

**Section 20 of The Liquor Licensing Ordinance, 2006**  
**Application for Occasional Liquor Permit**

Name of Applicant:.....

Address: .....

Telephone contact:..... Email: .....

Date & Place of Birth:.....

Name of Society represented: .....

Details of the event: .....

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Place where Licence is to be exercised:.....

**Date & hour of Licence applied for (see note 2 below):** Date:.....Hours:.....

**Date applicant wishes to attend Court (See note 5 below):** .....

**Signature of applicant:**..... **Date:** .....

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**Declaration (See note 3 below):** 'The profits raised during this event will be used for the purpose of the Society and will not be kept for personal or commercial gain.'

Signature of Applicant:..... Date:.....

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COMMENTS: Consultation with Guernsey Police  Fire Safety  Other Agencies

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FOR OFFICIAL USE ONLY: Decision as granted by the Ordinary Court:.....

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**PLEASE READ & NOTE**

1. This form must be submitted to the Licensing Officer, The Office of the Committee for Home Affairs, Sir Charles Frossard House, La Charroterie, St Peter Port, GY1 1FH or emailed to [homeaffairs@gov.gg](mailto:homeaffairs@gov.gg) at least **SEVEN CLEAR WORKING DAYS** before the date upon which the application is to be made.
2. A separate application form must be used in respect of each date you wish to hold an event.
3. The Society promoting the event must sign a headed letter confirming that the applicant has been duly appointed to apply for an Occasional Liquor Permit in respect of the event and this **MUST** be attached when you submit this application form.
4. On the day you attend Court and before your application can be heard, you must go to the Greffe's Office and collect a copy of this application form.
5. **The Ordinary Court is every Tuesday at 9.30am.**

In order for your application to be processed, the Office *of the* Committee *for* Home Affairs will process the personal information submitted on this form. The information that you supply on this form will be shared with the **Guernsey Royal Court** in preparation for the Royal Court to consider your application. We may share your information with other relevant agencies as may be required in order complete the application process. The Office *of the* Committee *for* Home Affairs acknowledges its obligations under the Data Protection Law, 2018. Further information about how your personal data is used can be found online at [www.gov.gg/DP](http://www.gov.gg/DP)