

NON-CONFIDENTIAL



Borough of Tamworth

Marmion House,
Lichfield Street, Tamworth,
Staffordshire B79 7BZ.

Enquiries: 01827 709 709
Facsimile: 01827 709 271

LICENSING SUB-COMMITTEE

28 November 2023

Dear Councillor

A meeting of the Licensing Sub-Committee will be held in **Council Chamber, Marmion House, Lichfield Street, Tamworth, B79 7BZ on Wednesday, 13th December, 2023 at 10.00 am.** Members of the Committee are requested to attend.

Yours faithfully

A handwritten signature in black ink, appearing to be 'AJS', followed by a long horizontal line extending to the right.

Chief Executive

A G E N D A

NON CONFIDENTIAL

- 1 **Appointment of Chair**
- 2 **Apologies**
- 3 **Declarations of Interest**
- 4 **CONSIDERATION OF AN APPLICATION FOR GRANT OF A PREMISES LICENCE ENGINE LANE STORES, 26 ENGINE LANE, GLASCOTE, TAMWORTH B77 2DH UNDER THE LICENSING ACT 2003 (Pages 3 - 46)**

Access arrangements

If you have any particular access requirements when attending the meeting, please contact Democratic Services on 01827 709267 or e-mail democratic-services@tamworth.gov.uk. We can then endeavour to ensure that any particular requirements you may have are catered for.

Filming of Meetings

The public part of this meeting may be filmed and broadcast. Please refer to the Council's Protocol on Filming, Videoing, Photography and Audio Recording at Council meetings which can be found [here](#) for further information.

The Protocol requires that no members of the public are to be deliberately filmed. Where possible, an area in the meeting room will be set aside for videoing, this is normally from the front of the public gallery. This aims to allow filming to be carried out whilst minimising the risk of the public being accidentally filmed.

If a member of the public is particularly concerned about accidental filming, please consider the location of any cameras when selecting a seat.

FAQs

For further information about the Council's Committee arrangements please see the FAQ page [here](#)

To Councillors: B Price, J Wadrup and P Thurgood.

Wednesday, 13 December 2023

Report of the Portfolio Holder for Environmental Health and Community Partnerships /
Assistant Director - Growth & Regeneration

**CONSIDERATION OF AN APPLICATION FOR GRANT OF A PREMISES LICENCE
ENGINE LANE STORES, 26 ENGINE LANE, GLASCOTE, TAMWORTH B77 2DH UNDER
THE LICENSING ACT 2003**

Exempt Information

None

Purpose

To consider the application submitted for a new premises licence in respect of Engine Lane Stores, 26 Engine Lane, Glascote, Tamworth. B77 2DH

Recommendations

Members are asked to determine the application for a new premises licence in respect of Engine Lane Stores, 26 Engine Lane, Glascote, Tamworth, B77 2DH having due regard to the Council's Licensing Policy and the guidance issued by the Secretary of State under section 182 of the Licensing Act 2003. The options available are set out in the section below.

Executive Summary

An application for a new premises licence under the Licensing Act 2003 was received on the 20 October 2023 from JL Licensing on behalf of the applicant Thavarajah Nisokanth. A copy of the application is attached at Appendix 1. The proposed operating schedule is attached at Appendix 2.

The Plan of the premises is attached at Appendix 3.

The proposal is to licence the premises:-

The sale of alcohol Monday - Sunday 0600 hours to 2300 hours

Hours premises open to the public Monday – Sunday 0600 hours to 2300

Conditions have been agreed between the applicant and Staffordshire Trading Standards, a Responsible Authority under the Act. These are attached at Appendix 4.

Representations have been received from 'other persons', objecting to the application on the grounds that all of the licensing objectives would be undermined. These representations are attached at Appendix 5 & 6.

Where relevant representations are received, a hearing must be arranged for Members to determine the application.

Each application must be considered on its own merits and in accordance with the licensing authority's statement of licensing policy.

Options Considered

- Grant the Application subject to any condition which must under the Act be included in the licence and with or without additional conditions necessary to promote the Licensing Objectives
- Grant the Application amending any of the licensable Activities from the Scope of the Licence
- Reject the application

Resource Implications

The fees for a premises licence are payable on application. They are not refundable should the application be refused.

If the application is refused, or granted with conditions, the applicant has the right of appeal to the Magistrates' Court against the decision.

