

# **SPECIAL TREATMENT PREMISES**

## **GUIDANCE NOTES**

### **1. What needs a licence?**

No premises in the borough of Islington may be used to provide special treatment unless they have been licensed by the council.

An 'establishment for special treatment' means any premises being used for providing:

- massage, pedicure chiropody
- acupuncture, tattooing, cosmetic piercing of any part of the body, ,
- beauty treatments involving the application of light, electric or vapour
- sauna, steam baths or other baths.

This definition includes aromatherapy, reflexology and shiatsu; ultra violet tanning, faradic, galvanic, thread vein, infra-red, laser and ultra high frequency treatments, electrolysis and vacuum suction; nail extensions and pedicure; facials and eyebrow/eyelash treatments; semi-permanent makeup; flotation tanks, steam baths/rooms/chambers, facial steamers, spa and whirlpool baths and wrapping/envelopment; colonic irrigation; collagen implants; osteopathy.

### **2. Exemptions**

The exemption from the requirement for registration 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. How to apply for a new premises licence**

The application must be made by a person over 18 years and consist of the following where applicable:

- a) A completed premises application form;
- b) A plan of the premises, in the Standard Scale: 1:100. The plan shall show:
  - the extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises;
  - the location of points of access to and egress from the premises;
  - if different from paragraph ii, the location of escape routes from the premises;
  - fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;



- in a case where the premises includes any steps, stairs, elevators or lifts, the location of steps, stairs, elevators or lifts;
  - in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
  - the location and type of any fire safety and other safety equipment; and
  - the location of a kitchen, if any, on the premises.
- c) A current valid passport or new style driving licence with photo;
  - d) Two passport size photographs on applicant;
  - e) Proof of residential address, this should be either a current Council Bill, utility bill or personal bank statement;
  - f) Information on any un-spent criminal convictions of applicant;
  - g) Relevant fee, the fees payable are specified in the enclosed fee schedule.

The applicant must give a complete copy of the application, together with any relevant attached, to the following responsible authorities:

- a) Chief Officer of Police, Licensing Office, Islington Police Station, 2 Tolpuddle Street, London N1 0YY;
- b) London Fire and Emergency Planning Authority, Unit 5 to 6 City Forum, City Road, London EC1V 2FB;
- c) Health & Safety, Commercial Support Team, Public Protection and Development Management, 222 Upper Street, London N1 1XR.

Advertising and giving notice:

The application must be advertised on the premises by means of a notice for not less than a period of 28 consecutive days, starting the day following the giving of the application. The notice shall be: at least A4 size, of a pale blue colour and printed in black ink in a font size equal or larger than 16. The notice must be displayed prominently where it can be read conveniently from outside the premises. For premises larger than 50 square metres, a further notice in the same form subject to the same requirements shall be erected for every 50 metres along the exterior perimeter of the premises abutting the highway.

Before a licence is granted you will also need to provide the following items:

- a) a current Periodic Inspection Report on the electrical installation;
- b) a certificate confirming the examination, within the last 12 months, of all fixed and portable electrical equipment used in giving special treatments or used for cleaning/sterilising;
- c) a current certificate confirming that the installation and battery are in full working order, if the premises has a system of escape/emergency lighting;
- d) a current certificate confirming that the installation complies with British Standard 5839, Part 1, if the premises has a fire alarm system;

[the certificates listed above must be issued by a 'competent person', e.g. a member of the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors' Association (ECA)]

- e) Fire Safety Certificate;
- f) the price list for all the treatments provided.

The application for a special treatment licence cannot be considered until after a lapse of four weeks from the date on which it was made. The applicant will be notified at this time if the council has received any objections to the application from the Council's Health and Safety Officer, Police or the London Fire Brigade.

It will be necessary for council officers to survey the premises to determine whether the premises do, or can be made to, comply with the council's safety and other licensing requirements. The officers concerned will contact the applicant after the application has been submitted to arrange a mutually convenient date and time for the survey.

The council may require that work is carried out to improve the safety arrangements at the premises and in which case a Schedule of Works will be issued detailing the requirements. These works should not be started until the council has reached a decision as to whether to grant a licence and the applicant has been notified in writing accordingly. Any work done prior to approval is at the applicant's own risk and may result in subsequent removal or alteration of the work or, to enable inspection, the exposure of the materials used and method of construction.

#### **4. Representations to an application**

If there are no representations to the special treatment application the licence shall be granted by the Assistant director of Public Protection.

If there is a representation to the application the application shall be referred for consideration at Licensing Committee. Should you receive any representations to your application you will be formally notified of the date of the meeting, the procedure governing committee meetings and sent copies of any representations at least 14 days prior to the licensing hearing.

#### **5. How to appeal**

An applicant who is aggrieved by the council's decision on the licence application or any term, condition or restriction can, within 21 days of the date he or she is notified of the decision, appeal to Highbury magistrates Court.

#### **6. How long does the licence last**

Generally, licences will be issued for 12 months. The council has standard renewal dates for special treatment licences - either 1 April or 1 October. It will sometimes be necessary to grant licences for shorter or longer periods (up to the statutory maximum of 18 months) to bring premises into the right renewal period.

#### **7. Registered therapists requirements**

Any person working in an establishment licensed for provision of special treatments must themselves be registered with Islington Council for the provisions of those treatments. The explanatory notes and rules for registered therapists are available on request from the licensing team.

#### **8. How to renew a licence**

The application for renewal must be made by the holder of the current premises licence and consist of the following items:

- a) A completed premises application form;
- b) The Relevant fee, the fees payable is specified in the enclosed fee schedule.

The application must also be advertised on the premises by means of a notice for not less than a period of 28 consecutive days, starting the day following the giving of the application. The notice shall be: at least A4 size, of a pale blue colour and printed in black

ink in a font size equal or larger than 16. The notice must be displayed prominently where it can be read conveniently from outside the premises. For premises larger than 50 square metres, a further notice in the same form subject to the same requirements shall be erected for every 50 metres along the exterior perimeter of the premises abutting the highway.

The applicant must also give a complete copy of the application to the following responsible authorities:

- a) Chief Officer of Police, Licensing Office, Islington Police Station, 2 Tolpuddle Street, London N1 0YY.
- b) Fire Safety Regulations: North East Area 2, London Fire Brigade, 169 Union Street, London, SE1 0LL
- c) Health & Safety, Commercial Support Team, Public Protection and Development Management, 222 Upper Street, London N1 1XR.

## **10. How to transfer or vary the licence**

If the owner or occupier of the premises changes an application will need to be made for transfer of the licence and consist of the following items:

- a) A completed premises application form;
- b) Relevant fee, the fees payable are specified in the enclosed fee schedule.

The applicant must also give a complete copy of the application to the following responsible authorities;

- a) Chief Officer of Police, Licensing Office, Islington Police Station, 2 Tolpuddle Street, London N1 0YY.

At any time the licensee can apply to vary the terms and conditions of the licence, e.g. by extending the types of treatment provided, to increase the numbers of registered therapists that practise at the premises at any given time or to increase or decrease the area of the premise where licensable treatments can be provided.

## **11. For more information**

If you have any questions about special treatment licensing, please contact:

Licensing Team  
222 Upper Street  
London  
N1 1XR  
Tel: 020 7527 3031  
Fax 0207 527 3430  
E-mail [licensing@islington.gov.uk](mailto:licensing@islington.gov.uk)