

The Royal Court (Liquor Licensing) Rules, 2006

Applications for liquor licences

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The Royal Court (Liquor Licensing) Rules, 2006

THE ROYAL COURT, in exercise of the powers conferred on it by sections 2, 3, 6, 7, 45, 46, 85, 86, 87, 94 and 100 of the Liquor Licensing Ordinance, 2006, and all other powers enabling it in that behalf, hereby orders:-

Applications for liquor licences

Form of application for liquor licence.

1. (1) Subject to paragraph (2), an application for a liquor licence shall be made by delivering to Her Majesty's Greffier an application in Form 1.

(2) An application for a liquor licence made on or before the 28th of February 2006, relating to licensed premises in respect of which a liquor licence under the Liquor Licensing Ordinance, 1993 is in force, shall be made by delivering an application in Form 2 to the Department.

Plans to accompany application.

2. (1) Subject to paragraph (2), where application is made for a liquor licence, there shall be delivered to Her Majesty's Greffier, 8 copies of a recent accurate plan of the premises to which the application relates, and upon which there are clearly marked -

(a) the boundaries of the premises,

- (b) the position, and the external and internal walls or partitions, of any building comprising or forming part of the premises,
- (c) the location of points of access to and egress from the premises and any buildings comprising or forming part of the premises,
- (d) the location of routes to be used for the purposes of ensuring the orderly and efficient evacuation of the premises, and any buildings comprising or forming part of the premises, in the event of an emergency such as fire,
- (e) in circumstances where the premises are intended to be used for more than one purpose (for example, where the premises are intended to be licensed under a category A (*Standard Licence*) licence, for use both as a public bar and restaurant), an indication of the areas of the premises which are intended for use for each purpose,
- (f) the location of any area which is to constitute a bar, that is to say, any place upon the premises exclusively or mainly to be used for the sale and consumption of intoxicating liquor,
- (g) the location of any bar in respect of which an application for an under 18's permit has been, or is intended to be, made,

- (h) the location of any area (whether or not comprising or forming part of the premises) not included under subparagraph (f), in which it is intended that intoxicating liquor is to be sold or consumed,
- (i) the location of any fixed structures and furniture, which may inhibit the free movement of individuals into, out of and through the premises,
- (j) the location and height of any stage, or other raised area, relative to the normal floor level of each floor of the premises,
- (k) the location of steps, stairs, lifts and elevators,
- (l) the location of toilet and washing facilities (together with an indication of whether they are intended for use by males or females),
- (m) the location and description of any fire, and other safety, equipment, and
- (n) the location of any kitchen or other food preparation areas.

(2) Plans need not be delivered to Her Majesty's Greffier where the application for a liquor licence is made in Form 2; provided that the declaration contained in Form 2, concerning the lay-out of the premises to which the application relates, is made by the applicant.

Additional documents to accompany application.

3. (1) Except where the Royal Court permits otherwise, an application for a liquor licence shall be accompanied by the following additional documents -

- (a) 2 recent "passport style" photographs of the applicant,
- (b) copies of any documents showing that the applicant has received any training, or obtained experience, relevant to his application,
- (c) the applicant's right to work document, and
- (d) a certificate issued by or on behalf of the Chief Police Officer, as to any criminal offences committed, or cautions accepted, by the applicant.

(2) In this rule, a "**right to work document**" has the meaning given by section 2(1) of the Right to Work (Limitation and Proof) (Guernsey) Law, 1990^a.

Notice of hearing of application.

4. (1) Subject to paragraph (2) and rule 7(2), the following details are specified for the purpose of section 3(1)(b) of the Ordinance -

- (a) the category of liquor licence for which application is made,

^a Ordres en Conseil Vol. XXXII, p. 59 and Order in Council No. IV of 1994.

- (b) the name of the applicant,
- (c) a description of the premises to which the application relates, and
- (d) the date, place and time of the proposed hearing of the application by the Royal Court.

