

## USEFUL ADDRESSES

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
<i>Emergencies</i>		<i>112 or 999</i>
Brook Centre	7, Nelson Street, St. Helier JE2 4TL	507981
Citizen Advice Bureau	St.Paul's Centre, Dumaresq Street, St. Helier JE2 3WP	0800 735 0249
Customs & Immigration	Maritime House, La Route du Port Elizabeth St Helier JE1 1JD	448500
Driver and Vehicle Standards	La Collette, St Helier JE1 3UE	448600
Education, Sport & Culture	P.O.Box 142, St.Saviour JE4 8QL	448100
General Hospital	Gloucester St, St. Helier JE1 3QS	442000
Health & Social Services	Peter Crill House, Gloucester St, St. Helier JE2 3UH (Switchboard)	445506
Housing Department	Cyril Le Marquand House, The Parade, St. Helier JE4 8PF (Switchboard)	445510
Income Tax Office	Cyril Le Marquand House, The Parade, St. Helier JE4 8PF	440300
JACS: Jersey Advisory & Conciliation Service	Trinity House, West Centre, Bath Street, St. Helier JE2 4ST	730503
Jersey Rights Association	c/o Citizen Advice Bureau, St. Paul's Centre, Dumaresq Street, St. Helier JE2 3WP	077979 22386
Police Headquarters	Rouge Bouillon, St. Helier JE4 8ZD	612612
Samaritans	30, Hue Street, St.Helier JE2 3RE	08457 909 090
Social Security Department	Phillip Le Feuvre House, La Motte Street, St. Helier JE4 8PE	445505
Visitor's Clinic	Various Surgeries on a rota system, please ring	616833
Women's Refuge	P.O.Box 708, St.Helier	0800 735 6836 or 768368
Embassy of the Republic of Poland	47 Portland Place, London W1B 1JH	0870 774 2700
Portuguese Consulate	Burlington House, St Saviours Rd, St Helier JE2 4LA	877188

ALL the information above has been seen and cleared by the relevant authorities in Jersey. The Jersey Rights Association does not accept responsibility for any errors or omissions. The information collated in this leaflet is based on Jersey Laws as they apply at present (2007).

### ABOUT THE JERSEY RIGHTS ASSOCIATION

The Association was formed in 1990. It is not just concerned with resolving Jersey's Housing problems or trying to obtain housing qualifications for all and sundry. Nor does it attempt to undermine Jersey's stable way of life. It was formed to draw attention to injustices or inequalities of a general nature or denial of Human Rights and to try to achieve improvements for the benefit of all residents of Jersey, Jersey-Born or not.

Membership is open to any person who:-

- Has reached Sixteen Years of Age
- Has resided in Jersey for at least 12 months
- Is Generally Sympathetic to the Aims and Objectives of the Association,
- Has completed and submitted the Association's application form and has been accepted by the Committee for membership.

On acceptance as a member of the J.R.A. the current membership fee payable is as follows:-

Single Membership:- £7.50 Family Membership (A Couple) £10.00.

This leaflet may be reproduced in its entirety, without further reference to the J.R.A.

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## Jersey Rights Association

c/o Citizens Advice Bureau  
St Pauls Centre, Dumaresq St  
St Helier, Jersey JE2 3WP  
077979 22386

### INFORMATION FOR NEWCOMERS TO JERSEY

www.jerseyrights.org  
email: jerseyrights@hotmail.com

#### What you can and cannot do as a newcomer to the Island

A Housing Law is in force to control the sale and lease of most private dwelling accommodation, including flats and bed-sitting rooms, whether furnished or unfurnished. The Housing Law does not control hotel rooms or lodgings.

With very few exceptions, new arrivals and seasonal workers will not receive consent to rent or buy any accommodation which is controlled by the Housing Law. The majority of people who come to work in Jersey are restricted to living in "unqualified" accommodation. This could be accommodation in a registered Lodging House, or in private lodgings (a residentially qualified occupier may accommodate up to five persons for reward). An Agreement and Code of Practice for Landlords and Lodgers, which is a compulsory requirement for registration as a Lodging house, has been recently introduced.

