

REF #:

SUVA CITY COUNCIL
[BUSINESS LICENSING ACT 1976]
APPLICATION FOR NEW/RENEWAL OF LICENCE/RELOCATION

1. NAME OF BUSINESS TO BE LICENSED.

2. BUSINESS NAME REGISTERED NO. _____ DATE: _____
[EVIDENCE OF REGISTRATION TO BE ATTACHED TO THIS APPLICATION]

TIN. NO: _____

3. OWNER'S NAME (S): [FOR NON-LIABILITY COMPANY]

4. POSTAL ADDRESS: _____

5. TELEPHONE: OFFICE: _____ AFTER HOURS: _____

6. BUSINESS CATEGORY OF APPLICANT:

INDIVIDUAL – TRADING UNDER: OWN NAME REGISTERED BUSINESS NAME

PARTNERSHIP-TRADING UNDER PARTNER'S NAME

COMPANY: PUBLIC PRIVATE FOREIGN

OTHERS: [GIVE DETAILS]

7.

	LOCATION	TYPE OF BUSINESS [COLUMN B] REFER SCHEDULE OF LICENCES
a)		
b)		
c)		

8. **DECLARATION:**

If granted BUSINESS LICENCE I/WE undertake to comply with all applicable laws and by-laws throughout the period of the license/s.

I/WE declare I/WE have examined the schedule of licenses and confirm that licenses applied for in column (B) above are for the only businesses carried out under the business name under which this application is made.

I/WE understand that to carry on my business listed in the Schedule of Licenses without an appropriate license could result upon Legal action without prior notice.

Date: _____ Position Held: _____

Signature: _____

NOTE: Please refer to schedule of license

9. **ADDITIONAL INFORMATION**

(A) **LOCALITY MAP** (Please sketch location of proposed business)

(B)

Existing Building Name:	
Certificate of Title or Lease No:	
Property Owner's Name:	
Property Owner's Phone Contact:	
Previous use of Proposed Space:	
Proposed Use (Type of Business – Refer to Business Licence Schedule)	
Any new structural/partitioning works? Yes/No	

(c) **PROPERTY OWNER'S CONSENT** (to be endorsed by property owner)

I, _____ of
 _____ the registered owner of property contained
 within _____ (CT or Lease) hereby give my
 consent to _____ to occupy and use
 my building for the purpose stated above.

Signature: _____
 Date: _____

10. Processing Fees \$21.80

FOR OFFICE USE ONLY

A. BUSINESS LICENCE SECTION:

Business name Registration Sighted By: _____ Date: _____

B. FINANCE DEPARTMENT

Business License Officer:

Director Finance: _____ Signature: _____ Date: _____

C. Requirements for New Business Licence

1. 1 copy of Business Registration Certificate
2. 1 copy of FTIB Certificate (if Foreign Investor) and Work Permit
3. 1 copy of TIN Registration letter (FIRCA)
4. 1 Copy of Health License if operating a Restaurant, Takeaway, Refreshment Bar, Butcher, Nightclub, Hair Saloon or any food handling Business.
5. 1 copy of Liquor License (if applicable)
6. 1 copy of Completion Certificate
7. 1 copy of hotel license (if operating a hotel or homestay)
8. 1 copy of Directors ID