



## APPLICATION FOR A RESTRICTED HOURS PERMIT TO TRADE ON SUNDAYS, GOOD FRIDAY AND LIBERATION DAY

This form is an application for a RESTRICTED HOURS PERMIT, which may allow trading between 10.00 am and 4.00 pm on ordinary Sundays, Good Friday and Liberation Day. This permit is available to any premises operating as a shop, irrespective of size. 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 10 a.m. to 4 p.m. (rather than 6 a.m. to 10 p.m. as set out in the Licensing Law).
- i** If the retail sales area of your business premises does not exceed 700 square metres or if your business primarily provides a service, you may apply for a General Permit.

### 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 tel. 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 or Liberation Day (9 May):

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

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

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

6. Enter the area for the premises:

|  | Area in<br>SQUARE METRES |
|--|--------------------------|
| Total retail sales area to which the public has access               |                          |
| Retail sales area devoted to road fuel sales (if applicable)         |                          |
| 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) |
|--|---------|-------------|------------------------|
| DATE(S) for which a permit to open is requested (please tick)  |         |             |                        |
| Opening / closing times (From – To) between 10 a.m. and 4 p.m. |         |             |                        |
| Hours staff will be on premises (From – To)                    |         |             |                        |
| Number of staff working  |         |             |                        |
| Total number of deliveries needed                              |         |             |                        |
| Type and timing of deliveries                                  |         |             |                        |



**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 upon a Sunday trading permit by the Connétable.

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 2021 RHP

**PRIVACY:** 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 or Liberation Day (9 May).

**We collect:** 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.

**Our use of your personal data:** Your Parish requires your personal data in order to process your application for the issue of a permit to trade on Sunday, Good Friday or Liberation Day (9 May) in accordance with the Shops (Regulation of Opening and Deliveries) (Jersey) Law 2010.

**Transfer of personal data to third parties:** 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.

**Your rights:** 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. Please refer to the Privacy Notice on our website or ask a member of your Parish Hall team for more information.

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|---|---|---|
| <p><b>St Brelade</b></p> <p>✉ The Connétable, St Brelade Parish Hall, JE3 8BS<br/>☎ 01534-741141<br/>✉ ParishHall@stbrelade.je<br/>🌐 stbrelade.je</p> | <p><b>St Clement</b></p> <p>✉ The Connétable, St Clement Parish Hall, JE2 6FP<br/>☎ 01534-854724<br/>✉ ParishHall@stclement.je<br/>🌐 stclement.je</p> | <p><b>Grouville</b></p> <p>✉ The Connétable, Grouville Parish Hall, JE3 9GA<br/>☎ 01534-852225<br/>✉ ParishHall@grouville.je<br/>🌐 grouville.je</p>         |
| <p><b>St Helier</b></p> <p>✉ The Connétable, P.O. 50, Town Hall, JE4 8PA<br/>☎ 01534-811811<br/>✉ ParishHall@sthelier.je<br/>🌐 sthelier.je</p>        | <p><b>St John</b></p> <p>✉ The Connétable, St John Parish Hall, JE3 4EJ<br/>☎ 01534-861999<br/>✉ ParishHall@stjohn.je<br/>🌐 stjohn.je</p>             | <p><b>St Lawrence</b></p> <p>✉ The Connétable, St Lawrence Parish Hall, JE3 1NG<br/>☎ 01534-861672<br/>✉ ParishHall@stlawrence.je<br/>🌐 stlawrence.je</p>   |
| <p><b>St Martin</b></p> <p>✉ The Connétable, St Martin Public Hall, JE3 6HW<br/>☎ 01534-853951<br/>✉ ParishHall@stmartin.je<br/>🌐 stmartin.je</p>     | <p><b>St Mary</b></p> <p>✉ The Connétable, St Mary Parish Hall, JE3 3AS<br/>☎ 01534-482700<br/>✉ ParishHall@stmary.je<br/>🌐 stmary.je</p>             | <p><b>St Ouen</b></p> <p>✉ The Connétable, St Ouen Parish Hall, JE3 2HY<br/>☎ 01534-481619<br/>✉ ParishHall@stouen.je<br/>🌐 stouen.je</p>                   |
| <p><b>St Peter</b></p> <p>✉ The Connétable, St Peter Parish Hall, JE3 7AH<br/>☎ 01534-481236<br/>✉ ParishHall@stpeter.je<br/>🌐 stpeter.je</p>         | <p><b>St Saviour</b></p> <p>✉ The Connétable, St Saviour Parish Hall, JE2 7LF<br/>☎ 01534-735864<br/>✉ ParishHall@stsaviour.je<br/>🌐 stsaviour.je</p> | <p><b>Trinity</b></p> <p>✉ The Connétable, Trinity Parish Hall, JE3 5JB<br/>☎ 01534-865345<br/>✉ ParishHall@parishoftrinity.je<br/>🌐 parishoftrinity.je</p> |