

FOR OFFICIAL  
USE ONLY

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## LONDON BOROUGH OF WALTHAM FOREST LONDON LOCAL AUTHORITIES ACT 1991

### APPLICATION FOR THE **GRANT** OF A LICENCE TO CARRY ON A MESSAGE OR SPECIAL TREATMENT ESTABLISHMENT

To: London Borough of Waltham Forest  
**Licensing Services**  
Waltham Forest Town Hall,  
Fellowship Square, Forest Road,  
Walthamstow, London E17 4JF

**A. 1. I/We hereby apply to the London Borough of Waltham Forest to  
Licence the following premises under the Act:-**

Business Name : .....

Address : .....

Tel.: No / Email: .....

**2. I/We hereby declare:-**

- a that this application and all supporting documents (including references) are true, and is made knowing that if a licence is granted, or renewed, it may be revoked if anything has been wilfully stated in this application which I/we know to be false or do not believe to be true.
- b that I/we have today displayed on the premises to be registered in a place where it can be easily read by the public, notice of this application in the form prescribed by the Council.
- c that I/we have placed an order for a public notice of this application in the form prescribed by the Council to appear in the local newspaper described below which will be published within seven days of today's date.

3. I/we enclose plans of the premises and will provide further plans the council may reasonably require in connection with this application.

4. I/We have made payment **online** for £ \_\_\_\_\_ being the prescribed application fee. Payment reference number: W..... (Please note an administration charge will be made if this application is unsuccessful. **Cheques are not accepted**).

5. **Date:** .....

**Signed** (1) .....

(2) .....

**A LICENCE HAS EFFECT FOR A PERIOD OF ONE YEAR.**

**B. APPLICANT/LICENSEE** Forename (in full) and Surname(s). (See Note 1 below) If more than two applicants please give details on a separate sheet

Tick one of the following:

Sole Trader or Partnership

Company, Society etc.

1)

Mr/Mrs/Miss:		Date of Birth:
Home Address:		Post Code:
Tel. No:	Email:	
Place of Birth:	Nationality:	
If Company – Name of Company:		
Principle Office Address:		
Position held:	Signature:	
Qualifications held to give relevant treatments (original documentary confirmation will be required).		
<b>Treatments qualified and certificated to carry out</b> (only list treatments carrying out, which are listed as special treatments):		

2)

Mr/Mrs/Miss:		Date of Birth:
Home Address:		Post Code:
Tel. No:	Email:	
Place of Birth:	Nationality:	
If Company – Name of Company:		
Principle Office Address:		
Position held:	Signature:	
Qualifications held to give relevant treatments (original documentary confirmation will be required).		
<b>Treatments qualified and certificated to carry out</b> (only list treatments carrying out, which are listed as special treatments):		

**NOTE:**

1. In the case of a partnership, the full names of each partner and their respective private addresses must be entered; in the case of a company, the name of the company and the address of its principal office.
2. Each partner of a partnership must sign. If the applicant is a company, a director or other authorised person must sign indicating position held.

**C. STAFF WHO WILL CARRY OUT TREATMENTS IF OTHER THAN THE**

**LICENSEE(S):** Forenames (in full) and Surname(s). If more than two staff please give details on a separate sheet.

1)

Mr/Mrs/Miss:	Date of Birth:
Home Address:	Post Code:
Tel. No:	Email:
Place of Birth:	Nationality:
Qualifications held to give relevant treatments (original documentary confirmation will be required).	
<b>Treatments qualified and certificated to carry out</b> (only list treatments carrying out, which are listed as special treatments):	

2)

Mr/Mrs/Miss:	Date of Birth:
Home Address:	Post Code:
Tel. No:	Email:
Place of Birth:	Nationality:
Qualifications held to give relevant treatments (original documentary confirmation will be required).	
<b>Treatments qualified and certificated to carry out</b> (only list treatments carrying out, which are listed as special treatments):	

**Note:** Two identical full-face passport size photographs (taken within the previous 12 months) of NEW staff who will be giving the treatments must be supplied with this form. Each photograph should be endorsed with the date on which it was taken, bear the name in block capitals of the person whose likeness it bears and be signed by the applicant.

**D. DESCRIPTION OF PREMISES**

1. Please describe the premises	
2. Please describe the type of lighting in the premises	
3. How will the premises be heated?	
4. What form of ventilation is to be used?	
5. In the case of fire, how would you get out of the premises?  (a) the basement (if any)  (b) the ground floor  (c) the upper floors	(a)  (b)  (c)
6. Please describe the number and types of Fire Extinguishers and Fire Blankets you have in the premises?	
7. What nights of the week do you want to be open?	
8. What hours of opening and closing do you want?	
9. (a) In which local paper will your public notice appear?  (b) What date will the paper be on sale?	(a)  (b)
10. What will be the highest number of people (including staff) on the premises at any one time?	
11. What is the number of toilets in the property?	

**\* IMPORTANT – All Electrical equipment used within the terms of the licence must be certified as to its safety not less than once in every period of twelve months, or such longer period as may be recommended, by an electrical contractor whose name is on the roll of the National Inspection Council for Electrical Installation Contracting (N.I.C.E.I.C.).**

A valid certificate must accompany this application. It will be returned to you to retain.

All other equipment used within the terms of the licence shall be maintained in a safe condition to the satisfaction of the Council.

**The Councils Licensing Officers are there to help you. If you have any difficulty with this form, please talk to them. You may telephone them on: 020 8496 2266/78/30/68 during office hours.**

#### **Notes for Guidance**

1. Paying online, Please visit our website <https://apps.adelante.co.uk/SmartPay/walthamforest/Pay4/default.aspx?fundcode=6203> to make any payments relating to Licensing.
2. Original proof of address document (utility bill, council tax etc.), must be received for all applicants and therapists associated with the special treatment licence and must be dated less than 3 months from the letter date of issue. These will be returned.
3. The therapists to be added to the special treatment licence must provide originals of all relevant qualifications that are to be considered.
4. Section D: description of the premises, for example the type of premises, its layout and any other information which could be relevant to the licence.
5. A plan of the premises is required to support the grant of a special treatment licence application (the plan does not need to be drawn to scale).
6. Tattooists and body piercers are required to undertake a suitable infection control course.