#### WHAT YOU CANNOT DO

1. You CANNOT normally buy, rent or lease a house or flat or occupy self-contained dwelling accommodation, without Housing Qualifications, unless you are an essentially qualified person (a person brought into the Island to do a job that no one else in the Island is qualified to do). This is known as a "J" Category Licence and the length of this licence depends on the job the person is being brought from outside the Island to do.
2. You CANNOT live on a campsite.
3. You CANNOT receive health benefits (subsidised General Practitioner fees and subsidised prescriptions) until you have lived in Jersey for six months and paid any required Social Security contributions. (See WHAT YOU CAN DO Items 4 and 5).
4. You CANNOT, nor does anyone in Jersey, receive unemployment benefit. Parish Welfare exists but is only payable after a minimum of five years' residence in the Island (TEN years if aged 55 or over on arrival in the Island). You should apply to the Constable at your Parish Hall.
5. You CANNOT start a business or be self-employed without prior permission from the Regulation of Undertakings Office. Permission is unlikely to be granted to residents of less than five years' standing.
6. You CANNOT normally be considered for employment in most sectors until you have been resident for 5 years as there are restrictions (known as the 5 year rule) and in some employment sectors you are required to have Residential Qualifications (i.e. Housing Qualifications). There are exceptions to this 5 year rule (such as seasonal workers) and any prospective employer will advise if they are allowed to employ you. For further information, contact the Social Security Department. (Housing Qualifications ("qualities") means:- The right to rent or buy property after a period of residence in the Island. This period of residence is currently 13 consecutive years.)
7. You CANNOT obtain Rent Rebate unless you have Housing Qualifications.
8. You CANNOT normally get assistance with nursery fees, although there is an Income Tax allowance. There are some States Nursery places but they are difficult to obtain.
9. You CANNOT claim Family Allowance until you have made a tax return (See General Information Point 5).

## WHAT YOU MUST DO

1. You **MUST** apply for a Social Security card at the Social Security Department, if you want to take up paid employment. They will not issue a card unless the applicant has a permanent address and the offer of employment. Special provisions apply to self-employed people, who are advised to contact the Department.
2. You **MUST** be included on any census taken in Jersey during your stay.
3. You **MUST** normally obtain a work permit before taking a job, unless you are a British Citizen or a National from another EU State. If in doubt, contact the Customs and Immigration Department.
4. You **MUST** obtain a Jersey driving licence immediately if you wish to drive and take up residency in Jersey or expect to be resident for longer than 12 months. Licences from some countries can be exchanged for a Jersey licence (See 9. in GENERAL INFORMATION). Application forms are available at the Town Hall in St Helier, all Parish/Public Halls or contact the Driver and Vehicle Standards Department.
5. You **MUST** change your car to a Jersey registration number plate at once unless you intend to stay on the Island for only a short while, in which case a UK or other number plate will be acceptable for up to one year.

## WHAT YOU CAN DO

1. You **CAN** live in Jersey without requiring a permit or entry qualifications **PROVIDED** you are a British Citizen or from another EU State. If in doubt, consult the Housing or Customs and Immigration Departments.
2. You **CAN** live in a Guest House or Hotel, as a lodger in a Private Dwelling, or in a Registered Lodging House.

THE HOUSING DEPARTMENT STATES THE FOLLOWING:- (Taken from their website)

The occupier of a property (The Landlord) is permitted to provide accommodation for reward for up to five people who can occupy the accommodation as lodgers. It should be stressed that **CHILDREN OF ANY AGE** count as persons for the purposes of the Law. The occupier (Landlord) must offer each of their lodgers a service, must retain exclusive rights over the accommodation occupied by the lodgers and must maintain the right to unrestricted access to the accommodation at all times. The occupier (Landlord) must not provide the lodgers with any security of tenure and shall be entitled to require the lodgers to vacate the accommodation without notice.

N.B. Breaking, or attempting to get around, the Housing Law is treated as a very serious offence in Jersey and fines have been known to exceed several thousand pounds.

3. You **CAN** take up Further Education courses provided you have accommodation.
4. You **CAN** apply for a Health Card (which entitles you to subsidised GP charges and subsidised prescriptions) after you have lived in Jersey for six months. Contact the Social Security Department.
5. You **CAN** obtain treatment at the Visitor's Clinic during the first six months of your stay in Jersey. A charge may be made for your visit and for any prescriptions you require. Please check when you make an appointment. Accident and Emergency treatment is always available, but you are advised to register with a GP as soon as possible after arrival in Jersey.
6. You **CAN** vote in Jersey elections, whatever your nationality, if:
  - (a) your name is on the Parish Electoral Register (renewed annually). You are advised to check the register at your Parish Hall early in August, when any errors can be corrected;
  - (b) you are 16 or over on the 20th day of September;
  - (c) you were ordinarily resident in the Island for at least two years immediately before 1st March, or for any period of five years before that date.

## GENERAL INFORMATION

1. **DOCTORS** in Jersey are private and charge for surgery and home visits, but these are subsidised by the Social Security Department, once you have completed six months' residence and paid any required Social Security contributions. For more detailed information, we suggest you obtain the free booklet, "An Introduction to the Services of Social Security" from the Department.
2. **DENTISTS** charge for any treatment. Free dental treatment may be available at the General Hospital for schoolchildren, in some circumstances.
3. **ACCOMMODATION AGENCIES** are effective in finding accommodation. They are commercial enterprises, however: Most will charge an initial registration fee plus a sum equal to one week's lodging in advance. Accommodation is generally very expensive.
4. **EMPLOYMENT** - There is a Job Centre in Jersey, administered by the Social Security Department. There are many private employment agencies but some may charge a fee. There is some statutory employment protection (The Employment ( Jersey ) Law 2003 which came into force on 1st July 2005) and you are entitled to a written contract of employment. Any employer/ contract of employment may better the terms and conditions prescribed by the Employment Law. Further information can be obtained from the Social Security Department.

5. **INCOME TAX** is payable in Jersey through a system called Income Tax Instalment System. This is a similar system to P.A.Y.E although you need to make an Annual Declaration of earnings. Income Tax is deducted from your wage or salary directly at a rate varying between 0-20%, depending upon your individual circumstance. Explanatory leaflets are available from the Income Tax Department.

The ITIS rules include special provisions for new entrants to the labour market such as school-leavers or those newly arrived to the Island. These individuals will not have a local tax bill to pay for the previous year. Rather than making their effective rate zero on this basis, they will instead suffer deductions but these will be utilised, not to pay their previous year's tax bill, but the tax liability due for the current year.

Their effective rate will be calculated using an estimate of their liability based upon their known personal circumstances and a projection of their annual income. It will be even more important to give prompt notification to the Comptroller of Income Tax of any material changes in income level or circumstances when ITIS is levied on this basis.

6. **WE ADVISE** that, on arrival in Jersey, you should have sufficient money to support yourself until you find a job, which could take several weeks.
7. **PUBLIC ORDER**, drink-driving or drugs offences are liable to meet harsh penalties.
8. There are two types of **POLICE FORCE** in Jersey: The Island-wide States of Jersey Police, in uniform, and the non-uniformed Honorary Police based in each Parish. You must follow instructions given by both.
9. A number of countries including Britain, Ireland, Poland and Portugal have reciprocal arrangements with Jersey that allow full driving licences to be exchanged for the equivalent Jersey driving licence without taking the relevant Jersey tests. Contact your local Parish or Driver and Vehicle Standards, or further information can be found at [www.gov.je/TransportTechnicalServices/Transport/DVS](http://www.gov.je/TransportTechnicalServices/Transport/DVS).
10. Polish residents of the Island must apply for a Passport Renewal in person from the United Kingdom Polish Embassy and you are advised to arrange this before your current Passport expires as it will be difficult to travel to the UK without a current passport.

**NEWCOMERS** are advised to obtain further information from the Housing, Social Security and Income Tax Departments, or from the Citizens Advice Bureau. There are several leaflets available free of charge. Alternatively, visit the States of Jersey website: <http://www.gov.je> and check for the relevant Department. You can use the computer service at the Library in Halklett Place or from various Internet Cafes.