

A summary of the business sponsor licence application process

PRE-ACTION PROCEDURES

Appoint solicitors to act. Provide ID and proof of address. Make payment on account if required.



Provide solicitors with instructions and obtain advice.



Decide which licence is most appropriate.

PREPARING THE APPLICATION

Decide which people will fulfil key contact, authorising officer, Level 1 and Level 2 user roles.



Gather evidence of finances, insurance, employee tax and national insurance arrangements, premises, and VAT registration.

MAKING THE APPLICATION

Online application is made



Fee is paid

DECISION

Licence is granted for four years

Licence not granted