SL6

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

South Lakeland District Counce

1 9 MAR 2019

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

| You may wish to keep a copy of the completed form for your records. | | | | | | | | |
|---|--------|---|-----------|---------------|-----------------|--|--|--|
| I/We ANDREW BRINDLEY (Insert name(s) of applicant) apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003 Part 1 – Premises details | | | | | | | | |
| Postal address of premises or, if none, ordnance survey map reference or description DRIFTWOOD FISH + CHIPS GIBBE RD Receipt No. 24 2717 (CHQ) Receipt No. 24 2717 (CHQ) Receipt No. 24 2717 (CHQ) Initials LA23 3HE Date Date | | | | | | | | |
| Post | town | BOWNESS | | Postcode | LAZ3 3HÉ | | | |
| - | | number at premises (if any) stic rateable value of premises £ 181 | 150 | | | | | |
| Part 2 | 2 - Ap | plicant details | | | | | | |
| Please | state | whether you are applying for a premises l | icence as | Please tick | as appropriate | | | |
| a) | an ii | ndividual or individuals * | 1 | please comple | ete section (A) | | | |
| b) | a pe | rson other than an individual * | | | | | | |
| | i | as a limited company/limited liability partnership | | please comple | ete section (B) | | | |
| | ii | as a partnership (other than limited | | please comple | ete section (B) | | | |
| | iii | liability) as an unincorporated association or | | please comple | ete section (B) | | | |
| | iv | other (for example a statutory corporation | n) 🗌 | please comple | ete section (B) | | | |
| c) | a rec | cognised club | | please comple | ete section (B) | | | |
| d) | a cha | arity | | please comple | ete section (B) | | | |

| | | | ichmont | | | nnloto coatio | n (B) |
|--|--|--|-----------------------------|--------------|--|---------------------|-------|
| e) | the proprietor of a | n educational estable | ISIIIIICIII | | please con | ilpiete sectio | |
| f) | a health service bo | dy | | | please com | nplete sectio | n (B) |
| g) | | gistered under Part 2 t 2000 (c14) in resp tal in Wales | | | please com | nplete sectio | n (B) |
| ga) | Part 1 of the Health | gistered under Chap n and Social Care A g of that Part) in an al in England | ct 2008 | | please com | nplete section | n (B) |
| h) | the chief officer of England and Wales | police of a police for | orce in | | please com | plete section | n (B) |
| | ou are applying as a below): | person described in | (a) or (b) p | lease (| confirm (by t | ticking yes t | o one |
| | carrying on or propo ises for licensable ac | | usiness whi | ch invo | olves the use | e of the | |
| I am | making the application | | | | | | _ |
| | statutory function | or . | | | | | L |
| | 1 * 0 | | Maiesty's | rerog | ative | | Г |
| | a function discharg | ged by virtue of Her | | orerog | ative | | |
| A) IN | 1 * 0 | ged by virtue of Her | | orerog | ative | | |
| A) IN | a function discharge | ged by virtue of Her | | Othe | er Title (for nple, Rev) | i. | |
| | a function discharged by the d | ced by virtue of Her | applicable) | Othe | er Title (for | PHILIP | |
| Mr Surn Date | a function discharged by the d | CANTS (fill in as a Miss I am 18 | mpplicable) Ms | Othe exam | or Title (for nple, Rev) | PHILIP ase tick yes | |
| Mr Surn Date | a function discharged by the d | CANTS (fill in as a Miss I am 18 | Ms First na | Othe exam | or Title (for nple, Rev) | | |
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| Mr Surn Date over Natio Curre addre premi Post t Dayti E-ma (option | a function discharge DIVIDUAL APPLI Mrs of birth nality DIVIDUAL APPLI Mrs of birth nality make a process own me contact telephonial address | red by virtue of Her CANTS (fill in as a Miss | Ms First na S years old of | Othe exam | Title (for nple, Rev) ANDREW Plea | | |

| Surname | | First names | | |
|---|--|------------------|----------------|-------------------|
| Date of birth over | I am 1 | 8 years old or | Pleas | se tick yes |
| Nationality | | | | |
| Current postal address if different from premises address | ess | | | |
| Post town | | | Postcode | |
| Daytime contact te | lephone number | | | |
| E-mail address (optional) | | | | |
| | number. In the case of a ase give the name and a | | | |
| Address | | | | |
| Registered number (| where applicable) | | | |
| Description of application | cant (for example, partner | ship, company, t | unincorporated | association etc.) |
| Telephone number (| if any) | | | |
| E-mail address (opti- | onal) | | | |

