

# 7. CANTEEN (School / Commercial)

No.	Proposed Requirement	Qty	Check ( $$ )
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 <b>OR</b> Borang 24 <b>OR</b> Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	1	
2	Letter of Appointment of Nominee and proof of acceptance of appoinment.	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 Aggreement OR Original Letter Of Consent From Land Owner / Premises Owner.	1	
7	Photocopy Of Sale & Purchase Aggreement 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	<ul> <li>Scaled Plan Drawn To Scale (minimum A3 Size) of: <ol> <li>Locality Plan &amp; Site Plan.</li> <li>Floor Layout Plan (showing health requirements)</li> <li>Detail Drawing of Grease Interceptor (food premises only)</li> </ol> </li> <li>(Note: Building Plan [Renovation] submission may be required if you had carried out any alteration to the Approved Layout of the Building Plan).</li> </ul>	3	

# CHECKED BY

NAME : DESIGNATION : DATE :



### **APPENDIX E1**

**APPLICATION FORM 1L** 

Ref. No:

## LICENCE APPLICATION FORM

## **INSTRUCTIONS:**

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  $(\sqrt{})$  in the relevant boxes.

	For Office Use
	Processing Fee Of RM30.00 (Entertainment) Processing Fee Of RM10.00 (Non-Entertainment)
	Receipt No :
	Received By :(Name)
	Date:
1 Name of Applicant / Nominee (as in Identity C	Card) / Company:

1. Hunte of Applicant, Hon	mice (as in realities) said			
			- <u>t</u>	an kanan
2. Residential / Postal Addre	2SS:			
Postcode	City	/ Town		
3. I.C. No.(New)	-	-	(Old)	
Passport No.				
4. Age:	5. Race :			
6. Nationality: Malay	ysian: Yes	State of origin : Country of origin :		
	No	Work Permit No :		
7. Sex: Male Fen	nale			
8. Marital Status	Married	Single	ers	
9. Contact:				
Tel. No. : Fax No. :				
Handphone No. :				
E-mail :				



10. Name of Spouse: (If Applicable)		
I.C. / Passport No.:		
Tel. No. :		
11. Fill in the Type of Licence Applied for (Plea	ase refer to Appendix V for the r	relevant type of licence):
12. Proposed Business Name:		
13. Proposed Business Site: Floor: 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Others	( Please specify)
House / Unit No.	Lot No.	Block / Section No.
Address:		
Post Code:		
14. Are you a holder of any licence issued by	/ this Council ? Yes	No
If <b>Yes</b> , state the type of Licence:		Licence No.:

### **Declaration:**

I hereby declare that the information given in this form is correct and I undertake to notify the Council of any changes in the circumstances.

I understand that it is **an offence under the Penal Code (F.M.S Cap 45)** to give false information on this form and that I shall be liable on conviction by a Court to a fine of **RM2,000.00 or imprisonment for 6 months or both**, and that the Council may revoke any licence issued in connection with this application on account of any false information given by me.

Date: d m m y y y y

Signature of Applicant (Company Stamping if Applicable)

Note : Please refer to the relevant checklist for documents that need to be submitted with the application forms as per Appendix D1 - D21 and also the Standard Minimum Siting Requirements (Appendix B) and the Health and licencing requirements as per Appendix C1 & C2.



#### TYPE OF LICENCE

**APPENDIX V** 

# 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 than1shoplot) 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



**APPENDIX V** 

### **TYPE OF LICENCE**

### ENTERTAINMENT

**AUDITORIUM / HALL** 14. Not exceeding 200 seats 14a Exceeding 200 seats but not 400 seats 14b 14c Exceeding 400 seats but not 600 seats Exceeding 600 seats but not 800 seats 14d Exceeding 800 seats but not 1,000 seats 14e 14f Exceeding 1,000 seats but not 1,200 seats Exceeding 1,200 seats 14a Temporary Licence 14h LOBBY / HALL / OPEN PLACE USED FOR EXHIBITION 15. Floor area exceeding 100 sg. metres 15a Floor area exceeding 100 sq. metres but not exceeding 150 sq. metres. 15b Floor area exceeding 150 sq. metres 15c 15d Temporary Licence Number of Stall / Booth: \_\_\_\_\_ 15e Number of Day: \_\_\_\_\_ 15f

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:



# 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)