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KIAMBU COUNTY ACTS, 2016

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THE KIAMBU COUNTY TRADE LICENCE ACT, 2016

No. 6 of 2016

Date of Assent: 8th November, 2016

Date of Commencement: 29th November, 2016

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**THE KIAMBU COUNTY TRADE LICENCE
ACT, 2016**

AN ACT of the County Assembly of Kiambu to give effect to paragraph 7 (b) of Part 2 of the Fourth Schedule to the Constitution, to provide for the grant of trade licenses, and for connected purposes

ENACTED by the County Assembly of Kiambu as follows—

PART I—PRELIMINARY

1. This Act may be cited as the Kiambu County Trade Licence Act, 2016. Short title.

2. In this Act, unless the context otherwise requires— Interpretations.

“authorized officer” means an officer designated as an authorized officer under section 7;

“business” includes any lawful commerce, profession, trade, craftsmanship, calling, occupation or other activity other than a prescribed business carried on for purpose of gain;

“licensing officer” means a person designated as the licensing officer under section 6;

“Committee” means the Trade Licensing Appeals Committee established under section 17;

“County” means the Kiambu County;

“County Government” means the County Government of Kiambu

“executive committee member” means the County Executive Committee Member responsible for Trade, Markets and Industry in the County Government;

“Licence” means a trade licence granted under this Act.

“Licence fee” means the fee payable for the grant or renewal of a licence; and

“Licensee” means the person to whom a licence is granted.

3. This Act shall apply to any person who is conducting or intending to conduct a business within the County. Application.

4. (1) A person who conducts or intends to conduct a business within the County shall obtain a trade licence under this Act. Requirement to obtain a licence.

(2) In addition to the remedies under this Act, a person who contravenes subsection (1) shall be liable to pay penalties to the County Government at the rate of twenty percent of the applicable license fee per month of default.

5. (1) Notwithstanding any other remedy under this Act, the licensing officer shall have the power to order closure of a business or seizure of good where a person is conducting business within the County without a trade licence. Power of closure or seizure.

(2) A person who in any way obstructs a licensing officer or an authorized officer from undertaking his or her duties under this Act commits an offence and on conviction, shall be liable to a fine of a sum not exceeding one hundred thousand Kenya shillings or to imprisonment for a term not exceeding six months or to both.

PART II—ADMINISTRATION

6. (1) The Executive Committee Member shall designate from among staff of the County Government, a licensing officer for every Sub-County for purposes of implementing this Act. Licensing Officer.

(2) The licensing officer shall be responsible for the implementation of this Act including issuance of trade licences and the exercise of power provided under this Act.

7. (1) The Executive Committee Member may designate one or more officers of the County Government as authorized officers for the purposes of this Act. Authorized Officer.

(2) An authorized officer shall carry out the functions delegated by the licensing officer and the function assigned under the First Schedule to this Act.

(3) Notwithstanding the provisions of subsection (2) the licensing officer shall not delegate the responsibility to issue a licence to any person.

PART III—LICENSING PROCESS

8. An application for a trade licence shall be lodged with the licensing officer in form TL-01 prescribed in the Second Schedule accompanied by— Application for a licence

- (a) proof of compliance with the laws relating to health, fire, hygiene, safety and any other laws applicable to the license applied for;
- (b) a copy of the identification card/passport of the person executing the application form;
- (c) payment of the application fee ; and
- (d) any other document or information that the licensing officer may require.

(2) The licensing officer may by notice in the County Gazette amend the application forms prescribed in the Second Schedule.

(3) In addition to the requirements under this section, an application made by a property owner within the County shall be accompanied by a rates clearance certificate where the property owner intends to conduct business on the property.

(4) In addition to the requirements under this section, an application by a foreign investor shall be accompanied by the relevant permits, immigration documents and proof of clearance from the relevant Ministry.

9. (1) The Licensing Officer shall assess the application and either— Grant of a licence

- (a) grant a licence with or without conditions in form TL-02 prescribed in the Second Schedule; or
- (b) refuse to grant a Licence and give reasons to the applicant in writing.

(2) Where a licence has been granted with conditions, the Licensing Officer may, on request of the applicant give reasons in writing.

10. (1) An applicant shall, prior to the grant of a trade licence and on direction of the licensing officer, pay the licence fee prescribed in the Third Schedule. Licence fees.

(2) The County Executive Committee Member responsible for finance may through the Annual County Finance Act amend the Third Schedule to this Act.

(3) For the avoidance of doubt, the licence fee shall not be calculated on a pro rata basis irrespective of the time of the year the application for the trade license is made.

(4) The Executive Committee Member responsible for finance may by regulations exempt any person from payment of trade licence fee or other charges under this Act wholly or for a period of time as it shall be appropriate.

11. (1) The licensing officer shall establish and maintain a register of trade licences which shall be available for inspection by the public during government office hours. Register of licences.

(2) The register shall contain such information as is determined in writing by the licensing Officer, but shall not include commercial-in-confidence information.

12. (1) Every license shall be displayed in a conspicuous position in the premises in respect of which it is issued. Display of a licence.

