



📍 Lilongwe City Council,  
P.O. Box 30396 City Centre  
Lilongwe 3  
☎ +265 1 773 347  
✉ info@lcc.mw

## LILONGWE CITY COUNCIL FEES & CHARGES

### LICENSES & PERMIT

## LILONGWE CITY COUNCIL NOTICE ON RENEWAL OF BUSINESS PREMISES LICENCES FOR 2020/2021 FINANCIAL YEAR

Lilongwe City Council wishes to inform all business owners operating within Lilongwe City that all Business Premises Licences have expired on 30th June, 2020.

Application forms for the payment of Business Licences for Food, Liquor and Nursery Schools can be obtained from the Directorate of Health and Social Welfare Services at Civic Offices (Room No 305). Application forms for payment of Business Premises Licences for, Rest Houses, Hotels, Lodges, Retailers, Wholesalers, Travellers, Contractors, Manufacturing and other General Licences can be obtained from the Directorate of Commerce, Industry and Trade – Chidzanja House Offices (Room No 8).

Lilongwe City Council is reminding all business owners that it is illegal to operate or trade without valid business licences and non-compliance attracts stiff penalties, which may include closure of the business premises by the City Council.

For further information, please contact the Directorate of Health and Social Welfare Services and/or the Directorate of Commerce, Industry and Trade; Tel 01773144 – Lilongwe City Council, Civic Offices.

**John Chome**  
**CHIEF EXECUTIVE OFFICER**

## FEES & CHARGES

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| 1. | Application and inspection fee  | 35,000.00   |
| 2. | Hotels:<br>(a) 5 star hotel<br>(b) 3-4 star hotel<br>(c) 2-1 star hotel<br>(d) uncatagorized  | 500,000.00<br>350,000.00<br>200,000.00<br>100,000.00  |
| 3. | Inn, Lodge, Motel and Guest House<br><br>a) Central Business District and Low & Medium<br>Density Areas<br>b) Local Townships   | 100,000.00<br><br>75,000.00   |
| 4. | Professional Consulting firms<br><br>a) Law firm<br>b) Accounting & Auditing firm<br>c) Architectural firm<br>d) Surveying firm<br>e) Engineering firm<br>f) Any consulting firm  | 250,000.00<br>250,000.00<br>250,000.00<br>250,000.00<br>250,000.00<br>250,000.00  |
| 5. | Financial institutions<br>a) Banks-<br><br>i. Central Bank<br>ii. Commercial bank<br>- Corporate office<br>- Branch<br>- Agency<br><br>b) Forex Bureau<br><br>c) Stockbroker<br><br>d) Discount house<br><br>e) Leasing and Finance<br><br>f) Insurance Company<br><br>i. Insurer<br>ii. Broker<br><br>g) Money transfer- E-money | 10,000,000.00<br><br>3,000,000.00<br>2,000,000.00<br>1,000,000.00<br><br>1,000,000.00<br><br>250,000.00<br><br>1,000,000.00<br><br>1,000,000.00<br><br>5,000,000.00<br>500,000.00 |

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|    | <ul style="list-style-type: none"> <li>i. Company</li> <li>ii. Agent</li> </ul> <p>h) Micro finance-</p> <ul style="list-style-type: none"> <li>i. Corporate office</li> <li>ii. Branch</li> </ul>  | <p>1,000,000.00</p> <p>40,000.00</p><br><p>500,000.00</p> <p>250,000.00</p>  |
| 6. | <p>Private Education Institutions</p> <p>a) Tertiary-</p> <ul style="list-style-type: none"> <li>i. Class A (Offering up to degree)</li> <li>ii. Class B (Offering up to diploma)</li> <li>iii. Class C (Technical college)</li> </ul> <p>b) Secondary Schools-</p> <ul style="list-style-type: none"> <li>i. Class A (International syllabus)</li> <li>ii. Class B (local syllabus, in Low &amp; Medium Density Area)</li> <li>iii. Class B (local syllabus, in High Density Area)</li> </ul> <p>c) Primary Schools-</p> <ul style="list-style-type: none"> <li>i. Class A (International syllabus)</li> <li>ii. Class B Primary School (local syllabus, in Low and Medium Density areas)</li> <li>iii. Class C Primary School (local syllabus, in High Density Areas)</li> </ul> <p>d) Nursery Schools-</p> <ul style="list-style-type: none"> <li>i. Class A Nursery School (International school)</li> <li>ii. Class B Nursery School (Low and Medium Density areas)</li> <li>iii. Class C Nursery School (High Density Areas)</li> </ul> | <p>1,000,000.00</p> <p>750,000.00</p> <p>200,000.00</p><br><p>750,000.00</p> <p>500,000.00</p> <p>100,000.00</p><br><p>250,000.00</p> <p>150,000.00</p> <p>50,000.00</p><br><p>200,000.00</p> <p>100,000.00</p> <p>40,000.00</p> |
| 7. | <p>Contractors-</p> <ul style="list-style-type: none"> <li>(a) Unlimited</li> <li>(b) Up to K500,000,000.00</li> <li>(c) Up to K200,000,000.00</li> <li>(d) Up to K100,000,000.00</li> <li>(e) Up to K50,000,000.00</li> <li>(f) Up to K10,000,000.00</li> </ul>  | <p>1,000,000.00</p> <p>750,000.00</p> <p>500,000.00</p> <p>350,000.00</p> <p>250,000.00</p> <p>150,000.00</p>  |
| 8. | <p>Private Medical Facilities-</p>  |  |

