

1. Who needs to apply for a special treatment licence?

If you own or manage a premises in the Borough which offer any of the following treatments:

- Body piercing, for example body/facial/genital, ear piercing, beading, micro-dermal anchors
- Skin piercing, for example acupuncture, dry needling, Korean hand therapy
- Laser, for example intense pulsed light (IPL), laser, lipolaser
- Tattooing including micro-blading and micropigmentation
- Light treatments, for example colour therapy, infra-red, ultra violet sunbeds
- Nail treatments, for example manicure, pedicure, nail extensions
- Massage treatments, for example aromatherapy, body massage, reflexology
- Bath/Vapour, for example floatation tank, hydrotherapy, sauna, spa, steam
- Electric treatments, for example electrolysis, faradism, galvanism, high frequency
- Other beauty treatments of a like kind not detailed above

You will need to apply for a licence, unless you can claim one of the exemptions listed below.

2. When is a licence not required?

There are a number of exemptions from the need to be licensed:

- No premises used – mobile service from a vehicle or in clients' own homes.
- For treatments carried out by or under the supervision of medical practitioners, dentists (acupuncture), and professions supplementary to medicine in a hospital or nursing home
- For treatments carried out by a person who is a member of a body of health practitioners approved for exemption by this Council.

Even if you do not need a licence, all businesses must still comply with the Health & Safety at Work Act etc. 1974 and other relevant regulations.

3. Do I need planning permission before applying for a licence?

You will need to check with the Council's Planning team to confirm whether any planning consent or permission is required. If the premises has previously operated as something other than a special treatment premises, you may require a change of use.

You can contact the planning team by:

Email – development.control@sutton.gov.uk (London Borough of Sutton)

development.management@kingston.gov.uk (Royal Borough of Kingston)

Telephone – 0208 770 5000 (Sutton) / 0208 547 5002 (Kingston)

4. How do I apply for a special treatment licence?

It is important that the steps listed below are followed. Where the procedure is not fully completed the processing of the application may be delayed and the Council may ask you to apply again.

Along with your completed application form and payment, you must ensure that you provide:

- A floor plan of the premises
- a current periodic inspection certificate for the fixed electrical installation (this report confirms that the electricity supply in to the building and to all electrical sockets is safe)
- a portable appliance test (PAT) report for all portable/moveable electrical appliances, unless they are new and you have kept receipts;
- the correct public liability insurance (minimum cover £2 million for all treatments offered).
- for laser/intense pulse light (IPL) applications, a copy of the local rules and treatment protocol

London Borough of Sutton applicants:

The completed application should be sent to:-

London Borough of Sutton, Licensing Team, Civic Offices, St Nicholas Way, Sutton SM1 1EA

Alternatively you can send a scanned copy of your application to licensing@sutton.gov.uk

Royal Borough of Kingston upon Thames applicants:

The completed application should be sent to:-

Royal Borough of Kingston upon Thames, Licensing Team, Guildhall 2, High Street, Kingston, KT1 1EU.

Alternatively you can send a scanned copy of your application to licensing@kingston.gov.uk

Once an application is received, there is a consultation period of 28 days. During this time Officers will visit the premises to ensure that you would be able to comply with the conditions attached to any licence granted and ensure that the standards of the premises meet the Councils requirements.

During this 28 day consultation period, no licensable treatments may be provided.

5. Type of applicant

Licences can be granted to individuals, companies and partnerships. Please ensure that when completing your application form you provide the correct applicant details. These will appear on the licence and the person or body named will be responsible for ensuring compliance with the conditions of the licence.

If a manager is employed at the premises you will be asked to provide their contact details. The named individual will be the first point of contact should the Licensing Authority or any other interested parties have any queries regarding the premises.

6. Standard of the Premises.

The premises must meet certain standards. For example flooring and walls must be easily disinfected and easy to maintain; there must be suitable privacy/changing facilities for the type of treatments offered and there must be suitable entrances and exits from all treatment areas. Before a licence is issued, a Licensing Officer will visit and ensure that in granting a licence the premises meets the requirements. In addition, a copy of your application is passed to the Fire Brigade, Police and Planning team. Officers from these authorities may visit and conduct their own checks.