Similarly a person who made relevant representations has a right of appeal against a decision to grant a licence, or the conditions imposed upon it.

Legal/Risk Implications Background

Under section 18 Licensing Act 2003 (as amended), following receipt of an application for a premises licence if relevant representations are received, unless all parties agree that a hearing is unnecessary, the Licensing Authority must hold a hearing.

At the hearing the Sub Committee shall, having regard to the representations, take such steps as it considers appropriate for the promotion of the licensing objectives.

The relevant options are outlined above. The Licensing Sub Committee should be mindful of the requirements and responsibilities placed on it by other legislation in addition to those contained within the Licensing Act 2003. These include, but are not limited to, having due regard to the Equality Act 2020, the Human Rights Act 1998 and the Crime and Disorder Act 1998.

Under section 181 and Schedule 5 Licensing Act 2003 there is a right of appeal to the Magistrates' Court in respect of application for new premises licences. This right of appeal is open both to the applicant and to any person who has made relevant representations. The appeal application must be made within 21 days of the written notification of the Sub Committees decision to the appellant.

Equalities Implications

Article 6 of the Human Rights Act 1998, states that in determination of a persons civil rights and obligations, everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.

Article 8 states that everyone has the right to respect for his private and family life, his home and his correspondence.

Part II, Article 1 states that every natural or legal person is entitled to the peaceful enjoyment of his possessions. No one shall be deprived of his possessions except in the public interest and subject to conditions provided for by law and by the general principles on international law.

Environment and Sustainability Implications (including climate change)

There are no sustainability and/or carbon reduction implications associated with this report.

Background Information

Members may not refuse applications in whole or in part or attach conditions to licences (other than those proffered by applicants in their operating schedules), unless it is appropriate to do so in order to promote one or more of the four licensing objectives;

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

Conditions attached to licences and certificates must be tailored to the individual type, location and characteristics of the premises and events concerned. This is essential to avoid the imposition of disproportionate and overly burdensome conditions on premises where there is no need for such conditions. Standardised conditions should be avoided and indeed may be unlawful where they cannot be shown to be appropriate for the promotion of the licensing objectives in an individual case.

Conditions on a premises licence or club premises certificate are important in setting the parameters within which premises can lawfully operate. The use of wording such as “must”, “shall” and “will” is encouraged.

Licence conditions:

- must be appropriate for the promotion of the licensing objectives;
- must be precise and enforceable;
- must be unambiguous and clear in what they intend to achieve;
- should not duplicate other statutory requirements or other duties or responsibilities placed on the employer by other legislation;
- must be tailored to the individual type, location and characteristics of the premises and events concerned;
- should not be standardised and may be unlawful when it cannot be demonstrated that they are appropriate for the promotion of the licensing objectives in an individual case;
- should not replicate offences set out in the 2003 Act or other legislation;
- should be proportionate, justifiable and be capable of being met, (for example, whilst beer glasses may be available in toughened glass, wine glasses may not);
- should be written in a prescriptive format. 3.12 The licensing authority should give its decision within 5 working days of the conclusion of the hearing and provide reasons to support it.

Report Author

Sarah Gear – Senior Licensing Officer

List of Background Papers

The background papers used in compiling this report were as follows:

Section 182 Statutory Guidance to the Licensing Act 2003
Tamworth Borough Council Licensing Statement 2023-2025
Licensing Act 2003

Appendices

Appendix 1 - Application for a new premises licence under the Licensing Act 2003

Appendix 2 – Operating Schedule

Appendix 3 - Application Plan submitted for Premises Licence Application.

Appendix 4 - Trading Standards agreed conditions

Application for a new premises licence

**Rigger Convenience Store,
Ince Lane, Elton CH2 4LU**

Operating schedule/proposed licence conditions

This is a brand new business venture and the site, currently empty, is to be completely refurbished with a significant investment, to become a brand new convenience store which will sell a wide range of goods.

The proposed alcohol sales would just be a part of the business to allow the shop to offer the complete all-round convenience service. The applicant is an experienced retailer and the holder of a personal licence.

The site was previously operated as a pub called The Rigger. That licence appears to still be valid on the Council's online licence register and shows a terminal hour for alcohol sales of 11.30pm, 12 midnight on Fridays and Saturdays.

