

MEETING

LICENSING SUB-COMMITTEE

DATE AND TIME

MONDAY 21ST MARCH, 2022

AT 10.30 AM

VENUE

HENDON TOWN HALL, THE BURROUGHS, LONDON NW4 4BQ

TO: MEMBERS OF LICENSING SUB-COMMITTEE (Quorum 3)

Councillors

TBC

* The licensing authority will only allow licensing decisions to be taken by a minimum of three Councillors. In the event of one Member being unable to attend, their place will be substituted by another Member taken from the membership of the full Licensing Committee. In the event of this substitution taking place, all parties will be informed of the change of Membership at the beginning of the hearing.

You are requested to attend the above meeting for which an agenda is attached.

Andrew Charlwood – Head of Governance

Governance Service contact: Governance Service governanceservice@barnet.gov.uk

Media Relations Contact: Tristan Garrick 020 8359 2454 Tristan.Garrick@Barnet.gov.uk

ASSURANCE GROUP

ORDER OF BUSINESS

Item No	Title of Report	Pages
1.	Appointment of Chairman	
2.	Absence of Members (If any)	
3.	Declaration of Members' Disclosable Pecuniary interests and Non Pecuniary interests (If any)	
4.	Licensing Sub-Committee Hearing Procedure	5 - 8
5.	Special Treatment Licence Renewal - Heathpark HB Ltd, Edgware Health & Beauty, 96 High Street, Edgware, HA8 7HF	9 - 44
6.	Motion to exclude the Press and Public	
7.	Deliberation by the Sub-Committee in Private Session	
8.	Re-admission of the Press and Public: Announcement of the decision of the Sub-Committee	
9.	Any other Item(s) the Chairman decides are urgent	

FACILITIES FOR PEOPLE WITH DISABILITIES

Hendon Town Hall has access for wheelchair users including lifts and toilets. If you wish to let us know in advance that you will be attending the meeting, please telephone Governance Service governanceservice@barnet.gov.uk. People with hearing difficulties who have a text phone, may telephone our minicom number on 020 8203 8942. All of our Committee Rooms also have induction loops.

FIRE/EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by uniformed custodians. It is vital you follow their instructions.

You should proceed calmly; do not run and do not use the lifts.

Do not stop to collect personal belongings

Once you are outside, please do not wait immediately next to the building, but move some

distance away and await further instructions.

Do not re-enter the building until told to do so.

This page is intentionally left blank

LONDON BOROUGH OF BARNET

LICENSING SUB COMMITTEE

HEARINGS PROCEDURE

AGENDA ITEM 4

General points

The following procedure is based on Regulations made by the Secretary of State under the Licensing Act 2003 (“the Hearings Regulations”) which may be viewed or downloaded from the website of the Department for Culture, Media and Sport by following links from www.culture.gov.uk

The procedure is intended as a general framework to ensure natural justice and a fair hearing. The conduct of individual hearings may vary slightly according to circumstances and the discretion of the Chairman. In all cases, however, this general framework will be followed.

The procedure allows each party a maximum period of 5 minutes in which to present their case (Regulations 16 & 24). At the end of the time allowed, the Chairman will terminate the presentation and the hearing will proceed in the form of a discussion led by the authority to explore points of dispute. The discussion will not be timed.

The procedure is subject to periodic review and amendment to reflect best practice and relevant legislative changes. An updated version of this procedure is published as soon as possible following any such amendments.

Governance Officer

- To seek nominations for Chairman
- Elect Chairman
- Hand over to the Chairman

Chairman

- Introduces him/herself and Members of the Committee, and outlines their roles.
- Introduces Licensing, Legal and Governance Officer.
- Explains that Legal and Governance Officers will be present during the Committee’s deliberations to advise only, and that the Licensing Officer will be excluded from deliberations.
- Asks parties present to introduce themselves.
- Outlines procedure to be followed.
- Asks all parties to confirm their understanding of the procedure.
- Clarifies any aspect(s) of the procedure where any parties are uncertain or asks Legal or Governance Officer as appropriate to clarify.

Governance Officer

- Informs Committee of absent parties.
- Details persons whom a party is seeking permission to represent them at hearing.
- Panel confer regarding permission.
- Chairman announces decision regarding permission.

Licensing Officer presents the report to the Committee

- Is a statement of the facts including details of the application and operating schedule, relevant policy details, detail representations made, a chronology of events and highlights the points on which the Authority requires clarification.

Applicant

- Presents opening submissions and clarifies points raised by Authority in notice of hearing. Time allowed 5 mins.

Other parties

- Presents opening submissions either in person or by spokes person
Time allowed 5 mins per interested party.

Note regarding use of video evidence

Video evidence must be in DVD format and will form part of the relevant party's five minutes opening submission. Any party wishing to use video evidence must submit a copy to the Authority along with sufficient, identical extra copies to serve on all the opposing parties – i.e. if the applicant is submitting it, there must be enough copies for all parties making representations and if a party making representations is submitting it there must be a copy for the applicant. The recording must be edited down to the highlights, containing only relevant matter which relates to the written representation previously submitted. In addition, a description of how, when and where the video was recorded and what it contains must be submitted. These must be supplied to the Authority at least five working days before the hearing.

Members question Licensing Officer on Policy

Discussion

Chairman leads a discussion concentrating on points of dispute:

Chairman asks Applicant what he disputes in other parties' submissions, and asks other parties to comment.

Chairman proceeds through all objectors dealing with all matters of contention.

When Chairman feels all matters have been thoroughly discussed and all parties have been given a fair and equal opportunity to comment and make representations, she/he closes discussion.

Determination

There are two procedures depending on whether or not determination is to be made at the end of the Hearing or within five working days of the Hearing. This later announcement of determination is permitted in terms of the Legislation for certain types of applications.

Chairman informs all present that the Committee will deliberate, that Legal and Governance Officer will remain to advise but will not be part of decision-making process, and that all others must leave (under Regulation 14).

- Parties, apart from Legal and Governance Officer, leave the room.
- The Committee deliberates, with advice as required from Legal and Governance Officer, and reaches a conclusion. The Legal officer may assist, as required, in formulating the wording of the determination.
- Parties return.

- Chairman reads out determination, and advises it will be sent in writing to all parties.
- Opportunity for determination to be clarified by any interested party who is unclear.
- Chairman gives advice about appealing against the determination.
- Chairman thanks all for attending and closes the meeting.

