



THE GOVERNMENT OF THE BAHAMAS
DEPARTMENT OF PHYSICAL PLANNING

BUSINESS LICENCE REQUIREMENTS



DEPARTMENT OF
PHYSICAL PLANNING

The role of the Department of Physical Planning:

The Physical Planning Department, under the Planning & Subdivisions Act 2010, is responsible for ensuring that businesses operating in New Providence comply with zoning and other regulations. Once a Business Licence application has been received, it is first reviewed to confirm that the proposed business is located in an appropriately zoned site. If the land use zoning is found to be suitable, the application may then be referred to the Town Planning Committee for review and granted land use approval. Depending on the type of business, additional information, further review or consultation may be required before a decision is made on the proposed nature of business. A proposed business that is incompatible with the zoning regulations can result in the denial of a Business Licence land use request.

Planning Officers will conduct the necessary research and field inspections to verify the following data:

- 1) Zoning of the proposed property. i.e. if the property is zoned for commercial, mixed use or residential;
- 2) Size of the proposed property, adequate setbacks, parking and proper exit/entry;
- 3) Examine other land uses in the immediate area;
- 4) The effect of the proposed development on the surrounding area e.g. Land use compatibility, vehicular and pedestrian traffic flow, and potential nuisance or hazards to neighboring properties.

It is suggested that prior to entering into a purchase or lease agreement for a shop space, you are encouraged to contact the Physical Planning Department to verify compliance with the appropriate zoning.

New businesses, as well as existing business that have changed location, ownership, the nature of their business or opened a new location, all require written land use approval from the Department of Physical Planning to operate in the Bahamas.

Please note that the processing time of an application depends on the type of business being conducted, completeness of the application form and submission of required documents upon receipt, as well as the need for any approvals or consultation from other Departmental/ Governmental agencies and/or other regulatory authorities, if necessary.

Documents Required for Business Licence Applications:

TYPE OF BUSINESS ESTABLISHMENT	DOCUMENTATION
Restaurant & Bars Bar General Liquor Store Wholesale/Retail Liquor Store Sporting Lounge	Copy of Police Report
Garage/Mechanic/Auto Body Shop Heavy Equipment Industrial/Manufacturing Services Warehouse/Storage Facility Car Sales/Rental Business Brewery & Distilleries	<p>For New Business:</p> Submission of a site plan and floor plan prepared by an architect or draftsman. Site Plan: Scale - 1/8" = 1'-0" Floor Plan: Scale - 3/16" = 1'-0"
Agricultural Sales/Services	Letter of Approval from Department of Agriculture and Fisheries.
Educational Facility	<ul style="list-style-type: none"> • Letter of approval from Ministry of Education (Existing Business' only) • New Business' must submit a request for land use approval, before applying for a business licence.

Penalties

As defined by the Planning & Subdivisions Act 2010, Section 61, any persons failing to comply with Town Planning, may be liable or guilty of an offence. In some cases, significant penalties may be imposed for breach to the Planning & Subdivisions Act and other associated Acts in reference to land use in the Bahamas. In addition, businesses failing to comply with the conditions granted to operate, will result in the Department of Physical Planning contacting the Business Licence Division with the view to have the licence revoked.

Home-Based Business Application (SAMPLE):



DATE _____

Director
Department of Physical Planning
P. O. Box N-1611
Nassau Bahamas

Dear Sir/Madam,

TYPE OF BUSINESS: _____

I was recently informed by the Business Licence Section of the Ministry of Finance, that in order to operate the above-mentioned business from my residence I must obtain your approval.

Your permission is hereby requested to operate from my residence at (location)

House No:

Street Name:

Subdivision:

Your favourable consideration is anticipated.

