



诗巫市议会  
Sibu Municipal Council



Usage of  
Open Mall/ Open Space/ Five Foot Way

## Application Form

<b>Part A: Applicant Particular</b>			
Name			
I/C No.			
Postal Address			
H/P No.		Email	
<b>Part B: Property Particular</b>			
Business Name			
Property Address			
Ownership	<input type="checkbox"/> Self-Owned <input type="checkbox"/> Rented		
Category	<input type="checkbox"/> Retailer <input type="checkbox"/> Eatery		
Date:	Company Stamp:	Applicant's Signature:	

### General Guidelines:

1. Minimum of 1800mm clearance in between 2 building for open area at side of building.  
(900mm clearance from centreline of 2 building for 1 side occupation)  
1200mm clearance at five foot way for eatery.
2. Permit Fee of RM12.00 per square meter per month and renewable half yearly/ yearly basis upon approval
3. The owner and operator are fully responsible on the cleanliness, maintenance, public liability etc.
4. Installation of temporary structure subjected to the approval of this council. Application fee for temporary structures is RM50.00. Approved temporary structure subjected to the permit fee of RM50.00 and renewable yearly and security deposit of minimum RM1,000.00 or RM12.00 per square meter whichever is higher. (Separate application for the erection of temporary structure)
5. Required documents
  - ☐ A copy of applicant's identity card
  - ☐ A copy of license for eatery
  - ☐ A copy of property land title (Sales & Purchase Agreement if title yet to be issued)
  - ☐ Letter of Concern from the property owner if rented.
  - ☐ Sketch Plan for the applied area with all the measurement



### Part C: SMC Checklist & Comment

#### Required documents

A copy of applicant's identity card

A copy of license for eatery

A copy of property land title (Sales & Purchase Agreement if title yet to be issued)

Letter of Concern from the property owner if rented.

Sketch Plan for the applied area with all the measurement

Yes

No

N/A

### Part D: Comment by Building Control Section

Comment:

Name & Signature:

Date:

### Part E: Approval

☐ Admin

☐ Public Health

☐ Approved

☐ Not Approved

Comment:

Name & Signature:

Date:

### Part F: Issuing of Permit

1<sup>st</sup> Payment Amount (RM)

Monthly Permit Fee (RM)

1<sup>st</sup> Payment Receipt No.

Security Deposit (if any)

1<sup>st</sup> Validity Period

From

to

Security Deposit Receipt No.

Issued by

Name & Signature:

Date: