

1. HOW TO APPLY

(i) Application Forms

Application forms are obtainable free of charge at & Licensing Division, 2nd Floor, Dewan Bandaraya Kuching Selatan, Jalan Padungan.

(ii) Submission of Application Forms

All duly filled application forms shall be submitted to Licensing Division together with the following documents:-

(a) Duly Completed Application Forms	5 sets
(b) Tenancy Agreement / Letter of Consent	2 sets
(c) Occupation Permit	2 copies
(d) Land Title	2 copies
(e) Locality Plan	5 copies
(f) Layout (floor & elevation)	3 copies
(g) Identity Card (both sides)	1 copy
(h) Current Passport Size Photo	1 copy
(i) Copy of Current Year House Assessment Payment	1 copy

2. CONDITIONS FOR APPROVAL

- All documents as mentioned in 1 (ii) must be submitted.
- All health requirements must be complied with.
- The proposed site/type of business must be approved by the Council Public Health and Licensing Standing Committee.

3. HEALTH REQUIREMENTS

Upon approval by the Public Health and Licensing Standing Committee, the applicant shall comply with the following health requirement:-

- Floor including steps to toilets and five-foot-way shall be finished with non-slip tiles (min. size 8" X 8");
- Walls to be finished with glazed tiles up to 5 feet high at serving area; and to ceiling height at kitchen area;
- All food and drink preparation tables, counters shall be lined with stainless steel;
- All food stalls shall be of stainless steel or aluminum finish with fly proof cover;
- Hood & flue to be provided at kitchen area with filter an extractor must be extended above roof level;

- Stainless steel washing sink with food waste strainer to be provided to every food stall;
- Grease trap to be provided in kitchen area;
- Wash hand basins to be provided at serving area and toilet and to be completed with liquid soap dispenser and hand dryer;
- Separate toilet shall be provided for each sex and the internal wall shall be lined with glazed tiles to ceiling height;
- Flushing system shall be of porcelain with metal push button type;
- Toilets shall be provided with stainless steel hand grip;
- All food handlers must be medically fit and issued with fitness certificates by medical practitioner.
- All food handlers must attend the food handlers course organized by the institutions accredited by ALKEM.

4. LICENCE FEE

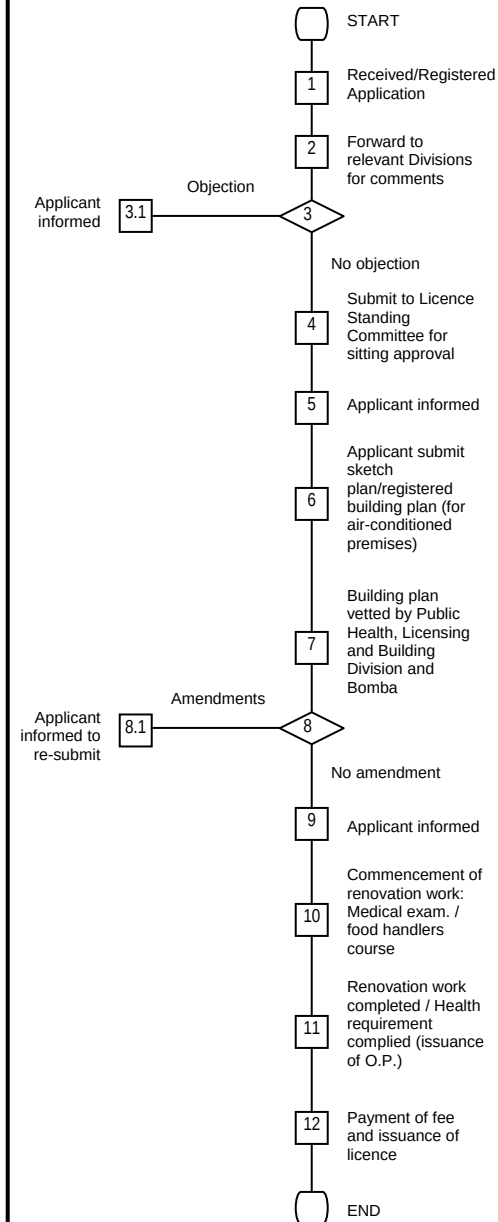
Coffeshop/Food Shop/ Bakery	RM25.00	perquarter
Food Stall	RM40.00	perquarter
Alcoholic Liquor	RM100.00	perquarter
Beer	RM50.00	perquarter
Arrack	RM25.00	perquarter
Barber Saloon	RM20.00 – RM360.00	per year
Laundry	RM12.00	per year
Hotel/Lodging House	RM20.00	per room / per year
Entertainment Licence (premises)	RM20.00 – RM1,100.00	per year
Entertainment licence (Pub/Lounge/Disco etc.)	RM200.00	per month
Entertainment licence (Amusement Machines)	RM5.00 – RM20.00	per machine per month
Entertainment licence (Snooker/Billiard/Cyber Café)	RM20.00	per table / per console per month
Security Deposit (for entertainment licences only)	RM1,000.00 – RM10,000.00	

5. OFFENCES

Operating of any food shop without a valid licence issued by the Council is an offence under the provision of Kuching Municipal Council (Licensing of Miscellaneous Occupations) By-laws, 1961.

Operating of any entertainment outlet without a valid licence issued by the Council is an offence under the provision of Entertainment Ordinance 2000 and Entertainment By-laws 2001.

