



DATE STAMP:

Application for Licensed Registration Card

Contact details:
TEL: 444444
Email: customerservice@gov.je

Form CHWL

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

Please complete in **BLOCK CAPITALS** and in **black ink**.
Form must be handed in along with Photographic ID (passport/
National ID card) and £80 fee (only payable if first application).

1. Company/Registered Business Details

Full name of Company/
Registered Business

2. Details of LICENSED Individual

Surname
First Name (s)
Position
Social Security Number (if known)
Salary per annum
Contractual hours p/w
Licence expiry (if any)
Conditions of licence (tick appropriate)

3. EMPLOYER Declaration

EMPLOYER DECLARATION: The Person named above is essentially employed and has been allocated Licensed employment status in accordance with the conditions of the business licence issued under the Control of Housing and Work (Jersey) Law 2012 to [name of undertaking] on [date].
I am aware that it is an offence to breach the conditions of a business licence or to make a statement that is false or misleading.

Signature
Print Name
Position
Date

4. EMPLOYEE Declaration

EMPLOYEE DECLARATION: I am essentially employed and have been allocated Licensed employment status in accordance with the above Employer Declaration. I am aware that it is an offence to breach the conditions attached to Licensed status, which are detailed overleaf, or to make a statement that is false or misleading.
I agree/ do not agree (please delete as appropriate) that my employer contribution record can be accessed by relevant staff of Customer and Local Services for the purposes of confirming my residential and employment status, and that of my spouse, civil partner or children (if relevant).

Signature
Print Name
Date

PTO →

CONDITIONS attached to Licensed status

- ◆ A Licensed person must be in full-time employment in the approved Licensed employment for not less than 30 hours per week.
- ◆ Any time restrictions on a Licensed permission will be detailed on the employer's business licence.
- ◆ A Licensed person will have the ability to purchase Qualified property unless the Licensed permission has a 'lease only' condition stipulated on it. These details will be found on the employer's business licence.
- ◆ A Licensed person can only purchase or lease a single residential property to occupy as his or her sole or principal place of residence in Jersey.
- ◆ If any conditions of Licensed status are no longer met, the Licensed person is no longer permitted to own or occupy Qualified property. The property must be vacated within 3 months, unless otherwise directed by the Minister. If the property occupied is owned and the Licensed person has not yet gained Entitled status, the property must be sold by way of a freehold sale to persons with Entitled or Licensed status.
- ◆ Salary per annum is the basic salary you receive before any bonuses or commission.

N.B Please sign/initial this page to confirm that you have read and understood the conditions attached to Licensed status.

Privacy Statement: In accordance with the Data Protection (Jersey) Law 2018 the controller is registered with the Office of the Information Commissioner and the registration number is 57259. The information you have provided on this form will only be used by us to assist with this application for a registration card. It may also be used as evidence in legal proceedings, if required. The information will be stored on our secure database. We may check provided information on this form with other information we hold. We will not give information about you to anyone outside of the department unless the law allows us to, or failing that we will seek your consent. Calls to or from our office may be recorded. For more information on how we use your data please go to our privacy statement on www.gov.je/Privacy Statement or request a written copy by phoning 01534 444444.