**Right to Licence Declaration**

The Immigration Act 2016 amended existing licensing regimes in the UK to seek to prevent illegal working in the Private Hire and Taxi Sector. With effect from the 1st December 2016, the Act gives all licensing authorities permission not to issue licences to illegal migrants. The new provision means that **driver** and **operator** licences must not be issued to people who are illegally present in the UK, who are not permitted to work, or who are permitted to work but are subject to a condition that prohibits them from holding such a licence.

Your right to work in the UK will be checked as part of your licensing application, this could include the licensing authority checking your immigration status with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The licensing authority only needs to check your right to work once. The list of acceptable documents is set out in the table below.

You must bring the original document/s, such as a passport, at the time of application so that the check can take place within your presence. The document/s will be checked and copied by the Customer Service Advisor and the copy retained by the licensing authority. The original document will be returned to you.

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| **LIST A - No restrictions on right to work in the UK. Once you have undertaken the necessary check once, you will not have to repeat the check when you subsequently apply to renew or extend your licence.**  |
| 1. | A current or expired passport showing the holder is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the UK. |
| 2. | A current or expired passport or national identity card showing the holder is an Irish citizen |
| 3. | A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules |
| 4. | 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. |
| 5. | 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, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer. |
| 6. | A birth or adoption certificate issued in the UK, together with an official document giving the persons permanent National Insurance Number and their name issued by a Government agency or previous employer.  |
| 7. | A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the persons permanent National Insurance Number and their name issued by a Government agency or previous employer. |
| 8.  | A certificate of registration or naturalization as a British citizen, together with an official document giving the persons permanent National Insurance Number and their name issued by a Government agency or a previous employer |
| **List B Group 1: Restrictions on right to work in the UK. These documents are subject to statutory limitations and a licence may be issued up to the expiry date of the permission to work. You will need to produce the documents to check immigration status/Right to work each time you apply to renew or extend your licence.**  |
| 1. | A current passport endorsed to show that the holder is allowed to stay in the United Kingdom and is currently allowed to do the type of work in question. |
| 2. | A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules |
| 3. | A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the United Kingdom, and is allowed to do the type of work in question, together with an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or previous employer (e.g. P45, P60, National Insurance Card).  |
| **List B Group 2 – documents where there is a restricted time limited of 6 months.**  |
| 1. | A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service |
| 2. | A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service. |
| 3. | A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service. |
| 4. | An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service. |
| 5. | A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. |
| **Home Office online right to work checking service** |
| 1. | A person with a biometric residence permit, or a biometric residence card or who holds online immigration status issued under the EU Settlement Scheme can obtain a 9 digit share code from <https://www.gov.uk/prove-right-to-work> which allows the licensing authority to check their right to work .  |

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| **Document/s Provided** (to be completed by the Applicant) |

Full name of Applicant ………………………………………………………………………………...

Signature of Applicant …………………………………………Date ………………………………..

Checked and Copied by: Full Name of Advisor …………………………………………………...

Signature of Advisor …………………………………………..Date…………………………………

Verified by: Full name of Licensing Officer ................................................................................

Signature of Licensing Officer…………………………..……Date………………………………..