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

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	a copy	of the com	pleted fo	orm for you	r records.

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I/ W	Seventy Four by Matt Ltd
е	

(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

i dit i i i i i i i i	oco actano				
Postal addre	ess of premises or, if none, ordnance surve	y map referen	ce or description		
Unit 5b Antelope Wa	alk				
Post town	Dorchester	Postcode	DT1 1BE		

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£12250

Part 2 - Applicant details

Please state whether you are applying for a premises licence as **Please tick as appropriate**

a)	ar	n individual or individuals *		please complete section (A)
b)	а	person other than an individual *		
	i	as a limited company/limited liability partnership	х	please complete section (B)

ii	as a partnership (other than limited liability)	please complete section (B)
iii	as an unincorporated association or	please complete section (B)
iv	other (for example a statutory corporation)	please complete section (B)

1

c)	a recognised club		please complete section (B)
d)	a charity		please complete section (B)
e)	the proprietor of an educational establishment		please complete section (B)
f)	a health service body		please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in		please complete section
ga)	Wales a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		(B) please complete section (B)
h)	the chief officer of police of a police force in England and Wales		please complete section (B)

 $^{^{\}star}$ If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

(A) individual applicants (fill in as applicable)

<u>Mr</u>	Mrs	<u>Miss</u>	Ms	Other Title (for example, Rev)	
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Surname					First names			
Date of birth I am 18 years old or over Please tick yes								
Nationalit	у							
Current residential address if different from premises address								
Post town							Postcode	
Daytime o						•		
E-mail address (optional)								
to work ch	necking	serv	emonstrating rice), the 'shar ote 15 for info	re code	e' provide			ce online right t by that
				,	2			
Second ind	ividual	anr	licant (if ann	licable	١			
Mr Mrs Miss Ms Other Title (for example, Rev)								
Surname	Surname First names							
Date of birth I am 18 years old								
or overPle	ease tic	k yes	S					
Nationality								

Current residential address different premises address	if				
Post town				Postcode	
Daytime o					
E-mail address (optional)					
to work ch	ecking serv		a right to work via th re code' provided to ormation)		
appropriate	ide name a please give enture (oth	e any registe er than a bo	d address of applic red number. In the dy corporate), pleas	case of a par	rtnership or
Name	our by Mat				
Address 23 Victor of Dorcheste Dorset Dt1 3GY	Jackson Av r	enue			
			3		
Registered 15889646		vhere applicat	ole)		

Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company					
Telephone number (if any)					
E-mail address (optional) seventyfour.dorchester@gmail.com					
Part 3 Operating Schedule					
When do you want the premises licence to start?	<u>29.11.2024</u>				
If you wish the licence to be valid only for a limited period, when do you want it to end?	<u>DD MM YY</u> Y <u>Y</u>				
Please give a general description of the premises (please 1) Restaurant unit, including commercial kitchen, entranc facilities Restaurant is on the 1st floor with access from a front doc	e stairway and toilet				
If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.	n/a				
What licensable activities do you intend to carry on from the	premises? (please				

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

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)	

4

e)	live music (if ticking yes, fill in box E)	х				
f)	recorded music (if ticking yes, fill in box F)	х				
g)	performances of dance (if ticking yes, fill in box G)					
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)					
Provision of late night refreshment (if ticking yes, fill in box I) x						
Su	Supply of alcohol (if ticking yes, fill in box J) x					

In all cases complete boxes K, L and M

Α

(please read guidance note 3)

Plays Standard days and

timings (please read

Will the performance of a play take place indoors or outdoors or both – please tick

Indoors

	nce 7)			Outdoors	
Day	Day Start Finis h			Both	
Mon			Please give further details here (please renote 4)	ead guidance	
Tue					
Wed			State any seasonal variations for perform plays (please read guidance note 5)	ning	
Thur					
Fri			Non standard timings. Where you intend premises for the performance of plays at times to those listed in the column on the list (please read guidance note 6)	different	<u>)</u>
Sat					
Sun					

6

В

timings (please read

Will the exhibition of please tick (please read Indoors films take place indoors guidance note 3) or outdoors or both –

	nce 7)			Outdoors	
Day	Start Fir	nis h		Both	
Mon			Please give further details here (please renote 4)	ead guidance	
Tue					
Wed			State any seasonal variations for the exh films (please read guidance note 5)	ibition of	
Thur					
Fri			Non standard timings. Where you intend premises for the exhibition of films at dif to those listed in the column on the left, (please read guidance note 6)	ferent times	
Sat					
Sun					
	_				