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|     | <ul style="list-style-type: none"> <li>(a) Hospital</li> <li>(b) Clinic- <ul style="list-style-type: none"> <li>i. Admission</li> <li>ii. OPD</li> </ul> </li> <li>(c) Dispensary</li> <li>(d) Pharmacy- <ul style="list-style-type: none"> <li>i. Wholesale</li> <li>ii. Retail</li> </ul> </li> <li>(e) Drug store</li> <li>(f) Laboratory</li> </ul>  | <p>500,000.00</p> <p>450,000.00</p> <p>300,000.00</p> <p>100,000.00</p> <p>150,000.00</p> <p>75,000.00</p> <p>50,000.00</p> <p>50,000.00</p> |
| 9.  | <p>Private Media Houses-</p> <ul style="list-style-type: none"> <li>(a) Television</li> <li>(b) Radio</li> <li>(c) Print media</li> </ul>  | <p>300,000.00</p> <p>200,000.00</p> <p>250,000.00</p>  |
| 10. | <p>Information Communication Technology-</p> <ul style="list-style-type: none"> <li>(a) Telecommunications Companies- <ul style="list-style-type: none"> <li>i. Corporate</li> <li>ii. Tower</li> <li>iii. Site office</li> <li>iv. Airtime distributor</li> </ul> </li> <li>(b) Internet Service Provider</li> <li>(c) Internet café</li> </ul>   | <p>3,000,000.00</p> <p>300,000.00 per tower</p> <p>500,000.00</p> <p>100,000.00</p> <p>750,000.00</p> <p>40,000.00</p>                       |
| 11. | <p>Motor vehicle-</p> <ul style="list-style-type: none"> <li>(a) Selling <ul style="list-style-type: none"> <li>- Franchise holders of the manufacturing companies <ul style="list-style-type: none"> <li>i. Large scale</li> <li>ii. Medium scale</li> </ul> </li> <li>- Companies importing and selling second-hand vehicles <ul style="list-style-type: none"> <li>iii. Small scale</li> </ul> </li> <li>- Individuals importing and selling second-hand vehicles</li> </ul> </li> <li>(b) Spare parts and Accessories</li> </ul> | <p>5,000,000.00</p> <p>1,000,000.00</p> <p>100,000.00</p> <p>50,000.00</p> <p>50,000.00</p>  |
| 12. | Motorcycle Dealers   | 350,000.00   |
| 13. | Equipment, Plant & Machinery-  |  |

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|     | (1) Industrial<br>- Franchise holders of the manufacturing companies            |                    |
|     | (a) Large scale   | 1,000,000.00       |
|     | (b) Small scale   | 250,000.00         |
|     | - Individuals importing and selling brand new                                   | 150,000.00         |
|     | - Individuals importing and selling second-hand                                 | 50,000.00          |
| 14. | Repairing of electrical, electronic, telecommunication and domestic appliances. | 40,000.00          |
| 15. | Filling Station   | 60,000.00 per pump |
| 16. | Landscapers-<br>Companies providing landscaping services                        |                    |
|     | (a) Large scale   | 350,000.00         |
|     | (b) Medium scale  | 100,000.00         |
|     | Individuals providing landscaping services                                      | 40,000.00          |
| 17. | Carwash-  | 40,000.00          |
| 18. | Carpentry & Joinery-  |                    |
|     | (a) Companies   | 200,000.00         |
|     | (b) Individuals-  | 40,000.00          |
| 19. | Video show room/video rent  | 40,000.00          |
| 20. | Driving Schools   | 100,000.00         |
| 21. | Auctioneers & Estate Agents   | 100,000.00         |
| 22. | Dry cleaning services-  |                    |
|     | (a) Companies   | 100,000.00         |
|     | (b) Individuals   | 40,000.00          |
| 23. | Travel Agents   | 150,000.00         |
| 24. | Security companies-   |                    |
|     | (a)   | 200,000.00         |
| 25. | Clearing and Forwarding Agents  | 200,000.00         |
| 26. | Recording studios-  | 75,000.00          |
| 27. | Photo studios-  | 100,000.00         |
| 28. | Photography (Individual) -  | 40,000.00          |
| 29. | Advertising companies   | 200,000.00         |
| 30. | Warehouse for commercial purposes   | 100,000.00         |
| 31. | Bookshop-   | 50,000.00          |

