

# THE ROYAL COURT

## APPLICANTS IN PERSON

October 2019

Royal Court House  
St James Street  
St Peter Port  
Guernsey  
GY12NZ

[www.guernseyroyalcourt.gg](http://www.guernseyroyalcourt.gg)



THE ROYAL COURT  
OF GUERNSEY

## LIQUOR LICENSING

In accordance with The Liquor Licensing Ordinance, 2006, any person who wishes to obtain a new liquor licence, or alter an existing one, will be required to submit an application to The Committee for Home Affairs.

Along with the application, additional information may also be required such as details of the premises or recommendations from Parish Constables. The requirement for additional information will be advised to you following the submission of the application form. Please note in instances where Constables Reports are required, it's the responsibility of the applicant to commission this report.

### **Types of applications.**

There are several different types of application in relation to Liquor Licensing that may be put before the Court. These include:

- New Liquor Licence/Under 18's Permit;
- Alterations to Premises;
- Extension of Liquor Licence;
- Extension of Temporary Designated Official;
- Approval of a new Designated Official.

### **What do I need to do?**

In order to apply for a liquor licence or an amendment to an existing licence you will need to complete the relevant form which has been enclosed within this leaflet and then submit it to the address below, along with payment of the relevant fees. Court fees for this application are £166, which is in addition to fees as shown in the excerpt of the Liquor Licensing Ordinance, 2006, namely the Fourth Schedule, which has been enclosed within this leaflet.

Please note that forms can also be obtained on the Royal Court website: [www.guernseyroyalcourt.gg](http://www.guernseyroyalcourt.gg).

The Committee for Home Affairs  
Sir Charles Frossard House,  
La Charroterie,  
St Peter Port,  
Guernsey,  
GY1 1FH

Should you require legal advice regarding your proposed application please refer to an advocate.

When making any application without using the services of an Advocate you will be required to attend Court for the hearing of your application. Liquor Licence applications are heard at the end of Contract Court (usually at 9.45 am) on every working Tuesday.

When making an application for a new Liquor Licence and/or under 18s Permit, or when making an application to alter premises, the Applicant will be required to submit plans with their application in accordance with Rule 2 of The Royal Court (Liquor Licensing) Rules, 2006.

General notes re colouring of plans to be submitted with applications:-

In order to satisfy Sub-Rule (a) - the boundary of the premises should be outlined in red. The outline must follow the boundary of the premises in respect of which the Licence was or is to be granted. The areas covered by the licence are stipulated on the Licence if one already exists.

In order to satisfy Sub-Rule (e) - the Ordinance and Rules require that a Licence should have specified the use of particular areas (ie as a bar (public or lounge if so designated), a restaurant or cafe). These areas will be clearly stated on the Licence. The Plan must clearly designate the areas in question.

In order to satisfy Sub Rule (f) - any area which is used as a bar should be outlined in green, in order that the Court and other agencies will be able to readily identify the bar areas.

In order to satisfy Sub-Rule (g) - the area in respect of which an Under 18s Permit has been granted must be outlined in blue and also hatched blue. In addition the words "Under 18s Permit Area" must be clearly marked on the Under 18s Permit bar area.

Further details of what should be included on any plan submitted with an application can be found in The Royal Court (Liquor Licensing) Rules, 2006.

**The Liquor Licensing Ordinance, 2006 and The Royal Court (Liquor Licensing) Rules, 2006 can be found on [www.guernseylegalresources.gg](http://www.guernseylegalresources.gg) and should be consulted prior to an application being submitted to the Committee for Home Affairs.**

Fee paid	
Invoice number	

**THE LIQUOR LICENSING ORDINANCE 2006, AS AMENDED  
APPLICATION FORM FOR NEW LIQUOR LICENCE/UNDER 18s PERMIT**

**Liquor Licence No:**  **Court Date:**

**Name of Applicant:**

**Registered Address of Applicant:**

**Name of Premises:**

**Address of Premises:**

**Name of Person appearing on behalf of the Applicant (if a company):**

**Position held within the organisation:**

**Category of Licence sought:**

**Area to be covered by Licence:**

**Area to be covered by Under 18s Permit**

**Name of Proposed Designated Official:**

**Address of Proposed Designated Official:**

**Name and address of two referees for proposed Designated Official:**

(1)

(2)

<b>Reports attached to the application:</b>	<b>FAVOURABLE REPORT?</b>
(1) Committee for Home Affairs	YES/NO
(2) Constables of the Parish	YES/NO
(3) Health & Social Services	YES/NO
(4) Committee for the Environment	YES/NO
(5) Plans No(s)	YES/NO

**THE LIQUOR LICENSING ORDINANCE 2006, AS AMENDED  
APPLICATION FORM FOR NEW LIQUOR LICENCE/UNDER 18s PERMIT**

**Additional conditions proposed in reports:**

**Signed by Applicant:**

**Date:**

When processing your personal data, these offices are compliant with the Data Protection (Bailiwick of Guernsey) Law, 2017. For more information about how these offices process your personal data, please view the Fair Processing Notice available at the Royal Court Public Counter or on the Royal Court Website Homepage.

