



Hull

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City Council

## PERSONAL LICENCES

**Application Form & Guidance  
Booklet for Applicants**



# Personal Licence

This leaflet provides advice about the procedures under the Licensing Act 2003 for applying for a personal licence.

The Personal licence is issued independently of a premises licence which will enable holders to move freely between premises where a premises licence is in force. The licence relates only to the supply of alcohol, under a premise licence, and is not required for other licensable activities or the supply of alcohol under a club premises certificate.

There is no requirement for every person, supplying alcohol to hold a licence providing the supply is authorised by a current licence holder.

Personal Licences do not expire unless surrendered or suspended or revoked or declared forfeit by the courts. Once granted, the licensing authority which issued the licence remains the 'relevant licensing authority' for its holder, even though the individual may move out of the area or take employment elsewhere. The personal licence itself will give details of the issuing licensing authority.

## **1. Application Process**

A person must submit an application to the licensing authority in whose area they are resident. The forms are available from the licensing authority and will require certain details from you to be provided. Additional information, as listed below, will also be required.

### Immigration Act

**Please see below "Notes for Guidance" for the documents that must be provided which demonstrate entitlement to work in the UK.**

## **2. New Application Requirements**

New applicants for a personal licence must be aged 18 or over and have not forfeited a personal licence within the past 5 years.

This process requires the submission of:

A fully completed application form, which consists of:

- Application for a personal licence
- A completed declaration of convictions form

and should be accompanied by a relevant police check

**Either –**

- (i) a criminal conviction certificate issued under section 112 of the Police Act 1997(a);
- (ii) a criminal record certificate issued under section 113A of the Police Act 1997, or

(iii) **the results of a subject access search under the Data Protection Act 1998(b of the Police National Computer by the National Identification Service, and in any case such certificate or search results shall be issued no earlier than one calendar month before the giving of the application to the relevant licensing authority.**

- Your Licensing Qualification accredited by the Secretary of State. (See No.7 Licensing Qualifications).
- The fee of £37.00 (Cheques and postal orders should be made payable to 'Hull City Council)
- Two passport style photographs, one of which should be endorsed.

### **3. Representations / Hearings**

A hearing on an application will only occur When the Chief Constable issues an objection notice.

If this occurs a hearing will be arranged before the councils Licensing sub committee. If no objection notice is issued by the Chief Constable, the Licensing Authority must grant your application.

### **4. Qualifying Applicants**

To qualify for a personal licence the applicant must fulfil certain criteria. These are set out in the Act. The licensing authority must grant the licence if it appears that:

- the applicant is aged 18 or over;
- no personal licence held by him has been forfeited within the period of five years before making the application;
- he possesses an accredited licensing qualification, or is a person of prescribed description; and
- he has not been convicted of any relevant or foreign offence.

If the applicant fulfils all these criteria, the licence will be granted. If any of the first three criteria are not met, the licensing authority must reject the application. The licensing authority must notify the chief officer of police for its area if it appears that an applicant has been convicted of any relevant or foreign offence, as set out above.

The Secretary of State has accredited 3 licensing qualifications and the bodies who can award these. (See No.7)

## 5. Photographs

Specifications for photographs which should accompany applications are as follows:

- Have been taken against a light background so that the applicant's features are distinguishable and contrast against the background;
- Be between 45 millimetres by 35 millimetres in size;
- Should show the full face uncovered and without sunglasses and, unless the applicant wears a head covering due to his religious beliefs, without a head covering;
- Be on photographic paper, and
- One should be endorsed with a statement verifying the likeness of the photograph to the applicant by a solicitor, notary, a person of standing in the community or any individual with a professional qualification.

## 7. Accredited personal licence qualification providers

### **BIIAB (QCF Recognition number RN5118)**

Level 2 Award for Personal Licence Holders

Qualification accreditation number 501/1494/3

[British Institute of Innkeeping Awarding Body website](#)

Telephone: 01276 684 449 [qualifications@bii.org](mailto:qualifications@bii.org)

Address: BIIAB, Infor House, 1 Lakeside Road, Farnborough, Hampshire, GU14 6XP

### **HABC (QCF Recognition number RN5219)**

Level 2 Award for Personal Licence Holders

Qualification accreditation number 500/9974/7

[Highfield Awarding Body for Compliance website](#)

