



This application document must be checked by the Principal Authority to confirm the accuracy of the information provided.

You can notify us of any changes by email (licensing@gla.gov.uk) or telephone (0345 602 5020).

You must be aware that it is a criminal offence to act as a gangmaster without a licence. You may risk prosecution if you trade in the GLAA regulated sectors without a licence. If the GLAA identifies evidence that you have or are currently acting as a gangmaster without a licence, your application may be suspended until any criminal proceedings are resolved.

Section A	
Business details	
A1. What is your business's name?	
A2. Do you have a trading name that is different from the business name? If yes, please state the trading name:	
A3. Has your business traded under any other name in the last 5 years? If yes, please state the other business names:	
A4. Business Address:	
A5. What is the main phone number of your business?	
A6. What is your business email address?	
A7. What is your main business website?	
A8. What is your business's legal status?	

A9. Companies House Registration Number:	
A10. Do you have a VAT registration number? VAT Registration Number:	
A11. Do you have a PAYE number? PAYE Registration Number:	
A12a. Personal unique tax reference: <i>(For sole traders)</i>	
A12b. Business unique tax reference: <i>(For partnerships)</i>	
A12c. Company unique tax reference: <i>(For registered companies)</i>	
A13. Which GLAA sectors would you like to operate in?	Agriculture: <input type="checkbox"/> Horticulture: <input type="checkbox"/> Food Processing and Packaging: <input type="checkbox"/> Shellfish Gathering: <input type="checkbox"/>
A14. Which of these countries will your workers be working in?	England: <input type="checkbox"/> Scotland: <input type="checkbox"/> Wales: <input type="checkbox"/> Northern Ireland: <input type="checkbox"/>
A15. What do you expect your turnover to be in your first year of trading in the GLAA regulated sectors? <i>Please give your answers in GBP (£) *</i> If you are an existing licence holder, what was your turnover in the GLAA regulated sectors for the previous financial year?	

Section B
Principal Authority details
B1. Principal Authorities full name

First name:	
Middle name:	
Last name:	
B2. Have you used or are you known by any other name? <i>If yes, please state.</i>	
B3. What is your job title?	
B4. What is your date of birth? <i>(dd, mm, yyyy)</i>	
B5. Town of Birth:	
B6. Country of Birth:	
B7. What is your UK National Insurance number?	
B8. What is your Social Security Number? (optional)	
B9. Do you have a passport? <i>Please provide a copy of passport</i>	
B10. Home address:	
B11. Business phone no: Extension no:	
B12. Mobile no:	
B13. Email address:	
B14. Are you a director of the company?	
B15. What is your experience in managing a relevant business(s) in labour provision (preferably) in the last 5 years?	
B16. CV provided:	

(Optional)	
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Section C

Alternative Business Representative

C1. First name:	
Middle name:	
Last name:	
C2. Date of Birth: <i>(dd, mm, yyyy)</i>	
C3. Town of birth:	
C4. Country of Birth:	
C5. National Insurance number:	
C6. Job title:	
C7. Home address:	
C8. Business phone no: Extension no:	
C9. Mobile no:	
C10. Business e-mail:	

Section D

Directors, partners, and company secretary details

Please complete the following details for all directors or partners of the business.

D1. First name:	
Middle name:	
Last name:	
D2. Date of Birth: <i>(dd, mm, yyyy)</i>	
D3. Town of birth:	
D4. Country of birth:	
D5. National Insurance no:	
D6. Job title:	
D7. Home address:	
D8. Business phone no: Extension no:	
D9. Mobile no.:	
D10. Email address:	

Section E – Part 1.

Named Individuals or Additional Job Titles

For applications with a turnover less than £5 million a year, we require details of those individuals employed by your business who are authorised to negotiate with labour users and supply workers within the regulated sector. You must include the names of directors / partners already supplied who have the authority to undertake this activity. You do not need to complete this section if your business does not have employees who fulfil this role (i.e. it is only you).

If you are applying to use workers for gathering shellfish you must complete this section. We require the details of anyone who is authorised to act on your behalf (e.g. as a supervisor, intermediary).

For applications for the agriculture, horticulture and food processing and packaging sectors, if your turnover is greater than £5 million, you may opt to provide the job titles (e.g. recruitment consultant) for your staff who are authorised to negotiate the supply of workers. This section does not apply for applications for the shellfish gathering sector. You will need to provide the job title you use and the number of people currently employed within this capacity.

Additional name 1

E1. First name:

Middle name:

Last Name:

E2. Date of Birth:

(dd, mm, yyyy)

E3. Business phone no:

Extension no:

Section E – Part 2.

