

LIQUOR LICENCE APPLICATION LICENSEE

PART 1

SUMMARY DETAILS OF APPLICATION		
Proposed Court's Date <i>(if known or as advised by the Business Support Assistant)</i>		
Application Type <i>(please tick the appropriate answer(s))</i>	<input type="checkbox"/> New Licensee <input type="checkbox"/> Change of Licensee	
Name of current Licensee / Corporate or Unincorporated Body <i>(if applicable)</i>	Name of proposed Licensee / Corporate or Unincorporated Body	
Name of current Designated Official <i>(if applicable)</i>	Name of proposed Designated Official <i>(if applicable)</i>	
Category of Licence that you are applying for		
Under 18's Permit <i>(please circle the correct answer)</i>	Yes	No
Name of Licensed Premises		
Address of the Premises		
Postcode		
Premises previously known as (to be completed if the premises name has changed in the last 12 months)		
Contact Details of the Premises Tel:		
Fax:		
Email:		

LICENSEE DETAILS		
Name of the Licensee		
Is the Licensee a Corporate Body <i>(please circle the correct answer)</i>	Yes	No
Only complete the following section if you have answered yes to the above question		
Name of the organisation		
Registered Address		
Postcode		
Name of Contact		
Contact details: Tel: Mobile: Email:		

CURRICULUM VITAE		
EDUCATION (Please specify Dates and Place)	Primary School	
	Secondary School	
	Further Education	
EMPLOYMENT HISTORY		
Date	Company	Job Title

Please complete this section with your full education and employment details. This information will be included into the final report submitted to Court, so make sure the information are accurate and are in dates order. Alternatively, enclose a detailed CV.

REFERENCES – Give details of two people who agreed to act as referees for you
 Do you agree to your referees being contacted at this time? Yes No

The Royal Court requires referees to be independent, this means that they must not be an employer, line manager or employee in the same organisation or a family member. Your referees must have known you for 2 years or more.

Reference 1			
Surname			
Maiden Name (if applicable)			
Full Forename			
Date of Birth		Place of Birth	
Address			
Postcode			
Contact details	Email:		
Home Tel:			
Work Tel:			
Mobile:			
Capacity in which Referee knows you			

Reference 2			
Surname			
Maiden Name (if applicable)			
Full Forename			
Date of Birth		Place of Birth	
Address			
Postcode			
Contact details	Email:		
Home Tel:			
Work Tel:			
Mobile:			
Capacity in which Referee knows you			

You must provide a postal or email address for both your referees.

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 the Premises		
State the primary nature of business that will operate from the premises (for example pub, café, restaurant)		
Are you applying for a 1/3 rd reduction based on the premises being open for less than 30 weeks in any one calendar year? <i>(please circle the correct answer)</i>	Yes	No
If you have answered yes to the above question: <ul style="list-style-type: none">• provide details of any seasonal variations that there may be to opening times		
Are you also applying for an Under 18's Permit? <i>(please circle the correct answer)</i>	Yes	No
If you have answered yes to the above question, you MUST complete Part 3		
Are you intending in offering a takeaway delivery service?	Yes	No

CATEGORY 'B' – RESIDENTIAL LICENCE		
Name of the Premises		
State the primary nature of business that will operate from the premises (for example guest house, residential home)		
Are you applying for a 1/3 rd reduction based on the premises being open for less than 30 weeks in any one calendar year? <i>(please circle the correct answer)</i>	Yes	No
If you have answered yes to the above question: <ul style="list-style-type: none"> 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 <i>(attach a copy of your boarding permit or residential home certificate with your application)</i>		
Are you also applying for an Under 18's Permit? <i>(please circle the correct answer)</i>	Yes	No
If you have answered yes to the above question, you MUST complete Part 3		

CATEGORY 'C' – HOTEL LICENCE

Name of the Premises		
State the area where the sale of alcohol will take place <i>(for example public bar, lounge bar and restaurant)</i>		
Are you applying for a 1/3 rd reduction based on the premises being open for less than 30 weeks in any one calendar year? <i>(please circle the correct answer)</i>	Yes	No
If you have answered yes to the above question: <ul style="list-style-type: none"> 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 <i>(attach a copy of your boarding permit or residential home certificate with your application)</i>		
Are you also applying for an Under 18's Permit? <i>(please circle the correct answer)</i>	Yes	No
If you have answered yes to the above question, you MUST complete Part 3		

CATEGORY 'D' – CLUB LICENCE (PRIVATE MEMBERS)

Name of the Premises		
Are you also applying for an Under 18's Permit? <i>(please circle the correct answer)</i>	Yes	No
If you have answered yes to the above question, you MUST complete Part 3		

CATEGORY 'E' – NIGHTCLUB

Name of the Premises		
Are you applying for a 1/3 rd reduction based on the premises being open for less than 30 weeks in any one calendar year? <i>(please circle the correct answer)</i>	Yes	No
If you have answered yes to the above question: <ul style="list-style-type: none"> 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? <i>(please circle the correct answer)</i>	Yes	No
If you have answered yes to the above question, you MUST complete Part 3		

