

1. Monitoring payment of Trade Fees

The main duties include:

- (i) Monitoring of payments for trade fees
- (ii) To receive and process applications for payment of trade fees, occasional activities and cessation of businesses.
- (iii) To carry out visits in connection with new applications, and cessation of businesses
- (iv) To take legal actions against debtors.
- (v) To attend the Permits and Business Monitoring Committee and to implement decisions taken thereon.
- (vi) To provide information and guidance and to reply to queries from other Ministries, Police etc.
- (vii) To carry out ex-post control to ensure compliance with the relevant enactments

Procedures for payment of trade fees:

- (i) Pursuant to The Business Registration Act, the person/company wishing to start a business should register himself accordingly at the Registrar of Businesses where a Business Registration Card will be issued to him. Details such as the classified trade(s), the address of the proposed trade and the business registration number shall appear on the said card.

Classified trade means a business specified in the Twelfth Schedule of The Local Government Act 2011.

- (ii) The registered trader should then call at the local authority concerned for payment of the appropriate fees.

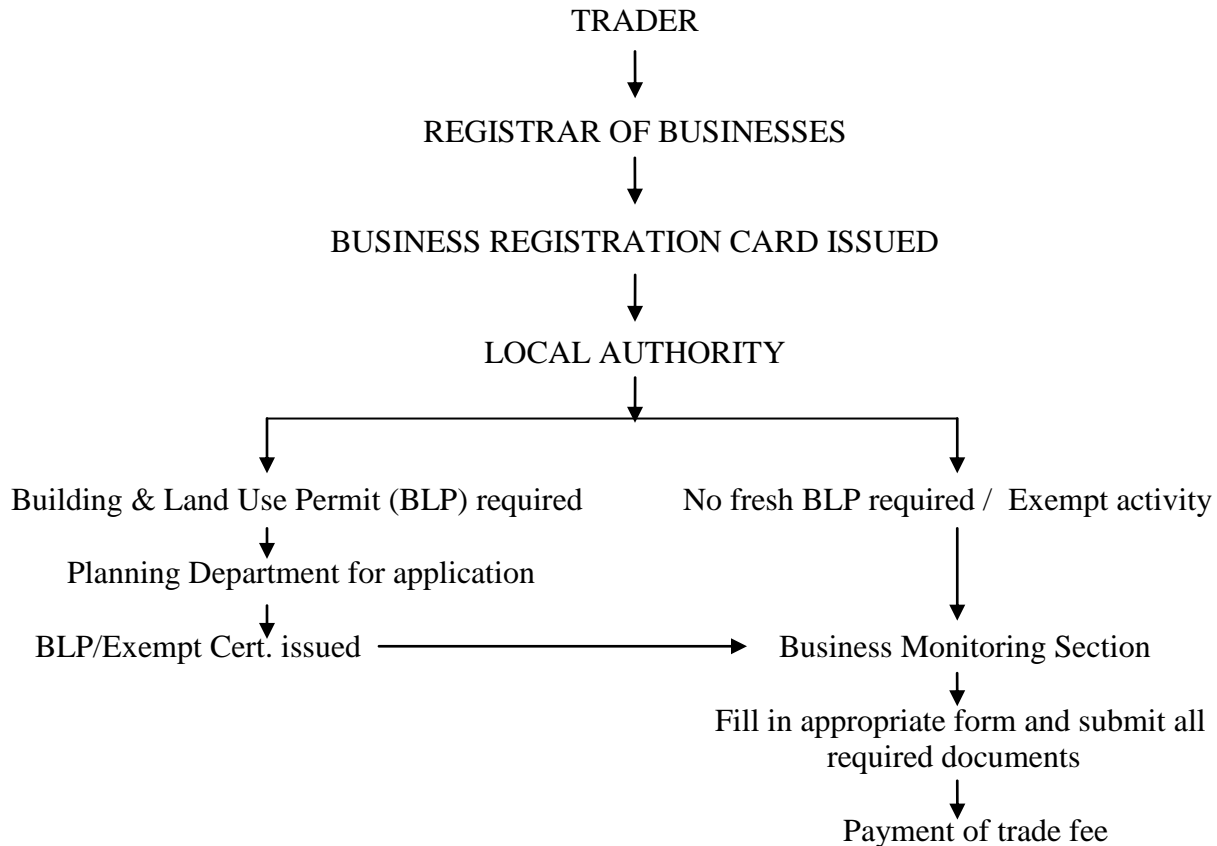
If the activity requires a fresh Building and Land Use Permit under Section 117 of the Local Government Act 2011 as subsequently amended, the person will be channelled to the Planning Department.

If the activity does not require a Building and Land Use Permit or the appropriate Building and Land Use Permit has already been issued, the trader should call at the Public Health Department for filling of the appropriate forms.

