

Application for a Non-Resident Business Licence

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

| FOR OFFICE USE: |
|-----------------|
| NDU |

UND REF:

Form CHWL 03

Please complete in BLOCK CAPITALS and in black ink. **Contact details:** DATE STAMP: Send completed form to: **Business Hub** TEL: (01534) 444444 PO Box 55 Email: businésslicensing@gov.je St Helier www.gov.je JE4 8PE Or email to buinesslicensing@gov.je 1. Eligibility I confirm that (subject to a Non-Resident Business Licence being granted) all staff coming to Jersey will either be British or Irish nationals or have an existing Immigration permission that allows them to work in Jersey. Appropriate Immigration permissions include EU nationals with Settled or Pre-settled status, a valid working visa, ÚK ancestry visa, Indefinite leave to remain, Work permit dependent visa, spouse/partner visa YES NO If you answered 'yes' to this question, please continue to section 2 of this form. If you answered 'no' to the question above, you must contact the Immigration team on 01534 448000 or Immigration@gov.je to find out if a work permit and visa is required. You must ensure appropriate Immigration permissions are in place for any individuals who require them before applying for a Non-Resident Business Licence. 2. Details of Non Resident Undertaking **New Application** Applicant (Please Tick) Company Individual **Business Name** Contact Name Job Role (if Company) Contact Number Email address Registered / Business Address Postcode How many days is your business planning to State Maximum number of staff to be engaged during this contract work in Jersey? How many days has your business worked in Jersey in the past 12 months? Detail the nature of works to be carried on Correspondence address for issued licence

3. Details of business in Jersey

If you're working for a Jersey business (or household) under one contract, but you're working at different sites under the same contract for that business, you only need one licence. You need to provide us with a list of the sites you're working on. For example, a coffee chain is being refurbished and there is more than one branch in Jersey. Only one contract is in place and one licence is needed. If you're working for a Jersey business, and have more than one contract in place, you need to apply for a licence for each contract. For example, you're working for a Jersey construction business at more than one development site, each with a separate contract. As each site is

under a separate contract, separate licences are also required.

| Who is the contract with in Jersey? | | |
|---|---|-----|
| Business contact name | | |
| Business contact number | | |
| Business email address | | |
| 4. Details of stay in Jersey | | |
| Address of where you'll be working | Postcode | |
| If you'll be working at diffe | ent sites under the same contract, include these in the additional information page | es. |
| Duration of Stay | FROM D D M M Y Y Y TO D D M M Y Y | YY |
| How are you travelling? | By plane By boat | |
| State where will you be staying in Jersey | | |
| | Postcode | |
| 5. Payment Process | | |
| Amount Payable | £ | |
| | | |

Cheques - please make payable to the **Social Security Department**.

BACS payments - the application form must be submitted and reviewed prior to a payment being made. Once the licence has been granted, you will be contacted with a unique reference in order to make payment.

Please do not make any BACS payments until you have been assigned your unique reference.

6. Declaration

I / We have read, understood and accept the terms and conditions detailed on this application form. I declare that the particulars on this form are correct and I am aware that it is an offence to make a statement which is false or misleading.

I / We accept that as part of this process relevant information may be sought from and disclosed to relevant Government departments, arms-length organisations and regulatory bodies.

Any personal data submitted will be processed for the purpose of determining this application for a Non-Resident Business Licence in accordance with the provisions of the Control of Housing and Work (Jersey) Law 2012.

| 71 Signature / Agent | | | | | | | | | | | | |
|--|-----|---|---|-----|---|---|--|--|--|--|--|--|
| Signature | | | | | | | | | | | | |
| Date | D D | M | M | / Y | Υ | Υ | | | | | | |
| I am authorised to sign, for and on behalf of: | | | • | | | | | | | | | |
| Print name | | | | | | | | | | | | |
| Position | | | | | | | | | | | | |

8. Privacy Statement

7 Signature / Agent

Privacy Statement: In accordance with the Data Protection (Jersey) Law 2018 the controller is registered with the Office of the Information Commissioner. The information you provide on this form will only be used by us to assist you with your application for a Non-Resident Business Licence and its ongoing validation. The information will be processed by Customer and Local Services and stored on our secure database. As part of this process relevant information may be sought from, and disclosed to, relevant Government departments, arms-length organisations and regulatory bodies. We may use the email address provided as part of this application to send you Government of Jersey business information (including surveys) that may be relevant or of interest to you. The Control of Housing and Work (Jersey) Law 2012 allows us to make public, the identity of an undertaking, including its name and activity. Calls to or from our office may be recorded. For more information on how we use your data go to our <u>privacy policy on gov.je</u> or request a written copy by calling +44 (0) 1534 444444.

Fees — Non-Resident Undertakings Licence

Non-Resident Undertakings Licence

Article 3 of the Control of Housing & Work (Fees) (Jersey) Order 2013:

Each contract and/or site requires a separate application form to be submitted, along with the appropriate fee.

The individual fee for each application for a business licence by a <u>non-resident</u> <u>undertaking</u> is —

| Number of days of proposed operation in 12-month period | Fee to accompany application (£) |
|---|----------------------------------|
| up to 30 days | 563.75 |
| 31 to 60 days | 1,127.50 |
| 61 to 90 days | 1,691.25 |
| 91 to 180 days | 2,255 |
| 181 to 270 days | 3,100.63 |
| 271 to 365 days | 3,946.25 |

Additional information

| Please use this page to provide additional information. |
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