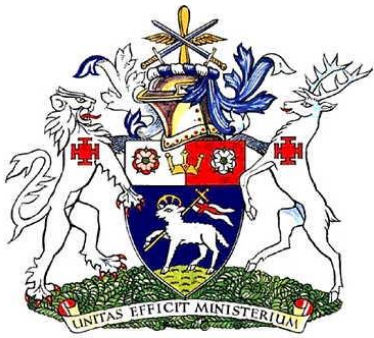
...Within five working days of the hearing

- Chairman explains requirement to determine the Hearing within five working days, and advises that the Committee will proceed to deliberate and announce the determination within that time.
- During deliberations, Legal and Governance Officers remain to advise on law and procedure as required. The Legal Officer may assist, as required, in formulating the wording of the determination. The Licensing Officer plays no part in the determination and withdraws for this part of the proceedings.
- Chairman advises all parties that they will receive written notification of the determination within five working days of the Hearing date, together with general information on how to appeal against the determination.
- Chairman thanks all parties for attending and invites the applicant, objector(s), other party(ies) and the Licensing Officer to leave.

Information on Appealing against the decision

You may at any time before the expiration of a period of 21 days from notification appeal to Willesden Magistrates' Court, 448 High Road London England NW10 2DZ (Telephone 020 8955 0555, DX 110850 Willesden 2) by way of Complaint for an Order. The Court may either dismiss the appeal, substitute for the decision appealed against any other decision which could have been made by the Licensing Authority or remit the case to the Licensing Authority to dispose of it in accordance with the directions of the court, and can make such order as to costs as it thinks fit.

This page is intentionally left blank



AGENDA ITEM 5

Licensing Sub-Committee

Monday 21st March 2022

Title	Special Treatment Licence Renewal – Heathpark HB Ltd t/a Edgware Health & Beauty, 96 High Street, Edgware, HA8 7HF
Report of	Licensing Group Manager
Wards	Edgware
Status	Public
Urgent	No
Key	No
Enclosures	<p>Officers Report</p> <p>Annex 1 – Application form including plan</p> <p>Annex 2 – Inspection report</p> <p>Annex 3 – London Local Authorities Act 1991 – Part II s8</p> <p>Annex 4 – Barnet’s Special Treatments Licensing Policy s11.8 & 10.6</p>
Officer Contact Details	Amy Nathan 020 8359 3136 Amy.nathan@barnet.gov.uk

Summary

This report asks the Sub-Committee to determine an application for the renewal of a Special Treatment Licence under the London Local Authorities Act 1991 Part II following concerns raised by the Licensing officer during the application process in relation to Heathpark HB Ltd t/a Edgware Health & Beauty, 96 High Street, Edgware, HA8 7HF

Officers Recommendations

- Members are asked to determine the application for renewal of the Special Treatment Licence (under the London Local Authorities Act 1991 – Part II) for the premises trading as Heathpark HB Ltd t/a Edgware Health & Beauty, 96 High Street, Edgware, HA8 7HF.

The following options are open to members:

- (a) To grant the application in full, subject to standard conditions;
- (b) To grant the application subject to additional conditions;
- (c) To refuse the application

1. Why this report is needed

1.1 The licensing team have identified issues with the daily operation, sanitation, and the manner in which treatments are conducted. They are also concerned with the fire safety conduct of the premises. In light of these concerns, the licensing team feel there are serious grounds to seek the refusal to grant the renewal application. (London Local Authorities Act 1990 part II s8)

1.2 The licensing team, having identified various issues during the application and inspection process ask that the Licensing Sub Committee consider the information provided when determining the application.

2. Reasons for recommendations

- 2.1 Applications for renewal are generally dealt with under officer's delegated authority. However, where there is a proposal to refuse a renewal, the decision must be made by the licensing sub-committee (under powers delegated to it by the Licensing Committee).

3. Post decision implementation

- 3.1 The decision will have immediate effect but subject to any appeal.

4. Implications of decision

4.1 Corporate Priorities and Performance

- 4.1.1 Members are referred to the Council's Special Treatment licence Policy.
- 4.1.2 Timely and fair decisions support objectives contained within the Corporate Plan. In particular in relation to a "successful London Borough" by ensuring that only legal, well regulated licensable activities occur within the Borough.

4.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 4.2.1 N/A

4.3 Legal and Constitutional References

- 4.3.1 The London Local Authorities Act 1991 Part II sets out how applications for special treatment licences should be dealt with.

Under the terms of the London Local Authorities Act 1991 the Council may only refuse to grant, renew or transfer a licence on the following grounds:-

- a) the premises is not structurally suitable for the purpose
- b) there is likelihood of nuisance being caused by reason of the conduct, or management of the premises or the character of the relevant locality or the use to which any premises in the vicinity are put;
- c) the persons concerned or intended to be concerned in the conduct or management of the premises used for special treatment could be reasonably regarded as not being fit and proper persons to hold such a licence;
- d) the persons giving the special treatment are not suitably qualified;
- e) the premises have been or are being improperly conducted;
- f) the premises are not provided with a satisfactory means of lighting, sanitation and ventilation;
- g) the means of heating the premises are not safe;
- h) proper precautions against fire on the premises are not being taken;
- i) they are not satisfied as to the safety of the equipment used for special treatment or as to the manner in which the treatment is to be given;
- j) they are not satisfied as to the safety of the special treatment to be given;
- k) satisfactory means of escape in case of fire and suitable means for fighting fire are not provided on the premises;
- l) the applicant has, within the period of 5 years immediately preceding the application to the borough council, been convicted of an offence under this Part of this Act; or
- m) the applicant has failed to comply with the application requirements of the Act.

4.3.2 The Council's Special treatments Licensing Policy confirms that applications will be referred to the Licensing Sub Committee to determine the outcome of an application where officers are minded to refuse it. The options available to members in respect of this application are:

- To grant the application in full, subject to standard conditions;
- To grant the application subject to additional conditions;
- To refuse the application

4.3.3 An applicant seeking the grant, renewal, variation or transfer of a licence, or the holder of a licence which is revoked, is entitled to appeal the decision to the Magistrates Court before the expiry of 21 days from written notification of the decision.

4.4 **Insight**

4.4.1 N/A

4.5 Social Value

4.5.1 N/A

4.6 Risk Management

4.6.1 N/A

4.7 Equalities and Diversity

4.7.1 Licence applications are dealt with according to the provisions of the London Local Authorities Act 1991 – Part II and the Council's associated Regulations, Policy and licence Conditions document which allow both applications and representations to applications to be made by all sectors of the community.