	7
С	Standard days and timings (please read guidance note 7)
Indoor sporting events	<u>Please give further details</u> (please read guidance note 4)

	Start Finis h		
Mon			
Tue		State any seasonal variations fevents (please read guidance no	or indoor sporting ote 5)
Wed			
Thur		Non standard timings. Where y premises for indoor sporting even to those listed in the column of please read guidance note 6)	vents at different time
Fri			
Sat			
Sun			
)			ors or both – tick (please
	or wrestling	Will the boxing or wrestling	
entertai	d days and	<u>entertainment take</u> <u>place indoors or</u> Indoors	S

Day Start Finis h			Both	
Mon		Please give further details here (please renote 4)	ead guidance	
Tue				
Wed		State any seasonal variations for boxing wrestling entertainment (please read guid 5)	<u>or</u> dance note	
Thur				
Fri		Non standard timings. Where you intend premises for boxing or wrestling entertaidifferent times to those listed in the colu	inment at	
		left, please list (please read guidance note		
Sat				
Sun				

9 (please read guidance note 3) Ε

Will the performance of live music take place indoors or outdoors or both – please tick **Live music** Standard days and timings (please read

Indoors x

nce no	ote	Outdoors	
Day Start Finis h		Both	

Mon	08:00	23:00	Please give further details here (please read guidance note 4) Live Music may on occasion be played for special events in the restaurant
Tue	08:00	23:00	
Wed	08:00	23:00	State any seasonal variations for the performance of live music (please read guidance note 5)
Thur	08:00	23:00	
Fri	08:00	23:00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6) Live Music may be requested to play until 01:00am on 1st
Sat	08:00	23:00	January to allow for New Year's Eve celebrations
Sun	08:00	23:00	

please tick (please read guidance note 3)

Recorded music Standard days and timings (please read

F

Will the playing of recorded music take place indoors or outdoors or both –

Indoorsx

	nce note			Outdoors	
Day St	art Finis h			Both	
Mon	08:00	23:00	Please give further details here (please re	ead guidance	

			note 4)
Tue	08:00	23:00	
Wed	08:00	23:00	State any seasonal variations for the playing of recorded music (please read guidance note 5)
Thur	08:00	23:00	
Fri	08:00	23:00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different
			times to those listed in the column on the left, please list (please read guidance note 6) Live Music may be requested to play until 01:00am on 1st
Sat	08:00	23:00	January to allow for New Year's Eve celebrations
Sun	08:00	23:00	

11 G (please read guidance note 3)

Performances of dance
Standard days and

Standard days and

Mill the performance of dance take place indoors or outdoors or both – please tick

Indoors

	js (pleas guidance 7)			Outdoors	
Day	Day Start Finis h			Both	
Mon			Please give further details here (please renote 4)	ead guidance	

Tue		
Wed		State any seasonal variations for the performance of dance (please read guidance note 5)
Thur		
Fri		Non standard timings. Where you intend to use the premises for the performance of dance at different
		times to those listed in the column on the left, please list (please read guidance note 6)
Sat		
Sun		

Anyt	Anything of a		Please give a description of the type of entertainment you will				
simil	similar description						
to the	at falling	g within	be providing				
Stand	f) or (g) dard day gs (pleas ince note	se read					
Day	Start Fir	nis h	Will this entertainment take place indoors or outdoors or both – please	Indoors			
Mon	on		tick (please read guidance note 3)	Outdoors			
				Both			
Tue			Please give further details here (please re	ead guidance			

		note 4)
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)
		THE (I
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		

please tick (please

Late night refreshment Standard days and

Will the provision of late night refreshment take place indoors or Indoors x outdoors or both –

	js (please nce note 7		read guidance note 3)	Outdoors	
Day S	Day Start Finis h			Both	
Mon	08:00	23:00	Please give further details here (please renote 4) Restaurant will serve food until 23:0		

Tue	08:00	23:00	
Wed	08:00	23:00	State any seasonal variations for the provision of late night refreshment (please read guidance note 5)
Thur	08:00	23:00	
Fri	08:00	23:00	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) Late Night Refreshments may be requested to be served
Sat	08:00	23:00	until 01:00 1st January to allow for New Years Eve Celebrations
Sun	08:00	23:00	

J

Will the supply of alcohol be for consumption – please

Supply of alcohol Standard days and timings (please read

nsumption - please On the premises x

tick (please read guidance note 8)

	nce note			Off the premises	
Day Start Finis h				Both	
Mon	09:00	23:00	State any seasonal variations for the sup alcohol (please read guidance note 5)		
			Alcohol may be requested to be served unti January to allow for New Years Eve Celebra		
Tue	09:00	23:00			

