

Immigration Offences: Protect yourself

It is an offence under the Licensing Act 2003 (as amended by the Immigration Act 2016) for any person who holds a premises licence to employ any person who is not entitled to reside and work in the United Kingdom. The onus falls on the employer (often also the licence holder and/or designated premises supervisor) to ensure that all checks have been undertaken to establish the immigration status of their employees.

Licence holders found to be employing illegal immigrants can face significant fines and losing their premises licence.



Check the immigration status **of every worker/employee** working in your licensed premises licence.



Only **accept original & official documents**. Don't accept copies of documents you have not seen.



Use the **Home Office checking guidance** to ensure your checking procedures are correct and robust. ([Guidance](#))



Keep **copies of all the immigration documents** you have checked on the individual worker/employee's file.



Seek specialist advice when the status of a worker/employee is unclear or has lapsed.



Make sure that **time limited immigration permits for workers/employees are renewed** to avoid inadvertently employing an illegal worker.

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