



## Interim Authority Notice under the Licensing Act 2003

Please read the accompanying notes (at the end of this form) as you complete it.

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 .....  
*(insert name of applicant)*

**give this interim authority notice under section 47 of the Licensing Act 2003 for the premises described in Part 1 below**

Premises licence number:	32UHB...
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Part 1 - premises details			
Postal address of premises or, if none, ordnance survey map reference or 'what3words' reference or description			
Post town		Postcode	
Phone number at premises <i>(if any)</i>			
Email address of premises <i>(if any)</i>			

## Part 2 – notice giver details

In what capacity are you giving the interim authority notice? (see section 47 of the Licensing act 2003)

a)	I am an individual with a legal interest in the premises as freeholder or leaseholder	please complete section <b>(A)</b>
b)	I am a person other than an individual with a legal interest in the premises as freeholder or leaseholder	
	i as a limited company/limited liability partnership	please complete section <b>(B)</b>
	ii as a partnership (other than limited liability)	please complete section <b>(B)</b>
	iii as an unincorporated association	please complete section <b>(B)</b>
	iv other (for example a statutory corporation)	please complete section <b>(B)</b>
c)	I am a personal representative for the former premises licence holder who has died	please complete section <b>(B)</b>
d)	I have power of attorney which is registered for the former premises licence holder who has become mentally incapable	please complete section <b>(B)</b>
e)	I am the insolvency practitioner for the former premises licence holder who is insolvent	please complete section <b>(B)</b>
f)	I am applying as the former premises licence holder is no longer entitled to work in the UK	please complete section <b>(B)</b>

### Date of lapsing of licence

On what date (as applicable)

DD MM YYYY

- did the former premises licence holder die?
- was the power of attorney registered under section 6 of the Enduring Powers of Attorney Act 1985?
- did the former holder become insolvent?
- did the former holder's immigration status expire?

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**(A) DETAILS OF INDIVIDUAL NOTICE GIVERS** *(fill in as applicable)*

Mr    Mrs    Miss    Ms    Other <i>(please state)</i>			
Surname:			
Forenames:			
Your date of birth	Day:	Month:	Year:
Nationality:			
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 that service <i>(see note 6 for information)</i>			
Current <b>residential</b> address <i>(if different from premises address)</i>			
Post town:		Postcode:	
Phone number:			
Email address:			

**DETAILS OF SECOND INDIVIDUAL NOTICE GIVER** *(if applicable)*

Mr    Mrs    Miss    Ms    Other <i>(please state)</i>			
Surname:			
Forenames:			
Your date of birth	Day:	Month:	Year:
Nationality:			
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 that service <i>(see note 6 for information)</i>			
Current <b>residential</b> address <i>(if different from premises address)</i>			
Post town:		Postcode:	
Phone number:			
Email address:			

**(B) NON-INDIVIDUAL NOTICE GIVER**

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

Company or organisation name
Company or organisation registered address*
Registered number <i>(where applicable)</i>
Description of applicant <i>(e.g. partnership, company, unincorporated association etc.)</i>
Company or organisation phone number <i>(if any)</i>
Company or organisation email address <i>(if any)</i>

\* the registered address will be used to send annual fee reminder letters – if this is not an operational address please give alternative details below for us to set up as the correspondence address.

Correspondence address for the company or organisation

### Part 3

Has an interim authority notice previously been given relating to this premises and the former premises licence holder?

Yes                      No

If not, when do you want the variation to take effect from?

DD	MM	YYYY

Has there been an application to transfer the premises licence under section 50 of the Licensing Act 2003?

Yes                      No\*

#### Checklist

Please tick yes

- I have made or enclose payment of the £23 fee (*see page 7*)
- I am sending a copy of this form to Lincolnshire Police today - **only applicable if submitting a paper form** (*see page 7*)
- I am sending a copy of this form to Home Office Immigration Enforcement today - **only applicable if submitting a paper form** (*see page 7*)
- I have notified the designated premises supervisor (if different from the premises licence holder), if any
- I confirm that I am entitled to work in the United Kingdom (*see note 5*)
- I understand that if I do not comply with the above requirements my application will be rejected

**This notice will lapse at the end of the 28 period after the lapsing of the premises licence unless a copy of the notice has been given to the Chief Officer of Police for the police area or each police area in which the premises is situated; and a copy has been sent to Home Office Immigration Enforcement.**

**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 (see note 1)**

Signature of notice giver or notice giver’s solicitor or other duly authorised agent (see note 2). If signing on behalf of the notice giver please state in what capacity.