Wed	09:00	23:00	
Thur	09:00	23:00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)
Fri	09:00	23:00	
Sat	09:00	23:00	
Sun	09:00	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 Matthew Robert Turton
Date of birth
Postcode Postcode
Personal licence number (if known) In progress
Issuing licensing authority (if known) In Progress

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Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).
None

L

State any seasonal variations (please Hours premises are open to the public Standard days and timings (please read guidance note 7)

Day S	tart Finis	h	
Mon	09:00	23:00	
Tue	09:00	23:00	
Wed	09:00	23:00	
			Non standard timings. Where you intend the premises to be open to the public at different times from those
Thur	09:00	23;00	<u>listed</u> in the column on the left, please list (please read guidance note 6) Request for premises to be possibly open to the public until
			01:00am on 1st January to allow for New Years Eve Celebrations
Fri	09:00	23:00	

Sat	09:00	23:00
Sun	09:00	23:00

16

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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 licensee shall ensure that at all times the premises is open to the public, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder. The Licensee shall ensure that all staff will undertake training in their responsibilities in relation to the sale of alcohol, particularly with regard to drunkenness and underage persons. Records will be kept of training and refresher training.

The steps outlined below will be monitored and reviewed regularly to ensure the effectiveness, and where necessary appropriate changes for improvement will be implemented.

b) The prevention of crime and disorder

Any incidents of a criminal nature that may occur on the premises will be reported to the police.

An incident book will be maintained within which full details of all occurrences of disorder and refused alcohol sales at the premises must be recorded. The incident book will be kept on the premises at all times and made available for inspection by the police.

Customers will not be permitted to take alcohol from the premises. Irresponsible alcohol promotions will not be on offer.

c) Public safety

The license holder will ensure that all staff receive appropriate training about emergency and general safety precautions and procedures.

The license holder will ensure that all staff are aware of their social and legal obligations and their responsibilities regarding the sale of alcohol.

Free drinking water will be available at all times the premises is open to the public. The electrical systems at the premises, including portable appliances, will be inspected and tested annually by a competent person and a satisfactory report will be obtained.

The licence holder will ensure all staff receive appropriate training about food and allergen safety precautions and procedures.

All safety certificates and inspection reports will be kept on site and made available

for inspection by officers of relevant statutory bodies.

The fire safety measures provided on the premises will be maintained in good working order, and their adequacy will be determined on a regular basis, by carrying out of a fire risk assessment as required by, and in accordance with the Regulatory Reform (Fire Safety) Order 2005. Appropriate fire safety procedures are in place including fire extinguishers, fire blanket, internally illuminated fire exit signs, smoke detectors and emergency lighting. All emergency exits shall be kept free from obstruction at all times.

An adequate and appropriate supply of first aid equipment and materials will be available on the premises.

d) The prevention of public nuisance

Prominent, legible notices requesting people to leave the premises and the area quietly will be displayed at the exit.

The licence holder will monitor the volume of regulated entertainment taking place at the premises, and maintain a reasonable volume.

All external doors and windows will be kept shut, other than for access, in all rooms when events involving amplified music are taking place.

e) The protection of children from harm

17

A Challenge 25 Policy will be employed where those individuals who appear to be under the age of 25 attempting to purchase alcohol must be asked for identification. The only type of ID that will be accepted is PASS accredited ID, passport or photo driving licence.

Checklist:

Please tick to indicate agreement

	I have made or enclosed payment of the fee.	
	I have enclosed the plan of the premises.	х
	I have sent copies of this application and the plan to responsible authorities and others where applicable.	х

	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.	х			
	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
	my licence will become invalid if I cease to be entitled to live and work in

18

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	
Capacity	Director of Seventy Four By Matt Ltd

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			

correspondence associated with this application (please read guidance note 14)							4)		
Post town							Postcode		

Contact name (where not previously given) and postal address for

Telephone number (if any)

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

Notes for Guidance

- 1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
- 2. In terms of specific regulated entertainments please note that: Plays: no licence is required for performances between 08:00 and 23.00 on any

day, provided that the audience does not exceed 500. • Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.

- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption

- on those premises, provided that the audience does not exceed 500.
- any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not

- exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- 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
 - 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 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 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 licensable activity.

They do this in one of two ways:

- 1) by providing with this application, copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 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).

Home Office online right to work checking service.

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

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

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

22

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service.

Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

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