	South Lakeland District Council Public Protection
Application for a premises licence to be gran	21 ALIG 2010
under the Licensing Act 2003	
PLEASE READ THE FOLLOWING INSTRUCTIO	DNS FIRST

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

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

I/We Hawkshead Brewery Ltd

(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 addre Hawkshead Willow Hou		Inance survey map r	eference or des	scription
Moor Lane Receipt No. 24-2115				
Initials EME				
		Da	te	58.18.
Post town	Flookburgh		Postcode	LA11 7LS

Telephone number at premises (if any)	TBC
Non-domestic rateable value of premises	£39,750

Part 2 - Applicant details

Please	state	whether you are applying for a premises licer	nce as	Please tick as appropriate
a)	an individual or individuals *			please complete section (A)
b)	a p	erson other than an individual *		
	i	as a limited company/limited liability partnership	\boxtimes	please complete section (B)
	ii	as a partnership (other than limited liability)		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 re	cognised club		please complete section (B)
d)	a cł	narity		please complete section (B)

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			1		e (
				,	
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)		
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B)		
h)	the chief officer of police of a police force in England and Wales		please complete section (B)		
* If yo box bo	ou are applying as a person described in (a) or (b) p elow):	lease c	confirm (by ticking yes to one		
	arrying on or proposing to carry on a business whic ses for licensable activities; or	ch invo	plves the use of the \square		

I am making the application pursuant to a

statutory function or

a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr 🗌 Mrs 🗌 Miss 🗌	Ms D Other Title (for example, Rev)		
Surname	First names		
Date of birth I a over	Im 18 years old or Please tick yes		
Nationality			
Current residential address if different from premises address			
Post town	Postcode		
Daytime contact telephone number			
E-mail address (optional)			

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr Mrs Miss Miss Ms Other Title (for example, Rev)	
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Surname	First names
Date of birth over	I am 18 years old or Please tick yes
Nationality	
Current residential address if different from premises address	
Post town	Postcode
Daytime contact telephone number	er
E-mail address (optional)	

(B) OTHER 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.

Name
Hawkshead Brewery Ltd
Address
Mill Yard
Staveley
Kendal
Cumbria
LA8 9LS
Registered number (where applicable)
03209508
Description of applicant (for example, partnership, company, unincorporated association etc.)
Private Limited Company
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?	DD	MM	YYYY
	1 9	0 9 2	0 1 8
If you wish the licence to be valid only for a limited period, when do you want it to end?	DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1) Ground floor brewery and warehouse premises.

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

N/A

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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)

Prov	vision of regulated entertainment (please read guidance note 2)	Please tick all that apply
a)	plays (if ticking yes, fill in box A)	
b)	films (if ticking yes, fill in box B)	
c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	
f)	recorded music (if ticking yes, fill in box F)	
g)	performances of dance (if ticking yes, fill in box G)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	

	Provision	of	late nigl	t refreshment	t (if ticking yes, fill in box	I)
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 \boxtimes

<u>Supply of alcohol</u> (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

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

B

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	ard days a s (please		Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
	nce note 7			Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read gui	dance note 4)	
Tue					
Wed			State any seasonal variations for the exhibition read guidance note 5)	of films (pleas	se
Thur					
Fri			Non standard timings. Where you intend to us for the exhibition of films at different times to t column on the left, please list (please read guidar	hose listed in	
Sat				in o unorectano da x te	
Sun					

С

Standa timing	r sportin ard days a s (please ace note 7	nd read	<u>Please give further details</u> (please read guidance note 4) On occasions Indoor Sporting Events may be provided.
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 5)
Wed			
Thur			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 6)
Fri			
Sat			
Sun			

D

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

	nusic ard days a s (please		Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
	nce note 7			Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read gui	dance note 4)	
Tue					
Wed			State any seasonal variations for the performant (please read guidance note 5)	nce of live mu	sic
Thur					
Fri			Non standard timings. Where you intend to us for the performance of live music at different to listed in the column on the left, please list (please	imes to those	
Sat			note 6)		
Sun					

F

Standa	ded mus ard days a s (please	nd	Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
	ice note 7			Outdoors	
Day	Start	Finish	Δ.	Both	
Mon			Please give further details here (please read guide.	dance note 4)	
Tue					
Wed			State any seasonal variations for the playing of (please read guidance note 5)	recorded mu	sic
Thur					
Fri			Non standard timings. Where you intend to use for the playing of recorded music at different ti listed in the column on the left, please list (pleas	mes to those	
Sat			note 6)	6	
Sun					