7. Therapists

Licence holders are required to ensure that all persons providing special treatments are suitably qualified and/or trained to carry out those treatments. Adequate records of the qualifications and training must be kept on site.

Guidance on therapist qualifications and what the Council considers appropriate qualifications for therapists is available on the Councils website

8. Right of persons to object to an application for a licence.

The Police, Fire Authority, and members of the public have the right to raise objections to an application for a licence. The Council must consider any objection made within the period allowed for the receipt of objections.

Where an objection is received it does not automatically mean that the licence will be refused. If an objection is received you will be notified of the objection, the reason for the objection and asked for your comments. Where possible, all attempts will be made to resolve any objections by a form of conciliation. If this is not possible then the application will be determined by a meeting of a panel of local Councillors. No licence will be refused without the applicant having an opportunity to present a case before the Councillors. Should the application reach this stage, full details and explanations of all procedures will be provided.

9. Refusal of an application.

If objections to the application are received or Officers do not consider that the premises meets the requirements, the decision on whether to grant the licence will be made by a panel of Councillors. The Panel may refuse an application on the grounds listed in Section 8 of the London Local Authorities Act 1991 (as amended in 2000) Part II Special Treatment Premises. At the meeting the applicant is given the opportunity to state why the licence should be granted.

10. Successful grant of a licence.

When an application has been made and the premises are satisfactory then provided any objections have been resolved, the licence will be issued. The licence will be granted subject to the Council's standard conditions.

Under certain circumstances it may be felt necessary to impose additional specific conditions to the licence if, for instance, particular problems had been noted. Should any such conditions are necessary to be added they would be fully explained to you at the time.

It is important that any person granted a licence operates within the conditions imposed on the licence. It is an offence to provide special treatments at premises under any other circumstances.

11. What conditions will be attached to the licence?

The Council has standard conditions which are applied to every licence granted. Details of the conditions which will apply to the licence are available on the Council's website

12. Appeals against the refusal of, or the conditions imposed on a licence.

Any person who is aggrieved that either an application for a licence has been refused, or feels that the conditions attached to the licence are unreasonable may appeal to the Magistrates' Court within 21 days of the decision being notified to them by the Council. Full details regarding appeal procedures will be supplied to any person whose application for a licence has been refused.

13. Duration of licences and renewal

Special treatment licences are granted for a period of one year and must be renewed annually. Renewal reminders will be sent out approximately 6 weeks prior to the expiry date of your licence, however, it is your responsibility as licence holder to ensure that your renewal application is submitted prior to the expiry date of your licence. Failure to do so will result in you having to submit a new application, you will not be permitted to offer licensable treatments until the new licence is granted.

14. Further information.

Should you require any further information or need any help with your application for a licence, please do not hesitate to contact the Licensing Team:

By phone: 0208 770 5000 (Sutton)
0208 547 5080 (Kingston)
By email: licensing@sutton.gov.uk (Sutton)
licensing@kingston.gov.uk (Kingston)

15. Plans of the premises

The line drawings should be up to date and show on separate sheets for each floor of the building: The plan should include:

- the intended use of each room;
- the location of toilet facilities and any wash hand basins
- external and separating walls;
- internal walls and columns;
- partition walls and partitions;
- walls, doors, partitions and glazing which are fire resisting for not less than 30 minutes;
- doorways and openings in external and internal walls and in partitions indicating the direction of opening of any doors (indicate whether any rear or side exits lead to an enclosed yard or the street);
- all exit routes, showing doors, passageways, staircases and final exits;
- position of fire exit signage;
- position of fire alarm call points and indicator panel, if provided;
- all stairways, indicating the direction of rise;
- any steps or number of steps or ramp at a change in floor levels, indicating the direction of rise; all openings in floors or walls for lifts, escalators, elevators, conveyors, chutes, etc;
- any fire fighting equipment, e.g. extinguisher types and capacity, fire blankets, etc;
- areas covered by emergency lighting, smoke detectors or automatic sprinklers;

To help you, an example is given below. Line drawings may be hand drawn using just a pen and ruler.

Example of plan