(2) Where an application for a liquor licence is made using Form 2, the applicant need not comply with the provisions of section 3 of the Ordinance; provided that the Department causes details of the application to be publicised in such form and at such times as the Bailiff may approve.

Applications by bodies corporate.

5. An application by a body corporate under Part II of the Ordinance shall be made, insofar as reasonably possible, in the same manner as an application under that Part made by an individual, subject to the requirements of section 7 of the Ordinance.

Applications for under 18's permits

Applications for under 18's permits, plans and notices.

6. (1) Subject to rule 7, an application for an under 18's permit shall be made in Form 3.

(2) Where an application for an under 18's permit is made using Form 3, there shall be delivered to Her Majesty's Greffier, 8 copies of a recent accurate plan of the licensed premises to which the application relates, and upon which there are clearly marked -

- (a) the boundaries of the premises,
- (b) the position, and the external and internal walls or partitions, of any building comprising or forming part of the premises,
- (c) the location of any area which constitutes a bar, that is to say, any place upon the premises exclusively or mainly used, or to be used, for the sale and consumption of intoxicating liquor, and
- (d) the location of the bar in respect of which the application for the under 18's permit is made.

(3) Subject to rule 7, the following details are specified for the purpose of section 46(1)(b) of the Ordinance -

- (a) that the application is for an under 18's permit,
- (b) the name of the applicant,
- (c) a description of the premises upon which the bar, to which the application relates, is located, and
- (d) the date, place and time of the proposed hearing of the application by the Royal Court.

Applications for under 18's permits made in conjunction with applications for liquor licences.

7. (1) An application for an under 18's permit made in conjunction with an application for a liquor licence shall be made on the relevant part of Form 1 or Form 2, as the case may be.

(2) Where an application for an under 18's permit is made using Form 1, the details specified for the purpose of section 3(1)(b) of the Ordinance under rule 4(1) include that the application is for an under 18's permit.

(3) Where an application for an under 18's permit is made using Form 2, the applicant need not comply with the provisions of section 46 of the Ordinance; provided that the Department causes details of the application to be publicised in such form and at such times as the Bailiff may approve.

Applications for orders under Part XII of the Ordinance

Application for immediate temporary closure order under section 85 of the Ordinance.

8. (1) An application for an order under section 85 of the Ordinance shall be made by or on behalf of a Law Officer, or the Chief Police Officer, in such manner (including, without limitation, by telephonic means) as the Bailiff may determine in the circumstances of the particular case.

(2) When determining an application for an order under section 85 of the Ordinance, the Bailiff shall take into account -

- (a) the facts as described by the person making the application, and

(b) the extent of the risk of serious public disorder which might occur if an order is not made.

(3) The terms of an order under section 85 of the Ordinance -

(a) shall be reduced to writing addressed to the licensee, or other person for the time being in charge of the licensed premises to which it relates, in such form as the Bailiff may direct, and

(b) shall include details of the requirements of the order as set out in sections 85(2)(a) to (c) of the Ordinance.

(4) Subject to paragraph (5), service upon the licensee, or other person for the time being in charge of the licensed premises to which the order relates, of a copy of an order reduced to writing in accordance with paragraph (3), shall constitute service for the purposes of section 85(2) of the Ordinance.

(5) Where -

(a) it is not reasonably practicable to comply with paragraphs (3) or (4), and

(b) it is in the interests of the prevention of serious public disorder,

notice of the making of an order under section 85 of the Ordinance may be served in such manner as is reasonable in all the circumstances including, without limitation, by means of a public announcement of the making of the order made by a Police Officer upon the premises.

Form of immediate temporary police closure order under section 86 of the Ordinance.

9. (1) The terms of an order under section 86 of the Ordinance -
- (a) shall be reduced to writing addressed to the licensee, or other person for the time being in charge of the licensed premises to which it relates, in such form as the Police Officer making the order may determine or direct, and
 - (b) shall include details of the requirements of the order as set out in sections 85(2)(a) to (c) of the Ordinance.

