



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

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
(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 'what3words' reference or description			
Post town		Postcode	
Phone number at premises (if any)			
Email address of premises (if any)			

Non-domestic rateable value of premises	£
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Part 2 - applicant details

Please state whether you are applying for a premises licence as

a)	an individual or individuals *	please complete section (A)
b)	a person other than an individual *	
	i as a limited company/limited liability partnership	please complete section (B)
	ii as a partnership (other than limited liability)	please complete section (B)
	iii as an unincorporated association	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 Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales	please complete section (B)
h)	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)
i)	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 (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- or
- I am making the application pursuant to:
 - A statutory function
 - or
 - A function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANT *(complete 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 residential address <i>(if different from premises address)</i>			
Post town:		Postcode:	
Phone number:			
Email address:			

SECOND INDIVIDUAL APPLICANT *(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 residential address <i>(if different from premises address)</i>			
Post town:		Postcode:	
Phone number:			
Email address:			

(B) NON-INDIVIDUAL APPLICANTS

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 - operating schedule

When do you want the premises licence to start?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

General description of premises (see note 1)

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

What licensable activities do you intend to carry on from the premises?
(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (see note 2)

Please tick all that apply

- a) **plays** – if yes, complete box A
- b) **films** – if yes, complete box B
- c) **indoor sporting events** – if yes, complete box C
- d) **boxing or wrestling entertainments** – if yes, complete box D
- e) **live music** – if yes, complete box E
- f) **recorded music** – if yes, complete box F
- g) **performances of dance** – if yes, complete box G
- h) anything of a similar description to that falling within (e), (f) or (g) – if yes, complete box H

Provision of late night refreshment – if yes, complete box I

Sale by retail of alcohol – if yes, complete box J

In all cases complete boxes K, L and M

A

Plays Standard days and timings (see note 7)			<u>Will the performance of a play take place indoors or outdoors or both - please tick</u> (see note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<u>Please give further details here</u> (see note 4)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (see note 5)		
Thur					
Fri			<u>Non-standard timings - where you intend to use the premises for the performance of a play at different times from those listed in the column on the left, please list</u> (see note 6)		
Sat					
Sun					

B

Films Standard days and timings (see note 7)			<u>Will the exhibition of films take place indoors or outdoors or both - please tick</u> (see note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon			<u>Please give further details here</u> (see note 4)	Both	
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (see note 5)		
Thur					
Fri			<u>Non-standard timings - where you intend to use the premises for the exhibition of films at different times from those listed in the column on the left, please list</u> (see note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings <i>(see note 7)</i>			<u>Please give further details here</u> <i>(see note 4)</i>
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> <i>(see note 5)</i>
Tue			
Wed			<u>Non-standard timings - where you intend to use the premises for indoor sporting events at different times from those listed in the column on the left, please list</u> <i>(see note 6)</i>
Thur			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainment Standard days and timings (see note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both - please tick</u> (see note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon			<u>Please give further details here</u> (see note 4)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (see note 5)		
Thur					
Fri			<u>Non-standard timings - where you intend to use the premises for boxing or wrestling entertainment at different times from those listed in the column on the left, please list</u> (see note 6)		
Sat					
Sun					

E

Live music Standard days and timings (see note 7)			<u>Will the performance of live music take place indoors or outdoors or both - please tick</u> (see note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (see note 4)		
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (see note 5)		
Thur					
Fri			<u>Non-standard timings - where you intend to use the premises for the performance of live music at different times from those listed in the column on the left, please list</u> (see note 6)		
Sat					
Sun					

F

Recorded music Standard days and timings (see note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both - please tick</u> (see note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon			<u>Please give further details here</u> (see note 4)	Both	
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (see note 5)		
Thur					
Fri			<u>Non-standard timings - where you intend to use the premises for the playing of recorded music at different times from those listed in the column on the left, please list</u> (see note 6)		
Sat					
Sun					

G

Performance of dance Standard days and timings (see note 7)			<u>Will the performance of dance take place indoors or outdoors or both - please tick</u> (see note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<u>Please give further details here</u> (see note 4)		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (see note 5)		
Thur					
Fri			<u>Non-standard timings - where you intend to use the premises for the performance of dance at different times from those listed in the column on the left, please list</u> (see note 6)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings <i>(see note 7)</i>			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both - please tick</u> <i>(see note 3)</i>	Indoors	
Mon				Outdoors	
				Both	
Tue			<u>Please give further details here</u> <i>(see note 4)</i>		
Wed					
Thur					
Fri			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> <i>(see note 5)</i>		
Sat					
Sun					
			<u>Non-standard timings - where you intend to use the premises for the of a similar description to that falling within (e), (f) or (g) at different times from those listed in the column on the left, please list</u> <i>(see note 6)</i>		

I

Late night refreshment Standard days and timings (see note 7)			<u>Will the provision of late night refreshment take place indoors or outdoors or both - please tick</u> (see note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon				<u>Please give further details here</u> (see note 4)	
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (see note 5)		
Thur					
Fri			<u>Non-standard timings - where you intend to use the premises for the provision of late night refreshment at different times from those listed in the column on the left, please list</u> (see note 6)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (see note 7)			<u>Will the supply of alcohol be for consumption - please tick</u> (see note 8)	On the premises	
				Off the premises	
				Both	
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (see note 5)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			<u>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list</u> (see note 6)		

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:			
Date of birth:		Nationality:	
Home address			
Postcode:			
Personal licence number:		Application in process <input type="checkbox"/>	
Issuing licensing authority:			

K

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 (see note 9).

L

Hours premises is open to the public Standard days and timings (see note 7)			<u>State any seasonal variations</u> (see note 5)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

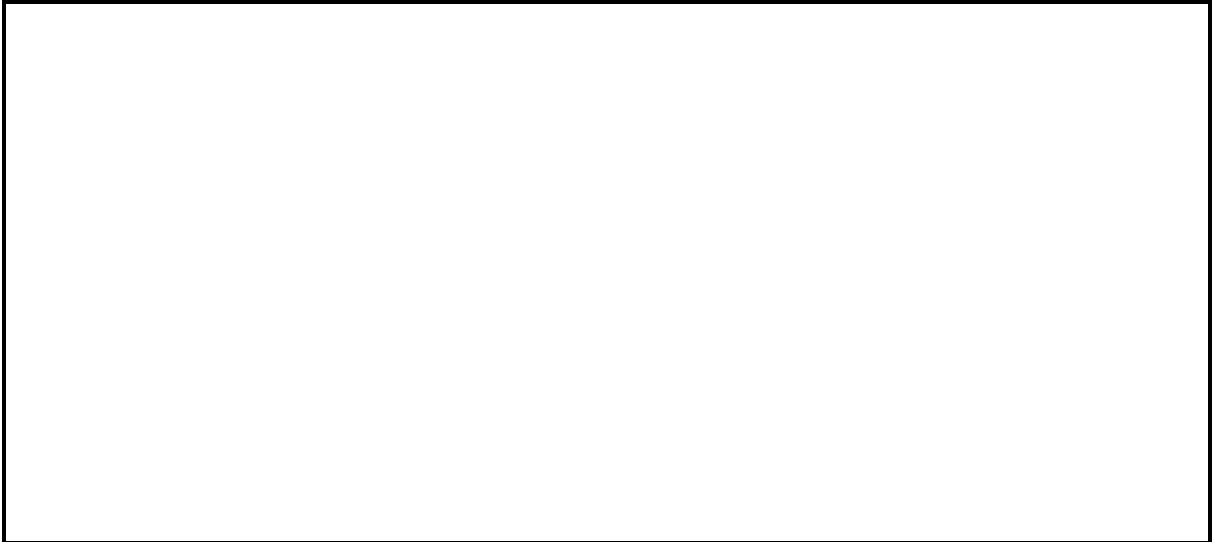
M

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

a) General – all four licensing objectives (b, c, d and e) *(see note 10)*

b) The prevention of crime and disorder

c) Public safety



d) The prevention of public nuisance



e) The protection of children from harm



Checklist:

Please tick to confirm

- I have made or enclose payment of the fee (*see page 23*)
- I have enclosed the outlined and labelled plan of the premises (*scale 1:100 unless otherwise agreed*)
- I am sending copies of this application and the plan to responsible authorities today - **only applicable if submitting a paper form**
- 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
- I understand that if I do not comply with the above requirements my application will be rejected
- 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 (*see note 15*) [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships]

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 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.

Declarations:

- 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 (*see note 15*). [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership]
- 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 checking service which confirmed their right to work (*see note 15*)

Part 4 - signatures (see note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see note 12). If signing on behalf of the applicant 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 applicant, second applicant's solicitor or other authorised agent (see note 13). If signing on behalf of the applicant please state in what capacity.

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

Please note, if you wish to have up to 2 gaming machines on the premises or there are already machines sited at the premises you will also need to complete an 'application to have gaming machines in a licensed premises' form which you can find at <https://www.west-lindsey.gov.uk/licensing/business-licences/gaming-machine-permit-licensed-premises>

Contact name and address for correspondence associated with this application (see note 5)			
Post town		Postcode	
Phone number:			
Mobile number:			
Email address:			

Consent of individual to being specified as premises supervisor

I/we
[full name of prospective premises supervisor]

of
.....
.....
.....
.....
[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

.....
[type of application]

by
[name of applicant]

relating to a premises licence

.....
[number of existing licence, if any]

for
.....
.....
.....
.....
.....
[name and address of premises]

and any premises licence to be granted or varied in respect of this application made by

.....
[name of applicant]

concerning the supply of alcohol at

.....
.....
.....
.....

.....
[name and address of premises to which application relates]

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below:

personal licence number

.....
[insert personal licence number, if any]

personal licence issuing authority

.....
.....
.....

.....
[insert name and address and telephone number of personal licence issuing authority, if any]

Signed

Name
(please print)

Dated

Information on the Licensing Act 2003 is available on www.legislation.gov.uk or from West Lindsey District Council via licensing@west-lindsey.gov.uk or 01427 676676

Please return this form with the appropriate fee* (see table) to:

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 our Gainsborough office. If paying by cheque please make it payable to 'WLDC'. To pay by bank transfer please use the below details:

Account name: West Lindsey District Council

Sort code: 30-00-02

Account number: 04066818

Ref: LIC + name of premises

Amount: see table

For office use: payment code 6007-40101-41162

Band	A	B	C	D	E
Non-domestic rateable value	£0 - £4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 – £125,000	£125,001 and over
Fee due with application	£100	£190	£315	£450	£635

If submitting your application by post, copies of this form and accompanying plan must be sent to all Responsible Authorities listed in section 8 of our guidance document - see <https://www.west-lindsey.gov.uk/my-business/licensing/business-licences/premises-licence/>

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/

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 or contact the finance department on, 01427 676560 or email FinanceTeam@west-lindsey.gov.uk

Notes

We advise all applicants speak to the licensing team at Lincolnshire Police before submitting their application – to ensure that they are satisfied with the steps you are proposing to take in order to promote the licensing objectives on pages 17 and 18. Contact countylicensing@lincs.police.uk or ring 101.

If you wish to submit a draft application to us, once you have spoken to the police, please mark it as 'draft' on the front or in the e-mail. Once it has been checked you will be contacted to advise if anything is missing and prompted to make payment (if this has not already been done) before the 28 day consultation period starts.

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. 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.