



BUSINESS LICENCE APPLICATION REQUIREMENTS

A. PRE SCHEME AREAS/ DESIGNATED TRANSITIONAL AREAS

Definition of Pre Scheme Areas/ Transitional Areas: Areas that did not have any town planning scheme prior to adoption of LUMS in April 2017. The processing of applications from such areas is in line with the LUMS Transitional Measures Policy as adopted by Council vide Council Resolution C (no) dated (date).

1. DEVELOPMENT CONTROL REQUIREMENTS:

1.1. Confirmation that the Establishment was in operation prior to April 2017.

YES

NO

1.2. Applicant to submit an Affidavit confirming that the establishment was in operation prior to April 2017 i.e. before the Town Planning Scheme came into effect.

YES

NO

1.3. Letter from Ward Councilor confirming support of the operations of the establishment.

YES

NO

1.4. Copy Of Previous Business Licence if Business Licence was issued.

YES

NO

Please tick the appropriate box

2. BUILDING CONTROL REQUIREMENTS:

2.1. Building plan / sketch establishment showing the following:

YES

NO

2.1.1. Area to be used for business purposes.

2.1.2. Entrance and exit points.

2.1.3. Dimensions / size of building.

2.2. Letter indemnifying the municipality.

YES

NO

2.3. Engineers stability report confirming that the building is safe for occupation or signed letter from applicant indemnifying the municipality regarding safety of structure.

YES

NO

2.4. If not Landowner, provide copy from land owner confirming consent to the operations of the establishment.

YES

NO

Please tick the appropriate box

CONFIRMATION BY APPLICANT

Name of Applicant: _____

Signature: _____

Date: _____