**A black and white logo

Description automatically generatedUnlawful Public Entertainments (Jersey) Regulations 2022**

**Application** **for a permit to hold an event**

Please return this form to: Bailiff’s Chambers, Royal Square, St Helier, Jersey, JE1 1BA

Before completing this e-form, please refer to the notes on page 3 & 4 and on [gov.je](https://www.gov.je/Leisure/Events/OrganisingPublicEvent/Pages/index.aspx)

1. Date of application (dd/mm/yyyy) Click or tap to enter a date.
2. Day, date and times of event

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Start  Day | Start Date | Start  Time (AM/PM) | Finish Day | Finish Date | Finish Time (AM/PM) |
| Choose an item. | Click or tap to enter a date. |  | Choose an item. | Click or tap to enter a date. |  |

1. Description of event & associated activities

|  |
| --- |
|  |

1. Full name of event organiser \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name of organisation (if applicable)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Position / role in organisation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Full address of organiser / organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Postcode of organiser / organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Name of venue \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Full address of venue

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of venue owner and contact number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What is the approximate number of people expected to attend? \_\_\_\_\_\_\_\_\_\_\_
3. Is the event ticketed? Choose an item.
4. Is the event for charity? Choose an item.
5. Is the event for commercial gain? Choose an item.
6. Will the event have?
7. Paid work Choose an item.
8. Marquee(s) Choose an item.

(If yes, supplied by whom?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Liquor licence Choose an item.

(If yes, supplied by whom?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Live bands Choose an item.
2. Rides Choose an item.
3. Food Choose an item.

(If yes, supplied by whom?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Stalls Choose an item.
2. Entertainment Choose an item.
3. Staging Choose an item.
4. Bins Choose an item.
5. Barriers Choose an item.

(If yes, supplied by whom?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Toilets Choose an item.

(If yes, supplied by whom?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is your risk assessment attached? Choose an item.
2. Have you complied with Health & Safety statutory

requirements? Choose an item.

*Health & Safety guidance on this can be found* [*here*](https://www.gov.je/Industry/HealthSafetyWork/HSI/Legislation/General/Pages/PublicEvents.aspx)*, a sample risk assessment template is attached to this document.*

1. Will you require Honorary Police / States of Jersey

Police assistance at your event? Choose an item.

1. Have you considered routes to/from venue? Choose an item.
2. Have you given details of any road or lay-by closures? Choose an item.

*Guidance on planning an event on the road or public place can be found* [*here*](https://www.gov.je/Travel/Roads/Pages/RoadEvents.aspx)

1. Please confirm you have read and understood the guidance below Choose an item.
2. Please confirm you have consulted with the Parish where

the event is being held, if applicable. Choose an item.

1. **Declaration by the applicant:**  
   I hereby apply to the Bailiff for a permit pursuant to Article 1(3) of the Unlawful Public Entertainments (Jersey) Regulations 2022 to hold an event, as set out in the application above. I confirm that I will abide by any conditions imposed and understand this permission may be altered, modified or revoked by the Bailiff if he shall see fit.
2. Signature:
3. Print name:
4. Date:

IMPORTANT GUIDANCE NOTES:

1. Occasional Entertainment Permits are issued to cover public entertainment at venues that do not hold an annual Bailiff’s Entertainment Permit. **You do not need to apply for a separate permit if your event meets the terms of the venue's existing permit.**

2. The primary purpose of controlling public entertainment is to ensure that all buildings (including temporary structures such as marquees) and/or sites are safe and fit for purpose for the number of expected people. The secondary purpose is to ensure that the entertainment proposed is suitable for public consumption; this includes matters such as public order and public nuisance.

3. “Public Entertainment” may be defined as any entertainment to which any member of the public may gain access with or without payment.

4. Religious meetings or services do not constitute public entertainment, nor do jumble sales, bazaars, sales of work, or sporting events.

5. Although the above do not require a Bailiff’s permit, if it is planned that they are to take place in non-purpose-built premises, for example, a marquee or agricultural shed, you are strongly advised to consult the Fire & Rescue Service (Tel. 445967). If you have any queries in this regard, please contact the Bailiff’s Chief Officer (Tel: 441100).

6. **Notification to the Bailiff**

The Bailiff’s Public Entertainment Panel (PEP) is the licensing authority for all public events except for sporting events in Jersey. Event organisers will be required to complete an Event Management Plan as soon as the Bailiff’s Chambers are made aware of the event. This will help determine the level of input it will be necessary for the PEP to have.

The following notification periods are required:

• **Small events** for less than 500 attendees – 2 months notice, unless the event involves a road closure in which case a minimum of 3 months notice is required. New events or new organisers will also require a minimum of 3 months notice.

• **Significant events** for 500-1000 attendees require 3 months notification (even if the event does not include a road closure.)

• **Major** **events** for 1000+ attendees require 6 months notification.

This will afford the PEP and relevant agencies sufficient time to meet and properly consider their responses to the proposed event. Any late notice events will be considered on an individual basis.

7. All permits are issued at the Bailiff’s discretion and subject to the following conditions (which form part of the permit when issued):

1. All Fire and Safety precautions are taken and maintained in conformity with any regulations set down from time to time by the States of Jersey Fire Service and the Health and Safety Inspectorate.
2. Any Officer of the States of Jersey Fire & Rescue Service, Health & Safety Inspectorate or Environmental Health may at all reasonable times, enter, inspect and examine the premises for the purpose of ensuring that all relevant safety and occupancy requirements are being complied with.
3. The permit does not absolve the permit holder from the obligation to obtain any other statutory provisions or consents which may be necessary in law whether for the event or the use of the property where it is to be held and to comply with all such conditions or requirements attached to such permissions and consents.
4. The event shall be run in conformity with the details set out in the event plan submitted, responsibility for which rests with the event organisers.

7. If there is any doubt about the ability to meet the relevant fire and /or safety requirements, contact with the Bailiff’s Chief Officer should be made without delay. Please note that the permission for the public entertainment in question is conditional upon meeting such requirements.

8. The permit fee is £40. Payment can be made by debit or credit card, cash or cheques (drawn in favour of the Treasurer of the States).

9. **A person or body corporate, etc who contravenes or fails to comply with the regulations commits an offence and is liable to imprisonment for a term of 6 months and to a fine.**

| Example Risk Assessment Template | | | |  |  |  |  |
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| Assessment carried out by: | | | Date: | | | **Review date:** | |
|  | | | | | | | |
| **Activity**  **or area** | **What are**  **the hazards?** | **Who might be**  **harmed and how?** | **What are you already doing?** | **What further action do you need to take?** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done** |
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Note - larger events will require a comprehensive risk assessment