A detailed and robust operating schedule is proposed to promote the licensing objectives;

Prevention of crime and disorder

A CCTV camera system capable of providing high quality images in all lighting conditions shall be used. Images will be retained for a period of at least 28 days and be made available to Police Officers on reasonable written request for evidential purposes, in accordance with the relevant data protection legislation (currently GDPR 2018).

The CCTV recording equipment shall be kept in a secure environment under the control of the premises licence holder (PLH) and/or another named responsible individual.

All staff selling alcohol shall be authorised to sell alcohol in writing and a record of the authorisation will be kept in the shop for inspection.

Staff will be vigilant and monitor the area immediately outside the shop to check that youths do not cause annoyance by congregating.

Spirits will be kept behind the counter.

Any incidents of crime and disorder at or immediately outside the premises, witnessed by staff, will be recorded in an incident book kept at the premises. This book will be kept in the shop and available for inspection.

Public safety

No specific risks have been identified under The Licensing Act 2003

(note; the applicant is aware of the need to comply with other legislative requirements to ensure that the shop is safe for customers and staff).

Prevention of public nuisance

Deliveries to the premises will be arranged at times that do cause any public nuisance.

A notice(s) shall be on display in the premises asking customers to leave the premises quietly.

Staff will monitor the area immediately outside the premises on a regular basis to check for, and to properly dispose of, any litter from the premises.

Protection of children from harm

Challenge 25 will be adopted.

The PLH shall ensure that anyone who appears to be under 25 years old who attempts to buy alcohol will be asked to prove their age by producing an acceptable form of photographic ID such as a passport, photo driving licence, or PASS accredited proof of age cards.

The premises shall display signage advising customers that a Challenge 25 policy is in operation.

All staff authorised to sell alcohol will receive training covering the importance of preventing under age sales, refresher training will be provided every 12 months, records will be kept and be made available to responsible authorities

An alcohol refusals register will be kept and maintained. The register will include details of the date of the refusal, the time, and the reason(s) for refusing the sale. It will be checked on a regular basis by the DPS and be made available for inspection by responsible authorities.

A notice(s) shall be displayed in the premises where they can be seen clearly to advise customers that it is unlawful for persons under 18 to purchase alcohol or for any persons to purchase alcohol on behalf of a person under 18 years of age.

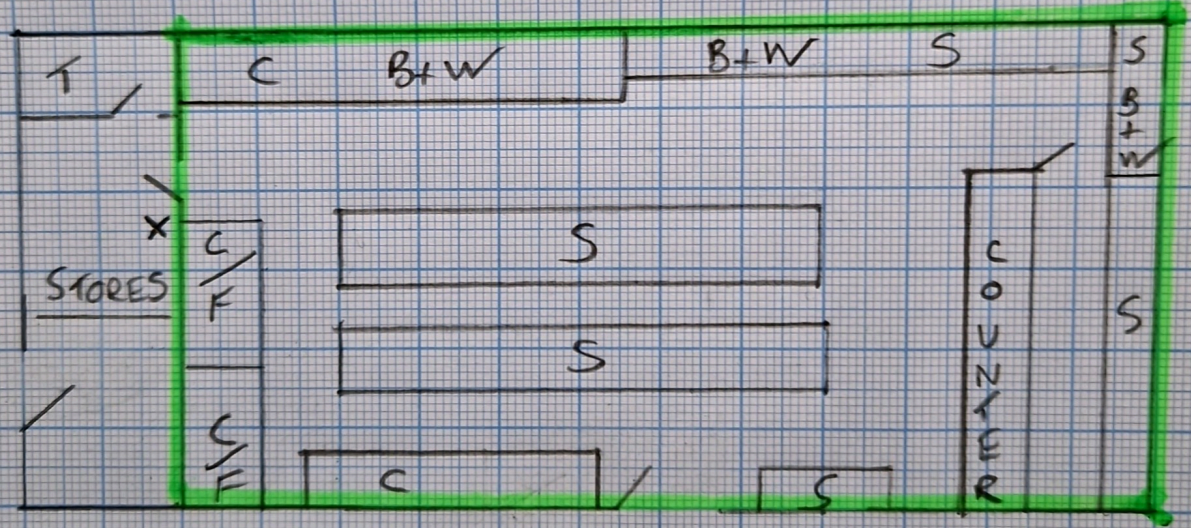
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ENGINE LANE STORES
26 ENGINE LANE
GLASCOTE
TAMWORTH B77 2DH

