



SUVARNA AROGYA PARAVANIGE (SAP)

FREQUENTLY ASKED QUESTIONS

1. *What is health trade licence ?*

Bruhat Bangalore Mahanagara Palike has a duty to safeguard public health. In order to regulate that certain trades maintain cleanliness, hygiene and all other health concerns and safety standards, they are obliged to obtain trade licence prior to commencing business and renew them annually.

2. *Which are the trades that require trade licence?*

The list of trades that are statutorily obliged to apply and obtained licence are specified under Schedule X of the KMC Act 1976. This list is attached as **Annexure A** to this booklet. Against each trade the prescribed fee is also mentioned.

3. *What happens if I run a trade without a trade licence?*

Under the law it is mandatory to apply and obtain a trade licence from the jurisdiction Health Officer. If one contravenes then, with a view to protect public health, the jurisdiction Health Officer or any officer authorized by the Commissioner can summarily close or seal the trade premise until such time licence is obtained.

4. *When does one apply for renewal of health trade license?*

The license issued expires on the 31st of March each year. You need to apply for renewal before last day of February each year. Applications received from the last day of February till the 31st March will be automatically renewed. **However, please note that for the current year, 2007-08, the time for renewal is extend up to 30th April 2007.**

5. *What happens if I apply later than the last day of February each year?*

- a) Application for renewal received between 1st March and 31st March will be done **only after inspection** of the trade premises besides a **penalty of 25 percent** of the license fee. As mentioned earlier, for the current year renewal 2007-08 this condition is relaxed as mentioned in (c) below.
- b) Application received after 1st April will be done **only after inspection** of the trade premises besides the levy of penalty **equal to the fee** prescribed.

PLEASE NOTE

- c) For the current renewal for 2007-08 only, the applications received for renewal from the 15th of March to 31st March 2007 will not attract any penalty. Applications for renewal received from 1st April 2007 to 15th April 2007 will be issued only after inspection of the trade premise and will also attract a penalty of 25 percent of the licence fee. Applications received after 15th April will be issued only after inspection of the trade premises besides a penalty equal to the prescribed trade licence fee.

6. *What is Suvarna Arogya Paravanagi?*

Suvarna Arogya Paravanagi is an optional scheme for renewal of Trade License. If you submit the renewal application between 9-30 AM to 1.30 PM from 15th of March 2007 to 31st March 2007 at the 'Trade License Renewal Clinics' (TLRC) along with an affidavit to the effect that you are continuing

the trade and will abide to all trade regulation, your Trade license will be automatically renewed and issued to you on the next working day between 9.30 AM - 1.30PM at the same counter where you applied.

7. *Where do I have to go to apply for renewal of trade license under this scheme?*

For your convenience this optional TLRC will be opened at all business areas in the city from the 15th March 2007 to 31st March 2007. You can get the list of centers opened in the Trade Handbook brought out for the purpose. **Annexure B** of the handbook contains the details of TLRC. These centers will issue Renewal Application Handbook, accept renewal applications and issue renewed licenses.

8. *After 1st April where do I apply for the renewal?*

After 1st April 2007 you will have to come to the Zonal office mentioned in **Annexure C** and file for renewal. The delegated staff will inspect the premises before renewing the license. Since the delegated staff of Bruhat Bangalore Mahanagara Palike will conduct the inspection of your place for compliance to law, you need not file an affidavit as is required under the optional scheme available until the 31st March 2007.

9. *Will there be inspection of the trade premises before the renewal of the trade license if I apply before the 31st of March 2007?*

Normally, there will not be an inspection of the trade premises for renewal during this optional period unless warrant and directed by the Commissioner or the delegated authority. However, designated staff of Bangalore Mahanagara Palike will carry out random inspection after the trade license has been renewed.

10. *On what basis is the renewal done?*

Renewal under the scheme is done on the basis of an affidavit filed on a One hundred Rupees Stamp paper to the effect that you will continue to carry on the trade as per regulation and other laws in force for the respective trade.

11. *Why is this undertaking required?*

When you initially applied for trade license your premises was invariably inspected by the delegated Authority under the KMC Act 1976 before granting the license. You will appreciate that it is neither practical nor does Bruhat Bangalore Mahanagara Palike have the machinery to inspect every business premises before granting the renewal. Therefore, we will renew trade license automatically during this optional period on the basis of the affidavit filed by you that you are complying with all the regulations required for running your trade. We will however take up random inspections of trade premise to check for compliance to law.

12. *Why is random check required?*

Public health is one of the prime concerns of the Bruhat Bangalore Mahanagara Palike and thus we will make all efforts to safeguard public health. Random checks will ensure that the schedule trades follow health regulations.

