

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. **Daimee Limited** I/We (Insert name(s) of applicant) apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003 Part 1 – Premises details Postal address of premises or, if none, ordnance survey map reference or description 4a-4b Endless Street Salisbury SP1 1DL Postcode Post town Telephone number at premises (if any) Non-domestic rateable value of premises Part 2 - Applicant details Please state whether you are applying for a premises licence as Please tick as appropriate an individual or individuals * a) please complete section (A) b) a person other than an individual * X as a limited company/limited liability please complete section (B) i partnership ii as a partnership (other than limited liability) please complete section (B) as an unincorporated association or please complete section (B) 111 other (for example a statutory corporation) please complete section (B)

c)

a recognised club

please complete section (B)

d)	a charity					Ш	please comple	ete section (B)	
e)	the proprietor of an educational establishment						please comple	ete section (B)	
f)	a health servic	e body					please comple	ete section (B)	
g)		2000 (tered under Part c14) in respect o				please comple	ete section (B)	
ga)	of the Health a	nd Soc	tered under Chap ial Care Act 200 in an independe	08 (within the	e		please comple	ete section (B)	
h)	the chief office and Wales	er of po	olice of a police t	force in Engl	and		please comple	ete section (B)	
* If yo	ou are applying a	as a per	rson described in	a (a) or (b) pl	ease co	onfirm	(by ticking yes	s to one box be	low):
licensa	able activities; o	r	g to carry on a b	usiness whic	h invo	lves th	e use of the pro	emises for	
I am n	naking the appli		pursuant to a						
	statutory func		d by virtue of He	er Maiesty's i	nrerog	ative			
	w rome vion wis		<i>a o y</i> 111000 01111	111 4 9 00 0	p14108				
(A) IN	DIVIDUAL A	PPLIC	CANTS (fill in as	s applicable)					
Mr	Mrs		Miss	Ms			r Title (for nple, Rev)		
Mr Surna			Miss		rst nar	exan	,		
Surna			_			exan nes	,	yes	
Surna	me of birth		_	Fir		exan nes	nple, Rev)	yes	
Surna Date of Nation Currer	of birth nality nt residential addrent from prem		_	Fir		exan nes	nple, Rev)	yes	
Surna Date of Nation Currer if diffe	of birth nality nt residential aderent from premis		_	Fir		exan nes	nple, Rev)	yes	
Date of Nation Currer if diffe address	of birth nality nt residential aderent from premis	ises	I am 18	Fir		exan nes	Please tick y	yes	
Date of Nation Currer if diffe address Post to Daytin	of birth nality Intresidential addrent from premiss Down me contact tele I address	ises	I am 18	Fir		exan nes	Please tick y	yes	

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr 🗌	Mrs	Miss		<u> </u>	Ms 🗌	Other Title (for example, Rev)	
Surname					First nar	mes	
Date of birth	l	- -	I am 18	years of	ld or over	Plea	se tick yes
Nationality							
						e Office online right at service: (please see	
Current reside if different fro address				_			
Post town						Postcode	
Daytime cont	tact telephone	number					
E-mail addre	ess						
Please provid		egistered case of a	partne	ership oi	r other joii	nt venture (other th	riate please give any an a body
Name	Daimee Limited	d		<u></u>			
Address	PO BOX 2427 Salisbury SP2 2QZ						
Registered nu	umber (where ap	plicable)		913794			

Desc	cription of applicant (for example, partnership, company, unincorporated a	ssociation etc.)
L	imited Company	
Tele	phone number (if any)	
E-ma	ail address (optional)	
Part	3 Operating Schedule	
Whe	en do you want the premises licence to start?	DD MM YYYY 2 0 0 9 2 0 2 1
	ou wish the licence to be valid only for a limited period, when do you it to end?	DD MM YYYY
Plea	se give a general description of the premises (please read guidance note 1)	
	Restaurant	
	000 or more people are expected to attend the premises at any one time, se state the number expected to attend.	
Wha	t licensable activities do you intend to carry on from the premises?	
(plea	ase see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003))
Prov	ision 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)	Х						
g)	performances of dance (if ticking yes, fill in box G)							
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)							
<u>Prov</u>	Provision of late night refreshment (if ticking yes, fill in box I)							
<u>Sup</u>	oly of alcohol (if ticking yes, fill in box J)	X						

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
7)	Tour guran		guranice note o)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance	note 4)	
Tue					
Wed			State any seasonal variations for performing plays (note 5)	please read guid	ance
Thur					
Fri			Non standard timings. Where you intend to use the performance of plays at different times to those liste the left, please list (please read guidance note 6)		
Sat					
Sun					

В

Films Standard days and timings (please read guidance note			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
7)	read garda	arce more		Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance	note 4)	
Tue					
Wed			State any seasonal variations for the exhibition of fil guidance note 5)	ms (please read	
Thur					
Fri			Non standard timings. Where you intend to use the exhibition of films at different times to those listed in left, please list (please read guidance note 6)		
Sat					
Sun					

C

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 indoc sporting events at different times to those listed in the column on the left, please list (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings		_	Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
	read guid		d E	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance	note 4)	
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainmen (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the or wrestling entertainment at different times to thos column on the left, please list (please read guidance n	e listed in the	oxing
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
7)	read Surae		Town garanto need by	Outdoors	
Day	Start	Finish		Both	
Mon		-	Please give further details here (please read guidance	note 4)	
Tue					
Wed		-	State any seasonal variations for the performance of read guidance note 5)	<u>Flive music</u> (plea	ise
Thur					
Fri			Non standard timings. Where you intend to use the performance of live music at different times to those on the left, please list (please read guidance note 6)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note		d timings	Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	x
7)	roud gard	unce note	roud guidance note 3)	Outdoors	
Day	Start	Finish		Both	
Mon	12:00	00:00	Please give further details here (please read guidance	note 4)	
			Music playing through speakers for restaurant diners.		
Tue	12:00	00:00			
Wed	12:00	00:00	State any seasonal variations for the playing of recorded read guidance note 5)	rded music (ple	ase
Thur	12:00	00:00	- -		
Fri	12:00	00:00	Non standard timings. Where you intend to use the playing of recorded music at different times to those on the left, please list (please read guidance note 6)		
Sat	12:00	00:00	- -		
Sun	12:00	00:00	-		

