

Guidance Notes: Business licensing forms

Guidance notes to help you complete and submit various business licensing forms including notices, applications and objections.

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Version: 1.6



1. Things you need to know

1.1 What do I do first?

First identify the forms you need to fill in. There are three broad categories of forms:

Forms 1a, 1b & 1c - Notices informing the public of an intention to make an application to the Business Licensing Authority (BLA). These may be necessary before proceeding to make an application to us.

Forms 2a, 2b, 2c, 2d & 2e - Applications to the BLA.

Forms 3a, 3b & 3c - Objections to applications.

1.2 What are notices of intention to make an application?

Certain applications require applicants to first publish notices in the Gibraltar Gazette and a local newspaper. This allows third parties to raise any objection they may have to the grant of a licence.

1.3 How do I know if I need to publish a notice before making an application?

If you are applying for a new licence (form 2a), an extension of an existing licence (form 2b) or a transfer of a licence to another premises (form 2c), then you first need to publish a notice of your intention to make the application (form 1a, b or c respectively) before proceeding to make the actual application. The notice needs to be published with the Gibraltar Gazette and with a local newspaper (for more information see Section 2 below).

1.4 Can I apply for a licence without first publishing a notice?

If you are applying to transfer a trade licence to someone else (form 2d) or for a duplicate licence (form 2e), then you can simply submit your application form to the BLA without any prior notice. All other applications require you to first publish a notice.

1.5 What do I do after publishing my notice?

Once your notice is published, you may complete your application form 2a, 2b or 2c and submit it to the BLA. This should be done 7 days after the date of the latest notice publication.

1.6 How can I object to an application?

You may only object to a new licence application, an extension application or a transfer of a licence to other premises. For Objections to be considered, you need to complete the relevant objection form 3a, 3b or 3c and submit it to the applicant and to the BLA with a £90. This must be done within 7 days of the publication by the applicant of their notice of intention to make an application.

1.7 What type of licence do I need? Am I trading or providing services?

You will know best whether you are trading and/or providing services. Business licensing classes are set out in Schedule 3 of the Fair Trading Act 2015 (see Annex 1). Business who trade with goods and which provide different services can be covered by a single licence.

Trading (business licensing class "A") generally involves the buying or selling of goods and includes importing goods in

commercial quantities into Gibraltar. In order to simplify licences, we have separated different goods into an approved goods list (see Annex 2) and encourage applicants to choose from this list (see 2.2.3).

There are also 15 prescribed types of services (business licensing class “B”) that you can obtain a licence to provide (these are listed in section 3 of forms 1a and 1b). Please note that the list of services in Schedule 3 of the Fair Trading Act 2015 (see Annex 1) is a non-exhaustive list.

1.8 Where can I obtain the forms?

Printed versions of the forms are available at our offices at Suite 975, Europort. You can also download PDF versions of the forms on our website at <http://oft.gov.gi/index.php/documents/business-licensing-forms>.

1.9 Can I complete the forms online?

Yes you can. You will however need to have a new electronic identity card (and your pin number) and you must be registered for e-Government services. Signing up for e-Government services is free and can be done at the Civil Status and Registration Office (CSRO). You will also require a card reader. Card readers cost £25 and can be purchased from our offices or from CSRO.

1.10 Can I submit my application form by email?

Yes, you may download a pdf version of the forms and then submit a scanned copy of the original and signed completed form by email: business.licensing@gibraltar.gov.gi. Please note however that we cannot complete processing your application without the original signed form and copies of the relevant supporting documentation.

1.11 Some of the boxes in the form are small, can I write outside of them?

Yes, but make sure that you write in block capitals so that we can read what you have written. If we cannot understand what has been written, there may be a delay in processing your application.

1.12 I have made a mistake on the form, what should I do?

If the mistake is a minor one, cross it out but do not use any correction fluid (e.g. tip-ex). If you make more than one mistake, please complete a new form.

1.13 Does my form require payment?

Yes. The amount payable depends on the form you are submitting. The guidance notes for each form include the relevant fees. These range from £95 to £150 for a single application plus £90 for each additional business class, £90 for a single extension and £90 for an objection. Fees are payable at our offices upon the collection of your newly issued licence. Objections are payable upon submission of the relevant form to us. We accept cash, cheques payable to the “Government General Account” and debit cards.