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| 32. | Printing & Publishing   | 200,000.00   |
| 33. | Curios  | 40,000.00  |
| 34. | Funeral Parlour & Morgue  | 100,000.00   |
| 35. | Fumigation and Pest control-<br><br>(a) Large scale<br>- Organisation<br><br>(b) Small scale<br>- Individual  | 100,000.00<br><br><br>40,000.00                                  |
| 36. | Premises for skilled labour services (Welding, Watch Repair, Plumbing, Painting, Sawyer, Fine Art, Bicycle Repair, Blacksmith, Tinsmith, Shoe maker, Decoration and any other business that provide skilled labour services). | 40,000.00  |
| 37. | Recruitment /Employment bureau  | 40,000.00  |
| 38. | Casino  | 750,000.00   |
| 39. | Beauty parlour/Massage/acupuncture-<br><br>(a) Organisation<br>(b) Individual   | 100,000.00<br>40,000.00  |
| 40. | Barbershop-<br>(c) Central Business District-<br>(d) Townships-   | 50,000.00<br>40,000.00   |
| 41. | Timber<br>(a) processing-<br>(b) Selling-   | 200,000.00<br>50,000.00  |
| 42. | General Wholesalers-<br><br>(a) Central Business District<br>(b) Townships  | 200,000.00<br>100,000.00   |
| 43. | Retailers-<br><br>(a) Central Business District<br>(b) Townships  | 75,000.00<br>40,000.00   |
| 44. | Tailoring and knitting-<br>(a) Companies (specialized in tailoring/knitting)<br>(b) Located in major trading centres<br><br>(c) Khonde tailors/Knitters and those located in townships  | 150,000.00<br><br>40,000.00 per machine<br>40,000.00 per machine |
| 45. | Manufacturing Factories/Industries<br><br>(a) Heavy<br>(b) Light  | K2,000,000.00<br>K1,000,000.00                                   |

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| 46. | Liquor manufacturing and trading                     |              |
|     | 1. Grade "A" Bar                                     |              |
|     | (a) Premier  |              |
|     | (b) Platinum   | MK200,000.00 |
|     | (c) Gold   | MK100,000.00 |
|     | (d) Silver   | MK 75,000.00 |
|     |  | MK 50,000.00 |
|     | 2. Grade "B" Retail liquor Shops                     |              |
|     |  | MK125,000.00 |
|     | 3. Grade "C"   |              |
|     | (a) Hotel/Casino                                     |              |
|     | (b) Lodges and Motels                                | MK 75,000.00 |
|     |  | MK 50,000.00 |
|     | 4. Grade "D" Restaurant                              |              |
|     | 5. Grade "E" Club                                    | MK150,000.00 |
|     |  | MK150,000.00 |
|     | 6. Grade "F" Cabarets                                |              |
|     |  | MK 50,000.00 |
|     | 7. Grade "G" Theatres                                | per day      |
|     |  | MK 50,000.00 |
|     | 8. Grade "H" Bottle stores                           |              |
|     |  | MK100,000.00 |
|     | 9. Grade "I" (Nature Sanctuary and Recreation Parks) |              |
|     |  | MK75,000.00  |
|     | 10. Grade "TA" Air Terminals                         |              |
|     | 11. Grade "J" Railways & Bus Stations-               | MK100,000.00 |
|     | (a) International Bus Station                        |              |
|     | (b) Local Bus Station                                | MK100,000.00 |
|     | (c) Railway Station                                  | MK 50,000.00 |
|     | 12. Manufacturing licences-                          | MK 50,000.00 |
|     | (a) Distillers licence                               |              |

