## 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 copy of the completed form for your records.

#### I/We Aldgate Hotel Opco Limited

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

description	ess of premises or, if none, ordnance surve Hotel Saint, 9-13 Aldgate High Street	ey map refere	nce or
Post town	London	Post code	EC3N 1AH

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

## Part 2 - Applicant Details

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

a)	an individual or individuals *	please complete section (A)
b)	<ul> <li>a person other than an individual *</li> <li>i. as a limited company</li> <li>ii. as a partnership</li> <li>iii. as an unincorporated association or</li> <li>iv. other (for example a statutory corporation)</li> </ul>	please complete section (B) please complete section (B) please complete section (B) please complete section (B)
c) d) e) f) g)	a recognised club a charity the proprietor of an educational establishment a health service body a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital	please complete section (B) please complete section (B) please complete section (B) please complete section (B) 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:
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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

 $\square$ 

- I am making the application pursuant to a
  - $\circ$  statutory function or
  - $\circ$   $\,$  a function discharged by virtue of Her Majesty's prerogative

# (A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr 🗌	Mrs 🗌	Miss		Vls	Other Title (for example, Rev)	
Surname				First na	ames	
Date of Bir old or over			l a	am 18 ye	ars 🗌 Plea	ase tick yes
Nationality	,					
Current res address if from premi address	different					
Post Town					Postcode	
Daytime co number	ontact tek	phone				
E-mail add (optional)	ress					
to work ch	ecking se	rvice), the		re code'		ffice online right applicant by that

## SECOND INDIVIDUAL APPLICANT (if applicable)

Mr 🗌 Mrs 🗌	Miss 🗌 🛛 N	As D Other Title (for example, Rev)
Surname		First names
Date of Birth old or over	la	m 18 years  Please tick yes
Nationality		
Current residential address if different from premises address		
		2

Post Town				Postcode	
Daytime co number	ntact tele	ephone			
E-mail addr (optional)	ess				
to work che	cking se		a right to work via it 'share code' prov rmation)		

## (B) OTHER APPLICANTS

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

P
Name
Aldgate Hotel Opco Limited
Address
5 Churchill Place, 10th Floor, London, England, E14 5HU
Registered number (where applicable)
08899860
Description of applicant (for example, partnership, company, unincorporated association
etc.)
Private Limited Company
Telephone number (if any)
E-mail address (optional)

## Part 3 Operating Schedule

When do you want the premises licence to start?

# AS SOON AS POSSIBLE

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

Day Month		onth	Ye	ar	

# Α

Please give a general description of the premises (please read guidance note1)

Licensed Premises.

This application is a shadow premises licence application to protect the freehold interest of the landlord of the premises, Aldgate Hotel Opco Limited

The existing licence number is LN/200507730.

As the application is a shadow premises licence no DPS has been nominated. A DPS will be nominated before the premise licence is operated.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

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

<u>Pro</u> 2)	vision of regulated entertainment (please read guidance note	Please tick all that apply
a)	plays (if ticking yes, fill in box A)	
b)	films (if ticking yes, fill in box B)	
c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	
f)	recorded music (if ticking yes, fill in box F)	$\boxtimes$
g)	performances of dance (if ticking yes, fill in box G)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	
<u>Pro</u>	vision of late night refreshment (if ticking yes, fill in box I)	$\boxtimes$
<u>Sup</u>	<b>oply of alcohol</b> (if ticking yes, fill in box J)	$\boxtimes$

## In all cases complete boxes K, L and M

Α						
<b>Plays</b> Standard days and timings (please read guidance note 7)		ead	Will the performance of a play 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 (please read guid	dance note 4)		
Tue						
Wed			State any seasonal variations for performing plays (please read guidance note 5)			
Thur						
Fri			Non standard timings. Where you intend to use the performance of plays at different times to the	ose listed in t		
Sat			column on the left, please list (please read guida	nce note 6)		
Şun						

В Films Will the exhibition of films take place indoors Indoors or outdoors or both – please tick (please read guidance note 3) Standard days and timings (please read guidance note 7) Outdoors Start Finish Day Both Please give further details here (please read guidance note 4) Mon Tue State any seasonal variations for the exhibition of films (please Wed read guidance note 5)

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

С

-			
Indoor sporting events Standard days and timings (please read guidance note 7)		nd ead	Please give further details (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 5)
Wed			
Thur			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the
Fri			<b>column on the left, please list</b> (please read guidance note 6)
Sat			
Sun			