4.8 Corporate Parenting

4.8.1 N/A

4.9 Consultation and Engagement

4.9.1 The statutory consultation process has been followed in accordance with the London Local Authorities Act 1991 – Part II.

4.10 Environmental Impact

4.10.1 There are no direct environmental implications relating to this report.

5. Background papers

5.1 A copy of the application, the report of the Licensing Officer and Annexes are attached to this report.

Officers Report

London Local Authorities Act 1991
Report for Licensing Sub-Committee
Licensing Officer Report

**Heathpark HB Ltd T/A Edgware Health & Beauty, 96 High Street, Edgware, HA8
7HF**

1. The Applicants

Mr Steven Peters

2. The Application

The application is for the renewal of a special treatment licence to enable the applicant to offer massage and aromatherapy at 96 High Street, Edgware, HA8 7HF.

A special treatment licence has been held by the applicants since the 23rd September 2011. An application to renew the licence was received on the 26th January 2022. (See Annex 1). An inspection of the premises was conducted on the 22nd February 2022.

3. Issues identified during application processing

As part of the application process an inspection of the premises was conducted in order to satisfy the Licensing department that the premises was being run to a satisfactory standard for the conducting of business as a licensed massage parlour. During this inspection, the following issues were noted by the inspecting licensing officers:

London Local Authorities Act 1991: Part II Section 8

(e)the premises have been or are being improperly conducted

It is the belief of the Licensing Authority that the premises is being improperly conducted.

It was observed at the time of inspection that –

- There was insufficient recording of appointments (time, practitioner, treatment performed were missing from the client record card). This is a violation of the standard Licensing Conditions.
- Insufficient client consultation forms – clients were not asked about potentially relevant medical issues that may cause issues to arise with massage or aromatherapy treatments being provided (e.g. pregnancy or high blood pressure), as required by the Massage Code of Practice.

- Insufficient privacy in place for clients (showers with curtains in a communal space off the hallway, not behind a door, treatment room doors that do not lock, holes drilled in treatment room doors at eye level to provide a 'peep hole' that were hidden under small swinging metal tags.)
- There were notice signs in each treatment room advising that the female practitioners were not allowed to contact the customers outside of the premises, and that if they were found to have done so they would be dismissed and prosecuted.
- A full inspection of the premises was not able to be carried out – storage cabinets in both the wooden beds and staff areas were locked with chain link and padlocks. When asked to unlock these areas the manager said she did not know where the key was kept and could not contact the premises owner/applicant to ask.
- A review was found online indicating that improper conduct was taking place.
- Insufficient labelling of items intended for use during treatment – bottles of massage oil in the treatment room were not properly labelled as such, just plain pump bottles.
- The last premises plan seen by the licensing authority does not indicate the presence of the counter between the waiting area and staff area.

(f)the premises are not provided with satisfactory means of lighting, sanitation and ventilation;

Upon inspection, the following issues that would indicate the premises were not providing satisfactory means of sanitation were found:

- The cushion layer over the wooden massage table appeared not to be of a wipeable material, instead being porous and covered by towels and couch roll.
- The manager advised that coloured towels were washed at 60 degrees centigrade, as opposed to the 65 degrees recommended by the code of practice for massage.
- When the back of a massage table was raised in treatment room one (so that the person receiving treatment would be in a seated reclining position) a wad of chewed gum was observed between the base of the massage table and the back.

(i)they are not satisfied as to the safety of equipment used in the special treatment or as to the manner in which the treatment is to be given;

Upon inspection, issues with the manner in which treatments were to be provided and the equipment for said treatments were apparent.

It was observed at the time of inspection that –

- The massage beds did not raise and lower to enable the practitioner to adjust the bed for suitable ergonomic comfort
- The beds were pressed up against the wall in treatment rooms 3 and 4, making it impossible for the practitioner to access the client's back on both sides without leaning over in an uncomfortable manner
- There was a smell of damp, possibly rotting wood when the back of the massage bed was raised in treatment room 1.
- Despite the fact that aromatherapy is advertised and placed on their licence, there was only one small bottle (approx. 150ml) of pre-mixed massage oil in a spray bottle, which was not in the original cardboard packaging. No essential oils, either pure or pre-blended, were seen on the premises. We would expect to see a variety of these type of products if aromatherapy is being appropriately provided at a premises.

(k)satisfactory means of escape in case of fire and suitable means for fighting fire are not provided on the premises;

It was observed at the time of inspection that there were not satisfactory means of escape in the event of a fire –

- At the time of inspection, the manager of the premises said that the fire exit is usually kept locked during the day, although it was unlocked at the time of inspection to allow for ventilation. If locked while customers and staff were on the premises, as claimed, it would be in violation of the licensing conditions and in violation of fire safety requirements for commercial premises, as it poses a fire escape risk.
- Easy access through the front door of the premises is not possible as you need to be 'buzzed in/out'. In the event of an emergency, rapid egress through both front and rear exit would be barred.

Breaches of the Special Treatments Standard Licence Conditions

Upon inspection it was found that the premises was in breach of the following conditions:

Condition 19: Records shall be kept available at the premises, in a form approved by the Council, of all persons receiving special treatment. The record shall include the name, address, age and type of treatment received and the name of the person giving the treatment. Any contra-indications e.g. heart conditions, diabetes, epilepsy etc for each treatment will be discussed with the client and recorded prior to any treatment.

Conditions 25 a and b: 25.

(a) The means of escape provided for all persons on the premises shall be maintained unobstructed, immediately available and clearly identifiable in accordance with the approved arrangements.

(b) All fire-resisting and smoke stop doors shall be maintained self-closing and shall not be secured open.

Condition 26: All exit doors shall be available for egress during the whole time that the public are on the premises.

Conditions 27 a and b

(a) Exit doors and gates shall not be secured closed while the public are on the premises by means of any fastenings other than panic bolts.

(b) Locking bars, hasps, staples, screw eyes and other fastenings not approved by the Council shall not be fitted on exit doors.

Condition 37: Sanitary condition of premises 37. All parts of the premises and any yard of such premises shall be kept in a clean condition to the satisfaction of the Council.

5. Background information

A copy of the application and the plan associated with the premises as provided by the applicant can be found attached to this report in Annex 1.

A copy of the inspection report for the inspection that occurred 22nd February 2022 can be found in Annex 2.

6. Officer's Recommendation

It is recommended that the Sub-Committee reject the Special Treatments renewal application on the grounds outlined above.

7. Policy and Statutory Guidance

A licence can be refused on the grounds specified in the London Local Authorities Act 1991- Part II Section 8 (see Annex 3).

In determining a Special Treatments renewal licence application, the committee may consider the points identified in Sections 11.8 and 10.6 of Barnet's Special Treatments Licensing policy. These sections of the policy are seen in Annex 4.

Application Form including Plan

New special treatment licence application pack

This pack contains:

Licence application form
Fees list
Window advertisement (all new applications)
Our policy
Regulations and licence conditions
Information about licence exemptions

For all queries contact Special Treatment Licensing on 020 8359 7995

Office Use Only	
Casefile No	Inputting Officer
Ward	Date Inputted
Officer Initials	Date Consultation Sent
	Application docs attached



Establishment for Special Treatment

I/We hereby apply to the Council of the London Borough of Barnet for a Licence to carry on an Establishment for Special Treatment in accordance with Part II of the London Local authorities Act 1991

Please complete in BLOCK CAPITALS using black ink, continuing on separate sheets if necessary.

SECTION 1 – THE PREMISES FOR WHICH THE LICENCE IS SOUGHT

Trading name	HEATHPARK HB LTD / EDGWARE HEALTH & BEAUTY	
Address:	96 HIGH STREET, EDGWARE, LONDON HA8 7HF	
Telephone Number:	0208952 5952	
E-mail Address:	Edgwaremassage@gmail.com	
Please indicate if you are applying for a licence that would provide licensed treatments in a Business or Domestic premises	<input checked="" type="radio"/> Business	<input type="radio"/> Domestic

SECTION 2 – INTERESTED PARTIES

APPLICANT(S) (Proposed Licence Holder)

Full name of the applicant: (Mr, Mrs, Ms)	STEVEN PETERS
Date of birth:	[REDACTED]
Place of birth:	[REDACTED]
Private address:	HEATH PARK DRIVE WINDLESHAM, SURREY GU2 0 [REDACTED]
Daytime telephone number:	020 89525952 / [REDACTED]

Full name of the applicant: (Mr, Mrs, Ms)	
Date of birth:	
Place of birth:	
Private address:	
Daytime telephone number:	

Please indicate if you are a sole trader/practitioner operating from your licensed residential premises?	Yes <small>(please see notes on page 8 for potential fee reduction)</small>	No

COMPANY / SOCIETY / BODY / ASSOCIATION

Only complete this section if the application is made by or on behalf of a Company, Society, Body or Association.

Full name of the applicant: (Mr, Mrs, Ms)	STEVEN PETERS
The address of the registered or principal office:	VERA AVENUE GRANGE PARK LONDON N21 [REDACTED]
Private address of applicant:	HEATH PARK DRIVE WINDLESHAM, SURREY GU2 0 [REDACTED]
Daytime telephone number:	

Full name of the applicant: (Mr, Mrs, Ms)	
The address of the registered or principal office:	
Private address of applicant:	
Daytime telephone number:	

MANAGEMENT

The person who will be responsible for the day to day management

Full name of the Manager: (Mr, Mrs, Ms)	MIMAEZA CRISTINA GHEORGHE
Date of birth:	[REDACTED]
Place of birth:	ROMANIA
Private address:	LYNDARUST CLOSE, NW10 [REDACTED]
Daytime telephone number:	[REDACTED]

Full name of the Manager: (Mr, Mrs, Ms)	
Date of birth:	
Place of birth:	
Private address:	
Daytime telephone number:	

OTHER ESTABLISHMENT(S)

Only complete this section if the applicant is, or has been, employed / self-employed / interested in any other special treatment premises in the last five years.

Address of premises:	96 HIGH STREET, EDGWARE, HA8 4HF
Nature of interest:	MASSAGE

**London Local
Authorities Act 1991
Special Treatment
Licence**

Number STBANC/18/59169

Licensing Authority:

London Borough of Barnet,
Barnet House
1265 High Road
London, N20 0EJ

Telephone 0208 369 7995

Postal address of premises

Heathpark HB Ltd T/A Edgware Health & Beauty
96 High Street, Edgware, Middx, HA8 7HF

Licence valid from

23 September 2018

Licence valid Until

22 September 2019

Name and (registered) address of holder of licence

Mr Steven Peters
Heathpark HB Ltd T/A Edgware Health & Beauty, 96 High Street, Edgware, Middlesex, HA8 7HF

**This licence authorises the following individuals to carry out the
Special Treatment(s) indicated**

Ms Beverly Ann Rockingham: Massage (Full Body), Holistic Massage
Ms Malgorzata Zanczak: Massage (Full Body), Thai Massage, Deep Tissue Massage,
Thai Foot Massage
Ms Hawra Lafta: Massage (Full Body)
Ms Priscilla Gillespie: Massage (Full Body)
Ms Mariana Veronica Cromec: Massage (Full Body)
Ms Ala Grosu: Massage (Full Body)
Ms Maryam Abulhasani: Aromatherapy
Ms Katarzyna Korycka: Massage (Full Body), Indian Head Massage
Ms Shida Khobbakhi: Aromatherapy
Ms Silvija Kuzmanovic: Massage (Full Body)
~~_____~~
Mrs Edita Dapkeviciene: ~~_____~~
Aromatherapy

SECTION 3 - PRACTITIONERS

Please list the **full name** and relevant technical qualifications of **every practitioner** who will carry out special treatment, **and say which treatment(s) each person will give** and enclose copies of their qualification certificates. If you omit a practitioner or a treatment, they will not appear on your licence, and you may have to apply for a variation to have them added later, for which a charge will be made. Please continue on a separate sheet if necessary.

Full name:(Mr, Mrs, Miss, Ms)	
Treatments to be provided:	
Qualifications:	

Full name:(Mr, Mrs, Miss, Ms)	
Treatments to be provided:	
Qualifications:	

Full name:(Mr, Mrs, Miss, Ms)	
Treatments to be provided:	
Qualifications:	

Full Name: (Mr, Mrs, Miss, Ms)	
Treatments to be provided:	
Qualifications:	

Will clients be male, female, or will they include both?

BOTH

SECTION 4 – FIRE SAFETY

To comply with the London Local Authorities Act 1991, we must send a copy of this application to the Fire Authority.

Please answer the following questions:

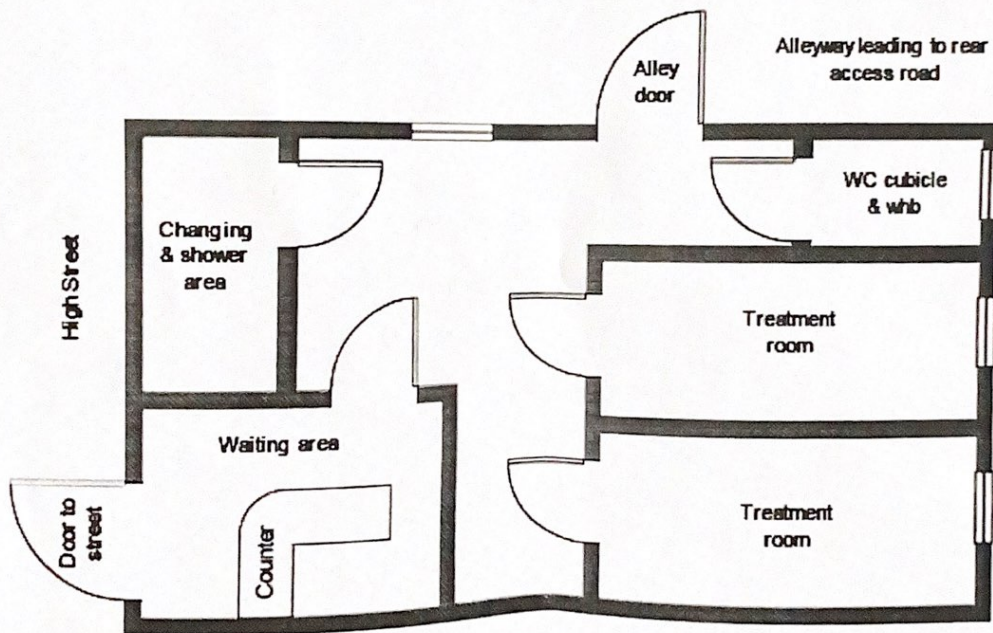
1) Does the premises have a basement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2) Does the proposed shop or workspace have stairs to another floor within the building?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3) If 'yes' to question 2, does it have a door separating the workspace from the stairs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4) If 'yes' to question 2, what are the other floors in the building being used for?	
5) Does the shop or workspace have an alternative means of escape to a place of safety that is separate from the usual entrance to the shop or workspace?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6) Is the shop or workspace provided with a fire extinguisher?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7) If 'yes' to question 6, what type of fire extinguisher?	
8) If 'yes' to question 6, when was it last serviced?	JULY 2021
9) Have you carried out a written Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> DAY SHEET BOOK
10) Have you prepared an Emergency Plan in accordance with the Regulatory Reform (Fire Safety) Order 2005?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> DAY SHEET BOOK
11) Is your premises and all treatment areas and fire escapes within your premises fully wheelchair accessible.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> RAMP BY ENTRANCE
12) If 'no' to question 11, please indicate which areas of the premises are not accessible to wheelchair users

If you would like more information on questions 9 and 10 please visit the following website:
<http://www.london-fire.gov.uk/YourSafety.asp>

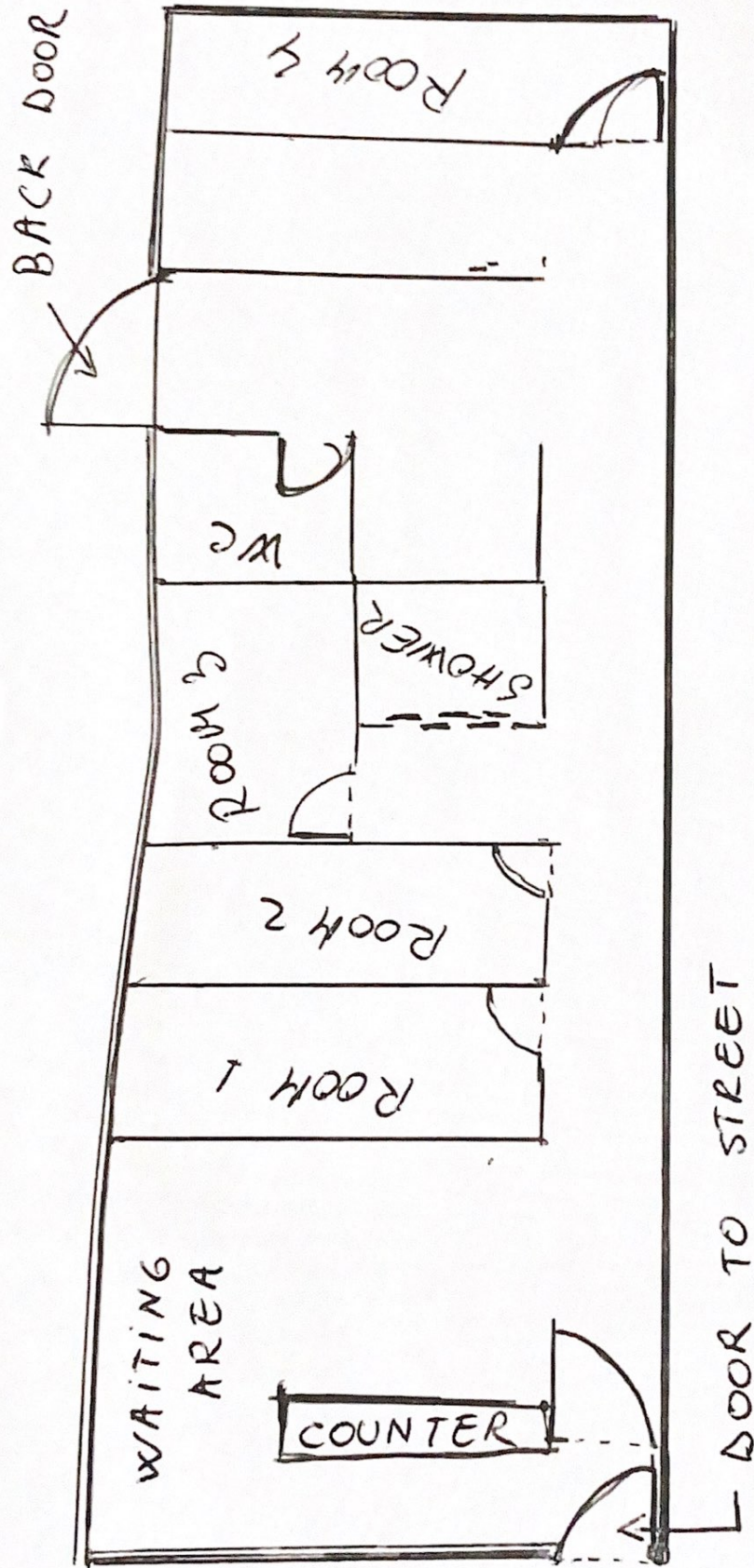
To help the fire authority assess the premises, please draw a simple single line scale drawing of the premises overleaf. Please include:

- Doorways and openings;
- Entrance and exits;
- All stairways;
- External and separating walls;
- Internal walls and columns;
- Any steps and number of steps or ramps at a change of floor level
- Description of room e.g. waiting room, treatment room etc.

