

LONDON BOROUGH OF MERTON

ENVIRONMENTAL HEALTH, TRADING STANDARDS & LICENSING

REGULATIONS GOVERNING APPLICATIONS FOR GRANT, RENEWAL, TRANSFER AND VARIATION OF SPECIAL TREATMENT LICENCES AND THEIR DETERMINATION

APPLICATION FORMS

1. Applications for the grant, renewal, transfer or variation of licence shall be made on the forms provided by the Council and will be completed in full.
2. The information required in the application forms will be determined by the Head of Planning and Public Protection (EH & TS).
3. The application forms shall be signed by the applicant or a solicitor or other authorised person acting on behalf of the applicant.
4. The applicant will supply such other information as may be reasonably required by the Council (as determined by the Head of Planning & Public Protection (EH & TS)) for the purpose of determining the application.

FEES

5. The applicant shall submit with the application form the prescribed fee.

PLANS AND SPECIFICATIONS

6. The applicant shall, unless otherwise advised by the Council (ie in the case of a simple renewal where no structural alteration have been made to the premises since the last licence was issued), submit 2 scale drawings (1:50) of the premises indicating the overall arrangements of the building and those areas to be used for special treatments.

ADVERTISEMENT OF APPLICATION

7. On the date on which the application for the grant of licence is made, the applicant shall arrange for the display of a notice of application on the form provided by the Council on part of the premises the subject of the application. The notice shall be displayed to the satisfaction of the Council, conspicuous to persons in the street and maintained in that position for 14 days. This will not normally apply to the renewal of a licence except where the Council considers it necessary and advises the applicant in writing of the requirement to display such notice.

At the discretion of the Head of Planning & Public Protection (EH & TS), notice shall also be required for variations of licence, eg alterations of hours of opening, extension of premises.

8. At the discretion of the Head of Planning & Public Protection (EH & TS), public notice in the manner prescribed by the Council shall also be placed in a

newspaper locally distributed in the area. Such notice shall be placed in the newspaper within 14 days of the date of the application and at the cost of the applicant.

NOTIFICATION OF APPLICATION TO THE POLICE AND THE FIRE BRIGADE

9. In accordance with the London Local Authorities Act 1991 it shall be the duty of the applicants for grant, transfer or renewal of licences to forward copies of the application to:-
- (a) The Licensing and Events Section
Wimbledon Police Station
Queens Road
Wimbledon SW19 8NN
 - (b) London Fire & Emergency Planning Authority
Fire Safety Regulation
South West Area 4
169 Union Street
London SE1 0LL

(A copy of the front page of the application form together with a simple letter stating that you have applied to the Council for the grant of a "beauty treatments" licence will be sufficient).

OBJECTIONS

10. Any person who wishes to raise objection shall do so in writing within 14 days of the last date of advertisement of the application. No objection will be acceptable unless the grounds of objection are stated.
11. The applicant shall receive a copy of each objection received and be invited to address those objections in writing to the Council.
12. Delegated authority for the determination of licences has been given to the Chief Executive and the Head of Planning & Public Protection (EH & TS).
13. The Council will not be able to take into account any objection to an application unless it is within its power to do so under the grounds of refusal indicated in the London Local Authorities Act 1991.
14. Unless otherwise stated annual licences shall be granted for periods of up to one year.

WAIVER OF THESE REGULATIONS

15. Any of these rules may be waived, altered or modified by the Chief Executive or Head of Planning & Public Protection (EH & TS).