(2) Rules 8(4) and (5) apply in relation to an order under section 86 of the Ordinance, as they apply in relation to an order under section 85.

Application for extension of immediate temporary closure orders under section 87 of the Ordinance.

10. (1) An application under section 87(1) or (3) of the Ordinance, for the extension of an immediate temporary closure order made under section 85 or 86 of the Ordinance (the "**original order**"), shall be made by or on behalf of a Law Officer, or the Chief Police Officer, by delivering to the Bailiff a written notice of the grounds upon which extension of the original order is sought.

(2) Except where service is dispensed with for good cause by the Royal Court -

- (a) a notice under paragraph (1) must be served upon the licensee, or other person for the time being in charge

of the licensed premises to which the original order relates, and

- (b) the person upon whom the notice is served must be given the opportunity to make representations to the Court in connection with the application,

before it is finally determined by the Court.

(3) When determining an application for an order under section 87 of the Ordinance, the Royal Court shall take into account -

- (a) the matters raised by the person making the application,
- (b) any representations made by the person upon whom notice of the application is served, and
- (c) the extent of the risk of serious public disorder which might occur if an order is not made.

(4) Where the Royal Court makes an extended temporary closure order, the terms of the order -

- (a) shall be reduced to writing addressed to the licensee, or other person for the time being in charge of the licensed premises to which it relates, in such form as the Court may direct, and

- (b) shall include details of the requirements of the order as set out in sections 87(2)(a) to (c) of the Ordinance.

Temporary extension orders

Temporary extension order under section 94 of the Ordinance.

11. The terms of a temporary extension order made under section 94(1) of the Ordinance shall be reduced to writing addressed to the licensee, or other person for the time being in charge of the licensed premises to which it relates, in such form as the Royal Court may determine.

Miscellaneous and interpretation

Forms.

12. In these Rules a form referred to by number means the form so numbered in the schedule to these Rules or a form to the like effect, and any such form as may be used with such variation as the circumstances may require.

Interpretation.

13. (1) In these Rules, unless the context requires otherwise "**the Ordinance**" means the Liquor Licensing Ordinance, 2006 and other expressions have the same meaning as in the Ordinance.

(2) Any reference to an application for a liquor licence under these Rules does not include a reference to an application for a licence falling within category G (*Passenger Vessel Licence*).

(3) The Interpretation (Guernsey) Law, 1948^b, shall apply to the

^b Ordres en Conseil Vol. XIII, p. 355.

interpretation of these Rules as it applies to the interpretation of an enactment.

(4) Except where the content otherwise requires, any reference in these Rules to any enactment shall be construed as including a reference to that enactment as amended, repealed, replaced, extended or applied by or under any other enactment.

Citation.

14. These Rules may be cited as the Royal Court (Liquor Licensing) Rules, 2006.

Commencement.

15. These Rules shall come into force on the 13th day of February 2006.

SCHEDULE

FORMS

Rule 1(1)

FORM 1

Application for a liquor licence

APPLICATION FOR A LIQUOR LICENCE

SUMMARY DETAILS OF APPLICATION	
Licensee	
Designated official <i>(if applicable)</i>	
Name of Licensed Premises	
Address of Licensed Premises	
Parish	
Contact Telephone Number	
Category of Licence that you are applying for	

FOR OFFICIAL USE ONLY				
Date application form received			Date notification of application sent	
Date considered by Royal Court			Licensee informed of date	
Fee payable for category		Amount Due		Amount received
Greffe Reference			Licensing Section Reference	

THIS PART MUST BE COMPLETED BY ALL APPLICANTS

PART 1			
Property Details			
Name of premises			
Address of premises (this address will be used to correspond with you)			
POST CODE			
Premises previously known as (to be completed if the premises name has changed in the last 12 months)			
TELEPHONE NUMBERS			
Daytime		Evening	
Mobile		FAX Number	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)			
Licensee Details			
Is the licensee a Corporate Body		Yes	No
Only complete the following section if you have answered yes to the above question			
Name of organisation			
Address (if different from licensed premises)			
Name of Contact			
Telephone number		FAX Number	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)			