1.14 I need help completing my form, what do I do?

If you need help completing your form, you can contact the OFT and a member of staff will happily assist you. Our contact details are at the bottom of this page. We can provide guidance to help you complete your forms and help you make the decision about which licence you should apply for.

1.15 I have a licence from another Government department, do I also need a business licence?

A business or profession regulated by another Gibraltar law shall not require a separate business licence to carry on that business or profession. This exemption also applies to a person carrying on investment business, a regulated activity or a controlled activity as defined in the Financial Services (Investment and Fiduciary Services) Act, a Supervisory Act or the Financial Services (Moneylending) Act, or gaming operators licensed and regulated by the Gambling Act.

1.16 Can I lie on my form?

No. If you knowingly give any false information or make a false entry on your

form in connection with an application or objection to a licence, you will be guilty of an offence and can be fined up to £1,000.

1.17 Are these guidelines part of the law?

The law covering notices, applications and objections is contained in the Fair Trading Act 2015 and the Fair Trading (forms) Regulations 2015 made under it. These guidelines are intended to help you to complete the forms. They are not a statement about the law or policy. Other information about the forms is available at www.oft.gov.gi.

2. Notices (forms 1a, 1b and 1c)

2.1 Part 1 - Applicant details

2.1.1 - You will need to provide your full name in the first box. If you are a self-employed individual trading with a separate business name you will need to insert your own name in the first box and your business name in the second box. If you are applying on behalf of a company, you will need to state the name of the company in the first box and the business name, if any, in the second box. If the applicant is a partnership (a single business with multiple owners but not a company) then the names of the partners (or the name of the partnership if registered) should be included in the first box and the business name of the partnership should be included in the second box. Where an application for a licence is made by a partnership, one partner signs the forms in the name of all partners jointly.

2.1.2 - The full address of the premises where the business will be conducted needs

to be included in the third box. This address needs to be in Gibraltar. If the premises are a unit or store within a larger premises, then the unit or store number should also be included. A licence shall not be granted to any premises which are residential Government premises, nor to any non-Governmental premises whose title deeds restrict the carrying on of commercial activities.

2.1.3 - If your business does not require a premises from which to operate, you may apply for a waiver from the requirement to have a premises. To do so write "*application for waiver*" in the third box.

2.1.4 - If you are of the view that your business can co-exist in the same premises with another business which already has a licence you may apply to carry on your business in this same premises. The BLA will need to determine whether licences granted in respect of the premises can co-exist in a compatible manner.



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2.1.5 - You will also need to provide us with other contact details such as your postal address, email address and telephone number so that we may contact you. The postal address needs to be in Gibraltar.

2.1.6 – If you are applying for an extension to the scope of your licence (from 1b) or for the transfer of your business to another premises (form 1c) you should provide the details of your current licence including details of any goods you are licensed to trade and whether this is by wholesale or retail and details of all the services you are licensed to provide. Incomplete forms may result in a delay in processing your application.

2.2 Form 1a & 1b, part 2 - Trade

2.2.1 - Trade includes the buying or selling of goods. If you are applying for a new licence and you intend to trade (from 1a), or you are extending the goods that you are licensed to trade (from 1b), then you need to complete the first box in part 2. We have included an approved goods list in Annex 2 and encourage applicants to select their goods from this list (this is different to the list of services that appears in section 3 of some application forms). There is a fixed fee for a licence to trade regardless of how many goods are selected.

2.2.2 - If your business is going to trade, you will need to specify whether you intend to trade by retail, wholesale and/or export. You need to select at least one or all types of trade. There are no additional fees for selecting more than one trade type, however the BL, at the time of processing

these applications, may apply different criteria to the type of trade. By way of guidance, retail involves the sale of smaller quantities of goods directly to customers, whereas wholesale involves the sale of larger quantities of goods to other businesses and generally requires larger premises.

