

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