



London County Council (General Powers) Act 1920 Licensing of establishments for massage or special treatment Applicant guidance notes

1. Premises requiring a massage or special treatment licence

Any premises offering massage or special treatment must be licensed by the Licensing Authority. Massage or special treatment means:

- a. **Massage** including but not limited to acupuncture, aromatherapy, Ayurveda, body massage, Bowen technique, champissage (Indian head massage), facial massage, Grinberg method, holistic massage, manual lymphatic drainage, marma therapy, metamorphic technique, reflexology, rolfing, shiatsu, sports massage, stone therapy, thai massage or tui-na.
- b. **Manicure** including but not limited to all forms of manicures, nail extensions or pedicures.
- c. **Chiropody**
- d. **Light** including but not limited to colour therapy, infra-red, lasers / intense pulse light (IPL), lumi-lift / lumi-facial or ultra-violet tanning (sunbeds).
- e. **Electric** including but not limited to endermologie, faradism, foot detox, galvanism, high frequency, lumi-lift / lumi-facial, micro current therapy, scenar therapy or ultra sound.
- f. **Vapour** including but not limited to facial steamers, halo therapy or steam room.
- g. **Baths** including but not limited to fish pedicures, floatation tank, foot detox, hydrotherapy, sauna, spa or thalassotherapy.

The above list is not exhaustive. If a treatment is not listed, please enquire with the licensing team as to whether it requires a licence as it is unlawful to carry on or advertise an establishment for massage or special treatment without a licence.

Note: Acupuncture, tattooing, body piercing and electrolysis are regulated under the provisions of the Greater London Council (General Powers) Act 1981 and a separate registration is required if you wish to provide these treatments.

2. Exemptions to the licensing requirements

Some establishments for massage or special treatment are exempt and do not require a licence. These establishments include:

- a.** Hairdressing premises. These premises offer face or scalp massages or manicure treatment to female customers only, or to any customer in full view of all other customers, without the need for a licence.
- b.** Premises used for massage or special treatment by a person who is registered with the Health Professions Council solely for the practice of the profession in respect of which they are registered.
- c.** Premises used for massage or special treatment by a duly registered medical practitioner. The licensing authority must be informed where premises are operating under this exemption and evidence must be submitted of the medical practitioner's registration. The exemption only applies to the duly registered medical practitioner and only at the premises specified.

3. Application process

- a.** The application must be made by a person over 21 years of age or by a company, society or association and consist of the following:
 - i.** A fully completed application form
 - ii.** Details of all proposed massage or special treatments to be provided, together with details of all staff employed to administer those treatments and copies of their certificates / qualifications.
 - iii.** The application fee (see separate fees list)

The application should be sent to City of London Licensing Team, Markets and Consumer Protection, PO Box 270, Guildhall, London, EC2P 2EJ

- b.** Before a licence for a new premises offering massage or special treatment can be granted, it will be necessary for our Health and Safety Team to assess the premises to determine that it complies with the City of London's conditions applicable to massage or special treatment establishments. You can download a copy of the conditions by visiting www.cityoflondon.gov.uk/business/licensing/massage-and-special-treatment
- c.** You may be required to carry out works to improve the safety arrangements at the premises. You shall be notified of such works requirements by the Health and Safety Officer.

4. Determining the application

- a.** When determining an application, the licensing authority may take any of the following matters into consideration:
 - i.** the age of the applicant;
 - ii.** the suitability of the person applying for the licence;
 - iii.** the suitability of the premises to be used as an establishment for massage or special treatment;
 - iv.** the proper conduct at an establishment for massage or special treatment;
 - v.** the qualifications or experience of any person administering massage or other curative treatment;
 - vi.** any contraventions of the part IV of the London County Council (General Powers) Act 1920 at the proposed establishment.
- b.** Any licences granted are due for renewal on 1 April each year.
- c.** The person(s) or company named on the licence is responsible at all times for carrying on the establishment for massage or special treatment in accordance with the terms and conditions of the licence. It is unlawful to operate otherwise than in accordance with the terms and conditions of the licence.
- d.** Licences are not transferable to any other party. If there is a change of ownership of an establishment, a new licence must be obtained by the new owner.

5. Refusal or revocation of a licence

- a.** The licensing authority may refuse to grant or renew a licence, or may revoke a licence on any of the above grounds. If a refusal or revocation is proposed, the applicant or licence holder will be informed in advance and will be given an opportunity to be heard against such a refusal or revocation.
- b.** An applicant or licence holder, who is aggrieved by the licensing authority's decision or by any condition attached to a licence, may appeal to the City of London Magistrates Court, 1 Queen Victoria Street, London EC4N 4XY, within 14 days of receiving notification of the decision.