G

dance	rmances		Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
timing	s (please nce note 7	read	(please read guidance note 5)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read gui	dance note 4)	
Tue					
Wed			State any seasonal variations for the performant (please read guidance note 5)	nce of dance	
Thur					
Fri			Non standard timings. Where you intend to us for the performance of dance at different times the column on the left, please list (please read gu	to those listed	<u>d in</u>
Sat					
Sun					

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descrifalling (g) Standa timing	ning of a siption to g within (ard days a days a days (please note 7	that (e), (f) or and read	Please give a description of the type of entertainm providing	nent you will b	oe
Day	Start	Finish	Will this entertainment take place indoors or	Indoors	
Mon			<u>outdoors or both – please tick</u> (please read guidance note 3)	Outdoors	
				Both	
Tue			Please give further details here (please read guid	dance note 4)	
Wed					
Thur			State any seasonal variations for entertainment description to that falling within (e), (f) or (g) (guidance note 5)	<mark>t of a similar</mark> (please read	
Fri					
Sat			Non standard timings. Where you intend to us for the entertainment of a similar description to within (e), (f) or (g) at different times to those li column on the left, please list (please read guidar	o that falling isted in the	2
Sun					

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	light hment ard days ar	nd	Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
timing	s (please i ice note 7)	read		Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guid	dance note 4)	
Tue					
Wed			State any seasonal variations for the provision refreshment (please read guidance note 5)	of late night	
Thur					
Fri			Non standard timings. Where you intend to us for the provision of late night refreshment at di those listed in the column on the left, please list	ifferent times,	
Sat			guidance note 6)		
Sun					

lard days	and	<u>consumption – please tick</u> (please read		
ince note	7)			
Start	Finish	H	Both	\boxtimes
09:00	21:00	State any seasonal variations for the supply of all read guidance note 5)	cohol (please	
09:00	21:00			
09:00	21:00			
09:00	21:00	for the supply of alcohol at different times to those	e listed in th	e
09:00	21:00	column on the left, please list (please read guidance	e note 6)	
09:00	21:00			
09:00	21:00			
	lard days gs (please nce note Start 09:00 09:00 09:00 09:00	09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00	lard days and consumption – please tick (please read gs (please read guidance note 8) Start Finish 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00	tard days and gs (please read nce note 7) Consumption - please tick (please read guidance note 8) Off the premises Start Finish Both 09:00 21:00 State any seasonal variations for the supply of alcohol (please read guidance note 5) 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00 09:00 21:00

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 James Turner	
Date of birth	
Address	
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Postcode	
Personal licence number (if known) 000011034	
Issuing licensing authority (if known) Haringey	

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

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open Stand timing	Hours premises are open to the public Standard days and timings (please read guidance note 7)		State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	09:00	21:00	
Tue	09:00	21:00	
Wed	09:00	21:00	
Thur	09:00	21:00	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
Fri	09:00	21:00	
Sat	09:00	21:00	
Sun	09:00	21:00	

 ${f M}$ 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)

See below

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b) The prevention of crime and disorder

See below

c) Public safety

1) The Premises Licence holder shall comply with any relevant Health and Safety legislation in respect of the operation of the premises.

d) The prevention of public nuisance

See below

e) The protection of children from harm

The Premises Licence holder adopts a Challenge 25 policy.
All staff are trained in terms of the Licensing Act and the requirements of the Challenge 25 policy.

Checklist:

Please tick to indicate agreement

0	I have made or enclosed payment of the fee.		
•	I have enclosed the plan of the premises.		
•	I have sent copies of this application and the plan to responsible authorities and others where applicable.	\boxtimes	
•	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	\boxtimes	
•	I understand that I must now advertise my application.	\boxtimes	
•	I understand that if I do not comply with the above requirements my application will be rejected.		
0	[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 (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	• [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
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	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 UF (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)				
Signature					
Date	20/08/2018				
Capacity	Duly authorised Solicitor				

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	

Contact name (where not manipulation)									
Contact name (where not previously given) and postal address for correspondence associated with this application (places read with the state of the									
with this application (please read guidance note 14) David Roberts									
Eversheds Sutherland (International) LLP									
Eversheds House									
70 Great Bridgewater Street									
vo oreat Bragewater Street									
#8065997									
Post town Manchester			D						
Telephone n	umber (if any)	01(1001010	Postcode	M1 5ES					
		0161 831 8146							
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)									
davidnroberts@eversheds-sutherland.com									

Notes for Guidance

- 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.

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- 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 by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

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 **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, 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.

