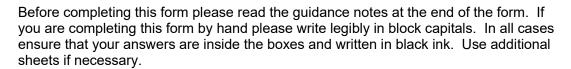
Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST





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

prem appli of th	I/We Tenby Brewing Co. Bar Holdings 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						
MAR WES BRID HAV	YCH TER GE S ERF BRO	dress of premises or, if none, of URCH FOUNDRY N QUAYSIDE STREET DRDWEST KESHIRE	ordnance surv	/ey m	ap reference o	or description	
Post town		HAVERFORDWEST			Postcode	SA61 2AL	
T. 1			I				
any)	onone	e number at premises (if					
Non- prem		estic rateable value of	£0				
	se sta	pplicant details ate whether you are applying f ate	or a premises	licer	ice as Ple	ease tick as	
a)	an i	ndividual or individuals *			please comp	elete section (A)	
b)	а ре	erson other than an individual	*				
	i	as a limited company/limited partnership	liability	\boxtimes	please comp	elete section (B)	
	ii	as a partnership (other than liability)	limited		please comp	elete section (B)	
	iii	as an unincorporated associa	ation or		please comp	elete section (B)	
	iv	other (for example a statutor	у		please comp	elete section (B)	

c)	a recognised club)			please com	plete section	(B)	
d)	a charity				please com	plete section	(B)	
e)	the proprietor of a	an educational			please com	plete section	(B)	
f)	a health service b	oody			please com	plete section	(B)	
g)	a person who is registered under Part 2 of please complete the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales						(B)	
ga)	a person who is r of Part 1 of the He 2008 (within the r independent hosp	ealth and Socia neaning of that	al Care Act t Part) in an] please complete section (B)			
h)	the chief officer of police of a police force in please complete section England and Wales					(B)		
	ou are applying as box below):	a person desc	ribed in (a) or	(b) ple	ease confirm ((by ticking yes	to	
prem	carrying on or propises for licensable	activities; or		s whicl	n involves the	use of the	\boxtimes	
I am	making the applica	•	to a					
statutory function or								
	a function discharged by virtue of Her Majesty's prerogative							
			-	•	erogative		Ш	
(A) IN	a function discha		-	•	erogative			
(A) IN			-)) 1 Oth	ner Title (for ample, Rev)			
	NDIVIDUAL APPL	ICANTS (fill in	as applicable)) 1 Oth	ner Title (for ample, Rev)			
Mr Surn	NDIVIDUAL APPL	ICANTS (fill in	as applicable	Oth exa	ner Title (for ample, Rev)	k yes		
Mr Surn Date	Mrs ame	ICANTS (fill in	as applicable Ms First	Oth exa	ner Title (for ample, Rev)	k yes		
Mr Surn Date Natio	Mrs	ICANTS (fill in	as applicable Ms First	Oth exa	ner Title (for ample, Rev)	k yes		
Mr Surn Date Natio	Mrs	ICANTS (fill in	as applicable Ms First	Oth exa	ner Title (for ample, Rev)	k yes		
Mr Surn Date Natio	Mrs	ICANTS (fill in	as applicable Ms First	Oth exa	ner Title (for ample, Rev) s Please tic	k yes		
Mr Surn Date Natio Curre addre from addre Post Dayti numl	Mrs	ICANTS (fill in	as applicable Ms First	Oth exa	ner Title (for ample, Rev) s Please tic	k yes		

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr Mrs	Miss Ms	Other Title (for example, Rev)					
Surname	Fire	st names					
Date of birth over	l am 18 yea	rs old or	ck yes				
Nationality							
work checking service), th	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: (please see note 15 for information)						
Current residential address if different from premises address							
Post town		Postcode					
Daytime contact telephonumber	one						
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 TENBY BREWING CO. BAR HOLDINGS LTD
Address 4 - 5 THE MEWS UPPER FROG STREET TENBY SA70 7JD
Registered number (where applicable) 10244589
Description of applicant (for example, partnership, company, unincorporated association etc.) LIMITED COMPANY
Telephone number (if any)

F-mail address (ontional)	
Part 3 Operating Schedule	
When do you want the premises licence to start? DD 0	MM YYYY 1 1 1 2 0 2 5
If you wish the licence to be valid only for a limited period, when do you want it to end?	MM YYYY
Please give a general description of the premises (please read guida The premises is a single story rectangle stone building attached to the planning permisssion. It is located near the river at the quayside rede Haverfordwest. It has a large glazed front gable end with main entrainentrance. The bar will be to the rear of the premises. To the front area for outside drinking and eating as shown on the plan.	ne rear with A3 evelopment, nce and glazed side
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 premise	s?
(please see sections 1 and 14 and Schedules 1 and 2 to the Licensin	ng Act 2003)
Provision 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)	\boxtimes
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)	J)
<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	

