Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/ We	Tesco	Stores Limited					
apply descri releva	for a ibed in int lice	e(s) of applicant) premises licence under section n Part 1 below (the premises) a ensing authority in accordance	and I/we are n	nakin	g this applicat	ion to you as the	
Post	al add	ress of premises or, if none, orde	nance survey n	nap re	ference or desc	cription	
680,	Dorcl	hester Road, Weymouth, Dors	et, DT3 5LD				
				<u>, </u>			
Post	town	Weymouth, Dorset			Postcode	DT3 5LD	
			I				
Tele	phone	number at premises (if any)	01707 94074	4 0			
Non	-dome	estic rateable value of premises	£20,750.00 https://www find/valuation			business-rates-	
Part 2	2 - Ap	plicant details					
Please	state	whether you are applying for a	premises liceno	ce as	Please ticl	k as appropriate	
a)	an ii	ndividual or individuals *			please compl	ete section (A)	
b)	a pe	rson other than an individual *					
	i	as a limited company/limited lipartnership	iability		please compl	ete section (B)	
	ii	as a partnership (other than lim liability)	nited		please compl	ete section (B)	
	iii	as an unincorporated association	on or		please complete section (B)		
	iv	other (for example a statutory of	corporation)		please compl	ete section (B)	
c)	a rec	cognised club			please compl	ete section (B)	
d)	a ch	arity			please compl	ete section (B)	
e)	the 1	proprietor of an educational esta	blishment	П	please compl	ete section (B)	

f)	a health service	ce body					please comp	olete section (B)
g)	a person who Care Standard independent h	please comp	elete section (B)					
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England							elete section (B)
h)	the chief officer of police of a police force in England and Wales please complete section (B)							
	ou are applying elow):	g as a person	described	in (a) or	(b) pl	lease (confirm (by ti	cking yes to one
premi	carrying on or passes for licensal	ole activities;	or	business	whic	ch inv	olves the use	of the
I am ı	making the app	_	uant to a					
	statutory fund a function dis		virtue of U	or Maias	staz ² c r	roroa	entivo	
	a function dis	scharged by v	inue oi ii	er iviajes	ory s p	nerog	auve	
(A) IN	DIVIDUAL A	PPLICANT	S (fill in a	s applica	ble)			
						Othe	er Title (for	
Mr	Mrs	Miss		Ms				
		_				exar	nple, Rev)	
Surn	ame			Fir	rst na		iipie, Kev)	
	ame of birth]	am 18 ye			mes	Please tick	yes
Date]	am 18 ye			mes	· · ·	yes
Date Natio	of birth		am 18 ye			mes	· · ·	yes
Date Natio	of birth onality ent residential ss if different f ises address		am 18 ye			mes	· · ·	yes
Date Natio	of birth onality ent residential ss if different f ises address	rom				mes	Please tick	yes
Date Natio	of birth onality ent residential ss if different f ises address own ime contact tel	rom				mes	Please tick	yes

Mr		Mrs		Miss			Ms			er Title nple, Re	-	
Surn	ame						Fi	rst na	mes			
Date	of birt	h	I am	18 years	old o	r ove	r				Plea	se tick yes
Natio	nality											
check	king sei		ne 9-d									ne right to work service: (please see
addre	ent residess if di	fferent f	rom									
Post t	town									Postco	de	
Dayt	ime co	ntact te	lepho	ne numb	er				<u>'</u>			
E-ma	il add onal)	ress				•						
Please give ar	provid 1y regi	stered r	and numb	registere	e case	of a]	partn	ership	or of	ther joi	int vei	opropriate please nture (other than a ed.
Name		s Limite	a									
Addr		SLIIIIIC	u									
Shire Kestr Welw	el Way yyn Ga ordshir	, rden Cit	у									
Regis	stered r	number (where	e applical	ble)							
00519	9500											
Desci	ription	of appli	cant (for exam	ple, pa	artner	ship,	compa	any, u	nincorp	orated	l association etc.)
Priva	te Lim	ited Cor	npany	r								

Telephone number (if any) 01707 940740	
E-mail address (optional) Licensing.Team@tesco.com	
Part 3 Operating Schedule	
When do you want the premises licence to start?	DD MM YYYY
If you wish the licence to be valid only for a limited period, when do you want it to end?	DD MM YYYY
Please give a general description of the premises (please read guida	nce note 1)
Retail premises (supermarket) selling a range of goods and services alcohol for consumption off the premises. Sales of alcohol for consumate from the supermarket sales floor as shown on the enclosed plant.	umption off the premises are
If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.	N/A
What licensable activities do you intend to carry on from the premise	es?
(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing	Act 2003)
Provision of regulated entertainment (please read guidance note 2)	Please tick all that apply
a) plays (if ticking yes, fill in box A)	
b) films (if ticking yes, fill in box B)	
c) indoor sporting events (if ticking yes, fill in box C)	
d) boxing or wrestling entertainment (if ticking yes, fill in box D	
e) live music (if ticking yes, fill in box E)	
f) recorded music (if ticking yes, fill in box F)	
g) performances of dance (if ticking yes, fill in box G)	
h) anything of a similar description to that falling within (e), (f) of (if ticking yes, fill in box H)	or (g)
<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	
Supply of alcohol (if ticking yes, fill in box J)	

