



## DEPARTMENT OF ECONOMIC LICENSES

Application form requesting a license for a legal entity (N.V./B.V./Other),  
in accordance with the NATIONAL LICENSE ORDINANCE.

### A. Contact Information

Name of entity: \_\_\_\_\_

\_\_\_\_\_

Business address: \_\_\_\_\_

\_\_\_\_\_

Telephone/Cell number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### B. Request Information

The license is requested for:

- Hotel (accommodation for 10 or more persons) **art. 10;**
- Coffeeshouse (retail sale of alcoholic beverages) **art. 11;**
- Association (clubhouse) (retail sale of alcoholic beverages, but exclusively to members of the association) **art. 12**
- Wholesale (wholesale per box to use elsewhere) **art. 13;**
- Retail (retail per bottle to use elsewhere) **art. 14;**
- Beerhouse (retail sale of low alcoholic beverages) **art 15;**
- Boardinghouse (Guesthouse) (**art. 2).** \_\_\_\_\_ rooms:
- Restaurant A (food and non-alcoholic beverages) **art. 17;**
- Restaurant B (fast food and non-alcoholic beverages) **art. 17;**
- Icehouse (non-alcoholic beverages) **art.18.**



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**C. Location where business will be conducted:**

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**D. Name under which the business will operate (dba = doing business as):**

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**E. Permission is also requested in accordance with article 52 of the ordinance to:**

- Make, give and allow music;
- Have shows or other entertainment performances;
- Give opportunity for or to allow dancing;
- Additional closing hours until ..... am. (please state until what hour)

**The afore-mentioned documents must be submitted to the Department of Economic Licenses, for review. Once the application has met all requirements, the client will receive a payment letter from the Department of Economic Licenses to pay the processing fee of Nafls. 450.00 for the handling of this license, a fee of Nafls. 300.00 for publication and a fee Nafls. 150.00 for inspection. The processing fee must be paid at the Receiver's Office.**

Date of application:
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Name of applicant:
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Signature of applicant:
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Enclose with this form the following documents:

- One (1) of the following as proof of address
  - VROMI address confirmation.
  - Utility bill in the name of the company.
- The business address must also be stipulated on the application letter.
- A valid colored copy of the director(s) passport. (Only colored copy of the passport(s) is acceptable)
- A valid colored copy of your detailed Census Registration. (The Census Registration must not be older than six (6) months)
- A valid colored copy of your police record. (Only applicable for directors with foreign nationality)
- A valid copy of the business lease agreement or
- A valid copy of proof of ownership.
- A copy of your business and director's license or
- A copy of your business and director's license request
- A copy of the business excerpt from the Chamber of Commerce.
- A copy of the business Crib number declaration from the Inspectorate of Taxes.

✓ **Note: An English translation is required for foreign documents.**

Besides the completed application form, the applicant must submit the original reports, obtained from the following departments: (PLEASE make your own copies for your personal file.

**Fire Department**

Jackal Road #5  
Cay Hill  
Sint Maarten  
Tel: 542-1215

**Inspectorate of VSA**

W.G. Buncamper Road # 33  
Vineyard Building  
Philipsburg  
Sint Maarten  
Tel: 542-2078 \* 542-3003 \* 542-3553



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### GENERAL INFORMATION:

The procedure in accordance with the **NATIONAL LICENSE ORDINANCE** is as follows:

- The application form must be duly and truthfully filled out:
- A fee of **fls. 450.00** is charged for the handling of this license:
  - fls. 300.00** for publication and **fls. 150.00** for inspection charges:
- Advice is sought from the following departments: **Inspectorate of VSA and the Fire Department**. Kindly be informed that the applicant must submit the request to the afore-mentioned departments for the necessary inspections to be conducted.
- **A report will be provided to the applicant by these departments once the necessary inspections are completed.**
- The applicant must submit the original application request for the operational license and **BOTH reports**, obtained from the departments mentioned above, to the **Department of Economic Licenses for processing**.
- The application is publicized in one or more of the local daily newspapers.
- The request will be put on public review for two weeks:
- During this period **objection** can be submitted against the issuance of the license;
- If **objections** are submitted, these objections will be investigated:
- The Minister of Tourism, Economic Affairs, Traffic and Telecommunication will take a decision:
- If the license is denied, appeal can be filed with the Minister of Tourism Economic Affairs, Traffic, and Telecommunication or at the Court of First Instance within 6 weeks of receipt of the decision.
- The Minister will ultimately decide:
- There is a yearly fee attached to any license issued: **(see attachment)**



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## Description of licenses

**A hotel license gives the holder the right to:**

- a. keep a hotel: from 10 rooms to max 500+ rooms.

