

## GUIDANCE NOTES

### FOR MASSAGE OR SPECIAL TREATMENT APPLICATION

September 2003

1. If premises are not already used for massage or special treatment you must contact our Development Control Section to enquire whether Planning Permission is needed.
2. Applicants must be 18 years or over.
3. **Please ensure that you read each section carefully and complete as necessary.**
4. **Two Passport size photographs must be provided of the applicant and any other person/s involved in hands on treatment. Please ensure the name of the person is written on the back of the photograph.**
5. Copies of qualifications and/or details of experience must be provided by the persons carrying out the treatment.
6. The completed application form and current fee should be returned to the Licensing Section, Planning and Environment, Gedling Borough Council, Civic Centre, Arnold, Nottingham, NG5 6LU.
7. The application will be forwarded to the Local Fire Officer and the Police Vice Squad for their comments.
8. An Environmental Health Officer will visit the premises to advise on hygiene and health and safety matters.
9. Subject to all the above checks being satisfactory a Licence will granted for one year.
10. The Licence should be displayed in a prominent position.
11. At the end of the year a renewal application form will be sent to the applicant along with details of the current fee.
12. Any further queries please telephone the Licensing Section on 0115 9013804 or 0115 9013895.

## REHABILITATION OF OFFENDERS ACT 1974

You will notice that one of the sections of the application form asks you to provide details of any criminal convictions that you have. You should read the Guidance Notes and those relating to the guidelines for convictions, carefully before completing these sections. Gedling Borough Council has made a commitment not to discriminate against ex-offenders and if you have to disclose any previous convictions this will not automatically exclude you from the application process.

### WHAT IS A SPENT CONVICTION?

Under the provisions of the Rehabilitation of Offenders Act 1974, if someone has been convicted of an offence and is not convicted again during a specified rehabilitation period, their conviction becomes 'spent'. A spent conviction need not be disclosed on your application form. If however, your conviction has not been spent you must disclose it on your application form.

### HOW LONG ARE THE REHABILITATION PERIODS?

A conviction becomes spent after a certain length of time, which changes with the sentence and your age at the time of conviction. Some examples are: -

| Sentence  | Period of Good Conduct needed for conviction to become spent                                     |
|---|--|
| * 6 months to 30 months imprisonment or Youth Custody sentence                    | 10 Years   |
| * Less than 6 months imprisonment or Youth Custody Sentence                       | 7 Years  |
| * A Fine or Community Service Order or Probation Order/Community Punishment Order | 5 Years  |
| An Absolute Discharge   | 6 Months   |
| Dismissal from HM Service   | 7 Years  |
| Borstal   | 7 Years  |
| Conditional Discharge or Bind Over  | 1 Year from the date of conviction or period of discharge, or bounded over, whichever the longer |

Note: \* the Rehabilitation periods are halved if the offender was under 17 at the time of the offence being committed.

If you have previous convictions for which the specified rehabilitation period is not yet expired **you must** declare these convictions on your application form. Sentences exceeding 30 months are never spent. It is the sentence imposed by the court that counts (even if it is a suspended sentence), not the actual time spent in prison.

Any information given will be treated as confidential and used only in connection with this application.

### Where can I get further advice about how the Rehabilitation of Offenders Act applies to me?

If you are unsure about whether you have to declare a previous conviction you should contact your local Probation Officer or the Citizens Advice Bureau or your Solicitor or consult the Home Office Publication 'A Guide to the Rehabilitation Offenders Act 1974'.