



LICENCE APPLICATION FORM

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Tel. No.:

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Licence No. _____

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TYPE OF LICENCE

Please tick (✓) the relevant box/boxes.

- 1 ☐ **AGENCY FOR THE CONDUCT OR SALE OF ANY LICNESED LOTTERY** (Ground Floor Only)
- 2 ☐ **LAUNDRY** (Ground Floor Only)
- 3 ☐ **BARBERS' AND HAIRDRESSERS' SHOP (Air conditioned)**
- 3a ☐ (1-2 Hairdresser Chairs)
- 3b ☐ (4-8 Hairdresser Chairs)
- 3c ☐ (9-15 Hairdresser Chairs)
- 3d ☐ (16-20 Hairdresser Chairs)
- 3e ☐ (21 and above Hairdresser Chairs)
- 4 ☐ **BARBERS' AND HAIRDRESSERS' SHOP (Non Air conditioned)**
- 4a ☐ (1-2 Hairdresser Chairs)
- 4b ☐ (4-8 Hairdresser Chairs)
- 4c ☐ (9-15 Hairdresser Chairs)
- 4d ☐ (16-20 Hairdresser Chairs)
- 4e ☐ (21 and above Hairdresser Chairs)
- 5 ☐ **COFFEE & TEA / FOOD SHOP / BAKERY / FOOD PROCESSING FACTORY** (Ground Floor Only)
Number of Food & Drink Stalls: _____
- 6 ☐ **FOOD STALL / DRINK STALL / FOOD KIOSK**
- 7 ☐ **CANTEEN** - (School / Commercial)
- 8 ☐ **FRUIT / VEGETABLE / DRESSED POULTRY / FROZEN MEAT / FISH /** _____
- 9 ☐ **BEER**
- 10 ☐ **ARRACK** (On / Off Premises)
- 11 ☐ **BUTCHER SHOP / PORK STALL**
- 12 ☐ **LIQUOR (WHOLESALE / RETAIL)** (ON / OFF PREMISES)
- 13 ☐ **KAMPUNG SHOP (VILLAGE SHOP) / ISOLATED SHO / SUNDRY / GROCERIES / FOOD STALL / DRINK STALL**
- 14 ☐ **PETROLEUM (PETROL, DIESEL, LPG)**

TYPE OF LICENCE

ENTERTAINMENT

14 ☐ AUDITORIUM / HALL

- 17a ☐ Not exceeding 200 seats
17b ☐ Exceeding 200 seats but not 400 seats
17c ☐ Exceeding 400 seats but not 600 seats
17d ☐ Exceeding 600 seats but not 800 seats
17e ☐ Exceeding 800 seats but not 1,000 seats
17f ☐ Exceeding 1,000 seats but not 1,200 seats
17g ☐ Exceeding 1,200 seats
17h ☐ Temporary Licence

15 ☐ LOBBY / HALL / OPEN PLACE USED FOR EXHIBITION

- 18a ☐ Floor area exceeding 100 sq. metres
18b ☐ Floor area exceeding 100 sq. metres
18c ☐ Floor area exceeding 100 sq. metres but not exceeding 150 sq. metres
18d ☐ Temporary Licence
18e ☐ Number of Stall / Booth: _____
18f ☐ Number of Days: _____

16 ☐ CIRCUS

Number of Days: _____ Date: _____ to _____

17 ☐ FUNFAIR

Number of Days: _____ Date: _____ to _____

18 ☐ FASHION SHOW BY PROFESSIONAL ARTISTES / BEAUTY CONTEST

Number of Days: _____ Date: _____ to _____

Number of Artiste & Contestant:

19 ☐ OTHERS: _____

DOCUMENTS CHECKLIST FOR APPLICATION OF MISCELLANEOUS LICENCES

8 FRUIT / VEGETABLE LICENCE

No.	Documents Required	Qty	Submitted?
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office OR Photocopy of Borang 9 or Borang 24 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	1	
2	1 (one) set Letter from LHDN for Business Registration Application / Trade Licence Issuance (KG/PNP/6)	1	
3	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
4	Photocopy of Identification Card (Both Sides) OR Copy of Passport (For Non Sarawakians)	1	
5	Photocopy of Work Permit for Related Trades (For Non Sarawakians - Nominee) - If Applicable	1	
6	Latest Coloured Passport Size Photograph	1	
7	Photocopy of Tenancy Agreement OR Original Letter of Consent from the Land Owner / Premises Owner	1	
8	Photocopy of Sale and Purchase Agreement OR Photocopy of Land Title / Temporary Occupation Lease (T.O.L.)	1	
9	Photocopy of Building Occupation Permit (O.P.)	1	
10	Photocopy of the Latest Paid Assessment Bill	1	
11	Sketch Plan Drawn to Scale (minimum A3 size) comprising: <ul style="list-style-type: none"> i. Locality plan & Site Plan ii. Floor Layout Plan (showing health requirements) (Note: Building Plan [Renovation] submission may be required if you had carried out any alteration to the Approved Layout of the Building Plan)	3	