



Application for a non-resident business licence extension

Send your completed application to businesslicensing@gov.je with the email subject title 'Request for an extension to a non-resident business licence'.

Fee information can be found at [apply for a non-resident business licence to work in Jersey](#).

For support or guidance call +44 (0) 1534 444444 or email businesslicensing@gov.je.

Section 1: Details of non-resident business visiting Jersey

Question: Are all of the staff coming to Jersey either British or Irish nationals or hold an existing Immigration permission that allows them to work in Jersey? **Circle the appropriate answer (Yes / No)**

Guidance: Appropriate Immigration permissions include EU nationals with Settled or Pre-settled status, a valid working visa, UK ancestry visa, Indefinite leave to remain, Work permit dependent visa, spouse/partner visa

If you're planning to bring individuals to work in Jersey who are not British or Irish and do not hold an existing Immigration permission, you must contact Jersey Customs and Immigration Service. They will check if the individuals need a work permit. You can find more information and contact details at [Work permits: make an application \(gov.je\)](#)

Business name:

Contact name:

Job role:

Contact number:

Has your correspondence or registered address changed? **Circle the appropriate answer (Yes / No)** (if 'yes' please include the new correspondence and/or registered address below)

How many days have you worked on this contract in Jersey in the past 12 months?

How many more days are you planning to work in Jersey?

Detail the nature of the works to be carried out:

Section 2: Details of the Jersey business and your stay in Jersey

Jersey business contact name:

Business contact number:

Business email address:	
Will you be working at the same sites as listed in your previous application? Circle the appropriate answer (Yes / No) (if 'no' please include the addresses of the new sites and list any old sites you are no longer working at)	
New sites	Old sites no longer working at
Duration of stay: (DD/MM/YY) to (DD/MM/YY)	
How are you travelling to Jersey:	
Will you be staying at the same address in Jersey? Circle the appropriate answer (Yes / No) (if 'no' please include the new addresses where you are staying)	

Section 3: Authorisation
Name of person submitting the application:
Date:
Are you authorised to act on behalf of the business applying for the non-resident business licence? Delete as appropriate (Yes/No)
Do you agree the declaration and privacy statement below Delete as appropriate (Yes/No)
Position

Declaration

I understand that if the duration of the contract or the number of days increases, I must apply for an extension and additional charges may apply. I understand that if the details I have submitted are incorrect, additional charges or a refund may apply.

I declare that the particulars on this form are correct and I am aware that it is an offence to make a statement which is false in any material particular. I understand that if I am planning to bring any non-British or Irish nationals to work in Jersey (including myself), they may require an Immigration permission under the (Work Permits) (Jersey) Rules 1995 and that this must be in place before I can continue with this application. I / We accept that as part of this process relevant information may be

sought from and disclosed to relevant Government departments, arms-length organisations and regulatory bodies and consent to such requests

Any personal data submitted will be processed for the purpose of determining this application for a non-resident undertaking licence in accordance with the provisions of the Control of Housing and Work (Jersey) Law 2012.

Privacy statement

In accordance with the Data Protection (Jersey) Law 2018 the controller is registered with the Office of the Information Commissioner. The information you provide on this form will only be used by us to assist you with your application for a Non-Resident Business Licence and its ongoing validation. The information will be processed by Customer and Local Services and stored on our secure database. As part of this process relevant information may be sought from, and disclosed to, relevant Government departments, arms-length organisations and regulatory bodies. We may use the email address provided as part of this application to send you Government of Jersey business information (including surveys) that may be relevant or of interest to you. The Control of Housing and Work (Jersey) Law 2012 allows us to make public, the identity of an undertaking, including its name and activity. Calls to or from our office may be recorded. For more information on how we use your data go to our [Business Licensing privacy policy](#) or request a copy by calling +44 (0) 1534 444444.