ZAZEN TAX

Opening a Salon

About an hour against your plan, because half of these carry lead times and the expensive mistakes are the ones done after the fit-out instead of before it.

Salon .... **Target opening** .... **Premises** ....

Order matters more than speed. The licence conversations start before the lease is signed, the insurance exists before the first tradesperson walks in, and the till knows its VAT position before it rings anything.

1. Before the lease — about 10 minutes

- [ ] **Check the planning use and the landlord's consent for treatments**
  Hair is usually straightforward; aesthetics, piercing and some beauty treatments can need more. A lease that forbids the treatment list is found late and fought expensively.
- [ ] **Price the rates and ask about small business relief**
  Ask for the rateable value before signing; relief depends on it and on your other premises.
- [ ] **Plan the chair mix before the fit-out**
  Employed columns, rented chairs or both decides the till setup, the contracts and the VAT lines. The Chair Rental vs Employment Calculator prices the mix.

2. Licences and registrations — about 15 minutes

- [ ] **Check the special treatments licence with the local authority**
  Many councils licence treatments such as piercing, electrolysis and some aesthetics, with fees and inspections. The list is local: ask yours before the menu is printed.
- [ ] **Register as an employer before the first payday**
  PAYE, the pension duties and the wage floors all hang off it. Records keep for six years.
- [ ] **TheMusicLicence for music in the salon**
  PPL PRS collect jointly. Background playlists count.
- [ ] **Decide the VAT position before the till is programmed**
  Everything a salon sells counts toward the £90,000 rolling test: services, retail and chair rent. The Salon VAT Threshold Planner does the sums.

> THE LICENCE THAT SURPRISES
>
> Special treatments licensing is local law, not national: the same menu can need a licence in one borough and none next door. One phone call to the council before opening beats one enforcement visit after.

3. Insurance before anyone works — about 10 minutes

- [ ] **Employers' liability at £5 million minimum, certificate displayed**
  A legal requirement from the first employee, trial shifts included.
- [ ] **Public liability and treatment risk cover**
  Treatment claims are the industry's expensive ones: check the policy lists every treatment on the menu, patch tests included.
- [ ] **Confirm renters carry their own cover**
  Self-employed stylists need their own public liability and treatment insurance; the register should hold a copy.

4. The money plumbing — about 15 minutes

- [ ] **Business account, card machine and the daily cash-up habit**
  Card against cash, services against retail, from day one. The Salon Bookkeeping Template is the shape.
- [ ] **Deposit and cancellation policy written and published**
  Deposits on treatments over an hour first. Kept deposits keep their VAT: £15 kept banks £12.50.
- [ ] **Voucher stock and the liability habit**
  Vouchers sold are service owed. The Gift Voucher Liability Calculator prices the drawer before December fills it.

5. The first week about 10 minutes

- [ ] **Price the menu from the chair backwards**
  Loaded minutes plus product plus the chair share, then margin, then VAT. The Treatment Price and Margin Calculator ranks the menu per hour.
- [ ] **Book the first stock count**
  Colour at cost, same day every week: the Stock and Colour Usage Tracker starts paying immediately.
- [ ] **Start the utilisation habit**
  Available, booked, billed, per chair. Growth without new chairs lives in those two gaps.

Zazen Tax

Accountants for salons and clinics. zazentax.com/contact