



# Form BL2

## Altering an existing Business Licence Application

- 1) Complete all relevant sections (Sections 1, 2, 3, 8 & 9 are compulsory);
- 2) Sign the form; and
- 3) Submit the form with all the supporting documentation to the OFT.

### 1. Person submitting the application (compulsory)

Who is making this application? (Please tick)

- The applicant
- Another person acting on behalf of an applicant - please complete the information below:

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

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

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

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

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

### 2. Licence details: (compulsory)

Licence number: BL \_\_\_\_\_

Licence holder: \_\_\_\_\_

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

### 3. Type of application: (compulsory)

Please select:

- Extension to an existing licence (Complete section 4)
- Transfer of an existing licence to another premise (Complete section 5)
- Transfer of an existing licence to another person (Complete section 6)
- Alteration of licence conditions (Complete section 7)

You may select more than one type of application as part of the same process, however note that separate fees will be charged for each type of alteration.

### 4. Extension to an existing licence:

Trade in goods

Indicate the additional goods 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>



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OFT Good 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 additional goods in separately.

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

### Providing services

Indicate the additional 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 exact nature of the services where these are not obvious from the service categories selected from the list. If in doubt provide as much information as possible about the type of business to be carried out.

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## 5. Transfer of premises:

Please indicate the new 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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## 6. Transfer of licence holder:

Please indicate the person(s) to which the licence is to be transferred (the “transferee”):

Name: \_\_\_\_\_

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

Postal address: \_\_\_\_\_

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

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

If there is more than one transferee, please submit the full list of transferees separately.

I have enclosed: (please tick)

- A confirmation in writing signed by the transferor(s) of their consent to transfer the licence;
- A confirmation in writing signed by the transferee(s) of their consent to be transferred the licence; and
- A title deed, rental agreement or lease for the business premises that allows the transferee to occupy the premises for a minimum of 12 months.

## 7. Alteration of licence conditions

Please select:

- Removal of condition - specify condition number in licence: \_\_\_\_\_
- Alteration of condition - specify condition number in licence: \_\_\_\_\_

Please provide detailed reasons for the request:

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If you require more space please submit the detailed reasons separately.

## 8. Confirmations: (compulsory)

By submitting this form I hereby confirm that:



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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. The applicant intends to carry out the applications specified in section 3;
  4. As a result of the alteration to the licence, the business (please tick as appropriate):
    - shall not be handling client money or taking deposits on behalf of clients; or
    - shall be handling client monies and the applicant undertakes to provide the OFT with proof of the business's client account within 3 months of the granting of this application.
  5. That the premises, if any, are:
    - a. compliant with the requirements set out in the Fair Trading Act 2023;
    - b. not a residential accommodation; and
    - c. being used with the approval and consent from the headlessor and/or freehold owner of the premises.
  6. 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 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.

## 9. Signature: (compulsory)

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

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