G

Performances of dance Standard days and timings (please read guidance note		l timings	Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
7)	read garda	ince note	gardance note 3)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance	note 4)	
Tue					
Wed			State any seasonal variations for the performance of guidance note 5)	dance (please r	ead
Thur					
Fri			Non standard timings. Where you intend to use the performance of dance at different times to those listed the left, please list (please read guidance note 6)		
Sat					
Sun					

Н

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment yo	ou will be provid	ing
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance	Indoors	
Mon			note 3)	Outdoors	
				Both	
Tue			Please give further details here (please read guidance	note 4)	
)=====================================				
Wed					
Thur			State any seasonal variations for entertainment of a		ion_
			to that falling within (e), (f) or (g) (please read guidar	ice note 5)	
Fri					
Sat			Non standard timings. Where you intend to use the entertainment of a similar description to that falling		
			at different times to those listed in the column on the		- \\$/
			(please read guidance note 6)		
Sun					
	l				

I

Standar	ght refres d days and read guida	ltimings	Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
7)	read gurda	aree more	(preuse roud gurdanice note 3)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance	note 4)	
Tue					
Wed			State any seasonal variations for the provision of late (please read guidance note 5)	e night refreshr	<u>nent</u>
Thur					
Fri			Non standard timings. Where you intend to use the provision of late night refreshment at different times the column on the left, please list (please read guidance)	s, to those listed	
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note		ltimings	Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	
7)	read guida	ince note		Off the premises	
Day	Start	Finish		Both	х
Mon	12:00	00:00	State any seasonal variations for the supply of alcoh guidance note 5)	ol (please read	
Tue	12:00	00:00			
Wed	12:00	00:00			
Thur	12:00	00:00	Non standard timings. Where you intend to use the supply of alcohol at different times to those listed in left, please list (please read guidance note 6)		
Fri	12:00	00:00			
Sat	12:00	00:00			
Sun	12:00	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	David Hancock
Date of bi	rth
Address	C/0 PO BOX 2427 Salisbury
Postcode	SP2 2QZ
Personal l	icence number (if known) LN/0042195
Issuing lic	ensing authority (if known) Wiltshire

K

	adult entertainment or services, activities, other entertainment or matters f the premises that may give rise to concern in respect of children (please read
None	

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)		d timings	State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	12:00	00:00	
Tue	12:00	00:00	
Wed	12:00	00:00	Non standard timings. Where you intend the premises to be open to the
Thur	12:00	00:00	public at different times from those listed in the column on the left, please list (please read guidance note 6)
Fri	12:00	00:00	
Sat	12:00	00:00	
Sun	12:00	00:00	

M

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)

Daimee Limited has a proven track record in running safe and professional licensed venues and events. Professional risk assessments and health and safety documents are available and constantly reviewed. The management team are regularly trained on licensing law and the venue will be an active Pubwatch member. Daimee Limited will endeavor to work closely with all relevant authorities to run a safe venue.

b) The prevention of crime and disorder

The premises will be an active Pubwatch member and will work closely with all authorities.

CCTV will be installed and have 30 day recording.

Management will be regularly trained on licensing law and key managers will have their personal licence.

There will be no irresponsible drinks promotions.

No open containers will be allowed to leave the premises.

Proof of age scheme in place - Customers who look under 25 will be ID'd. Only passport or driving licence accepted.

c) Public safety

Processional risk assessments including fire risk assessments will be completed and available to view.

Regular maintenance of fire alarm and building will be completed by management.

Adequate first aid will be available. The company has and will continue to provide this training.

Emergency lighting installed processionally and maintained by management via regular testing.

d) The prevention of public nuisance

Doors and windows will remain closed. The front door area has a 'porch' entrance to capture noise. Air Con is installed in the premises so windows do not have to be open.

Signage will be provided requesting customers leave quietly.

Staff will be trained to avoid making unnecessary noise.

Waste collections will be between daytime sociable hours.

e) The protection of children from harm

The premises will operate a challenge 25 scheme. All staff will be regularly trained on this scheme and staff won't be allowed to work until this induction has been signed off.

Children aged 18 or under will not be allowed on the premises after 9pm unless accompanied by a responsible

Only passports or driving licences will be accepted as ID.

Checklist:

Please tick to indicate agreement

•	I have made or enclosed payment of the fee. Please call me on 07877281389 for payment	Ш
•	I have enclosed the plan of the premises.	X
•	I have sent copies of this application and the plan to responsible authorities and others where applicable.	X
•	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	х
•	I understand that I must now advertise my application.	X
•	I understand that if I do not comply with the above requirements my application will be rejected.	X
•	[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).	X

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 right to work check using the Home Office

	online right to work check (please see note 15)	king service which confirmed their right to work
Signature		
Date	14/08/2021	
Capacity	Director	
		2 nd applicant's solicitor or other authorised behalf of the applicant, please state in what
Signature		
Date		
Capacity		
Contact name (v	where not previously given) and postal ase read guidance note 14)	address for correspondence associated with this
Contact name (v		address for correspondence associated with this Postcode

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 offsupplies, 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:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o 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:
 - 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
 - o 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 seminudity, 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,
 - o 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.