CATEGORY 'F' – PORT (on sales)		
Name of the Premises		
Are you applying for a 1/3 rd reduction based on the premises being open for less than 30 weeks in any one calendar year? <i>(please circle the correct answer)</i>	Yes	No
If you have answered yes to the above question: <ul style="list-style-type: none"> provide details of any seasonal variations that there may be to opening times 		
<ul style="list-style-type: none"> provide the dates when you are intended to seasonally close the premises 		

CATEGORY 'G' – PASSENGER VESSEL		
Name of the Vessel		
Are you applying for a 1/3 rd reduction based on the premises being open for less than 30 weeks in any one calendar year? <i>(please circle the correct answer)</i>	Yes	No
If you have answered yes to the above question: <ul style="list-style-type: none"> provide details of any seasonal variations that there may be to opening times 		
<ul style="list-style-type: none"> provide the dates when you are intended to seasonally close the premises 		

CATEGORY 'I' – GENERAL OFF-LICENCE		
Name of the Premises		
State the primary nature of business that will operate from the premises (for example grocery shop, off-licence, garage)		
Are you applying for a 1/3 rd reduction in the level of fee? <i>(please circle the correct answer)</i>	Yes	No
<ul style="list-style-type: none"> If you have answered yes to the above question state on what ground you are applying for the reduction – you must provide evidence to support the requested 		
Total area (in square feet) open to the public		
Area (in square feet) of premises for sale of alcohol		

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

Name of the Premises	
Provide details if opening hours are to be from the permitted hours	
Provide details of the retail area	

PART 3

UNDER 18'S PERMIT

<p>If you have indicated in the previous section that you wish to apply for 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 proposed individuals under the age 18 will have access.</p>	
<p>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)</p>	
<p>Detail the bar areas to which under 18 years old will be permitted access (e.g. lounge bar but not public bar or seated at tables)</p>	
<p>Details of the facilities available to under 18 years old (e.g. provision of children's or games area, availability of meals)</p>	
<p>Details of other restrictions that will apply (e.g. under 18 years old must be accompanied and in the charge of an adult)</p>	
<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>	
<p>If you have applied for and Under 18's Permit in addition to your normal licence fee, you must include an additional fee (refer to Fourth Schedule of the Liquor Licensing Ordinance, 2006)</p>	

PART 4

Enclosed Documents:

<ul style="list-style-type: none"> • Copy of any licensing qualification (Local, UK & Foreign) 	
<ul style="list-style-type: none"> • Copy of passport 	
<ul style="list-style-type: none"> • Copy of Police check certificate (<i>produced within 3 month preceding this application</i>) 	
<ul style="list-style-type: none"> • Copy of Designated Official's Right to Work document 	
<ul style="list-style-type: none"> • Copy of Boarding Permit or Residential Home Licence (when required) 	
<ul style="list-style-type: none"> • Plan of the Licensed Premises (please refer to page 17) 	
<ul style="list-style-type: none"> • Payment of the application's fee (refer to Fourth Schedule of the Liquor Licensing Ordinance, 2006) <i>Cheques to be made payable to the States of Guernsey</i> 	

DECLARATION

The information contained in this form is correct to the best of my knowledge and belief

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.

SUBMISSION OF PLAN

All applications must include a set of plans detailing the whole of the licensed premises and the areas where patrons will be able to purchase and consume alcohol must be clearly marked. Where an Under 18's Permit is sought the plans must show those areas to which persons aged under 18 years old will have access.

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.

If there has been any material change to the layout of the premises you must submit plans for the premises, failure to do so will delay the processing of your application.

I have 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.

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.

SIGNATURE		Date	
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Please send the completed form to:

The Office of the Committee for Home Affairs
 Sir Charles Frossard House
 La Charroterie
 St Peter Port
 GY1 1FH

COPY OF THIS APPLICATION ALONG WITH ALL SUPPORTING DOCUMENTS NEEDS TO BE SENT TO THE CONSTABLES OF THE PARISH.

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

SUBMISSION OF PLANS

When the premises have not previously been licensed, or when alterations are proposed, the application form sent to Committee for Home Affairs and Constables must be accompanied by one copy of a plan of the premises meeting the following criteria:-

1. The plan must be neat, accurately drawn to scale and up to date. An architectural survey is not necessary (unless the circumstances require this);
2. The plan must clearly show the location and layout of the premises;
3. The plan must include the detail specified in Rule 2 of the 2006 Rules, in a reasonable way, appropriate to the premises concerned. When the premises include residential accommodation, the plan should cover the areas open to the public;
4. Areas must be indicated as follows:-
 - a. The boundary of the premises is to be outlined in RED;
 - b. Where the licence has specified the use of particular areas as a bar, restaurant or café, they must be clearly identified as such;
 - c. Areas used as a bar must be outlined in GREEN;
 - d. Any area used as a bar, in respect of which an Under 18's Permit has been granted, must be outlined in BLUE and hatched in BLUE.
5. The plan must be certified as accurate and signed by the (prospective) Licensee

NB No plan need be lodged if the premises are already licenced and the plan held by HM Greffier is accurate and up to date.