

ZOMBA CITY COUNCIL



ZOMBA CITY COUNCIL 2021-22 BUSINESS LICENSES, OTHER BUSINESS PERMITS AND ANY OTHER MUNICIPAL FEES DIRECTIVES

Zomba city council hereby communicates to the general public that in the 2021-2022 financial year effective 1st July, 2021, the following will be the new directives of obtaining a business license, other business permits and any other municipal fees.

LICENCES

Categories

Four categories namely;

- Business Premises License
- Food License
- Opaque Beer License
- Liquor License
- And any other business permits

Acquiring a License

In order to acquire a license, the following steps will be taken;

- Filling an application form by a business owner
- Inspection of business premises by the Council's officials.
- Approval / Rejection of application based on recommendation from the inspection officials.
- Issuance of the license if an approval was granted.

Areas, inspectors focus on

- Location of the business
- Fire safety especially businesses handling a lot of people like halls.
- Waste management
- Ventilation
- Safety of employees
- Room size especially where the business will accommodate a lot of people
- Sanitation
- Building materials
- Accessibility

It should however be noted that some businesses may be issued with a license without being inspected. It is however a **MUST** to inspect the following businesses:

- Bars
- Schools
- Restaurants
- Manufacturing Companies
- Car washing premises
- Lodges, Motels, Rest Houses, and Hotels

Applicable fees

Fees paid on issuance of license depends on category of the business as provided in the Council's charges sheet.

PENALTIES

Non-payment of business license fees shall lead to closure of business premises. Failure to comply with license conditions shall lead to revocation of the license.

BILLBOARDS, SIGN POSTS, GROUND RENTALS AND ADVERTISING FEES

These are annual fees on all advertising and signage installations located within the city boundaries.

As such all clients who installed these should come to the Civic offices to collect their invoices.

PANALTIES

Non-payment of all billboard and sign post ground rentals and advertising fees shall lead to the removal of the billboards, sign posts and advertising facilities.

PROPERTY RATES

These are municipal taxes on land and improvements (buildings) located within the city boundaries.

HOW ARE PROPERTY RATES CALCULATED?

They are calculated by using an approved tariff which is multiplied by the value of the property (i.e., land and improvements or land only)

Billing is done twice a year in June for the July to December period and in December for the January to June period.

INVOICE DUE DATES

Invoices must be paid within sixty days from the first month of the billing period; i.e., the January to June invoices must have been paid by 28 February while the July to December invoices must have been paid by 31 August. A surcharge of 4% of the outstanding balance per month will be accrued from March for the January to June billing and from September for the July to December billing.

SURCHARGE

The surcharge is non-negotiable as it is a penalty for not paying the property rates on time

PENALTIES

Non-payment of property rates shall lead to closure and subsequent seizure of property.

MANAGEMENT