Yours faithfully

Signature:

PLEASE PRINT APPLICANT'S: (CIRCLE: MALE OR FEMALE)

NAME:

P. O.BOX: TELEPHONE NO:

Home Based Business Approval Letter (SAMPLE):



**DEPARTMENT OF PHYSICAL PLANNING
P.O. BOX N-1611 NASSAU, BAHAMAS
TELEPHONE: (242) – 322-7550 – 1/2 FAX: (242) – 328-3206**

January 3rd, 2018

Our reference: TPD / /

Joe Public
P.O.Box: N-00000
Nassau, Bahamas

Dear Sir/Madam,

BUSINESS LICENCE OPERATING FROM RESIDENCE.

The Department of Physical Planning has received for our input a copy of your Application to use your residence located **#13 BAHAMAS STREET, GOLDEN GATES** as a home base to operate a **MOBILE CLEANING SERVICES BUSINESS (TELEPHONE ORDER ONLY)**. This approval is for a point of contact only.

The Department recognizes that your property is zoned residential, however, after reviewing, has agreed to recommend the issuance of a **BUSINESS LICENCE** provided that:-

- 1. NO SIGNAGE IS ERECTED OR DISPLAYED ON THE PROPERTY;**
- 2. NO INTERNAL OR EXTERNAL RENOVATIONS TO BE DONE TO THE BUILDING TO SUGGEST COMMERCIAL USE;**
- 3. THIS RECOMMENDATION DOES NOT CHANGE THE ZONING OF THE PROPERTY TO COMMERCIAL;**
- 4. THIS APPROVAL DOES NOT GRANT APPLICANT PERMISSION TO SET UP SHOP ON SITE;**
- 5. APPLICANT SHOULD GO TO CLIENTS RESIDENCE TO PROVIDE SERVICE.**
- 6. NO ITEMS TO BE STORED/DISPLAYED ON SITE;**

Should any of the conditions be violated the Department will approach the Business Licence Unit with a view to have the **LICENCE REVOKED**.

Yours sincerely,

(For) Acting Director of Physical Planning

APPLICANT'S SIGNATURE:.....

Commercial Business Approval Letter (SAMPLE):



DEPARTMENT OF PHYSICAL PLANNING

P.O. BOX N-1611 NASSAU, BAHAMAS TELEPHONE: (242) – 322-7550 – 1/2 FAX: (242) – 328-3206

January 3rd 2018

Your reference:

Our reference: BL/24/2002/3

Joe Public
P.O. Box N 00000
Nassau Bahamas

**RE: PROPOSED CLOTHING STORE – BAHAMAS STREET - JUNKANOO PLAZA –
1-STOREY STONE STRUCTURE – NEW PROVIDENCE, BAHAMAS**

Reference is made to your application received on January 2nd 2018, submitted in respect to the above subject proposal.

I wish to advise that in consideration of your application, it has been determined that the proposed Land Use is acceptable at the proposed location. Planning approval is granted, subject to the following condition(s):

- 1) The site must be kept neat and clean at all times;
- 2) All parking must be located onsite;
- 3) Approvals are in accordance with the Ministry of Works – Building Control Section, Department of Environmental Health Services and all other government/regulatory agencies.

Failure to comply with the abovementioned conditions will result in the Department of Physical Planning contacting the Business Licence Division with the view to have the licence revoked. Further be advised that a change of location, ownership, business type or opening of a new location, is considered a new business and requires written land use approval from the Department of Physical Planning.

Sincerely,

Jane Doe (Physical Planner)
(For) **Director of Physical Planning**

Contact Us

Further information can be obtained by contacting our office at telephone (s):

- 1 (242) 322-7550/1/2
- 1 (242) 328-3202
- 1 (242) 328-8146
- 1 (242) 328-8151
- or via Fax: 328-3206

Or you can contact us by email: bslidpp@bahamas.gov.bs

Or you can write to:

Department of Physical Planning
P.O. Box N-1611
Nassau, Bahamas

Our Location & Business hours

Aventura Plaza - JFK Drive & Bethel Avenue

Monday through Friday 9:00 a.m. to 5:00 p.m.