

PRIVATE SCHOOL OF GYMNASTICS OPERATING
LICENCE GRANTING PROCEDURE

GENERAL:

The following requirements should be fulfilled in order that the interested parties may be granted an operating licence for a Private School of Gymnastics:

- Suitable premises for ensuring the School / Gymnasium operating capacity
- Qualified Staff by virtue of the provisions contained in the regulations on the Private Schools of Gymnastics

PREMISES

As far as the estate is concerned, the interested parties should provide for the selected place to shelter the School being approved for Gymnasium use and the required licence should be therefore granted. In case no such operating licence is granted for the place to be used as a Gymnasium, they should apply for a change with respect to the use of the estate and the application should be submitted before the competent Town Planning Authority in their area. This Town Planning Authority will, in its turn, forward the relevant file to the Organisation for further consideration. The competent Technical Division of the Organisation will go through the file and will respond to the Town Planning Authority by stating its views in writing.

Not. Before obtaining the Town Planning Permit, the applicants may ask for the Organisation's preliminary views by simply addressing to it a letter with a full set of architectural designs attached.

After the required use is ensured by law, the following documents are also needed for the licence to be granted:

1. Copy of the construction permit with respect to this use.
2. A full set of the Gymnasium's Architectural Designs (facades, ground plans, sections) on a 1:100 scale duly signed by the Architect who should be an ETEK-registered one (Cyprus Scientific and Technical Chamber).
3. An letter by the Fire Brigade on the letter carried out
4. Certificate of Suitability of Electrical Installations (as this is periodically amended) issued by the Electricity Authority of Cyprus and is in force or

Periodic Inspection of Electrical Installation (as periodically amended) and is in force issued by the Department of Electrical and Mechanical Services

- 5.*Inspection letter for the year when the application related to the building's sanitary installations, delivered by the Sanitary Services of the Competent Municipality, under which you come or by the Ministry of Health.

6. * A Public Swimming Pool Operating Licence by Virtue of the 53(5) Rule of the Public Swimming Pools 1992-1996 law. (Note: If any)
7. Staff list of the Private School of Gymnastics (See forms)
8. A technical equipment security certificate (gym equipment) provided by their manufacturer. (Note: If any)

*The said inspection should be related to the year when you apply for Licence granting.

2. In case of a company, true copies of the following documents, recently certified by the Registrar of Companies should be attached to your application:

- ❖ Articles and Memorandum of Association
- ❖ Establishment Certificate
- ❖ Certificate stating its first Directors and Secretaries

STAFF

The Private Schools staff who will provide their services and are employed in the said Schools or are likely to be employed by Private Schools of Gymnastics should apply for listing on the Physical Educationists / Trainers Registry of the Organisation.

The interested parties should apply by fulfilling the Form for this use (application form for listing on the Physical Educationists / Trainers Registry, see Forms). The applications should be handed over at the CSO Offices. It is hereby clarified for the interested parties that each application should be fulfilled and all the required documents should be attached; otherwise their application will be considered void.

For further information, please contact us calling 22-897000, 22-897117 and 22- 897112.