



## APPLICATION FOR A GENERAL PERMIT TO TRADE ON SUNDAYS, GOOD FRIDAY, LIBERATION DAY AND 26 DECEMBER

This form is an application for a GENERAL PERMIT, which is available only to premises which either do not exceed 700 square metres of retail sales area or which provide services. See 'GUIDANCE NOTES FOR APPLICANTS' for further information.

### PLEASE NOTE -

- i** If your business is registered as a 'Place of Refreshment' under the Places of Refreshment (Jersey) Law 1967, it does not require a Sunday trading permit. The shop remains subject to the terms of the Place of Refreshment permit.
- i** If your business has been issued with an on-licence under the Licensing (Jersey) Law 1974, a Sunday trading permit is not required. The business premises remain subject to the terms of the Licensing Law and the conditions attached to the licence.
- i** If your business premises are covered by a Sixth Category licence (an off-licence) under the Licensing (Jersey) Law 1974, a permit is required to open on Sunday or a specified day. The opening hours for your business premises will nevertheless be restricted to a maximum of 6 a.m. to 10 p.m. in accordance with the Licensing Law.
- i** If the retail sales area of your business exceeds 700 square metres and is primarily devoted to the sale of goods to the public then a general permit will not be granted. You may nevertheless apply for a Restricted Hours Permit or a Single Permit.

Please tick the relevant box below to show whether this application relates to:

- Premises with a retail sales area which does not exceed 700 square metres  
OR  
 A business providing a service or multiple services (e.g. a cinema or hairdresser).

### PLEASE PRINT IN BLOCK CAPITALS

1. Trading name of the business:  
.....
2. Company Name (if different to that at 1. above)  
.....
3. Address of Premises which will be open if a permit is granted  
.....  
..... Parish ..... Post Code .....

4. Name of occupier of shop who is making this application

.....

Contact details: Business telephone no. ....

Business email.....

Business address for correspondence (if different to 3 above)

.....

..... Parish ..... Post Code .....

5. Full name(s) of person(s) who will manage the premises if a permit is granted permitting it to open on Sundays, Good Friday, Liberation Day or 26 December:

Name: ..... Position held:.....

Name: ..... Position held:.....

Name: ..... Position held:.....

6. Enter the area for the premises:

	Area in SQUARE METRES
Retail sales area to which the public has access	
Area for any other commercial use to which the public has access	
Area(s) with no public access e.g. stores, offices, staff facilities	
Number of customer parking spaces available on site	
Number of other parking spaces available on site	

7. Trading Activity

	Sundays	Good Friday	Liberation Day (9 May)	26 December
DATE(S) for which a permit to open is requested (please tick)				
Opening / closing times (From – To)				
Hours staff will be on premises (From – To)				

	Sundays	Good Friday	Liberation Day (9 May)	26 December
Number of staff expected to work				
Total number of deliveries needed				
Type and timing of deliveries				

8. In determining whether or not to grant a permit, the Connétable must have regard to the peace and tranquillity of a neighbourhood, and the avoidance of nuisance to residents, on the days and times of opening of a shop and in particular to any noise, traffic and litter likely to result from the shop opening. Please summarise below any measures that you will implement to minimise the risk of disturbance at or in the immediate vicinity of the shop on Sundays, Good Friday, Liberation Day or 26 December (continue on a separate sheet if necessary)

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9. Fee of **£60** attached?      YES          PAID SEPARATELY
- If paid separately, please confirm method (e.g. 'at Parish Hall' or 'BACS')

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Please make cheques payable to 'Parish of .....' or contact the relevant Parish Hall to confirm alternative payment options. Note that the application will not be considered until the fee for filing the application is received by the Connétable. The application fee is not refundable if the application is refused.

**PLEASE NOTE:**

The Connétable may ask you to provide further relevant information before making a decision regarding this application. Such further information might include a request to provide a plan prepared and certified as accurate by a surveyor showing the measurements and size of the part of the retail sales area that will be used for the supply of goods.

The Connétable may also deem it necessary to inspect the shop to which the application relates or to authorize (in writing) another person to do so.

I declare that I will comply with the Shops (Regulation of Opening and Deliveries) (Jersey) Law 2010 at all times and ensure all staff are made aware of the Articles of the Law and Regulations, as well as any conditions imposed by the Connétable upon a Sunday trading permit.

**Signature** ..... **Date** .....

In respect of a Limited Company/Association please print name of authorised signatory and position held

**Name** ..... **Position** .....

Office use only

Sunday Tdg 2019 GENERAL
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<p><b>PRIVACY:</b> Your Parish is registered with the Office of the Information Commissioner in Jersey and is a ‘controller’, as defined by the Data Protection (Jersey) Law 2018 (DPJL), of the information (personal data) you provide in connection with your application for a permit to trade on Sunday, Good Friday, Liberation Day (9 May) or 26 December.</p>		
<p><b>We collect:</b> Your personal details (name, business address and contact details of occupier of shop; full name(s) and position held of person(s) who will manage the premises if a permit is granted; signature of applicant). We record the issue of any permit granted for the business/shop to open on a specified day. All personal data is stored securely and retained in accordance with your Parish's Data Retention Policy.</p> <p><b>Our use of your personal data:</b> Your Parish requires your personal data in order to process your application for the issue of a permit to trade on Sunday, Good Friday, Liberation Day (9 May) or 26 December in accordance with the Shops (Regulation of Opening and Deliveries) (Jersey) Law 2010.</p>	<p><b>Transfer of personal data to third parties:</b> The Parishes have information sharing and other agreements in place between themselves and with other Government and Law Enforcement agencies and IT service providers. These serve to protect your information in accordance with the DPJL and set out what a third party may do with your personal data including to prevent and detect crime, for law enforcement or to protect individuals from harm or injury.</p>	<p><b>Your rights:</b> You can ask us for a copy of the information we hold about you and to correct or update this. You can ask us to stop or restrict the processing of your personal data although we may need to cancel your permit to do so. You can complain to your Parish about the way your personal data is used (contact details are shown above) or to the Office of the Information Commissioner at 2nd Floor, 5 Castle Street, St. Helier, Jersey, JE2 3BT t: 01534 716530, e: enquiries@jerseyoic.org.</p> <p>Please refer to the Privacy Notice on our website (<a href="https://parish.gov.je/Pages/privacypolicy.aspx">https://parish.gov.je/Pages/privacypolicy.aspx</a>) or ask a member of your Parish Hall team for more information.</p>