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	The Growforward Wellbeing Project CIC
	(Insert name(s) of applicant)
apply	for a premises licence under section 17 of the Licensing Act 2003 for the
prem	ises described in Part 1 below (the premises) and I/we are making this
appli	cation to you as the relevant licensing authority in accordance with section 12
of the	e Licensina Act 2003

Part 1 - Premises details

Postal address of premises or, if none, ordnance survey map reference or description The Old Apple Press Garden The Growforward Project Chelfham						
Post town	Barnstaple	Postcode	EX32 7LA			

Telephone number at premises (if any)	01271 624 667
Non-domestic rateable value of premises	£ 0 (N/A)

Part 2 - Applicant details

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

a)	an	individual or individuals *		please complete section (A)
b)	ар	erson other than an individual *		
	i	as a limited company/limited liability partnership	X	please complete section (B)
	ii	as a partnership (other than limited liability)		please complete section (B)
	iii	as an unincorporated association or		please complete section (B)
	iv	other (for example a statutory corporation)		please complete section (B)

c)	a recognised club	please complete section (B)
d)	a charity	please complete section (B)
e)	the proprietor of an educational establishment	please complete section (B)
f)	a health service body	please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in 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)

Mrs	Mar	Miss		4-	Other Title (for	
Mr	Mrs	Miss	ľ	Иs	example, Rev)	
Surname				First na	imes	
Date of bir	th	I am 18	years o	old or over	r Please tick	yes
Nationality	,					
Current residential address if different from premises address						
Post town					Postcode	
Daytime co	ntact t	elephone				
E-mail address (optional)						
work check	ing serv	if demonstrating a rice), the 'share co 5 for information)				

Second inc	dividual	l applicant (if app	olicable	·)				
Mr	Mrs	Miss	1	Ms	_	ner Title r example, v)		
Surname				First na	ame	s		
Date of bir	rth		I am 1	18 years o	old	Plea	ase tick yes	
Nationality	У							
Current res address if of from premi address	different							
Post town						Postcode		
Daytime c number	ontact t	elephone						
E-mail add (optional)	ress							
work check	king serv	(if demonstrating a vice), the 'share co 5 for information)						,
appropriate other joint v	vide nar e please venture	nts me and registered give any registe (other than a boo arty concerned.	red nu	ımber. İr	n the	case of a p	oartnership or	
Name THE	GROW	/FORWARD WELI	LBEIN	G PROJE	CT	CIC		
Address								
The Growf Chelfham Barnstaple EX32 7LA		[⊃] roject						

Registered number (where applicable) 15928658	
Description of applicant (for example, partnership, company, uninc	orporated
association etc.) Not-for-Profit Community Interest Company (CIC)	
We are a not-for-profit community interest company rejuvenating the Mill site into a community wellbeing and hospitality hub.	ne derelict Chelfham
Telephone number (if any) 01271 624 667	
E-mail address (optional). info@thegrowforwardproject.co.uk	
Part 3 Operating Schedule	
When do you want the premises licence to start? DD 2 2	MM YYYY 0 5 2 0 2 5
If you wish the licence to be valid only for a limited period, when do you want it to end?	MM YYYY
Please give a general description of the premises (please read guid	dance note 1)
Outside Licensed Community Bar – As a community interest comparable for the benefit of the community, on a not-for-profit basis.	•
The Old Apple Press ultimately will be a full indoor and outdoor bar (planning has been approved). However, in the interim we are seek outside bar for small numbers of the local community to come toge	king to provide an
We are applying for a license for on and off sales.	
This project will help to fund development of the site overall, which no funding or substantial income streams.	currently receives
There has recently been a similar operation via a Temporary Event operation, and it was a flawless and extremely well received provis	
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 premise	es?
(please see sections 1 and 14 and Schedules 1 and 2 to the Licensi	ng 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)	X
f)	recorded music (if ticking yes, fill in box F)	X
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)	X

In all cases complete boxes $\mathbf{K},\,\mathbf{L}$ and \mathbf{M}

Α

Plays Standard days and timings (please read			Will the performance of a play take place indoors or outdoors or both – please tick (please read quidance note 3)	Indoors	
	nce note		a.s. (produce road gardanies note e)	Outdoors	
Day	Start	Finis h		Both	
Mon			Please give further details here (please read)	ad guidance n	ote
Tue					
Wed			State any seasonal variations for performition (please read guidance note 5)	ing plays	
Thur					
Fri			Non standard timings. Where you intend premises for the performance of plays at to those listed in the column on the left, p	different time	<u>es</u>
Sat			(please read guidance note 6)		
Sun					