Part 3 Operating Schedule

| Wh | en do you want the premises licence to start? | DD 17 | MM YYYY |
|-------------|---|----------|----------------------------|
| - | ou wish the licence to be valid only for a limited period, en do you want it to end? | DD | MM YYYY |
| - | ase give a general description of the premises (please read guidan ISH & CHIP RESTAURANT WITH 7 SEATS INSIDE TERRACE. | | |
| one What | 000 or more people are expected to attend the premises at any time, please state the number expected to attend. Ilicensable activities do you intend to carry on from the premises se see sections 1 and 14 and Schedules 1 and 2 to the Licensing A | | 3) |
| Pro | 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 (if ticking yes, fill in box H) | (g) | |

| Provision of late night refreshment (if ticking yes, fill in box I) | |
|---|--|
| Supply of alcohol (if ticking yes, fill in box J) | |
| In all cases complete boxes K, L and M | |

| Plays Standard days and timings (please read | | | Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | |
|--|-----------|--------|--|------------------|------|
| | ce note 7 | | | Outdoors | |
| Day | Start | Finish | | Both | |
| Mon | | | Please give further details here (please read gu | idance note 4) | |
| Tue | | | | | |
| Wed | | | State any seasonal variations for performing puidance note 5) | olays (please re | ad |
| Thur | | | | | |
| Fri | | | Non standard timings. Where you intend to use for the performance of plays at different times the column on the left, please list (please read g | to those listed | l in |
| Sat | | | | | |
| Sun | | | | | |

| Films Standard days and timings (please read | | | Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | |
|--|-----------|--------|--|-----------------|----|
| | ce note 7 | | (productional guidanties needs) | Outdoors | |
| Day | Start | Finish | | Both | |
| Mon | | | Please give further details here (please read gu | idance note 4) | |
| Tue | | | | | |
| Wed | | | State any seasonal variations for the exhibition read guidance note 5) | of films (plea | se |
| Thur | | | | | |
| Fri | | | Non standard timings. Where you intend to use for the exhibition of films at different times to column on the left, please list (please read guida | those listed in | |
| Sat | | | | | |
| Sun | | | | | |

| Indoor sporting events Standard days and timings (please read guidance note 7) | | nd read | Please give further details (please read guidance note 4) |
|---|-------|------------|---|
| Day | Start | Finish | |
| Mon | | | |
| Tue | | | State any seasonal variations for indoor sporting events (please read guidance note 5) |
| Wed | | | |
| Thur | | | Non standard timings. Where you intend to use the premises for 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 | | | |

| Boxing or wrestling entertainments Standard days and | | | Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | |
|--|--|--------|---|-----------------|-----|
| timing | timings (please read guidance note 7) | | (F | 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 wreentertainment (please read guidance note 5) | estling | |
| Thur | | | | | |
| Fri | | | Non standard timings. Where you intend to us for boxing or wrestling entertainment at differ listed in the column on the left, please list (pleas | ent times to th | ose |
| Sat | | | note 6) | | |
| Sun | | | | | |

| Live music Standard days and timings (please read | | | Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | |
|---|------------|-------------|--|----------------|-----|
| guidar | 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 the performation (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 t listed in the column on the left, please list (pleas | imes to those | |
| Sat | | | note 6) | | |
| Sun | | *********** | | | |

| Recorded music Standard days and timings (please read | | nd | Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | |
|---|------------------|--------|--|---------------|-----|
| | guidance note 7) | | | 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 playing of (please read guidance note 5) | recorded mu | sic |
| Thur | | | | | |
| Fri | | | Non standard timings. Where you intend to us for the playing of recorded music at different to listed in the column on the left, please list (please | imes to those | |
| Sat | | | note 6) | | |
| Sun | | | | | |

| Performances of dance Standard days and timings (please read | | nd | Will the performance of dance 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 gr | uidance note 4) | |
| Tue | | | | | |
| Wed | | | State any seasonal variations for the perform (please read guidance note 5) | ance of dance | |
| Thur | | | | | |
| Fri | | | Non standard timings. Where you intend to for the performance of dance at different tim the column on the left, please list (please read | es to those liste | <u>ed in</u> |
| Sat | | | | | |
| Sun | | | | | |

| Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7) | | | Please give a description of the type of entertainn providing | nent you will b | e |
|--|---|--------|--|-----------------|---|
| Day | Start | Finish | Will this entertainment take place indoors or outdoors or both – please tick (please read | Indoors | |
| Mon | | | guidance note 3) | Outdoors | |
| | | | | Both | |
| Tue | | | Please give further details here (please read guid | dance note 4) | |
| Wed | # W C C C W C C C C C C C C C C C C C C | | | | |
| Thur | | | State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5) | | |
| Fri | | | | | |
| Sat | | | 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) | | |
| Sun | | | | | |

| Late night refreshment Standard days and | | | Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | |
|--|-------|--------|---|-----------------|--|
| timings (please read guidance 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 provision of late night refreshment (please read guidance note 5) | | |
| Thur | | | | | |
| Fri | | | Non standard timings. Where you intend to us for the provision of late night refreshment at d those listed in the column on the left, please list | ifferent times, | |
| Sat | | | guidance note 6) | | |
| Sun | | | | | |

| Supply of alcohol Standard days and timings (please read | | | Will the supply of alcohol be for consumption – please tick (please read guidance note 8) | On the premises | B |
|--|-------|---------|--|------------------|---|
| guidance note 7) | | | guidance note of | Off the premises | |
| Day | Start | Finish | | Both | |
| Mon | 11-00 | 23-00 | State any seasonal variations for the supply of read guidance note 5) | alcohol (please | Э |
| Tue | 11-00 | 23-62 | | | |
| Wed | 11-00 | 23:00 | | | |
| Thur | 11-00 | 23 - 00 | Non standard timings. Where you intend to us for the supply of alcohol at different times to the column on the left, please list (please read guidan | ose listed in tl | |
| Fri | 11-00 | 23-00 | | | |
| Sat | 11-00 | 23-6C | | | |
| Sun | 11-00 | 23-00 | | | |
| | 1000 | =(16) | | | |

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 JOA NNA | ELZBIETA BIERNAT | | | | |
|--|------------------|--|--|--|--|
| Date of birth | | | | | |
| Address | | | | | |
| Postcode | | | | | |
| Personal licence number (if known) | | | | | |
| Issuing licensing authority (if known) | | | | | |

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 (please read guidance note 9).

NONE

L

| 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 | 10-60 | 23-10: | |
| Tue | 10-60 | 23-00 | |
| Wed | 10-00 | 23-00 | Non standard timings. Where you intend the premises to be |
| Thur | 10-60 | 23-06 | open to the public at different times from those listed in the column on the left, please list (please read guidance note 6) |
| Fri | 10-00 | 23-00 | |
| Sat | 10-00 | 23-10 | |
| Sun | 16-60 | 23-00 | |

| a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10) |
|--|
| CCTV IN OPERATION |
| |
| |
| |
| b) The prevention of crime and disorder |
| |
| CCTV. |
| |
| |
| |
| c) Public safety |
| |
| |
| |
| |
| |
| d) The prevention of public nuisance |
| WE that THE OFTEN OF ONLY SERVING AUCHOL TO |
| WE HAVE THE OFFICE OF CHAY SEET OUR NETCH SOURS. SIGNACE ASKING TO RESECT OUR NETCH SOURS. |
| SIC SHOLL TIME |
| |
| e) The protection of children from harm |
| ALL CHILDREN WIS |
| ACCOMPANIED BY PARENT/GUARDIAN. |

 ${f M}$ Describe the steps you intend to take to promote the four licensing objectives:

| Chec | klist: Please tick to indicate agreen | nent |
|--------------|---|------|
| • | I have made or enclosed payment of the fee. | 日 |
| • | 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. | |
| • | I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. | 日 |
| • | I understand that I must now advertise my application. | 1 |
| ٠ | I understand that if I do not comply with the above requirements my application will be rejected. | 7 |
| 3 ₹ 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 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 licesable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15) |
|-------------|---|
| Signature | 100 |
| Date | 19-3-2019 |
| Capacity | owner. |

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 | | | | |
| | | | | |
| | ication (please read | | stal address for correspond | ndence associated |
| Post town | 1 | | Postcode | |
| Telephone nu | mber (if any) | | | |
| If you would | prefer us to correspo | ond with you by e- | mail, your e-mail addres | ss (optional) |

Notes for Guidance

- Describe the premises, for example the type of premises, its general situation and layout
 and any other information which could be relevant to the licensing objectives. Where
 your application includes off-supplies of alcohol and you intend to provide a place for
 consumption of these 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:

- 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;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
- 3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
- 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 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.

