

EXPLANATORY NOTES AND RULES FOR REGISTERED THERAPISTS

Information for the guidance of applicants for registration as a person to give licensable treatments in accordance with Standard Condition 5(1) attached to special treatment licences issued under Part II of the London Local Authorities Act 1991. Enquiries should be addressed to: Public Protection Division, Islington Council, 159 Upper Street, London, N1 1RE

1 REQUIREMENT FOR REGISTRATION

Any person working in an establishment licensed for the provision of special treatments must themselves be registered with the council for the provision of those treatments.

2 EXEMPTIONS

The exemption from the requirement for registration in accordance with standard condition (2) is only for those persons employed to provide special treatment that are current and valid members of an exempted body that appears on the current 'List of Bodies of Health Practitioners Granted Exemption' that is updated periodically by Islington Council. Please note that such exemption only applies to the special treatment specified on the appendix (e.g. Reflexology) and that the provision of any other special treatments at the premises will require registration.

3 THE APPLICATION PROCESS

- (i) An application for registration as a person to give licensable special treatments will not be considered unless the application form is accompanied by:
 - (a) Four identical full-face passport size photographs of the applicant, taken within the preceding 12 months. (The council reserves the right to reject any photographs that are unacceptable, e.g. the wearing of sunglasses or hats).
 - (b) Copies of the qualifications gained by the applicant in each of the treatments that the applicant wishes to provide. Where qualifications are obtained overseas the applicant is required to get all documents translated into English. Submission of translated documents can be made to UK NRP, UK NARIC, contact number 0870 9904088 for comparability with UK qualifications.
- (ii) The application for registration must be made on the official form supplied by Islington Council.
- (iii) The applicant is required to attend an interview if they have applied for one of the following treatments: Laser, IPL, Body Piercing. Please telephone 0207 527 3227 / 3841 / 3052 / 3879 to arrange this once the forms have been submitted.
- (iv) If this division considers that the licensable treatment which are being applied are high risk or intimate (i.e. massage/tattooing) this division shall forward a copy of the application to the police for approval.



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- (v) The processing of applications will normally take at least 21 days.
- (vi) The council will forward the identification card and registration document to the applicant at the private residential address stated on the application form once the application has been approved.
- (vii) New registrations will be granted indefinitely.

4 OBSERVATIONS OR OBJECTIONS TO A REGISTRATION

If there are neither observations nor objections the registration shall be granted by the Assistant Director - Public Protection.

If there is an objection/observation to application, the applicant shall be given details of the objection/observation and asked to confirm whether s/he wishes to continue with their application or withdraw.

5 PROCEDURE FOR HEARING OBJECTIONS

The licensing committee shall follow the procedure for entertainment licence applications.

6 GROUNDS OF REFUSAL

The council may refuse to grant a registration on any of the following grounds:

- a) The applicant could be reasonably regarded as not being a fit and proper person to hold a registration.
- b) The applicant has made a material statement, which s/he knew to be false in a material particular in connection with his/her application.
- c) The applicant has received insufficient training.

If the council refuses an application for registration the applicant shall be written to confirming the decision and the reasons for the refusal within seven days of the date that the decision was announced.