2013

Fitness License Application: General Process

Boot Camp & Military Fitness Institute

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FITNESS LICENSE APPLICATION: GENERAL PROCESS

CONTENTS

Page

1.0 Process **2**

2.0 General Information Required **2**

1.0 Process

To apply for a fitness licence most park/venue owners will use an online form (some accept written applications) and will expect prospective licensees to have read and understand certain documents, which are legally binding, and include:

- Terms and conditions for registration and use of the park/venue;
- A Code of Conduct for outdoor fitness training; and
- Fees and charges for fitness licences.

Fitness operators should ensure they read and understand the above documents as applications are, generally, subject to final approval by the park/venue administration.

2.0 General Information Required

There a number of important pieces of information that park/venue owner's will require and these can include:

- Park/venue applying for.
- Applicant's name.
- Company name.
- Email address.
- Telephone number (business and/or mobile).
- Full address of business or individual.
- Type of license required:
    - Individual trainer (1-4 clients, although varies between owner's).
    - Group trainer (3-21+ clients, although varies between owner's).
    - Day licence.
- For group training sessions the following information may also be required:
    - Teaching style and method.
    - Frequency of sessions.
    - Duration of sessions.
- Group size.
- Client group(s), i.e. adults and/or children.
- Evidence of public liability insurance (typical value required is £2-5 million).
- Evidence of fitness qualifications.
- Evidence of REPs (Register of Exercise Professionals) status.
- A signed and dated risk assessment[1] to cover the sessions.
- A written policy on accident and emergency procedures[2] (e.g. first aid and accident reporting).
- A brief description of the business and the services that you offer.
- An image of the business logo.

[1] For an example view **Risk Assessments** under the blog main heading Must Haves & Red Flags
[2] For an example view the **Accident & Emergency: Policy & Procedures** under the blog main heading Must Haves & Red Flags