish between full body, head and neck or foot massage.

| | |
|----------------------------|--|
| Full name: | |
| Treatments to be provided: | |
| Qualifications: | |

| | |
|----------------------------|--|
| Full name: | |
| Treatments to be provided: | |
| Qualifications: | |

| | |
|----------------------------|--|
| Full name: | |
| Treatments to be provided: | |
| Qualifications: | |

| | |
|----------------------------|--|
| Full name: | |
| Treatments to be provided: | |
| Qualifications: | |

Fees 1st April 2018

| Treatment | Licence Fee | Licence Renewal | Variation * | Transfer ** |
|--|-------------|-----------------|-------------|-------------|
| Band A - low risk and non-invasive treatments, including manicure, nail extensions, pedicure, ear & nose piercing using a single pierce gun designed for the purpose, steam facials and facials combined with a facial massage. Thermal Auricular Therapy (Hopi Ear Candles) if carried out with a facial massage. | £247 | £197 | £62 | £62 |
| Band B – medium risk non-invasive treatments, including electrical treatments (high frequency, faradism, micro-current, ultra-sonic), light treatments (Infra red), head, neck & below the knee massage (Indian head massage, reflexology). | £325 | £334 | £79 | £79 |
| Band C - higher risk or invasive treatments, including body massage (sports/remedial massage, aromatherapy, holistic massage, shiatsu, thai, stone therapy) other than described in Band B, electrolysis, acupuncture, moxibustion, spas, saunas, steam rooms, tattooing, tattoo removal, semi-permanent make-up, body piercing, sunbeds and laser/intense light pulse light treatments | £444 | £400 | £96 | £96 |
| Additional fee for laser and intense pulsed light (IPL) treatments | £73 | £73 | | |

(Please note that this list is not exclusive of all treatments)

Please make cheques payable to London Borough of Barnet.

If in doubt about the correct fee, please contact us for assistance.

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, i.e. £73 is added to the Band C fee. If *only* laser/IPL treatment is offered, then Band C together with the Laser/IPL fee will apply.

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.

- **A variation is any single material change, such as an additional treatment, a new practitioner or a significant change to the premises layout. 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 B to Band C, an additional fee will be payable. This is calculated as follows:

Take the difference between the licence fees 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 Laser/IPL (Band C) to a licence for electrical treatments (Band B) 9 months before expiry.

Band C (£444) minus Band B (£334) = £110 Multiply by 9 = £990
Divide by 12 = £82.50

Add to the Band B variation fee (£79) = £161.50

Plus additional fee for Laser/IPL (£73)

The variation fee in this example is £234.50

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If you have any queries please contact Environmental Health on 020 8359 7995.

Documents To Be Enclosed

| | |
|--|--------------------------|
| Copies of qualification certificates for each new practitioner | <input type="checkbox"/> |
| Payment for the application | <input type="checkbox"/> |

Please indicate payment preference:

I/we wish to make payment by debit/credit card. (You will be contacted on receipt of your application for payment to be taken).

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 Environmental Health, Barnet House, 1255 High Road, Whetstone, London N20 0EJ.

How your information will be used

Barnet Council will collect and use the information you give us to undertake our functions as a local authority and deliver services to you. It is our responsibility to ensure that your information is kept safe. Where necessary and legally allowed, we will share your information with trusted external organisations, commissioned partners and contracted service providers in order to deliver services and support to you.

The information we collect may be used to better understand your use of our services and assist us in improving our services. This is to ensure we are using public funds in the best possible way. Under our duty to protect public money we may use the information you have provided for the prevention and detection of crime.

For further details of how we use your information and to understand your rights please visit www.barnet.gov.uk/privacy or email data.protection@barnet.gov.uk to request a full copy of our privacy notice.