

AGENDA FOR
LICENSING HEARING SUB COMMITTEE



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To: All Members of Licensing Hearing Sub Committee

Councillors: B Ibrahim (Chair), D Hill and M Walsh

Dear Member/Colleague

Licensing Hearing Sub Committee

You are invited to attend a meeting of the Licensing Hearing Sub Committee which will be held as follows:-

Date:	Thursday, 29 th October 2026
Place:	Virtual meeting via Microsoft Teams
Time:	11.00 am
Notes:	To view the virtual meeting online, please email m.cunliffe@bury.gov.uk or phone 0161 253 5399 who will provide you with a link to view the meeting via MS Teams or telephone you into meeting with the option of audio only.

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Members of the Licensing Hearing Sub Committee are asked to consider whether they have an interest in any matter on the agenda, and, if so, to formally declare that interest.

3 MINUTES OF THE LAST MEETING *(Pages 3 - 8)*

The Minutes of the Licensing Hearing Sub Committee meeting held at 11.00am on the 17th September 2026 are attached.

4 APPLICATION FOR A PREMISES LICENCE TO BE GRANTED UNDER THE LICENSING ACT 2003 IN RESPECT OF LA PIZZA, 106 WATER STREET, RADCLIFFE, M26 4BE *(Pages 9 - 52)*

A report from the Executive Director (Corporate Core) is attached:-

Minutes of:	LICENSING HEARING SUB COMMITTEE
Date of Meeting:	17 th September 2026
Present:	Councillor B Ibrahim (in the Chair) Councillors D Green and D Hill
Also in attendance:	L. Bell (Bury Council- Licensing Unit) M. Cunliffe Bury Council- (Democratic Services) S. Lyth – (Bury Council- Legal Advisor) L. Scully (Bury Council- Legal Advisor) M. Gholami (Applicant) G. Sherratt (Applicant's Kuits legal representative) M. Stevenson (Observing Kuits legal representative) Mr Shah (Observing- Pizza GoGo Head Office) Councillor A. Quinn (Representor)
Public Attendance:	The Hearing was held virtually and interested members of the public were provided with a link to access the hearing online via Microsoft Teams or could be telephoned into the meeting via audio only. No other members of the public or press were in virtual attendance.

1 APOLOGIES FOR ABSENCE

Apologies for absence were submitted by M. Bridge (Licensing Unit Manager), R. Hall (Environmental Health), B. Thomson (Assistant Director of Public Protection & Resilience) and A. Bucior (Public Protection).

2 DECLARATIONS OF INTEREST

There were no declarations of interest made.

3 MINUTES OF THE LAST MEETING(S)

The Minutes of the last Licensing Hearing Sub Committee meetings held at 11.00am on the 17th August 2026 and 11.00am on the 27th August 2026 were attached to the agenda.

Resolved:- That the minutes of the Licensing Hearing Sub Committee held on the 17th August and the 27th August 2026 be approved as a correct record.

4 APPLICATION FOR A PREMISES LICENCE TO BE GRANTED UNDER THE LICENSING ACT 2003 IN RESPECT OF PIZZA GO GO, 56 BURY NEW ROAD, PRESTWICH, M25 0JU

The Licensing Authority received an application for a Premises Licence to be granted under the Licensing Act 2003 in respect of Pizza GoGo, 56 Bury New Road, Prestwich, M25 0JU.

In making a decision, the steps the Sub-Committee can take are:-

- To grant the application in the terms requested
- To grant the application subject to conditions
- To amend or modify existing or proposed conditions
- To refuse the application

The Licensing Act 2003 and the Licensing Act 2003 (Hearings) Regulations are the relevant legislation.

The Panel would make a decision on the day of the hearing and the parties would be notified subsequently of the decision and the reasons for it by letter from the Licensing Office.

The Deputy Licensing Unit Manager presented the report and explained the applicant for the licence is Mr Mansour Gholami, 58 Uplands Road, Billericay, Essex, CM12 0JS.

The Applicant had complied with all the necessary procedural requirements laid down by the Act.

As part of the statutory process the Responsible Authorities and interested parties are entitled to make representations in relation to the grant of a licence. Where representations are made and not withdrawn Members are required to determine them.

Representations must be relevant to the licensing objectives defined within the Act. The objectives are:-

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

The application was for the grant of a Premises Licence under Part 3 of the Licensing Act 2003.