(2) A person who contravenes the provisions of this section commits an offence and shall be liable to a fine of a sum not exceeding ten thousand Kenya shillings.

13. (1) A person whose licence is lost, destroyed or defaced may, on application in the form TL-01 prescribed in the Second Schedule and payment of the prescribed fee, be issued with a duplicate licence. Issuance of a duplicate licence.

14. (1) A trade licence granted under this Act shall expire on the thirty first day of December of the year of issue. Validity of a licence.

(2) A licensee may apply for renewal of licence as provided under this Act.

(3) A licensee who fails to renew a trade licence by the thirty first day of March of the subsequent year after expiry shall be deemed to operate without a trade licence.

15. The licensing officer may, on the application of the licensee in the form TL-01 prescribed in the Second Schedule renew a licence if satisfied that the licensee has complied with the provisions of this Act. Renewal of a licence

16. The licensing officer may by notice in form TL-03 suspend or cancel a licence if satisfied that— Suspension or Cancellation of a licence.

(a) the conduct of the business is endangering the health or safety of persons who live or work in the neighbourhood of the premises from which the business is conducted;

(b) the licensee has breached a condition of the licence;

(c) the licensee has breached the requirements of any County Legislation relating to a licence;

(d) information given in the application for the licence is materially incorrect to create a false impression of the ownership of the business or the nature of its business activity;

(e) the licensee has used discriminatory, unfair or improper trading practices;

(f) the licensee is carrying on a prohibited activity; or

(g) the licensee has been convicted of an offence under this Act.

(2) A notice under subsection (1) shall—

(a) be served at least seven days prior to cancellation or suspension;

(b) set out reasons for the suspension or cancellation; and

(c) state the period of suspension where the intention is to suspend the licence.

(3) Where a licence is suspended or cancelled, the licensee shall cease to conduct the business forthwith.

(4) A person who contravenes sub section (3) commits an offence and shall be liable to a fine not exceeding one hundred thousand shillings or to imprisonment for a term not exceeding six months or to both.

17. A licensee may surrender a trade licence by returning it to the licensing Officer. Surrender of licence.

18. (1) A trade licence issued under this Act may, on application in form TL-05 prescribed in the Second Schedule and payment of the prescribed fee be transferred to a legal representative of the licensee. Transfer of licence.

(2) An application for transfer of a licence shall be accompanied by—

(a) a copy of the identification card, passport or certificate of incorporation of the licensee;

- (b) a copy of the identification card, passport or certificate of incorporation of the legal representative or assignee;
- (c) payment of the prescribed fee; and
- (d) any other document or information relevant to the transfer which the licensing officer may require.

19. (1) Notwithstanding the provisions of this part, a ^{Non-annual licence.} person intending to operate a business in an open air market or hawk in places designated by the County shall pay a daily or a monthly fee prescribed in Part III of the Third Schedule.

(2) A person who has complied with subsection (1) shall be deemed to operate with a licence for the period specified in the payment receipt.

(3) In addition to any other remedy under this Act, a person who contravenes subsection (1) shall be liable to a fine not exceeding twenty thousand shillings or to imprisonment for a term not exceeding six months or to both.

PART IV — APPEALS

20. There is established the Trade Licensing Appeals ^{Trade Licensing Appeals Committee.} Committee comprising of the following persons —

- (a) Officer responsible for Trade, Markets and Industry who shall be the chair to the Committee;
- (b) the Director of Trade, Markets, Industry who shall serve as the secretary to the Committee;
- (c) a Director in the Finance department designated by the County Executive Committee Member responsible for finance;
- (d) the Director of Revenue; and
- (e) An Advocate of the High Court of Kenya of three years standing appointed by the Executive Committee Member.

21. (1) A person aggrieved by a decision of the ^{Appeals Procedure.} licensing officer may within fourteen days appeal to the Executive Committee Member against the decision.

(2) For the avoidance of doubt, an appeal under subsection (1) shall only lie in—

- (a) refusal to grant a licence;
- (b) imposition of conditions on a licence; or
- (c) cancellation or suspension of a licence.

(3) Upon receipt of an appeal, the Executive Committee Member shall within fourteen days refer the appeal to the Committee for consideration.

(4) The Committee shall consider the appeal within thirty days after receipt and make recommendations to the Executive Committee Member.

(5) The Executive Committee Member may, on the recommendation of the Committee—

- (a) confirm or reverse a refusal to grant a trade licence;
- (b) confirm or reverse the suspension or cancellation of a licence; or
- (c) confirm or modify the conditions imposed on a licence.

(6) The Executive Committee Member shall give such directions to the licensing officer as may be necessary to give effect to the decision.

PART V—MISCELLANEOUS

22. A licensee shall be liable for any false or misleading information given by the licensee or on behalf of the licensee in connection with an application for the grant or renewal of a licence or while providing any information required under this Act is guilty of an offence and is liable to a fine not exceeding one hundred thousand Kenya shillings or imprisonment for a term of six months or to both.

False or misleading statements.

23. (1) The Executive Committee Member with the approval of the County Executive Committee may make regulations generally for the better carrying out of the provisions of this Act.