Telephone: 0845 226 0350 [info@highfieldabc.com](mailto:info@highfieldabc.com)

Address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL

### **IQ (QCF Recognition number:RN5330)**

Level 2 Award for Personal Licence Holders

Qualification accreditation number: 601/4980/2

[Industry Qualifications website](#)

Telephone:01952 457452

[info@industryqualifications.org.uk](mailto:info@industryqualifications.org.uk)

Address: Industry Qualifications, Head Office, Coppice House, Halesfield 7, Telford, TF7 4NA

**LASER (QCF Recognition number RN5326)**

Level 2 Award for Personal Licence Holders

Qualification accreditation number 600/6446/8

Qualification accreditation number 603/2603/7

[Laser Learning Awards website](#) Telephone: 01932 569894 [enquiries@laser-awards.org.uk](mailto:enquiries@laser-awards.org.uk)

Address: Phoenix House, Pyrford Road, West Byfleet, Surrey KT14  
6RA

**Pearson Education Ltd (QCF Recognition number RN5133)**

Level 2 Award for Personal Licence Holders

Qualification accreditation number: 601/3483/5

Level 2 Award for Personal Licence Holders (QCF)

Qualification accreditation number: 601/3483/5

[Pearson Education website](#) Telephone: 0844 576 0045

[wblcustomerservices@pearson.com](mailto:wblcustomerservices@pearson.com)

Address: Pearson Education Ltd, 80 Strand, London, WC2R 0RL

**QNUK (RQF Recognition number RN5159)**

Level 2 Award for Personal Licence Holders

Qualification accreditation number 603/1021/2

Qualification accreditation number 603/2619/0

[QNUK website](#)

Telephone: 020 8366 5049

[CentreSupport@Qualifications-Network.co.uk](mailto:CentreSupport@Qualifications-Network.co.uk)

Address: Qualifications Network, Suite 23, East Lodge Business village, Botany Bay,  
Middlesex E2 8AS.

**Qualsafe Awards (RQF Recognition number RN5291)**

QA Level 2 Award for Personal Licence Holders (RQF)

Qualification number: 603/5343/0

website: [Qualsafe Awards](#)

telephone: 0845 644 3305

email: [info@qualsafeawards.org](mailto:info@qualsafeawards.org)

address: Qualsafe Awards, City View, 3 Wapping Road, Bradford, West Yorkshire,  
BD3 0ED

**SFJ Awards**

Level 2 Award for Personal Licence Holders

Qualification Number: 603/2659/1

website: [www.sfjawards.com](http://www.sfjawards.com)

telephone: 0114 284 1970

email: [info@sfjawards.com](mailto:info@sfjawards.com)

address: SFJ Awards, Consult House, 4 Hayland Street, Sheffield, S9 1BY

**SQA (QCF Recognition number RN5167)**

Level 2 Award for Personal Licence Holders

Qualification accreditation number 600/1269/9

[Scottish Qualifications Authority website](#)

Telephone: 0845 279 1000 [customer@sqa.org.uk](mailto:customer@sqa.org.uk)

Address: The Optima Building, 58 Robertson Street Glasgow G2 8DQ.

## **Training Qualifications UK**

Level 2 Award for Personal Licence Holders

(QCF Recognition number RN5355)

Qualification accreditation number 601/6508/X

Level 2 Award for Personal Licence Holders (RQF)

Qualification accreditation number 603/2835/6

[Training Qualifications UK website](#) Telephone: 03333

583344 [account.managers@tquk.org](mailto:account.managers@tquk.org)

Address: 84 Liverpool Road, Cadishead, Manchester, M44 5AN

Please contact these bodies directly for information on courses, costs and availability in your area.

## **2. Formerly accredited courses**

The following courses were formerly accredited:

### **CIEH (QFC recognition number RN5238)**

Qualification accreditation number 601/2104/X

**NCFE Level 2 Award for Personal Licence Holders QCF** Recognition number RN5156. From 22 March 2011 to 30 June 2016.

### **BIIAB Level 2 National Certificate for Personal Licence Holders.**

**QCA**

Accreditation Number: 100/4866/2. From 1 Feb 2005 to 31 March 2011.

### **EDI Level 2 National Certificate for Personal Licence Holders. QCA**

Accreditation Number: 100/4865/0. From 1 Feb 2005 to 30 April 2011.