In all cases complete boxes K, L and M

	rd days a		Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
	ce note 7		(1	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read gui	dance note 4)	
Tue					
Wed			State any seasonal variations for performing p guidance note 5)	<u>lays</u> (please re	ad
Thur					
Fri			Non standard timings. Where you intend to us the performance of plays at different times to column on the left, please list (please read guida	those listed in	
Sat					
Sun					

	Films Standard days and timings (please read guidance note 7)		Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
			(prouse read gardanee note 5)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guid	dance note 4)	
Tue					
Wed			State any seasonal variations for the exhibition read guidance note 5)	of films (plea	se
Thur					
Fri			Non standard timings. Where you intend to use the exhibition of films at different times to those column on the left, please list (please read guidant place).	se listed in the	
Sat					
Sun					

Indoor sporting events Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 5)
Wed			
Thur			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 6)
Fri			
Sat			
Sun			

entert	g or wres ainments rd days a	5	Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
timings (please read guidance note 7)			product issue of	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read gui	dance note 4)	
Tue					
Wed			State any seasonal variations for boxing or wrong entertainment (please read guidance note 5)	estling	
			chtertamment (please read guidance note 3)		
Thur					
Fri			Non standard timings. Where you intend to us boxing or wrestling entertainment at different		
			listed in the column on the left, please list (plea		
Sat			note 6)		
Sun					

Standa	Live music Standard days and timings (please read guidance note 7)		Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read gui	dance note 4)	
Tue					
Wed			State any seasonal variations for the performa (please read guidance note 5)	nce of live mu	<u>sic</u>
Thur					
Fri			Non standard timings. Where you intend to us the performance of live music at different time the column on the left, please list (please read g	s to those liste	ed in
Sat					
Sun					

Standa	Recorded music Standard days and timings (please read		Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
guidance note 7)			(4	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read gui	dance note 4)	
Tue					
Wed			State any seasonal variations for the playing of (please read guidance note 5)	f recorded mu	<u>sic</u>
Thur					
Fri			Non standard timings. Where you intend to us the playing of recorded music at different time the column on the left, please list (please read g	s to those liste	ed in
Sat					
Sun					

dance	mances		Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Standard days and timings (please read guidance note 7)			(preuse roue gurannee note s)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read gui	dance note 4)	
Tue					
Wed			State any seasonal variations for the performa (please read guidance note 5)	nce of dance	
Thur					
Fri			Non standard timings. Where you intend to us the performance of dance at different times to column on the left, please list (please read guida	those listed in	
Sat					
Sun					

description falling (g) Standartimings	ing of a sotion to to within (control days and so (please 1) control 7)	hat e), (f) or and read	Please give a description of the type of entertainment providing	nent you will bo	e e
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read	Indoors	
Mon			guidance note 3)	Outdoors	
				Both	
Tue			Please give further details here (please read guid	dance note 4)	
Wed					
Thur			State any seasonal variations for entertainment description to that falling within (e), (f) or (g) (guidance note 5)		
Fri					
Sat			Nonstandard timings. Where you intend to use the entertainment of a similar description to the (e), (f) or (g) at different times to those listed in the left, please list (please read guidance note 6)	at falling with	<u>iin</u>
Sun					

Late-night refreshment Standard days and			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	\boxtimes
timings (please read guidance note 7)			preuse tiek (preuse read guidance note 3)	Outdoors	
Day	Start	Finish		Both	
Mon	23:00	00:00	Please give further details here (please read gui	dance note 4)	
Tue	23:00	00:00			
Wed	23:00	00:00	State any seasonal variations for the provision refreshment (please read guidance note 5)	of late-night	
Thur	23:00	00:00			
Fri	23:00	00:00	Non-standard timings. Where you intend to us the provision of late night refreshment at diffe those listed in the column on the left, please lis	rent times, to	s for
Sat	23:00	00:00	guidance note 6)		
Sun	23:00	00:00			

Supply of alcohol Standard days and timings (please read			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	
guidance note 7)				Off the premises	
Day	Start	Finish		Both	
Mon	06:00	00:00	State any seasonal variations for the supply of read guidance note 5)	alcohol (please	e
Tue	06:00	00:00			
Wed	06:00	00:00			
Thur	06:00	00:00	Nonstandard timings. Where you intend to use the supply of alcohol at different times to those column on the left, please list (please read guida	listed in the	<u>for</u>
Fri	06:00	00:00	<u> </u>	,	
Sat	06:00	00:00			
Sun	06:00	00:00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name Mr. Steven Nicholas Andrzejuk			
Date of birtl			
Address			
_			
Postcode			
Personal licence number (if known)			
NHPER/1869	9		
Issuing licensing authority (if known) North Herts District Council			

