Application Form for a Sunday Trading:-

Special Event Licence

Parish Crest can be inserted here.

1. **For a Sunday Opening Licence or an Emergency Licence, a different form should be obtained and completed.**
2. ***Please see over for Form Guidance.***

Applicant Name & Address:-.....

.....

Post Code:-..... **Tel No:-**.....

Specified Area of Parish for which Licence is Sought:-.....

.....

Attach extract from a map if this would help to clearly show the extent of the area of the event.

OR

Shop Name & Address:-.....

For mobile shops, please state the name of the mobile shop, if any, and the operators name and address.

.....

Parish:..... **Post Code**:- .....

Nature of the Event:-.....

Dates of the Event – From:-.....**To:-**.....

Hours of Opening for Each Day:-.....

Fundraising for:-.....

And/Or **Person/Organisation Benefiting Financially:-**.....

Or **Celebrating/Commemorating:-**.....

Fee Enclosed £..... Please contact Parish for payment details.

Signature of Applicant..... **Date** .....

This form should be sent to the Constables Office in the Parish where the special event is to be held a minimum of 28 days before the licence is required.

For Official Use: Date received at parish:- / /

SEL 10/09

Special Event Licence Form Guidance

Items in italics in the guidance below refer to the relevant section of The Sunday Trading Ordinance, 2003 (as amended), copies of which can be obtained from the Greffe, viewed at your Parish Constables Office, or viewed online at www.guernseylegalresources.gg.

Applicant Name & Address: This will be used for any correspondence regarding this application and may be different from the address of any shop. *Section 4 and 11*

Specified Area of Parish for which Licence is Sought This should include details such as where the event is occupying an area within the Parish (e.g. parkland or a car park area) but does not need to be completed if the application is for a specific shop. *Section 4 (2) (b)*

Shop Name and Address: Where the application is for a specific shop, this must be the name and address of that shop.

The Nature of the Event Examples could include "car boot sale", "club sporting event" or "Liberation Day celebration". *Section 4 (2) (a)*

Dates of the Event *Section 4 (2) (c)*

Fundraising for and/or person/organisation benefitting financially: A Special Event Licence may be issued for events or social occasions which are raising money for a qualifying organisation. A qualifying organisation is a club, institution, organisation or association of persons established for a) charitable purposes; b) the purposes of participation in or support of historic, sporting, recreational or cultural activities; or c) other lawful purposes not involving those of personal gain or business or commercial purposes. *Section 4 (3) (a)*

Celebrating/Commemorating A Special Event Licence may be issued for an event or social organisation which is promoted for the purposes of celebrating or commemorating an event or occasion of special historic or cultural significance. *Section 4 (3) (b)*

Fee enclosed: *Section 11 (2) (b)* – A fee is payable to Parishes upon making an application. No fee is required where the Constables deem the event to be raising money for a qualifying organisation, however, a fee should accompany all applications, if the event is found to be raising money for a qualifying organisation it will be returned. – *Section 4 (3) (a)*