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|  | WANDSWORTH COUNCIL Regulatory Services Partnership  Environment & Regeneration  Merton Civic Centre  100 London Road Surrey, SM4 5DX |



INTERIM AUTHORITY NOTICE 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** (Insert name(s) of applicant) |

**Give this authority notice under section 47 of the Licensing Act 2003 for the premises described in Part 1 below**

|  |  |
| --- | --- |
| **Premises Licence Number (if known)** | **/** |

#### Part 1 – Premises Details

|  |  |
| --- | --- |
| **Name of premises** | |
| Postal address of premises or, if none, ordnance survey map reference or description | |
| **Post Town** | **Post Code** |
| **Telephone number of premises** (if any) | **Mobile number** (optional) |
| **E-mail address** (optional) | **Fax number** (optional) |

**Part 2 – Notice Giver Details**

In what capacity are you giving the interim authority notice?

See section 47 of the Licensing Act 2003

Please X

a) I am an individual with a legal interest in the premises  please complete section (A)

as freeholder or leaseholder

1. I am a person other than an individual with a legal

interest in the premises as freeholder or leaseholder

i. As a limited company  please complete section (B)

ii. As a partnership  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) I am a personal representative for the former  please complete section (B)

premises licence holder who has died

d) I have power of attorney which is registered  please complete section (B)

for the former premises licence holder who has

become mentally incapable

e) I am the insolvency practitioner for the former  please complete section (B)

premises licence holder who is insolvent

**Date of lapsing of licence**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| On what date (as applicable) |  | Day | | Month | | Year | | | |
| Did the former premises licence holder die? |  |  |  |  |  |  |  |  |  |
| Was the power of attorney registered under section 6 of the Enduring Powers of Attorney Act 1985? |  |  |  |  |  |  |  |  |  |
| Did the former holder become insolvent? |  |  |  |  |  |  |  |  |  |
| Did the former holder’s immigration status expire? |  |  |  |  |  |  |  |  |  |

1. **DETAILS OF INDIVIDUAL NOTICE GIVERS** (fill in as appropriate)

Mr  Mrs  Miss  Ms  Other title:

|  |  |
| --- | --- |
| **Surname** | **First Name(s)** |

**I am 18 years old or over**  Please X

|  |  |  |  |
| --- | --- | --- | --- |
| **Nationality:** | | | |
| Current residential address if different from premises address | | | |
| **Post Town** | | **Post Code** | |
| **Daytime telephone number** | **Mobile number** (optional) | | **Email address** (optional) |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit **‘share code’** provided to the applicant by that service (please see note 2 for information) | | | |

**DETAILS OFSECOND INDIVIDUAL NOTICE GIVER** (fill in as appropriate)

Mr  Mrs  Miss  Ms  Other title:

|  |  |
| --- | --- |
| **Surname** | **First Name(s)** |

**I am 18 years old or over**  Please X

|  |  |  |  |
| --- | --- | --- | --- |
| **Nationality**: | | | |
| Current residential address if different from premises address | | | |
| **Post Town** | | **Post Code** | |
| **Daytime telephone number** | **Mobile number** (optional) | | **Email address** (optional) |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit ‘share code’ provided to the applicant by that service (please see note 2 for information) | | | |

1. **NON-INDIVIUAL NOTICE GIVER**

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In case of a partnership or other joint 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**

Please X

Has an interim authority notice previously been given relating to this premises

and the former premises licence holder?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Day | | | Month | | Year | | | |
| If not when do you want the variation to take effect  from? |  |  |  | |  |  |  |  |  |

Please X

Has there been an application to transfer the premises licence under section 50

of the Licensing Act 2003?

Please X

* I have made or enclosed payment of the fee
* I have sent a copy of this form to the chief officer of police for the area in

which the premises is situated

* I have sent a copy of this form to Home Office Immigration Enforcement
* I have notified the designated premises supervisor (if different from the premises

licence holder), if any

* I confirm that I am entitled to work in the United Kingdom (please see guidance note 2)
* I understand that if I do not comply with the above requirements my application will be rejected

**THIS NOTICE WILL LAPSE AT THE END OF THE 28 DAY PERIOD AFTER THE LAPSING OF THE PREMISES LICENCE UNLESS A COPY OF THE NOICE HAS BEEN GIVEN TO THE CHIEF OFFICER OF POLICE FOR THE POLICE AREA OR EACH POLICE AREA IN WHICH THE PREMISES IS SITUATED; AND A COPY HAS BEEN SENT TO HOME OFFICE IMMIGRATION ENFORCEMENT**

**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 1)

**Signature of notice giver or notice giver’s solicitors or other duly authorised agent** (see guidance note 3)**.**

**If signing on behalf of the notice giver please state in what capacity.**

Signature

Print Name

Date

Capacity

**For joint notices signature of second notice giver, second notice giver’s solicitors or other duly authorised agent** (see guidance note 4)**. If signing on behalf of the applicant please state in what capacity.**

Signature

Print Name

Date

Capacity

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact name (where not previously given) and postal address for correspondence associated with this application** (please read guidance note 5) | | | |
| **Post Town** | | **Post Code** | |
| **Daytime telephone number** | **Mobile number** (optional) | | **Email address** (optional) |

**Notes for Guidance**

1. The notice must be signed.
2. Right to work/immigration status

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:

1. 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.

1. A notice giver’s agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
2. Where there is more than one notice giver, both notice givers or their respective agents must sign the application form.
3. This is the address which we shall use to correspond with you about this application.