

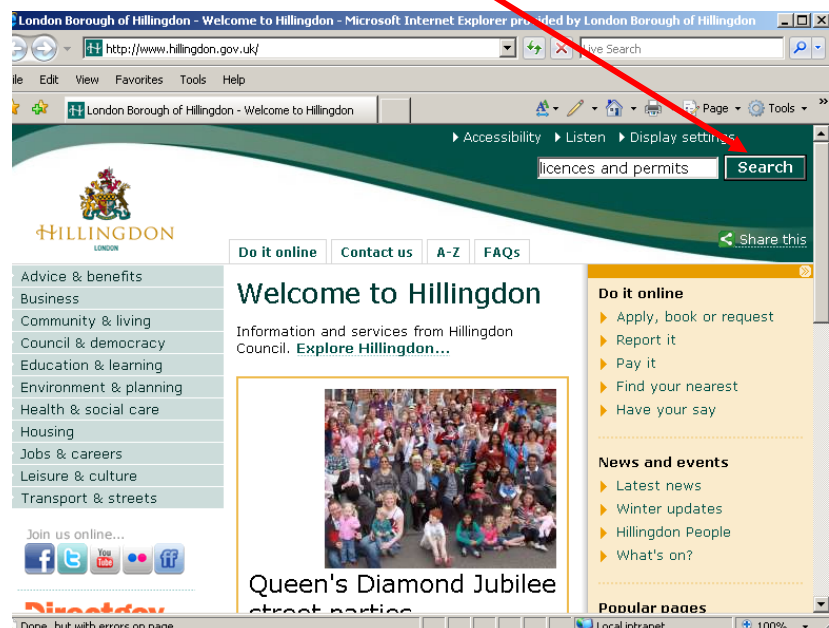
A GUIDE TO APPLYING FOR A SPECIAL TREATMENTS LICENCE

Please ensure you have the following available before starting:

- a. A valid credit or debit card;
- b. The full address of the premises being registered;
- c. The reference number for any previous registration (if available);
- d. That you have read the guidance information from Hillingdon;
- e. Information on treatments you wish to offer;
- f. Therapist details:
 - i. Name & address;
 - ii. Date of Birth;
 - iii. Teaching establish & contact details;
- g. Scanned copies of:
 - i. qualification certificates - new applications & new staff only;
 - ii. photographic proof of ID - new applications & new staff only;
 - iii. proof of home address - new applications & new staff only.

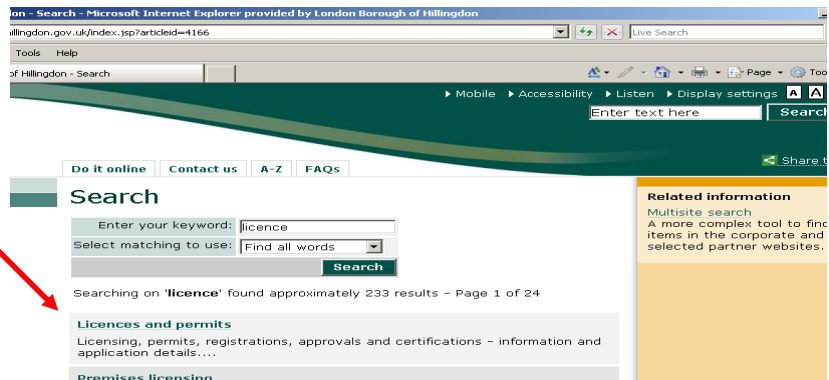
The first screen is available by going to www.hillingdon.gov.uk .

Type “Licences and Permits” into the box on the left of the “Search” button and then press the search button.



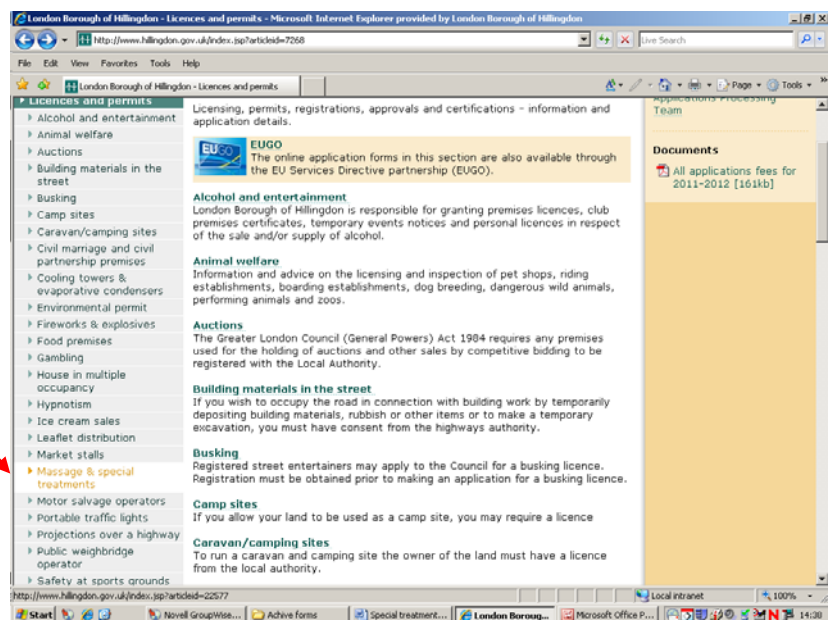
You will then be at the following screen.