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**THE LIQUOR LICENSING ORDINANCE 2006, AS AMENDED  
APPLICATION FORM FOR ALTERATIONS TO PREMISES**

**Liquor Licence No:**  **Court Date:**

**Name of Applicant:**

**Registered/Address of Applicant:**

**Name of Premises:**

**Address of Premises:**

**Name of Designated Official:**

**Name of Person appearing on behalf of the Applicant (if a company):**

**Position held within the organisation:**

**Category of Licence held:**

**Area covered by Licence:**

**Area covered by Under 18s Permit (if held):**

**Proposed alterations to premises:**

**Licence/and or Under 18s Permit to be extended to cover additional area?**  YES/NO

<b>Reports attached to the application:</b>	<b>FAVOURABLE REPORT?</b>
(1) Committee for Home Affairs	YES/NO
(2) Constables of the Parish	YES/NO
(3) Health & Social Services	YES/NO
(4) Committee for the Environment	YES/NO
(5) Plans No(s)	YES/NO

**Additional conditions proposed in reports:**

**Signed by Applicant:**

**Date:**

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**THE LIQUOR LICENSING ORDINANCE 2006, AS AMENDED  
APPLICATION FORM TO EXTEND LIQUOR LICENCE**

**Liquor Licence No:**  **Court Date:**

**Name of Applicant:**

**Registered/Address of Applicant:**

**Name of Premises:**

**Address of Premises:**

**Name of Designated Official:**

**Name of Person appearing on behalf of the Applicant (if a company):**

**Position held within the organisation:**

**Category of Licence held:**

**Area covered by Licence:**

**Area covered by Under 18's Permit (if held):**

**Proposed extension of licence to premises:**

<b>Reports attached to the application:</b>	<b>FAVOURABLE REPORT?</b>
(1) Committee for Home Affairs	YES/NO
(2) Constables of the Parish	YES/NO
(3) Health & Social Services	YES/NO
(4) Committee for the Environment	YES/NO
(5) Plans No(s)	YES/NO

**Additional conditions proposed in reports:**

**Signed by Applicant:**

**Date:**

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**THE LIQUOR LICENSING ORDINANCE 2006, AS AMENDED  
APPLICATION FORM FOR EXTENSION OF TEMPORARY DESIGNATED OFFICIAL  
UNDER SECTION 26(2)**

<b>Liquor Licence No:</b>		<b>Court Date:</b>	
<b>Name of Applicant:</b>			
<b>Registered Address of Applicant:</b>			
<b>Name of Premises:</b>			
<b>Name of Person appearing on behalf of the Applicant (if a company):</b>			
<b>Position held within the organisation:</b>			
<b>Name of present Former Designated Official:</b>			
<b>Address of Premises:</b>			
<b>Category of Licence Held:</b>			
<b>Name of Proposed Temporary Designated Official:</b>			
<b>Address of Proposed Temporary Designated Official:</b>			

<b>Reports attached to the application:</b>	<b>FAVOURABLE REPORT?</b>
(1) Committee for Home Affairs	YES/NO

<b>Signed by Applicant:</b>	<b>Date:</b>
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**THE LIQUOR LICENSING ORDINANCE 2006, AS AMENDED  
APPLICATION FORM FOR APPROVAL OF NEW DESIGNATED OFFICIAL**

**Liquor Licence No:**  **Court Date:**

**Name of Applicant:**

**Registered Address of Applicant:**

**Name of Premises:**

**Name of Person appearing on behalf of the Applicant (if a company):**

**Position held within the organisation:**

**Name of present Designated Official:**

**Address of Premises:**

**Category of Licence Held:**

**Name of Proposed Designated Official:**

**Address of Proposed Designated Official:**

**Name and address of two referees:**

(1)

(2)

<b>Reports attached to the application:</b>	<b>FAVOURABLE REPORT?</b>
(1) Committee for Home Affairs	YES/NO
(2) Constables of the Parish	YES/NO
(3) Health & Social Services	YES/NO
(4) Committee for the Environment	YES/NO
(5) Plans No(s)	YES/NO

**Signed by Applicant:**

**Date:**

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