Opening Times:

Monday to Sunday	11.30 to 04.30
Non-Standard Timings	Listed under the operating schedule

Provision of Late Night Refreshment (Indoors and Outdoors)

Monday to Sunday	11.00 to 04.00
Non-Standard Timings	Listed under the operating schedule

The conditions contained in the operating schedule submitted by the applicant were also attached at Appendix 1 in the agenda packs.

Two representations had been received one from an interested party and one from a responsible authority, both of these were attached at Appendix 2 in the agenda packs.

It was noted that the responsible authority, Environmental Health were unable to be in attendance at the hearing.

After hearing the representations made and the evidence presented, Members are obliged to determine the application with a view to promoting the licensing objectives and having regard to the Authority's Licensing Policy and National Guidance.

The Secretary of State's Guidance to the Licensing Act 2003 is provided to licensing authorities in relation to the carrying out of their functions under the 2003 Act. It also provides information to magistrates' courts hearing appeals against licensing decisions and has been made widely available for the benefit of those who run licensed premises, their legal advisers and the general public. It is a key medium for promoting best practice, ensuring consistent

application of licensing powers across England and Wales and for promoting fairness, equal treatment and proportionality.

Section 4 of the 2003 Act provides that, in carrying out its functions, a licensing authority must 'have regard to' guidance issued by the Secretary of State under section 182. The Guidance is therefore binding on all licensing authorities to that extent. However, the Guidance cannot anticipate every possible scenario or set of circumstances that may arise and, as long as licensing authorities have properly understood this Guidance, they may depart from it if they have good reason to do so and can provide full reasons.

Departure from the Guidance could give rise to an appeal or judicial review, and the reasons given will then be a key consideration for the courts when considering the lawfulness and merits of any decision taken.

The Deputy Licensing Unit Manager informed the meeting that additional information had been circulated to the panel Members. This included further proposed conditions, email communications to Environmental Health and a map of the location including street view images along with information on the opening times for Dominos Pizza which was situated nearby.

The applicant's representative had also contacted both representors and offered the above additional information and further conditions which would see the premises closed to customers at 11.00pm and all business after that time conducted by way of delivery.

The Deputy Licensing Unit Manager placed on record that she had contacted both representors to confirm whether they wished to withdraw their representations in light of these additional conditions. Both declined the offer and wished for the hearing to continue.

Ms Gill Sherratt was in the company of Mr Mansour Gholami and addressed the committee providing an overview on the business which was open between 11.00am-11.00pm. The application was to extend the hours until 4.00am closing at 4.30am. The business was a franchise which had operated in the UK from 1987. The Headquarters were based in Essex and there were around 160 branches throughout the country with one nearby in Stockport.

Mr Gholami had over 20 years of experience in the food industry and had managed a number of branches setting up the Prestwich site. The location was formerly a Pizza Hut site and was refurbished with Mr Gholami living above the premises. He would manage the site full time with an assistant manager and a couple of part-time staff.

The business was well managed, with a 5-star food rating and no complaints had been submitted about the Bury site. The application was made to generate more revenue for the business beyond 11.00pm. Dominoes was only located 7 doors away and can operate until 5.00am.

Discussions had been held with Environmental Health so that the conditions upheld the licensing objectives. It was stated that all deliveries would be undertaken by one in-house driver (Increasing to 2 if there was business demand) and no deliveries would be undertaken by Uber or other taxis. There would be no waiting outside the premises and the delivery activities would be managed with conditions. Not one resident had objected and it was located on a busy road with background noise. There was also a 24-hour Shell garage nearby which was also close to residential properties.

Mr Gholami cared very much and would not want to disturb local people hence the safeguarding measures put in place. If there was a problem, then the licence could be called in for review. This business would create employment and if it fails there could be a detrimental

effect on the high street with empty shops potentially creating crime and disorder. This was a responsible operator with CCTV which aided the eyes and ears of the local community.

Members commented if there had been any consideration of closing earlier than the 4.00am time which had been applied for and questioned predictions of what may happen if unsuccessful.

A Member enquired if it was known how many more deliveries would be undertaken within the new time slots if granted. It was also a different situation to compare the site to Dominoes and Shell as it had a neighbouring residential property and parking outside.

Ms Sherratt hoped there would be demand but no formal business study had been undertaken to assess the predicted income for the extra hours. No residents had raised any concerns and there were also two parking spots at the rear of the premises that could be utilised.

A Member commented on the make up of the population in that area and it was stated that licensing conditions can't be made on religious grounds. Dominoes have a licence until 5.00am, 7 days a week and choose their own timings.

A Member asked would there be a restriction on the number of delivery drivers if demand was there and it was answered no as conditions would be managed accordingly.

