



APPLICATION FOR ISSUE/RENEWAL/TRANSFER OF BUSINESS LICENCE

Reference no.:
Name of City/Town Council: NADI TOWN COUNCIL

1. Information Required		
Name of business to be licensed:		
Business name registration no.: <i>(Evidence of registration to be attached to this application)</i>		
Date of business name registration:		
Business TIN:		
Owner's name(s):		
Postal address:		
Email address:		
Telephone no.: <i>(Office hours)</i>	Telephone no.: <i>(After hours)</i>	
2. Business Category of Applicant		
Individual trading under: (i) Own name <input type="checkbox"/> (ii) Registered business name <input type="checkbox"/>	Partnership trading under: Partner(s) name:	Company: (i) Public <input type="checkbox"/> (ii) Private <input type="checkbox"/> (iii) Foreign <input type="checkbox"/>
No. of employees:		

3. Information of operation of business(es)		
	Location	Type of business <i>(Refer to Designation of Businesses Requiring Licence)</i>
(i)		
(ii)		
(iii)		

4. Declaration

If granted the licence(s), I/We undertake to comply with all applicable laws throughout the period of the licence(s).

I/We declare that I/We confirm that the licence(s) applied for in in this application are only for the business (es) carried out under the business name(s) under which this application is made.

I/We understand that to carry out the business (es) listed in this application without appropriate licence(s) is in contravention of section 5 of the Business Licensing Act 1976.

I/We hereby declare that the information provided is true and correct. I/We understand that section 8(3) of the Business Licensing Act 1976 and the provisions of the False Information Act 2016 apply to this application.

Name(s):	
Position(s) held:	
Signature(s):	
Date:	
ID: <i>(Please provide or attach a photographic identification)</i>	

5. Additional information

- a) If an applicant is required to have a business name registered under Division 4 of Part 3 of the Companies Act 2015, the applicant must produce to the satisfaction of the City/Town Council that the business name has been duly registered under those provisions of the Companies Act 2015.
- b) Paragraph 2 can be fulfilled by attaching a copy of the certificate of registration of business name (if required).
- c) All new businesses classified as low risk must comply with all relevant legal and regulatory requirements within 6 months of obtaining the business licence. Further information on these requirements can be found at <https://www.bizfiji.com/>.
- d) All businesses classified as high risk must not start a business until all the relevant regulatory requirements are complied with. Please refer to Designation of Businesses Requiring Licence and <https://www.bizfiji.com/> for Risk Categories.
- e) All businesses are required to notify the City/Town Council and relevant agencies of any change in address, legal structure, number of employees, nature of the business or structural changes to the building during the period of the licence.
- f) A person carrying out a home-based business must—
 - (i) reside on the property where the business is carried out;
 - (ii) not use advertisements or signage such as billboards not more than one square meter in size;
 - (iii) not use mechanical or electrical equipment that is noisy or causes nuisance or disturbance to the neighbours;
 - (iv) not store or display any material or equipment associated with the business outside the property where the business is carried out including the garage, verandah or the lawn;
 - (v) not change the principle structure of the property where the business is carried out;
 - (vi) not create any pedestrian or vehicular traffic or parking in excess of what is normal for that neighbourhood; and not employ more than 3 employees.

CHECKLIST

A. BUSINESS LICENCE SECTION:

Business name Registration Sighted By: _____ Date: _____

B. REQUIREMENTS FOR NEW BUSINESS LICENSING

- 1 copy of Business Registration Certificate
- 1 copy of TIN Registration letter (FRCS)
- 1 copy of Investment Fiji Certificate (if Foreign Investor) and Work Permit of the Investor

Footnotes:

You can email the application form on lc@naditowncouncil.com.fj

You can pay the business licensing fees via electronic banking, cash or cheque.

You shall be liable for any false declaration that you may make on this application form, as per the Information Act (2018).