

LAUTOKA CITY COUNCIL



BUSINESS LICENSING ACT

[CAP. 204]

Local Government [Business Licence] Regulations, 1995

FIRST SCHEDULE

[Regulation 3]

Application for New/Renewal/Transfer of Business Licence

1. Name of Applicant(s) with names of all (1)
 Partners and trading name (2)
 (3)
 Trading as

2. Postal address where mail may be sent and in case of company, please give registered office address also:

3. Residential Address: _____ 4. Place of Business: _____

5. Phone: _____ 6. Fax: _____ 7. Email: _____

8. Designated Business: A.
 B.
 C.

Is the applicant required to register YES/ NO
 Under Registration of Business Names etc. If YES, please enclose a copy.

Has the applicant obtained permit under YES/NO
 Public Health Act? If required, please quote reference

Does the proposed business comply with YES/ NO
 Town Planning Scheme?

Gross floor area of shop including warehouse m²

Total number of vehicles in cases of taxis, rental & hire cars with Registration Number?

.....
Date

.....
Signature

FOR OFFICIAL USE ONLY		
PERMIT	PLANNING	DESIGNATED BUSINESS
		FEES: R/R Licenses Issued on Licence No.
Updated:		



REQUIREMENTS FOR BUSINESS LICENSE 2016

LAUTOKA CITY COUNCIL-TOWN RANGER DEPARTMENT

New Business License

- **Fill Business License form**
- **Company Registration –Ministry of Justice**
- **Company TIN Number**
- **Tenancy Agreement/letter from the building owner**
- **National Fire Authority Certificate**
- **OHS certificate –Ministry of Labour**
- **FNPF new employer registration certificate**
- **Ministry of Environment Certificate (Air-condition & Refrigeration Companies) only.**
- **Real Estate License**
- **Driving Instructor Certificate(Driving Schools)**
- **Pawn Shop- Police Clearance**
- **Money Lender- Police Clearance**

For Restaurants, Takeaways, Refreshment Bars, Carwash, Internet, Night Clubs, Liquor license, Manufacturing businesses, Rental

- **Lay out plan to be lodged at the building department**
- **New building applications-City Rates Clearance/Business Lic.**
- **For information regarding health requirements contact Health Department.**
- **Rental business-From Industrial Zone/ Lay out plan**

Foreign investors

- **Investment Fiji Certificate**
- **Copy of passport**
- **Work permit**