**A coffee house license** (“Koffiehuis vergunning”): gives the holder the right to retail sale of alcoholic liquor both for consumption at the site or for consumption elsewhere, and to the sale of low alcoholic content and non-alcoholic beverages and of consumer ice cream or a similar article for consumption at the site:

**An association license** (“Societeits vergunning”): gives the holder the right to retail sale of alcoholic, low alcohol content and non-alcoholic beverages, consumer ice cream or a similar article and/or foods, but exclusively to members of the association and to those introduced by them, at the site for which the license has validity:

**A wholesale license** (“Grossiersvergunning”): gives the holder the right to whole sale, other than retail sale, of alcoholic beverages, exclusively for consumption elsewhere than at the site for which the license has validity:

**A retail license** (“Slijtvergunning”): gives the holder the right to retail sale of alcoholic beverages, exclusively for consumption elsewhere than at the site for which the license has validity:

**A beer house license** (“bierhuisvergunning”): gives the holder the right to retail sale of low alcoholic content and non-alcoholic beverages, consumer ice cream or a similar article, for consumption at the site for which the license has validity.

**A boarding house or guest house license** (“Logementvergunning”): gives the holder the right to: keep a boarding house (guest house) max 9 rooms.

**A restaurant A license** (“Restaurantvergunning A”): gives the holder the right to retail sale of non- alcoholic beverages, consumer ice cream or a similar article and foods, which are prepared in a kitchen at the site for consumption at the site for which the license has validity:

**A restaurant B license** (“Restaurantvergunning B”): gives the holder the right to retail sale of non-alcoholic beverages, foods for consumption at the site for which the license has validity, which foods are prepared in a simple manner in a so called short order counter:

**An ice house license** (“Ijshuisvergunning”): gives the holder the right to retail sale of non-alcoholic Beverages, consumer ice cream or a similar article, for consumption at the site for which the license has validity.



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<b>LICENSE FEES:</b>			
<b>TYPE OF LICENSE</b>	<b>AMOUNT:</b>	<b>PERIOD:</b>	
<b>Full Fledged Casino</b>			
Upon issuance of license	200.000,00		
Yearly Fee	600.000,00		
<b>Casino limited to Bingo/Slot Machines</b>			
Upon issuance of license	10.000,00		
Yearly Fee	120.000,00		
<b>Lottery License</b>			
Lottery	30,000.00	per month	
Sweepstake	20,000.00	per month	
Number Game	12,500.00	per month	
Scratch Game	12,500.00	per month	
Upon issuance of license	50,000.00		
<b>Vending Licenses:</b>			
<b>Stationary</b>			
Ice Cream stand	50.00	per month	
Goods by means of booth/stall	75.00	per month	
<b>Mobile</b>			
Sale of goods motor vehicle/boat	75.00	per month	
Sale of food motor vehicle/boat	100.00	per month	
By means of other vehicle/boat	130.00	per month	
<b>Local Market</b>			
Philipsburg	1,200.00	per year	
Behind the Courthouse	1,560.00	per year	
<b>Simpson Bay</b>			
Meat Stall	15.00	per day	
Fish Stall	10.00	per day	
Fruits & Vegetable Stall	3,60/75,00 p.m.	per day	
Stall to clean fish	2.70	per day	
For the use of the freezer for every 10 kg of fish/meat	20.00	per week or part of a week	
<b>Processing Fee-All Vending Licenses</b>	180.00		
<b>Restaurant License</b>			
Restaurant A	2,520.00	per year	
Restaurant B	2,400.00	per year	
<b>Processing Fee</b>	450.00		



