Documents for gas distribution

- The licence application form.

- Document proving the assignment of a Reg. No. (a Certificate of Incorporation, or a certificate issued by the Trades Licences or similar register), or an application for the assignment or recording of a Reg. No.

- The form for details needed to acquire information from the Criminal Records (unless the applicant provides a Criminal Record Certificate).

- Where the applicant is a juristic person or where the applicant who is a natural person does not possess professional competence, they must provide the forms Appointment of a responsible representative and Statement of a responsible representative (the signature on the Statement must be notarised).

- The applicant's or the responsible representative's professional competence: Education in an engineering discipline (higher education; secondary with a GCSE), work experience in that area (at least 3 years for higher education graduates, at least 6 years for secondary school graduates).

- The form List of operations for gas distribution.

- Ownership of buildings and equipment, i.e. a copy of the entry in the land register, a purchase or other agreement, etc.

- A cadastral map on a suitable scale showing the limits of the delineated served area, and the regulating stations and distributions; a list of cadastral areas with cadastre codes, possibly also land parcel numbers.

- The co-owners' consent to the business in case of co-ownership: the original or a notarised copy.

- In the case of a right of use (a lease, a borrowing, a *precarium*, some other grounds for the right of use) consent of the owner of the energy installation to its use for the purpose of the licensed activity for the time for which the licence is to be granted; in case of doubt, for an indefinite time. At the ERO's request, the applicant must also evidence the owner's legal title.

- Proof of meeting the technical requirements – a list of all the documents that may be required is contained in the Guidance.

- Confirmation that no arrears are recorded by the Financial Administration of the Czech Republic, reflecting the status as at the date of application filing.

- Confirmation that no arrears are recorded by the Customs Administration of the Czech Republic, reflecting the status as at the date of application filing.

- Confirmation that no arrears are recorded concerning the contributions to, and penalties thereon, social security and contributions to the government's employment policy, issued by the competent District Social Security Administration, reflecting the status as at the date of application filing.

- Output from the insolvency register reflecting the status as at the day of filing the application.

- The applicant's statement that no arrears are recorded on premiums towards public health insurance and other arrears on fines and charges.

- The amount of available funds:

  o monthly bank account statements showing the opening and closing balances over the last 12 preceding calendar months or for a shorter period if the applicant has not carried on business for at least one year, **or**

  o a letter from the bank with which the applicant keeps an account on the applicant's ability to pay their financial liabilities and on movements in the account over the last 12 preceding calendar months or for a shorter period if the applicant has not carried on business for at least one year, **or**

  o a loan agreement or another similar agreement if the applicant's own funds do not suffice.

- Tax records or records of income and expenditure under the law on income tax, or the latest financial statements, including notes thereto, in the abridged format, where the applicant carried on business in the preceding accounting period; the latest full financial statements must be provided in cases where the applicant is obliged to have them audited.

- A business plan containing a description of the applicant's long-term ability to finance the licensed activity.

- A financial forecast containing the expected costs of and revenues from the licensed activity.