2.2.3 – All goods listed on your licence may be imported into Gibraltar in commercial quantities. You do not therefore need to specify “import” in your business licence application if you intend to import your goods. You will need to liaise with HM Customs and obtain an import licence for each consignment you import once you obtain your licence. The approved goods list in Annex 2 has been prepared in consultation with HM Customs and we therefore encourage applicants to choose from this list to avoid any issues at the time of importation.

2.6 Form 1a & 1b, part 3 Services

2.6.1 - If you intend to provide any of the services listed in section 3 of your form, you will need to select the relevant box(es). If you are applying to extend your licence to provide any of the services listed in section 3 of your form, you will need to select the relevant box(es). We would recommend that you only select the services boxes that you require to carry out to your business as there is a fee for each additional category of service selected on application and yearly on renewal.

2.6.2 – If the service you intend to provide is not covered by any of the services listed in



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section 3 please specify the service you intend to carry out in the “Other (*please specify*)” box.

2.6.3 – You are required to provide a more detailed, yet brief, description of the type of services to be provided in the last box of part 3. If this information is insufficient it may delay the processing of your application by the BLA while they contact you for further information.

2.7 Form 1c, part 2 – Details of new premises

The full address of the premises to where the business will be transferred needs to be included in this box. This address needs to be in Gibraltar. If the premises are a unit or store within a larger premises, then the unit or store number should also be included. A licence shall not be granted to any premises which are residential Government premises, nor to any non-Governmental premises whose title deeds restrict the carrying on of commercial activities.

2.8 Date and Signature

Please make sure that you sign the form and date it accordingly. If the applicant is a company the form should be signed by the company’s director or another authorised signatory. If the form is being signed by a partnership only one partner signs the forms in the name of all partners jointly. If you are applying on behalf of a third party, please indicate in what capacity, you are applying.

Before signing the form ensure that the information is correct before arranging for

publication. Incorrect information may result in the form being invalid and may result in forms with the correct information having to be resubmitted.

2.9 Completed form

Once you have completed, signed and dated your forms, you need to publish your notices:

1. The first publication must be made in the Gibraltar Gazette. This publication is arranged directly through the OFT at its offices in Suite 975, Europort. The fee for publishing a notice in the Gibraltar Gazette is £20. The cut-off time for publications in the weekly Gazettes published every Thursday is noon on the previous Friday.
2. The second publication must be made in any newspaper circulating in Gibraltar at the time. This is arranged by the applicant directly with the relevant newspaper. Prices may vary between local newspapers however these are normally in the region of £50 to £70.

You will need to keep a copy of the newspaper publication so that we can verify that your notices have been published at the time of application.

Please note that publishing these notices does not constitute an application (see below). Applications require the submission of the relevant form 2 at the OFT with supporting documentation (see below).

Please also note that the notice should include up to date contact details and a



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mandatory postal address from Gibraltar. Postal addresses from other jurisdictions are not accepted.

2.10 I have published my notices. When can I apply?

You will need to wait at least 7 days from the date of the last publication of your notice until you are able to submit your form 2a, 2b or 2c application form to the BLA. During these 7 days, someone may object to your notice. If the objection is filed properly the BLA will consider your application at a hearing.

3. Application - new licence (form 2a), extension (form 2b) or transfer to other premises (form 2c)

3.1 Part 1, Applicant details

If you are applying for a new licence (form 2a), an extension (form 2b) or a transfer to another premises (form 2c), simply write in the name of the applicant as it appears in the first box of your form 1a, 1b or 1c notice.

3.2 Part 2, Details of publication of notice

Part 2 of the forms allow you to give us details of your notice publications. You will need to provide us with the date and notice number of the Gazette and the name and date of the newspaper where your notice was published. You will also need to include a copy of your newspaper publication with your application.

3.3 Part 3, Confirmations

3.3.1 - Read this section carefully. By submitting an application form, you are confirming that each of the statements are correct. The confirmations vary depending on the application being made.

3.3.2 - If you knowingly sign off on the form and any one of your confirmations are false, you will be guilty of an offence and can be fined up to £1,000.

