

London Special Treatment Licensing Exemption Application Form



Name of Organisation			
Contact Name		Signature	
Address		Post Code	
Telephone		Fax	
Email			
Web address			

Information

Please list the treatments for which you are applying for exemption. Please note that some treatments may not be licensable by us and therefore not subject to scrutiny (see note 1)

Are there different categories of membership? **Yes** **No** if yes, please list (see note 2)

Which categories are you requesting exemption for?

Have you applied for exemption before? **Yes** **No**

If yes, please state when

D	D	/	M	M	/	Y	Y
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If you were refused exemption in the past what changes (if any) have there been?

Alternatively, if you believe the refusal was wrong please say why. (see note 3)



Before your application can be considered you must provide the following information:

1. Does your Organisation have a register of members? (Documentation not required) **Yes No**
2. Are all members required to hold indemnity insurance? **Yes No Please provide details**
3. Which qualifications/experience of the therapy concerned do you accept for membership? How are these verified?(see note 4)
4. Where do your members principally Work? (see note 5)
5. Are your members bound by a code of conduct and a code of ethics, which must include a prohibition of immoral conduct in the course of their practice? **Yes No (If yes, please provide copies of both)**
6. Do you have a disciplinary procedure in respect of your members? **Yes No** (If yes, please provide copy of this)
7. How does your organisation ensure that members comply with the codes? (See note 6)



Definition of Health Practitioner

This means a person who uses his skills with a view to the curing or alleviating of bodily diseases or ailments but does not include a person whose skills are employed mainly for cosmetic alteration or decorative purposes

Do you consider any of your members to be Health Practitioners? If so please describe in detail why you consider your members to be 'Health Practitioners' in relation to the above description.

Please note that your application will not be considered until the Special Treatment Group receives all of the above information. Please do not apply until all the information above is provided.

Please state which Authority sent you this application form?

Please send your completed application form to:-

Address: **Licensing**
London Borough of Hounslow
Hounslow House
7 Bath Road, Hounslow, TW3 3EB

Tel: 020 8583 4711

E-Mail: licensing@hounslow.gov.uk

Thank you for your application.

In the interest of consistency all applications are considered by the Special Treatment Group. The group includes members from all London Boroughs and meets approximately at three monthly intervals.

A group member will deal with your application; they will contact you in due course if there are any issues which require clarification.

See additional notes 7

Date Application Received			
Approved By:		Date Approved	
Exemption granted	Y/N	Signed	



Notes for Filling out an exemption application form under the London Local Authorities Act 1991 as amended

Note 1:

The law includes certain treatments that are licensable by London Local Authorities. It may be as an organisation your members offer treatments that fall outside this definition. If this is the case then those treatments will not form part of the exemption and will not be included when we consider your application.

To help you the London Local Authorities Act 1991 states:

“establishment for special treatment” means 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 2:

An organisation may have different categories of membership. Typically full, affiliate, student, or retired etc. We would, in most circumstances only issue exemption for full members as they are the ones who are likely to fulfil all the criteria we require.

Note 3:

If you have been refused exemption previously, it may be that some of the required documentation was missing or incomplete. You may not have met the requirement of the definition for a body of Health Practitioner. If you feel that there have been changes to your organisation since your last application, please state it here.

Note 4:

In order to keep standards high, exemption is normally granted where qualifications are externally verified and sit on the QCF framework (. Nvq, Itec, VTCT, Cidesco etc) There will be occasions where training for certain therapies is not available via this route, so these will be taken on a case by case basis.

FOR MASSAGE: The only exemption given here would be for those who hold a level 3 qualification in massage. This in combination with the rest of the information provided in this application will help us make a decision, that the massage offered is a health practice.

Note 5:

For us to consider you for exemption we need to ascertain if your members are health practitioners. To know where your members work, in the main, will give us a better opportunity to make a decision. For example, do they work in a medical practice, Health Care Centre or Complimentary Therapy Business? A Beauty Salon would not be indicative of a health practice.

Note 6:

Codes of Conduct and Codes of Ethics are key factors in considering exemption. Please indicate here how you ensure your members understand and abide by the rules you set and explain what processes are in place if they are not met. Does your organisation carry out spot checks on its members or ensure membership has not lapsed.

7 Additional Notes:

When checking exemption status of a therapist in a London Borough, a Local Authority Officer will insist on a membership number or similar, that they will be able to cross reference with your own to ensure that the therapist is entitled to exemption in that Borough

The London Special Treatment Group provides this exemption list on behalf of all 32 London Borough's. The exemption application will be looked at by one member of the group and then reported back to the next meeting. Members of the group who represent the London Borough's will vote on whether the exemption application is granted following the report. Majority rule applies and this decision is minuted.

The exemption list provided by the LSTG is advisory and has no legal standing unless built into the rules of each London Borough. It is the prerogative of every London Borough to carry out their own exemption checks if they feel it appropriate.