KEY

- C - COOLER
 - F - FREEZER
 - S - SHELVING/DISPLAY
 - T - TOILET
 - X - FIRE EXTINGUISHER
 - B+W - BEERS + WINES
 - - LICENCE AREA
- SCALE 1-100



ENTRANCE

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Licensing Conditions

Protecting Children from Harm

1. A Challenge 25 policy must be adopted and enforced at the premise where all persons who appear to be under the age of 25 must be challenged for acceptable identification to prove they are over the age of 18 prior to the purchase or supply of alcohol.
2. The acceptable forms of identification must be a valid photo driving licence, valid passport, military ID or a valid PASS approved proof of age card.
3. Challenge 25 posters must be displayed at all entrances to the premise, areas where alcohol is displayed and at the cash till payment area. Posters must be displayed prominently and in sight of customers & staffs.
4. At each till there must be placed a date of birth check card which must be kept updated at all times with the current date at which a person must be born to be aged 18 or over.
5. Cash registers in the premises must be fitted with automatic till prompts to ensure that Challenge 25 is implemented at all times.

N.B – Only 4 or 5 is required.

6. A refusals register with details of all refusals must be maintained at the premise. The register must contain details of the staff member refusing the sale and must be checked on a 4 weekly basis by the Designated Premises Supervisor and signed and dated by the Designated Premises Supervisor.
7. The refusals register or when on the till a print out of refusals must be produced and made available for inspection at the time of the visit by any Responsible Authority.
8. Prior to selling alcohol, all persons involved in the sale of alcohol & age restricted products who are not the holder of a Personal Licence must receive initial and regular 6 monthly refresher training by the Designated Premises Supervisor or external training provider with regards to the law in relation to the sale of alcohol & age restricted products and responsible retailing.
9. Such training must be recorded and up to date training records of all such persons must be maintained at the premise and produced and made available for inspection at the time of the visit by any Responsible Authority. Records for each person must be retained for a minimum of 12 months.

Crime Prevention

1. CCTV must be installed and cover all internal areas, including all public entry and exit points. The CCTV unit must be positioned in a secure part of the licensed premises and not within any private area of the location. Access to the system must be allowed immediately to the Police, Trading Standards or Local Authority Officers in accordance with the Data Protection Act where it is necessary to do so for the prevention of crime and disorder, prosecution or apprehension of offenders or where disclosure is required by law.
2. All images must be kept for a consecutive 31 day period and to be produced to the Police, Trading Standards or Local Authority Officers in relation to the investigation of crime and / or disorder issues and suspected licence breaches, upon request or within 24 hours of such request where it is necessary to do so for the prevention of crime and disorder, prosecution or apprehension of offenders or where disclosure is required by law.
3. The CCTV system must be maintained so as to be fully operational and recording continually whilst the premises are open for licensable activities and during all times when customers remain on the premises.
4. The CCTV system clock must be set correctly and maintained (taking account of GMT and BST).
5. There must be notices displayed throughout the premises stating that CCTV is in operation.
6. There must be a member of staff available at all times who is trained and capable of operating the CCTV system and also downloading any footage required by the Police, Trading Standards or Local Authority Officers.
7. Monthly checks must be made of the operation of the CCTV system to confirm that it is working correctly and such checks must be recorded in a register which is to be signed by the person conducting the check. This record must be kept fully updated at all times and remain on the premises for inspection by the Police, Trading Standards or an authorised officer of the Licensing Authority.

Conditions Agreed by(Print Name)

Signature:

Date:

Licensing Act 2003

REPRESENTATION FORM FROM OTHER PERSONS

This representation is made by an 'Other Person' in respect of the premises to be licensed as detailed below (see note 1 attached):

Your name	[REDACTED]
Organisation name/name of body you represent (if appropriate)	Please redact my personal details from this form when made public/shared with relevant persons in relation to this licensing application
Postal and email address	[REDACTED]
Contact telephone number	[REDACTED]

Name of the premises you are making a representation about	Engine Lane Stores
Address of the premises you are making a representation about	26 Engine Lane, Glascote, Tamworth B77 2DH


Your representation must relate to one of the four Licensing Objectives (see note 2 overleaf)