В

Films Standard days and timings (please read			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
	ice note		(produce road gardanice rises of	Outdoors	
Day	Start	Finis h		Both	
Mon			Please give further details here (please read 4)	ad guidance n	ote
Tue					
Wed			State any seasonal variations for the exhibit (please read guidance note 5)	bition of film	<u>s</u>
Thur					
Fri			Non standard timings. Where you intend premises for the exhibition of films at different those listed in the column on the left, please	erent times to	
Sat			read guidance note 6)		
Sun					

С

events Standa timings	r sportir s ard days s (please nce note	and read	Please give further details (please read guidance note 4)
Day	Start	Finis h	
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 column on the left, please list (please
Fri			read guidance note 6)
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read		s	Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please	Indoors	
timing		e read	read guidance note 3)	Outdoors	
Day	Start	Finis h		Both	
Mon			Please give further details here (please read)	ad guidance no	ote
Tue					
Wed			State any seasonal variations for boxing of entertainment (please read guidance note 5		
Thur					
Fri			Non standard timings. Where you intend premises for boxing or wrestling entertain different times to those listed in the column	ment at	L
Sat			please list (please read guidance note 6)		
Sun					

Ε

Live music Standard days and timings (please read			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
	nce note		(p. 100 g. 100 g	Outdoors	х
Day	Start	Finis h		Both	
Mon	11:00	23:00	Please give further details here (please read)	ad guidance n	ote
			Whilst live music may have some minimal am	•	
Tue	11:00	23:00	expected that this will not be audible beyond the site, and certainly not at the curtilage of the		of
			neighbours.		
Wed	11:00	23:00	State any seasonal variations for the performusic (please read guidance note 5)	ormance of li	<u>ive</u>
			music (please read guidance note 3)		
Thur	11:00	23:00			
Fri	11:00	23:00	Non standard timings. Where you intend premises for the performance of live musi		
			times to those listed in the column on the		
Sat	11:00	23:00	(please read guidance note 6)		
Sun	11:00	23:00			

F

Recorded music Standard days and timings (please read		and	Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
	nce note		product from gardance note of	Outdoors	х
Day	Start	Finis h		Both	
Mon	11:00	23:00	Please give further details here (please read)	ad guidance r	ote
			Amplified music at background levels only wh		
Tue	11:00	23:00	audible beyond the site and certainly not at the nearest neighbours	ie curillage o	
Wed	11:00	23:00	State any seasonal variations for the playing music (please read guidance note 5)	ing of record	<u>led</u>
			(piedes read galadires liets 6)		
Thur	11:00	23:00			
Fri	11:00	23:00	Non standard timings. Where you intend premises for the playing of recorded musi		, I
			times to those listed in the column on the		
Sat	11:00	23:00	(please read guidance note 6)		
Sun	11:00	23:00			

G

Performances of dance Standard days and timings (please read			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
timing		read	(1 3	Outdoors	
Day	Start	Finis h		Both	
Mon			Please give further details here (please read)	ad guidance n	ote
Tue					
Wed			State any seasonal variations for the performance (please read guidance note 5)	ormance of	
Thur					
Fri			Non standard timings. Where you intend premises for the performance of dance at to those listed in the column on the left, p	different tim	<u>es</u>
Sat			(please read guidance note 6)		
Sun					

Н

simila to tha (e), (f) Standa timings	ing of a r descri t falling or (g) ard days s (please nce note	within and read	Please give a description of the type of enterbe providing	tainment you	will
Day	Start	Finis h	Will this entertainment take place indoors or outdoors or both – please	Indoors	
Mon			<u>tick</u> (please read guidance note 3)	Outdoors	
				Both	
Tue			Please give further details here (please read)	ad guidance r	note
Wed					
Thur			State any seasonal variations for entertain similar description to that falling within (e) (please read guidance note 5)		
Fri					
Sat			Non standard timings. Where you intend premises for the entertainment of a simila that falling within (e), (f) or (g) at different listed in the column on the left, please list guidance note 6)	r description times to tho	se_
Sun					

I

Late night refreshment Standard days and timings (please read		and	Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please	Indoors	
timing		read	read guidance note 3)	Outdoors	
Day	Start	Finis h		Both	
Mon			Please give further details here (please read)	ad guidance n	ote
Tue					
Wed			State any seasonal variations for the prov		
			night refreshment (please read guidance no	ole o)	
Thur					
Fri			Non standard timings. Where you intend		
			premises for the provision of late night redifferent times, to those listed in the colur		
Sat			please list (please read guidance note 6)		
Sun					
	<u></u>				
		l			

