

ANNEX B

**Copy of Application and
associated Plan**

Cyngor Sir Powys County Council

FORM 9

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 or typed in black ink. Use additional sheets if necessary.

Once completed please send your application to: -

CYNGOR SIR POWYS COUNTY COUNCIL The Licensing Officer

Council Offices	Council Offices	Council Offices
Neuadd Brycheiniog	Y Gwalia	Ty Maldwyn
Cambrian Way	Ithon Road	Brook Street
Brecon	Llandrindod Wells	Welshpool
Powys	Powys	Powys
LD3 7HR	LD1 6AA	SY21 7PH
Contact: 0845 602 7037 and ask to speak to an Officer		

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

We- Rhys jones-John dix-Nick davies-Kris davies
(Insert name of applicant / applicants)

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 if any or if none ordnance survey map reference or description.			
Green Lizard Brew Co Barn Business park coedway shropshire			
Post town	Powys	Post code	SY59AR

Telephone number of premises (if any)	
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£ Non-domestic rateable value of premises	£nil
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Part 2 - Applicant Details		
Please state whether you are applying for a premises licence as	Please Tick or insert "YES" in the relevant box	Next Step
a). An individual or individuals.	YES	Please complete Section (A)
b). A person other than an individual.		Please complete Section (B)
i. as a limited company		Please complete Section (B)
ii. as a partnership		Please complete Section (B)
iii. as an unincorporated association or		Please complete Section (B)
iv. other (for example a statutory corporation)		Please complete Section (B)
c) A recognised club		Please complete Section (B)
d) A charity		Please complete Section (B)
e) The proprietor of an educational establishment		Please complete Section (B)
f) A Health Service Body		Please complete Section (B)
g) 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		Please complete Section (B)
h) The chief officer of police of a police force in England and Wales		Please complete Section (B)

*If you are applying as a person described in (a) or (b) please confirm:	
(Please state whether you are applying for a premises licence as)	Please tick <input type="checkbox"/>
I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or	Yes
I am making this application pursuant to a	
Statutory function	No
A function discharged by virtue of Her Majesty's prerogative	Yes

A. DETAILS of INDIVIDUAL NOTICE GIVERS <i>(fill in as applicable)</i>				
Name				
Delete as appropriate: Mr. Mrs. Miss. Ms. Other title (for example, Rev)				
Surname				
Forenames				
Are you over 18	Yes	No	Date of Birth DD/MM/YYYY	
Place of Birth				
Nationality				
CURRENT POSTAL ADDRESS if different from premises address				
Post Town		Post Code		
Contact Phone number in working hours				
E-mail Address if any <i>(optional)</i>				
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit "share code" provided to the applicant by the service (please see note 2 for information).				
Share Code				

DETAILS of SECOND INDIVIDUAL NOTICE GIVER <i>(If Applicable)</i>				
Name				
Delete as appropriate: Mr. Mrs. Miss. Ms. Other title (for example, Rev)				
Surname		Jones		
Forenames		Rhys		
Are you over 18	Yes		Date of Birth DD/MM/YYYY	
Place of Birth				
Nationality		British		
CURRENT POSTAL ADDRESS if different from premises address				
Post Town	Wrexham	Post Code		
Contact Phone number in working hours				
E-mail Address if any <i>(optional)</i>				
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit "share code" provided to the applicant by the service (please see note 2 for information).				
Share Code				

B. OTHER APPLICANTS <i>(fill in as applicable)</i>
Please provide name and registered address of applicant in full. Where appropriate

please give any registered number. In case of partnership or joint venture (other than a body corporate), please give the name and address of each party concerned.

Name

Address

Post
Town

Post
Code

Registered number (where applicable)

Description of applicant (for example, partnership, company, unincorporated association etc.)

Telephone number (if any)

E-mail address (optional)

Part 3 Operating Schedule

Day

Month Year

When do you want the premises licence to start?

0 6 0 5 2 0 2 2

If you wish the licence to be valid only for a limited period, when do you want it to end?

If 5,000 or more people are expected to attend the premises at any one time please state the number expected to attend.