A Member questioned the driver code of conduct and what issues to reduce noise had the business thought about.

Ms Sherratt confirmed the external extraction flue had a silencer installed on it and the code of conduct document can be inspected to check it was being signed by staff responsible for conducting deliveries.

Councillor Alan Quinn was present at the meeting as a representor and had initial concerns about the site being a magnet for anti-social behaviour with the extended hours. Upon hearing all the information presented, he was minded to withdraw his objections as there would be no entry into the premises beyond 11.00pm. He was also unaware of the Dominos conditions and considered that there had been no complaints made to himself as a ward Councillor.

A Member wondered if there would be signage at the premises to indicate the store was closed after 11.00pm as members of the public may try and gain access if the lights were still on. Ms Sherratt confirmed that the shutters would be rolled down over the whole shop front and this could be conditioned if deemed appropriate.

Ms Sherratt in summing up felt there would be minimal impact in the local area and that the business was a responsible operator running for a number years without any problems. The manager cared about the area as he lived above the store and would not want to cause any disruption which would be helped by the relevant policies and procedures being in place.

Councillor Alan Quinn in his summing up formally withdrew his objections to the application having considered all the information presented.

The Sub-Committee then duly retired to consider the application.

The Members of the Panel were advised by the Legal Officer as to their duties under Section 4 of the Licensing Act 2003 to at all times consider the promotion of the Licensing Objectives, these being:

- a) the prevention of crime and disorder
- b) public safety

- c) the prevention of public nuisance
- d) the protection of children from harm

The Members were also advised of their duties in carrying out those functions in relation to the relevant provisions of the national guidance and the Council's licensing policy statement.

In addition, Members were advised to give appropriate weight to the steps that are appropriate to promote the licensing objectives together with relevant representations presented by all parties.

Delegated decision

All of the evidence was considered with care, and it was established that having understood the application and equally noting and understanding the representations, the Sub-Committee found there were no major causes for concern so far as the promotion of the licensing objectives were concerned.

It was therefore agreed that the Sub-Committee unanimously **grant the application with the amended conditions in the updated operating schedule (which had been put forward as additional ones by the applicant in open correspondence between the responsible authority and the Applicant's representative prior to the meeting). This was also subject to a condition further modified by the Committee detailing that the front shutters be pulled down and lights turned off after 11.00pm. The Sub Committee decided that these conditions offered as amended would further the licensing objectives and further assist to reduce the likelihood of public nuisance in relation to this premises.**

Operating Schedule

General

1. A CCTV system shall be maintained and operated at the premises with cameras positioned both internally and externally.
2. Recorded CCTV images will be maintained and stored for a period of twenty-eight days and shall be produced to the Police or Licensing Authority upon request.
3. Any person left in charge of the premises must be trained in the use of any such CCTV equipment and be able to produce CCTV images to an officer from a responsible authority upon request.
4. Management shall liaise with the Fire Authority as necessary to ensure compliance with all necessary fire regulations.
5. The premises shall maintain an Incident Log and public liability insurance.
6. There shall be no noise or odours caused by the kitchen extraction equipment that gives rise to a nuisance.
7. The exterior of the premises shall be cleared of litter at regular intervals.
8. Where deliveries are to operate from the premises, where appropriate the premises licence holder must instruct delivery riders and drivers not to cause a noise nuisance when making deliveries or whilst waiting outside the premises for collections.
9. The emptying of bins into skips, deliveries to the premises and refuse collections will not take place between 11pm and 7am.

Non-standard timings

From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

An additional hour on the day British Summer Time begins to disapply its effect.

The Premises

1. The customer entrance will close at 23:00, other than where access is required for staff or in an emergency. The door will be locked, **front shutters pulled down, lights off** & no customers will be permitted to enter the premises after that time.
2. Drivers shall use the parking facilities available at the premises when collecting orders.
3. Deliveries after 23:00 will be undertaken only by drivers directly employed by the business and that third-party delivery platforms will not be used.

Conduct of Deliveries

4. The premises will display prominent notice at the entrance/exit of the premises informing customers that the premises close at 23:00.
5. Drivers will be trained in the process of delivering food to customers and that their conduct forms part of the business's responsibility for minimising disturbance to neighbouring residents. The training will include (but not limited to):
 - To be considerate of nearby residential properties
 - Drivers to leave and return to the premises quietly and promptly, without lingering or congregating outside.
 - To avoid unnecessary vehicle noise, such as closing doors quietly & to switch off vehicle engines when stationary.
6. Any new driver will be trained before undertaking late-night deliveries. The training will be recorded and provided to the authorities for inspection upon request.
7. The premises licence holder will maintain a written driver code of conduct. The code will be signed by staff responsible for conducting deliveries and those records will be provided to the authorities for inspection upon request.
8. Any complaint received concerning noise or disturbance associated with the late-night operation will be recorded and, where appropriate, investigated by the premises licence holder.