EXAMPLE



SCALE = 1:100 DATE: 31/12/1999 ADDRESS: 123 HIGH STREET, SOMEWHERE, LONDON



HIGHT STREET

Fees 1st April 2020

Treatment	Licence - New		Licence Renewal		Variation* and Transfer** Applications
	Application Fee	Issue/Grant Fee	Application Fee	Issue/Grant Fee	
Band A - low risk and non-invasive treatments, including manicure, nail extensions, pedicure, ear & nose piercing using a single pierce gun designed for the purpose, steam facials and facials combined with a facial massage. Thermal Auricular Therapy (Hopi Ear Candles) if carried out with a facial massage.	£247	£100	£197	£100	£62
Band B – medium risk non-invasive treatments, including electrical treatments (high frequency, faradism, micro-current, ultra-sonic), light treatments (Infra red), head, neck & below the knee massage (Indian head massage, reflexology).	£325	£100	£334	£100	£79
Band C - higher risk or invasive treatments, including body massage (sports/remedial massage, aromatherapy, holistic massage, shiatsu, thai, stone therapy) other than described in Band B, electrolysis, acupuncture, moxibustion, spas, saunas, steam rooms, tattooing, tattoo removal, semi-permanent make-up, body piercing, sunbeds and laser/intense light pulse light treatments	£444	£100	£400	£100	£96
Additional fee for laser and intense pulsed light (IPL) treatments	£73		£73		

(Please note that this list is not exclusive of all treatments)

Sole Trader/Practitioner Reduction

If this application is for a licence for your residential property where you are the only practitioner (therapist) then you can reduce your application fee by the amount shown here	£10
--	-----

How to pay your fees:

When submitting your application you should supply the licensing team with the 'Application Fee' only. This can be done by sending a cheque/postal order with the application paperwork or by making payment over the phone by debit/credit card. Your application cannot be deemed valid until this application fee has been paid.

Once the application fee has been paid and the application process (including your premises inspection has been conducted) you will need to pay the remaining £100 Issue/Grant Fee before we can send your licence to you. Again this payment can be made by way of a cheque/postal order or by making payment by credit/debit card over the phone. Should for any reason your licence not be granted you would not need to pay the issue/grant fee. Please note however that the application fee is non refundable should your licence not be granted

Please make cheques payable to London Borough of Barnet. If in doubt about the correct fee, please contact us for assistance.

If there is more than one treatment, the treatment that falls in the highest band determines the fee. Only one fee is payable however many different treatments are offered, unless Laser or IPL treatments are included, in which case the Laser/IPL fee, i.e. £77.50 is added to the Band C fee. If only laser/IPL treatment is offered, then Band C together with the Laser/IPL fee will apply.

If at a later date you wish to offer other special treatments, employ other practitioners, or make any material change to the premises or the way in which the treatments are given, you will need to apply for a licence variation before doing so.

- **A variation is any single material change, such as an additional treatment, a new practitioner or a significant change to the premises layout. A variation fee is charged for each separate variation.**
- In addition to the basic variation fee(s), if the variation is to a higher band, for example from Band B to Band C, an additional fee will be payable. This is calculated as follows:

Take the difference between the licence fees for the two bands, multiply by the number of complete months still to run on the existing licence, and divide by 12.

For example, adding a Laser/IPL (Band C) to a licence for electrical treatments (Band B) 9 months before expiry.

Band C application fee (£355) minus Band B application fee (£245) = £110

Multiply by 9 = £990

Divide by 12 = £82.50

Add to the Band B variation fee (£83) = £165.50

Plus additional fee for Laser/IPL (£77.50)

The variation fee in this example is £243

****A transfer is a change to a different licence holder,** with no other material change.

If there are other changes, variation fee(s) will be charged in addition to the transfer.

If there are a number of changes, we may deem the licence to be a new one, for which the single new licence fee is charged.

If you have any queries please contact Special Treatment Licensing on 020 8359 7995.

SECTION 6 – DOCUMENTS TO BE ENCLOSED

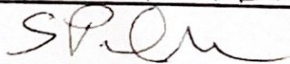
Copies of qualification certificates for each practitioner	<input checked="" type="checkbox"/>
Line scale drawing for the premises	<input checked="" type="checkbox"/>
Current Public Liability Insurance	<input checked="" type="checkbox"/>
Electrical Instillation Condition Report (EICR)	<input checked="" type="checkbox"/>
Portable Appliance Test (PAT)	<input checked="" type="checkbox"/>
Fire Extinguisher Servicing Certificate (if applicable)	<input type="checkbox"/>
Payment for the application	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

Please note that there may be additional documentation needed depending on the types of treatments being provided

SECTION 7 – DECLARATION & PAYMENT

I/We declare that the above particulars are true in every respect
 I understand that the Council may revoke or refuse to grant any licence where the applicant has knowingly given false information or omitted relevant details on their application form.

SIGNATURES (or signatures in case of a partnership)

Name	STEVEN PETERS	Date	25.01.2022
Signature			
Name		Date	
Signature			
Name		Date	
Signature			

In the case of a limited liability company, the managing director or secretary should sign

Please indicate payment preference:

I/we enclose a cheque/postal order for £..... <small>(see fees list for correct amount)</small>	Yes	No
I/we wish to make payment by debit/credit card. (You will be contacted on receipt of your application for payment to be taken). <small>(see fees list for correct amount)</small>	<input checked="" type="radio"/> Yes	No

Please return the fully completed application to Licensing Team, 8th Floor, 2 Bristol Avenue, Colindale, London, NW9 4EW

This notice must be displayed in the window where clearly visible to persons outside the premises

**LONDON BOROUGH OF BARNET
SPECIAL TREATMENT LICENCE**

NOTICE IS GIVEN THAT (insert full names of the applicant(s))

has applied to the London Borough of Barnet for a Licence to offer the following special treatments
(insert treatments to be offered)

at: (insert trade name & address of the premises)

This notice will be displayed for a period of not less than 28 days beginning on (insert date)

Anyone wishing to oppose the application must give notice in writing to

Special Treatment Licensing
8th Floor, 2 Bristol Avenue
Colindale
London
NW9 4EW

within 28 days from the date above, specifying the grounds of opposition, and must be prepared to attend a hearing before a Licensing Sub Committee.

