

## Variation to current Licence

(Adding a new Therapist, changes to Treatments and changes to Manager)

<b>Name and Address of the Business Premises:</b>		
	<b>Post Code:</b>	

Please provide details of who will be managing the premises

<b>Name:</b>	
<b>Address:</b>	
<b>Date of Birth:</b>	
<b>Telephone Number:</b>	
<b>Email Address</b>	
<b>Signature:</b>	
<b>Date</b>	

a) Has the owner of the premises or the applicant ever been refused the grant, renewal or transfer of a Special Treatment licence. If so by which council and what date?

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<b>Date:</b>	
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b) Has the applicant(s) and/or the manager/owner ever been issued with a Special Treatment Licence before and by which local authority?

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<b>Date:</b>	
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### Criminal Convictions

Has any of the applicant(s), manager(s) or therapist(s) been convicted of a criminal offence?

YES

NO

If "Yes" please give details:

Please list any changes to be made to your existing licence:

**1. Change of Manager:**

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**2. Adding new Treatments:**

.....

**3. Removing a Treatment:**

.....

**4. Adding New Therapists:**

Name of person carrying out the treatment	Address of person	DOB	Special Treatment to be carried out	Qualification

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### 5. Please list any Therapists that need to be removed from the current Licence


**Please enclose the following documentation for all new therapists to be added with your application. Applications WILL NOT BE PROCESSED and returned to you if not complete:**

- One passport-sized photo or digital photo of each therapist.
- Colour photocopies of all qualifications
- Proof of address (utility bill, council tax etc.)
- Colour copy of passport **or** driving licence
- Completed Consent form for each new therapist
- Public Liability Insurance (if applicable)

**There is a 28-day consultation process for the processing of this application. Please complete and return the application form with all supporting documents by post or by email – details below:**

Licensing Team  
London Borough of Newham  
East Ham Town Hall  
Barking Road  
East Ham, E6 2RP

Email: [Licensing@newham.gov.uk](mailto:Licensing@newham.gov.uk)

Tel: 020 3373 1925 for enquires

**Once your application is approved, we will contact you for payment.**