Waste

9. No waste shall be moved from the premises, or external bins emptied, during the period between 23:00 and 04:00, save where necessary for health and safety reasons.

COUNCILLOR B IBRAHIM
Chair

(Note: The meeting started at 11.00am and ended at 12.30pm)



		Classification	Item No.
		Open / Closed	
Meeting:	Licensing Hearings Sub-Committee		
Meeting date:	29 October 2026		
Title of report:	Application for a Premises Licence to be granted under the Licensing Act 2003 in respect of LA Pizza, 106 Water Street, Radcliffe, M26 4BE		
Report by:	Executive Director (Corporate Core)		
Decision Type:	Council		
Ward(s) to which report relates	Radcliffe West		

Executive Summary:

This report relates to an application for a Premises Licence to be granted under the Licensing Act 2003 in respect of LA Pizza, 106 Water Street, Radcliffe, M26 4BE

Recommendation(s)

- To grant the application in the terms requested
- To grant the application subject to conditions
- To amend or modify existing or proposed conditions
- To refuse the application

1.0 BACKGROUND

- 1.1 The Licensing Act 2003 and the Licensing Act 2003 (Hearings) Regulations are the relevant legislation.
- 1.2 The Panel will make a decision on the day of the hearing and the parties will be notified subsequently of the decision and the reasons for it by letter from the Licensing Office.

2.0 INTRODUCTION

- 2.1 The applicant for the licence is LA Pizza Limited, 106 Water Street, Radcliffe, M26 4BE.
- 2.2 The applicant has complied with all the necessary procedural requirements laid down by the Act.
- 2.3 As part of the statutory process the Responsible Authorities and interested parties are entitled to make representations in relation to the grant of a licence. Where representations are made and not withdrawn Members are required to determine them.
- 2.4 Representations must be relevant to the licensing objectives defined within the Act. The objectives are:-
- the prevention of crime and disorder
 - public safety
 - prevention of public nuisance and
 - protection of children from harm

3.0 THE APPLICATION

- 3.1 The application is for the grant of a Premises Licence under Part 3 of the Licensing Act 2003:

Opening Times:

Monday to Sunday 14.00 to 02.00

Provision of Late-Night Refreshment (Indoors and outdoors)

Monday to Sunday 23.00 to 02.00

The Operating Schedule is attached at Appendix 1.

4.0 REPRESENTATIONS FROM INTERESTED PARTIES

- 4.1 Two interested parties have made representations against this application and will shortly give their reasons for making their representations. The representations are attached at Appendix 2.

5.0 APPLICATION FORM AND PLAN

- 5.1 The application form and plan of the premises is attached at Appendix 3.

6.0 ADDITIONAL INFORMATION

6.1 The additional information is attached at Appendix 4.

7.0 OBSERVATIONS

7.1 After hearing the representations made and the evidence presented, Members are obliged to determine the application with a view to promoting the licensing objectives and having regard to the Authority's Licensing Policy and National Guidance.

8.0 THE SECRETARY OF STATES GUIDANCE TO THE LICENSING ACT 2003

8.1 The Secretary of State's Guidance to the Licensing Act 2003 is provided to licensing authorities in relation to the carrying out of their functions under the 2003 Act. It also provides information to magistrates' courts hearing appeals against licensing decisions and has been made widely available for the benefit of those who run licensed premises, their legal advisers and the general public. It is a key medium for promoting best practice, ensuring consistent application of licensing powers across England and Wales and for promoting fairness, equal treatment and proportionality.

8.2 Section 4 of the 2003 Act provides that, in carrying out its functions, a licensing authority must 'have regard to' guidance issued by the Secretary of State under section 182. The Guidance is therefore binding on all licensing authorities to that extent. However, the Guidance cannot anticipate every possible scenario or set of circumstances that may arise and, as long as licensing authorities have properly understood this Guidance, they may depart from it if they have good reason to do so and can provide full reasons.

8.3 Departure from the Guidance could give rise to an appeal or judicial review, and the reasons given will then be a key consideration for the courts when considering the lawfulness and merits of any decision taken.

9.0 CONCLUSION

9.1 A licensing authority must carry out its functions under this Act ("licensing functions") with a view to promoting the licensing objectives:

- the prevention of crime and disorder
- public safety;
- the prevention of public nuisance; and
- the protection of children from harm.