13. *What can do if I find it difficult to get the required Rupees One Hundred Stamp Paper?*

In an event you find it difficult to get the Stamp Paper, the affidavit could be typed on a plain paper and have it Stamped at the Sub-Registry Office, Stamps and Registration Department. Alternatively, you can authorize BBMP to have the affidavit stamped. For this you will need to give us an authorization in Form A available in the handbook at page 29.

14. *What is Zonal Regulation?*

Bangalore City is classified into several zones as per the Comprehensive Development Plan (CDP) approved vide G O No. MUD 139 MNJ 94 dated 05/01/94. The CDP regulates the land-use for residential, non-residential, open spaces, parks etc. With respect to establishing trade, CDP regulates what trade can be set up in each of the zones. The Zonal Classification is available in **Annexure D** in the handbook. No Trade should violate the zonal regulation. You are required to specify the zone classification in the renewal application.

15. *Is there any trade classification?*

Trades that are liable for “Trade License” under the KMC Act are listed in **Annexure A** in the handbook. The trade is classified into Schedules X Part I to Part VIII as under:

Schedule X	Part I	Articles of food and drink
Schedule X	Part II	Licence for commercial accommodations
Schedule X	Part III	Non-food-Medical
Schedule X	Part IV	Non-food Industrial
Schedule X	Part V	Non-food- Construction materials
Schedule X	Part VI	Residual entry
Section 354	Part VII	Power licence
Section 354	Part VIII	Issuance of No Objection Certificate for certain trade and events

16. *What if my specific trade is not classified in Annexure A?*

Trades that require licence are generally classified in Part I to Part V. However, if a Schedule trades do not find a specific entry in the said Annexure A, then such trades falls under Part VI of the Schedule and is thus called the ‘residual entry’.

17. *How do I fill up the application for renewal?*

You are required to specify in the renewal application form, the Schedule Part Number of the trade you fall under. To help you fill the renewal forms, examples have been worked out on how to fill the renewal forms for different trades.

18. *What are the fees to be paid?*

The license fee to be paid for the different trades is mentioned in Schedule X PART 1 to Part VIII to this scheme.

19. *What is the fee to be paid if I have multiple trades in the same premises?*

If you have two or more trades or two or more schedule commodities in the same premises then you pay a **compounded fee equal to twice the highest fee payable** for the trades/commodities you are dealing in. For instance, if you are running a hotel without AC and also have a separate juice center and a sweetmeat stall, then you pay the fee at twice the fee applicable to Hotel in Schedule X Part I Serial No. (6) (v).

If in the same hotel you have more than 50 rooms, then the fee applicable to Boarding & lodging at Schedule X Part II Serial No 1 (a) (i) need to be paid at twice the fee applicable under this entry and not at the rate under Schedule X Part I Serial No. (6) (v).

On the other hand if, in the same premises different people are running different trade, then each one pays independently for the trade carried on. For example, if in a Star hotel, the hair dressing saloon or the pastry shop is outsourced to different persons, then the respective persons engaged in the trade should apply for independent trade license.

20. *What documents are required to be filed for renewing trade license?*

You need to file the renewal application in the prescribed form available in the handbook at **Annexure E** and affix your firm/company seal. You are also required to file a copy of the previous license fee paid or copy of the previous license book. Application for the new registration is also available in **Annexure F** of the handbook. The procedure to fill up the application is avail in **Annexure G** of the handbook.

21. *What if I have not paid the license fee for the last several years?*

If you have not paid the license fee for the previous years, you are required to pay the license fee as applicable for all the years along with the fee payable for renewal for the succeeding year. For the years, ending 31st March 2006, if you have not renewed the license fee, in addition to the fees payable, you will be required to pay a penalty of 50 percent of the fee applicable.

22. *Apart from the trade license fee do I have top pay a separate fee for using power/generator?*

Yes, you will have to pay separately for power depending on the sanctioned load.

23. *Does it mean that I will have to pay for both sanctioned power load and also for the generator?*

No, you need to pay either for the sanctioned power load or the generator, which ever is higher capacity. However, as and when you install a generator, you are obliged to report to the jurisdictional Medical health Officer and take an endorsement on the license book.

24. *Is the 5 year renewal fee payment option still available to traders?*

No, this facility is not available to traders from the current year due to certain legal and administrative issues.

25. *What should a trader do if he has already paid Licence renewal fee for 5 years*

A trader who has paid the renewal license fee for 5 years can continue to avail the benefit till the lapse of the period. However, since the fee structure has been revised the difference in the fee has to be paid and the license renewed. If you do not want to pay at the revised rate for the balance years, you could notify the same in the application form and pay for the current year at the revised rates.

26. *If one find any difficulty in getting the renewal under the scheme, whom does one contact?*

One can contact the Zonal Health Officer and the Zonal Joint Commissioners whose telephone numbers are as under:

Zonal Joint Commissioners		Zonal Health Officers	Control Room
East	22875801	22975850	22975803
West	22975601	22975650	22975603
South	22975701	22975750	22975703