



# Form BL1

## New Business Licence Application

- 1) Complete all relevant sections;
- 2) Sign the form; and
- 3) Submit the form with all the supporting documentation to the OFT.

### 1. Person submitting the application:

Who is making this application? (Please tick)

- The applicant
- Another person acting on behalf of an applicant (please complete the information below).

If you are making this application on behalf of the applicant, please provide:

Your name: \_\_\_\_\_

Business (if any): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Contact number: \_\_\_\_\_

Relationship to the business: \_\_\_\_\_

### 2. Applicant details:

Full name: \_\_\_\_\_

Business name (if any): \_\_\_\_\_

Postal address: (this must be a Gibraltar address) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Contact number: \_\_\_\_\_

### 3. Business premises

Business licences are issued in respect of business premises and allow the applicant to conduct the business from those premises. The requirement for premises may be waived by the OFT in cases where the OFT is satisfied that the business can be properly carried on without premises.

Traders of goods are:

1. required to have appropriate commercial premises from which to trade (usually either a retail unit or a store, but not an office);
2. cannot operate from their homes; and
3. are not eligible for a waiver from the requirement to have premises.

Will you be operating from business premises, or are you requesting a waiver? (Please tick)

- Business premises (Please complete section 4: 'Business premises details'. Do not complete section 5 'Premises waiver')



# Form BL1

- Waiver from the requirement for premises – Not suitable for trade in goods (Please complete section 5 ‘Premises waiver’. Do not complete section 4: ‘Business premises details’. Please complete section 5 ‘Premises waiver’)

## 4. Business premises details

Please indicate the premises from which the licence shall be operated:

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I have enclosed: (please tick)

- A title deed, rental agreement or lease for the business premises that allows the applicant to occupy the premises for a minimum of 12 months; and
- A site plan and/or photographic evidence of the business premises (interior and exterior of premises).

Will your business be sharing premises with any other businesses? If so, please provide the names of any other businesses sharing the premises and explain how the businesses can be carried on compatibility in the same premises.

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## 5. Premises waiver

A waiver is not suitable for trade in goods.

Explain how your business will operate without premises:

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Set out the number of workers and/or employees your business will operate with: \_\_\_\_\_

## 6. Trade in goods:

Indicate the goods categories to be traded and how you intend to sell the goods (please tick). You must use the numbering in the OFT’s Goods Categories List: <https://oft.gov.gi/goods-categories-list>

OFT Good Categories List Number	Wholesale	Retail	Export
e.g. Entire category: <b>A - Food and drink</b> or, Single good item: <b>A2 - Fish, shellfish and seafood</b>		✓	

If you require more space please submit the full list of good categories separately.



# Form BL1

Shall your business be open to selling any goods in cash for EUR10,000 or more (or any currency equivalents, based on the exchange rate at the time)? This includes single cash payments or a series of linked cash payments from the same customer or in relation to the same transaction (including payments on account). Cash means money in coins or notes only and does not include card payments and bank transfers. (Please tick)

- Yes
- No

## 7. Providing services

Indicate the services to be provided. You must use the numbering in the OFT's Services Categories List: <https://oft.gov.gi/services-categories-list>

OFT Service Categories List Number	
e.g.	Entire category: <b>1 – Construction services</b>
or,	Single good item: <b>1A - General contractors and refurbishments</b>

If you require more space please submit the full list of service categories separately.

It is important that the OFT understands what type of services will be provided by the business. It is therefore recommended that each application provides a description of the exact nature of the services where these are not obvious from the service categories selected from the list. If the OFT requires a clarification, this may delay the processing of the application while the OFT gets in contact with the applicant to find out more information. If in doubt provide as much information as possible about the type of business to be carried out.

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## 8. Handling client income:

Client money is any money received from a client in the course of business that is held for another person and does not belong to the business.

Will the business be handling client monies?:

- Yes - I have enclosed proof of client account.
- Yes - I shall provide evidence of client account within the next three months.
- No – the business will not be handling client monies.



# Form BL1

## 9. Confirmations:

By submitting this form I hereby confirm that:

1. The information and documentation provided with this application have been submitted by, or on behalf of, the applicant and have not been submitted upon reliance of any guidance that may have been provided by the OFT.
  2. The details provided with this application are correct and not misleading;
  3. That the premises, if any, are:
    - a. compliant with the requirements set out in the Fair Trading Act 2023;
    - b. not residential accommodation; and
    - c. being used with the approval and consent from the headlessor and/or freehold owner of the premises.
  4. Neither the applicant, nor the partner of the applicant:
    - a. has entered into a scheme of arrangement with their creditors which is still binding (corporate applicants only);
    - b. is an undischarged bankrupt; and/or
    - c. has been convicted of an offence under the Insolvency Act 2014 within the past five years.
- Compulsory (please tick) - The applicant, and any person submitting this form on behalf of the applicant, hereby confirm that they consent to the disclosure of the information contained in this form and submitted with this application by the OFT to carry out any of its functions pursuant to the Fair Trading Act 2023 and the Proceeds of Crime Act 2015.

## 10. Signature:

Please insert date: \_\_\_\_\_

This part may be signed by:

1. the applicant(s) (complete signature block 1)
2. the person making this application on behalf of the applicant (complete signature block 2)

1) Signature of applicant(s):

Applicant 1: \_\_\_\_\_

Name in capitals: \_\_\_\_\_

Applicant 2 (if applicable): \_\_\_\_\_

Name in capitals: \_\_\_\_\_

2) Signature of the person making this application on behalf of the applicant:

Signature: \_\_\_\_\_

Name in capitals: \_\_\_\_\_

Business (if any): \_\_\_\_\_

By signing this application form I hereby confirm that I have the authority of the applicant(s) to submit this application form on their behalf.