9.2 In reaching the decision, regard must be had to relevant provisions of the

national guidance and the Council's licensing policy statement.

9.3 The Sub-Committee must consider what steps are appropriate for the promotion of the licensing objectives.

9.4 In making its decision with regard to this grant hearing, the steps the Sub-Committee can take are:

- To grant the application in the terms requested
- To grant the application subject to conditions
- To amend or modify existing or proposed conditions
- To refuse the application

9.5 All licensing determinations should be considered on the individual merits of the application.

9.6 The Sub-Committee's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve. Findings on any issues of fact should be on the balance of probability.

9.7 It is important that a licensing authority should give comprehensive reasons for its decisions in anticipation of any appeals. Failure to give adequate reasons could itself give rise to grounds for an appeal.

9.8 The Sub-Committee is asked to determine what steps, as set out in 9.4 above, are appropriate for the promotion of the licensing objectives.

Community impact/links with Community Strategy

Not Applicable

Equality Impact and considerations:

Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to -

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*

- (c) *foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

The public sector equality duty requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services.

Equality Analysis	<i>Please provide a written explanation of the outcome(s) of either conducting an initial or full EA.</i>
<i>The Licensing Service have considered the Equality Act 2010 and due to each application being dealt with on its own merits there is no positive or negative on any of the protected characteristics.</i>	

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
There are no specific issues from the report other than potential costs/risks associated with legal appeals.	

Consultation:

Not Applicable

Legal Implications:

Yes, under the legislation the Council is required to determine representations. The report is in accordance with the appropriate legislation.

Financial Implications:

The cost of the licensing function are funded through the fees and charges levied by the Council. There may be additional costs if appeals are lodged with the Magistrates and Crown Courts.

Report Author and Contact Details:

For further information on the details of this report, please contact:

Mr M Bridge
Licensing Office
Town Hall
Bury
Telephone No: 0161 253 5209
Email: m.bridge@bury.gov.uk

Background papers:

List of Background Papers:-
Application form
Representations received

Please include a glossary of terms, abbreviations and acronyms used in this report.

Term	Meaning

Appendix One

Operating Schedule submitted by the applicant

LICENSING ACT 2003

Conditions consistent with the operating schedule

General

I will operate my business in a responsible and professional manner to promote all four licensing objectives. I will ensure that all staff are properly trained in their roles and understand their responsibilities in relation to public safety, prevention of crime and disorder, prevention of public nuisance, and protection of children from harm. The premises will be managed effectively, kept clean and safe at all times, and all relevant laws and licensing conditions will be followed. I will also cooperate fully with local authorities, police, and licensing officers to ensure the business operates in compliance with regulations.

The prevention of crime and disorder

To prevent crime and disorder, CCTV cameras will be installed and maintained at the premises, covering all main areas including entrances and exits. Recordings will be stored and made available to authorities upon request. Staff will be trained to identify and respond to suspicious or anti-social behaviour, and any incidents will be reported to the police if necessary. The premises will operate a zero-tolerance policy towards violence, illegal activity, and disorderly behaviour. Adequate lighting will be provided inside and outside the premises to improve safety and visibility.

Public safety

Public safety will be ensured by maintaining the premises in a safe condition at all times. Fire safety equipment such as fire extinguishers and smoke alarms will be installed and regularly checked. Emergency exits will be clearly marked and kept unobstructed. Staff will be trained in basic health and safety procedures, including emergency evacuation. The premises will be kept clean and free from hazards, and all electrical equipment will be properly maintained to prevent accidents or risks to customers and staff.

The prevention of public nuisance

I will take steps to prevent public nuisance by ensuring that noise levels are kept to a minimum, especially during evening hours. Customers will be encouraged to leave the premises quietly and respect the local community. Waste will be disposed of properly and regularly to maintain cleanliness and prevent odours. Deliveries and collections will be managed responsibly to avoid disruption to neighbours. The outside area of the premises will be monitored to ensure it remains clean and orderly.

The protection of children from harm

I will ensure that children are protected from harm by maintaining a safe and supervised environment at all times. Staff will be trained to be aware of safeguarding responsibilities and to report any concerns appropriately. Children will not be allowed access to restricted areas such as kitchens or staff-only zones. If age-restricted products are sold, staff will follow a strict age verification policy such as Challenge 25 and request valid identification where necessary. The premises will remain a safe and family-friendly environment.