**EDI Level 2 Award for Personal Licence Holders. QCF** Accreditation number 500/9146/3. From April 2011 to January 2015.

### **GQAL Level 2 National Certificate for Personal Licence Holders. QCA**

Accreditation Number: 100/5040/1. From 1 May 2005 to 30 April 2010.

### **HABC Level 2 Award for Personal Licence Holders. QCA**

Accreditation Number: 500/7383/7. From 1 Sept 2009 to 30 April 2011.

### **NCFE Level 2 National Certificate for Personal Licence Holders QCA**

Accreditation Number: 500/4228/2. From 1 Sept 2008 to 30 April 2011.

### **SQA Level 2 Award for Personal Licence Holders QCA**

Accreditation Number: 500/8025/8. From 1 Dec 2009 to 30 April 2011.

## 8. Relevant Offences

1. An offence under the Licensing Act 2003
2. An offence under any of the following enactments –
  - a) Schedule 12 to the London Government Act 1963 (c. 33) (public entertainment licensing);
  - b) the Licensing Act 1964 (c. 26);
  - c) the Private Places of Entertainment (Licensing) Act 1967 (c. 19);
  - d) section 13 of the Theatres Act 1968 (c.54);
  - e) the Late Night Refreshment Houses Act 1969 (c. 53);
  - f) section 6 of, or Schedule 1 to, the Local Government (Miscellaneous Provisions) Act 1982 (c.30);
  - g) the Licensing (Occasional Permissions) Act 1983 (c. 24);
  - h) the Cinemas Act 1985 (c. 13);
  - i) the London Local Authorities Act 1990 (c. vii)
3. An offence under the Firearms Act 1968 (c. 27)
4. An offence under Section 1 of the Trade Descriptions Act 1968 (c.29) (false description of goods) in circumstances where the goods in question are or include alcohol
5. An offence under any of the following provisions of the Theft Act 1968 (c. 60)
  - a) section 1 (theft);
  - b) section 8 (robbery);
  - c) section 9 (burglary);
  - d) section 10 (aggravated burglary);
  - e) section 11 (removal of articles from places open to the public);
  - f) section 12A (aggravated vehicle-taking), in circumstances where subsection (2)(b) of that section applies and the accident caused the death of any person;
  - g) section 13 (abstracting of electricity);
  - h) section 15 (obtaining property by deception);
  - i) section 15A (obtaining a money transfer by deception);
  - j) section 16 (obtaining pecuniary advantage by deception);
  - k) section 17 (false accounting);
  - l) section 19 (false statements by company director etc.);
  - m) section 20 (suppression, etc. of documents);
  - n) section 21 (blackmail);
  - o) section 22 (handling stolen goods);
  - p) section 24A (dishonestly retaining a wrongful credit);
  - q) section 25 (going equipped for stealing);
6. An offence under section 7(2) of the Gaming Act 1968 (c. 65) (allowing child to take part in gaming on premises licensed for the sale of alcohol)
7. An offence under any of the following provisions of the Misuse of Drugs Act 1971 (c.38)
  - a) section 4(2) (production of a controlled drug);
  - b) section 4(3) (supply of a controlled drug);

- c) section 5(3) (possession of a controlled drug with intent to supply);
  - d) section 8 (permitting activities to take place in the premises).
8. An offence under either of the following provisions of the Theft Act 1978 (c. 31)
    - a) section 1 (obtaining services by deception);
    - b) section 2 (evasion of liability by deception).
  9. An offence under either of the following provisions of the Customs and Excise Management Act 1979 (c. 2)
    - a) section 170 (disregarding subsection (1)(a)) (fraudulent evasion of duty etc.);
    - b) section 170B (taking preparatory steps for evasion of duty).
  10. An offence under either of the following provisions of the Tobacco Products Duty Act 1979 (c. 7)
    - a) section 8G (possession and sale of unmarked tobacco);
    - b) section 8H (use of premises for sale of unmarked tobacco).
  11. An offence under the Forgery and Counterfeiting Act 1981 (c. 45) (other than an offence under section 18 or 19 of that Act).
  12. An offence under the Firearms (Amendment) Act 1988 (c. 45)
  13. An offence under any of the following provisions of the Copyright, Designs and Patents Act 1988 (c. 48)
    - a) section 107(1)(d)(iii) (public exhibition in the course of a business of article infringing copyright);
    - b) section 107(3) (infringement of copyright by public performance of work etc.);
    - c) section 198(2) (broadcast etc. of recording of performance made without sufficient consent);
    - d) section 297(1) (fraudulent reception of transmission);
    - e) section 297A(1) (supply etc. of authorised decoder).
  14. An offence under any of the following provisions of The Road Traffic Act 1988 (c. 52)
    - a) section 3A (causing death by careless driving while under the influence of drink or drugs);
    - b) section 4 (driving etc. a vehicle when under the influence of drink or drugs);
    - c) section 5 (driving etc. a vehicle with alcohol concentration above prescribed limit).
    - d) Section 6 (6) (failing to co-operate with a preliminary test)
  15. An offence under either of the following provisions of the Food Safety Act 1990 (c. 16) in circumstances where the food in or includes alcohol.
    - a) section 14 (selling food or drink not of the nature, substance or quality demanded);
    - b) section 15 (falsely describing or presenting food or drink).