Licensing Objective	Yes/No	Please detail the evidence supporting your representation or the reason for your representation. Please use separate sheets if necessary.
The prevention of Crime and Disorder	Yes	<p>In the past 12 months, 694 crimes in Glascote have been reported to the police, of which, violence and sexual offences, anti-social behaviour and public order make up the majority: https://www.police.uk/pu/your-area/staffordshire-police/glascote/?yourlocalpolicingteam=about-us&tab=statistics</p> <p>Granting an alcohol license for this proposed convenience store trading from 6.00 to 23.00 (up to midnight on bank holidays, Christmas eve and New Years eve), seven days a week, in a wholly residential area (i.e., this will be the only commercial property in Engine Lane and surrounding roads) will very likely add to the levels of crime and disorder in Glascote.</p>
Public Safety	Yes	<p>The proposed convenience store is situated in Engine Lane, a no-through road, in close proximity to Brain Street, Signal Walk, Pullman Close, Stephenson Close, Beyer Close and Carisbrooke. The residential nature of Engine Lane and surrounding roads, occupied by families / families with children and/or elderly occupants must be considered carefully for this licensing application, which if granted will have a detrimental impact on residents and the community. The increase in foot traffic</p>

		and potential for intoxicated individuals regularly visiting the convenience store and/or loitering near the premises and surrounding roads will create an environment that poses a threat to the safety of residents.
The Prevention of Public Nuisance	Yes	<p>The presence of a convenience store selling alcohol will result in an increase of people and vehicles in this residential neighbourhood. This will very likely result in increased public nuisance incidents especially as the proposed operating hours mean early/late-night sales of alcohol will contribute to noise and disturbances that will negatively affect the quality of life for residents in Engine Lane and surrounding roads.</p> <p>When this store was previously open selling convenience items and alcohol (it closed mid-2019 due to lack of trade), I personally experienced regular noise from increased foot traffic and vehicles parking and turning around (Engine Lane is a no-through road). The previous store was also a draw to local youths hanging around the premises and surrounding roads, drinking in the street and in a few instances, dealing drugs. I am very concerned these public nuisances and criminal activity will start again if this alcohol licence application is successful.</p>
The Protection of Children From Harm	Yes	<p>One of the most pressing concerns is the potential harm to children living in the vicinity of the proposed convenience store and to children that attend Glascote Academy, located within a 2 minute walk from the proposed store. A convenience store selling alcohol 17 hours a day (18 hours a day on bank holidays and Christmas and New Years eve) in a residential area exposes children to the temptation and accessibility of alcohol, which could lead to underage drinking. This poses a significant risk to their health, well-being, and future prospects. It is our collective responsibility to safeguard the children of our community from such harm.</p>

<p>Please suggest any conditions that could be added to the licence to remedy your representation or other suggestions you would like the Committee to take into account.</p>	<p>I question the need for another alcohol licence being granted in Glascote. Within a 5 minute walk of the proposed convenience store, at the local shopping arcade in Glascote Heath there are three businesses with an alcohol license:</p> <ul style="list-style-type: none"> • Spar (open 07.00 to 23.00) • Best-One Convenience Store (open 06.00 to 20.00) • St. George public house (open 12.00 to 23.00) <p>Additionally, there is:</p>
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	<ul style="list-style-type: none">• Costcutter in Sheepecote Lane (open 08.00 to 22.00), about 10 minute walk / 3-4 mins in car, that sells convenience items, food and alcohol.• Aldi supermarket on the Glascote Road (open 08.00 to 22.00) about 12 minute walk / 5 minute drive, that also sells convenience items, food and alcohol. <p>The proposed store will be the only commercial property in Engine Lane and surrounding roads. If this licensing application is granted I implore the licensing committee to consider that the proposed opening hours are excessive - 17 hours a day, seven days a week, and that reduced hours should apply.</p>
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Signed: 	Date: 05/11/2023
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Please see notes attached

NOTES

1. Representations can be made by any individual, body or business, regardless of their geographical proximity to the premises.
2. Your representation must relate to one or more of the four licensing objectives for it to be deemed relevant:-
 - The prevention of crime and disorder
 - Public Safety
 - The prevention of public nuisance
 - The protection of children from harm
3. If you make a representation you will be expected to attend a meeting of the Licensing Committee. **Details of your representation will be published in the report available to the Committee and the licence applicant.** You will be given notice of the hearing before it takes place and will also be given a copy of the committee report.
4. The hearing shall take the form of a discussion led by the Licensing Authority. The applicant for the licence will also be at the meeting and it will usually be open to the public and the media.
5. This form must be returned within the statutory period of 28 days from the day after the date the application was given to the Licensing Authority – the deadline should be given in the notice displayed on the premises and in the public notice in a local newspaper or other local publication.
6. Please return this form when completed to: Publicprotection@tamworth.gov.uk