Appendix 2

Representations from Interested Parties

Dear Licensing Team,

I am writing in my capacity as a Ward Councillor for Radcliffe West, and on behalf of local residents, to formally object to this application.

I believe the proposed extension would have a significant adverse impact on two of the licensing objectives: the prevention of public nuisance and the prevention of crime and disorder.

Prevention of Public Nuisance

The premises is a takeaway with no indoor seating, meaning customers waiting for food would be required to gather, possibly on the public pavement. Extending opening hours until 02:00 is likely to result in increased late-night noise, including loud conversations, shouting and anti-social behaviour causing severe disruption to their right to peace, and quiet.

There are also concerns about increased delivery activity, including vehicle noise, engines, doors, and drivers congregating outside the premises during the early hours. This could cause significant disturbance to nearby families and elderly residents.

There are further concerns regarding the accumulation of litter. Fast-food packaging is a known source of litter in the immediate area. Extending operations by an extra three hours every single night will exacerbate the discarded waste on Water Street, attracting pests and placing an unfair burden on the council and local community groups.

Prevention of Crime and Disorder

There is concern that the premises could become a late-night gathering point, particularly for people leaving nearby drinking establishments. The combination of alcohol consumption, queues and late-night food collection could increase the risk of disorder, verbal confrontations and anti-social behaviour.

The narrow pavements outside the premises also raise public safety concerns, particularly if customers congregate while delivery vehicles stop or park nearby. This could obstruct pedestrians and create additional risks on a busy thoroughfare during the hours of darkness.

I fully support local businesses and recognise the importance of a thriving local economy. However, this must be balanced against the rights and wellbeing of nearby residents.

The existing 23:00 closing time provides a reasonable balance. Extending the hours to 02:00, seven days a week, would significantly change the nature and impact of the premises on this residential area.

For these reasons, I respectfully ask the Licensing Panel to **refuse the proposed variation**.

If possible, can you please keep me informed of any further developments and the progress of this application.

Dear Licensing Team,

I am writing in my capacity as Ward Councillor for Radcliffe West, and on behalf of local residents, to formally object to this application.

I believe the proposed extension would have a significant adverse impact on two of the licensing objectives: the prevention of public nuisance and the prevention of crime and disorder.

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For these reasons, I respectfully ask the Licensing Panel to **refuse the proposed variation**.

If possible, can you please keep me informed of any further developments and the progress of this application.

Appendix 3

Application form and Plan

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 Ali Reza Beheshti

(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 106 Water street			
Post town	Radcliffe	Postcode	M264BE

Telephone number at premises (if any)	01617245700
Non-domestic rateable value of premises	£ 5700

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) a person other than an individual *
- i as a limited company/limited liability please ☒ complete section (B) partnership
- 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 please complete section (B)
- Standards Act 2000 (c14) in respect of an independent hospital in Wales

ga) a person who is registered under Chapter 2 of Part 1 ☐ please complete section (B) of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England

- h) the chief officer of police of a police force in ☐ please complete section (B) England and Wales

* 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 ☒	Mrs ☐	Miss ☐	Ms ☐	Other Title (for example, Rev)	
Surname Beheshti			First names Ali Reza		
Date of birth		I am 18 years old or over ☒		Please tick yes	
Nationality _____					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail 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 15 for information)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr ☐	Mrs ☐	Miss ☐	Ms ☐	Other Title (for example, Rev)	
Surname			First names		
Date of birth			I am 18 years old or over ☐ Please tick yes		
Nationality					
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 15 for information)					
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 LA PIZZA 1 limited
Address 106 water street RADCLIFFE M264BE
Registered number (where applicable) 16165707

Description of applicant (for example, partnership, company, unincorporated association etc.) Private Limited Company LA PIZZA 1 ltd 106 water street M264BE 100% share holder is ALI REZA BEHESHTI
Telephone number (if any) XXXXXXXXXXXXXXXXXXXX
E-mail address (optional) XXXXXXXXXXXXXXXXXXXX

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY

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

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

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

N/A

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)

Please tick all that

Provision of regulated entertainment (please read guidance note 2)

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) ☐
- anything of a similar description to that falling within (e), (f) or (g)
- h) ☐
- (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	☐
				Outdoors	☐
Day	Start	Finish		Both	☐
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri			<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)		
Sat					
Sun					
Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	☐
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					

B

Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)
Thur			
Fri			<u>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</u> (please read guidance note 6)
Sat			
Sun			

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			
Thur			<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)
Fri			

C

Sat				
Sun				
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 ☐
				Outdoors ☐
Day	Start	Finish		Both ☐
Mon			<u>Please give further details here</u> (please read guidance note 4)	
Tue				
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)	
Thur				
Fri			<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)	
Sat				
Sun				