Select
Licences and Permits:



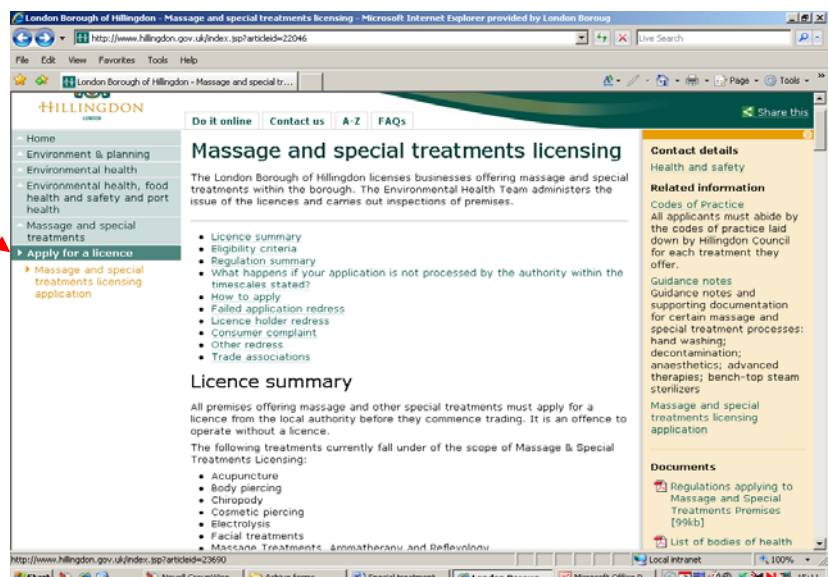
This will take you to the main Licences page.

Select **Message and Special treatments**

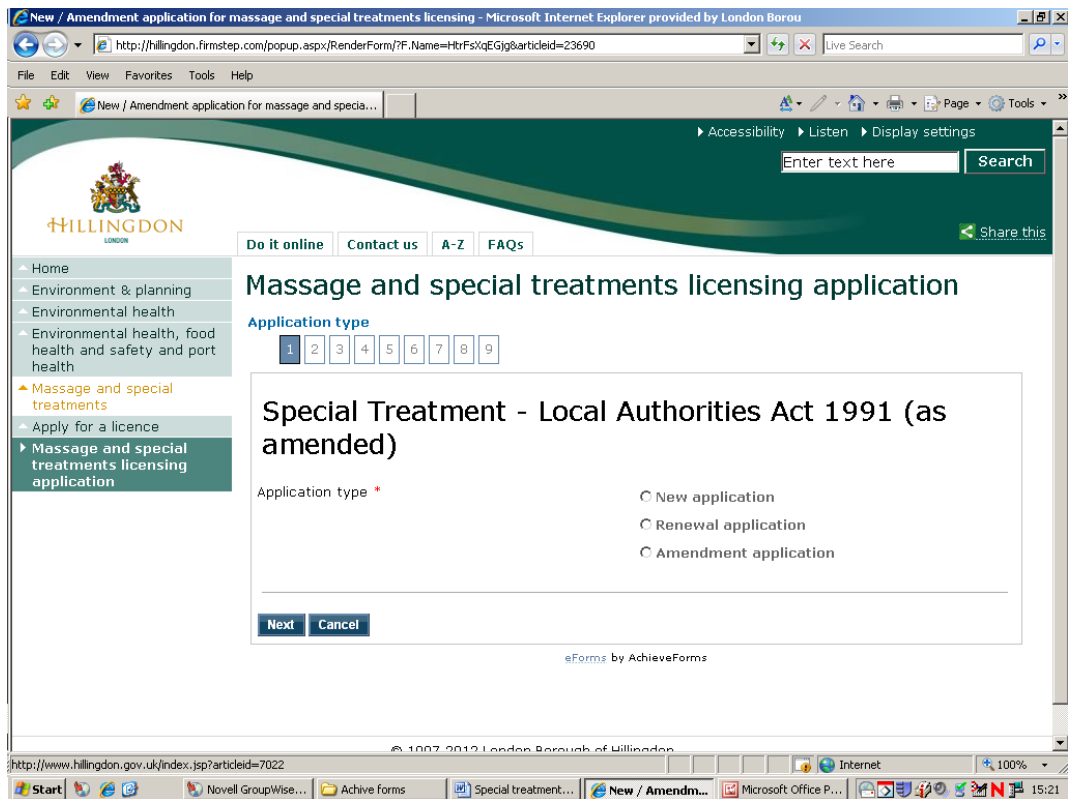


This will take you to the main Message and Special Treatment licensing page

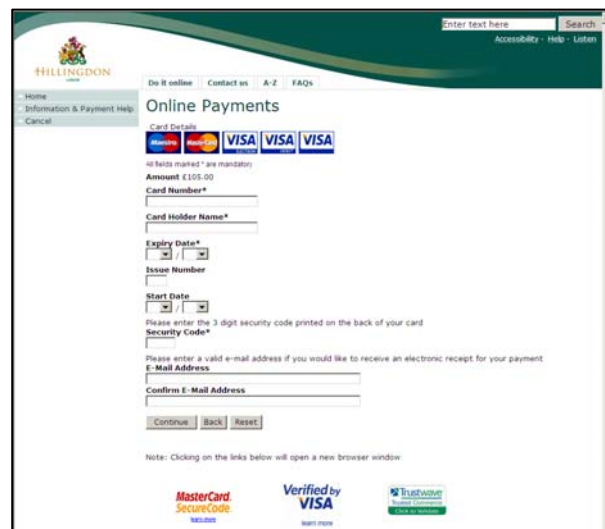
Select **Message and Special Treatment licensing application** to access online form



This will take you to the first page of the online form



When you have entered the information and the form is complete, you will see a payment screen:



Follow the on-screen instructions.