



HARLEY STREET

*Sessional and Occasional
Consulting Rooms*

Information Pack 2018





HARLEY STREET

Numbers 8, 10 and 12 are located directly on Harley Street, internationally renowned as an area of medical excellence.

Our impressive Grade II listed, Georgian buildings offer consulting facilities to the medical community, with the name and reputation of 10 Harley Street greatly respected throughout the profession.

Our rooms are constantly updated to maintain the ethos of grand buildings whilst remaining clinically appropriate to the specialty, allowing the user to present their private practice professionally, in modern, comfortable surroundings.



Medical Consulting Facilities and Therapy Rooms

- Over 60 rooms available to rent, directly on Harley Street
- A lift servicing all floors in all 3 buildings
- Private entrance available
- Disabled access
- 3 large, comfortable and quiet waiting areas
- Air-conditioned rooms, furnished and appropriately equipped to cater for both clinical professionals and therapists
- Friendly and professional Administrators to meet and greet, treating all patients with respect, dignity and absolute discretion

Opening Hours

WEEKDAYS

9am to 9pm

Excluding Bank and Public Holidays
when the facilities are closed

WEEKENDS

9am to 5.30pm



HARLEY STREET

A Licence to Practice

- 8, 10 and 12 HARLEY STREET offer sessional and occasional consulting rooms on flexible terms.
- Rooms are available only to licensed Medical Practitioners and Therapists who wish to utilize medical consulting facilities in Harley Street, London.
- Although the facilities do not require independent CQC registration, clinics and individuals who work in the building who do not hold CQC registration, are expected to abide by the signed conditions which accompany the licence and maintain clinical standards in keeping with CQC guidelines.
- Rooms vary in size and style and with some licencing options there is flexibility to either book the same room each time you visit, or have an available room allocated for you on booking.
- Administrative services include : security, meet and greet, reception duties, a personalised telephone answering service which will ensure your calls are answered with your practice name and calls transferred to other locations.
- Additional office and secretarial services available on request including an appointment booking and management service and accounts clerk.

Viewing the house

We offer house viewings strictly by appointment only.

If you wish to make an appointment, please contact :

Mrs Vanessa Lovejoy, House Manager

Email : info@tenharleystreet.co.uk

Tel : (+44) 020 7467 8301

**On your first appointment please bring photo ID*

Accreditation Criteria

The international reputation of 10 Harley Street and those who work with us is of paramount importance and we demand the highest possible standards of practitioners who use our facilities. All applicants must satisfactorily fulfil the accreditation criteria and provide current original documentary evidence from the list below:

- Photographic ID - Passport or driving licence
- Proof of UK residency and right to work if necessary
- GMC registration certificate or accreditation certificate from equivalent recognised professional body
- Professional indemnity insurance certificate
- Current Curriculum Vitae
- Proof of UK residential address – Utility bill

We also accept accreditation and current registration with the following professional bodies:

- BACP
- BABCP
- British Association for Counselling
- Complementary Natural Healthcare Council
- General Medical Council
- Health Professionals Council
- London College of Clinical Hypnosis / British Society of Clinical Hypnosis
- The Association of Traditional Chinese Medicine and Acupuncture UK
- The British Acupuncture Council
- The British Osteopathic Association
- The British Psychology Society
- The Complementary Medical Association
- The General Chiropractic Council
- UKCP

*Summary of Licence Options*

FEATURES	OCCASIONAL LICENCE	COMMITTED HOURS	SESSIONAL LICENCE
Deposit required	£500: x 1 £750: x 2 or more Corporate / Overseas: £1,500	15% of annual value of licence	15% of annual value of licence
Monthly Licence Fee	£104	£104	£104
Peak Rates per Hour 9am to 5.30pm Tuesday, Wednesday and Thursday	£56	Sliding reductions depending on size of room and level of commitment	N/A
Off-Peak Rates per Hour 9am to 9pm Saturday, Sunday, Monday & Friday	£51	Sliding reductions depending on size of room and level of commitment	N/A
Personalised Telephone Number and Use of Address on Stationery	Included	Included	Included
Appointment Making Service	Optional	Optional	Optional
Same Room Guaranteed at Each Visit	No	No	Yes
Reductions Apply to Additional Hours	No	No	Yes
Notice Required to Upgrade	No	No	Not applicable
Notice required to 'Trade Down' or Leave (After Initial Three Month Commitment)	3 months	3 months	3 months
Up to Six Nominated Consultants* Permitted on One Licence (*Nominated Consultant(s) must be a registered partner, associate or employee of the Licensee's practice, business or company) (** The Licensee will be charged an additional £55 per nominated consultant added to their licence).	Yes	Yes	Yes



Occasional User Licence Option in detail

Licence fee: £104/month

Deposit: £500 for one practitioner | £750 for two or more practitioners | £1500 Corporate/Overseas

Hourly rates: £56/hour at peak times: Tuesday, Wednesday and Thursday 9am to 5.30pm

£51/hour at all other times

Benefits

- Total flexibility –use time as little or as often as you wish.
- Immediate access as required, even at short notice.
- Cost-effective - you only pay for the time you use or reserve.
- Charges are calculated by the quarter hour (minimum charge = 1 hour).
- Short 3 month notice period to terminate your Licence (**after initial commitment of 3 months has expired**).
- Add up to 6 Nominated Consultants* to your Licence, enabling you to share the cost of the Licence fee.

