

**PROCEDURE FOR THE ACQUISITION OF A LICENCE TO OPERATE A
CATERING AND ENTERTAINMENT ESTABLISHMENT FROM THE
DEPUTY MINISTRY OF TOURISM**

A. ISSUE OF PLANNING PERMIT

Technical (architectural) plans for the proposed establishment must be submitted by the owner of the site to the relevant Planning Authority, specifying the proposed establishment's category or categories in accordance with the types of establishments permitted under the relevant legislation (see document KA/9, list of "Food and beverage items that can be offered in Catering Establishments"). Prior to applying towards the issue of the Planning Permit, owners or operators may opt to secure the Deputy Ministry's provisional comments / recommendations on any proposed technical (architectural) plans.

B. APPROVAL OF PLANS BY THE DEPUTY MINISTRY

Once a Planning Permit has been issued, an application is submitted by the owner of the site to the Deputy Ministry (see F-KEN-01/1, "Application for the approval of plans for the erection of a new catering and entertainment establishment or modifications in an existing establishment") accompanied by the architectural plans that have been approved by the Planning Authority, together with any other relevant documents stated on above application (F-KEN-01/1).

C. BUILDING PERMIT - CHANGE OF USE PERMIT

The approved by the Deputy Ministry plans must then be submitted by the owner of the site to the competent local Authority (District Office or Municipality) for the issue of the aforementioned permit.

D. VERIFICATION OF PLANS

Once the works have been completed and even if the acquisition of the required Building Permit is still pending (Step C), the owner of the building or the operator of the Establishment must contact the local Deputy Ministry's Inspectors' Office for the verification of the approved plans and the completion of the necessary applications (F-KEN-02/1 "Application for the Classification and Licensing of a Catering Establishment" and F-KEN-05/1 "Application for the Position of a Manager of a Catering Establishment"). Contact telephone numbers are: **Free Famagusta area 23721100, Larnaka 24658777, Limassol 25760460, Nicosia 22691100 and 22691202, Pafos 26938388 and Polis 26323234.**

E. ISSUE OF OPERATION LICENCE

Provided that all required documents have been submitted and the process for the verification of the approved plans showed no deviation, the classification of the establishment can be processed.

In order for the Licence to be issued however, there must be compliance with any terms / conditions set by Deputy Ministry, as dictated by the relevant legislation, including the presentation of the issued Building Permit or Change of use Permit for the proposed category/ies of the establishment (step C), a Health Certificate for the establishment, as issued by the relevant Health Service Department and the payment to the Deputy Ministry of the appropriate Licence fee.

The documents and applications referred to above, the Catering and Entertainment Establishments Legislation as well as other relevant information can be found at: www.visitcyprus.biz