17 NOV 2023

Tamworth

Borough Council

Licensing Act 2003

REPRESENTATION FORM FROM OTHER PERSONS

This representation is made by an 'Other Person' in respect of the premises to be licensed as detailed below (see note 1 attached):

Your name	[REDACTED]
Organisation name/name of body you represent (if appropriate)	
Postal and email address	[REDACTED]
Contact telephone number	[REDACTED]

Name of the premises you are making a representation about	ENGINE LANE STORES
Address of the premises you are making a representation about	26 ENGINE LANE

Your representation must relate to one of the four Licensing Objectives (see note 2 overleaf)

Licensing Objective	<input checked="" type="radio"/> Yes <input type="radio"/> No	Please detail the evidence supporting your representation or the reason for your representation. Please use separate sheets if necessary.
The prevention of Crime and Disorder		please see attached
Public Safety		please see attached letter
The Prevention of Public Nuisance		" "
The Protection of Children From Harm		" "

Please suggest any conditions that could be added to the licence to remedy your representation or other suggestions you would like the Committee to take into account.	Opening hours from 6am to 11pm for too long, very anti social
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Signed: [REDACTED]	Date: 15.11.23
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Please see notes attached

NOTES

1. Representations can be made by any individual, body or business, regardless of their geographical proximity to the premises.
2. Your representation must relate to one or more of the four licensing objectives for it to be deemed relevant:-
 - The prevention of crime and disorder
 - Public Safety
 - The prevention of public nuisance
 - The protection of children from harm
3. If you make a representation you will be expected to attend a meeting of the Licensing Committee. **Details of your representation will be published in the report available to the Committee and the licence applicant.** You will be given notice of the hearing before it takes place and will also be given a copy of the committee report.
4. The hearing shall take the form of a discussion led by the Licensing Authority. The applicant for the licence will also be at the meeting and it will usually be open to the public and the media.
5. This form must be returned within the statutory period of 28 days from the day after the date the application was given to the Licensing Authority – the deadline should be given in the notice displayed on the premises and in the public notice in a local newspaper or other local publication.
6. Please return this form when completed to: Publicprotection@tamworth.gov.uk

14.11.23



Tamworth Borough Council
Assets & Environment (Licensing)
Lichfield Street
Tamworth
B79 7BZ

Dear Sir/Madam

Re: Application for Premises License,
Engine Lane Stores, 26 Engine Lane

We are opposing the above application by
Mr Tharavayah Nisikenth to sell alcohol at the
above premises.

The grounds for opposing:

1. Prevention of Crime & Disorder

We have lived in the adjacent bungalow for
35 years. For a considerable part of this period
the shop had a license to sell alcohol and the
premises became a focal point for youths
who would gather outside after dark. Verbal
abuse, offensive language and wandering along
the path were common occurrences. We also
suffered an arson attack when part of the fence

was ripped down and set alight.

Public Safety

Engine Lane within which the Applicant's premises are located is a cul de sac. Any vehicles driving to the store are forced to turn in the road and return from where they came. This creates a road safety hazard. Between our home and the premises is a footpath known as Signal Walk. Residents of Stephenson Close, Engine Lane and Pullman Close use this "walk" to access Glascote Heath Primary School. It is submitted by us that the granting of a license will result in a greater volume of traffic causing further hazards and detrimental to public safety.

The Prevention of Public Nuisance

When trading on or off license the premises attracted young people who after successfully purchased alcohol. We were often asked to purchase alcohol for them. Ball games were also played on the forecourt between the shop and road.

Protection of Children from Harm

As above paragraphs we have witnessed young groups purchasing alcohol from the shop. At the present time there are more young children living in the area and we are concerned that an increase in the flow of traffic could result in accidents. We have witnessed

some children chasing balls into the road
and riding scooters in the middle of the lane.

With regards to all the above we submit
the application be refused.

We also request our names be withheld from
any discussion.

