Licensing Team
North Norfolk District Council
Council Offices
Holt Road
Cromer
Norfolk
NR27 9EN

Reference number

(office use only)

Schedule 2

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 booklet.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in **black ink**. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I / We Stump Rat Brewing Co Ltd **apply for a**
(Insert name(s) of applicant)
premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description	
Uni1 Hall Farm Barns, Swaffham Rd, East Raynham	
Post town Fakenham	Post code NR21 7EE
Telephone number of Premises (if any)	

Non-domestic rateable value of premises

(This can be obtained from the Valuation Office website www.voa.gov.uk)

£ Band C

Part 2 – Applicant Details

In state whether you are applying for a premises licence as

		Please tick √	
a)	An individual or individuals*	☐	**Please complete Section A**
b)	A person other than an individual*		
	i. as a limited company	☒	**Please complete Section B**
	ii. as a partnership	☐	**Please complete Section B**
	iii. as an unincorporated association	☐	**Please complete Section B**
	iv. other (for example a statutory corporation)	☐	**Please complete Section B**
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)	An individual who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales	☐	**Please complete Section B**
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England	☐	**Please complete Section B**
h)	The Chief Officer of Police of a police force in England and Wales	☐	**Please complete Section B**

* If you are applying as a person described in (a) or (b) please confirm:

	Please tick √ yes
▪ 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	☐

SECTION A – INDIVIDUAL APPLICANTS (fill in as applicable)

Mr ☐ **Mrs** ☐ **Miss** ☐ **Ms** ☐ **Other title** ☐ (please state)

Surname | **First names**

Date of Birth

Nationality | **I am 18 years old or over** Yes ☐

Current residential address if different from premises address

Post Town:	Postcode:

Daytime contact telephone number

E-mail address (optional)

Second individual applicant (if applicable)

Mr ☐ **Mrs** ☐ **Miss** ☐ **Ms** ☐ **Other title** ☐ (please state)

Surname | **First names**

Date of Birth

Nationality | **I am 18 years old or over** Yes ☐

Current residential address if different from premises address

Post Town:	Postcode:

Daytime contact telephone number

E-mail address (optional)

Section B – OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In case of a partnership or other joint nature (other than a body corporate), please give the name and address of each party concerned.

Name Stump Rat Brewing Co Ltd
Address 71-75 Shelton Street, Covent Garden, London, United Kingdom, WC2H 9JQ
Registered number (where applicable) 16398473
Description of applicant (for example, partnership, company, unincorporated association etc) Limited Company
Telephone number (if any) [redacted]
E-mail address (optional) [redacted]

Part 3 – Operating Schedule

When do you want the premises licence to start? …….

Day		Month		Year			
0	8	1	0	2	0	2	6

If you wish the licence to be valid only for a period, when do you want it to end?…….

Day		Month		Year			

Please give a general description of premises (please read guidance note 1)

Brewery taproom within a converted agricultural building, comprising a customer bar and seating area, toilets, adjoining brewery production area and an external customer seating area. The premises are situated in a rural location in East Raynham.

If 5,000 or more people 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 premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick any that apply

a) Plays (if ticking yes, fill in **Box A**)…… ☐

b) Films (if ticking yes, fill in **Box B**)…… ☐

c) Indoor sporting events (if ticking yes, fill in **Box C**)…… ☐

d) Boxing or wrestling entertainment (if ticking yes, fill in **Box D**)…… ☐

e) Live music (If ticking yes, fill in **Box E**)…… ☐

f) Recorded music (if ticking yes, fill in **Box F**)…… ☐

g) Performances of dance (if ticking yes, fill in **Box G**)…… ☐

h) Anything of a similar description to that falling within e,f or g (if ticking yes, fill in **Box H**)… ☐

Provision of late night refreshment (if ticking yes, fill in **Box I**)…… ☐

The supply of hot food or hot drink to the public for consumption on or off the premises between 11.00pm and 5.00am.