Signature		If unable to provide a digital signature please type name to the right:	
Date			
Capacity			

For joint applicants - signature of second notice giver, second notice giver’s solicitor or other authorised agent (see note 3). If signing on behalf of the notice giver please state in what capacity.

Signature		If unable to provide a digital signature please type name to the right:	
Date			
Capacity			

Contact name and address for <b>correspondence</b> associated with this application (see note 4)			
Post town		Postcode	
Phone number:			
Mobile number:			
Email address:			

Information on the Licensing Act 2003 is available on [www.legislation.gov.uk](http://www.legislation.gov.uk) or from West Lindsey District Council via [licensing@west-lindsey.gov.uk](mailto:licensing@west-lindsey.gov.uk) or 01427 676676

**Please return this form with the fee of £23\* to:**

[licensing@west-lindsey.gov.uk](mailto:licensing@west-lindsey.gov.uk)

\* Payment can be made by credit/debit card over the phone with customer services (01427 676676, option 6) or in person at the address above. If paying by cheque please make it payable to 'WLDC'. To pay by bank transfer please use the details below:

**Account name:** West Lindsey District Council

**Sort code:** 30-00-02

**Account number:** 04066818

**Ref:** (your premises licence number which starts 32UHB...)

**Amount:** £23

*For office use: payment code 6007-40099-41162*

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**If submitting your application by post, copies of this form must be sent to:**

Licensing West Lindsey District Council Guildhall Marshall's Yard Gainsborough Lincolnshire DN21 2NA	Licensing (Alcohol) Lincolnshire Police Myles Cross Centre Macauley Drive Lincoln Lincolnshire LN2 4EN	Alcohol Licensing Team Home Office Lunar House 40 Wellesley Road Croydon CR9 2BY
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**Privacy Notice:** We will use the information you give us to (a) do the tasks we need to do for the job shown in the title of this form (b) carry out any of our official business (c) stop fraud or crime. To find out more about why we need your information, what we do with it and how to contact us if you have any concerns or questions please read our privacy notice. This can be viewed using the following link: [www.west-lindsey.gov.uk/licensing-privacy/](http://www.west-lindsey.gov.uk/licensing-privacy/)

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.west-lindsey.gov.uk/fairprocessingnotice](http://www.west-lindsey.gov.uk/fairprocessingnotice) or contact the finance department on, 01427 676560 or email [FinanceTeam@west-lindsey.gov.uk](mailto:FinanceTeam@west-lindsey.gov.uk)

## Notes for Guidance

1. The notice must be signed.
2. A notice giver's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
3. Where there is more than one notice giver, both notice givers or their respective agents must sign the application form.
4. This is the address which we shall use to correspond with you about this application.

### 5. Right to work/immigration status

A licence may not be held by an individual or an individual in a partnership which is not a limited liability 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 personal 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 the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing activity. They do this in one of two ways:

- i) by providing with this application copies or scanned copies of the documents which an applicant may provide to demonstrate their entitlement to work in the UK (which do not need to be certified) that are published on GOV.UK, in [guidance issued under section 182 of the Licensing Act 2003](#) and listed below.
- ii) 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).

#### i) Documents which demonstrate entitlement to work in the UK

##### List A

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. 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.
5. 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, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer. *Definition includes a full birth certificate issued by a UK diplomatic mission (British Embassy or British High Commission)*
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

#### List B Group 1

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. *This includes a current passport endorsed with a stamp showing an individual has been granted leave to enter and there are no work-related conditions attached. If, under the conditions of the individual's leave, work was restricted or prohibited the endorsement placed in the individual's passport would explicitly set that out as a condition*
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

#### List B Group 2

A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.

1. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.

2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

## **ii) Home Office online right to work checking service**

As an alternative to providing a copy of original documents, 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 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, 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 shared digitally. 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 copies of documents as set out above.

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.