

Guidance on applying for a Massage and Special Treatment Licence and Therapist Registrations

Application forms are available to download from www.lbhf.gov.uk/mst

You may not carry out special treatments until your application has been approved.

Applications which do not include correctly completed forms and the full fee cannot be accepted and your application will be delayed.

When your application is received we will contact you to arrange an inspection of your business and interview your therapists before the licence can be granted.

If your application is unopposed or agreement is reached with you over any additional conditions or work to be carried out, then the licence will be granted, usually within 28 days.

Premises massage and special treatment licence

The licence expiry date depends on the street address of your premises and is either 31st March, 31st July or 30th November of each year.

- The Total Cost is payable in full if there are 6 to 12 months until the next renewal date
- 50% of Total Cost is payable if there are up to 6 months until the next renewal date
- If there are 3 months or less until the next renewal date then 150% of the Total Cost is payable. The licence will run for up to 15 months until the following year renewal date.

If you are a new beauty business please email commercialservices@lbhf.gov.uk giving the business address and proposed opening date so we can confirm the fee that is due.

You must send in all the following:

- a. A completed massage and special treatment licence application form including an up to date list of treatments offered and the names of all therapists working at the premises.
- b. The fee.
- c. Therapist application forms for all new therapists, those previously registered over three years ago and therapists applying for exemption.
- d. Copies of:
 - i. Current gas safety inspection certificate
 - ii. Current electrical installation periodic inspection report
 - iii. Portable appliance testing report for all equipment at the premises over 1 year old.
 - iv. Plan or layout sketch of the premises

Therapist Registration and Therapist Exemption

All therapists carrying out licensable treatments must be registered with the council or confirmed as 'exempt'. Members of some professional bodies and certain health

practitioners are exempted. Therapists are then permitted to work at any business with a Massage and Special Treatment in the Borough. Therapist registration is valid for three years, then should be renewed. Exemption is valid for as long as membership of an approved association continues.

You must send in all the following for each therapist that will be working at your premises:

- A completed application form.
- A fee of **£85** for each therapist applying for registration OR **£79** for each therapist applying for exemption.
- Copies of qualification certificates, including details of modules studied.
- A Statement of Comparability for qualifications studied abroad. See www.NARIC.org.uk for details
- Evidence of course enrolment and anticipated completion date for trainee therapists.
- For therapists applying for exemption a copy of the membership certificate for the professional body/association

Look at the [Exempt bodies and health practitioners \(pdf 319KB\)](#) to see which approved association members are eligible for exemption.

Exemptions set out in the London Local Authorities Act 1990 include:

- premises not used for gain or reward
- certain exemptions for medical practitioners, dentists and professions supplementary to medicine such as nursing, hospitals and nursing homes
- legally registered osteopaths
- legally registered chiropractors
- state registered chiropodists and podiatrists
- state registered physiotherapists

If **all** therapists offering special treatments are exempt then a premises licence is not required, however you do need to confirm this with us by completing the application forms.

Qualifications

The council will only accept national/international recognised qualifications, i.e. City and Guilds, NVQ or equivalent. Registration with the council does not guarantee the competency of the practitioner, it merely shows that they are qualified to provide the treatments which have been approved.

Training should meet National Occupational Standards and the awarded qualification should be regulated. See www.ukstandards.org.uk and <https://register.ofqual.gov.uk/> for details.

Many beauty treatments are brand based and training is given by product specific manufacturers or suppliers. In this case we expect therapists to have nationally recognised qualifications in areas of beauty treatments as well as supplier/product training. Anatomy and physiology and contra-indications must be covered during the course.

Where no recognised qualification is available for a particular special treatment, we expect the applicant to provide evidence of relevant training. This this will be considered on a case by case basis.

Massage and Special Treatment Licence Fees 2018-19

Licence/ Application Type	Part A Application fee	Part B Ongoing costs	Total Fee
New Licence application	£437	£281	£723
Licence Renewal	£226	£286	£512
Licence Renewal <i>Manicure, Pedicure, Ear piercing ONLY</i>	£226	n/a	£226
Therapist Exemption <i>Valid for 3 years</i>	£79	n/a	£79
Therapist Registration <i>Valid for 3 years</i>	£85	n/a	£85
Licence variation <i>- removal or addition of permitted treatments; - change of trading name; - change of licensee name (not transfer to another person) Payable at any time other than on renewal.</i>	£304.50	n/a	£304.50
Transfer of Licence	£318	n/a	£318
Occasional Licence <i>Up to 5 days duration</i>	£216	n/a	£216

The fee structure explained

Part A and Part B fees can be paid together at the beginning of the application process. Paying Part A and Part B with the application will mean that as soon as the applicant is advised the licence has been granted they can carry out treatments immediately.

Part A covers the administration costs of processing the application. Part A must be paid when application is made. Part B is to cover other costs of the Massage and Special Treatment Licence service. This includes inspection and compliance visits, enforcement action and other costs not directly associated with the processing of the application. Part B is payable if the licence is granted.

If Part B is not paid with a Renewal application it will be a condition of the licence that Part B must be paid within 7 days of notification of the licence being granted. If Part B is not paid within 7 days the licence will not be valid and treatments covered by the licence must not be carried out. We strongly recommend that Part A and Part B are paid together so as not to delay the issuing of your new Massage and Special Treatment Licence.

The renewal fee of £226 is available for existing businesses who only offer manicure, pedicure and ear piercing. Please note that this discount may be withdrawn in the future and a higher fee will apply.

Payment options

Telephone 020 8753 1081 to make payment by Switch / Delta / Visa / MasterCard.
Cheques payable to London Borough of Hammersmith and Fulham.

Fee refunds

If an application for a licence is not granted or if the applicant withdraws the application the Part A fee is not refundable. A refund for Part B minus a fee of £24.50 to cover Council administration costs can be made if it was paid on application.

If an annual licence is surrendered (for example if the business closes) a partial refund of the Part B fee only can be given to the Licence Holder. The value of the refund will be for each complete month which remains unexpired minus an administration fee of £24.50. The date of surrender will be deemed to be the date the Council receives the licence.

If a licence is withdrawn by the Council (for example for non compliance with licence conditions) no refund is payable.

Standard licence condition

Please study [Standard licensing conditions for premises offering special treatments \(pdf 140KB\)](#) to make sure that your business can comply. A useful checklist of documents that must be available on site for inspection is included.

Further information

If you have any further questions please contact us by email at commercialservices@lbhf.gov.uk