3.4 Part 4, Date and Signature

Please make sure that you sign the form and date it accordingly. If the applicant is a company the form should be signed by the company's director or another authorised signatory. If the form is being signed by a partnership only one partner signs the forms in the name of all partners jointly. If you are applying on behalf of a third party, please indicate in what capacity, you are applying. Once you have completed, signed and dated your form, you can submit it to us.

3.5 Supporting documentation

3.5.1 - Unless you are applying for a premises waiver, your form 2a application must be accompanied by the following:

1. a copy of the signed and dated rental/tenancy agreement or lease over the premises from which the

business shall be carried out. If you are applying for a licence for the duration of works you should attach a copy of the signed and dated contract;

2. a copy of a site plan in relation to the premises. This should ideally demonstrate both an outline of the floor plan and its approximate size and its location relative to the surrounding area;
3. the identity card or passport of the applicant;

3.5.2 – Your form 2b application does not require any supporting documents.

3.5.3 - Your form 2c application must be accompanied by the following:

1. a signed and dated copy of the rental/tenancy agreement or lease over the premises from which the business shall be carried out; and
2. a copy of a site plan in relation to the premises. This should ideally demonstrate both an outline of the floor plan and its approximate size and its location relative to the surrounding area.

3.6 Fees

If you are applying for a new licence, the fees payable depend on the type of business classes to be carried out (see 1.7 and Annex 1). The first business class (be it a trade or a service) incurs a fee of £150. Each additional business class incurs a further fee of £90. See the table below for an illustration of fees applicable to new applications:

Trade	1 Service	2 Services	Fee
Yes	No	No	£150
No	Yes	No	£150
No	Yes	Yes	£240
Yes	Yes	Yes	£330

If you are applying for an extension, the fees payable will depend on whether the extension relates to trade or an additional number of services. See table below for illustration of fees applicable to extension applications:

Trade	1 Service	2 Service	Fee
Yes	No	No	£90
No	Yes	No	£90
No	Yes	Yes	£180
Yes	Yes	Yes	£270

The fee for transferring a licence to other premises is fixed at £90.

The tables have been limited to a business providing two services for illustrative purposes only. Applicants may apply for licences with more than two services.

Fees are payable at our offices upon the collection of your newly issued licence.

3.7 Timing

Please bear in mind that you will need to wait at least 7 days from the date of your last publication until you are able to submit your application form to us. During these 7 days, someone may object to your application. If the objection is filed properly the BLA will consider your application and the objection at a hearing.

4. Application - transfer to other person (from 2d) and duplicates (form 2e)

4.1 Part 1, Applicant details

4.1.1 - If you are applying for a transfer to another person, (form 2d), you will need to write the name of the transferor (the person who holds the licence) in the first box and name of the transferee (the person to whom the licence is to be transferred) in the second box. The transferee's business name, if any, should be written in the third box.

4.1.2 - You will need to provide other contact details such as the address from which the business will be carried out, your postal address, email address and telephone number so that we may contact you.

4.1.3 - If for a duplicate licence (Form 2e), please provide us with the details of your licence and your contact details. If you do not have some of the details needed to complete your application, please contact us and a member of staff will assist you (see contact details at the bottom of the page). You may only apply for a duplicate licence if your original licence has been lost, destroyed or defaced.

4.2 Part 2, Confirmations

4.2.1 - Part 2 of form 2d requires the transferee to make certain confirmations. The transferee should read this section carefully. By submitting the form, the transferee is confirming that each of the

statements is correct. 4.2.2 - Part 2 of form 2d requires the applicant to make certain confirmations. The transferee should read this section carefully. By submitting the form, the applicant is confirming that each of the statements is correct.

4.2.3 - If the transferee (from 2d) or applicant (from 2e) knowingly signs off on the form and any one of their confirmations is found to be false, they will be guilty of an offence and can be fined up to £1,000.

4.3 Supporting documentation

The identity card or passport of the applicant;

4.4 Part 4, Date and Signature

Please make sure that you sign the form and date it accordingly. If the applicant is a company the form should be signed by the company's director or another authorised signatory. If the applicant is a partnership only one partner signs the forms in the name of all partners jointly. If you are applying on behalf of a third party, please indicate in what capacity, you are applying.

