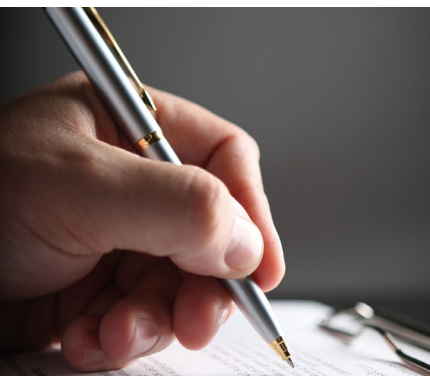
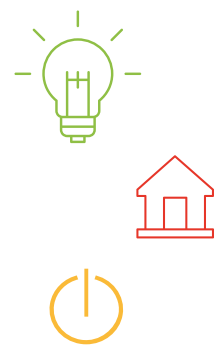


FACT SHEET

Complying with the law – Part 3

Quick Summary

- There are a variety of different licenses that you might need to acquire depending how your business operates
- Without the proper licenses you might be open to legal prosecution. Depending on the certain lack of license, the implications could be incredibly severe



Licenses

Depending on your business, you may need a license to operate legally. Failure to acquire the correct licenses will most likely result in law enforcement intervening in some respect. There is no point in skipping out the process of a license/licenses – it's simply not going to be worth it.

The alphabetical list below contains the main types of license as well as details of how to apply.

You can also use the useful tool on <https://www.gov.uk/browse/business/licences> to help you understand your license and compliance requirements.

A

Activity centres for young people

A license is needed to run a centre providing the following activities for children and young people under 18:

- Cave exploration
- Climbing (including abseiling and scrambling activities, except on purpose-designed structures)
- Trekking (including walking, pony-trekking, mountain biking, off-piste skiing)
- Water sports



This particular license is issued by the Adventure Activities Licensing Authority
<http://www.hse.gov.uk/aala/index.htm>

Alcohol (sale of)

Anyone over the age of 18 can apply for a temporary event notice for a one-off event involving the sale of alcohol. Applications should be made to your local district council.

If your business is outside of the UK, please check your business home country for more details - as the drinking age can vary across the globe.

Amateur radio

An amateur radio license must be obtained from the Ofcom. For more details, take a look at the Ofcom website [here](#).

Amusement machines

For more information on amusement machines, please take a look at the 'Gambling' sub section in this factsheet.

Animals

A license from the local authority is required for individuals to keep certain dangerous wild animals at home. Please contact your local district council for more information.

B

Beauty specialist

In some areas you will need to register with the environmental health department of your local authority if you are offering certain beauty treatments. Please contact your local district council for more information.

Bingo clubs

For more information on bingo clubs, please take a look at the 'Gambling' sub section in this factsheet.

Business names

If someone wants to know whether a limited company in England or Wales is already using a particular name, she/he can find out by contacting the Companies Registration Office here:
www.companieshouse.gov.uk

C

Caravan sites

A license from the local authority is needed to operate a caravan site. Planning permission from the local authority is needed before a license can be issued.

Car boot sales

A street trading license from the local authority or planning permission may be needed for sales held in a public place and/or on a regular basis. Please contact your local district council for more information.

Child-minding and children's nurseries

Child-minders who look after children at home, together with anyone running a children's nursery or other day-care facilities must be registered with the Office for Standards in Education (Ofsted) in England – or in Wales - with the Welsh Assembly Government's Care and Social Services Inspectorate Wales (CSSIW). For more information, contact Ofsted on 08456 404 045 or CSSIW on 01443 848450.

Citizens' band radio

The installation and use of all citizens' band radio receivers must be authorised by an annual license which can be obtained from Ofcom. For more information take a look at their website [here](#).

Companies

Information about how to register a new company can be obtained from Companies Registration Office, Companies House, Crown Way, Maindy, Cardiff, CF14 3UZ. Tel: 08703 333636. Website: www.companieshouse.gov.uk.

Consumer credit businesses

A license from the Financial Conduct Authority is needed to run many types of businesses which involve consumer credit, including a consumer credit business, a consumer hire business, credit brokerage, debt management, pawnbroking, debt counselling and debt collecting. For more information take a look at the FCA website here:

<http://www.fca.org.uk/firms/firm-types/consumer-credit>

D

Debt collectors

Debt collectors are required to obtain a license from the Financial Conduct Authority. You can find the contact details on their website here: <https://www.fca.org.uk/contact>

Dog breeders

A dog breeder is anyone who keeps more than two breeding bitches. She/he requires a license from the local authority. Please contact your local district council for more information.

Door Supervisor (bouncers)

Door supervisors working at nightclubs and similar premises must be registered. This is the responsibility of the Security Industry Authority. For further information please visit <http://sia.homeoffice.gov.uk/Pages/home.aspx>

Driving licenses

A driving license is needed to drive most vehicles on public roads. Licenses are issued by the **Driver Vehicle Licensing Agency (DVLA)**. Tel: 0870 240 0009. Application forms are available from the DVLA and from most post offices.