J

Standa timing	upply of alcohol tandard days and mings (please read uidance note 7)		Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises Off the	
	T	ı		premises	
Day	Start	Finis h		Both	Х
Mon	11:00	23:00	State any seasonal variations for the suppose (please read guidance note 5)	oly of alcoho	<u>I</u>
Tue	11:00	23:00			
Wed	11:00	23:00			
Thur	11:00	23:00	Non standard timings. Where you intend premises for the supply of alcohol at diffe those listed in the column on the left, plea	rent times to	
Fri	11:00	23:00	read guidance note 6)		
Sat	11:00	23:00			
Sun	11:00	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	Leah Stannard	
Date of birt	h	
Address	The Growforward Proje Chelfham Barnstaple	ct
Postcode	EX32 7LA	
Personal li	cence number (if known)	KUHPA1410
Issuing lice	ensing authority (if known)	HULL CITY COUNCIL

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).

None

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)		u blic and read	State any seasonal variations (please read guidance note 5)
Day	Start	Finis h	
Mon	11:00	23:30	
Tue	11:00	23:30	
Wed	11:00	23:30	
			Non standard timings. Where you intend the premises to
Thur	11:00	23:30	be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
Fri	11:00	23:30	
Sat	11:00	23:30	
Sun	11:00	23:30	

М

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)

We shall ensure thorough and regular staff training. We will maintain familiarity with all current and update licensing laws. We will participate appropriately in local and national schemes that may be active at any given time - examples may include (but not limited to) schemes such as Challenge 25.

b) The prevention of crime and disorder

We will participate in any local Pubwatch schemes (where active).

A training manual which can be either electronic or paper will be kept and all staff who are involved in the sale of alcohol will be subject to a refresher every 6 months with regard to the outlined licensing objectives and the Challenge 25 scheme.

We intend to maintain good relations with the local licensing authorities and the police and we will co-operate with them and be open to any suggestions which assist in the promotion of the four licensing objectives and the prevention of crime and disorder.

Given the small-scale nature of the premises, its location, and the offering being to limited customer numbers, we believe that it will be straightforward to prevent crime and disorder and that CCTV at this point will not be necessary. Good practice, and keen observation will be employed. We are, however, happy to work with the police and seek their advice on CCTV.

c) Public safety

We shall regularly undertake risk assessments of the premises and ensure all operational health and safety checks are conducted. The electrical system feeding the outdoor bar operation will have up to date safety certificates. Given the outdoor location, fire safety will be proportionately easier than an indoor premises.

An incident log which can be either electronic or paper will be kept at the premises and be made available for inspection by any officers of the appropriate responsible authorities. This will detail crimes reported, ejection of patrons, incidents of disorder, weapons/drugs recovered, alcohol refusals.

Toilets are provided in the connected Heritage Centre and using temporary facilities as necessary. This may include the use of toilets in our meadow centre building.

d) The prevention of public nuisance

We shall ensure responsible licensing adherence.

We will have a dispersal policy in place allowing a suitable 'drinking up' period. A written sign will be placed at the bar servery and the site exits asking patrons to keep noise to a minimum when leaving the premises.

Whether live or recorded, music will be restricted to levels that would be described as 'background' and checks will be made to ensure that it will not be audible at the curtilage of the nearest residential properties past the site boundary.

Deliveries of drinks from suppliers shall not take place before 07:30.

No bins shall be emptied after 21:00 so as to cause nuisance to any neighbours. Whilst we expect the occasions when amplification of live music will be minimal, the electrical sockets used for any appliances during live music performances shall be fitted with Residual Current Devices (RCDs).

e) The protection of children from harm

We shall adhere to the Challenge 25 scheme to ensure no minors are ever served alcohol. We shall advertise that we adhere to this policy at the point of sale in clear public view.

The only acceptable proof of age will be:

A Passport

A Photo Driving License

A recognised valid photo-ID card bearing the PASS hologram

Under 18s will only be allowed on the premises if accompanied by a responsible adult such as a parent or guardian.

There shall be no under 18s allowed on the premises after 21:00 hours.

Checklist:

Please tick to indicate agreement

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

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.

<u> </u>		
Declaration	• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).	
	The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a 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 (L Stannard)		
Date	27/05/2025	
Capacity	DIRECTOR	

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)

LEAH STANNARD THE GROWFORWARD PROJECT CHELFHAM

Post town	BARNSTAPLE		Postcode	EX32 7LA
Telephone number (if any)				

If you would prefer us to correspond with you by e-mail, your e-mail address (optional) leah.stannard@growforward.uk

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 issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:
 - does not have the right to live and work in the UK; or
 - is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

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

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

They do this in one of two ways:

- by providing with this application, copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 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 checking service, applicants should include in this application their share code (provided to them upon accessing the service at https://www.gov.uk/prove-right-to-work) which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

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

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

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

