

SPECIAL TREATMENT PREMISES GUIDANCE NOTES

1. What needs a licence?

If you run an establishment for 'special treatments' in the Borough of Islington you will require a premises licence for your premises.

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

- massage;
- manicure;
- acupuncture;
- tattooing/micropigmentation;
- cosmetic piercing of any part of the body;
- chiropody;
- beauty treatments involving the application of light, electric or vapour;
- sauna, steam baths or other baths; and
- any other treatment of a like kind.

A full A to Z list of all licensable treatments can be found via the Council's website.

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 licensable special treatments at the premises will require a premises licence.

The current List of Bodies of Health Practitioners Granted Exemption can be found via the Council's website.

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 location of points of access to and egress from the premises;
 - 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 the proposed treatment rooms
 - 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.
 - **FREEHAND DRAWN PLANS WILL BE REJECTED**
- c) The relevant fee (We do not accept cash or cheques; a payment link will be emailed to you when application is being processed) and

- d) Details of the Limited Company (if proposed to be the licensee).

If the proposed licensee is an individual or Sole Trader the applicant must also provide:

- a) A current valid passport or new style driving licence with photo;
- b) Proof of residential address, this should be either a current Council Bill, utility bill or personal bank statement; and
- c) Information on any un-spent criminal convictions of applicant.

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, C/O London Borough of Islington, 3rd Floor, 222 Upper Street, London, N1 1XR (CNMailbox-IslingtonPoliceLicensingTeam@met.police.uk)
- b) Fire Safety Regulations: North East Area 2, London Fire Brigade, 169 Union Street, London, SE1 0LL (islingtongroup@london-fire.gov.uk)

The Licensing Team will forward your application to other local authority departments (Such as Health and Safety) for review when relevant, Council officers may contact or visit you during the 28 day representation period as a result.

4. 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 on white paper. The notice must be displayed prominently where it can be read conveniently from outside the premises.

The application for a special treatment licence cannot be determined until after a lapse of four weeks from the date on which it was made.

5. Occasional ST premises licence

If you wish to provide licensable special treatments for a one off occasion, a temporary premises licence can be sought. This temporary licence is called an Occasional Special Treatment premises licence and can cover a period of up to seven days.

The application process is similar to that detailed above for a full premises licence with an additional requirement for a Risk Assessment. The Risk Assessment must detail any potential hazards connected to the proposed licensable activity and the planned mitigation strategy.

6. Inspection

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.

7. Representations to an application

The applicant will be notified if the Council received any objections to the application from the Council's Health and Safety Officer, Police, London Fire Brigade or any other relevant persons during the consultation period.

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

When representations have been received and the concerns cannot be satisfied through mediation the application shall be referred for consideration before a Licensing Committee. The applicant will be formally notified of the date of the meeting, the procedure governing committee meetings and be sent copies of any representations at least 14 days prior to the licensing hearing.

8. 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.

9. 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 1st June or 1st December. 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.

10. Registered therapists requirements

Any person working in an establishment licensed for provision of special treatments and provided licensable treatments must themselves be registered with Islington Council for the provisions of those treatments.

The explanatory notes and rules for registered therapists can be found via the Council's website by clicking this link:

11. Required certification

The licensee must ensure that all relevant certification and assessments are up to date and available for inspection on the request of an authorised officer. This includes, but is not limited to:

- a current Periodic Inspection Report on the electrical installation;
- 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;
- a current certificate confirming that the installation and battery are in full working order, if the premises has a system of escape/emergency lighting;
- a current certificate confirming that the installation complies with British Standard 5839, Part 1, if the premises has a fire alarm system; and
- Fire Safety Certificate; and
- Fire Risk Assessment.

Note:

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)

12. 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 completed premises application form;
- The relevant fee (We do not accept cash or cheques; a payment link will be emailed to you when application is being processed).

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, on white paper. The notice must be displayed prominently where it can be read conveniently from outside the premises.

- a) The applicant must also give a complete copy of the application to the following responsible authorities: Chief Officer of Police, C/O London Borough of Islington, 3rd Floor, 222 Upper Street, London, N1 1XR (CNMailbox-IslingtonPoliceLicensingTeam@met.police.uk)
- b) Fire Safety Regulations: North East Area 2, London Fire Brigade, 169 Union Street, London, SE1 0LL (islingtongroup@london-fire.gov.uk)

How to transfer the premises 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 from the proposed licensee;
- b) A completed consent to transfer form from the current licensee;
- c) The relevant fee (We do not accept cash or cheques; a payment link will be emailed to you when application is being processed).

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

- Chief Officer of Police, C/O London Borough of Islington, 3rd Floor, 222 Upper Street, London, N1 1XR (CNMailbox-.IslingtonPoliceLicensingTeam@met.police.uk)

13. How to vary the premises licence

The licensee may apply to vary the premises licence at any time. There are two main types of variation:

- i. To add authorised treatments; and
- ii. To change the layout of the premises.

Unless adding a treatment of a like kind, to that already authorised, a full variation application will be required.

If you are unsure whether the treatments you are adding require a full variation or just additional treatment submission, please contact the Licensing Team.

For more information

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

Licensing Team, 222 Upper Street, London, N1 1XR.
E-mail licensing@islington.gov.uk - Tel: 020 7527 3031