The following details must be completed in respect of the Licensee, or where the Licensee is a Corporate Entity the Designated Official

Surname	
Forenames	

TITLE Please tick
Mr **Mrs** **Miss** **Ms** **Other (please state)**

PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names

Date of Birth		Place of Birth	
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ADDRESS WHERE ORDINARILY RESIDENT

POST CODE

TELEPHONE NUMBERS

Home		Mobile	
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E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)

YOUR LICENSING QUALIFICATIONS

Please indicate what type of licensing qualification/training you have (*indicate name of qualification, date of issue and issuing body*)

Previous or outstanding applications for a liquor licence
You may only hold one premises licence at a time

Do you currently hold a licence?	Yes	No
Has any licence held by you been revoked?	Yes	No

RESIDENTIAL QUALIFICATIONS

Provide details of your residential qualifications - right to work, housing licence (you are required to provide a copy of this document)	
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Provide details of your employment history

References - give details of two people who may be asked to act as referees for you.

Do you agree to your referees being contacted at this time? Yes No

Reference One: Professional Trade/Business

Name	
Address	
Telephone	
E-mail	
Capacity in which Referee knows you	

Reference Two: Personal

Name	
Address	
Telephone	
E-mail	
Capacity in which Referee knows you	

Details of Advocate, if you are engaging an Advocate to assist with the application procedure please provide the following details

Advocates Firm	
Name of Advocate	
Contact Details	

PART 2

**PLEASE COMPLETE THE PART WHICH RELATES TO THE
CATEGORY OF LICENCE WHICH YOU WISH TO APPLY FOR
AND
IF YOU ARE APPLYING FOR AN UNDER 18'S PERMIT PLEASE
ALSO COMPLETE PART 3**

CATEGORY A – STANDARD LICENCE		
Name of Premises		
State the primary nature of the business that will operate from the premises (for example pub, café, restaurant)		
Are you applying for a 1/3rd reduction based on the premises being open for less than 30 weeks in any one calendar year?	Yes	No
If yes to above question please provide details of any seasonal variations that there may be to opening times		
Are you also applying for an Under 18's Permit?	Yes	No
If the answer to the above question is yes you must complete part 3		

CATEGORY B - RESIDENTIAL LICENCE

Name of Premises		
State the primary nature of the business that will operate from the premises (for example guest house, residential home)		
Are you applying for a 1/3rd reduction based on the premises being open for less than 30 weeks in any one calendar year?	Yes	No
If yes to above question please provide details of any seasonal variations that there may be to opening times		
Please indicate the number of bedrooms available for residents on the premises and attach a copy of your boarding permit or residential home certificate with your application		
Are you also applying for an Under 18's Permit?	Yes	No
If the answer to the above question is yes you must complete part 3		

CATEGORY C – HOTEL LICENCE		
Name of Premises		
State the areas where the sale of alcohol will take place (for example public bar, lounge bar and restaurant)		
Are you applying for a 1/3rd reduction based on the premises being open for less than 30 weeks in any one calendar year?	Yes	No
If yes to above question please provide details of any seasonal variations that there may be to opening times		
Please indicate the number of bedrooms available for residents on the premises and attach a copy of your boarding permit or residential home certificate with your application		
Are you also applying for an Under 18's Permit?	Yes	No
If the answer to the above question is yes you must complete part 3		

CATEGORY D - CLUB LICENCE (PRIVATE MEMBERS)

Name of Premises

Are you also applying for an Under 18's Permit?

