



## Special Treatment Licence Fees 2023/24

This document sets out the fees payable for the licensing and/or the registration of:

- premises providing massage or special treatments
- premises that carry on the business of acupuncture, ear piercing or tattooing
- individuals that carry on the practice of, acupuncture, ear piercing or tattooing
- premises that carry on the business of electrolysis.

The fee is made up of 2 parts:

- The Administration element is the cost of processing the application and must be paid at the point the application is made
- The Compliance element is the cost of managing and enforcing the special treatments licensing regime and needs to be paid at the point the licence is granted

**NOTE: Both parts of the fee must be paid before the licence can be granted.**

(Important – please read note C)

Application Type	<b>Proposed Total Fee 2023/24</b>	Administration element of fee (See note A below)	Compliance element of fee (See note A below)	Current Fees 2022/23
<b>New</b> massage and special treatment licence <b><u>to include laser treatment</u></b>	<b>£760</b>	£580	£180	£760
<b>Renewal of a</b> massage and special treatment licence <b><u>to include laser treatment</u></b>	<b>£570</b>	£430	£140	£570
<b>New</b> massage and special treatment licence <b><u>No laser treatment</u></b>	<b>£660</b>	£480	£180	£660
<b>Renewal of a</b> massage and special treatment licence ( <b><u>No laser treatment</u></b> )	<b>£500</b>	£360	£140	£500



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<b>Registration</b> to provide acupuncture, tattooing, piercing or electrolysis - <b>premises <u>without</u> an MST licence</b>	<b>£355</b>	£380* (see note D)	N/A (see note B)	£340
<b>Registration</b> to provide acupuncture, tattooing, piercing or electrolysis - <b>premises <u>with</u> an MST licence</b>	<b>£320</b>	£320	N/A (see note B)	£320
<b>Additional Registration(s)</b> (Premises)	<b>£285</b>	£285	N/A (see note B)	£275
<b>Registration</b> of an Individual	<b>£55</b>	£55	N/A (see note B)	£55

### Note A:

The Administration element of the fee is not refundable, even for unsuccessful applications as the fee only covers the administration and inspection costs of processing the application.

However, if an application is withdrawn prior to the technical inspection, the cost of the technical inspection will be refunded: **£248** for a new licence with no laser treatment and **£348** for a new licence with laser treatment.

If a licence is surrendered during the period in which it is in force, a refund of the Compliance element of the fee will be given for every full month remaining on the licence.

### Note B:

No part of the fee for a registration is refundable, even for unsuccessful applications, as the fee only covers the administration and inspection costs of processing the application.

### Note C:

The local authority is not permitted to charge for both elements of the fee up front. However, in order to assist customers, we will accept payment for the total fee upon application. In these circumstances the Compliance element of the fee will of course be refunded if the licence is not renewed/granted.

If you do pay just the Administration element of the fee up front the Compliance element will have to be paid before the licence is granted and issued.



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### **Note D:**

The proposed fee is lower than the administration cost in 2023/24 to avoid a large percentage increase in the fee in one year. The remaining increase required will be factored into future fees, spreading the total uplift across two to three years