

Licensing Section
Town Hall
Crawley
West Sussex
RH10 1UZ



**NOTICE OF DE
LICENCE P . SON**

The holder of a personal licence must as soon as is reasonably practicable notify the relevant licensing authority of any change of name or address to that which is stated on the personal licence.

(A person commits an offence if they fail without reasonable excuse to comply with section

my address to:

Section C - PAYMENT

Please ensure a telephone call is made to the relevant authority to ensure that the required payment has been made and a receipt of application received.

Section D

I am

CHECKLIST

Personal Licence - paper section
(This notification must be accompanied by the personal licence - or reasons why you have failed to do so)

Personal Licence - dusevin

pa section

If you want to change your photograph, you also need to send two passport photographs, one of which must be enclosed by a qualified person

DECLARATION

The information contained in this form is correct to the best of my knowledge and belief

I am entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying on of a licensable activity. I understand that my licence will become invalid if I cease to be entitled to live and work in the UK

It is an offence to knowingly or recklessly make a false statement in or in connection with an application for a personal licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine

leong@trish

GUIDANCE / HELPNOTES

***Right to work/immigration status**

A personal 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 personal 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 licensing activity. They do this in one of two ways:

1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or

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).

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

x **A 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**

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

applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition