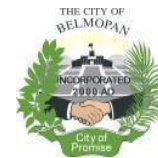




BELMOPAN CITY COUNCIL
TRADE LICENSING BOARD
Application Form for Trade/Business License



New Renewal Appeal Re-Location Closure Re-Assessment Change : _____

1. Name of Applicant: Mr/Mrs/Ms _____

2. Home Mailing Address: Parcel #: _____ House #: _____ Street: _____

3. Location: _____ 4. Telephone #: _____

5. Social Security #: _____ 6. Date of Birth: _____ 7. Birth Place: _____

8. Nationality: _____ 9. Personal Email: _____

10. Name of Trade/Business: _____

11. Address of Trade/Business: Parcel #: _____ House #: _____ Street: _____

12. Location: _____ 13. Business Telephone #: _____
(Businesses must adhere to the sole location as specified above.)

14. Business e-mail: _____ 15. Date of Intended Commencement: _____

16. Description of Trade/Business: _____
(All businesses including LTD's & LLCs must adhere to the description or type of business/trade as specified above)

17. Trade/Business in the Vicinity: Same: YES NO Other: YES NO

18. Any Health Violations? YES NO Declaration: _____

19. Property Owner: _____

I, _____ (PRINT YOUR NAME) declare that the above facts are, in all respects,
just and true, and I apply for a License in terms thereof dated, this _____ day of _____, _____.

Submit completed form to:
The Office of Development & Innovation
c/o The Clerk of the Trade Licensing Board
36/38 Trinity Boulevard, City of Belmopan, Cayo District, Belize C.A. Telephone:
822-2271/822-3992 Ext:242, Email: odi@belmopancitycouncil.org

Signature of Applicant(s)

-----FOR OFFICIAL USE ONLY-----

Location Suitable for Business Type: Yes No Permission to Use Premises: Yes No Lease

Premises' Property Fees Paid-up: Yes No Agreement in place

Record ID: _____ Property Fee: _____ Lease: _____ Garbage Fee: _____

-----INSPECTED AND APPROVED BY-----

Police Department <input type="checkbox"/> Approved <input type="checkbox"/> With Conditions	Public Health Inspector <input type="checkbox"/> Approved <input type="checkbox"/> With Conditions	Department of Environment <input type="checkbox"/> Approved <input type="checkbox"/> With Conditions	BMP Engineer <input type="checkbox"/> Approved <input type="checkbox"/> With Conditions	Fire Department <input type="checkbox"/> Approved <input type="checkbox"/> With Conditions
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-----Trade License Assessment-----

Property: _____ Zone: _____ Appurtenances: _____

Economic Sector: _____ Municipal Zone: _____

Proposed: _____ (SF) X \$ _____ = \$ _____ X 12 = \$ _____ @ 10% = \$ _____
Productive Space Rate Monthly Rental Yearly Rental Trade License Fee

-----Proration-----

Period: _____ Invoice: _____ Valuer: _____ Date: _____

Requirements for Submission

1. Completed Trade/Business License Application Form
2. Identification:
 - Valid Social Security Card or Passport
 - For ALL non-Belizeans: Valid Permanent Residence
3. Proof of Business Registration:
 - Businesses registered under the Companies Act, Chapter 247:
 - Business Registration Certificate
 - Businesses registered under the Companies Act, Chapter 250 (e.g.: INC., LTD., LLC., LLP.):
 - Certificate of Incorporation
 - Articles & Memorandum of Association
4. Proof of Ownership
 - Property Owner :
 - Land certificate dated any time after 2016 or,
 - Land Certificate before 2016 must be accompanied by a Land Register Report dated within 3 months of issuance from the Ministry of Natural Resources.
 - Valid Social Security card or passport
 - If renting:
 - Land Certificate or Land Register
 - Lease agreement that specifies duration and price of rent signed by a Justice of the Peace
 - Property owner’s valid Social Security card or passport
 - Rent Free:
 - Land Certificate or Land Register
 - Authorization Letter from Property Owner and signed by Justice of the Peace
 - Property owner’s valid Social Security card or passport
5. Zero Balance on all fees owing to the Council.
6. Valid Food Handler’s Permit for **ALL** establishments involved in **ANY** food preparation (i.e. Restaurants, Fast Food, Coffee Shop, etc.)
7. If application is submitted outside of the timeline of the quarterly schedule Businesses can pay \$150.00 for a Special Trade License Meeting.

THINGSTOKNOW

➤ ***Incomplete applications Will Not be accepted by the Council.***

➤ Supporting documentation which can include: copy of licenses, accreditations, professional certificates etc., in relation to said business can be submitted for further consideration.

➤ Trade License Quarterly meetings are held in January, April, July and October.

➤ Businesses that are already in operation prior to applying for a Trade License are **REQUIRED** to pay the \$150.00 fee for Non Compliance.

<i>Fee Structure</i>	
<i>Item</i>	<i>Fee</i>
<i>Application Fee</i>	\$ 10.00
<i>Zero Balance Statements</i>	\$ 10.00
<i>Relocation Fee</i>	\$ 10.00
<i>Closure Fee</i>	\$ 10.00
<i>Change of Business Name</i>	\$ 50.00
<i>License Transfer</i>	\$ 50.00
<i>Special Meeting Fee</i>	\$ 150.00
<i>Non Compliance Fee</i>	\$ 150.00