D					
Boxing or wrestling entertainments Standard days and		-	Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
	timings (please read guidance note 7)			Outdoors	P
Day	Start	Finish		Both	
Mon			Please give further details here (please read guid	dance note 4)	
Tue					
Wed			State any seasonal variations for boxing or wreat entertainment (please fead guidance note 5)	stling	
Thur					
Fri			Non standard timings. Where you intend to use boxing or wrestling entertainment at different ti	mes to those	
Sat			listed in the column on the left, please list (pleas note 6)	se read guidand	ce
Sun					

 	,	

E					_
Live music Standard days and		nd	Will the performance of live music take place indoors or outdoors or both – please tick	Indoors	
timing	s (please r nce note 7)	ead	(please read guidance note 3)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guid	dance note 4)	
Tue					
Wed			State any seasonal variations for the performant (please read guidance pote 5)	ice of live mus	<u>sic</u>
Thur					
Fri			Non standard timings. Where you intend to use the performance of live music at different times	to those liste	d in
Sat			<b><u>the column on the left, please list</u></b> (please read g	uidance note 6	)
Sun					

F							
Recorded music Standard days and			Will the playing of recorded music take place indoors or outdoors or both – please tick	Indoors			
timing	timings (please read guidance note 7)		timings (please read		(please read guidance note 3)	Outdoors	
Day	Start	Finish		Both	$\boxtimes$		
Mon	10:00	02:00	Please give further details here (please read guid	dance note 4)			
			-				
Tue	10:00	02:00					
Wed	10:00	02:00	State any seasonal variations for the playing of (please read guidance note 5)	recorded mus	SiC		
Thur	10:00	02:00					
mu	10.00	02.00	-				
Fri	10:00	02:00	Non standard timings. Where you intend to use	the premises	for		
			the playing of recorded music at different times				
Sat	10:00	02:00	the column on the left, please list (please read g	uidance note 6	)		
			ALL ABOVE LICENSABLE ACTIVITIES ARE PER				
Sun	10:00	02:00	THE END OF PERMITTED HOURS ON NEW YE START OF PERMITTED HOURS ON NEW YEAR'		THE		
			START OF FERMITTED HOURS ON NEW TEAR	5 DAT			
			AN ADDITIONAL HOUR CAN BE ADDED TO THE FOR ALL ABOVE LICENSABLE ACTIVITIES ON (				
			ALL BANK HOLIDAYS AND ON THE FRIDAY, SA SUNDAY PRECEDING ALL BANK HOLIDAYS		- <u>-</u> ,		

G					
Standa	<b>Performances of dance</b> Standard days and timings (please read guidance note 7)		Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors Outdoors	
Day	Start	Finish	1	Both	
Mon			Please give further details here (please read g	uidance note 4)	
Tue					
Wed			State any seasonal variations for the performation (please read guidance note 5)	ance of dance	
Thur					
Fri			Non standard timings. Where you intend to u the performance of dance at different times to	those listed in	
Sat			column on the left, please list (please read guid	dance note 6)	
Sun					

Н				
Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)		<b>nat</b> b, <b>(f) or</b> nd ead	Please give a description of the type of entertain providing	nment you will be
Day	Start	Finish	Will this entertainment take place indoors or	Indoors 🗌
Mon			outdoors or both – please tick (please read	Outdoors
			guidance note 3)	Both
Tue			Please give further details here (please read guid	lance note 4)
Wed				
Thur			State any seasonal variations for entertainment description to that falling within (e), (f) or (g) (p)	
Fri			guidance note 5)	
Sat			Non standard timings. Where you intend to use the entertainment of a similar description to that	t falling within (e),
8un			(f) or (g) at different times to those listed in the please list (please read guidance note 6)	<u>column on the left,</u>

<u> </u>					
Standa	<b>ight refre</b> ard days a s (please r	nd	Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
	ce note 7)			Outdoors	
Day	Start	Finish		Both	$\square$
Mon	23:00	02:00	Please give further details here (please read gui	dance note 4)	
Tue	23:00	02:00			
Wed	23:00	02:00	State any seasonal variations for the provision	of late night	
vveu	23.00	02.00	refreshment (please read guidance note 5)	or late hight	
Thur	23:00	02:00			
Fri	23:00	02:00	Non standard timings. Where you intend to us		
			the provision of late night refreshment at differ listed in the column on the left, please list (plea		
Sat	23:00	02:00	note 6)	gereen	
Sun	23:00	02:00	ALL ABOVE LICENSABLE ACTIVITIES ARE PE	RMITTED FRO	ЭМ
Sun	23.00	02.00	THE END OF PERMITTED HOURS ON NEW YE	AR'S EVE TO	
			START OF PERMITTED HOURS ON NEW YEAR	'S DAY	
			AN ADDITIONAL HOUR CAN BE ADDED TO THE FOR ALL ABOVE LICENSABLE ACTIVITIES ON ALL BANK HOLIDAYS AND ON THE FRIDAY, SA SUNDAY PRECEDING ALL BANK HOLIDAYS	CHRISTMAS E	EVE,