Please give a general description of premises (Please read guidance note 1)

Nano brewery with tap room on site. Also selling online

What licensable activities do you intend to carry on from the premises? (Please see sections 1 and 14 of the Licensing Act 2003)

and Schedule 1 and 2 to the Licensing Act 2003		
Provision of regulated entertainment (please read guidance note 2)	Please tick <input type="checkbox"/>	
a) plays (if ticking yes, fill in box A)		NO
b) films (if ticking yes, fill in box B)		NO
c) indoor sporting events (if ticking yes, fill in box C)		NO
d) boxing or wrestling entertainment (if ticking yes, fill in box D)		NO
e) live music (if ticking yes, fill in box E)		NO
f) recorded music (if ticking yes, fill in box F)		NO
g) performances of dance (if ticking yes, fill in box G)		NO
h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)		NO
	Please tick <input type="checkbox"/>	
Provision of late night refreshment (if ticking yes, fill in box I)		NO
Sale / Supply of alcohol (if ticking yes, fill in box J)	YES	

IN ALL CASES PLEASE COMPLETE BOXES K, L, AND M BELOW

[BOX A] PLAYS Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both - Please Tick or insert "YES" in the relevant box. (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoor s	
Mo n			Please give further details here (please read guidance note 4)		
Tue					
We d			State any seasonal variations for performing plays (please read guidance note 5)		
Thu r					
Fri			Non-standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list. (please read guidance note 6)		
Sat					
Sun					

[BOX B] FILMS Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – Please Tick or insert “YES” in the relevant box. (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<u>Please give further details here (please read guidance note 4)</u>		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films (please read guidance note 5)</u>		
Thu					
Fri			<u>Non-standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list. (please read guidance note 6)</u>		
Sat					
Sun					

[BOX C] INDOOR SPORTING EVENTS Standard days and timings (please read guidance note 7)			<u>Please give further details here (please read guidance note 4)</u>		
Day	Start	Finish			
Mon					
Tue			<u>State any seasonal variations for indoor sporting events (please read guidance note 5)</u>		
Wed					
Thu			<u>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)</u>		
Fri					
Sat					
Sun					

[BOX D] BOXING OR WRESTLING ENTERTAINMENT Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – Please Tick or insert "YES" in the relevant box (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<u>Please give further details here (please read guidance note 4)</u>		
Tue					
Wed					
Thu			<u>State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)</u>		
Fri			<u>Non-standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list. (please read guidance note 6)</u>		
Sat					
Sun					

[BOX E] 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 or insert "YES" in the relevant box (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<u>Please give further details here (please read guidance note 4)</u>		
Tue					
Wed					
Thu			<u>State any seasonal variations for the performance of live music (please read guidance note 5)</u>		
Fri			<u>Non-standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list. (please read guidance note 6)</u>		
Sat					
Sun					

[BOX F] RECORDED MUSIC Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both - Please Tick or insert "YES" in the relevant box (please read guidance note 3)	Indoors	
				Outdoor s	
				Both	
Day	Start	Finish			
Mo n			<u>Please give further details here (please read guidance note 4)</u>		
Tue					
We d			<u>State any seasonal variations for playing recorded music (please read guidance note 5)</u>		
Thu r					
Fri			<u>Non-standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 6)</u>		
Sat					
Su n					

[BOX G] PERFORMANCE OF DANCE Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both - Please Tick or insert "YES" in the relevant box (please read guidance note 3)	Indoors	
				Outdoor s	
				Both	
Day	Start	Finish			
Mo n			<u>Please give further details here (please read guidance note 4)</u>		
Tue					
We d			<u>State any seasonal variations for the performance of dance (please read guidance note 5)</u>		
Thu r					
Fri			<u>Non-standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list. (please read guidance note 6)</u>		
Sat					
Su n					

[BOX H] ANYTHING OF A SIMILAR DESCRIPTION TO THAT FALLING WITHIN (E), (F) or (G). Standard days and timings (please read guidance note 7)			<u>Please give a description of the type of entertainment you will be providing</u>		
Day	Start	Finish	Will the entertainment be taking place indoors or outdoors or both – Please Tick or insert “YES” in the relevant box (please read guidance note 3)	Indoors	
Mon				Outdoors	
				Both	
Tue			<u>Please give further details here (please read guidance note 4)</u>		
Wed					
Thu			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)</u>		
Fri					
Sat			<u>Non-standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list. (please read guidance note 6)</u>		
Sun					

