

CHOSE PUBLIQUES - APPLICATION FORM

Please email the completed application to infrastructure@sthelier.je

App. Ref.: **361/**
Parish officers

1 Applicant NAME and ADDRESS:

<input type="text"/>	Contact: <input type="text"/>
<input type="text"/>	Telephone: <input type="text"/>
<input type="text"/>	Mobile: <input type="text"/>
<input type="text"/>	Post Code: <input type="text"/> Email: <input type="text"/>

2 ADDRESS of land for which a 'Choses Publiques' permit is sought:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/> Post Code: <input type="text"/>

3 Agent NAME and ADDRESS:

<input type="text"/>	Contact: <input type="text"/>
<input type="text"/>	Telephone: <input type="text"/>
<input type="text"/>	Mobile: <input type="text"/>
<input type="text"/> Post Code: <input type="text"/> Email: <input type="text"/>	

4 Description of proposal for Choses Publiques area:

This would be in operation from: am/pm to am/pm

This would be in operation from: Day to Day

5 Declaration by the APPLICANT:

I hereby apply to the Connétable of the Parish of St Helier for a permit pursuant to Article 2 of the **Customary Law (Choses Publiques) (Jersey) Law 1993** for permission to occupy the land designated on the attached plan. I confirm that I will abide by any conditions and code of conduct imposed on the Choses Publiques.

Signature:

Print Name:

Date:



SUBMISSION REQUIREMENTS

Application for Use of Choses Publiques Area

Please return this form to the Parish with a **non-refundable £60 application fee** to cover administration costs. Approval does not guarantee success; if granted, a **rental fee** will also apply.

Checklist of required items with your application:

- Completed application form
- Location plan (preferably 1:200 scale) showing (See **Appendix 1** for example):
 - Property, building and kerb lines
 - Access points
 - Proposed area with dimensions
 - Furniture layout and barrier details
 - Nearby street furniture
- Photographs of proposed furniture and barriers
- Evidence of neighbour consultation (see **Appendix 2** for guidance)
- Please email the **Parish Secretary** (townhall@sthelier.je) if you wish to:
 - Extend your existing liquor licence to include the Al Fresco area, or
 - Apply for a new liquor licence to sell alcohol in the Al Fresco area.
- Non-refundable **application fee (£60)**

Need help with the form? Email infrastructure@sthelier.je.

KEY POINTS TO CONSIDER

What's Allowed (Al fresco setups should):

- **Keep pedestrian paths clear** – don't block or force people to walk around.
- **Stay visually open** – don't create enclosed areas that feel cut off from the street.
- **Blend in with the surroundings** – use furniture and materials that match the town's character and quality.

Acceptable components include:

1. **Furniture**
 - High-quality tables and chairs that match the area's look.
 - Darker tones can help visually impaired people.
 - Use muted or complementary colours.
 - Must be **foldable or stackable** and stored away when not in use.
2. **Parasols**
 - Use muted or complementary colours.
 - Must be at least **2.1m high** if they hang over pedestrian paths.
 - Should be **set back 0.45m from the kerb**. Must not overhang the carriageway.
3. **Edge markers**
 - Low ropes or barriers at the **ends** of the area only.
 - Use muted or complementary colours.
 - These help guide pedestrians but shouldn't block paths.



What's Not Allowed

1. **Permanent or semi-permanent structures**
 - No decking, fixed barriers, or anything that can't be easily removed.
2. **Barriers between pedestrians and the al fresco area**
 - Including planters or anything that blocks the flow.
3. **Tall barriers**
 - Anything over **1m high** is not allowed.
 - Especially **glass panels**, which make the area feel like part of a building, not the street.
4. **Obstructions outside the licensed area**
 - No plant pots, advertising boards, or other items that spill over or block pedestrian routes.

Permit to Use Public Land (Choses Publiques) – Summary of Conditions

(Customary Law (Choses Publiques) (Jersey) Law 1993)

1. Permit Duration & Withdrawal

- Valid until **31st December** each year.
- Can be **revoked**:
 - **With 30 days' written notice**.
 - **Immediately**, if there's an emergency.
 - The Parish is not responsible for any costs or losses resulting from a withdrawn permit.

