



MAJLIS PERBANDARAN SIBU
SUBMISSION CHECKLIST FOR

7. CANTEEN (School / Commercial)

No.	Proposed Requirement	Qty	Check (✓)
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office OR Photocopy of Borang 9 OR Borang 24 OR Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment.	1	
3	Photocopy Of Identification Card (Both Sides) OR Copy Of Passport (For Non Sarawakians).	1	
4	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee)- if Applicable.	1	
5	Latest Coloured Passport Size Photograph.	1	
6	Photocopy Of Tenancy Agreement OR Original Letter Of Consent From Land Owner / Premises Owner.	1	
7	Photocopy Of Sale & Purchase Agreement OR Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	1	
8	Photocopy Of Building Occupation Permit (OP) – Not Applicable for School Canteen)	1	
9	Photocopy Of The Latest Paid Assesment Bill - Not Applicable for School Canteen)	1	
10	Photocopy Of Food Handlers Course Certificate (Compulsary for all food handlers)	1	
11	Medical Examination Report (Compulsary for all food handlers)	1	
12	Letter of Appointment as Canteen Operator		
13	Scaled Plan Drawn To Scale (minimum A3 Size) of: i. Locality Plan & Site Plan. ii. Floor Layout Plan (showing health requirements) iii. Detail Drawing of Grease Interceptor (food premises only) (Note: Building Plan [Renovation] submission may be required if you had carried out any alteration to the Approved Layout of the Building Plan).	3	

CHECKED BY

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NAME :
DESIGNATION :
DATE :

APPENDIX E1

Ref. No: _____

1. A processing fee shall be imposed based on the licence category upon registration of this licence application.
2. Please submit all relevant documents required as listed in the relevant checklist for the licence applied. As per check list (name) please complete all particulars in the application form to facilitate licence processing.
3. The Council shall revoke any licence issued in this connection on account of any false information given in this form.
4. Please tick (✓) in the relevant boxes.

For Office Use	
<input type="checkbox"/>	Processing Fee Of RM30.00 (Entertainment)
<input type="checkbox"/>	Processing Fee Of RM10.00 (Non-Entertainment)
Receipt No : _____	
Received By : _____ (Name)	
Date: _____	

[illegible][illegible]

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[illegible]

5. Race : _____

Work Permit No : _____

7. Sex: Male ☐ Female ☐

8. Marital Status ☐ Married ☐ Single ☐ Others _____

Fax No. :

[illegible]

E-mail : _____



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APPENDIX V

TYPE OF LICENCE

1. ☐ **AGENCY FOR THE CONDUCT OR SALE OF ANY LICENCED LOTTERY**
2. ☐ **LAUNDRY (For Ground Floor Only and should not involve more than 1 shoplot)**
3. ☐ **BARBERS' AND HAIRDRESSERS' SHOP (Air conditioned)**
 - 3a ☐ (1-3 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' SALOON (Non Air conditioned)**
 - 4a ☐ (1-3 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** (For Ground Floor Only and should not involve more than 1 shoplot)
Number of Food & Drink Stalls: _____
6. ☐ **FOOD STALL / KIOSK**
7. ☐ **CANTEEN** - (School / Commercial)
8. ☐ **FRUIT / VEGETABLE**
9. ☐ **BEER**
10. ☐ **ARRACK** (On / Off Premises)
11. ☐ **BUTCHER SHOP**
12. ☐ **LIQUOR (WHOLESALE / RETAIL) (ON / OFF PREMISES)**
13. ☐ **KAMPUNG SHOP / ISOLATED SHOP / SUNDRY / GROCERIES**



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TYPE OF LICENCE

ENTERTAINMENT

14. ☐ **AUDITORIUM / HALL**

- 14a ☐ Not exceeding 200 seats
14b ☐ Exceeding 200 seats but not 400 seats
14c ☐ Exceeding 400 seats but not 600 seats
14d ☐ Exceeding 600 seats but not 800 seats
14e ☐ Exceeding 800 seats but not 1,000 seats
14f ☐ Exceeding 1,000 seats but not 1,200 seats
14g ☐ Exceeding 1,200 seats
14h ☐ Temporary Licence

15. ☐ **LOBBY / HALL / OPEN PLACE USED FOR EXHIBITION**

- 15a ☐ Floor area exceeding 100 sq. metres
15b ☐ Floor area exceeding 100 sq. metres but not exceeding 150 sq. metres.
15c ☐ Floor area exceeding 150 sq. metres
15d ☐ Temporary Licence
15e ☐ Number of Stall / Booth: _____
15f ☐ Number of Day: _____

16. ☐ **CIRCUS**

Number of Days: _____

17. ☐ **FUNFAIR**

Number of Days: _____

18. ☐ **FASHION SHOW BY PROFESSIONAL ARTISTES / BEAUTY CONTEST**

Number of Days: _____

Number of Artistes & Contestant: _____



MAJLIS PERBANDARAN SIBU

STANDARD MINIMUM SITING REQUIREMENTS

NO	TYPE OF LICENCES : CANTEEN
	MINIMUM SITING REQUIREMENT
1	Locality – Commercial Floor / Educational Institution / Office / Industrial / Construction Site / etc
2	Status of the building – Premises with Occupation Permit (OP) (if applicable)