OUR POLICY

Our aims are to ensure that only bona fide businesses are licensed to give special treatments, and that they do not cause unacceptable risk to health and safety.

We want our enforcement activities to be fair. We know that most businesses want to operate within the law, and we do not want to penalise people who are doing their best.

We therefore make a promise to people who we can see are prepared to make an effort to comply with the law. If we find a problem, only in exceptional circumstances will we resort to immediate enforcement action. We will reserve prosecution for occasions when it is in the public interest, for example because the offence or the outcome has been particularly serious. The Council has adopted the Enforcement Concordat, and we have an Enforcement Policy to guide our enforcement decisions. Anyone can see these documents on request. Our officers work in accordance with detailed procedures that set standards for the action they take. We also have a complaint procedure. If you are aggrieved by our actions please let us know and your complaint will be investigated.

To carry out our work as a licensing and health and safety enforcing authority we have properly appointed Inspectors, with the right of entry to business premises. We investigate complaints about unsafe or unhygienic businesses. We also carry out a program of planned inspections, prioritised according to our assessment of the risk at each premises. When assessing risk we take into account not only factors such as the nature of the work carried on and the number of people who may be exposed to the risks, but also the standard of compliance with health and safety and employee welfare law, and our confidence in the business's ability to maintain proper standards.

You are expected to be aware of potential hazards connected with your business, and assess the risks that may arise to identify any precautions you may have to take. There is plenty of guidance available to help you do this, and you can contact us for information and advice.

Contact: Special Treatment Licensing

8th Floor, 2 Bristol Avenue, Colindale, London, NW9 4EW

Tel: 020 8359 7995

Email: specialtreatments@barnet.gov.uk

Regulations and Conditions & Information about licence exemptions

A full copy of our regulations and conditions and information about licence exemptions can be found on our website using the page link below. Should you be unable to view these documents and would like us to send you a hard copy on the post please make your request by calling us on 020 8359 7995 or by emailing us on specialtreatments@barnet.gov.uk.

<https://www.barnet.gov.uk/licences-permits-and-registrations/trading-licences/special-treatments>

How your information will be used

Barnet Council will collect and use the information you give us to undertake our functions as a local authority and deliver services to you. It is our responsibility to ensure that your information is kept safe. Where necessary and legally allowed, we will share your information with trusted external organisations, commissioned partners and contracted service providers in order to deliver services and support to you.

The information we collect may be used to better understand your use of our services and assist us in improving our services. This is to ensure we are using public funds in the best possible way. Under our duty to protect public money we may use the information you have provided for the prevention and detection of crime. For further details of how we use your information and to understand your rights please visit www.barnet.gov.uk/privacy or email data.protection@barnet.gov.uk to request a full copy of our privacy notice.

Inspection Report

London Borough of Barnet Special Treatment Licence Inspection Form

HSLIC/STBANC/22/65461
Message

Section A

Trading Name: **Heathpark HB Ltd T/A Edgware Health & Beauty**
Address: 96 High Street, Edgware, Middx, HA8 7HF,

Telephone Number: edgwaremassage@gmail.com

Qualifications

- 1) International Health and Beauty Council (IHBC)
- 2) Confederation of Beauty Therapy and Cosmetology (CBTC)
- 3) International Therapy Examination Council (ITEC)
- 4) CIDESCO
- 5) IPTI
- 6) City and Guilds
- 7) NVQ (Level 1, 2, 3)
- 8) Other (Specify)



Name of Employee(s) Giving Treatment	Qualification (Number as Above or Specify)					
Beverly Ann Rockingham	Full body massage/holistic massage	Yes		No		Previously x
Maigorzata Zanczak	Full body massage/thai massage/deep tissue massage/thai foot massage	Yes		No		Previously x
Priscilla Gillespie	Full body massage	Yes		No		Previously x
Hawra Lafta	Full body massage	Yes		No		Previously x
Maryam Abulhasani	Aromatherapy	Yes		No		Previously x
Shida Khobbakhi	Aromatherapy	Yes		No		Previously x
Ala Grosu	Full body massage	Yes		No		Previously x
Katarzyna Korycka	Full body massage/ Indian Head Massage	Yes		No		Previously x
Mariana Veronica Cromec	Full body massage	Yes		No		Previously x
Edita Dapkeviciene	Aromatherapy	Yes		No		Previously x
Silvija Kuzmanovic	Full body massage	Yes		No		Previously x
		Yes		No		Previously x
Has the application form been correctly completed?		Yes		No		

First Time Licences Only

Have comments been received from the police?	Yes	N/A	No	
Have comments been received from the fire brigade?	Yes	N/A	No	
Has the applicant advertised the application:				
(ii) In the window of the premises	Yes	N/A	No	

For All New Practitioners

Has photo ID of each new practitioner been seen?

Yes N/A No

Section B

Please verify all details of treatments and practitioners, as this list will appear on the licence. If amendments are needed, either alter on UNI-form or inform

Admin.

Proposed list of Treatments/practitioners:

more comprehensive records needed re. contraindications + date/time/practitioner.

Administrative & Procedure Requirements

Previous Licence	Yes	<input checked="" type="checkbox"/>	No	
Certificate displayed clearly	Yes	<input checked="" type="checkbox"/>	No	
Employee qualifications and displayed	Yes		No	<input checked="" type="checkbox"/>
Scale of fees/charges displayed	Yes	<input checked="" type="checkbox"/>	No	
Employee name badges	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
Is the manager clearly identifiable	Yes	<input checked="" type="checkbox"/>	No	
Do records contain:				
Date and time of treatment	Yes	<input checked="" type="checkbox"/>	No	
Name of person giving treatment	Yes		No	<input checked="" type="checkbox"/>
Particulars of every case of curative treatment carried out and particulars of client	Yes	<input checked="" type="checkbox"/>	No	

Remarks

Towels washed at: 60 - all above 65? *everything to be labeled.*

Accident record book:

Premises/ Equipment Requirements

Premises clean and structurally sound?	Yes	<input checked="" type="checkbox"/>	No	
Fabric and decoration satisfactory	Yes	<input checked="" type="checkbox"/>	No	
Equipment and linen clean	Yes	<input checked="" type="checkbox"/>	No	
Sanitary accommodation adequate and clean	Yes	<input checked="" type="checkbox"/>	No	
Are the changing facilities adequate (separate male/female)	Yes	N/A	No	
First aid equipment	Yes	01/24 ✓	No	
Hand washing facilities	Yes	<input checked="" type="checkbox"/>	No	
Appearance of staff	Yes	<input checked="" type="checkbox"/>	No	
Electrical equipment and installation	Yes	EICR and PAT - ok x	No	
Fire escape clear and escape doors unlocked	Yes	keep unlocked	No	
Type of fire extinguisher and date of last service	x	July 2021		

Premises adequately lighted, ventilated, heated	Yes	✓	No	
Treatment rooms lockable	Yes	✓	No	
Number of Rooms Used for Treatments		4.		
Public liability insurance	x	23.07.2022		

~~N/A~~ Spy hole in room 4?
 Door cannot be used.
 CO2/Ascom.

