



**MINISTRY OF  
INDUSTRY, TRADE  
AND TOURISM**

**APPLICATION FORM - ROADSIDE STALLS**

*(Administered by the Ministry of Industry, Trade and Tourism)*

The Fijian Government is improving the quality and presentation of roadside stalls, which are utilized by vendors to sell agricultural produce, by providing presentable, durable and standardised structures.

Roadside stalls provide our rural community with a physical location from where they are able to operate and earn a living. These stalls are a common sight when travelling along the main highways of Fiji's two major islands. A majority of these makeshift roadside stalls are old, hence, susceptible to adverse weather conditions and natural disasters.

**PART 1: Prequalification Requirements (Vendors Checklist)**

Vendors need to fulfill the prequalification requirements to be eligible to apply for a stall. Part 1 of the application is the prequalification requirements to determine if you are operating and are sustainable to continue. If you pass the initial review, then proceed to Part 2 of the application process. Part 2 includes a written application, with submission of supporting documents.

**PREQUALIFICATION REQUIREMENTS**

Applicant Name:		Location:	
<input type="checkbox"/> Applicant must have approval from the relevant authorities to operate a business.		<input type="checkbox"/> Applicant must operate from that location for at least five days a week.	
<input type="checkbox"/> Applicant must have been in operation in that particular location for more than six months.		<input type="checkbox"/> The site for the stall must be on Road Reserve, on land owned by the vendor or in a village.	
<input type="checkbox"/> The location of the stall must be outside the municipal boundaries, along major highways.			
<input type="checkbox"/> The applicant must be over 18 years and agree to sign a Lease Agreement with the Fijian Government for the use of the stalls.			
All Prequalification's met: <input type="checkbox"/> Yes <input type="checkbox"/> No			

**Note:** If all Prequalification Requirements above has been met, please proceed to Part 2 of the Application Form and submit with the required documents for approval.

**PART 2: Application Form** (To be completed by Roadside Stall Vendor)

**APPLICATION FORM**

Applicant Name:		Telephone No.	
		Mobile No.	
Applicants Postal Address:		Photo ID:	
Home Location & Address:		Email:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:	
Are you a seasonal roadside vendor or full time roadside vendor?		<input type="checkbox"/> Seasonal	<input type="checkbox"/> Fulltime

What all items do you intend to sell from the roadside stall?

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Are you a past recipient and/or currently receiving or any other form of grant from the Government or other institutions? (please tick one).       Yes       No

If Yes, give details:

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**BUSINESS AND MARKET ASPECTS**

Describe your business (where the products/produce is sourced and how many workers employed in the whole process) and who are your customers?

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How long have you been operating as a roadside vendor?

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Have you attended any business training/seminar/workshop on doing or managing a business? If yes, please explain and provide copy of certificate.

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Do you have an approval from the relevant authorities to operate a business?

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How many days in a week are you selling from the stall and what is your weekly sales?

Is there any issues that affect your business operations?

<b>PROFIT AND LOSS STATEMENT</b>			
No.	Details	Weekly Income/Expenses (\$)	Forecasted Yearly Income/Expenses (\$)
<b>Income</b>			
A	Total Weekly Sales		
<b>Expenses</b>			
B	Wages		
C	Transportation		
D	Others		
E	<b>Total Expenses (B + C + D)</b>		
<b>Net Profit (A – E)</b>			

**Provide Locality Map here** (Include landmarks; street and road names; exact location of site)

**Declaration:** I solemnly declare that the information and documents provided to the Ministry of Industry, Trade and Tourism are true and complete to the best of my knowledge, and if proven otherwise, I acknowledge that I will be liable for penalties as stipulated under the False Information Act 2016.

**Authorization:** I hereby authorize Ministry of Industry, Trade and Tourism to request any information that may be required regarding my accounts and financial arrangements with my Bankers or other Financial Institution or my Creditors or suppliers.

.....  
Applicant Signature

.....  
Date

<b>FOR OFFICIAL USE ONLY</b>			
<b>Registration of Application</b>	No application are to be registered and kept in office if the application form is incomplete or any documents (1 -6) as per checklist below is not submitted.		
<b>Field Assessment by MITT Staff</b>			
<b>The land tenure for the location of the stall</b>	<input type="checkbox"/> Road Reserve	<input type="checkbox"/> Tokatoka/Matagali/Yavusa/Lease	
<b>Items sold by the vendor</b>	<input type="checkbox"/> Vegetables	<input type="checkbox"/> Sea Food	<input type="checkbox"/> Cooked Food <input type="checkbox"/> vegetables and Cooked Food
<b>Is there 4.5 meters clearance from end of Road?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Recommended Type of stall</b>	<input type="checkbox"/> Semi-Permanent	<input type="checkbox"/> Portable	
<b>Inspected and Verified by:</b> (Name and Designation of the Officer)			
Signature:		Date Verified:	

**PART 3: Checklist (List of Documents to be submitted by the Roadside Stall Vendor)**

**CHECKLIST**

No.	Documents to be Submitted to the Ministry of Industry, Trade and Tourism	Please tick
1.	Complete Application form	
2.	Valid photo ID (Voter ID, FNPF/FRCA Card/ Driver's License, Passport, etc).	
3.	Tax Identification Number (TIN) Letter	
4.	Copy of land title or consent letter from <i>Matagali</i> or village landowner. <i>(if not operating from Road Reserve)</i>	
5.	Bank Account Details (Personal)	
6.	A Business License	