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|     | <ul style="list-style-type: none"> <li>(b) Commercial brewers licence (Translucent)</li> <li>(c) Wine maker licence</li> <li>(d) Opaque beer brewer licence</li> </ul>  | <p>MK300,000.00</p> <p>MK500,000.00</p> <p>MK100,000.00</p> <p>MK300,000.00</p>  |
|     | <p>13. Wholesale licenses-</p> <ul style="list-style-type: none"> <li>(a) Wholesale manufacturer licence</li> <li>(b) Agents licence</li> </ul>   | <p>MK150,000.00</p> <p>MK100,000.00</p>  |
|     | <p>14. Auctioneers' temporary licence</p>   | <p>MK 50,000.00 per day</p>  |
|     | <p>15. Opaque beer licence-</p> <ul style="list-style-type: none"> <li>(a) Retailers licence</li> <li>(b) Wholesalers licence</li> </ul>  | <p>MK 60,000.00</p> <p>MK 100,000.00</p>   |
| 47. | <p>Operation of amusement machines-</p> <ul style="list-style-type: none"> <li>(a) Casino</li> <li>(b) Amusement or entertainment places (outdoor)</li> <li>(c) Clubs, Bars and Bottle store</li> </ul>   | <p>K500,000.00</p> <p>K250,000.00</p> <p>K 75,000.00</p>   |
| 48. | <p>Food processing, packaging and vending</p> <ul style="list-style-type: none"> <li>1. Wholesalers</li> <li>2. Tuckshops /hawkers/ Food Canteen / Fresh food shops</li> <li>3. Groceries— <ul style="list-style-type: none"> <li>(a) Central Business District and Low Density Areas</li> <li>(b) Local Townships</li> </ul> </li> <li>4. Butcheries— <ul style="list-style-type: none"> <li>(a) Central Business District and Low &amp; Medium Density Areas</li> <li>(b) Local Townships</li> </ul> </li> <li>5. Bakeries outlets</li> </ul> | <p>K100,000.00</p> <p>K 45,000.00</p> <p>K75,000.00</p> <p>K50,000.00</p> <p>K 75,000.00</p> <p>K 50,000.00</p> <p>K 50,000.00</p> |



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|  | <p>6. Take away and coffee shops—</p> <p>    a) Central Business District and<br/>        Low &amp; Medium Density Areas</p> <p>    b) Local Townships</p> <p>7. Restaurant—</p> <p>    (1) Central Business District and<br/>        Low &amp; Medium Density Areas-</p> <p>        a) Premier</p> <p>        b) Standard</p> <p>    (2) Local Townships Restaurant</p> <p>10. Hotels—</p> <p>    (a) 5-star</p> <p>    (b) 4-3 star</p> <p>    (c) 2-1 star</p> <p>    (d) Uncategorized</p> <p>11. Lodges, Inns, Motels &amp; Guest houses—</p> <p>    (a) Central Business District and<br/>        Low &amp; Medium Density Areas</p> <p>    (b) Local Township</p> <p>12. Clubs</p> <p>13. Superette</p> <p>14. Supermarkets</p> <p>15. Food Manufacturing &amp; Processing—</p> <p>    (a) Dairies</p> <p>    (b) Bakeries</p> <p>    (c) Milling Companies</p> | <p>K 75,000.00</p> <p>K 50,000.00</p> <p></p> <p>K 75,000.00</p> <p>K 50,000.00</p> <p></p> <p>K 45,000.00</p> <p></p> <p>K125,000.00</p> <p>K100,000.00</p> <p>K 75,000.00</p> <p>K 60,000.00</p> <p></p> <p>K 75,000.00</p> <p>K50,000.00</p> <p>K100,000.00</p> <p>K75,000.00</p> <p>K100,000.00</p> <p></p> <p>K 75,000.00</p> <p>K 75,000.00</p> <p>K 40,000.00 per</p> |
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|     | (d) Refiners<br>(e) Breweries/Distilleries<br>(f) Bottled water<br>(g) Any other food product<br>(h) Small scale confectionery<br><br>16. Unprocessed Milk | motor<br><br>K100,000.00<br>K 75,000.00<br>K 75,000.00<br>K 75,000.00<br>K 40,000.00<br><br>K 40,000.00 |
| 49. | Private public Service Vehicle Terminus  | K250,000.00   |
| 50. | Motor Vehicle repair   | K100,000.00   |
| 51. | Agro – dealer  | K75,000.00  |
| 52. | Transport business operator  | K75,000.00  |
| 53. | Decoration   | K50,000.00  |
| 54. | Car Hire   | K100,000.00   |
| 55. | Licence replacement  | K10,000.00  |