

RUSHCLIFFE BOROUGH COUNCIL
 Nottinghamshire County Council Act 1985 (PartIV)



**APPLICATION FOR NEW LICENCE, TRANSFER OR RENEWAL OF LICENCE FOR THE
 OPERATION OF AN ESTABLISHMENT FOR THE USE OF UV TANNING EQUIPMENT**

SECTION 6 UV TANNING EQUIPMENT ONLY

To be fully completed by the applicant in all cases

I/We hereby apply for a licence: (delete as appropriate) **Grant / Transfer / Renewal**

PLEASE COMPLETE IN BLACK INK AND IN BLOCK CAPITALS

1	Name of Applicant	
2	Maiden /Former Name(s)	
3	Date Of Birth /Place of birth	
4	Applicant's home address	
		Post Code
		Telephone Number
		E mail address
5	Trading Name of premises to be licensed	
6	Full address of premises to be licensed	
		Post Code
		Telephone Number
7	<u>Describe the premises</u> Please give details of washing facilities including type, number and location available for users.	
8	Please give details of all UV tanning equipment to be used at the premises 1. Make and Model No. of each unit. 2. Location of audible or visible warning system	

9	Please provide an example of your customer registration record as outlined in the condition d. (see attached appendix one)	
	This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.	
	For further information, see www.rushcliffe.gov.uk or contact the Licensing Service on 0115 914 8231.	

<u>DECLARATION:</u>	
I declare that :	
1. I have read and understand the conditions issued 1 st April 2010 relating to the provision of UV tanning equipment and that those conditions will be complied with at all times.	
2. The information that I have provided is correct to the best of my knowledge and I understand that I will be guilty of an offence if I knowingly provide false information.	
Signature	Date

Once completed the form should be returned to the Licensing Service, Rushcliffe Borough Council, Civic Centre, Pavilion Road, West Bridgford, Nottingham NG2 5FE.

For the current fee for this application please see our website.
Cheques should be made payable to Rushcliffe Borough Council.

Appendix One:

Nottinghamshire County Council Act 1985 (Part IV)
Licensing of Premises for Massage and/or Special Treatments

Licence conditions for the sale or hire of Ultra-Violet(UV) Tanning equipment (a)

1. The commercial use of UV tanning equipment and the sale or hire of UV tanning equipment by under 18's is prohibited.
2. All UV tanning equipment is to be adequately supervised and every single use is required to be suitably recorded. Tanning equipment should not be used without the knowledge and authorisation of staff. Self-service is prohibited **(b)**.
3. The operator is to ensure properly trained and competent staff are available to provide adequate advice, supervision and assistance to customers. The training should include suitable instruction in the control, use and operation of ultra-violet tanning equipment and its health and safety aspects. This must be documented and available upon request by an authorised Officer of the Local Authority.
4. All licensed UV providers must assess and record each user and their skin type, along with Contra Indicators **(c)** relevant to this type of treatment and a record of the date of each use. The operator must review with each user, their registration, contra indicators and awareness of the potential for harmful effects on an annual basis. This must be signed by the user at every annual review.
5. Users must be given full instruction on how to operate the equipment correctly and safely. Evidence of this must be obtained and retained for a minimum of three years.
6. The licence holder is required to ensure that the exposure regime **(d)** operated in each UV tanning equipment is appropriate for the different category of skin types therefore not exposing users to any undue risk from using UV tanning equipment
7. The operator must make reasonable endeavour to ensure their users leave at least 24 hours between each tanning session.
8. Service and repair is to be carried out by a competent person in accordance with the information supplied with the tanning equipment. The licence holder must be able to produce on request by an authorised officer of the Local Authority, maintenance records for the UV tanning equipment. For example this can include details of electrical inspections, servicing and tube/lamp changes etc.
9. A readily identifiable emergency stop mechanism is required for use in an emergency to enable the user to switch off the equipment.
10. A suitable and sufficient warning system is to be provided that is accessible by the user to enable them to summon assistance. This must be maintained in working order at all times. All doors to treatment areas and individual tanning booths should be able to be locked for user privacy and yet still be capable of being over-ridden in an emergency, whilst allowing access and egress at all times.

11. The operator must provide adequate protective eyewear free of charge. The user must be advised to wear eye protection at every tanning session. Goggles should be properly cleansed and sterilised between each user.
12. Washing facilities, of which a minimum should be a full sized wash hand basin, must be readily available to enable the user to remove cosmetics; body sprays etc from their body. The facilities must enable privacy and provide hot and cold running water or warm running water, drainage, a cleaning and a drying agent.
13. Suitable and appropriate cleaning materials and chemicals (which should be properly labelled) must be available for the cleaning of UV tanning equipment.
14. All UV tanning equipment is to be cleaned after every user.
15. Signs must be displayed in prominent positions giving current guidance to users as to the risks associated with UV treatments.
16. In addition, signs must be displayed in a prominent position advising users to reduce their exposure times because new tubes have been fitted. These warning signs should be displayed for approx 80 hours of use after installation of the new tubes.
17. The license holder must be able to produce on request by an authorised officer of the Local Authority, a suitable and sufficient written risk assessment for the use of UV tanning equipment.

(a) test purchases may be made on behalf of the Local Authority

(b) The use of coin operated machines is to be discouraged.

(c) Any user showing contra-indicators should be advised against using UV tanning equipment. Contra-Indicators include, but are not limited to, any medical condition that is worsened by sunlight; have a large number of freckles and/or red hair; have fair, sensitive skin that burns easily; or who have a large number of moles.

(d) 'Exposure Regime' relates to the level of ultraviolet radiation output emitted by the tanning equipment against recommended tanning time for different categories of skin types. In order to determine the exposure regime the licence holder needs to refer to the manufacturers' manuals for the model of ultra violet tanning equipment operated and also to the lamp technical data sheet for the model of lamp in use within the ultra violet tanning equipment. It is important to make sure that both the lamps and ultra violet tanning units are compatible i.e. if the lamp is recommended to be operated in 180watt ballast, then the ballast in the tanning unit should not be higher than 180 watts.