

REF #:



NAME OF 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]*
- 3. BUSINESS TIN: \_\_\_\_\_
- 4. OWNER’S NAME (S): [FOR NON-LIABILITY COMPANY]  
\_\_\_\_\_
- 5. POSTAL ADDRESS: \_\_\_\_\_
- 6. TELEPHONE: OFFICE: \_\_\_\_\_ AFTER HOURS: \_\_\_\_\_
- 7. **BUSINESS CATEGORY OF APPLICANT:**

INDIVIDUAL – TRADING UNDER: OWN NAME  REGISTERED BUSINESS NAME

PARTNERSHIP-TRADING UNDER PARTNER’S NAME

COMPANY: PUBLIC  PRIVATE  FOREIGN

NUMBER OF EMPLOYEES:

	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 regulations 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 in a Legal action without prior notice.

I/WE hereby declare that the information provided is true and correct. I also understand that any willful dishonesty may render for refusal of this application.

Date: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Name: \_\_\_\_\_  
ID (Please provide or attach a photo ID: \_\_\_\_\_  
Signature: \_\_\_\_\_

**9. ADDITIONAL INFORMATION:**

- a) Persons trading under their true family name without any addition other than the true first name can operate business without having to register at the Registrar of Companies, so can leave section 2 blank.
- b) Section 2 can be fulfilled by a copy of the business name registration certificate (if available) or provisional approval can be granted with the condition that the business name will be registered under section 34 of the Companies Act 2015.
- c) All new businesses must comply with all relevant legal and regulatory requirements within 6 months of obtaining the business license. Further information on these requirements can be found at [bizfiji.com/](http://bizfiji.com/)
- d) Businesses classified as High Risk cannot start a business until all the relevant regulatory requirements are complied with. Please refer to *Schedule of License Fees* and [bizfiji.com/](http://bizfiji.com/) for Risk Categories.
- e) The business is required to inform your Municipal Council and relevant agencies in the event of any change in your address, legal structure, structural changes to the building, change in number of employees and/or change in the nature of the business during the period of the license.
- f) Home-based businesses must comply with the following:
  - Applicant resides on the property full time;
  - Advertisements or signage such as Billboards not more than 1 square meter in size shall be allowed;
  - No large advertisement or signage, such as, billboards will be permitted;
  - The business cannot use mechanical or electrical equipment that creates external noise or cause a nuisance or disturbance to the neighbours;
  - No outdoor storage of material or equipment associated with the business is allowed or any display items outside the house;
  - Business cannot change the principle character or external appearance of the residential property;
  - Business must not generate pedestrian or vehicular traffic or parking in excess of what is normal for that neighbourhood; and
  - Up to and inclusive of 3 employees in the firm shall be allowed.

**NOTE:** Please refer to schedule of licenses, also available at [bizfiji.com](http://bizfiji.com)

## **CHECKLIST**

### **A. BUSINESS LICENCE SECTION:**

Business name Registration Sighted By: \_\_\_\_\_ Date: \_\_\_\_\_

### **B. REQUIREMENTS FOR NEW BUSINESS LICENSING**

1.  1 copy of Business Registration Certificate
2.  1 copy of TIN Registration letter (FRCS)
3.  1 copy of Investment Fiji Certificate (if Foreign Investor)

#### *Footnotes:*

- a) *You can email the application form on [email address to be inserted by respective Municipal Council].*
- b) *You can pay the business licensing fees via electronic banking, cash or cheque.*
- c) *You shall be liable for any false declaration that you may make on this application form, as per the Information Act (2018).*