Supply of alcohol (if ticking yes, fill in **Box J**)…… ☒

IN ALL CASES PLEASE COMPLETE BOXES K, L AND M

Box A

Plays

Standard days and timings
(Please read guidance note 7)

Day	Start	Finish
Mon		
Tue		
Wed		
Thur		
Fri		
Sat		
Sun		

Will the performance of a play take place indoors or outdoors or both – please tick √
(Please read guidance note 3)

Indoors	
Outdoors	
Both	

Please give further details here (read guidance note 4)

State any seasonal variations for performing plays (read guidance note 5)

Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (read guidance note 6)

Box B

Films

Standard days and timings
(Please read guidance note 7)

Day	Start	Finish
Mon		
Tue		
Wed		
Thur		
Fri		
Sat		
Sun		

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

Indoors	
Outdoors	
Both	

Please give further details here (read guidance note 4)

State any seasonal variations for exhibition of films (read guidance note 5)

Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (read guidance note 6)

Box C
Indoor sporting events
Standard days and timings
(Please read guidance note 7)

Day	Start	Finish
Mon		
Tue		
Wed		
Thur		
Fri		
Sat		
Sun		

Please give further details here (read guidance note 4)

State any seasonal variations for indoor sporting events (read guidance note 5)

Non standard timings. Where you intend to use the premises for the indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 6)

Box D **Boxing or wrestling entertainment**
Standard days and timings
Please read guidance note 7)

Day	Start	Finish
Mon		
Tue		
Wed		
Thur		
Fri		
Sat		
Sun		

Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick √
(Please read guidance note 3)

Indoors	
Outdoors	
Both	

Please give further details here (read guidance note 4)

State any seasonal variations for boxing or wrestling entertainment (read guidance note 5)

Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)

Box E **Live music** Standard days and timings (Please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick √ (Please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (read guidance note 4)		
Tue					
Wed					
			State any seasonal variations for the performance of live music (read guidance note 5)		
Thur					
Fri					
			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)		
Sat					
Sun					

Box F
Recorded music
Standard days and timings
(Please read guidance note 7)

Day	Start	Finish
Mon		
Tue		
Wed		
Thur		
Fri		
Sat		
Sun		

Will the playing of recorded music take place indoors or outdoors or both – please tick √
(Please read guidance note 3)

Indoors	
Outdoors	
Both	

Please give further details here (read guidance note 4)

State any seasonal variations for playing recorded music (read guidance note 5)

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)

Box G
Performance of dance
Standard days and timings
(Please read guidance note 7)

Day	Start	Finish
Mon		
Tue		
Wed		
Thur		
Fri		
Sat		
Sun		

Will the performance of dance take place indoors or outdoors or both – please tick √
(Please read guidance note 3)

Indoors	
Outdoors	
Both	

Please give further details here (read guidance note 4)

State any seasonal variations for performance of dance (read guidance note 5)

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)

Box H **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 or outdoors or both – please tick √ (Please read guidance note 3)	Indoors	
Mon				Outdoors	
				Both	
			Please give further details here (read guidance note 4)		
Tue					
Wed					
			State any seasonal variations for entertainment of a similar description to that falling within e, f or g (read guidance note 5)		
Thur					
Fri					
			Non standard timings. Where you intend to use the premises for the entertainment of 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)		
Sat					
Sun					

Box I **Late night refreshment** Standard days and timings (Please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick √ (Please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (read guidance note 4)		
Mon					
Tue					
			State any seasonal variations for the provision of late night refreshment (read guidance note 5)		
Wed					
Thur					
Fri			Non standard timings. Where you intend to use the premises for the provision of late night refreshment entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

Box J **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 premises	
				Off premises	
Day	Start	Finish		Both	X
Mon	1000	2330	State any seasonal variations for the supply of alcohol (read guidance note 5) None		
Tue	1000	2330			
Wed	1000	2330			
Thur	1000	2330	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 (read guidance note 6) None		
Fri	1000	2330			
Sat	1000	2330			
Sun	1000	2330			

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 Natasha Jeggo……

Date of Birth [redacted]……

Address [redacted]……

……

Postcode [redacted]……..

Personal Licence number, if known,…[redacted]…….

Issuing licensing authority, if known…….

