

Application for a Business Licence by a Limited Company

Under Part 7 of the Control of Housing and Work (Jersey) Law, 2012

Please complete in BLOCK CAPITALS and in black ink.

Contact details:

DATE STAMP:

Send completed form to: Business Licensing
PO Box 55
St Helier
JE4 8PE

TEL: (01534) 445505
Email: businesslicensing@gov.je
www.gov.je

Please ensure that the limited company is fully incorporated prior to submitting this application

1. Details of Applicant

Full name of Company	
Company Number	
Registered Business Address <i>(this will be used as the correspondence address)</i>	
	Postcode
Contact Name	
Telephone Number	
Email Address	

2. Details of ALL Beneficial Owner(s)

Please attach a detailed Group Ownership Structure Chart if the Applicant's ownership is other than by way of a direct ownership by natural persons. The Group Structure Chart should show percentage sizes of ownership.

A. Details of Beneficial Owner No 1.

First Names											
Surname											
Previous Surname(s)											
Place of birth											
Shareholding %	%										
Date of birth	<table border="1" style="display: inline-table;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y		
D	D	M	M	Y	Y	Y	Y				
Social Security Number											
Nationality											
Residential Address											
	Postcode										
Telephone number											
Are you:	<table border="1" style="display: inline-table;"> <tr> <td>Entitled</td><td><input type="checkbox"/></td> <td>Entitled for Work</td><td><input type="checkbox"/></td> <td>Licensed</td><td><input type="checkbox"/></td> <td>Registered</td><td><input type="checkbox"/></td> <td>Non-Resident</td><td><input type="checkbox"/></td> </tr> </table>	Entitled	<input type="checkbox"/>	Entitled for Work	<input type="checkbox"/>	Licensed	<input type="checkbox"/>	Registered	<input type="checkbox"/>	Non-Resident	<input type="checkbox"/>
Entitled	<input type="checkbox"/>	Entitled for Work	<input type="checkbox"/>	Licensed	<input type="checkbox"/>	Registered	<input type="checkbox"/>	Non-Resident	<input type="checkbox"/>		

Please Refer to Page 4 to find the definitions for the above Residential & Employment Statuses

B. Details of Beneficial Owner No. 2

First Names	
Surname	
Previous Surname(s)	
Place of birth	
Shareholding	<input type="text"/> %
Date of birth	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y
Social Security Number	
Residential Address	
Telephone number	
Are you:	Entitled <input type="checkbox"/> Licensed <input type="checkbox"/> Entitled for Work Only <input type="checkbox"/> Registered <input type="checkbox"/> Non-Resident <input type="checkbox"/>

Please Refer to Page 4 to find the definitions for the above Residential & Employment Statuses

3. Details of the Business

Provide a **detailed description of the nature** of the business to be carried out.
Depending on the nature of the undertaking you may be contacted by a member of the Business Licensing team to provide more information.

4. Manpower

The Applicant will be required to complete Manpower Returns. Please provide the email address to where you would like the return to be sent.

E-mail Address	
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5. Details of Staff to be Engaged

Number of Staff	Entitled / Entitled for Work	Registered	Licensed
Permanent Staff (to include beneficial owner(s))			
Seasonal Staff			
Contract Staff			

If requesting Registered and / or Licensed staff please include a business case / overview outlining why the permission (s) is / are required, to include:

- Evidence of efforts to try and recruit Entitled / Entitled for Work staff (where have you advertised?)
- Outcome of advertising
- Business Plan (if applicable)
- Financial contribution to the Island
- Details of succession planning and how you are currently training existing Entitled / Entitled for Work employees to fill the position(s) you are requesting a permission for

For further information, please visit www.gov.je/residentialstatus and the Business Licensing Guidance Notes

Control of Housing and Work (Jersey) Law, 2012 — Guidelines

Definitions of Residential & Employment Statuses

A person's residential and employment status shall be defined by the following;-			
Residential Status	Definition	Residential	Employment
Entitled	Someone who has lived in Jersey for 10 years OR who is granted this status on hardship or on social or economic grounds	Someone who can purchase or lease any property and occupy that property OR otherwise let it out OR leave vacant, subject to any conditions	Someone who can work anywhere, OR start their own business
Licensed	Someone who is an 'Essential Employee' engaged by a specific business with permission to engage such a person	Someone who can purchase or lease any property so long as they occupy that property and maintain their Licensed status	Employer needs a permission to employ a 'licensed' person The post-holder must be in full-time employment (minimum of 30 hours per week).
Entitled for Work Only	Someone who has lived in Jersey, continuously, for 5 years, or is the spouse, or is the civil partner, of someone, who is Entitled, Licensed, or Entitled for Work Only	Someone who can lease Registered Property for their own occupation OR Someone who can buy Qualified Property jointly with their Entitled spouse OR Someone who can occupy property with an Entitled person, in so far as the Entitled person occupies the substantial portion of the property	Someone who can work anywhere, OR start their own business
Registered	Someone who does not qualify under the above categories	Someone who can lease Registered Property for their own occupation OR Someone who can occupy property with an Entitled person, in so far as the Entitled person occupies the substantial portion of the property	Employer needs a permission to employ a 'registered' person

Fees

Licensed Staff

Article 31 of the above Law states that there is an annual charge payable by each undertaking with a business licence that has **Licensed** workers.

The annual charge is **£225 for each Licensed person permitted on 1 November** and is payable by 31st December each year it applies.

No Fee is payable, under this article, by a non-profit undertaking.

Registered Staff

Article 31 of the above Law states that there is an annual charge payable by each undertaking with a business licence that has **Registered** workers.

The annual charge is **£50 for each Registered person permitted on 1 November** and is payable by 31st December each year it applies.

No Fee is payable, under this article, by a non-profit undertaking.

