

Procedures In Obtaining A Hotel Licence

1. Submit an application form with \$56.25 application fee, 3 copies of a detailed block plan, 3 copies of a site plan of the premises, a complete and true copy of any current health permit authorising the use of the premises as a hotel and in the case of premises outside a municipal council, a copy of the approval of the development by the Director Town and Country Planning.

In the case of foreigners an approval from Fiji Islands Trade and Investment Bureau is to be submitted together with a copy of work permit.

Also submit Company Registration Certificate, Tax Identification number and Fiji National Provident Fund registration number :-

**The Secretary (Phone: 3309866 ext 558 or 825)
Hotel Licensing Board (Fax : 3302344)
P. O. Box 2213
Government Buildings
Suva**

2. Send one application form, a copy of block and site plan to each of the authorities, **Commissioner of the Division, Commissioner of Police** and the **Health Authority of the Division or Town Council** in which the premises would be located
3. Once the application is received, it would be processed and reports would be obtained from the **Commissioner of Police, Commissioner of the Division** and the **Health Authority of the Division**
4. Once the reports are received from the relevant authorities, the Board would inspect the hotel then consider the application.
5. The Board grants or rejects the application. If granted the applicant then pays the licence fee, the hotel licence is issued and **the applicant can start operating.**

It is advisable that when applying for a hotel licence, the applicant also applies for liquor licence as hotel licence only covers the accommodation.

[Note : Only if the applicant is interested in selling liquor]

Liquor Licences for Hotels

- (1.) Private Hotel Liquor Licence
- (2.) Publicans Licence
- (3.) Special Hours Licence