D

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	☐
				Outdoors	☐
				Both	☐
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					

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	☐
				Outdoors	☐
				Both	☐
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					

E

Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)
Thur			
Fri			<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)
Sat			
Sun			

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	☐
				Outdoors	☐
				Both	☐
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					

F

			<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					
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	☐
Mon				Outdoors	☐
				Both	☐
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
			<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)		
Thur					
Fri			<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)		
Sat					
Sun					

G

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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	☒
				Outdoors	☐
				Both	☐
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon	23:00	2:00			
Tue	23:00	2:00			
			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Wed	23:00	2:00			
Thur	23:00	2:00			
			<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)		
Fri	23:00	2:00			
Sat	23:00	2:00			
Sun	23:00	2:00			

H

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	☐
				Off the premises	☐
				Both	☐
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			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)		

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 ALI REZA BEHESHTI
Date of birth xxxxxxxxxxxx

I

Address XXXXXXXXXXXX		
Postcode	XXXXXXXXXXXX	
Personal licence number (if known)		
Issuing licensing authority (if known)		

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).

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)	<u>State any seasonal variations</u> (please read guidance note 5)	
Day	Start	Finish

J

Mon			<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)
	14:00	2:00	
Tue			
	14:00	2:00	
Wed			
	14:00	2:00	
Thur			
	14:00	2:00	
Fri			
	14:00	2:00	
Sat			
	14:00	2:00	
Sun			

	14:00	2:00	
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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)

I will operate my business in a responsible and professional manner to promote all four licensing objectives. I will ensure that all staff are properly trained in their roles and understand their responsibilities in relation to public safety, prevention of crime and disorder, prevention of public nuisance, and protection of children from harm. The premises will be managed effectively, kept clean and safe at all times, and all relevant laws and licensing conditions will be followed. I will also cooperate fully with local authorities, police, and licensing officers to ensure the business operates in compliance with regulations.

b) The prevention of crime and disorder

To prevent crime and disorder, CCTV cameras will be installed and maintained at the premises, covering all main areas including entrances and exits. Recordings will be stored and made available to authorities upon request. Staff will be trained to identify and respond to suspicious or anti-social behaviour, and any incidents will be reported to the police if necessary. The premises will operate a zero-tolerance policy towards violence, illegal activity, and disorderly behaviour. Adequate lighting will be provided inside and outside the premises to improve safety and visibility.

c) Public safety

Public safety will be ensured by maintaining the premises in a safe condition at all times. Fire safety equipment such as fire extinguishers and smoke alarms will be installed and regularly checked. Emergency exits will be clearly marked and kept unobstructed. Staff will be trained in basic health and safety procedures, including emergency evacuation. The premises will be kept clean and free from hazards, and all electrical equipment will be properly maintained to prevent accidents or risks to customers and staff.

d) The prevention of public nuisance

I will take steps to prevent public nuisance by ensuring that noise levels are kept to a minimum, especially during evening hours. Customers will be encouraged to leave the premises quietly and respect the local community. Waste will be disposed of properly and regularly to maintain cleanliness and prevent odours. Deliveries and collections will be

managed responsibly to avoid disruption to neighbours. The outside area of the premises will be monitored to ensure it remains clean and orderly.

e) The protection of children from harm

I will ensure that children are protected from harm by maintaining a safe and supervised environment at all times. Staff will be trained to be aware of safeguarding responsibilities and to report any concerns appropriately. Children will not be allowed access to restricted areas such as kitchens or staff-only zones. If age-restricted products are sold, staff will follow a strict age verification policy such as Challenge 25 and request valid identification where necessary. The premises will remain a safe and family-friendly environment.

Checklist:

Please tick to indicate agreement

- | | | |
|--|-------------------------------------|---|
| I have made or enclosed payment of the fee. | ☒ | • |
| 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. | ☒ | • |
| 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. | ☒ | • |
| [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15). | ☒ | • |
| understand that if I do not comply with the above requirements my application will be rejected. | ☒ | • |

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	[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	Ali Reza Beheshti
Date	03/09/2026
Capacity	Owner

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)			
Ali Reza Beheshti			
xxxxxx			
Post town	xxxxxxx	Postcode	xxxxxx
Telephone number (if any)	xxxx		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) xxxxx			

Data Protection agreement

In this form, we may ask for some personal information (such as name, address, date of birth, etc.) in order to fulfil your request for information or services.

This information will be held securely and will be used to provide you with the service you have requested.

