

Official use only:	Date received
Payment received	Case Ref:



**APPLICATION TO VARY A SPECIAL TREATMENT PREMISES LICENCE
LONDON LOCAL AUTHORITIES ACT 1991 Part II**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

You must apply to the licensing authority if you wish to make any changes to your Massage and Special Treatment Licence, for example changes to the layout of the premises, addition or exclusion of treatments, to request to remove or amend a condition. The application must be accompanied by the relevant fee.

Please complete all questions on the form. If you have nothing to record, please state 'not applicable' or 'none'. Before completing the form you may wish to refer to the application guidance notes for new applications which can be found at <https://www.sutton.gov.uk/info/200549/licensing>

If you are completing this form by hand, please write legibly in block capitals using ink. Use additional sheets if necessary (marked with the number of the relevant question). You may wish to keep a copy of the completed form for your records.

Part 1 - Details of premises
1. Trading name of premises
2. Address of premises (if only using part of a premises, e.g. the ground floor, please give details)
3. Email address
4. Telephone number

Part 2 – Details of variation
A. Alteration to layout of premises Please provide details of the proposed variation Please note that you will need to provide a new plan of the premises.

B. Treatments to be added to current licence

Please state ALL treatments that you wish to be **added** to the licence.

If you wish to add treatments in a higher risk group you will need to complete a new licence application form and pay the required application fee.

Please note that the number of treatments you list does not affect the licence fee, but the type does. – see fees guide

C. Treatments to be removed from the current licence

Please state ALL treatments that you wish to be **removed** from your current licence.

Please note this will not affect the fee you have already paid but it may reduce the amount of the renewal fee – see fees guide

D. Removal or amendment to condition(s)

Please state details of the conditions attached to your licence you wish to amend or remove.

Please note that it may not be possible to remove a condition. Any amendments and the subsequent new condition will be approved by the inspecting officer.

Part 3 - Signature

The form must be signed by the licence holder. In the case of a partnership, all parties must sign. In the case of a limited company, the Managing Director, Company Secretary, or applicants agent (e.g. solicitor) can sign

I/we declare that the particulars given in this application are true in every respect:

Signature:	Print Name:
Date:	Position in organisation:

Signature:	Print Name:
Date:	Position in organisation:

Freedom of information

The Freedom of Information Act gives people the right to obtain information held by public authorities unless there are good reasons to keep it confidential. Please be aware that information supplied on this form may be released in response to a freedom of information request. To comply with financial regulations, details of license holders may also be disclosed to authorised Government agencies.


London Borough of Sutton applicants:


The completed application should be sent to:-


London Borough of Sutton, Civic Offices, St Nicholas Way, Sutton SM1 1EA.

Alternatively you can send a scanned PDF copy of your application to licensing@sutton.gov.uk

The following **Payment Options** are available:

 **Online:** Debit and Credit Card payments can be made using our online payment facility at https://www.sutton.gov.uk/info/200466/pay_for_it

 **Telephone:** Debit and Credit Card payments can be made by telephoning our contact centre on 020 8770 5000, selecting options 5 then 2

 **Post:** Cheques or postal orders should be made payable to 'Sutton Council'

Please note any statutory consultation periods will not commence until payment has been made and we have received your application form. It is your responsibility to contact us if you experience a problem in paying for your application.


Royal Borough of Kingston upon Thames applicants:

The completed application should be sent to:-

Royal Borough of Kingston upon Thames, Licensing Team, Guildhall 2, High Street, Kingston, KT1 1EU.

Alternatively you can send a scanned PDF copy of your application to licensing@kingston.gov.uk

The following Payment Options are available:

 **Post:** Cheques or postal orders should be made payable to 'Kingston Council'

 **Telephone:** Debit and Credit Card payments can be made by ringing (020) 8547 5080

If you wish to pay in this way, give clear telephone contact details on the top of the application form or in a covering letter. We will then contact you once we have received your form. Please note any statutory consultation periods will not commence until payment has been made. It is your responsibility to contact us if you have not been requested to make the payment after submitting an application in this way.