



DEPARTMENT OF ECONOMIC LICENSES

Application form requesting a license for a sole proprietorship,
in accordance with the
NATIONAL LICENSE ORDINANCE.

A. Contact Information

Name of applicant: _____

Place & date of birth: _____

Nationality: _____

Home Address: _____

Telephone/Cell number: _____

E-mail address: _____

B. Request Information

The license is requested for:

- Hotel (accommodation for 10 or more persons) **art. 10;**
- Coffeehouse (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:

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

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 NAF. 450.00 for the handling of this license, a fee of NAF. 300.00 for publication and a fee NAF. 150.00 for inspection. The processing fee must be paid at the Receiver's Office. Proof of payment must be submitted to the Department of Economic Licenses

Date of application:

Name of applicant:

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 be stipulated on the application letter.
- A valid colored copy of the director(s) passport.
- A valid colored copy of director's detailed Census Registration (no older than six (6) months).
- A valid colored copy of director's police record (only applies if director is of foreign nationality)
- A valid copy of the business lease agreement, or a valid copy of proof of ownership.
- A copy of the business and director's license or
- A copy of the 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 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 **THE TWO (2) 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:

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 wholesale, 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 icehouse 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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LICENSE FEES:			
TYPE OF LICENSE	AMOUNT:	PERIOD:	
Full Fledged Casino			
Upon issuance of license	200.000,00		
Yearly Fee	600.000,00		
Casino limited to Bingo/Slot Machines			
Upon issuance of license	10.000,00		
Yearly Fee	120.000,00		
Lottery License			
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		
Vending Licenses:			
Stationary			
Ice Cream stand	50.00	per month	
Goods by means of booth/stall	75.00	per month	
Mobile			
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	
Local Market			
Philipsburg	1,200.00	per year	
Behind the Courthouse	1,560.00	per year	
Simpson Bay			
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	
Processing Fee-All Vending Licenses	180.00		
Restaurant License			
Restaurant A	2,520.00	per year	
Restaurant B	2,400.00	per year	
Processing Fee	450.00		



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	Liquor License		
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
	Processing Fee	450.00	
	Other license		
ljshuis	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		
	Processing Fee	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
	Processing Fees	450.00	
	To have additional business in a location for which a license is granted	250.00	per year
	Buffet license		
	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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	Charter Boat Licenses:		
	1) Bareboat-fishing charters	2,000.00	per year
	2) Vessels more than 1 nautical mile from		
	the coast of St Maarten to neighboring islands:		
	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