(iii) ***Usual Documents to be produced prior to payment of trade fees(original + 1 copy):***

- (1) Business Registration Card
- (2) National Identity Card (Passport and Work Permit for non-Mauritian citizens).
- (3) Certificate of Incorporation of Company / Deed of registration of Société.
- (4) National Identity Card of the representative of the company or societe (if applicable)
- (5) Building and Land Use Permit in respect of the proposed trade premises / Clearance from the Planning Department of the Council.
- (6) Site and location plans.
- (7) Written consent from the owner(s) of the trade premises and identity card(s) of owner(s).
- (8) Proof of ownership (Title Deed, affidavits)
- (9) Permit/Clearance from the main regulatory body (if applicable).

(iv) The payment of trade fees as prescribed under The District Council of Black River (Fees for Classified Trades) Regulations 2013 – Government Notice 88 of 2016 as subsequently amended will be accepted upon submission of all required documents and upon compliance of the necessary conditions.



Cessation of Business

According to Section 127 of The Local Government Act 2011, where a person carrying on a classified trade intends to cease business or transfer his business, he shall within 15 days of the cessation or transfer give notice in writing thereof to the Chief Executive.

Any person intending to cease business may inform the Council in writing or fill in the appropriate form available at the Public Health Department. The following documents should also be produced:

- (i) National Identity Card
- (ii) Copy of receipt of payment of trade fees for the current financial year.

The Council should also be informed in case of death of the trader (copy of Death Certificate to be produced).

Failure to inform the Council will result into

- (i) fees for subsequent financial years will continue to be claimed.
- (ii) Legal actions for recovery of civil debt.

Payment of Trade Fees for subsequent Financial Years (Renewal)

According to Section 122 of The Local Government Act 2011, trade fees in respect of any financial year shall be due on 1st January of that year and shall be paid by the person

- (a) within 15 days of the start of the classified trade; and
- (b) thereafter in respect of any subsequent financial year in two equal instalments, the first one on or before 31 January and the second one on or before 31 July next ensuing.

A surcharge of 50% shall be leviable on any amount not paid within the period specified above.

The receipt of payment of trade fees for the previous financial year and the National Identity Card should be produced at the Cashier's office at time of payment.

Economic operators may also register themselves for on-line payment of trade fees.

General Notes for the Carrying Out of a Classified Trade

1. The Local Authority, The Fire Services Department, The Ministry of Health, Police Department, Ministry of Environment etc will carry **out ex post control** at the trade premises to ensure compliance with their guidelines. Health Inspectors of the Council will carry out ex-post control to check compliance with the relevant provisions of the Local Government Act 2011 and regulations made there under.
2. According to sections 122 and 158 Local Government Act 2011 as subsequently amended, any person who fails to pay the required prescribed trade fees shall commit an offence and shall, on conviction, be liable to a fine not exceeding Rs 25,000.

3. Any person carrying on, practicing or exercising one or more of the classified trades shall pay the prescribed fees for each of these trades and he shall be registered accordingly at the Registrar of Business.
4. Before starting a business, the person / company concerned should ensure that the previous occupier of the premises has informed the Council of having ceased business.

In case the latter has not done so, a letter from the owner certifying that the previous occupier has vacated the premises (specifying the exact date) should be produced.

5. Every trader shall deposit or cause to be deposited any refuse or any waste material resulting for the trade activity in a receptacle or dustbin.
6. Fresh registration should be made in of case change of person for same trade or change in address of premises. The Council shall also be informed accordingly in writing and the trader shall pay the relevant fees.
7. The trade activities should not be carried out outside the authorised premises.
8. The trader should at all times comply with the relevant enactments and to the relevant parts of the guidelines published by the Council, Sanitary Authority, The Fire Services Department, The Police, The Ministry of Environment or any other Government Department or Authority.
9. Where a person carrying out a classified trade dies, the heirs of the deceased person may continue to carry on the classified trade during the period for which the fee has been paid. The designated heir shall thereafter register himself at the Registrar of Business and pay the prescribed trade fees at the council after submission of the usual documents.
10. Every person carrying on a classified trade shall display in a conspicuous place at each of his business premises, the receipt acknowledging payment of the fees in respect of the current financial year. The receipt should be produced upon request from any authorized officer.
11. Every hawker/distributor of such goods as may be authorised by the Local Authority shall at all times carry his receipt acknowledging payment of the fees in respect of the current fiscal year.
12. The economic activity should not be carried in such a way so as to be a danger to public health, public order or public safety.
13. The Chief Executive or any officer authorised by him in writing may make a provisional closing down order in respect of any premises where he is satisfied that any of the conditions mentioned above has not been complied with.

Occasional Activities

Pursuant to Section 122 of The Local Government Act 2011, no person shall carry out an occasional activity listed under Part B of the Twelfth Schedule

- (a) unless he has obtained the authorisation of the Permits and Business Monitoring Committee, which shall act under the authority of the Chief Executive; and
- (b) on payment of the prescribed fees.

A person wishing to carry out an occasional activity shall submit an application in the prescribed form and produce all the relevant documents mentioned therein at least two weeks before the event is scheduled.

Upon approval of the application by the Permits and Business Monitoring Committee and submission of the relevant documents and clearances, the person shall effect payment of the relevant fees before conducting the trade for the period it has been approved, as prescribed under The District Council of Black River (Fees for Classified Trades) Regulations 2013 – Government Notice 305 of 2013 as subsequently amended.