LONDON LOCAL AUTHORITIES ACT 1991 (as amended)
APPLICATION FORM FOR GRANT, RENEWAL, TRANSFER OR VARIATION OF A LICENCE TO USE A PREMISE FOR SPECIAL TREATMENTS

If you are completing this form by hand please write legibly in **BLOCK CAPITALS** using ink.
Please read the attached notes accompanying this application form, it will help you to complete the form
You may wish to keep a copy of the completed form for your records.

To:
Licensing Section, Public Protection,
London Borough of Bromley,
Bromley Civic Centre,
Stockwell Close,
Bromley
Kent,
BR1 3UH.

Please identify type of licence being applied for:

New ☐

Renewal ☐

Transfer ☐

Variation ☐

Temporary ☐

How did you pay for your licence:

Internet ☐

Bank Transfer ☐

Telephone ☐

At the Bank ☐

Section A - TRADING DETAILS

1. **Trading Name**

2. **Previous Trading Name (See note 1)**

3. **Trading address (incl postcode)**

4. **Telephone number of the Trading Premises**

5. **Email**

6. **Mobile number**

Section B – APPLICANT DETAILS

7)

Full name of Applicant	Date of Birth	Private address	Contact daytime phone number	National insurance number

8) If the applicant is a limited company

a) Name of the company

b) Registered or principal office

c) Company Number

9) Previous employments of the applicant(s) in the last 6 months.

10) The interest of the applicant(s) in the premises to be licensed (freehold, leasehold or manager).

11) Name and address of the owner of the premises.

12) Name and address of the person who will be responsible for the conduct and management of the premises.

13) a) Has the owner of the premises or the applicant (please delete one) ever been refused the grant renewal or transfer of a special treatment licence.

b) If so by whom?

c) What date?

14) a) Has the applicant(s) and/or the manager previously been concerned with an establishment that has had a special treatment licence issued by a Local Authority or a premises that has been registered by a Local Authority?

Yes ☐ **No** ☐

b) If yes, the name of the person concerned

c) The address of the licensed/registered premises

d) The expiry date of the last licence/registration

e) The name of the issuing Local Authority

15) a) Are the therapists registered with the London Borough of Bromley?

YES please fill out the list below (see note 2)

NAME OF THERAPIST Including contact details (e.g. mobile number/email address)	LB BROMLEY BADGE NUMBER

Section C - TREATMENT DETAILS

16) Please list all the treatments to be offered at the premises.

If you are varying your licence then please indicate what treatments are new and what treatments are existing)

NEW TREATMENTS	EXISTING TREATMENTS

Section D – PREMISES DETAILS

17).What is the current use of the premises? (see note 3)

18) a) Have you been given planning permission to operate a special treatment premises?

Yes ☐ **No** ☐

b) What date was permission granted?

19) When do you anticipate starting to operate?
(see note 8)

20) Do you want a temporary licence that will run for less than a year?

Yes ☐ **No** ☐

21) If yes How long do you want the licence to run for

Section E - CHECKLIST

22) I have sent a copy of this application including the plans to the Police (see note 4) ☐

23) I have sent a copy of this application including plans to the London Fire Brigade (see note 4) ☐

24) I have enclosed a scale plan of the premises (see note 5) ☐

25) I have enclosed the appropriate fee (see note 6) ☐

26) I have completed and displayed the " Exhibition of notice at the premises" form (see note 7) ☐

Please make sure you have completed all of the questions in the application form. Incomplete applications will be returned to you.

Section F - DECLARATION

The application must be signed by the applicant proposing to carry on at the establishment. In the case of a company the Managing Director or Company Secretary must sign.

I hereby declare that the particulars contained in this document are true to the best of my knowledge

Signature **Dated**

Name (in Block capitals) **Position held**

NOTES

Please note that the information provided on this form may be used for the prevention and detection of fraud. Certain information may also be passed to the Inland Revenue if we are required to do so.

A Special Treatment premises is defined in the law as “any premises in the borough used, intended to be used or represented as being used for the reception or treatment of persons requiring **massage, manicure, acupuncture, tattooing, cosmetic piercing, chiropody, light, electric or other special treatment of a like kind or vapour, sauna or other baths.**

Note 1:

If you are varying or transferring your licence and the name of the premises is changing then you must tell us the old trading name.

Note 2:

It is a requirement for all therapists to be registered with LB Bromley for the treatments they provide. The registration will be free of charge but the holder will be required to wear a photographic ID badge whilst working in the LB Bromley.

If your therapists do not currently hold a Bromley registration, then they will need to contact the Licensing Team for the application forms. **We will not grant a licence unless all your therapists are registered.**

Note 3:

If the premises you are intending to use for special treatments, was previously something else, it is important that you make sure you have the correct planning permission to operate. You will need to contact the planning department of the Council on **0208 313 4956**

Note 4:

You must send a copy of this application together with any plans to both the Police and the Fire Brigade. They have 28 days to respond to us with any comments.

The addresses are:

Metropolitan Police Service
High Street
Bromley
BR1 1ER
Licensing.py@met.police.uk
Tel: 020 8284 9988

Fire Safety Regulation
South East Area 3
169 Union Street
London SE1 0LL
firesafetyregulationSE@londonfire.gov.uk
Tel: 020 8555 1200

Please note that you do not need to send a copy of this form to the Police and the Fire Brigade if you varying your licence to add a new treatment or a new therapist

Note 5:

Please provide us, the Police and the Fire Brigade with a plan of your premises. The scale must be a minimum of 1:100 and each floor of the building must be on a separate sheet of paper. (Other scales may be used with prior permission)

The plans must include the following information:

- The intended use of each room.
- Walls, doors, partitions and glazing which are fire resisting for not less than 30 minutes.
- All exit routes, showing doors, passageways, staircases and final exits.
- Area covered by escape lighting.
- Position of fire exit signage.
- Positions of fire alarm call points and indicator panel.
- Position and type of automatic fire detectors.
- If the fire alarm system is linked to that in the rest of the building.
- Position and type of fire fighting equipment.
- Any steps, ramps or changes in the floor levels showing the direction of the rise.
- All opening in the floors or walls for lifts, escalators, elevators, conveyors, chutes etc.

Please note that plans need only be provided for new applications, variations and transfers where the premises has been altered from the original plan.

The plans that you provide will form part of your licence and will hold the same reference number as your licence. If you make any changes to the layout of the premises you must notify us by way of a variation.

Note 6
Please see the attached fees list.

Note 7
On the date that the licence is applied for the applicant must put up a notice of application at or near the premises in a place where it can be easily be seen and read by persons in the street or adjoining public place. **The notice must be displayed for 28 days. This applies to new applications, variations and transfer of licences only.**

Note 8
You must not begin trading until your licence has been granted. Trading without a licence is an offence under to London Local Authorities Act 1991

How do I get more information?

Contact us

Phone 0208 313 4218
Email licensing@bromley.gov.uk