*(*A Nominated Consultant(s) must be a registered partner, associate or employee of the Licensee's practice, business or company).*

Limitations

- You may be offered a different room each time you book.
- Other Licensing options may carry lower hourly rates. We recommend that you estimate your usage conservatively and discuss this prior to signing your licence agreement. You can upgrade to another Licence in due course.
- From the 3rd month of your Licence, we include a charge for minimum 2 hours' use for a single user, or a charge of 4 hours' use with 2 users and then 1 additional hour's use for each subsequent user up to a maximum.
- An Appointment Booking service is an optional additional service. If you need this support, our experienced Medical Secretaries are available to discuss the provision of a diary service and accounts clerk at an optional extra cost – (please see **Tariff Sheet**).



Committed Hours Licence Option in detail

Licence fee: £104/month

Deposit: 15% of annual value of Licence

Hourly rates: A sliding scale of hourly rates, to a minimum of £45 peak times | £40 off-peak

Benefits

- Savings over the Occasional User hourly rates – the greater the number of hours you commit to take, the more you save.
- Total flexibility – you can use your committed hours and more, wherever you wish.
- Charges are calculated by the quarter-hour. Only the time you use or reserve is deducted from your number of committed hours (minimum charge = 1 hour per visit).
- Short 3 month notice period to terminate your Licence (after initial commitment of 3 months has expired).
- Add up to 6 Nominated Consultants* to your Licence, enabling you to share the cost of the Licence fee. *(*A Nominated Consultant(s) must be a registered partner, associate or employee of the Licensee's practice, business or company).*
- The Licensee will be charged an additional £55 per month for each Nominated Consultant added to the Licence.

Limitations

- There is no rebate or carry-over of unused time. If your usage is likely to be irregular, the Occasional User option might be more cost effective.
- You may be offered a different room each time you book .
- Other Licensing options may carry lower hourly rates. We recommend that you estimate your usage conservatively and discuss this prior to signing your licence agreement. You can change to another Licence in due course.
- An Appointment Booking service is an optional additional service. If you need this support, our experienced Medical Secretaries are available to discuss the provision of a diary service and accounts clerk at an optional extra cost – (please see **Tariff Sheet**).



Sessional User Licence Option in detail

Licence fee: £104/month

Deposit: 15% of annual value of Licence

Hourly rates: Not applicable

SESSIONAL DETAILS:

MONDAY - SUNDAY Morning: 9am to 1pm | Afternoon: 1.30 pm to 5.30 pm

MONDAY - FRIDAY Evening: 6pm to 9pm

Benefits

- Enjoy some of the lowest possible hourly rates when more than one session is taken.
- Additional hours are charged at an advantageous rate (see **Tariff Sheet**).
- Where possible use of the same room at each of your sessions.
- Storage space (where available) is offered free of charge.
- Short 3 month notice period to terminate your Licence (after initial commitment of 3 months has expired).
- Add up to 6 Nominated Consultants* to your Licence, enabling you to share the cost of the Licence fee.
*(*A Nominated Consultant(s) must be a registered partner, associate or employee of the Licensee's practice, business or company).*
- The Licensee will be charged an additional £55 per month for each Nominated Consultant added to the Licence.

Limitations

- There is no rebate or carry-over of unused time. If your usage is likely to be irregular, another licence option might be more cost effective.
- An Appointment Booking service is an optional additional service. If you need this support, our experienced Medical Secretaries are available to discuss the provision of a diary service and accounts clerk at an optional extra cost – (please see **Tariff Sheet**).



Frequently Asked Questions

Which is the right Licence option for me?

At 8, 10 and 12 HARLEY STREET we offer three main Licencing options :

1. OCCASIONAL

This Licence gives you access to consulting rooms as and when you need them at an hourly rate, giving maximum flexibility.

You would choose this option if you do not wish to use a room at a regular time each week.

2. COMMITTED HOURS

This Licence gives you all the flexibility of the Occasional Use option, but allows you to enjoy a scale of discount – the more time you commit to buy, the lower the hourly rate.

3. SESSIONAL

Here, you book a room at the same time each week. Each session lasts 4 hours during the day, and 3 hours during the evening. You select the room you prefer and pay according to its size and location.

How much does it cost?

Please see specific rates tailored to each licence.

Our rates are **fully inclusive** and we offer a choice of peak and off peak hours.

All our Licences carry the same monthly licence fee, which covers everything you require to run your private practice in a prestigious Harley Street location.

There is no additional VAT on room rental or Licence fees and no extra charges unless you choose to use one of our support services shown on the enclosed Tariff Sheet.