Yours sincerely

[REDACTED]

[REDACTED]

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**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 THAVARAJAH NISOKANTH

(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

Postal address of premises or, if none, ordnance survey map reference or description			
ENGINE LANE STORES 26 ENGINE LANE GLASCOTE			
Post town	TAMWORTH	Postcode	B77 2DH

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£6500

Part 2 - Applicant details

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

- | | | |
|--|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input checked="" type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i as a limited company/limited liability partnership | <input type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| iii as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input type="checkbox"/> | 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 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 (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)

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname NISOKANTH			First names THAVARAJAH		
Date of birth [REDACTED]		I am 18 years old or over <input checked="" type="checkbox"/> Please tick yes			
Nationality [REDACTED]					
Current residential address if different from premises address		[REDACTED]			
Post town	[REDACTED]	Postcode	[REDACTED]		
Daytime contact telephone number		[REDACTED]			
E-mail address (optional)	[REDACTED]				

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth over		I am 18 years old or		<input type="checkbox"/>	Please tick yes
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
1	8	1 1 2 0 2 3

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

DD	MM	YYYY

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

This is a brand new business venture and the site, currently empty, is to be refurbished with a big investment, to become a new convenience store selling a wide range of goods.

The proposed alcohol sales would just be a part of the business to allow the shop to offer the complete all-round convenience service. The applicant is a personal licence holder.

The shop has previously held a licence until it was surrendered by the previous operator.

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 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- 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)

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Wed					
Thur			<u>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</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please 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 column on the left, please list (please read guidance note 6)		
Sat					
Sun					

C

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

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>																							
				Outdoors	<input type="checkbox"/>																							
<table border="1"> <thead> <tr> <th>Day</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td></td> <td></td> </tr> <tr> <td>Tue</td> <td></td> <td></td> </tr> <tr> <td>Wed</td> <td></td> <td></td> </tr> <tr> <td>Thur</td> <td></td> <td></td> </tr> <tr> <td>Fri</td> <td></td> <td></td> </tr> <tr> <td>Sat</td> <td></td> <td></td> </tr> <tr> <td>Sun</td> <td></td> <td></td> </tr> </tbody> </table>				Day	Start	Finish	Mon			Tue			Wed			Thur			Fri			Sat			Sun			Both
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			<u>Please give further details here</u> (please read guidance note 4)																									
			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)																									
			<u>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</u> (please read guidance note 6)																									

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Thur					
Fri			<u>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</u> (please read guidance note 6)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Wed					
Thur			<u>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</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri			<u>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</u> (please read guidance note 6)		
Sat					
Sun					

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	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<u>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</u> (please read guidance note 6)		
Sun					

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	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
Day	Start	Finish			Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)			
Tue						
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)			
Thur						
Fri			<u>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</u> (please read guidance note 6)			
Sat						
Sun						

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 the premises	<input type="checkbox"/>
				Off the premises	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	06:00	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) AN EXTRA HOUR UNTIL 00:00 HOURS (12 MIDNIGHT) ON BANK HOLIDAYS, CHRISTMAS EVE AND NEW YEARS EVE		
Tue	06:00	23:00			
Wed	06:00	23:00			
Thur	06:00	23:00			
Fri	06:00	23:00			
Sat	06:00	23:00			
Sun	06:00	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 THAVARAJAH NISOKANTH	
Date of birth	[REDACTED]
Address [REDACTED]	
Postcode	[REDACTED]
Personal licence number (if known) [REDACTED]	
Issuing licensing authority (if known) RUGBY	

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).

NONE

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	06:00	23:00	<p><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6)</p> <p>AN EXTRA HOUR UNTIL 00:00 HOURS (12 MIDNIGHT) ON BANK HOLIDAYS, CHRISTMAS EVE AND NEW YEARS EVE</p>
Tue	06:00	23:00	
Wed	06:00	23:00	
Thur	06:00	23:00	
Fri	06:00	23:00	
Sat	06:00	23:00	
Sun	06:00	23:00	

M 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)

See attached

b) The prevention of crime and disorder

See attached

c) Public safety

See attached

d) The prevention of public nuisance

See attached

e) The protection of children from harm

See attached

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee. Awaiting link from council
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable. (Application submitted electronically so Licensing Authority will circulate the application)
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected. ✓
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (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	<ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
--------------------	--

Signature	██████████
Date	20/10/2023
Capacity	Agent

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)			
Ian Rushton ██████████ ██████████			
Post town	██████████	Postcode	██████████
Telephone number (if any)	██████████		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) ██████████			

Notes for Guidance

- Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
- 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.