Additional job titles

The employees within these job titles must be direct employees of the business and not subcontractors. Please state the job titles (and number of employees who have this job title). These are authorised to negotiate with Labour Users and supply workers within the regulated

sector. This should include the Job Titles of Directors / Partners who have the authority to undertake this activity.

Section F – Business Information

F1. Do you supply workers to industries outside the licensable sectors? * (If yes, please state details)

Sectors of industry

Car Wash	<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>
Care Homes/Social Care	<input type="checkbox"/>	Nail Bar	<input type="checkbox"/>
Cleaning: Domestic	<input type="checkbox"/>	Recycling	<input type="checkbox"/>
Cleaning: Other	<input type="checkbox"/>	Retail	<input type="checkbox"/>
Construction	<input type="checkbox"/>	Security	<input type="checkbox"/>
Events	<input type="checkbox"/>	Taxi Drivers	<input type="checkbox"/>
Food Service	<input type="checkbox"/>	Textiles	<input type="checkbox"/>
Hospitality	<input type="checkbox"/>	Transport & Courier	<input type="checkbox"/>
Hospitals	<input type="checkbox"/>	Warehouse & Distribution	<input type="checkbox"/>
Hotels & Restaurants	<input type="checkbox"/>	Wholesale	<input type="checkbox"/>
Leaflet Distribution	<input type="checkbox"/>	Other	<input type="checkbox"/>

Other - Please state:

F2. Is there another individual, business or trust who controls or influences this business?

Details of the individuals, business or trust:

<p>F3. Will you be transporting your workers to the workplace?</p> <p>Will any charges for transport be deducted from workers' pay?</p> <p>Will workers have a choice about using the transport?</p>	
<p>F4. Will your workers be provided with accommodation or effectively be provided with accommodation? *</p> <p>Will the charges for accommodation be deducted from workers' pay?</p> <p>Will the workers have a choice about using the accommodation?</p>	
<p>F5. What countries are your workers from?</p>	
<p>F6. What is the employment status of the workers that you intend to supply?</p> <p>If you have chosen "other", please describe the basis on which workers will be supplied</p>	<p>Employee: <input type="checkbox"/></p> <p>Self Employed: <input type="checkbox"/></p> <p>Permanent Worker: <input type="checkbox"/></p> <p>Temporary Worker: <input type="checkbox"/></p> <p>Posted Worker: <input type="checkbox"/></p> <p>Other: <input type="checkbox"/></p>
<p>F7. What type of contract do you intend to issue to your workers?</p> <p>As you have selected "other" please describe the type of contract that you will be issuing to your workers?</p> <p><i>Please provide a sample copy of the type of contract you intend to issue to workers should a licence be granted</i></p>	<p>Contract of Service: <input type="checkbox"/></p> <p>Contract for Services: <input type="checkbox"/></p> <p>Other: <input type="checkbox"/></p> <p>None: <input type="checkbox"/></p>

<p>If you are unable to provide this document, please explain why:</p>	
<p>F8. Are you or your business registered in your home country? (<i>Overseas businesses only</i>)</p> <p>State the registration numbers and responsible authority.</p>	
<p>F9. Do you require a licence or registration in your own country to supply workers to the UK? <i>If yes, please state details (Overseas businesses only)</i></p> <p>Licence/Registration details:</p>	
<p>F10. Do you intend to supply workers under the EU Posted Worker Directive? (<i>Overseas businesses only</i>)</p> <p>Registration number and details:</p>	
<p>F11. Does your country's labour legislation require you, or your workers, to have any other specific authority or registration? (<i>Overseas businesses only</i>)</p> <p>Registration Number and details:</p>	

Section G – Principal Authority Security Questions

<p>G1. Do you require a visa or work permit to work in the UK?</p> <p>Please provide a brief description of your immigration status and, if you have one, your visa / work permit number that you currently hold and the expiry date.</p>	
<p>G2. Are you an undischarged bankrupt?</p> <p>Date of the bankruptcy:</p> <p>Bankruptcy number:</p>	
<p>G3. Are you disqualified as a company director or disqualified from acting in any managerial capacity?</p> <p>Brief description of disqualification:</p>	
<p>G4. Have you any unspent criminal convictions?</p> <p>Date of conviction (<i>dd,mm,yyyy</i>):</p> <p>Description of unspent conviction:</p>	
<p>G5. Have you been interviewed or charged for an alleged offence that has not reached a decision?</p> <p>Date:</p> <p>Description of alleged offence:</p>	
<p>G6. Have you contravened the requirements and standards of another regulatory authority in the last 12 months?</p> <p>Date:</p> <p>Description of contravention:</p>	