FLOW CHART FOR APPLICATION OF FOOD & NON-FOOD LICENCES



APPLICATION FOR FOOD AND NON-FOOD LICENCES

PERMOHONAN LESEN MAKANAN DAN LESEN BUKAN-MAKANAN



COUNCIL OF THE CITY OF KUCHING SOUTH

1. CARA-CARA MEMOHON

(i) Borang Permohonan

Borang permohonan boleh diperolehi secara percuma di Bahagian Pelesenan, Tingkat 2, Dewan Bandaraya Kuching Selatan, Jalan Padungan.

(ii) Penyerahan Borang Permohonan

Borang Permohonan yang lengkap diisi hendaklah diserahkan kepada Bahagian Pelesenan bersama dengan dokumen-dokumen di bawah:-

- (a) Borang permohonan yang lengkap diisi 5 set
- (b) Perjanjian Sewaan / Surat Keizinan 2 set
- (c) Permit Pekerjaan 2 salinan
- (d) Hak milik tanah 2 salinan
- (e) Pelan Kedudukan Tempat 5 salinan
- (f) Pelan Keluasan (keluasan lantai dan ketinggian) 3 salinan
- (g) Kad Pengenalan (kedua-dua belah) 1 salinan
- (h) Gambar Berukuran Saiz Pasport Terkini 1 salinan
- (i) Pembayaran Cukai Taksiran Pada Tahun Tersebut 1 salinan

2. SYARAT-SYARAT MEMOHON

- (i) Semua dokumen yang dinyatakan dalam 1 (ii) hendaklah lengkap.
- (ii) Semua syarat-syarat kesihatan mesti dipatuhi.
- (iii) Mendapat kelulusan daripada Jawatankuasa Kesihatan Awam dan Pelesenan berkaitan jenis perniagaan dan tapak niaga.

3. SYARAT-SYARAT KESIHATAN

Selepas mendapat kebenaran daripada Jawatankuasa Kesihatan Awam dan Pelesenan, pemohon diwajibkan memenuhi syarat-syarat kesihatan di bawah:-

- (a) Lantai termasuk jalan menuju ke tandas dan lorong jalan hendaklah disalut dengan jubin kasar berukuran (minimum 8" x 8");
- (b) Dinding di ruang makan hendaklah disalut dengan jubin licin berukuran setinggi 5 kaki dan dinding di ruang dapur hendaklah berjubin sehingga ke tahap siling;
- (c) Semua meja persediaan makanan dan kaunter untuk makanan dan minuman hendaklah dilapik dengan keluli tahan karat (stainless steel);
- (d) Semua gerai makanan mestilah diperbuat daripada keluli tahan karat (stainless steel) atau aluminium dengan tudung penghalang lalat;
- (e) Hud dan serombong asap mesti dilengkapi dengan penyaring di ruangan dapur jika tidak disambung di bahagian atas bumbung;
- (f) Semua gerai makanan mesti mempunyai singki membasuh keluli tahan karat (stainless steel) dan dilengkapi dengan penapis sisa makanan;
- (g) Perangkap minyak haruslah dipasang di bahagian ruang dapur;
- (h) Mempunyai singki membasuh tangan di bahagian tempat makan dan tandas serta dilengkapi cecair mencuci tangan dan pengering tangan;
- (i) Tandas mesti diasingkan kepada tandas lelaki dan tandas perempuan di mana dinding dalamnya disalut dengan jubin licin sehingga ke tahap siling.
- (j) Sistem simbahan hendaklah diperbuat daripada porselin jenis butang menekan yang berlogam;
- (k) Tandas hendaklah dipasang dengan pemegang tangan yang diperbuat daripada keluli tahan karat (stainless steel);
- (l) Semua pengurus makanan wajib mendapatkan surat kelulusan kesihatan daripada Pegawai Kesihatan;

- (m) Semua pengurus makanan wajib mengambil kursus pengendalian makanan yang diadakan oleh institusi yang diiktiraf oleh Akademi Latihan Kebersihan dan Keselamatan Makanan (ALKEM).

4. YURAN LESEN

Kedai Kopi/Kedai Makanan/ Kedai Roti	RM25.00	suku tahun
Gerai Makanan	RM40.00	suku tahun
Minuman Keras	RM100.00	suku tahun
Bir	RM50.00	suku tahun
Arak	RM25.00	suku tahun
Kedai Gunting Rambut/ Salon	RM20.00 – RM360.00	tahunan
Kedai Dobi	RM12.00	tahunan
Hotel/Rumah Tumpangan	RM20.00	satu bilik/tahunan
Lesen Premis Hiburan	RM20.00 – RM1,100.00	tahunan
Lesen Hiburan (Pub/Lounge/Disco etc.)	RM200.00	bulanan
Lesen Mesin Hiburan	RM5.00 – RM20.00	satu mesin/ bulanan
Lesen Hiburan (Snuker/Billiard/Kate Siber)	RM20.00	satu meja/ satu komputer bulanan
Cagaran (untuk lessen hiburan sahaja)	RM1,000.00 – RM10,000.00	

5. KESALAHAN

Menjalankan perniagaan kedai makanan tanpa lesen yang sah daripada Majlis merupakan satu kesalahan di bawah Undang-Undang Kecil KMC (Licensing of Miscellaneous Occupations) 1961.

Menjalankan perniagaan pusat hiburan tanpa lesen yang sah daripada Majlis merupakan satu kesalahan di bawah Ordinan Hiburan 2000 dan Undang-Undang Kecil Hiburan 2001.