**Section D
Skin Piercing Arrangements**

Suitable clean environment	Yes		No	
Use of disposable needles	Yes		No	
If not, are adequate sterilisers available?	Yes		No	
Sharps bin	Yes		No	
Satisfactory sharps disposal arrangement	Yes		No	
Alcohol swabs for cleaning skin	Yes		No	
Local wash basin or disposable gloves	Yes		No	
Aftercare advice to clients	Yes		No	

Section E

See separate checklists for:

Section F

**Has correct fee been paid for treatments being carried out:
Fee paid:**

Band A: Manicure, pedicure, chiropody, ear and nose piercing using a single use piercing gun designed for the purpose.	Yes		No	
Band B: Beauty treatments (including head and neck massages), sunbeds, saunas, and waxing.	Yes		No	
Band C: Body massages, electrolysis, acupuncture, tattooing, body piercing, and laser treatments	Yes		No	320 paid, 100 outstanding
Have new treatments been given since last licence with no variation to existing licence?	Yes		No	<input checked="" type="checkbox"/>
Are premises to be subject to alteration in next three years or have alterations occurred in past 12 months?	Yes*		No	<input checked="" type="checkbox"/>
Are conditions of licence being complied with?	Yes	<input checked="" type="checkbox"/>	No	
Do you have confidence in the management?	Yes	<input checked="" type="checkbox"/>	No	
Are high risk treatments being carried out?	Yes	<input checked="" type="checkbox"/>	No	
How long has licence been held?				
Risk rating	Med.			

Start date, if new licence

Any other comments:

All items to be labelled w/ date of open then disposed of after use.
Inspector Amy Nathan + ZC.

Date 9th February 2022
22nd

Hazard Spotting Checklist

Slips, trips and falls: (1) Broadly Compliant (0) Non Compliant

Dangerous Machinery: Yes (1) No (0)
Controls and or guards: Yes (-1) No (0)

Gas/Electrics Obvious defects: Yes (1) No (0)

Working at height: Yes (1) No (0)
Controls/Systems: Yes (-1) No (0)

Manual handling: Obvious defects: Yes (1) No (0)

General conditions: Good (-1) Satisfactory (0) Poor (1)

If total score 3 or more then this will trigger a full H&S inspection.

If score is 2 or less but defects are noticed then this should be dealt with without a full inspection unless in the officer's professional opinion a full inspection is required.

LI_STLIF

all products to be labelled.
Doors have to be changed
+ locked.

**London Local
Authorities Act 1991-
Part II Section 8**

8. The borough council may refuse to grant, renew or transfer a licence on any of the following grounds: -

- (a) the premises are not structurally suitable for the purpose;
- (b) there is a likelihood of nuisance being caused by reason of the conduct, management or situation of the premises or the character of the relevant locality or the use to which any premises in the vicinity are put;
- (c) the persons concerned or intended to be concerned in the conduct or management of the premises used for special treatment could be reasonably regarded as not being fit and proper persons to hold such a licence;
- (d) the persons giving the special treatment are not suitably qualified;
- (e) the premises have been or are being improperly conducted;
- (f) the premises are not provided with satisfactory means of lighting, sanitation and ventilation;
- (g) the means of heating the premises are not safe;
- (h) proper precautions against fire on the premises are not being taken;
- (i) they are not satisfied as to the safety of equipment used in the special treatment or as to the manner in which the treatment is to be given;
- (j) they are not satisfied as to the safety of the special treatment to be given;
- (k) satisfactory means of escape in case of fire and suitable means for fighting fire are not provided on the premises;
- (l) the applicant has, within the period of five years immediately preceding the application to the borough council, been convicted of an offence under this Part of this Act; or
- (m) the applicant has failed to comply with the requirements of subsection (4) or (6) of section 7 (Applications under Part II) of this Act.

**Barnet's Special
Treatments
Licensing Policy
Sections 11.8 and 10.6**

SPECIAL TREATMENT LICENSING POLICY

LONDON BOROUGH OF BARNET

2022 – 2027

11.8. Refusal to renew a licence

11.8.1. We may refuse to renew a licence for the reasons set out in paragraph 10.6 of this policy, and follow the procedures set out above.

11.8.2. Clear written reasons why a licence has been refused will be provided to an applicant, together with information about their right to appeal to the magistrates' court.

10.6. Refusal to grant a premises licence

10.6.1. A licence may be refused on the grounds set out in section 8 of the Act:

- (a) the premises are not structurally suitable for the purpose;
- (b) there is a likelihood of nuisance being caused by reason of the conduct, management or situation of the premises or the character of the relevant locality or the use to which any premises in the vicinity are put;
- (c) the persons concerned or intended to be concerned in the conduct or management of the premises used for special treatment could be reasonably regarded as not being fit and proper persons to hold such a licence;
- (d) the persons giving the special treatment are not suitably qualified;
- (e) the premises have been or are being improperly conducted;
- (f) the premises are not provided with satisfactory means of lighting, sanitation and ventilation;
- (g) the means of heating the premises are not safe;
- (h) proper precautions against fire on the premises are not being taken;
- (i) the safety of equipment used in the special treatment or as to the manner in which the treatment is to be given is not satisfactory;
- (k) the safety of the special treatment to be given is not satisfactory;
- (l) satisfactory means of escape in case of fire and suitable means for fighting fire are not provided on the premises;
- (m) the applicant has, within the period of five years immediately preceding the application to the council, been convicted of an offence under Part II of the Act; or
- (n) the applicant has failed to comply with the requirements of section 7(4) or 7(6) of the Act concerning the correct method of making an application.

10.6.2. Under the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541), the paragraphs relating to fire safety may no longer be enforced by the council.