 $\underline{\textbf{Supply of alcohol}} \text{ (if ticking yes, fill in box J)}$

 \boxtimes

In all cases complete boxes K, L and M

	Plays Standard days and timings (please read guidance note 7)		Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
			(France 1111 gm 1111 111 111 111 111 111 111 11	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please re 4)	ad guidance r	ote
Tue					
Wed			State any seasonal variations for perform (please read guidance note 5)	ing plays	
Thur					
Fri			Non standard timings. Where you intend premises for the performance of plays at to those listed in the column on the left, p	different time	<u>es</u>
Sat			(please read guidance note 6)		
Sun					

	Films Standard days and timings (please read guidance note 7)		Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors		
			(produce road guidantee note by	Outdoors		
Day	Start	Finish		Both		
Mon			Please give further details here (please re 4)	ad guidance r	note	
Tue						
Wed			State any seasonal variations for the exhibition of films (please read guidance note 5)			
Thur						
Fri			Non standard timings. Where you intend premises for the exhibition of films at diff those listed in the column on the left, pleaters.	erent times t		
Sat			read guidance note 6)			
Sun						

Stand timing	r sporting ard days a s (please nce note 7	and 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
Fri			read guidance note 6)
Sat			
Sun			

entert	g or wres ainments		Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please	Indoors	
Standard days and timings (please read guidance note 7)			read guidance note 3)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read)	ad guidance r	note
Tue					
Wed			State any seasonal variations for boxing entertainment (please read guidance note 5		
Thur					
Fri			Non standard timings. Where you intend premises for boxing or wrestling entertain different times to those listed in the colur	nment at	<u>t,</u>
Sat			please list (please read guidance note 6)		
Sun					

Standa	Live music Standard days and timings (please read quidance note 7)		Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
guidance note 7)			(presses of games of	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please re 4)	ad guidance r	ote
Tue					
Wed			State any seasonal variations for the perf music (please read guidance note 5)	ormance of l	ive
Thur					
Fri			Non standard timings. Where you intend premises for the performance of live mus times to those listed in the column on the	ic at differen	
Sat			(please read guidance note 6)		
Sun					

Stand	rded musi ard days a s (please	and	Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	\boxtimes
	nce note 7		(predes read guidantes note 6)	Outdoors	
Day	Start	Finish		Both	
Mon	08:00	23:00	Please give further details here (please re 4) Ambient music played through small ceiling		note
Tue	08:00	23:00			
Wed	08:00	23:00	State any seasonal variations for the play music (please read guidance note 5)	ring of record	<u>led</u>
Thur	08:00	23:00			
Fri	08:00	00:00	Non standard timings. Where you intend premises for the playing of recorded mustimes to those listed in the column on the	ic at differen	
Sat	08:00	00:00	(please read guidance note 6)		
Sun	08:00	23:00			

dance	Performances of dance Standard days and timings (please read		Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
timings (please read guidance note 7)			place tion (prodes road galacines here s)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please re 4)	ad guidance r	note
Tue					
Wed			State any seasonal variations for the perf dance (please read guidance note 5)	ormance of	
Thur					
Fri			Non standard timings. Where you intend premises for the performance of dance at to those listed in the column on the left, p	different tim	ies_
Sat			(please read guidance note 6)		
Sun					

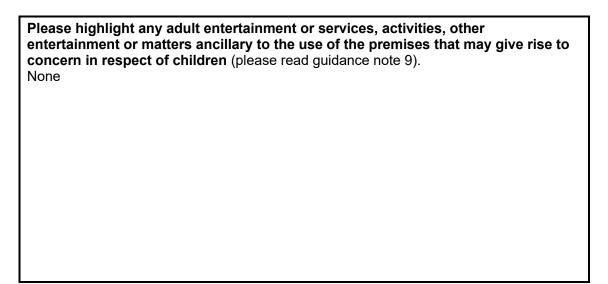
Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place	Indoors	
Mon			indoors or outdoors or both – please tick (please read guidance note 3)	Outdoors	
				Both	
Tue			Please give further details here (please read guidance note 4)		note
Wed					
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					