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	06:00	00:00	
Tue	06:00	00:00	
Wed	06:00	00:00	Nonstandard timings. Where you intend the premises to be open
Thur	06:00	00:00	to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
Fri	06:00	00:00	
Sat	06:00	00:00	
Sun	06:00	00:00	

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

Tesco is a large national operator with a range of head office and local support. The company has devised policies, procedures, systems and training to ensure that they sell alcohol in a responsible manner.

There is a detailed programme which ensures that comprehensive training is provided to employees having regard to their role and the responsibilities and such training is regularly reviewed, and records kept.

b) The prevention of crime and disorder

We will have a digital CCTV system that covers the premises, including the main area which will be used for display of alcohol. Images will be retained for 31 days.

A member of the management team will be on the premises all the times the store is open. This colleague will have responsibility for the premises and will be the initial point of contact for any issues that may arise.

c) Public safety

The premises licence holder is fully aware of its responsibilities under a range of health and safety related legislation and has policies and procedures in place to be confident of complying with the relevant obligations which arise.

d) The prevention of public nuisance

The company has a "good neighbour" ethos which seeks to ensure that the premises plays an active part in the local community.

e) The protection of children from harm

The premises will operate a Think 25 policy. The checkouts will be programmed to prompt the customer assistant when an alcohol product is scanned at the checkout to follow the Think 25 policy.

All colleagues will receive training in relation to the underlying law and Tesco policy, systems, and procedures. This training will be documented, and refresher training will be provided on a regular basis.

Checklist:

Please tick to indicate agreement

•	I have made or enclosed payment of the fee.	\boxtimes
•	I have enclosed the plan of the premises.	\boxtimes
•	I have sent copies of this application and the plan to responsible authorities and others where applicable.	
•	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	
•	I understand that I must now advertise my application.	\boxtimes
•	I understand that if I do not comply with the above requirements my application will be rejected.	\boxtimes
•	[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United	
	Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	Ш

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Declaration	• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).
	The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or

	her proof of entitlement to work, or have conducted an online rig work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)	
Signature		
Date	25/02/2022	
Capacity	Hardish Purewal – Licensing Manager	

For joint applications, signature of 2^{nd} applicant or 2^{nd} applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)

Tesco Licensing Team, 5 Falcon Way (Maldon), Shire Park

Post town	Welwyn Garden (Postcode	AL7 1TW	
Telephone n	umber (if any)	01707 940740		
TC 1.1	C .	1 11 1 11	'1 11	/ · · · 1)

If you would prefer us to correspond with you by e-mail, your e-mail address (optional) **Licensing.Team@tesco.com**

Notes for Guidance

- Describe the premises, for example the type of premises, its general situation and layout
 and any other information which could be relevant to the licensing objectives. Where
 your application includes off-supplies of alcohol and you intend to provide a place for
 consumption of these off-supplies, you must include a description of where the place will
 be and its proximity to the premises.
- 2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.

- o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority:
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
- 3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
- 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
- 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
- 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
- 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
- 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
- 10. Please list here steps you will take to promote all four licensing objectives together.
- 11. The application form must be signed.
- 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
- 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
- 14. This is the address which we shall use to correspond with you about this application.

15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport
 as the child of the holder, is a British citizen or a citizen of the UK and Colonies
 having the right of abode in the UK [please see note below about which sections of the
 passport to copy].
- An expired or current passport or national identity card showing the holder, or a
 person named in the passport as the child of the holder, is a national of a European
 Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, when produced in combination
 with an official document giving the person's permanent National Insurance number
 and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document giving the

person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A current Immigration Status Document containing a photograph issued by the
 Home Office to the holder with an endorsement indicating that the named person may
 stay in the UK, and is allowed to work and is not subject to a condition preventing the
 holder from doing work relating to the carrying on of a licensable activity when
 produced in combination with an official document giving the person's permanent
 National Insurance number and their name issued by a Government agency or a
 previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their
 permission to be in the UK with the Home Office such as the Home Office
 acknowledgement letter or proof of postage evidence, or reasonable evidence that the
 person has an appeal or administrative review pending on an immigration decision,
 such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic
 Area state or Switzerland but who is a family member of such a national or who has
 derivative rights of residence in exercising treaty rights in the UK including:
 - o evidence of the applicant's own identity such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:

- (i) working e.g. employment contract, wage slips, letter from the employer,
- (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
- (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
- (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at https://www.gov.uk/prove-right-to-work) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.