<p>G7. Have you been the owner, director, or partner, or been concerned in the ownership or management of a business that has gone into insolvency, liquidation or administration whilst being connected with that organisation in the last 5 years?</p> <p>Name of Business:</p> <p>Date of involvement:</p> <p>Position within the business structure:</p> <p>Has this business failed with any associated tax debt?</p> <p>Please provide full details of tax details:</p>	
<p>G8. Have you been investigated, disciplined, censured or criticised by a regulatory or professional body, court or tribunal, whether publicly or privately in matters relating to any business with which you have been involved in the last 5 years?</p> <p>Name of Business:</p> <p>Please provide full details:</p>	
<p>G9. Have you been dismissed from, or asked to resign and resigned from, employment or from a position of trust, fiduciary, appointment or similar in the last 5 years?</p> <p>Name of Business:</p> <p>Please provide full details:</p>	
<p>G10. Have you previously held or currently hold a GLA/GLAA licence in the last 10 years?</p> <p>The business name and licence numbers of the other GLA/GLAA licence holders:</p>	
<p>G11. Have you been named on another GLA/GLAA licence in the last 10 years?</p> <p>The business name and licence numbers of the other GLA/GLAA licence holders:</p>	

<p>G12. Have you worked for another GLA/GLAA licence holder in the last 10 years?</p> <p>The business name and licence numbers of the other GLA/GLAA licence holders:</p>	
<p>G13. Have you advised another GLA/GLAA licence holder in the last 10 years?</p> <p>The business name and licence numbers of the other GLA/GLAA licence holders:</p>	

Section H – Related Individuals Security Questions

H1. Do any of the other individuals named in this application require a visa or work permit to work in the UK?

Please provide a brief description:

H2. Are any of the individuals named in this application undischarged bankrupt?

Brief description of bankruptcy details:

H3. Are any of the individuals named in the application disqualified as a company director or disqualified from acting in any managerial capacity?

Please provide details:

H4. Do any of the individuals named in this application have any unspent criminal convictions?

Please provide details:

H5. Have any of the individuals named in this licence application been interviewed or charged for an alleged offence that has not reached a decision?

Please provide details:

H6. Have any of the individuals named in this application contravened the requirements and standards of another regulatory authority in the last 12 months?

Please provide details:

H7. Have any of the individuals named in this application been the owner, director or partner, or been concerned in the ownership or management of a business that has gone into insolvency, liquidation or administration whilst being connected with that organisation in the last 5 years?

<p>Please provide details:</p> <p>Has this business failed with any associated tax debt?</p> <p>Please provide details:</p>	
<p>H8. Have any of the individuals named in this application been investigated, disciplined, censured or criticised by a regulatory or professional body, court or tribunal, whether publicly or privately in matters relating to any business with which you have been involved in the last 5 years?</p> <p>Please provide details:</p>	
<p>H9. Have any of the individuals named in this application been dismissed from, or asked to resign and resigned from, employment or from a position of trust, fiduciary, appointment or similar in the last 5 years?</p> <p>Please provide details:</p>	
<p>H10. Have any of the individuals named in this application previously held or currently hold a GLA/GLAA licence in the last 10 years?</p> <p>Please provide details:</p>	
<p>H11. Have any of the individuals named in this application been named on another GLA/GLAA licence in the last 10 years?</p> <p>Please provide details:</p>	
<p>H12. Have any of the individuals named in this application worked for another GLA/GLAA licence holder in the last 10 years?</p> <p>Please provide details:</p>	
<p>H13. Have any of the individuals named in this application advised another GLA/GLAA licence holder in the last 10 years?</p> <p>Please provide details:</p>	

Declaration

Application fee and application inspection fee

Please contact the GLA on **+44 (0) 345 602 5020** if you have any questions regarding the fees.

The GLAA will be sending communications to you by email if a licence is granted.

Please tick the box if you would prefer to receive communications by letter

Prefers letter communication:

Consent and declaration

I consent that the completed Application Form will be shared and checked with other Government Departments and their agencies, enforcement bodies plus overseas agencies where necessary and where there is a legal basis to do so.

I declare that the information and personal data given in this form and any supporting information is correct and complete as far as I know and believe and that I have not deliberately omitted any necessary information or made an incorrect statement.

I understand that if deliberate omissions or incorrect statements have been made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to immediate revocation. I further understand that deliberate omissions or incorrect statements may leave me liable to prosecution and/or sanction.

I understand that the GLAA may ask for further relevant details regarding the information I have provided. I understand that this subsequent information may be used in the assessment of my application and ongoing management of the licence.

I understand I must notify the GLAA within 20 working days of any significant changes to the information recorded on this form.

I declare that I am the Principal Authority and that I have reviewed this Application Form in its entirety, agree with and am bound by the information provided.

Please write to the GLAA if you wish to make a subject access request in relation to personal data held by the Authority. Information held by the GLAA may be released under the Freedom of Information Act 2000.