16. An offence under section 92(1) or (2) of the Trade Marks Act 1994 (c. 26) (unauthorised use of trade mark, etc. in relation to goods) in circumstances where the goods in question are or include alcohol.
17. An offence under the Firearms (Amendment) Act 1997 (c. 5)
18. A sexual offence, within the meaning of section 161(2) of the Powers of Criminal Courts (Sentencing) Act 2000 (c. 6).
19. Violent offence, within the meaning of section 161(3) of the Powers of Criminal Courts (Sentencing) Act 2000 (c. 6).
20. An offence under section 3 of the Private Security Industry Act 2001 (c. 12) (engaging in certain activities relating to security without a licence).
21. An offence under Section 46 of the Gambling Act 2005 if the child or young person was invited, caused or permitted to gamble on premises in respect of which a premises licence under this Act had effect.
22. An offence under the Fraud Act 2006
- 22 (a) An offence under regulation 6 of the Business Protection from Misleading Marketing. Regulations 2008 (offence of misleading advertising) in circumstances where the advertising in question relates to alcohol or to goods that include alcohol.
23. An offence under regulation 8, 9, 10, 11 or 12 of the Consumer Protection from Unfair Trading Regulations 2008 (offences relating to unfair commercial practices) in circumstances where the commercial practice in question is directly connected with the promotion, sale or supply of alcohol or of a product that includes alcohol.
24. An offence under section 1 of the Criminal Attempts Act 1981 of attempting to commit an offence that is a relevant offence.
25. An offence under section of the Criminal Law Act 1977 of conspiracy to commit an offence that is a relevant offence.
- 9. Foreign Offences** 'Foreign Offence' means an offence (other than a relevant offence) under the law of any place outside England and Wales.
- 10. Spent Convictions**  
A conviction for a relevant offence or a foreign offence must be disregarded if it is spent for the purposes of the Rehabilitation of Offenders Act 1974 (c.53)
- 11. Designated Premises Supervisor**  
All Premises licences authorising the supply of alcohol must have an identified personal licence holder known as the Designated Premises Supervisor (DPS).

This ensures there is always one specified individual who can easily be identified at premises where a premises licence is in force. This person will be responsible for the day to day running of the premises. All supplies of alcohol under a premises licence must be made by or under the authority of a personal licence holder.

**12. Application Address**

Completed applications should be made to:

**Kingston upon Hull City Council**

Licensing Section

33 Witham

Kingston upon Hull

HU9 1DB

Email: [liquor@hullcc.gov.uk](mailto:liquor@hullcc.gov.uk)

Contact Telephone: 01482 615462

## Application for a personal licence

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 or typed in black ink. Use additional sheets if necessary.