2. Conditions May Include:

- **Operating hours**.
- **Furniture placement** (must stay within approved area).
- Use of **barriers** (e.g. weighted posts, ropes, screens).
- **Cleaning** and litter removal.
- **Advertising restrictions**.
- **Planning approval** for changes (e.g. decking, screens).
- **Customer behaviour** and code of conduct compliance.

3. Fees

- **Rental fee**: contributes to parish road maintenance.
- **Application fee**: non-refundable, covers admin costs.
- **Rental by Direct debit only**: Either lump sum or monthly instalments
- **Failed Direct Debit**: incurs a £25 fee, covers admin costs.

4. Legal Responsibility

- Breaching permit conditions may result in a **fine up to £500**.

5. Public Access Exceptions

- Public access is restricted during permit use, except for:
 - **Police, Emergency Services, Government & Parish officers**, or their vehicles/animals.



ADDITIONAL OPERATING RULES

- **Furniture & Screens:** Must be removed outside approved hours unless agreed.
- **Noise:** No live or amplified music without approval.
- **Insurance:** £1 million Public Liability Insurance required, covering Parish & Government.
- **Permit Display:** Must be visible when in use.
- **Transfer:** Permit is **non-transferable** and doesn't transfer with business sale.
- **Umbrellas:** Must be over 2.10m high and not overhang the road.
- **Menu Boards ('A' Boards):** One allowed (max 2ft x 4ft); extras need approval.
- **Smoke-Free Zones:** At least 50% must be smoke-free and clearly marked.
- **Utility Access:** Must be maintained; emergency removals at permit holder's cost.
- **Parish Cleaning:** Furniture may need to be temporarily removed.
- **Plastic-Free:** Avoid single-use plastics; "Plastic Free Jersey" participation encouraged.

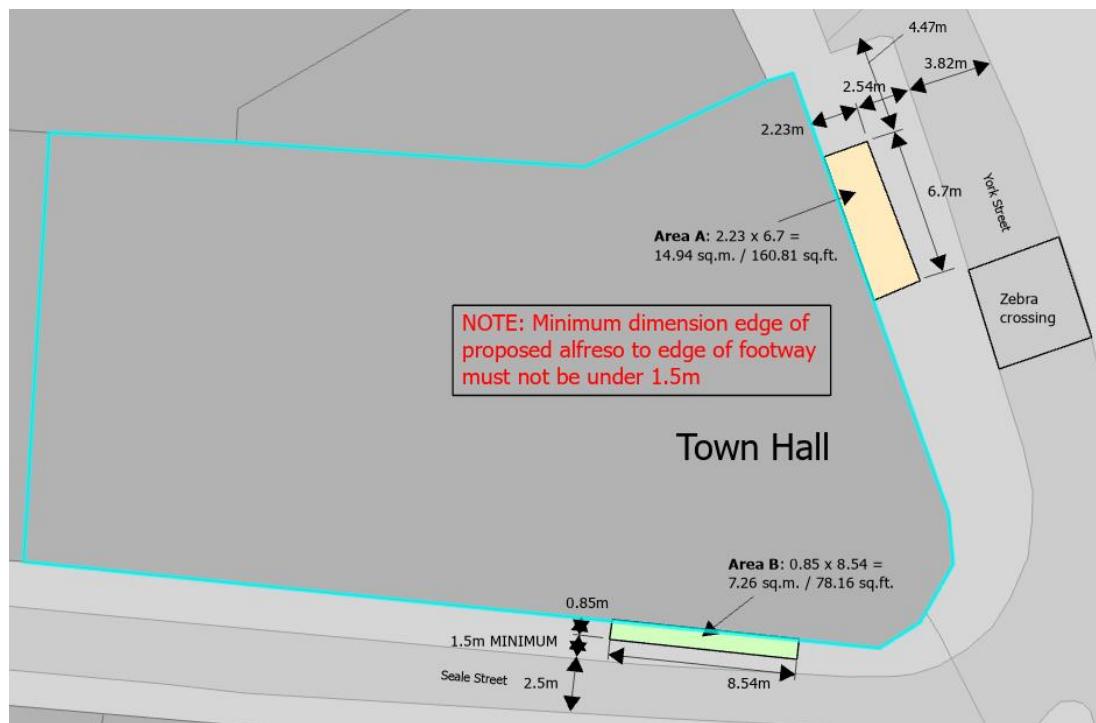
2026 Rental Fees

- **Central Area:** £20.25 per sq. ft.
- **Outside Central Area:** £10.13 per sq. ft.