J					
Standa	<b>y of alcoh</b> ard days a	nd	Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 8)	On the premises	
•	s (please r ce note 7)			Off the premises	
Day	Start	Finish		Both	$\square$
Mon	10:00	02:00	State any seasonal variations for the supply of a	<b>alcohol</b> (please	Э
			read guidance note 5)		
Tue	10:00	02:00			
Wed	10:00	02:00			
Thur	10:00	02:00	Non standard timings. Where you intend to use		for
			the supply of alcohol at different times to those		
Fri	10:00	02:00	column on the left, please list (please read guida	nce note 6)	
			ALL ABOVE LICENSABLE ACTIVITIES ARE PER	RMITTED FRO	M
Sat	10:00	02:00	THE END OF PERMITTED HOURS ON NEW YE		THE
			START OF PERMITTED HOURS ON NEW YEAR'	S DAY	
Sun	10:00	02:00	AN ADDITIONAL HOUR CAN BE ADDED TO THE	TERMINAL HO	OUR
		]	FOR ALL ABOVE LICENSABLE ACTIVITIES ON C		√E,
			ALL BANK HOLIDAYS AND ON THE FRIDAY, SA SUNDAY PRECEDING ALL BANK HOLIDAYS	TURDAY AND	

State the name and details of the individual whom you wish to specify on the licence as premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name TBC				
Date of birt	h TBC			
Address TBC				
Postcode	TBC			
Personal Li TBC	Personal Licence number (if known) TBC			
Issuing lice TBC	Issuing licensing authority (if known) TBC			

# Κ

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)

N/A

# L

open t Standa timings	<b>premises</b> o the pub and days and s (please r ce note 7)	<b>llic</b> nd ead	State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	10:00	02:30	
Tue	10:00	02:30	
Mad.	10:00	00.00	
Wed	10:00	02:30	
			Non standard timings. Where you intend the premises to be open
Thur	10:00	02:30	to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
Fri	10:00	02:30	ALL ABOVE LICENSABLE ACTIVITIES ARE PERMITTED FROM
			THE END OF PERMITTED HOURS ON NEW YEAR'S EVE TO THE
Sat	10:00	02:30	START OF PERMITTED HOURS ON NEW YEAR'S DAY
			AN ADDITIONAL HOUR CAN BE ADDED TO THE TERMINAL HOUR
Sun	10:00	02:30	FOR ALL ABOVE LICENSABLE ACTIVITIES ON CHRISTMAS EVE,
			ALL BANK HOLIDAYS AND ON THE FRIDAY, SATURDAY AND SUNDAY PRECEDING ALL BANK HOLIDAYS

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

1. An additional hour may be added to all standard and non-standard times permitted by this licence on the day that British Summertime commences.

2. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.

3. Promoted events will not be held at the premises. A promoted event is an event where the musical entertainment is provided at any time by a disc jockey or disc jockeys one or some of whom are not employees of the licensee (premises licence holder) and the event is (independent of the licensee) promoted to the general public.

# b) The prevention of crime and disorder

See box a)

# c) Public safety

See box a)

# d) The prevention of public nuisance

See box a)

# e) The protection of children from harm

See box a)

•	I have made or enclosed payment of the fee or	$\checkmark$
•	I have not made or enclosed payment of the fee because the application has been made in relation to the introduction of the late night levy	
•	I have enclosed the plan of the premises	$\checkmark$
•	I have sent copies of this application and the plan to responsible authorities and others where applicable	$\checkmark$
•	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable	$\checkmark$
•	I understand that I must now advertise my application	$\checkmark$
•	I understand that if I do not comply with the above requirements my application will be rejected	$\checkmark$
•	[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	

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.

Home Office online right to work checking service (please read note 15).

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 PERSUANT 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 11). If signing on behalf of the applicant please state in what capacity.

Declaration	<ul> <li>[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)</li> </ul>
	• 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	10/03/2023
Capacity	Poppleston Allen – Solicitors for and on behalf of the applicant

For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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)										
Poppleston Allen Solicitors										
Post town				Post code						
Telephone number (if any)										
If you would prefer us to correspond with you by e-mail your e-mail address (optional)										

## Notes for Guidance

- Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
- 2. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not

exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.

- Live music: no licence permission is required for:
  - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - 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 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 an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways:

- 1. by providing with this application copies or scanned copies of the documents which an applicant may provide to demonstrate their entitlement to work in the UK (which do not need to be certified) that are published on GOV.UK and in guidance issued under section 182 of the Licensing Act 2003.
- 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)

## 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 check 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 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.