Change of Principal Authority Form

This form must be completed and signed by person seeking to be authorised as the Principal Authority. The proposed Principal Authority will only be authorised and named on a licence once the GLAA’s checks have been satisfactorily completed.

Principal Authority means the individual responsible for the day-to-day management of the business.

All questions **must** be answered. If you make a mistake, please cross out your mistake and write the correct information besides it along with your initials. Please do not use correction fluid.

If you need any help completing this form, please contact us on +44 (0) 345 602 5020. Please use **black ink** to complete the form, write clearly and use **CAPITAL** letters.

Please return the form back once you have signed it with a copy of the photo page of your passport or other photo ID. Incomplete forms may delay the proposed Principal Authority being authorised.

Please return this form to the Licensing Team by email to licensing@gla.gov.uk. Please note the maximum email size we can receive is 25MB, therefore if you are supplying supporting documents you may need to send these separately.

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| **Licence Holder Details** |
| **1** | **Name of Licence Holder** |   |
| **2** | **Licence Holder’s Unique Reference Number (URN)** |   |
| **Proposed Principal Authority Details** |
| **3** | **First name** |   | **Middle name** |   | **Surname** |   |
| **4** | **Have you used or are you known by any other name**If yes, please state details below | Yes [ ]  | No [ ]  |
| **First name** |   | **Middle name** |   | **Surname** |   |
| **5** | **Date of birth** (dd / mm / yyyy) |  **/ /**  |
| **6** | **Town of birth** |   | **Country of birth** |   |

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| **7** | **Job title** |   |
| **8** | **Home address** |
|  | **Line 1** |   |
|  | **Line 2** |   |
|  | **Town** |   | **County (if UK)** |   |
|  | **Country** |   | **Post Code (if UK)** |   |
| **9** | **Business Phone no.** |  **Extension number:**  |
| **10** | **Business Mobile no.** |   |
| **11** | **Business E-mail address** |   |
| **12** | **National****Insurance no. If UK.** |   |
|  |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| **13** | **Social Security Number (optional)** |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| **14** | **Do you have a passport?** |   |
| **15** | **Are you a director of the company?** |   |
| **16** | **What is your experience in managing a relevant business(s) in labour provision (preferably)****in the last 5 years?** |   |
| **Security Questions** |
| **17** | **Do you require a visa or work permit to work in the UK? 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.** |
|   |
| **18** | **Are you an undischarged bankrupt?** | Yes [ ]  | No [ ]  |
| **19** | **If you answered yes to question 18, please provide details.** |   |
| **20****21** | **Are you disqualified as a company director or****disqualified from acting in any managerial capacity?** | Yes [ ]  | No [ ]  |
| **If you answered yes to question 20, please provide details.** |   |

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| **22** | **Have you any unspent criminal convictions?** | Yes [ ]  | No [ ]  |
| **23** | **If you have answered yes to question 22,****please provide details including the date of conviction.** |   |
| **24** | **Have you been interviewed or charged for an****alleged offence that has not reached a decision?** | Yes [ ]  | No [ ]  |
| **25** | **If you have answered yes to question 24, please provide details including the relevant date.** |   |
| **26** | **Have you contravened the requirements and****standard of another regulatory authority in the last 12 months?** | Yes [ ]  | No [ ]  |
| **27** | **If you have answered yes to question 26, please provide details including the relevant date** |   |
| **28** | **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?**  | Yes [ ]  | No [ ]  |
| **29** | **If you answered yes to question 28, please****confirm whether the business failed with any associated debt.**  |   |
| **30** | **If you answered yes to question 28, please****provide details including the name of the business, date of involvement, position.** |   |
| **31** | **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?** | Yes [ ]  | No [ ]  |
| **32** | **If you have answered yes to question 31, please provide full details.** |   |
| **33** | **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?** | Yes [ ]  | No [ ]  |
| **34** | **If you have answered yes to question 33, please provide full details.** |   |
| **35** | **Have you previously held or currently hold a GLA/GLAA licence in the last 10 years?** | Yes [ ]  | No [ ]  |
| **36** | **If you have answered yes to question 35, please provide details including the business name and the licence number.** |   |
| **37** | **Have you been named on another GLA/GLAA licence in the last 10 years?** | Yes [ ]  | No [ ]  |
| **38** | **If you answered yes to question 37, please****provide details including the business name and the licence number.** |   |
| **39** | **Have you worked for another GLA/GLAA licence holder in the last 10 years?** | Yes [ ]  | No [ ]  |
| **40** | **If you answered yes to question 39, please****provide details including the business name and the licence number** |   |
| **41** | **Have you advised another GLA/GLAA licence holder in the last 10 years?** | Yes [ ]  | No [ ]  |
| **42** | **If you answered yes to question 41, please****provide details including the business name and the licence number.** |   |
| **Please check that you have answered all the questions and then read and sign the declaration on the next page** |

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| **Declaration and Consent** |
| Data Protection: information you provide will be held by the GLAA. The information will be used to determine whether you should be authorised as the Principal Authority for the specified licence holder. It may be checked with other Government Departments and authorities with the legal right to access information held by the GLAA. It may also be checked with financial and other organisations involved in crime prevention for the purpose of preventing and detecting crime (including the Audit Commission and any other body with relevant audit powers). This includes overseas equivalents of UK government departments and enforcement bodies. 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 on request under the Freedom of Information Act 2000.The following section **must** be read, signed and dated.* I understand and accept that the information contained in this document may also be shared and checked with other Government Departments and their agencies.
* I declare that the information given in this form and any supporting material is correct to the best of my knowledge and belief and that I have not deliberately omitted any necessary material or made an incorrect statement. I understand this request to be authorised as Principal Authority may be refused if deliberate omissions or incorrect statements have been made and that the specified licence may be revoked. I further understand that deliberate omissions or incorrect statements may be liable to prosecution and/or sanction.
* I understand that the GLAA may contact me by telephone and ask for details regarding personal information. I consent to this subsequent information being used to assess I can be authorised as the Principal Authority for the specified licence holder.
* I understand I must notify the GLAA within 20 working days of any other details held by the Authority relating to the specified licence holder, except for changes to the annual turnover which must be declared at renewal.
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| **43** | **Signature** |   |
| **44** | **Name of Signatory** |   |
| **45** | **Position of Signatory** |   |
| **46** | **Date** (dd / mm / yyyy) |  **/ /**  |