



\$10.00

HONIARA CITY COUNCIL BUSINESS LICENCES APPLICATION FORM.

TO BE FILLED BY APPLICANT.

Name of applicant.....

Postal Address.....

Occupation.....Telephone No:

Nationality.....

Name of Business.....

Registered Address.....

.....

FIB Approval Yes No.
(If yes, provide approval certificate)

Business Reg. No..... IRD No.....
(Business license will only be issued on availability of IRD proof.)

Type of Business
.....

(Provide relevant documents about operation)

Shareholder/Partnersshare (%)..... (%)
.....share (%)..... (%)
.....share (%)..... (%)
.....share (%)..... (%)

Please state Individual, Partnership, Cooperative, Limited Company or other types of business entity.

Capital investment\$.....Bankers.....

I certify that the information contained in this application is true and correct.

Application Signature.....Date :.....

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STRICTLY FOR PHYSICAL PLANNING OFFICIAL USE ONLY.

Title Holder.....

Location: Lot No :..... Parcel No :..... Locality.....

Zoning :
For change of use the application must be referred to HT & CPB

Property: Owned.....Lease.....Rent.....

Documents Required.

1. For lease or rental operation, a copy of Tenancy Agreement or consent letter from the land lord must be supplied.
2. Copy of title.
3. Location map.

Planning Requirements (please Comment or tick)

Type of building (Single story, multi unit, extension etc)	
Available space for operation	
Office space available	
Car Parking	
Waste disposal and Management	
Landscaping (aesthetic value)	
Any shop/business within proximity	
Approximate population catchments	
Others	

Building Construction Application Only.

The Chief Civil Engineering or the Senior Building Inspector must comment on the qualification and experience of the applicant. Relevant supporting documents must be attached.

Signed-----
Chief Civil Engineer/Senior Building Inspector.

Recommendation/ Action taken.

TOWN AND COUNTRY PLANNING BOARD (HT & CPB)

Comments

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Signature.....Date :.....

Secretary for Honiara Town & Country Planning Board

STRICTLY FOR H.T.C ENVIRONMENTAL HEALTH USE ONLY

For food preparation does application hold Honiara Town Council Food Preparation Certificate?

Yes

No.

Health requirements on building to accommodate operation. (Please tick)

	Very Good	Good	Satisfactory	Poor
HEALTH REQUIREMENTS				
AVAILABILITY OF WATER				
LIGHTING				
AIR CIRCULATION/VENTILATION				
WASTE DISPOSAL METHOD				
STORAGE				
WINDOWS SCREEN				
STAFF/CUSTOMER				
TOILET				

Other Comments :.....

.....

Recommendation.....

.....

Action Officer:Signature.....

Designation..... Date.....

Physical and economic factor

	OPPORTUNITIES	CONSTRAINTS
PHYSICAL		
ECONOMICAL		

Disposal and Waste Management.

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Actioning Officer..... Signature

Designator.....Date.....

STRICTLY FOR FINANCE DIVISION OFFICIAL USE ONLY.

Is application holder of Honiara Town Council Business license? Yes.....No.....

If yes, provide business license number.

License No.....Receipt No.....Date of Issue.....

Designation..... Date.....

STRICTLY FOR STANDING COMMITTEE FOR TRADE AND COMMERCE.

Approved.....

Any Conditions.....

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Not approved.....

Reasons :.....

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Signature.....Date.....

Secretary for Trade & Commerce

STRICTLY FOR AUTHORISING OFFICERS ENDORSEMENT.

Comment

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Authorising Officer..... Signature.....

Designation.....Date.....

Official Requirement	Issued
Basic Rates Form	
Business By-Laws	
Property Rates	

NOTE: The Town Clerk, Treasure, or other Authorized Officers may issue a license for a designated business.