
STATUTORY INSTRUMENTS

2018 No. 75

**The Tobacco Products Manufacturing Machinery
(Licensing Scheme) Regulations 2018**

PART 4

APPLICATIONS

Communications

7.—(1) The Commissioners must prescribe the form and manner for an application and the information to be included in an application.

(2) The Commissioners may prescribe that an application, and any communication relating to it, is to be made electronically.

(3) The Commissioners may prescribe different provisions for different cases.

(4) In this Part, “application” means an application—

- (a) for a licence,
- (b) to vary a licence, or
- (c) to renew a licence.

Applications for a licence and to vary or renew a licence

8.—(1) A person must make an application as prescribed.

(2) The Commissioners must, as soon as reasonably practicable after receiving the application,—

- (a) grant a licence or agree to vary or renew a licence, as the case may be,
- (b) refuse the application in writing, giving reasons for the refusal, or
- (c) request additional information in accordance with regulation 9.

(3) Where the Commissioners have requested additional information, they must, as soon as reasonably practicable after receiving the additional information,—

- (a) grant a licence or agree to vary or renew a licence, as the case may be, or
- (b) refuse the application in writing, giving reasons for the refusal.

Additional information

9.—(1) In order to determine an application, the Commissioners may, by notice, request an applicant to provide additional information to that prescribed.

(2) Any such notice must specify—

- (a) the additional information required, and
- (b) the date by which the information must be provided to the Commissioners.

(3) The Commissioners may, by notice given to the applicant, extend the date to comply with the request for additional information.

(4) Where an applicant does not provide the additional information requested by the date given by the Commissioners, the application is treated as being withdrawn on that date.

(5) Where paragraph (4) applies, the Commissioners must give notice to the applicant stating that the application has been treated as withdrawn.

Licences

10.—(1) Where the Commissioners grant a licence, they must provide a licence to the applicant which specifies—

- (a) a unique licence number,
- (b) the name and address of the applicant and, in the case of a company, the company registration number,
- (c) each regulated activity permitted,
- (d) a description of each item of tobacco products manufacturing machinery in respect of which the licence is granted,
- (e) the address at which each item of tobacco products manufacturing machinery must be kept,
- (f) the date on which the licence will expire, which must be a date within 2 years of the date on which the licence is issued, and
- (g) any conditions or restrictions to which the licence is subject.

(2) Where the Commissioners agree to vary or renew a licence, they must, as the case may be, give written notice to the applicant of—

- (a) the variations which are made to the licence and the date from which the variations have effect, or
- (b) the date on which the licence will expire, which must be a date within 2 years of the date on which the licence is renewed.