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	<b>Liquor License</b>		
koffiehuis	Retail-consume on location/elsewhere	2,000.00	per year
slijterij	Retail-consume elsewhere	3,000.00	per year
grossiers	Wholesale	2,400.00	per year
societeit	Members of Organization/Guests	1,200.00	per year
bierhuis	Soft Alcohol/No alcohol/	900.00	per year
	<b>Processing Fee</b>	450.00	
	<b>Other license</b>		
ijshuis	No alcohol/ice-cream	1,400.00	per year
logement	boardinghouse (Guesthouse)	720.00	per year
Hotel	max 10 rooms	900.00	per year
	11-50 rooms	1,200.00	per year
	51-100 rooms	1,800.00	per year
	101-300 rooms	3,600.00	per year
	301-500 rooms	5,400.00	per year
	501 or more	7,200.00	per year
	plus, Naf 12, - per bedroom & Naf 1.500, - for each bar/restaurant		
	<b>Processing Fee</b>	450.00	
	Vending Machine	750.00	per year
	Closing hours bar/hotel/guesthouse/club/ ice cream parlor/alcoholic beverages	600.00	per year
	Play music in public places	500.00	per year
	<b>Processing Fees</b>	450.00	
	To have additional business in a location for which a license is granted	250.00	per year
	<b>Buffet license</b>		
	Sale of Alcoholic beverages	25.00	onetime payment: Leges
	Soft alcoholic beverages	15.00	onetime payment: Leges
	No alcoholic beverages	10.00	onetime payment: Leges
	Ice cream and Food	10.00	onetime payment: Leges
	Bingo	50.00	onetime payment: Leges



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	<b>Charter Boat Licenses:</b>		
	1) Bareboat-fishing charters	2,000.00	per year
	2) Vessels more than 1 nautical mile from		
	<b>the coast of St Maarten to neighboring islands:</b>		
	a) with maximum 40 passengers	100.00	per day
	b) with more than 40 passengers	250.00	per day
	3) Vessels within 1 nautical mile of the coast		
	of St Maarten and within the Simpson Bay Lagoon	50.00	per day





## DEPARTMENT OF ECONOMIC LICENSES

“EILANDSVORDERENING VAN 15 APRIL 1976 VAN ARTIKEL 8 VAN DE VERGUNNINGSLANDSVORDERENING (P.B. 1963 NO. 28)”

BUILDING CODE REQUIREMENTS TO OBTAIN ONE OR COMBINATION OF THE FOLLOWING LICENSES: COFFEEHOUSE / BEERHOUSE / RESTAURANT A OR B / CLUBHOUSE / ICEHOUSE.

- 1) The premises must have an area of at least 30 m<sup>2</sup>.
- 2) If the premises is used for more than one business then at least one of the sections must have an area of 30 m<sup>2</sup> and the rest must have an area of at least 20 m<sup>2</sup>
- 3) The approximate height from the floor to the ceiling must not be less than 3 meters
- 4) The premises should be well lit and have enough windows for ventilation or fresh air to flow through.
- 5) The floors must be tiled.
- 6) The premises must be connected to G.E.B.E for electricity and water supply.
- 7) The kitchen sink and the drying rack must have proper drainage to the cesspool or sewer lines.
- 8) The toilet facilities should also meet the following requirements:
  1. 2 toilets (2 separate toilets, one for men and one for women)
  2. The toilets must not be connected to the kitchen, and must always be clean, and connected to an area that is accessible to the public.  
All urinals, toilets & other sanitary accessories must be connected to the utility co. & connected to a Cesspool or sewage line & must be closed off from the rest of the area.
  3. There should be a sink to wash your hands with running water, soap and paper towels and a waste basket.
  4. The toilet facility must also have proper drainage to the cesspool.
  5. In each of the toilets there should be a window for proper ventilation with a height from the floor to the bottom of the window of approximately 1.50 meters and in size at least 0.25m<sup>2</sup>.
  6. All floors and walls should be tiled with a height of 1.60 meters from the floor.
- 9) If the required ventilation is missing in the building, then an electrical fan with a diameter of 0.50 meters & must be installed.
- 10) The floors and walls as well as the ceiling must be in an adequate condition.
- 11) The counter must be of hard and washable material
- 12) If between two adjacent areas there is an opening, then the entire area is considered as one area only if
  1. The opening can not be closed off by doors or by any other means.
  2. The area from the floor to the ceiling is at least 2.50 meters.
  3. The width of the section is at least half of the width of the partition.
- 13) At least one of the walls in the premises must be an exterior wall of the entire building.
- 14) The walls must be constructed in such a way that they can be easily washable.
- 15) There must be a ceiling.
- 16) The premises should only be used for the intended purpose mentioned in the license :  
Bar or Restaurants, Icehouse, Clubhouses.
- 17) There must not be removable partitions, screens, curtains or any other divisions that is higher than 1.25meters from the floor, that creates a separate division on the premises.
- 18) Fire precautionary measures will be given by the Fire Dept.