# 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.

T/XX/o

EY	UP SAI	IEV					
apply for describe relevant	r a pre d in P licens	art 1 below (	e under section the premises) a	and I/we are i	nakiı	ng Act 2003 for ng this applicati f the Licensing	ion to you as the
Postal address of premises or, if none, ordnance survey map reference or description UK OFFLICENCE 8 Bath St, Frome BA11 1DH							
Post to	wn	FROME				Postcode	BA11 1DH
Merced En	200	mber at prem	ises (if any) ne of premises	£ 8100			
		ant details	applying for a p	oremises licen	ce as	Please tick a	as appropriate
83 <b>%</b> 1 87	New York Park	ridual or indiv	viduals * <b>E</b> n individual *	please	comp	olete section (A)	
ii as a partnership (other than limited please completiii as an unincorporated association or please completion					complete section	on (B) iv other (for	
		a statutory co mplete sectio	rporation) plea n (B)	se complete		section (B) c) a	recognised club
1000	charit		please comple	te section (B)			

### OFFICIAL – SENSITIVE [PERSONAL DATA]

To find out how the Council use the personal data you supply on this form go to; <a href="http://www.mendip.gov.uk/privacy">http://www.mendip.gov.uk/privacy</a>

e)	the proprietor of an educational establish	ment					
f)	a health service body please comple	te					
g)	a person who is registered under Part 2 of Care Standards Act 2000 (c14) in respect in Wales						
	person who is registered under Chapter 2 ealth and Social Care Act 2008 (within th independent hospital in England	2 of ☐ please complete section (B) Part 1 of e meaning of that Part) in an					
h)	the chief officer of police of a police for England and Wales	ce in    please complete section (B)					
* If you		a) or (b) please confirm (by ticking yes to one box					
-	nises am carrying for licensable on or prop n involves the use of the	posing activities; to carry or on a business					
prero	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)					
Surn		First names EYUP					
Date over	of birth I am 18 year	ars old or Please tick yes					
Natio	onality BULGARIAN						
	ent residential ess if different from ises address						
Post	town	Postcode					
Dayt	ime contact telephone number	,					
	nil address onal)						

Mr 🗆 1	Mrs		Miss			Иs		Other Title (for example, Rev)	
Surname						Firs	st na	mes	
Date of birth			]	I am 1	8 year	rs old o	or ov	er Plea	ase tick yes
Nationality									
Current postal different fron address									
Post town								Postcode	
Daytime cont	act tele	phone	e numbe	er					
E-mail addre (optional)	SS								
give any regis	stered ni	umbe	er. In the	e case	of a p	partne	rship		ppropriate please enture (other than a ed.
Registered m	umber (v	where	applical	ble)					
Description of	Registered number (where applicable)  Description of applicant (for example, partnership, company, unincorporated association etc.)								
Telephone nu	ımber (i	f any)	)						
E-mail addre	ess (optio	onal)							

When do you want the premises licence to star	t?
··· , - ·· · · · · · · · · · · · · ·	
If you wish the licence to be valid only for a limited period,	
DD MM YYYY when do you want it to end?	
DD MM YYYY when do you want it to end?	
Please give a general description of the premises (please read guida	ance note 1)
THE PREMISE IS GOING TO BE AN OFFLICENCE. THE PREM	
LICENCE HOLDER ALSO OWNS THE NEIGHBOURING SHO	P (UK
KEBAB)	
,	
If 5,000 or more people are expected to attend the premises at any	15
one time, please state the number expected to attend.	13
What licensable activities do you intend to carry on from the premise	es?
what hooms do to the first the promise	
(ulasse see sections 1 and 14 and Schodules 1 and 2 to the Licensine	A at 2002)
(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing	(ACt 2003)
	Dlagge tiels all that
Provision of regulated entertainment (please read guidance note 2)	Please tick all that
	apply
	appry

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)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	
Pro	ovision of late night refreshment (if ticking yes, fill in box I)	
144	pply of alcohol (if ticking yes, fill in box J)	
	ll cases complete boxes K, L and M	

	rd days ar		Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors			
guidance note 7)				Outdoors			
Day	Start	Finish		Both			
Mon			Please give further details here (please read guid	dance note 4)			
Tue							
Wed			State any seasonal variations for performing plays (please read guidance note 5)				
Thur							
Fri			Non standard timings. Where you intend to us for the performance of plays at different times the column on the left, please list (please read grant please r	to those listed	<u>in</u>		
Sat							
Sun							
	d days ar (please r		Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors			
guidano	ce note 7)			Outdoors			
Day	Start	Finish		Both			
Mon			Please give further details here (please read guid	dance note 4)			
Tue							
Wed							

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

Indoor sporting events Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 5)
Wed			
Thur			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 (please read guidance note 6)
Fri			
Sat			
Sun			

enterta Standar	or wrest ninments rd days ar	nd	Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
_	s (please i ce note 7)			Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read gui	dance note 4)	
Tue					
Wed			State any seasonal variations for boxing or wrong entertainment (please read guidance note 5)	estling	
Thur					
Fri			Non standard timings. Where you intend to us boxing or wrestling entertainment at differe listed in the column on the left, please list (ple note 6)	nt times to th	ose
Sat					
Sun					