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

1. Your personal details			
<b>TITLE Please tick</b>			
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)			
Surname			
Forenames			
<b>PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.</b>			
<b>TITLE Please tick</b>			
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)			
Surname			
Forenames			
Date of Birth			
Nationality			
I am 18 years old or over. Please tick			Yes <input type="checkbox"/>
			No <input type="checkbox"/>
<b>ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below).</b>			
<b>Post town</b>		<b>Post code</b>	
<b>TELEPHONE NUMBERS</b>			
Daytime			
Evening			
Mobile			
<b>FAX NUMBER</b>			

**E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)**

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 2 for information)

**Address for correspondence associated with this application (if different to the address above)**

**Post town**

**Post code**

**TELEPHONE NUMBERS**

Daytime

Evening

Mobile

**E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)**

**2. Your licensing qualifications**

Read Note 1

**Please tick yes**

Please indicate below which one of these statements applies to you:

1. I hold an accredited licensing qualification

<input type="checkbox"/>
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2. I hold a certified qualification

<input type="checkbox"/>
--------------------------

3. I hold an equivalent qualification

<input type="checkbox"/>
--------------------------

4. I am a person of prescribed description

<input type="checkbox"/>
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If you have ticked either of statements 1, 2 or 3 please provide details of your qualification in the box below (name of qualification, date of issue, issuing body) and please enclose your qualification with your application.

If you have ticked statement 4, please provide evidence that you are a person of prescribed description.

3. Previous or outstanding applications for a personal licence		
Note: You may only hold one personal licence at a time.		<b>Please tick</b>
Do you currently hold a personal licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has any personal licence held by you been forfeited in the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Licensing Authority		
Licence number		
Date of issue		
Any further details		

4. CHECKLIST:	
I have	Please tick yes
<ul style="list-style-type: none"> <li>• enclosed two photographs of myself, one of which is endorsed as a true likeness of me by a solicitor or notary, a person of standing in the community or any individual with a professional qualification</li> <li>• enclosed any licensing qualification I hold or proof that I am a person of prescribed description</li> <li>• enclosed a criminal conviction certificate or a criminal record certificate or the results of a subject access search of the police national computer by the National Identification Service</li> <li>• enclosed a completed disclosure of criminal convictions and declaration form (Schedule 2)</li> <li>• included a proof of my right to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (see note 2)</li> <li>• made or enclosed payment of the fee for the application</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

5. Declaration	
<p><b>I am entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying on of a licensable activity. I understand that my licence will become invalid if I cease to be entitled to live and work in the UK.</b></p> <p><b>The information contained in this form is correct to the best of my knowledge and belief.</b></p> <p>It is an offence to knowingly or recklessly make a false statement in or in connection with an application for the grant of a personal licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally.</p>	
<b>SIGNATURE</b>	<b>DATE</b>

**Disclosure of convictions and civil immigration penalties and declaration**

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 or typed in black ink. Use additional sheets if necessary.

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

1. Your personal details	
<b>TITLE Please tick ✓</b>	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)	
Surname	
Forenames	
<b>PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.</b>	
<b>TITLE Please tick ✓</b>	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)	
Surname	
Forenames	

2. Forfeiture by a court or revocation by a licensing authority of a personal licence in the last 5 years		
Please tick ✓		
Has any personal licence held by you been forfeited or revoked in the last 5 years? If yes, please provide details below:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of court/licensing authority		
Address of court		
Date of forfeiture/revocation		
Offence which resulted in the forfeiture/revocation		
Any additional details		

**3. Relevant or foreign offences and civil immigration penalties**

Read Note 1 **Please tick ✓**

Have you been convicted of any relevant offence or foreign offence or been required to pay a civil immigration penalty?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you have been convicted of any relevant offence you must provide details for each conviction of the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:

If you have been convicted of any foreign offence you must provide details for each conviction of the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:

If you have been convicted of any foreign offence you must provide details for each conviction of the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:

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**4. Declaration**

**I declare that I have not been convicted of any relevant offence or any foreign offence or been required to pay a civil immigration penalty**

<b>SIGNATURE</b>		<b>DATE</b>	
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**5. Declaration**

**The information contained in this form is correct to the best of my knowledge and belief.**

It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a personal licence. A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement. To do so could result in prosecution and a fine of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally.

<b>SIGNATURE</b>		<b>DATE</b>	
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## **NOTES**

Information on the Licensing Act 2003 is available on [legislation.gov.uk](http://legislation.gov.uk) or from your local licensing authority.

### **1. Licensing qualifications**

Licensing qualifications are dealt with in section 120(8) and (9) of the Licensing Act 2003.

### **2. Right to work/immigration status**

A personal licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

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

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

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing activity. They do this in one of two ways: 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,
  - o evidence of their relationship with the European Economic Area family member e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - o 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.