Driving instructors

Anyone who gives professional paid instruction in driving a vehicle must be registered as an Approved Driving Instructor or hold a trainee's license to give instruction. Further information and driving instructor starter packs are available from the Driver and Vehicles Standards Agency here: <https://www.gov.uk/manage-approved-driving-instructor-registration>

E

Entertainments in public

A license from the local authority is needed to hold any public entertainments, including music, dancing, boxing or wrestling, whether or not an admission charge is made. Certain events may be exempt from the need for a license. The licensing of public entertainments in London is subject to separate statutory controls. On Sundays, there can be no admission fee to public dances. Please contact your local district council for more information.

F

Film and video shows

Subject to certain exceptions, premises may not be used for the public showing of films or videos unless they are licensed by the local district council. There is an exemption for premises used less than six days a year and for showings conducted by non-commercial organisations - which are covered by an exemption certificate.

Firearms and ammunition

In most cases, anyone wishing to possess, buy or acquire a firearm (other than an airgun) or ammunition must be covered by a firearms certificate granted by a chief officer of police. Anyone dealing in firearms or ammunition must also apply for a certificate.

Fireworks

Fireworks are regarded as explosives. There are strict rules about what fireworks can be sold and who they can be sold to. Suppliers who store fireworks all year round must have a license. You should apply to your local authority, which may need to refer you to the Health and Safety Executive. For more information, visit the HSE website at www.hse.gov.uk/explosives/fireworks. Please contact your local council for further information.

Fishing

Anyone over the age of twelve who wishes to fish for salmon or other freshwater fish, including trout or eels, must have a rod license issued by the Environment Agency. For further details, telephone 08708 506 506. Licenses are also available from most post offices and online at: <https://www.gov.uk/browse/environment-countryside/fishing-hunting> Permission from the landowner will be required to fish in privately-owned waters or to cross private land. Permits can often be bought, giving the necessary authorisation.

Food Business

Registration of premises used for a food business (including market stalls, delivery vehicles and other moveable structures) is required by law. Please contact your local district council.

Fruit machines

For more information on fruit machines, please take a look at the 'Gambling' sub section in this factsheet.

Fundraising events

The laws on fundraising are complex. A license or some other form of permission may be required for some activities. For more information, contact the Charity Commission here: <https://www.gov.uk/government/organisations/charity-commission>

G

Gambling

Gambling covers gaming, betting, lotteries and raffles. It includes amusement machines, casinos, bingo and remote gambling i.e. online gambling. A gambling business may need three categories of license. These licenses are called operating licenses, personal licenses and premises licenses.

The **Gambling Commission** issues operating licenses and personal licenses. It also gives detailed information about gambling laws and policies. You can contact them via phone on: 0121 230 6666 The local authority issues premises licenses. Please contact your local district council for further instruction and guidance on this.

Non-commercial fundraising lotteries and raffles do not need licenses but there are rules about how they should be conducted. For more information on these rules, please take a look at this PDF document: <http://www.gamblingcommission.gov.uk/PDF/quick-guides/Running-a-lottery-quick-guide.pdf>

Gaming clubs

For more information on gaming clubs, please take a look at the 'Gambling' sub section in this factsheet.

Guns

For more information on guns, please take a look at the 'Firearms and ammunition' sub section in this factsheet.

H

Heavy goods vehicle drivers

A license is required to drive a heavy goods vehicle. Licenses are available from the Driver Vehicle Licensing Agency (DVLA). Forms are available from most post offices. An applicant must be aged 21 or over unless she/he is registered under a training scheme and is driving a vehicle owned by her/his registered employer or training establishment, in which case the minimum age is 18.

House to house collections

House to house collections must be authorised by a license issued by the local authority or Metropolitan Police Commissioner, or by an order of exemption granted by the Home Office for a national collection, or by a certificate of exemption granted by a chief officer of police for some local collections. Please contact your local district council for information and advice.

Hunting and selling game

There is no longer a requirement to hold a game license in order to take or kill game, and so removes the requirement to hold a local authority license and an excise license. The legislation also removes the restrictions on dealing in game birds and venison during the close season, thereby permitting game to be sold by everyone all year round providing the animal was lawfully killed.

Hypnotism

Demonstrations of hypnotism for public entertainment must be licensed by your local district council. Please contact your local district council for further information and guidance on this.

K

Kennels

A license from your local authority is required to run boarding kennels for cats or dogs, including kennels run from a private home. Please contact your local district council for more information.

L

Lotteries or raffles

For more information on lotteries or raffles, please take a look at the 'gambling' sub section in this factsheet.

M

Market traders

You must obtain a Street Trading consent from your local district council before trading begins.

Metal detectors

A license is not needed to use a metal detector, but the landowner's permission is needed to enter, search and/or dig on land. If you don't get the expressed permission from the land owners then you open yourself up to police intervention.

Minibuses

If you are a driver of a minibus which can carry eight or more passengers, you may need a passenger carrying vehicle (PCV) entitlement added to your license by the Driver Vehicle Licensing Agency (DVLA). You may not require this if the minibus is operated by one of certain non-commercial organisations under a permit issued by a designated body, or by a local authority or the area traffic commissioner.