Live music Standard days and timings (please read guidance			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
note 7)				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guid	dance note 4)	
Tue					

Wed			State any seasonal variations for the performa (please read guidance note 5)	nce of live mu	<u>sic</u>
Thur					
Fri			Non standard timings. Where you intend to use for the performance of live music at different listed in the column on the left, please list (pleat note 6)	t times to tho	se
Sat					
Sun					
				1	
Recorded music Standard days and timings (please read		nd	Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
guidance note 7)				Outdoors	
Day	Start	Finish		Both	
Mon Tue			Please give further details here (please read guid	dance note 4)	
140					
Wed			State any seasonal variations for the playing of (please read guidance note 5)	f recorded mu	<u>sic</u>
Thur					
Fri			Non standard timings. Where you intend to use for the playing of recorded music at different listed in the column on the left, please list (pleat note 6)	t times to tho	se
Sat					
Sun					

Performances of dance Standard days and timings (please read			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors				
guidance note 7)			,	Outdoors				
Day	Start	Finish		Both				
Mon			Please give further details here (please read guidance note 4)					
Tue								
Wed			State any seasonal variations for the performation (please read guidance note 5)	nce of dance				
Thur								
Fri			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 (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)		hat e), (f) or nd read	Please give a description of the type of entertainment providing	nent you will b	e			
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read	Indoors				
Mon		guidance note 3)		Outdoors				
				Both				
Tue			Please give further details here (please read guidance note 4)					

Wed	
Thur	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)
Fri	
Sat	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 (please read guidance note 6)
Sun	

Late night refreshment Standard days and timings (please read guidance			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
note 7	A SHARE WELL AND A SHARE OF SHARE	dance		Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read gui	idance note 4)	•
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to u the provision of late night refreshment at diffe those listed in the column on the left, please lis guidance note 6)	rent times, to	s <u>for</u>
Sat			guidance note of		
Sun					

J

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	丛
Day	Start	Finish		Both	
Mon	11:00	04:00	State any seasonal variations for the supply of read guidance note 5)	alcohol (pleas	e
Tue	11:00	04:00			
Wed	11:00	04:00			

Thur	11:00	04:00	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)
Fri	11:00	04:00	
Sat	11:00	04:00	
Sun	11:00	04:00	

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			
EYUP			
SALIEV			
Date of birth			
Address			
Postcode			
Personal licence num LN/009411624	nber (if known)		
Issuing licensing aut MENDIP	chority (if known)		

K

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).

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	06:00	04:00	
Tue	06:00	04:00	
Wed	06:00	04:00	
			Non standard timings. Where you intend the premises to be
Thur	06:00	04:00	open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
Fri	06:00	04:00	
Sat	06:00	04:00	
Sun	06:00	04:00	

**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)

An incident/refusals book shall be kept at the premises, in which details of crime and/or disorder relating to the premises

shall be recorded. The Incident book shall contain the following details; Time, date and location of incident/refusals.

*Nature of the Incident/refusal.* 

Names, addresses and contact details of persons involved.

Result of the incident/refusals.

#### b) The prevention of crime and disorder

The licence holder shall maintain a comprehensive CCTV system that ensures all areas of the
licensed premises are monitored, including all entry points, and the street environment where customers discharge, and
which enable frontal
identification of every person entering in any light condition. All cameras shall
continually record whilst the premises are open to public and the recordings shall be kept available
c) Public safety
Fire and Health and safety system in place
d) The prevention of public nuisance
Notices shall be prominently displayed at the exists
requesting the public to respect the needs of local residents and to leave the
premises and the area quietly.
area quieny.
e) The protection of children from harm
A challenge 25 proof of age scheme shall be operated at the premise where the only acceptable
forms of identification
are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the Pass
age cara min ine i ass
Checklist:
Please tick to indicate agreement

• I have made or enclosed payment of the fee. I have enclosed the plan of the	7
• premises.	
<ul> <li>I have sent copies of this application and the plan to responsible authorities and</li> </ul>	×
others where applicable.	
Idesignated have enclosed premises the consent supervisor, form if completed	×
applicable. by the individual I wish to be	×
•	
I understand that I must now advertise my application.	X
I understand that if I do not comply with the above requirements my application will be	e
rejected.	

[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 (please read note 15).

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.

	• [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).
Declaration	

	The DPS named in this application form is entitled to work in the (and is not subject to conditions preventing him or her from doing work relating to a licesable activity) and I have seen a copy of his her proof of entitlement to work, if appropriate (please see note 1).			
Signature	EMINE FEZAL YURDAKUL			
Date	22.11.2023			
Capacity	AGENT			

For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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	Capacity						
,	where not previou			for correspond	ence associated		
Post town Postcode							
Telephone number (if any)							
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)							

#### **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 off-supplies, 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.
  - o 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. o 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 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 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;
  - o 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;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o 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 semi-nudity, 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 by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

#### 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 **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, 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.