SUVA CITY COUNCIL

RENEWAL REQUIREMENTS

COUNCIL BASE RENEWAL

➢ Request Letter from Base Holder
➢ Permit Copy
➢ Tin Registration Copy
➢ Business Licenses copy
➢ Base fees should be up to date
➢ Parking Meter should be cleared

PRIVATE BASE RENEWAL

➢ Confirmation from Town & Country Planning
➢ Private Base owner’s consent (LETTER HEAD)
➢ Request Letter from permit holder
➢ Permit Copy
➢ Tin Registration Copy
➢ Business Licenses copy
➢ Parking Meter should be cleared

MINI BUS BASE RENEWAL

➢ Request Letter from Base Holder
➢ Permit Copy
➢ Tin Registration Copy
➢ Business Licenses copy
➢ Base fees should be up to date
➢ Parking Meter should be cleared

Note: All correspondence will be dealt within 7 days

BUSINESS LICENCE REQUIREMENTS

➢ 2 copies of Business Registration Certificate
➢ 2 copies of TIN Registration Letter (FRCA)
➢ 2 copies of photo ID (D/License or FNPF)
➢ 2 copies of OHS certificate (Civic House Level 5)
➢ 2 copies of Permit

For any further clarification please contact the Taxi Base section through phone 3313433 ext. 203 or e-mail on losaliniq@scc.org.fj