

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. A construction permit of the premises with reference to the use of the place for which you hereby apply (i.e., Fitness Centre, Swimming Pool, Football Ground etc)
2. A full set of architectural designs of the school premises (front view, rear view, sections). The approval stamp of the Construction Permit must be clearly visible on the submitted designs (the designs must be legible and downsized A3).
3. An inspection letter delivered by the Fire Service
4. A Petroleum Storage Licence for LPG storing or warehousing (wherever applicable).
5. A valid Electrical Installations Safety Certificate (as amended periodically), delivered by the Cyprus Electricity Authority or a valid Electrical Installation Periodical Inspection Report (as amended periodically), delivered by the Department of Electrical and Mechanical Services.

6. A valid Health Certificate for the inspection of the premises' sanitary facilities for the year you apply, delivered by the Public Health Service of the Responsible Municipality under the jurisdiction of which the School is placed or by the Ministry of Health.

7. If there is also a Swimming Pool, the documents below must be attached too (wherever applicable)

7.1. A Public Swimming Pool Functional Licence by virtue of the Regulation 53(5) on the 1992-1996 Laws on Public Swimming Pools.(If no Functional Licence has been granted, the documents below must be submitted).

7.1.1 A Safety Certificate for the year you apply, delivered by the Department of Electrical and Mechanical Services and,

7.1.2 A Health Certificate on the Swimming Pool for the year you apply, delivered by the Responsible Authority.

6. Staff list of the Private School of Gymnastics (See forms)

7. A list of fitness equipment for the sports practised at the School.

[Instructions: All fitness equipment must be certified for safety to an acceptable level, by the manufacturer.]

*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 22-897000/109/117/103/257.