



# New business licence application

## Supporting information check list

Your application should be accompanied by the following supporting information/documentation:

### Applicant details:

Is the applicant a person or a company?

#### Person

- ID card or passport
- Business name is registered and up to date with Companies House<sup>1</sup>

#### Company

- ID card or passport for all the directors of the company
- Company is incorporated at Companies House
- Business name is registered and up to date with Companies House<sup>1</sup>

<sup>1</sup> Where the applicant is using a name other than their own to trade (e.g, John Smith trading as JS Plumbing).

Where the applicant is a partnership the ID card or passport of all the partners must be submitted.

### Application Form

- Application form BL1 is fully completed and accurately describes the business to be carried out.
- The application form is dated and signed.

### Premises

Please select from option 1, 2 or 3:

#### Option 1 - Business with exclusive premises

- Title deeds/rental agreement/lease<sup>2</sup>
- Site plan/photographic evidence (interior and exterior of premises)

#### Option 2 - Business sharing premises

- Rental agreement/lease/letter from the owner of the premises allowing the applicant to occupy<sup>2</sup>
- Title deeds/ rental agreement /lease of the owner of the Premises
- Site plan/photographic evidence (interior and exterior of premises)
- Letter/e-mail explaining how business will co-exist with the other business in the premises

<sup>2</sup> Must allow the applicant to occupy the premises for a minimum of 12 months

#### Option 3 - Premises Waiver

- Letter/e-mail explaining how the business can be properly carried on without premises.

Recommended information - (This will speed up the application process)

- Letter/e-mail providing details of the exact nature of your business and how it will operate if this is not immediately apparent from the information on the application form BL1.

### Further information

The OFT may request further information or documentation to process the application, including information about the applicants' suitable training and/or qualification to carry on the relevant business. The OFT may also request information from third parties in accordance with the Fair Trading Act 2015.

For any queries please contact the OFT: [business.licensing@gibraltar.gov.gi](mailto:business.licensing@gibraltar.gov.gi)