4.5 Fees

The fee for transferring a licence to another person is £90. The fee for applying for a duplicate licence is £35. Fees are payable at our offices upon the collection of your newly issued licence.

5. Objections (forms 3a, 3b and 3c)

5.1 Part 1, Objector details

5.1.1 - You will need to provide your full name in the first box. If you are a self-employed individual, you will need to insert your own name in the first box and your business name in the second box. If you are objecting on behalf of a company, you will need to state the name of the company in the first box and the company's business name, if any, in the second box. If the objector is a partnership (a single business with multiple owners but no company) then the name of the partnership should be included in the first box and the business name of the partnership should be included in the second box.

5.1.2 - You will also need to provide us with other details such as your postal address, email address and contact number so that we may contact you. If your lawyer or someone else is completing the objection on your behalf, they will need to provide their name in the last box of section 1.

5.2 Part 2, Details of objection

5.2.1 - You should write the name of the applicant against whom you are objecting in the first box of section 2. This will allow us to identify the application you are objecting against.

5.2.2 - The second part allows you to identify the grounds on which you are objecting. The BLA can only reject an application where one of the grounds for objection stipulated in the Fair Trading Act

2015 are met. You may select more than one of these grounds of objection.

5.2.3 - You will probably want to provide us with more details regarding your objection. There is no need to include these details in the form as you will be given a chance to set out your objection in full to the BLA at a later date.

5.3 Confirmations

5.3.1 - Part 3 of the form requires the objector to make certain confirmations. The objector should read this section carefully. By submitting the objection, the objector is confirming that each of the statements is correct. You are required to confirm that a copy of the objection has been given to the applicant.

5.3.2 - If the objector knowingly signs off on the form and any one of their confirmations is found to be false, they will be guilty of an offence and can be fined up to £1,000.

5.4 Part 3, Date and Signature

5.4.1 - Please make sure that you sign the form and date it accordingly. If the objector is a company the form should be signed by the company's director or another authorised signatory. If the form is being signed by a partnership only one partner signs the forms in the name of all partners jointly. If you are objecting on behalf of a third party, please indicate in what capacity, you are objecting. Once you have completed, signed and dated your form, you can submit it to us.



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5.5 Timing

5.5.1 - The objector will need to give notice of their objection to an application to the BLA within 7 days from the day that the last notice of intention was published by the applicant in the Gibraltar Gazette or a local newspaper. If your objection is submitted out of time, it cannot be considered by the BLA.

5.5.2 - The objector must also give notice to the applicant within 7 days from the date the notice of intention to apply is published.

5.6 Fees

The fee for lodging an objection is £90. This fee is non-refundable. If your objection is not accompanied by the relevant fee, it cannot be considered by the BLA.

6. A checklist before you hand in your form

6.1 Complete the entire form

Make sure that you have completed all of the relevant information on the form and that you have signed and dated the form.

6.2 Check publication requirements

If you are required to publish a notice of intention before making your application, make sure that the notice has been published in the Gazette and a local newspaper and that the details of the publications are included in your application. Remember to provide us with a copy of the publication in a local newspaper.

6.3 Check when you can submit your application

Remember that you will need to wait at least 7 days after the last publication of your notice before you can submit your application form (this gives objectors 7 days to submit their objections, if any).

6.4 Check when you can submit your objection

If you are lodging an objection, make sure that you submit your objection within 7

days from the date on which the last notice was published by the applicant.

6.5 Payment

6.5.1 - All applications and objections carry a fee. Applications fees are payable at our offices upon the collection of your newly issued licence.

6.5.2 - Objections are payable upon submission of the relevant form to us. Make sure that you have included the payment with your form. If you are handing in your form in person, you can pay at our offices.

6.5.3 - We accept cash, cheques payable to the "Government General Account" and debit cards.

6.6 Sending us your form

If you are sending your form by post, please ensure that you include a cheque made out to "Government General Account" for the relevant amount.

6.7 Making copies of your form

We recommend that you keep copies of your forms for your records.

Annex 1 – Fair Trading Act 2015, Schedule 3

Business licensing classes

A. Trade to include, but not limited to, the buying or selling whether by wholesale or retail, of any goods by way of a business and also means the importing of any goods into Gibraltar in commercial quantities;

B. Services, to include, but not limited to;

- (i). construction services road transport contracting and crafts;
- (ii). business-related services to include office maintenance, management consultancy, event organisation, debt recovery, advertising and recruitment services;
- (iii). tourism services to include travel agents;
- (iv). leisure services to include sports and amusement centres;
- (v). installation and maintenance of equipment;
- (vi). online services provided from Gibraltar;
- (vii). information society services to include publishing – print and web, news agencies, computer programming;
- (viii). accommodation and food services to include hotels, restaurants and caterers;
- (ix). training and education services;
- (x). rentals and leasing services to include car rental;
- (xi). real estate services;
- (xii). beauty therapists and hairdressers;
- (xiii). car repair workshops;
- (xiv). builders/carpenters/plumbers/electricians and decorators; and
- (xv). self-employed persons who provide services.

Annex 2 – Approved Goods List

Disclaimer

This Approved Goods List has been developed by the Business Licensing Authority (BLA), in conjunction with HM Customs, to assist applicants with business licensing applications.

Please note that the sale, importation, exportation and operation of the goods contained in this Approved Goods List may be subject to additional licensing requirements and other restrictions imposed by other enforcement bodies and/or authorities. Applicants should acquaint themselves with the legal requirements surrounding the sale, importation, exportation and operation of any of the goods they intend to trade in. For specific importation queries please contact HM Customs.

Approved Goods

1. All types of meat including porcine, bovine, ovine and equine meats, poultry, game and processed meats; preparations thereof.

Restrictions:

- a. *Frozen meat except as a constituent of another whole product to be imported under an import licence issued in accordance with the Imports and Exports (Control) Regulations, 1987.*
- b. *Meat and Meat Products to be imported in accordance with Part III of the Imported Foods Regulations 1998.*

2. Fish, shellfish and seafood; preparations thereof.

Restrictions:

- a. *Fresh fish to be imported under an import licence issued in accordance with the Imports and Exports (Control) Regulations, 1987.*

3. Edible products of animal origins; dairy products, milk, eggs, honey; preparations thereof.

Restrictions:

- a. *Milk to be imported under an import licence issued in accordance with the Imports and Exports (Control) Regulations, 1987 and under a licence issued pursuant to the Milk Regulations 1988 issued by the Environmental Agency.*
- b. *Eggs to be imported under an import licence issued in accordance with the Imports and Exports (Control) Regulations, 1987.*

4. Fruit and vegetables; preparations thereof.

Restrictions:

- a. *Potatoes, fresh fruit and fresh vegetables to be imported under an import licence issued in accordance with the Imports and Exports (Control) Regulations, 1987.*

5. Flour baked food: Bread, patisserie, cakes, biscuits.

Restrictions:

- a. *Untoasted and leavened brown or white bread, in whole loaves, sliced loaves or rolls except as a constituent of another whole product, bread and roll making dough, whether fresh or*

frozen to be imported under an import licence issued in accordance with the Imports and Exports (Control) Regulations, 1987.

6. Sweets and confectionery: ice creams, candy, liquorice.
7. Seeds, nuts, cereals, miscellaneous grains and spices; preparations thereof.
8. Animal/vegetable fats and oils.
9. Soft drinks & other non-alcoholic beverages: coffee, tea, water, fruit juice.

Restrictions:

- a. *Bottled water or bulk supply water to be imported under a licence issued in accordance with the Public Health Act issued by the Environmental Agency.*
10. Intoxicating liquor as defined by the Licensing and Fees Act including wines, spirits and beers.

Restrictions:

- a. *To be sold only by a holder of a valid licence issued in accordance with the Licensing and Fees Act.*
 - b. *To be imported under an import licence issued in accordance with the Imports and Exports (Control) Regulations, 1987.*
11. Tobacco as defined in the Tobacco Act including cigarettes, cigars and shisha tobacco.

