

# New licence application 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.

## Notices

- Copy of the Gazette Notice
- Copy of the Newspaper Notice

## Application Form

- Form 2a is fully completed 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 will be able to operate without a 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.

## 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.