APPENDIX 1: SAMPLE SITE PLAN (Fictional example)

Below is an example of the plan we would be seeking to be submitted, identifying the key information we will require. You will be required to check the dimensions on site.

If you are unsure or need assistance to complete this application form, then please contact us at infrastructure@sthelier.je and an officer will meet you and run through the process.

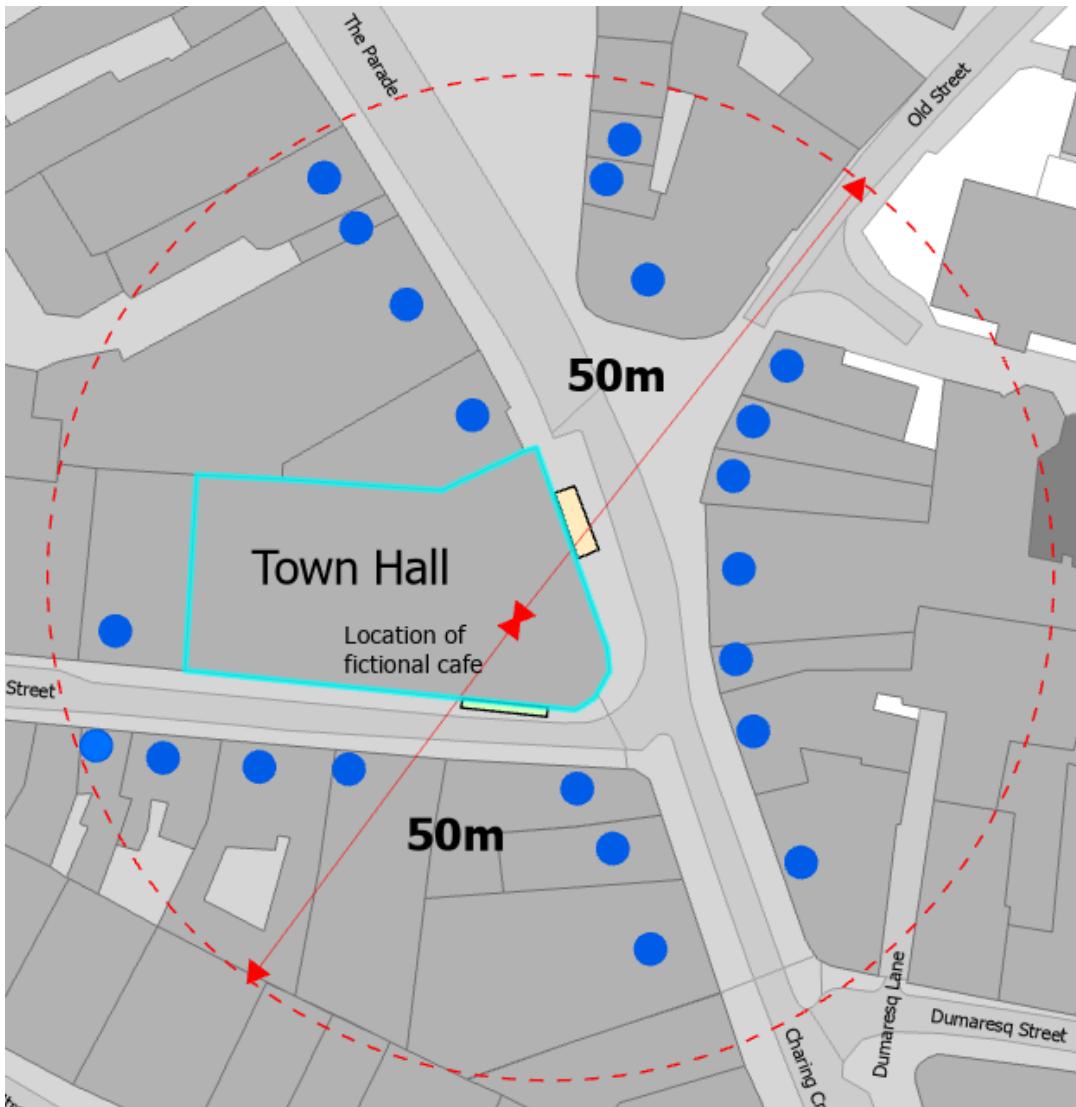


Fictional example of a plan scale - A4@1:200



APPENDIX 2: CONSULTATION REQUIREMENTS

1. Consult all neighbouring properties within 50 metres, including residential units above and your landlord. (See example consultation area below.)