Yes

No

If the answer to the above question is yes you must complete part 3

CATEGORY E - NIGHTCLUB		
Name of Premises		
Are you applying for a 1/3rd reduction based on the premises being open for less than 30 weeks in any one calendar year?	Yes	No
If yes to above question please provide details of any seasonal variations that there may be to opening times		
Please provide details of the type of live entertainment that will be available on the premises		
Area (in square feet) of dance floor (this area must be outlined on the plan either previously lodged with the Royal Court or accompanying this application)		
Area (in square feet) of the premises		
Are you also applying for an Under 18's Permit?	Yes	No
If the answer to the above question is yes you must complete part 3		

CATEGORY F – PORT (on sales)		
Name of Premises		
Are you applying for a 1/3rd reduction based on the premises being open for less than 30 weeks in any one calendar year?	Yes	No
If yes to above question please provide details of any seasonal variations that there may be to opening times		

CATEGORY G – PASSENGER VESSEL		
Name of Vessel		
Are you applying for a 1/3rd reduction based on the premises being open for less than 30 weeks in any one calendar year?	Yes	No
If yes to above question please provide details of any seasonal variations that there may be to opening times		

CATEGORY I - GENERAL OFF-LICENCE

Name of Premises		
State the primary nature of the business that will operate from the premises (for example grocery shop, off-licence, garage)		
Are you seeking a one-third reduction in the level of fees	Yes	No
If you have answered “yes” to the above state on what grounds you are applying for the reduction – you must provide evidence to support the requested reduction		
Total area of premises open to the public		
Area of premises for sale of alcohol		

CATEGORY J - PORT OFF-LICENCE (DUTY FREE SALES)

Name of Premises

Provide details if opening hours are to be different from the permitted hours

Provide details of the retail area

PART 3

UNDER 18'S PERMIT

If you have indicated in the previous section that you wish to apply for an Under 18's permit you must complete the following.

The following must be completed in respect of the bar areas of the licensed premises to which it is proposed individuals under the age of 18 will have access.

Detail the times when persons under 18 years old will be permitted into bar areas
(e.g. will they be required to leave at a certain time)

Detail the bar areas to which under 18 year olds will be permitted access
(e.g. lounge but not public bar or seated at tables).

Detail the facilities available to under 18 year olds
(e.g. provision of children's or games area, availability of meals)

Details of other restrictions that will apply
(e.g. under 18 year olds must be accompanied and in the charge of an adult)

Details of how the bar area and licensed premises as a whole provide a suitable environment for people under the age of 18
(e.g. premises provide a relaxed family environment)

If you have applied for an Under 18's Permit in addition to your normal licence fee you must include an additional payment of £250

THIS PART MUST BE COMPLETED BY ALL APPLICANTS

PART 4			
DECLARATION			
<p>The information contained in this form is correct to the best of my knowledge and belief</p> <p>It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a personal licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of documentation that contains a false statement). To do so could result in prosecution.</p>			
SIGNATURE		DATE	
<p>SUBMISSION OF PLAN – <i>If prior to your application to become licensee of the premises named in section 1 of this form the premises previously operated as a licenced premise and you are satisfied that the layout of the premises is as shown on the plans that were previously submitted to the Royal Court you can opt not to submit a new plan with this application.</i></p> <p><i>You should note that the Police, Fire and Rescue Service and the Parish Constables will have access to your plans and will check the current layout against that shown on the plan and will report on any material changes and this may delay your application to renew your licence.</i></p> <p><i>If there has been any material change to the layout of the premises you must submit plans for the premise, failure to do so will delay the processing of your application.</i></p>			
<p>I have not enclosed a copy of the plan of the premises and confirm that the layout of the premises is unchanged from that shown on the plans previously submitted to the Royal Court.</p> <p>I understand that if, on inspection, it is shown that there are material differences between the layout of the premises and the plan this may result in a delay in my application being processed</p>			
SIGNATURE		DATE	

THIS PART MUST BE COMPLETED BY ALL APPLICANTS

PART 5

CHECKLIST – Please tick to indicate all the items you have enclosed

- | | |
|---|--|
| • Two photographs of licensee or designated official | |
| • Copy of any licensing qualification | |
| • Copy of appropriate police check certificate | |
| • Copy of licensee's or designated official's Right to Work document | |
| • Plan of the licensed premises (<i>unless above declaration has been signed</i>) | |
| • Copy of Boarding Permit or Residential Home Licence | |
| • Payment of the fee for the application | |
| • Payment of fee for inspection by Parish Constable | |