Our staff will be pleased to calculate the exact hourly, weekly, or monthly cost for you, once we know your precise requirements.

What additional support is available on site?

- Free High Speed WiFi.
- Secretarial office can provide additional telephone support, word processing and/or patient account management as required. (Please see current **Tariff Sheet**).
- Administrative facilities (fax, photocopier, postage, mail forwarding, couriers, etc).
- Chaperone service.
- Secure private access.
- A silent personal security alarm for your safety while consulting, if required.



What is my commitment to 10 Harley Street?

Your initial commitment is 6 months and thereafter we require 3 months' notice.

What is included in the licence fee?

- All the costs normally associated with maintaining a Harley Street address – heating, lighting, rates, insurance, refurbishment, staff, refreshments, etc.
- A wide range of consulting rooms from which to choose, all well-presented, some equipped with specialist equipment.
- A telephone answering service and personal number.
- Friendly reception staff to manage security, greet your patients and handle your telephone calls.

How does this compare to the rest of Harley Street?

We provide cost-effective and **fully inclusive rates** for your practice.

We urge you to make comparisons with other establishments in Harley Street, since we believe our rates represent exceptional value for money.

Successful practitioners are key to our business.

Who consults at 10 Harley Street?

A wide range of established medical practitioners work from No.10: Surgeons, Physicians, General Practitioners, Psychiatrists, Psychologists, allied Healthcare Professionals including Physiotherapists and Osteopaths plus complementary Therapists.

**Ten Harley Street Ltd follows a stringent and robust admissions and licensing process and is thorough and challenging of those it accepts as Licensees. We screen each applicant to ensure that they precisely meet accreditation criteria, are members of an accredited professional body, carry appropriate professional insurance and their practice fits with the ethos of the house. This is important to maintain our reputation as a Centre of excellence.*

How do I book a room?

You can utilise the **Practitioner Portal** which is a means of accessing our booking system directly via the internet.

Once you have signed and returned your licence agreement you will be issued with **portal access details** giving you a **username and password**. You can change your password any time you log on to your account.

The 10 Harley Street Practitioner Portal allows you to:

- Book consulting rooms online
- Book patient's names into your clinic list
- Manage patient details



How do I pay my bill?

When you sign our licence agreement, you agree to pay your fees on time, monthly via direct debit.

You will be issued with a blank direct debit form when you receive your licence documentation.

You can view and download all your invoices via the Practitioner portal as we do not issue paper documents.

An email reminder will be sent each month to your preferred email account informing you that your invoices are ready to view for your records.

The 10 Harley Street Practitioner Portal allows you to:

- View summary and detailed invoices with a breakdown of all fees charged to your account
- Download direct from the portal
- Manage your own personal bank details

Can I register my company address at 10 Harley Street?

No, you can use the address as a correspondence address with Companies House but not as a company registered address.

Do you provide storage?

We have a very limited amount of storage in house but will do our utmost to accommodate smaller items in the storage cupboard on the lower ground floor. Charges may apply depending on the type of licence you hold, please see the summary table in this pack.

Can I have items delivered to you directly?

If items are required for you to run your practice then we will sign for them on arrival and keep them in the main office for a limited time. We do not allow the delivery of personal items.

Once delivered we email you and ask that items are moved from the office as soon as possible to avoid storage charges.

Do you have a medical fridge in the rooms?

Not in the rooms but we do have a medical fridge on site which is secure and offered for rental with conditions of use.

Refreshments

We provide tea and coffee free of charge to all practitioners in the house from our kitchen on the lower ground floor. Cooled fresh water is available in the waiting rooms and most floors.



Testimonials

It's what others say about us that really counts...

“”

Thank you again and again for your courtesy to patients, your efficiency, your kindness over my administrative errors, and the elegance, safety and security of the environment you have created. I am very grateful for the 'looking after' you have given me and will continue to recommend No.10 to any interested colleagues.

Ms V.S., Consultant Research Psychotherapist

“”

The Harley Street address was an important factor in my choice for a medico-legal practice and, from an economic point of view, sessional letting is excellent. What I had not anticipated was the quality of the staff. I know that when my patients make contact with No.10 they are going to be treated well.

Mr J.W., Consultant Orthopaedic Surgeon

“”

I would like to compliment you on the way No.10 is run. All my patients have spoken very positively about contacts, without exception. Tracey [Medico-Legal Services] is wonderful and patients have been particularly complimentary about how sensitively she responds to their enquiries.

Dr S.C., General Practitioner

“”

Thank you for a great party – the best ever! I say that because I was able to meet people in the same speciality and others who I may be able to refer to. This annual event helps us to make a wide range of professional contacts. You really run a great show.

Mr T.B., Psychotherapist

“”

We found that, amongst the selection of consulting rooms around Harley Street, No.10 is clearly an outstanding option and we are delighted with our choice. Our patients need not only calm and comfortable facilities, but also sensitive management. They often comment on the kind, thoughtful attention of the staff, and that makes a real difference to the success of our practice.

Professor J.D. and Dr N.B., Physician

January 2018