

MASSAGE & SPECIAL TREATMENT LICENCES

In accordance with Part II of the London Local Authorities Act 1991, no person may carry on an establishment for special treatment in the London Borough of Waltham Forest without first obtaining a licence from the London Borough of Waltham Forest Council.

An 'establishment for special treatment' is defined in the Act as any premises that are used or represented as being, or intended to be used for the reception or treatment of persons requiring massage, manicure, acupuncture, tattooing, cosmetic piercing, chiropody, light, electric or other special treatments of a like kind or vapour, sauna or other baths.

EXEMPTIONS

The exemptions from the requirement of licensing under the Act are:

- (i) Any premises which is not used for gain or reward
- (ii) Any premises where every person employed to provide special treatment is a medical practitioner duly registered by the General Medical Council.
- (iii) In the case of acupuncture, any premises where every person employed to provide acupuncture is a dentist registered under the Dentists Act 1984.
- (iv) Any premises where every person employed to provide special treatment is registered by a board under the Professions Supplementary to Medicine Act 1960, provided that the establishment is used:
 - (a) solely for the practise of the profession in respect of which they are so registered
 - or
 - (b) solely for the practise of the profession in respect of which they are so registered and for the conduct by them of any business ancillary to such practise and no other purpose.
- (v) Any hospital provided by the Secretary of State or by a National Health Service Trust established under the National Health Service and Community Care Act 1990, or is exempted by subsection (4) of that section.
- (vi) Any nursing home which is for the time being registered under Part II of the Registered Homes Act 1984 or exempted from registration under that part of the Act.
- (vii) Any premises where every person employed to provide special treatment is a current and valid member of a Body of Health Practitioners that have been granted Exemption Under Section 4. However, please note that exemption only applies to the special treatment specified (e.g. massage) and that the provision of any other special treatments at the premises will require a licence.

APPLICATION PROCESS

To apply for a special treatment licence you must complete several forms including the application form and provide the details requested.

An application for the grant of a special treatment licence will not be considered unless the Council is satisfied that the proposed activity would constitute a lawful planning use and the hours sought do not exceed those authorised by any planning permission .

On the date on which an application is made for a Licence you will be required to display a Notice in a place where it can easily be seen and read by persons in the street or adjoining public places. The Notice must be displayed for a period of 28 days. If the Notice is found to be severely defaced, damaged or missing, a new Notice will be required to be displayed for a further 28 days.

A Notice advertising your application must be published in a local newspaper. The advertisement must be in the style shown in newspaper advertisement form. A copy of the newspaper advertisement must be sent to the Licensing Service within 14 days of the application being submitted.

PLEASE NOTE: PUBLIC ADVERTISEMENT OF AN APPLICATION IS NOT REQUIRED FOR APPLICATIONS WHERE THE ONLY TREATMENTS TO BE GIVEN AT A PREMISE ARE EARPIERCING OR MANICURE.

After you have submitted your application a licensing officer as well as an officer from the local fire authority will inspect your premises. As a result of these visits you may be required to undertake alterations or works to comply with Special Treatment Legislation.

An Environmental Health Officer will also visit to ensure that the premises and treatments to be given comply with Health and Safety requirements

Normally a licence will not be issued until everything is to the satisfaction of the Council.

PLEASE NOTE PERSONS APPLYING FOR A LICENCE WHERE THE ONLY TREATMENTS TO BE GIVEN AT THE PREMISES ARE MANICURE OR EARPIERCING WILL NOT BE SUBJECT TO AN INSPECTION BY A LICENSING OFFICER OR FIRE OFFICER. HOWEVER AN INSPECTION WILL STILL BE UNDERTAKEN BY AN ENVIRONMENTAL HEALTH OFFICER.

PERIOD OF LICENCE

A licence is normally granted for a period of one year.

RENEWAL OF A LICENCE

At the renewal period the Council is obliged to inform the police and fire safety officer of your application. The licensing officer may also inspect your premises and if any defects are found you may find a minor works schedule is issued.

FEES PAYMENT AND CONTACT DETAILS

Fees vary depending on the number of treatments to be given and the number of therapists operating from a premise. (Please see fee list)

Cheques or postal orders made payable to the London Borough of Waltham Forest, completed application forms should be sent along with payment to: -

**Community Protection Services
Licensing Section
Sycamore House
Town Hall Complex
Forest Road
Walthamstow E17 4JF**

Debit and Credit Cards

Payments can also be made on-line at www.walthamforest.gov.uk. The completed application form can be emailed to licensing@walthamforest.gov.uk. Please make sure that you quote your payment reference in the email.