



ENVIRONMENTAL HEALTH DEPARTMENT

APPLICATION FORM FOR TRADING LICENSE INSPECTION

CATEGORY 4 – For outlets that sell non-perishable items and provide non-food related services such as workshops, warehouses, offices, department stores (shoes, clothes, linen, curtaining, fabrics, books, stationery, cards, magazines, newspapers, photographic equipment and accessories jewellers, ornaments, silverware, records, audio, video cassettes and accessories cosmetics), optical goods and accessories, toys and infants requisites sports grounds, and equipment, dealer in household, patent and apothecary, dealer in motor vehicles, motor garage parts for car, motorcycles and petrol oil filling station, furniture building material, electrical appliance and accessories, agricultural equipment and accessories, funeral undertaker, miller, launderer/ drycleaner, hardware, offensive trade, radio, television, business machines and cell phone repairs. breakdown service. cinemas. disco. car hire. etc

DATE: _____

RECEIPT NO: _____

INSPECTION FEE: E200.00

RE-INSPECTION FEE: E400.00

COMPANY NAME _____

TRADING NAME/BUSINESS STYLE _____

NAME OF PERSON IN CHARGE OF BUSINESS _____

POSTAL ADDRESS _____

PHYSICAL ADDRESS: _____, STREET: _____, LOT No: _____

BUILDING NAME _____, OFFICE/UNIT No: _____

CONTACT NUMBER: TEL: _____ FAX: _____, CELLPHONE _____

EMAIL ADDRESS: _____

TYPE OF TRADING LICENCE _____

PURPOSE OF APPLICATION: GRANT RENEWAL TRANSFER OTHER

SPECIFY (IF OTHER) _____

DATE OF LICENCE HEARING _____

SIGNATURE OF APPLICANT _____

NB: PLEASE ATTACH

- A copy of your lease agreement

- A copy of hearing notice issued by the Ministry of Commerce
- A copy of a special consent/home occupation permit if in a residential area

FOR OFFICIAL USE ONLY

**PLANNING DEPARTMENT
COMMENTS**.....

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Signature..... Date..... Designation.....

**INSPECTOR OF WORKS
COMMENTS**.....

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Signature..... Date..... Designation.....

**PUBLIC HEALTH AND ENVIRONMENT DEPARTMENT
COMMENTS**.....

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Signature..... Date..... Designation.....