

NASINU TOWN COUNCIL  
BUSINESS LICENCE APPLICATION CHECKLIST- 2019

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| 1                       | A COPY of Certificate of Registration is compulsory for every new business.  |
| 2                       | A COPY of previous year Business Licence for Renewal Only  |
| 3                       | Consent Letter from Landlord & iTLTB (for Native Leases) if you are a Tenant.  |
| 4                       | Business Operating from Squatter Settlements will require letter of endorsement from Ministry of Local Government  |
| 5                       | For new application only please provide a COPY of their VALID TAX IDENTIFICATION LETTER(TIN) registered by FIRCA, as it is a prerequisite requirement before the approval of any business Licenses.            |
| 6                       | If you doing business from a vehicle please provide a COPY third party of the vehicle.   |
| 7                       | A COPY of Investment Fiji Certificate (If Foreign Investor)  |
| 8                       | All the arrears and also the current year (2018) Garbage Fees and Town Rate should be cleared. (If you are a Tenant your Landlord has to settle all council dues before the Council consider your application) |
| 9                       | All Mobile Businesses to specify in <i>written</i> their <i>Nature of Business</i> , to support their application.   |
| 10                      | Applicants outside Nasinu Boundary to provide a copy of business license from the respective municipality or Local Authority   |
| 11                      | For all Electrical Contractors attached a copy of authorized license from FEA.   |
| <b>HEALTH SECTION</b>   |  |
| 12                      | You are required to obtain Health Permit for health issue from Ministry of Health  |
| 13                      | All business to obtain a Waste permit from the Department of Environment (Except Hawker Licence)   |
| 14                      | A COPY of Liquor Licence (If applicable)   |
| 15                      | A Clearance letter from Police Department for All Billiard/Pool Operators  |
| 16                      | All Food premises to produce a COPY of Pest Control Clearance Certificate  |
| <b>BUILDING SECTION</b> |  |
| 17                      | DAIRY SHOP to obtain approval from Director Town and Country Planning for rezoning from "RESIDENTIAL" TO "COMMERCIAL" \$99.00 additional cost  |
| 18                      | COPY of approved plan of the said site to be produced upon inspection.   |
| 19                      | Subject premises to have a completion certificate from the Council.  |

NB: All forms are to be duly completed and signed by the applicant and furnish with a **COPY** of all necessary documents required. Failure to provide the above, the applications will not be accepted for further considerations and approvals.

**"PLEASE NOTE THAT WE WILL CHARGE \$0.50c A COPY IF YOU CANNOT PROVIDE A COPY OF THE REQUIRED DOCUMENT"**