

## Massage and Special Treatment Licence Fees for 2020-2021

Licence/ Application Type	Part A Application fee	Part B Ongoing costs	Total Fee
New Licence application	£475	£291	<b>£766</b>
Licence Renewal	£245	£291	<b>£536</b>
Therapist Registration <i>Valid for 3 years</i>	£131	n/a	<b>£131</b>
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>	£348	n/a	<b>£348</b>
Transfer of Licence	£341	n/a	<b>£341</b>
Occasional Licence <i>Up to 5 days duration</i>	£242	n/a	<b>£242</b>

### Payment

Telephone 020 8753 1081 to make a payment by Debit Card or Credit Card.

### 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 on 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.

### 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 £48 to cover Council administration costs can be made on written request from the applicant 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 calculated as one-twelfth of the Part B paid for each complete month which remains unexpired at date of surrender minus an administration fee of £48. The date of surrender will be deemed to be the date the

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 \* If a licence is withdrawn by the Council (for example for non-compliance with licence conditions) no refund is payable.

**Data protection**

The new Data Protection Act 2018 protects information that identifies you. The act ensures the UK's national data protection arrangements meet the EU General Data Protection Regulation (GDPR). For more information see the [Food and Safety Team privacy notice | LBHF](#)