

Place Directorate

Head of Environmental Health and Trading
Standards: David Tolley

John Onslow House
1 Ewart Place
London
E3 5EQ

Tel 020 7364 5008
Fax 020 7364 6901
E-mail: healthandsafety@towerhamlets.gov.uk

www.towerhamlets.gov.uk

Date:

Reference

Dear

RE: London Local Authorities Act 1991
FIRST APPLICATION

I write to you with regards to the above legislation that relates to Special treatments such as Beauty Therapy, Massage and Laser Treatments which I believe you intend offer. A list of designated Special Treatments is enclosed for your perusal.

It is a requirement of the above mentioned Act that these treatments are licensed with the Local Authority unless the operator is a member of a health practitioner's body that has been exempt under section 4 of the Act. A list of designated exempt health practitioners is enclosed.

If the operators are not exempt i.e. not a members of the organisations on the attached list, an annual licence will need to be obtained for you to continue to offer the Special Treatments. I enclose an application form along with the Rules applying to these type of premises. The current fee for the licence is **£360.00**. The fee for IPL is **£580.00** with or without any other treatment.

I must remind you that it is an offence to carry out any Special Treatments if you do not have a licence. If you commit an offence you may be liable to a fine of up to **£2,500**.

If you have any queries or concerns regarding this letter please do not hesitate to contact me, otherwise I look forward to receiving your application.

Yours sincerely,

Health & Safety Officer



The best of London in one borough

Tower Hamlets Council
Town Hall
Mulberry Place
5 Clove Crescent
E14 2BG

Official Use Only	
Fee	
On-Line Receipt No.	
C&D Receipt No.	
Licence No.	

Customer Use
On-line Receipt No.

ESTABLISHMENTS FOR SPECIAL TREATMENTS

This form should be completed and forwarded to London Borough of Tower Hamlets Environmental Health Department, with a cheque or postal order for the fee due made payable to the London Borough of Tower Hamlets and crossed.

Copies of this application will be sent by us to:-

- (a) Commissioner of Police
- (b) The London Fire and Emergency Planning Authority,

New licence for the premises named at 2 below.

<p>1. Full names and private address of applicants. If the application is made by a limited liability company please give the address of the registered office, and complete the separate sheet which seeks details of the company.</p>	<p>Name: Maiden name (if applicable): Address (private):</p> <p>Date of birth: Telephone No: Passport No: OR NI No:</p>
<p>2. Trade name and address of premises</p>	<p>Name:</p> <p>Address:</p> <p>Telephone No: Email: Opening hours (proposed)</p>
<p>3. Please supply details of person responsible for the management of the establishment if other than the applicant.</p>	<p>Full Name: Address (private):</p>

Tower Hamlets Council
Town Hall
Mulberry Place
5 Clove Crescent
E14 2BG

<p>Please enclose 2 passport-sized photographs of applicant</p>	<p>Date of birth: Telephone No: Passport No: OR NI No:</p> <p>Enclosed (tick if applicable)</p>
<p>Do you have planning permission to use the premises for the intended purpose?</p> <p>4. (a) Is it proposed to employ staff at the establishment?</p> <p>(b) If so state numbers</p>	<p>Yes / No (see K on Note) Please note that you will require sui generis</p> <p>(a) YES/NO</p> <p>(b)</p>
<p>5. (a) What is the legal title of the applicant(s) to occupy the premises (e.g. freehold, leasehold etc.)</p> <p>(b) If leasehold please give details of the name and address of the landlord.</p>	<p>(a)</p> <p>(b)</p>
<p>6. What parts of the building is it proposed to use under the licence (e.g. basement, ground floor) ?</p>	
<p>7. State precisely all the treatments for which the licence is intended e.g. massage, manicure, acupuncture, ear or cosmetic piercing, tattooing, chiropody, light electric or other special treatments.</p>	
<p>8. State whether it is desired to give treatment to both sexes or to men or women only?</p>	
<p>9. State whether exemption from condition 12 is required (see note J) for massage purpose only.</p>	



<p>10. Address of any other massage etc., establishment in which applicant or any director of an applicant company is or has been interested and the nature and extent of such interest as</p> <p>(a) Owner or director of owning company; or (b) employee</p>	<p>Address:</p> <p>(a) (b)</p>
<p>11. (a) Does applicant propose to carry on a visiting massage service either from these premises or elsewhere?</p> <p>(b) If elsewhere, please state address(es) concerned.</p> <p>(c) Will the masseuses employed on this service also give treatment on the licensed premises?</p>	<p>(a) (b) (c)</p>



12. Please indicate whether the following are enclosed with your application. (A licence cannot be issued without them. These can be provided at a later stage)

If you are in the process of employing therapists please indicate this on the form. Once suitable therapists are selected, current qualifications for each operative and photographs will be required before a license can be issued.

