

MIRI CITY COUNCIL
Public Health Section

Check list of documents need to be submitted for the application of various food and non-food licence

❖ **ALL PHOTOSTATED DOCUMENTS MUST BE CERTIFIED TRUE COPY BEFORE SUBMISSION**

(1) **New foodshop, coffeeshop, restaurant, bakery and cold storage licence, pub & lounge, barber saloon, lottery, entertainment, hotel & lodging house, bowling, snooker, cinema and others offensive traders.**

Application form (obtain from MCC)
Set of plan/sketch plan for 1-3 units Eatery shop
Locality plan of premise
Business Trade licence(sijil Pendaftaran)
Business Extract
Business Registration Certificate (Borang 1)
Photocopy of Licensee I.C
Photograph of Licensee
Tenancy Agreement /sale & Purchase /Land Title of the premise(whichever applicable)
Medical check-up for all the food handlers working in the premises (form obtain from MCC)
Renovated Occupation permit for Eatery shop on above ground floor and more than 3 Units/cold storage(whole shop) /Pub & Lounge /Baber Saloon(except half shop) /lottery /entertainment /hotel & lodging house /bowling /snooker /cinema and others offensive traders.
For the transfer of valid licence, letter of transfer needs to be attached from the previous licensee.
Food handler's course for all the food handlers working in the premises (For food licence only)
Application form for the placing of tables at foot ways/pedestrian mall (For food licence only)
To submit form A (application for Advertisement licence (by-law 6). Application submits to Engineering Section, MCC

(2) **Commercial canteen and school canteen**

Application form (obtain from MCC)
Letter of approval or contract from the education department (School Canteen)
Letter of approval or contract from the organization who proposed the canteen site must be clearly stated for approval of the Council (Commercial canteen)
Business Trade licence(sijil Pendaftaran)
Business Extract
Business Registration Certificate (Borang 1)
Photocopy of Licensee I.C
Photograph of Licensee
Medical check-up for all the food handlers working in the premises (form obtain from MCC)
Food handler's course for all the food handlers working in the premises (For food licence only)

(3) **Beer and Arrack/Liquor Licence, Butcher Licence**

Application form (obtain from MCC)
Business Trade licence(sijil Pendaftaran)
Business Extract
Business Registration Certificate (Borang 1)
Photocopy of Licensee I.C
Photograph of Licensee

- If documents submitted were not complete, the application will not be processed.