I have enclosed a cheque for £

(Cheques to be made payable to the STATES OF GUERNSEY)

PLEASE SEND THE COMPLETED FORM TOGETHER WITH THE CHEQUE FOR THE LICENCE FEE AND THOSE DOCUMENTS INDICATED ABOVE TO:

**H.M. GREFFIER
THE GREFFE
ROYAL COURT HOUSE
ST PETER PORT
GUERNSEY GY1 2PB**

IF YOU HAVE ANY QUERIES PLEASE DO NOT HESITATE TO CONTACT THE LICENSING SECTION, POLICE HEADQUARTERS ON 725111 OR BY E-MAIL – licensing@gov.gg

PLEASE USE THIS PAGE FOR ANY ADDITIONAL INFORMATION WHICH YOU WISH TO INCLUDE WITH YOUR APPLICATION:

FORM 2

Application for a liquor licence made on or before 28 February 2006 by holder of licence under the Liquor Licensing Ordinance, 1993

APPLICATION FOR A LIQUOR LICENCE
(FOR USE BY HOLDERS OF EXISTING LICENCES ONLY FOR APPLICATIONS MADE ON OR BEFORE 28 FEBRUARY 2006)

SUMMARY DETAILS OF APPLICATION	
Licensee	
Designated official (if applicable)	
Name of Licensed Premises	
Address of Licensed Premises	
Parish	
Contact Telephone Number	
Category of Licence that you are applying for	

FOR OFFICIAL USE ONLY				
Date application form received		Date notification of application sent		
Date considered by Royal Court		Licensee informed of date		
Fee payable for category		Amount Due	Amount received	
Grefe Reference		Home Department Reference		

THIS PART MUST BE COMPLETED BY ALL APPLICANTS

PART 1			
Property Details			
Name of premises			
Address of premises (this address will be used to correspond with you)			
POST CODE			
Premises previously known as (to be completed if the premises name has changed in the last 12 months)			
TELEPHONE NUMBERS			
Daytime		Evening	
Mobile		FAX Number	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)			
Licensee Details			
Is the licensee a Corporate Body		Yes	No
Only complete the following section if you have answered yes to the above question			
Name of organisation			
Address (if different from licensed premises)			
Name of Contact			
Telephone number		FAX Number	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)			

The following details must be completed in respect of the Licensee, or where the Licensee is a Corporate Entity the Designated Official

Surname	
Forenames	

TITLE Please tick

Mr Mrs Miss Ms Other (please state)

PREVIOUS NAMES (*if relevant*) please enter details of any previous names or maiden names

Date of Birth		Place of Birth	
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ADDRESS WHERE ORDINARILY RESIDENT

	POST CODE
--	------------------

TELEPHONE NUMBERS

Home		Mobile	
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E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)

YOUR LICENSING QUALIFICATIONS

Please indicate what type of licensing qualification/training you have (*indicate name of qualification, date of issue and issuing body*)

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Previous or outstanding applications for a liquor licence
You may only hold one premises licence at a time

Do you currently hold a licence?	Yes	No
Has any licence held by you been revoked?	Yes	No

RESIDENTIAL QUALIFICATIONS

Provide details of your residential qualifications - right to work, housing licence (you are required to provide a copy of this document)	
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Details of Advocate, if you are engaging an Advocate to assist with the application procedure please provide the following detail

Advocates Firm

Name of Advocate

Contact Details

PART 2

**PLEASE COMPLETE THE PART WHICH RELATES TO THE
CATEGORY OF LICENCE WHICH YOU WISH TO APPLY FOR
AND
IF YOU ARE APPLYING FOR AN UNDER 18'S PERMIT PLEASE
ALSO COMPLETE PART 3**