[BOX I] LATE NIGHT REFRESHMENT Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both –Please Tick or insert “YES” in the relevant box (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<u>Please give further details here (please read guidance note 4)</u>		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment (please read guidance note 5)</u>		
Thu					
Fri			<u>Non-standard timings. Where you intend to use the premises for</u>		

			<u>the provision of late night refreshment at different times to those listed in the column on the left, please list. (please read guidance note 6)</u>
Sat			
Sun			

[BOX J] SUPPLY OF ALCOHOL Standard days and timings (please read guidance note 7)			Will the sale of alcohol be for consumption on or off the premises or both – Please Tick or insert “YES” in the relevant box (please read guidance note 8)	On	
				Off	
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol (please read guidance note 5)</u> <u>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 6)</u> In addition – 24 hours for ONLINE sales (00.00 – 23/59 Mon-Sun)	Both	Yes
Mon	1200	23.00			
Tue	1200	23.00			
Wed	1200	23.00			
Thu	1200	23.00			
Fri	1200	23.00			
Sat	1200	23.00			
Sun	1200	23.00			

State the Name and Details of the Individual whom you wish to specify on your licence as the – (DPS) Designated Premises Supervisor. (Please see declaration about the entitlement to work in the checklist at the end of the form):
(A DPS is required to be a Personal Licence Holder)

Delete as appropriate: Mr. Mrs. Miss. Ms. Other title (for example, Rev)

Surname Jones

Forenames Rhys

Are you over 18 Yes

Date of Birth DD/MM/YYYY

Place of Birth

CURRENT ADDRESS of Designated Premises Supervisor if different from premises address

Post Town Wrexham

Post Code LI115sr

Personal Licence Number of DPS (if any)	Wxm/pers/1845
Issuing Licensing Authority, if applicable	

[BOX K] Please highlight any adult entertainment or services, activities, other entertainm or matters ancillary to the use of the premises that may give rise to concern in respect of children (Please Read Guidance Note 9)

No entertainment at present will need to update if business requires it later on

**[BOX L] HOURS
PREMISES ARE OPEN
TO THE PUBLIC
Standard days and
timings (please read
guidance
note 7)**

D ay	Start	Finish
M on		
Tu e		
W ed		
Th u		
Fr i		
Sa t		
S un		

State any seasonal variation (please read guidance note 5)

Non-standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list. (please read guidance note 6)

[BOX M] Please describe the steps you intend to take to promote the four licensing objectives:

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

Risk assessments will be done for the premise and made available for inspection upon request
Good Health and Health and safety practices will be adhered to

b) The prevention of crime and disorder

Membership of pub watch scheme
Staff will be trained on underage sales and acceptable ID

c) Public safety
Provision of cctv Plastic glasses will be used for all on sales
d) The prevention of public nuisance
Installation of sound proofing including Sound limitations device External lighting to ensure safe egress Regular Collection of litter in the vicinity
e) The protection of children from harm
Id visitors that look under 25 (challenge 25) No children onsite unless accompanied by an adult

CHECKLIST:		Please Tick or insert "YES" in the boxes below to
indicate agreement		
• I have made or enclosed payment of the fee		Yes
• I have enclosed a plan of the premises		Yes
• I have sent copies of this application to responsible authorities and others where applicable		Yes
• I have enclosed the consent form completed by the individual I wish to be the Designated Premises Supervisor, if applicable		Yes
• I understand that I must now advertise my application		Yes
• I understand that if I do not comply with the above requirements my application will be rejected		Yes
• [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).		

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	<ul style="list-style-type: none"> • [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, if appropriate (please see note 15)
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Signature 

Date 14/05/2022

Capacity

For joint applications signature of 2nd applicant or 2nd 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

1. 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:
 - 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.
 - 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.
 - 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.
 - 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.
 - 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:
 - 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;
 - 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 following documents (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: -
 - 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 above.

SITE PLAN OF PREMISE (UNIT 12)