Stand	night refre ard days a	nd	Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please	Indoors	
			read guidance note 3)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please re 4)	ad guidance r	note
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 use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises Off the premises	
Day	Start	Finish		Both	\boxtimes
Mon	10:00	23:00	State any seasonal variations for the support (please read guidance note 5)	oly of alcoho	<u>l</u>
Tue	10:00	23:00			
Wed	10:00	23:00			
Thur	10:00	23:00	Non standard timings. Where you intend premises for the supply of alcohol at difference those listed in the column on the left, please.	rent times to	
Fri	10:00	00:00	read guidance note 6)		
Sat	10:00	00:00			
Sun	10:00	23:00			

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 Lauren Bourne
Date of birth
Address
Postcode
Personal licence number (if known)
PERS/N/1757
Issuing licensing authority (if known) PCC



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	08:00	23:30	
Tue	08:00	23:30	
Wed	08:00	23:30	Non standard timings. Where you intend the premises to
Thur	08:00	23:30	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	08:00	00:30	
Sat	08:00	00:30	
Sun	08:00	23:30	

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)

The premises will be operated in a responsible manner at all times, with the aim of promoting the four licensing objectives. All staff will receive induction and ongoing training covering licensing law, the responsible sale of alcohol, safeguarding procedures, and dealing with difficult situations. Signage will be displayed throughout the premises to remind customers of expected standards of behaviour, and management will maintain regular communication with the police, the licensing authority, and local residents to ensure any issues are addressed promptly

b) The prevention of crime and disorder

- A comprehensive CCTV system will be installed and maintained, covering entrances, exits, and key internal areas. Recordings will be retained for at least 28 days and made available to the police or licensing authority on request.
- An incident log and refusal log will be kept on the premises and updated after every relevant occurrence.
- Staff will be trained to refuse service to intoxicated or aggressive individuals and to report any criminal activity to the police.
- Clear notices will be displayed warning that drug use, drunkenness, and anti-social behaviour will not be tolerated

c) Public safety

- Regular fire risk assessments will be carried out and firefighting equipment will be maintained in accordance with statutory requirements.
- Escape routes will remain clearly signed, unobstructed, and well-lit at all times.
- Health and safety checks will be undertaken daily, with particular attention to lighting, flooring, and potential trip hazards.
- A fully stocked first aid kit will be available, and a number of staff members will be trained in first aid.
- Capacity limits will be adhered to, ensuring safe levels of occupancy

d) The prevention of public nuisance

- Noise levels will be managed through appropriate soundproofing and monitoring; doors and windows will remain closed during regulated entertainment, except for access and egress.
- Music volume will be controlled by management to prevent disturbance to neighbouring properties.
- Use of external areas will be limited to designated times between 8am and 11pm, with signage requesting customers to respect neighbours and leave quietly.
- A dispersal policy will be implemented at closing time to encourage an orderly and quiet departure of patrons.
- Staff will regularly patrol outside areas to collect litter and monitor for anti-social behaviour

e) The protection of children from harm

- A strict "Challenge 25" policy will be enforced, with staff trained to request acceptable forms of identification (passport, photo driving licence, or PASS-approved card).
- No unaccompanied children will be permitted on the premises.
- Children will be excluded from age-restricted events.
- All staff will be trained in recognising and appropriately responding to safeguarding concerns.
- Signage will be displayed to remind customers that underage sales are illegal and will not be tolerated.

Checklist:

Please tick to indicate agreement

•	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.	
•	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.	
•	[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

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

Declaration	[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).	
	The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, 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 (please see note 15)	
Signature		
Date	02/10/2025	
Capacity	Director of the limited company	

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 previously given) and postal address for correspondence associated with this application (please read guidance note 14)				
Post town	Postcode			
Telephone number (if any)				
If you would prefer us to correspond with you by e-mail, your e-mail address (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:
 - 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.
 - o 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.
 - o 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
 - 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).
- 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
- 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
- 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
- 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
- 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the

- premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
- 10. Please list here steps you will take to promote all four licensing objectives together.
- 11. The application form must be signed.
- 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
- 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
- 14. This is the address which we shall use to correspond with you about this application.

15. Entitlement to work/immigration status for individual applicants and applications

from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the
 passport as the child of the holder, is a British citizen or a citizen of the UK
 and Colonies having the right of abode in the UK [please see note below
 about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit)
 issued by the Home Office to the holder indicating that the person named is
 allowed to stay indefinitely in the UK, or has no time limit on their stay in the
 UK.

- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, when
 produced in combination with an official document giving the person's
 permanent National Insurance number and their name issued by a
 Government agency or a previous employer.
- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European

Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.

- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European
 Economic Area state or Switzerland but who is a family member of such a
 national or who has derivative rights of residence in exercising treaty rights in
 the UK including:
 - o evidence of the applicant's own identity such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in

the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at https://www.gov.uk/prove-right-to-work) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