Box K

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

Box L

Hours premises are open to the public
Standard days and timings
(Please read guidance note 7)

Day	Start	Finish
Mon	1000	0000
Tue	1000	0000
Wed	1000	0000
Thur	1000	0000
Fri	1000	0000
Sat	1000	0000
Sun	1000	0000

State any seasonal variation (read guidance note 5)

None

Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list (please read guidance note 6)

None

M Describe the steps you intend to take to promote the four licensing objectives

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 10)

The premises will operate as a responsibly managed brewery taproom. A Designated Premises Supervisor will be appointed and alcohol sales will be authorised by the DPS or another personal licence holder. Staff will receive appropriate training regarding the Licensing Act 2003, responsible alcohol sales, age verification, refusal of service, incident reporting and the conditions of the premises licence. Adequate staffing levels will be maintained, taking account of anticipated customer numbers and any events taking place.

b) The prevention of crime and disorder

The premises will operate as a responsibly managed brewery taproom. A Designated Premises Supervisor will be appointed and alcohol sales will be authorised by the DPS or another personal licence holder. Staff will receive appropriate training regarding the Licensing Act 2003, responsible alcohol sales, age verification, refusal of service, incident reporting and the conditions of the premises licence. Adequate staffing levels will be maintained, taking account of anticipated customer numbers and any events taking place.

c) Public safety

The premises will be maintained in a safe condition and operated in accordance with relevant fire-safety, health-and-safety and food-safety requirements. Fire exits and escape routes will be kept clear and appropriately signed. Suitable fire-fighting equipment, emergency lighting and first-aid provision will be maintained. The brewery production area and other staff-only areas will be separated from customer areas, with public access restricted. Spillages and broken glass will be dealt with promptly, and regular checks will be made of the taproom, toilets and external customer areas.

d) The prevention of public nuisance

Noise from customers, music and external areas will be monitored. Customers will be asked to leave quietly. Doors, windows, outdoor entertainment, deliveries, waste handling and lighting will be managed to minimise disturbance to nearby properties.

e) The protection of children from harm

A Challenge 25 policy will be operated for all alcohol sales. Children must be accompanied and appropriately supervised by a responsible adult. Children will not be permitted behind the bar, within the brewery production area or in any other staff-only or hazardous area. Staff will be trained to prevent underage sales and proxy purchasing. Any entertainment or events provided at the premises will be assessed to ensure that they are suitable for children who may be present. Alcohol will not be served to any adult where staff reasonably believe it is being purchased for consumption by a person under 18.

CHECKLIST

Please tick to indicate agreement

- I have made or enclosed payment of the fee …… [X]
- I have enclosed a plan of the premises……. [X]
- I have sent copies of this application and the plan to responsible authorities and others where applicable …… [X]
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable …… [X]
- I understand that I must now advertise my application …… [X]
- I understand that if I do not comply with the above requirements or my application is not completed correctly, my application will be rejected…… [X]
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15). [ ]

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

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

Part 4 – Signatures

Please read guidance note 11

Signature of applicant (the proposed current premises licence holder) or applicant's solicitor or other duly authorised agent. (See guidance note 12) **If signing on behalf of the applicant please state in what capacity.**

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

Signature ……[redacted]…….

Date 10/09/2026…….

Capacity Owner/Director……..

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)

[redacted]	
Post Town: Fakenham	Postcode:

Daytime contact telephone number	[redacted]
E-mail address (optional)	[redacted]

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
    - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
    - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
    - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
    - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
    - Live music: no licence permission is required for:
        - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
        - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
        - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
        - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
        - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
    - Recorded Music: no licence permission is required for:
        - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
        - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
        - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

    - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
    - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
        - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
        - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;

- any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
- any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

15. **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships**:

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

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

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

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].

- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.

- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.

- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.

- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.

- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.

- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.

- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-

    - evidence of the applicant's own identity – such as a passport,

- evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
- evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
  (i) working e.g. employment contract, wage slips, letter from the employer,
  (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
  (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
  (iv) self-sufficient e.g. bank statements.

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

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

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

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

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