CATEGORY A – STANDARD LICENCE		
Name of Premises		
State the primary nature of the business that will operate from the premises (for example pub, café, restaurant)		
Are you applying for a 1/3rd reduction based on the premises being open for less than 30 weeks in any one calendar year?	Yes	No
If yes to above question please provide details of any seasonal variations that there may be to opening times		
Are you also applying for an Under 18's Permit?	Yes	No
If the answer to the above question is yes you must complete part 3		

CATEGORY B - RESIDENTIAL LICENCE

Name of Premises		
State the primary nature of the business that will operate from the premises (for example guest house, residential home)		
Are you applying for a 1/3rd reduction based on the premises being open for less than 30 weeks in any one calendar year?	Yes	No
If yes to above question please provide details of any seasonal variations that there may be to opening times		
Please indicate the number of bedrooms available for residents on the premises and attach a copy of your boarding permit or residential home certificate with your application		
Are you also applying for an Under 18's Permit?	Yes	No
If the answer to the above question is yes you must complete part 3		

CATEGORY C – HOTEL LICENCE		
Name of Premises		
State the areas where the sale of alcohol will take place (for example public bar, lounge bar and restaurant)		
Are you applying for a 1/3rd reduction based on the premises being open for less than 30 weeks in any one calendar year?	Yes	No
If yes to above question please provide details of any seasonal variations that there may be to opening times		
Please indicate the number of bedrooms available for residents on the premises and attach a copy of your boarding permit or residential home certificate with your application		
Are you also applying for an Under 18's Permit?	Yes	No
If the answer to the above question is yes you must complete part 3		

CATEGORY D - CLUB LICENCE (PRIVATE MEMBERS)

Name of Premises

Are you also applying for an Under 18's Permit?

Yes

No

If the answer to the above question is yes you must complete part 3

CATEGORY E - NIGHTCLUB		
Name of Premises		
Capacity (please attach a copy of your Salle Publique licence to this application)		
Are you applying for a 1/3rd reduction based on the premises being open for less than 30 weeks in any one calendar year?	Yes	No
If yes to above question please provide details of any seasonal variations that there may be to opening times		
Please provide details of the type of live entertainment that will be available on the premises		
Area (in square feet) of dance floor (this area must be outlined on the plan either previously lodged with the Royal Court or accompanying this application)		
Area (in square feet) of the premises		
Are you also applying for an Under 18's Permit?	Yes	No
If the answer to the above question is yes you must complete part 3		

CATEGORY F – PORT (on sales)		
Name of Premises		
Are you applying for a 1/3rd reduction based on the premises being open for less than 30 weeks in any one calendar year?	Yes	No
If yes to above question please provide details of any seasonal variations that there may be to opening times		

CATEGORY G – PASSENGER VESSEL		
Name of Vessel		
Are you applying for a 1/3rd reduction based on the premises being open for less than 30 weeks in any one calendar year?	Yes	No
If yes to above question please provide details of any seasonal variations that there may be to opening times		

CATEGORY I - GENERAL OFF-LICENCE

Name of Premises			
State the primary nature of the business that will operate from the premises (for example grocery shop, off-licence, garage)			
Are you seeking a one-third reduction in the level of fees	Yes	No	
If you have answered “yes” to the above state on what grounds you are applying for the reduction – you must provide evidence to support the requested reduction			
Total area of premises open to the public			
Area of premises for sale of alcohol			

CATEGORY J - PORT OFF-LICENCE (DUTY FREE SALES)

Name of Premises

Provide details if opening hours are to be different from the permitted hours

Provide details of the retail area

PART 3

UNDER 18'S PERMIT

If you have indicated in the previous section that you wish to apply for an Under 18's permit you must complete the following section.

Detail the times when persons under 18 years old will be permitted onto licensed premises (for example will they be required to leave at a certain time)

Detail the areas to which under 18 year olds will be permitted access (for example lounge but not public bar or seated at tables)

Detail the facilities available to under 18 year olds (for example provision of children's or games area, availability of meals)

Details of other restrictions that will apply (for example under 18 year olds must be accompanied and in the charge of an adult)

Details of how the premises provide a suitable environment for people under the age of 18 (for example premises provides a relaxed family environment)

If you have applied for an Under 18's Permit in addition to your normal licence fee you must include an additional payment of £250

THIS PART MUST BE COMPLETED BY ALL APPLICANTS

PART 4			
DECLARATION			
<p>The information contained in this form is correct to the best of my knowledge and belief</p> <p>It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a personal licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of documentation that contains a false statement). To do so could result in prosecution.</p>			
SIGNATURE		DATE	
<p>SUBMISSION OF PLAN – <i>If you are satisfied that the layout of your premises is as shown on the plans you have previously submitted to the Royal Court you can opt not to submit a new plan with this application.</i></p> <p><i>You should note that the Police, Fire and Rescue Service and the Parish Constables will have access to your plans and will check the current layout against that shown on the plan and will report on any material changes and this may delay your application to renew your licence.</i></p>			
<p>I have not enclosed a copy of the plan of the premises and confirm that the layout of the premises is unchanged from that shown on the plans previously submitted to the Royal Court.</p> <p>I understand that if, on inspection, it is shown that there are material differences between the layout of the premises and the plan this may result in my application not being processed before the new Ordinance comes into force on 1st June 2006.</p>			
SIGNATURE		DATE	

THIS PART MUST BE COMPLETED BY ALL APPLICANTS

PART 5	
CHECKLIST – Please tick to indicate all the items you have enclosed	
• Two photographs of licensee or designated official	
• Copy of any licensing qualification	
• Copy of police check certificate	
• Copy of licensee's or designated official's Right to Work document	
• Plan of the licensed premises (<i>unless above declaration has been signed</i>)	
• Copy of Boarding Permit or Residential Home Licence	
• Copy of Salle Publique Licence	
• Payment of the fee for the application	
• Payment of fee for inspection by Parish Constable	
I have enclosed a cheque for £	
<i>(Cheques to be made payable to the STATES OF GUERNSEY)</i>	

PLEASE SEND THE COMPLETED FORM TOGETHER WITH THE CHEQUE FOR THE LICENCE FEE AND THOSE DOCUMENTS INDICTATED ABOVE TO:

**THE LICENSING DEPARTMENT
HOME DEPARTMENT
SIR CHARLES FROSSARD HOUSE
LA CHARROTERIE
ST. PETER PORT
GUERNSEY GY1 1FH**

IF YOU HAVE ANY QUERIES PLEASE DO NOT HESITATE TO CONTACT THE HOME DEPARTMENT ON 717072 OR BY E-MAIL – licensing@gov.gg

PLEASE USE THIS PAGE FOR ANY ADDITIONAL INFORMATION WHICH YOU WISH TO INCLUDE WITH YOUR APPLICATION:

The following must be completed in respect of the bar areas of the licensed premises to which it is proposed individuals under the age of 18 will have access.

<p>Detail the times when persons under 18 years old will be permitted into bar areas (for example will they be required to leave at a certain time)</p>	
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<p>Detail the bar areas to which under 18 year olds will be permitted access (e.g. lounge but not public bar or seated at tables). If applying for an extension to a permit, include the proposed and existing bar areas where under 18's will be allowed access.</p>	
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<p>Detail the facilities available to under 18 year olds (for example provision of children's or games area, availability of meals)</p>	
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<p>Details of other restrictions that will apply (e.g. under 18 year olds must be accompanied and in the charge of an adult)</p>	
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<p>Details of how the bar area and licensed premises as a whole provide a suitable environment for people under the age of 18 (e.g. premises provide a relaxed family environment)</p>	
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Details of Advocate, if you are engaging an Advocate to assist with the application procedure please provide the following details

<p>Advocates Firm</p>	

Name of Advocate	
Contact Details	