Any processing will be performed in line with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation.

Bury Council is the Data Controller for the information you give us. Further details about how we process personal data can be found in our privacy notice at: <https://www.bury.gov.uk/privacy>

Consent

I consent to the Council capturing and storing the personal details in this form for providing the service requested. I understand that I can request for my details to be removed from your records

Signed Applicant. Ali Reza Beheshti Date 03/09/2026

Notes for Guidance

1. 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 offsupplies, 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 nonresidential 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 seminudity, 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 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.
- 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 birth or adoption certificate issued 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 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 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, 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.

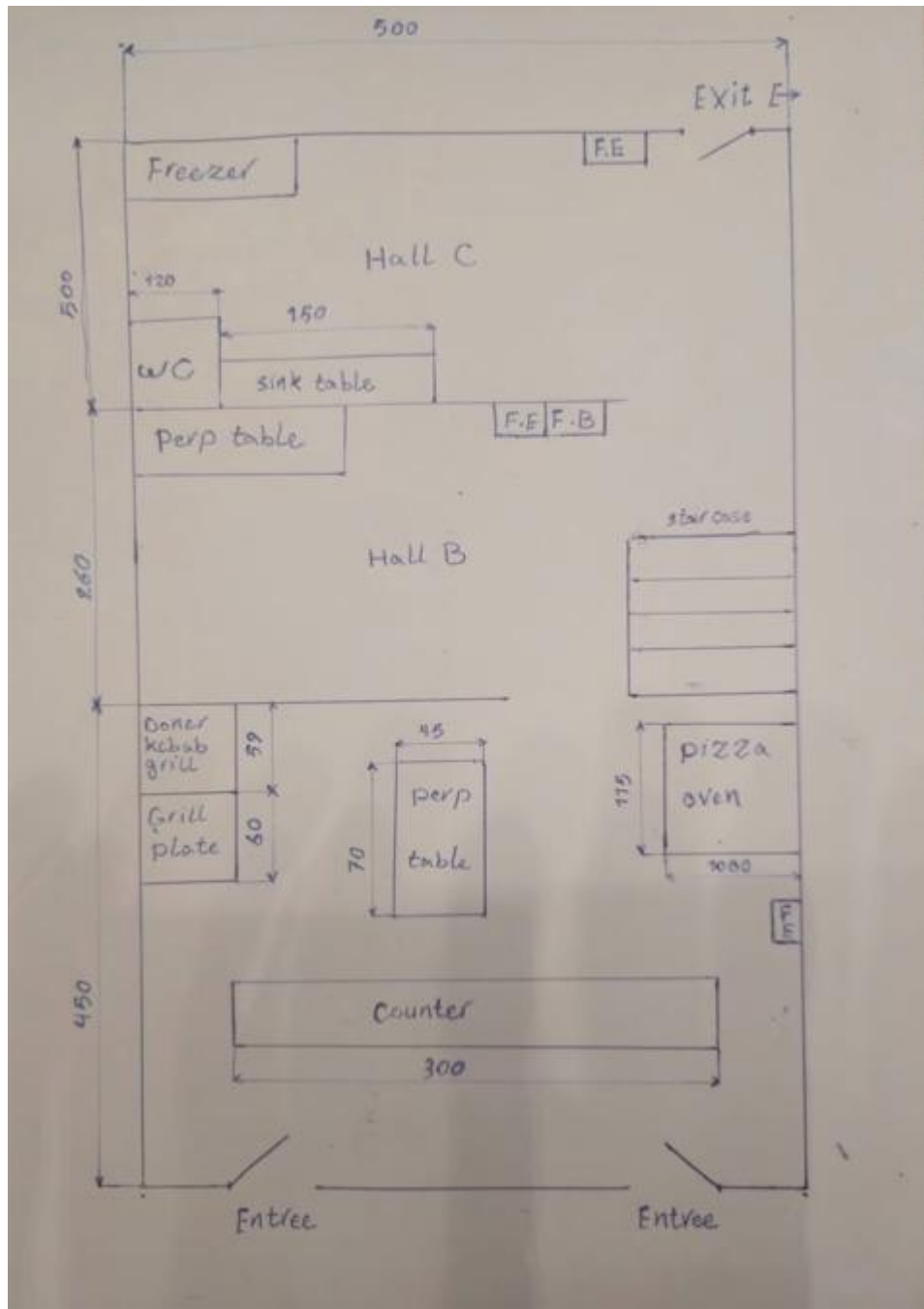
Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, 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 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

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

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



Appendix 4

Additional Information