- Electrical inspection certificate for portable appliances, as requested under the Electricity at Work Regulations 1989
- Two passport-sized photographs of applicant and operators
- Copies of each operator's current qualifications under the conditions of licence
- A copy of the customer vetting/history card
- Copies of the current treatment list and price list
- Third-party insurance (advisable to have)
- Cheque/PO for £360.00 / £580.00 (for IPL with or without other treatments) made payable to the London Borough of Tower Hamlets (cheques must not be drawn on third parties). If you have paid using the Council's online payment facility, please enter the payment reference number in the box on the front of the application form.
- Copy of Public Notice placed in Newspaper.



13. DETAILS OF PREVIOUS CONVICTIONS, DISQUALIFICATION ETC.

In respect of the persons or bodies whose names are given in response to Questions 1 and 3 give details of their previous convictions (with exception of traffic offences).

SURNAME	FORMER NAME	DATE OF CONVICTION	PLACE OF CONVICTION	NATURE OF OFFENCE	PENALTY IMPOSED

14. Please list **all people** who will be giving treatment, the treatment they will be giving and their qualifications to give that treatment (See Notes H, I and J).

NAME	TREATMENT (S)	QUALIFICATIONS AND COLLEGE ATTENDED (enclose certificates)	HOME ADDRESS	DATE OF BIRTH	PLACE OF BIRTH
You must list all the therapists working at your premises even if we already have their details	Please list all the treatment each therapist will be performing	Please provide their qualifications, unless you have already submitted these previously. If that is the case please state: previously provided			

Where application is made on behalf of a limited liability company the secretary or a director should sign. In the case of a partnership, each partner should sign. In signing on behalf of applicant, please state in what capacity you are acting.

Signature of applicant(s)
or applicants solicitor or other duly authorised agent.

.....

DateTelephone No

Note: Payment cheques must not be drawn on a third party

Address to which licence application or correspondence should be sent:

Mr D Tolley
Environmental Health and Trading Standards - Health and Safety Team
John Onslow House
1 Ewart Place
London
E3 5EQ



PART 4

TO BE COMPLETED IN RESPECT OF A LIMITED COMPANY BY A NOMINATED DIRECTOR

Full name of Limited Company	
Registered Office address of Limited Company Telephone number	
Registered Company number	
Names of all Directors and position. Are any of the Directors involved with other companies that hold a Special Treatments Licence? Please detail.	
Does the Limited Company have licensed premises elsewhere? If so, please detail.	

This form has been completed by(name)
(position)
(signature)
(date)



NOTE

- A. The application should be made by the occupier of the premises.
- B. In the case of a limited company, please also complete Part 4 which seeks details of the company.
- C. Four sets of plans of the premises must be submitted in accordance with directions contained in the Council's rules governing applications for licences.
- D. If required, a notice on the form prescribed by the Council must be exhibited at the premises for twenty-eight days from the date on which the application is made, and within seven days the application must be advertised in a local newspaper which circulates in the locality in which the premises are situated and which is on sale at local newsagents.
- E. Licences normally expire 12 months from the date of issue.
- F. If premises are not already constructed or adapted so as to permit access to and from the premises by disabled people, the Council will expect proposals to be submitted to the Environmental Health Department indicating how such access will be afforded.
- G. Premises are reminded that it is against the law to smoke in all 'enclosed' and 'substantially enclosed' public places and workplaces. No smoking signs must be displayed in all smokefree premises. Staff smoking rooms and indoor smoking areas are no longer allowed.
- H. Two identical full-face passport size photographs (taken within the previous 12 months) of all persons who will be giving treatments at the premises 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.
- I. No person may give treatments until the Council's approval has first been obtained.
- J. Where treatment is given or is being received to any part of the body other than the neck and head, or feet and legs below the knee or hands and arms and is not being so given by a fully qualified physiotherapist or other person entered on the register of the appropriate professional organisation whose qualifications have been approved by the Council, the treatment may be given only to persons of the same sex as the person giving the treatment, and persons of the opposite sex shall not be present.
- K. **If you are unsure as to whether you have the relevant planning permission please contact the planning department at Tower Hamlets Council: Planning Department, Mulberry Place, 5 Clove Crescent London E14 2BG Tel: 020 7364 5009 Fax: 020 7364 5415 Email: planningandbuilding@towerhamlets.gov.uk**

THE LICENCE FEE IS NON REFUNDABLE – IN ANY EVENT YOU DECIDE TO WITHDRAW YOUR APPLICATION THE LICENCE FEE WILL BE RETAINED TO COVER ADMINISTRATION COSTS.

Tower Hamlets Council
Town Hall
Mulberry Place
5 Clove Crescent
E14 2BG

Environmental Health and Trading Standards Privacy Notice

Data Controller and Purpose

The information you provide will be used by the London Borough of Tower Hamlets' Environmental Service, to process your complaint/objection/application.

Tower Hamlets Council is the Data Controller.

We process your data in accordance with the General Data Protection Regulation (GDPR) and if you have any concerns the Council's Data Protection Officer can be contacted on DPO@towerhamlets.gov.uk

Condition for Processing Personal Data

It is necessary for us to process your personal data (name, address, contact details), as a task carried out in the public interest, and more personal data such as health, personal and household circumstances as necessary for substantial public interest reasons, to assess and prioritise in compliance with a legal obligation or social protection law,

A delay in you providing the information requested may result in a delay in providing appropriate services.

How long do we keep your information?

We will only hold your information for as long as is required by law and to provide you with the necessary services. This is likely to be for six years after the case is closed. For further details, you can view our [Retention Schedule](#).

We may also anonymise some personal data you provide to us to ensure that you cannot be identified and use this for statistical analysis of data to allow the Council to effectively target and plan the provision of services.

Information sharing

Your personal information may be shared with internal departments or with external partners and agencies involved in delivering services on our behalf.

The Council has a duty to protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. Information may be shared with internal services and external bodies like the Audit Commission, Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. This activity is carried out under Article 9(2)(b) of the GDPR, under social protection law.

We have a duty to improve the health of the population we serve. To help with this, we use data and information from a range of sources including hospitals to understand more about the nature and causes of disease and ill-health in the area. This data would normally be anonymised and never used to make decisions on a specific individual or family.

We will not transfer your data to non EEA territory and there are no automated decisions made with your data.

Your Rights

You can find out more about your rights on our [Data Protection Page](#) and how to complain to the Information Commissioner



LONDON BOROUGH OF TOWER HAMLETS

COMMERCIAL TEAM

SPECIAL TREATMENT LICENCES

EXHIBITION OF A NOTICE AT PREMISES

On the date of which application is made for a licence, renewal or transfer the applicant is required to put up a notice at the premises in a place where it can easily be seen and read by persons in the street or adjoining public place. The notice must be kept exhibited for 28 days.

A copy of the notice is attached.

The notice must be dated to show the day it was first exhibited.

Please complete the form below and return it to the address stated with the date the notice was first displayed.

**Environmental Health and Trading Standards– Health and Safety Team
London Borough of Tower Hamlets
John Onslow House
1 Ewart Place
London
E3 5EQ**

The prescribed notice of the application for a licence for the above premises was first exhibited in the position it now occupies on

Date _____

Name of Premises _____

Address _____

The notice will be displayed for 28 days from the date

Date _____

Signed _____

FOR DISPLAY TO THE PUBLIC ON OR NEAR THE PREMISES

LONDON BOROUGH OF TOWER HAMLETS
London Local Authorities Act 1991

Special Treatments Licence
NOTICE OF APPLICATION

1) Address of Premises

.....
.....

2) Applicants Name & Address

.....

TAKE NOTICE that I/we the above-named being occupier(s) owner(s) of the above premises have this day applied to the Council of the London Borough of Tower Hamlets for the above premises to be licensed under the above Act for the following SPECIAL TREATMENT

3)

4)

Any person WISHING TO OBJECT to my application should do so by giving notice in writing stating in general terms the grounds of objection to:

Environmental Health and Trading Standards– Health and Safety Team
London Borough of Tower Hamlets
John Onslow House
1 Ewart Place
London
E3 5EQ

4) Dated this day of 20.....

5) Signed

NOTE: THE COUNCIL ON CONSIDERING THE APPLICATION HAS POWER ON GRANTING THE LICENCE TO IMPOSE CONDITIONS (AMONGST OTHERS) AS TO THE HOURS OF OPENING AND TO REFUSE THE SAME (AMONG OTHER GROUNDS) BECAUSE THE PREMISES IS LIKELY TO BE A NUISANCE OR IS OPERATED IN AN IMPROPER MANNER.

FULL PARTICULARS OF THE COUNCIL’S POWER CAN BE OBTAINED FROM THE ENVIRONMENTAL HEALTH SECTION.

LONDON BOROUGH OF TOWER HAMLETS

LICENCES FOR SPECIAL TREATMENT NEWSPAPER PUBLIC NOTICE

Within seven days of applying for a licence a notice notifying the public of the application must be published in a local newspaper which circulates in the locality in which the premises are situated and which is on sale at local newsagents.

Within fourteen days of the application being made one copy of the complete newspaper must be sent to
Environmental Health and Trading Standards– Health and Safety Team
London Borough of Tower Hamlets, John Onslow House, 1 Ewart Place
London E3 5EQ

The public notice must be in the following form:-

SPECIAL TREATMENT LICENCES

NOTICE IS GIVEN THAT _____ Insert full
_____ names of
_____ applicant(s)

Has applied to the London Borough of Tower Hamlet for _____ Insert the
_____ treatment(s)
_____ which the
_____ the licence is
_____ intended to
_____ cover e.g.
_____ massage,
_____ ear/cosmetic piercing
_____ manicure, tattooing or other special
_____ treatments

Licence(s) for the premises _____ Insert names
_____ and address
_____ of premises
_____ in CAPITAL

Anyone wishing to oppose the application must give notice in writing to David Tolley, Head of Environmental Health and Trading Standards, John Onslow House, 1 Ewart Place, London E3 5EQ **WITHIN THREE WEEKS** specifying the grounds of opposition. Persons objecting to the grant of a licence must be prepared to attend in person at a hearing before a Committee of the Council.