You need to consult with all properties located within 50 metres of your premises. In the example map, above this area is shown as a **red dotted circle**. Every property inside that circle (marked with a **blue dot**) should be consulted. Don't forget to include residential units located above the businesses.

2. Provide signed letters from each property consulted, including their address.
3. It's best to speak with your neighbours in person to explain your proposal, as drawings alone may not be clear. If a neighbour doesn't support your application, please let us know why and what steps you've taken to address their concerns.
4. The Parish may suspend or withdraw your permit if consultation is incomplete or inadequate until full consultation is carried out.
5. The Parish is not responsible for any costs or losses resulting from a withdrawn permit.



Each letter should include a plan/drawing clearly showing the proposed alfresco area, along with the days and times it will be in use. (You can use the sample template below.)

[Your Name / Business Letterhead]

[Date]

To: [Name of person being consulted]

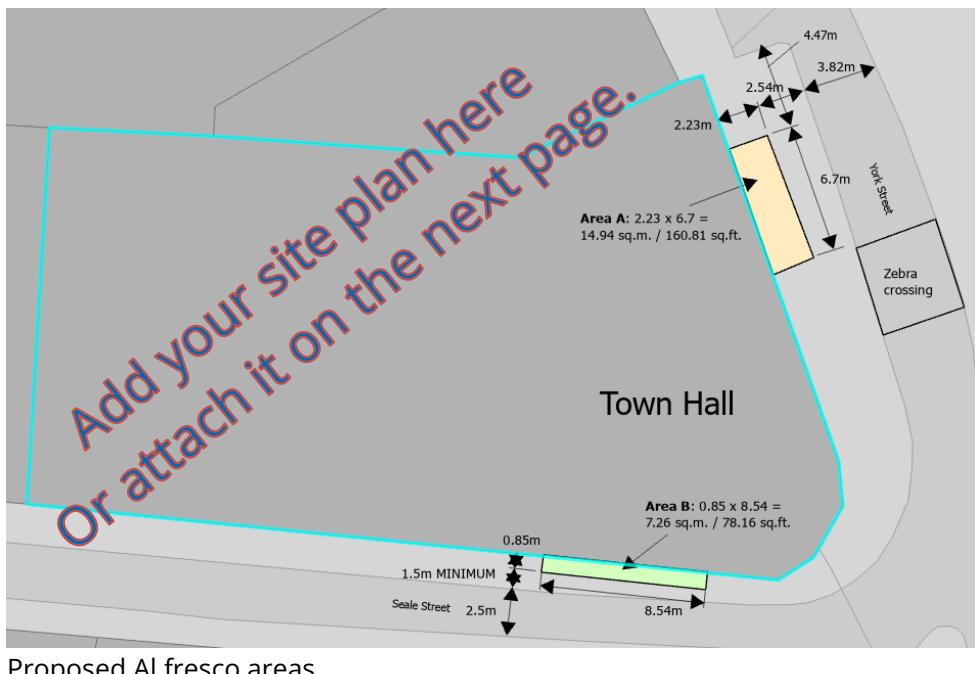
Address: [Full address of the property being consulted]

Subject: Alfresco application for <name of property and address>

Dear [Name],

We will be submitting an application to the Parish of St Helier for an Alfresco Permit for our premises located at [insert address if different].

We would really appreciate your support. You can confirm by completing the form below or emailing us with your support. If you have any questions or concerns, please feel free to contact us at [add your phone/email].



Proposed Al fresco areas

Operating Times:

- [e.g. Monday to Friday, 7am–3pm]

Declaration: I/We understand the proposal and am/are:

Supportive / Not Supportive (please cross out one)

Signature: _____

Name & Position: _____

Date: _____