For more information about license requirements for driving minibuses, take a look here: <https://www.gov.uk/driving-a-minibus>

Minicabs

In areas outside London, minicabs are normally licensed by local authorities.

Model aircraft

A license is not required to use model aircraft or similar model-controlled equipment, but certain conditions must be complied with to avoid interference with other radio users.

Motor salvage operators

Motor salvage operators must register with their local district council and keep records of all vehicles sold and received.

Music licensing

If you play recorded music in public, that is to say, in any business context, you are legally required to get a PRS For Music and a PPL license.

Any establishment where recorded music is played in public, whether CD, radio, TV, on telephone systems or the internet will require these two licenses. This is not limited to premises where members of the general public have access such as pubs, shops, gyms, but also offices, factories and even the back room of a shop.

Even if you use your premises only for live performances, you will still be required to have a license from PRS For Music.

You may obtain a PRS for Music license from the Performing Rights Society Limited (PRS) For Music.

Even if you use your premises only for live performances, you will still be required to have a license from PRS For Music.

You may obtain a PRS for Music license from the **Performing Rights Society Limited (PRS)** For Music.

N

Night cafes

An annual license from the local authority is required for any premises (not including those which serve alcohol) which are open for public refreshment between 10pm and 5am. In some parts of London, the relevant hours are 11pm to 5am or midnight to 5am. Please contact your local district council for more information.

Nursing and residential homes

In England, nursing and residential care homes must be registered with the Care Quality Commission. Take a look at their website for more information: <http://www.cqc.org.uk/>

P

Pawnbrokers

For more information on pawnbrokers, please take a look at the 'consumer credit businesses' sub section in this factsheet.

Pedlars and hawkers

Pedlars and hawkers who sell door to door may need an annual certificate granted by the chief officer of police in the applicant's district. Some trades, for example, the sale of food, are exempt from the need for a license.

Pet shops

A license from the local district council is required to open a pet shop. Complaints about the way animals are kept should be addressed to the licensing authority or to an animal welfare organisation, for example, the RSPCA: <https://www.rspca.org.uk/home>

Public service vehicles

A license from the Driver Vehicle Licensing Agency (DVLA) is required to drive a large passenger-carrying vehicle.

For more information on public service vehicles, please take a look at the 'driving licenses' sub section in this factsheet.

R

Riding stables

Businesses which keep horses to hire out for riding and/or for riding instruction must be licensed by the local district council.

Road haulage

Road haulage operators must be licensed by the Driver and Vehicle Standards Agency. For more information head over to their website at: <https://www.gov.uk/government/organisations/driver-and-vehicle-standards-agency>

Rubbish skips

Written permission from the **Highway Authority** is needed for a skip to be placed on a public road, but otherwise no permission is needed.

S

Saunas

Local authorities may require premises which offer saunas and other forms of 'special treatment', for example, massages, steam baths, manicures, electrolysis or body piercing to be licensed. Please contact your local district council for more information.

Scrap metal dealers

Anyone dealing in scrap metal must be registered with her/his local authority (either the trading standards department or the environmental health department). Please contact your local district council.

Sex establishments

Local authorities have powers to require sex establishments in their area to be licensed. A sex establishment is a sex shop or sex cinema and, in parts of London, may also include a sex encounter establishment (not including private homes). Please contact your local district council for more information.

Street collections

A license issued by the local authority or Metropolitan police commissioner is required before a street collection can be held. Please contact your local district council for more information.

Street trading

For more information on street trading, please take a look at the 'market traders' sub section in this factsheet.

Sunday trading

A shop with a floor area of 280 square metres or less can open on Sundays with no restrictions. If it has an area of more than 280 square metres, you must give notice to the local authority before you can open on Sundays. You must not open for more than six hours, beginning no earlier than 10am and ending no later than 6pm.

T

Taping at home

Home taping of TV or radio programmes to allow viewing or listening at a more convenient time is permitted by law. However, recording a broadcast for any other reason may be an infringement of copyright.

Tattoo parlours

A license from the local district council may be required to operate a tattoo parlour.

Taxis

In most areas outside London, taxis and taxi drivers who apply for hire are licensed by the local authority.

Television licenses

If you are intending to watch live TV, you will be required to have a TV license. Please see <http://www.tvlicensing.co.uk/> for more information.

Tree felling

A Forestry Commission license may be required to fell trees. The address of the Commission is Silvan House, 231 Cortorphine Road, Edinburgh, EH12 7AT. Tel: 08453 673787.

W

Waste disposal sites

The licensing of waste disposal sites is the responsibility of the Environment Agency. For more information, contact the helpline on 08459 333111 or go to their website at: www.environment-agency.gov.uk/subjects/waste

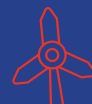
If you are unsure which district your business is in, you can use the Local Authority Districts look up table in the Contacts section.

Continue reading Part 4 of this factsheet where we explore VAT and business rates.



Need more support?

Get in touch!



For more information visit www.businesslincolnshire.com where you can request support from one of our advisers by filling in the online contact form.



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