



Please complete in BLOCK CAPITALS and in black ink.

Contact details:

DATE STAMP:

Send completed form to: Business Licensing PO Box 55 St Helier JE4 8PE

TEL: (01534) 444444 Email: businesslicensing@gov.je www.gov.je

Or email to businesslicensing@gov.je

1. Eligibility

I confirm that (subject to a Non-Resident Trading Licence being granted) all staff coming to Jersey will either be British or Irish nationals or have an existing Immigration permission that allows them to work in Jersey.

YES [] NO [] If you answered 'yes' to this question, please continue to section 2 of this form

If you answered 'no' to the question above, you must contact the Jersey Customs and Immigration Service on 01534 448000 or Immigration@gov.je to confirm that your activity is permitted under the Jersey Immigration rules and if work permits and visas are required.

2. Details of applicant

Applicant (Please Tick) Company [] Partnership [] Sole Trader [] Incorp. Association []

Full name of Company / Business / Individual(s)

Registered Business Address Postcode

Telephone Number

Email address

3. Details of beneficial Owner

Surname

First Name(s)

Address of Applicant Postcode

Date of Birth D D M M Y Y Y Y

Telephone Number

4. Detailed description as to the nature of the goods or services to be sold or bought in Jersey

5. Jersey Information

Where will you be residing in Jersey

	Postcode

Duration of Stay

D D M M Y Y Y Y	TO	D D M M Y Y Y Y
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Will you be going from Place to Place?

YES NO

Where will you be carrying on the activity?

	Postcode

6.. Payment Process

Amount Payable **£ 1,184**

Payment can only be made via BACS or by Cheque.

Cheques - please make payable to **Social Security Department**.
 BACS payments - the application form must be submitted and reviewed prior to a payment being made. Once the licence has been granted, you will be contacted with a unique reference in order to make payment.

Please **do not** make any BACS payments until you have been assigned your unique reference.

7. Declaration

I / We have read, understand and accept the terms and conditions detailed on this application form. 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 or misleading.

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.

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

8. Signature / Agent

Signature

Date D D M M Y Y Y Y

I am authorised to sign, for and on behalf of:

Print name

Position

9. Fees — Non-Resident Trading Licence

<p>Non-Resident Trading Licence</p>	<p>Article 4 of the Control of Housing and Work (Fees) (Jersey) Order 2013, states that;</p> <p>4 (1) The fee to accompany an application for a non-resident trading licence is <u>£1,184</u></p> <p>(2) No fee shall be payable under paragraph (1) if the application is by an undertaking which is either or both of the following —</p> <p>(a) a non-profit undertaking; or</p> <p>(b) an undertaking which brings cultural benefit to Jersey</p>
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10. Privacy Statement

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 Trading 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 [privacy policy on gov.je](https://www.gov.je/privacy-policy) or request a written copy by calling +44 (0) 1534 444444.