Restrictions:

- a. *To be sold only by a holder of a valid licence issued in accordance with the Tobacco Act.*
 - b. *To be imported under the authority of an import permit issued by the Collector of Customs issued in accordance with the Tobacco Act, 1997.*
12. Electronic cigarettes, other tobacco substitutes and other nicotine based products.
13. Smokers' requisites and paraphernalia.
14. Optical and audiology equipment and products and accessories: testing equipment, lenses, sunglasses, hearing aids, defenders; parts thereof.
15. Surgical and dental equipment and products and accessories; parts thereof.
16. Prescription only medicines and drugs covered by the Medicines (Prescription only) Regulations, 1987 and medicinal products not listed on a general sale list, as per the Medical and Health Act.

Restrictions:

- a. *To be imported only by a pharmacy registered under the Medical and Health (Registration of Pharmacies) Regulations 2008, a validly registered medical practitioners under the Medical and Health Act or with a licence granted by the Public Health Director under the Medical and Health Act; and*
 - b. *To be sold or supplied only by a pharmacy registered under the Medical and Health (Registration of Pharmacies) Regulations 2008.*
17. Any medicinal product specified on a general sale list, as per the Medical and Health Act.
18. Perfumery, toiletries, cosmetics, personal care products.
19. Health food and dietary supplements.
20. Hair products and accessories (including electrical hair products).



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21. Medical gases in gaseous or liquid form (excluding prescription only medicines and drugs covered by the Medicines (Prescription only) Regulations, 1987 and medicinal products not listed on a general sale list).

22. Detergents and cleaning materials.

23. Other non-industrial chemical products.

24. Domestic animals & animal/pet medicines.

Restrictions:

a. *Pet shops are licensed in accordance with the Pet Animals (Sales) Act 2005.*

b. *The sale, importation and exportation of animals referred to in Schedule 1, Part 1 of the Endangered Species Act 1990 is restricted.*

25. Pet food and pet care accessories.

26. Plants, flowers, horticultural goods, gardening accessories, fertilisers.

Restriction

a. *The sale, importation and exportation of plants referred to in Schedule 1, Part 2 and Schedule 2 of the Endangered Species Act 1990 is restricted.*

27. Industrial building materials, equipment and plant machinery; parts thereof.

Restrictions:

a. *The importation of asbestos materials is prohibited under the Control of Asbestos Regulations 2007.*

28. Household building materials and equipment; parts thereof.

29. Electrical materials and equipment; parts thereof.

30. Plumbing materials and equipment; parts thereof.

31. Flooring material: Carpets, tiles, ceramics, laminates and other textile floor coverings.

32. Wallpaper, paints and other decorative materials, tools and accessories; parts thereof.

33. Tools, construction accessories and general DIY items; parts thereof.

34. Renewable energy equipment and energy-conservation materials; parts thereof.

35. Security and safety equipment and clothing; parts thereof.

36. Household and electro-domestic goods and appliances; parts thereof.

37. Audio sound; equipment; parts thereof.

38. Televisions, television accessories and mounts; parts thereof.

39. Satellite and terrestrial television equipment; parts thereof.

40. Climate control appliances and accessories; parts thereof.

41. Photographic goods and accessories; parts thereof.

42. Computers, computing related items, parts; hardware & software; parts thereof.

43. Mobile telephone, telephones and communication related devices, radios; parts thereof.

Restrictions:

a. *Subject to any licence required for importation under the Communications Act 2006.*

44. Furniture and household accessories; parts thereof.

45. Porcelain, ceramic, glass and glassware.



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46. Art and antiques.
47. Textiles and fabrics: silk, cotton, wool and woven fabric.
48. Clothes and clothing accessories.
49. Leather goods and fur-skins: artificial fur.
 - Restriction
 - a. *The sale, importation and exportation of items referred to in Schedule 3 of the Endangered Species Act 1990 is restricted.*
50. General footwear.
51. Headgear.
52. Bags, luggage and travelling goods; parts thereof.
53. Jewellery and watches; parts thereof.
54. Costume jewellery and fashion accessories; parts thereof.
55. Sportswear and sports equipment; parts thereof.
56. Umbrellas, sun umbrellas.
57. Motor vehicles requiring registration under the Traffic Act including cars, motor cycles and electric vehicles (excluding marine craft); parts thereof.
58. Motor vehicle accessories including protective and safety gear; parts thereof.
59. Marine craft/equipment (imported only in accordance with the provisions of the Imports and Exports (Control) Regulations, 1987) and nautical equipment, parts and accessories.
60. Caravan and camping equipment and accessories ((Excluding those structures (Towed or Vehicular) as defined by Schedule 1 Chapter 5 of the Imports and Exports Control Regulations 1987)); parts thereof.
 - Restrictions:
 - a. *The importation of caravans or any other structure devised or adapted for human habitation is prohibited or restricted except under licence issued by the Collector of Customs in accordance with the Imports and Exports Control Regulations, 2003.*
61. Other vehicles not requiring motor vehicle registration, including mobility scooters; parts thereof.
62. Industrial and special gases in gaseous or liquid form
63. Petroleum products, oils, lubricants and fuels.
 - Restrictions:
 - a. *Petrol to be imported under an import licence issued in accordance with the Petroleum Act.*
64. Charcoal, lumber, wood.
65. Books, and printed materials: newspapers, magazines, stamps.
66. Signage, printing materials.
67. Stationery and accessories.
68. Musical instruments; parts and accessories.
69. Children's toys and games; parts and accessories.



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70. Vending machines: amusement, gaming, gambling as defined in the Gambling Act, food and beverage machines; parts thereof.
Restrictions:
 - a. *The operation of gaming machines is regulated under the Gambling Act.*
71. Funerary products and accessories: burial caskets.
72. Arms, ammunition and explosives; parts thereof.
Restrictions:
 - a. *Subject to permission in writing of the Commissioner of Police under the Firearms Act.*
73. Pyrotechnical products.
Restrictions:
 - a. *Subject to a licence issued by the Collector of Customs issued in accordance with the Imports and Exports (Control) Regulations, 1987.*
 - b. *Subject to a licence from the Commissioner of Police issued in accordance with the Explosives Regulations.*
74. Precious gems and metals including bullion artefacts other than jewellery.
Restrictions:
 - a. *Gold bullion and gold coins to be imported under an import licence issued in accordance with the Imports and Exports (Control) Regulations, 1987).*
75. Other edible animal products including snails, insects and frogs; preparations thereof.
76. Industrial cleaning equipment and machinery (not including special purpose vehicles); parts thereof.
77. Industrial chemical products and other hazardous materials.
78. Batteries and accumulators as defined in Part IV of the Environment (Waste) Regulations 2007.
79. Scrap metals and other materials for reprocessing.
Restrictions:
 - a. *The import or export of Waste (Hazardous or non-hazardous) is not allowed except with the consent of the Environmental Agency issued in accordance with the Public Health Act.*
80. Disposable plastic, cardboard, aluminium and paper products.
81. Baby and infant products and equipment, including push chairs; parts thereof.
82. Haberdashery, sewing materials and accessories related thereto.
83. Special purpose motor vehicles, other than those principally designed for the transport of persons or goods.
Restrictions:
 - a. *Any vehicle with a licensable radio transmitter or wireless control is subject to any licence required for importation under the Communications Act 2006.*
84. Clinical medical devices and equipment including resuscitation, rehabilitation, decontamination and patient monitoring equipment; parts thereof.
85. Other medical equipment including, stretchers, wheelchairs, rescue equipment, clinical waste equipment; parts thereof.



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86. Industrial grade appliances and machinery, including commercial kitchen appliances and equipment; parts thereof.
87. Special purpose appliances and machinery; parts thereof.
88. Devices and equipment primarily designed to aid the elderly and the disabled; parts thereof.

In the unlikely event that goods to be traded are not set out in the Approved Goods List please provide a full description of the goods in the relevant application form for consideration by the BLA. The BLA reserves the right to assign such goods to any category in the Approved Goods List when issuing a business licence.

Qualification

The categories and numbering in the Approved Goods List may be subject to change at the sole discretion of the BLA at any time. Such re-numbering or re-categorisation may result in changes to issued business licences.