Regulations.

(2) Without prejudice to subsection (1), regulations may be made for the following purposes—

- (a) the payment of licence fees, including additional fees for non-payment or late payment;
- (b) the exemption, waiver or reduction of licence fees or penalties, if any;
- (c) prescribing fees for services;
- (d) publication and service of notices and other documents;
- (e) the transfer of licences;
- (f) different categories of licences;
- (g) seizure of goods; and,
- (h) procedure for approval of a licence application.

24. A person who contravenes any provision of this Act where no penalty has been provided shall be guilty of an offence and liable to a fine of the sum not exceeding two hundred thousand shillings or to imprisonment for a term not exceeding twelve months or to both. General offences.

(2) Any person who obstructs a licensing officer or an authorized officer from implementing the provisions of this Act shall be guilty of an offence and on conviction shall be liable to a fine of the sum not exceeding one hundred thousand shillings or to imprisonment for a term not exceeding six months or to both.

25. Any single business permit in force immediately before the commencement of this Act shall— Savings and transition

- (a) be deemed to have been issued under this Act; and,
- (b) continue to be in force subject to the provisions on validity of a licence under this Act.

FIRST SCHEDULE

(Section 7)

PART I—POWERS OF AUTHORIZED OFFICERS

1. An authorized officer may—

- (a) enter any premises to—
 - (i) inspect it in relation to an application for grant or renewal of a licence; or
 - (ii) confirm whether the licensee is complying with the provisions of this Act, the Regulations and the conditions of the licence.
- (b) search the premises or any part of the premises;
- (c) inspect or examine anything in or on the premises;
- (d) seize anything that may afford evidence of the commission of an offence against this Act;
- (e) take extracts from, and take copies of, any documents in or on the premises;
- (f) take into or onto the premises such persons, equipment and materials as the authorized officer reasonably requires for the purpose of exercising any of the powers mentioned in paragraphs (a) to (e); or
- (g) require the licensee, or any person in or on the premises, to give to the authorized officer reasonable assistance in relation to the exercise of any of the powers mentioned in paragraphs (a) to (f).

PART II—LIMITATIONS OF POWERS OF AN AUTHORIZED OFFICER

2. An authorized officer shall not enter any premises unless—

- (a) the owner or occupier of the premises consents to the entry; or
- (b) the entry is made when the premises are open for the conduct of business or otherwise open for entry; or
- (c) the authorized officer suspects on reasonable grounds that the licensee is not complying with the conditions of the licence or the regulations made under the Act.

3. (1) An authorized officer shall, in the exercise of any function under this part identify himself or herself to the licensee or an agent of the licensee.

4. (1) An authorized officer shall, not later than forty eight hours from the date of taking an action in exercise of the powers under this part, file a report in form TL-04 prescribed in the Second Schedule with the licensing officer giving particulars of—

- (a) the action taken;
- (b) time of taking the action;
- (c) summary of findings;
- (d) details of the licensee; and
- (e) record of any goods seized including the quantity, nature and location of storage;

(2) Notwithstanding paragraph 4(1), where an authorized officer has seized many goods and cannot reasonably ascertain the details of the goods seized within forty eight hours, he or she shall file a preliminary report within forty eight hours and a detailed account of the goods not later than seven days from the date of seizure.

(3) An authorized officer shall exercise caution while seizing goods in order to ensure that the goods are not unreasonably damaged.

(4) All good seized shall immediately be stored in the nearest County offices or any place designated for that purpose.

5. The Executive Committee Member may take such appropriate action under the law against an authorized officer who fails to submit the report as required in paragraph 4 or who acts contrary to the Act.

6. Any goods seized in exercise of the powers under this part which remain unclaimed for a period exceeding six months from the date of seizure shall be forfeited to the County Government and may be disposed in accordance with the applicable law.

SECOND SCHEDULE

(Section 2)

APPROVED FORMS

PART A

Form TL-01

S8, , 13, 15 & 18

**APPLICATION FOR THE GRANT / RENEWAL OF A
LICENCE/TRANSFER OF LICENCE/DUPPLICATE LICENCE**

1. Applicant's name Tel.....P.O. Box.....
2. Resident..... Non-Resident
3. Description of business, profession, trade or occupation to be conducted.
.....
4. Name under which business, profession, trade or occupation is or is to
be carried on.....
5. If business is a partnership, give full names and addresses of all
partners. (a) (b) (c).....
6. Number of employees in the Business.....
7. Give any registration details of the business, profession, trade or
occupation.
8. Address at which the business, profession, trade or occupation is or is to
be carried on.
P.O. Box..... Tel..... E-mail..... L.R. No.....
9. Is the applicant an undischarged bankrupt?
10. State the date on which it is desired to begin conducting the business,
profession, trade or occupation* or the number of the previous
Licence.....
11. Please indicate the nature of application, that is, either for grant of
licence, renewal or transfer. In case of transfer, state the details of the
transferee and relation with the licensee.
12. Please provide the following additional information: [insert additional
information required]
13. Please provide the following additional documents: [insert additional
documents required]
14. Application fee is attached* or no application fee applies

I, [...Name of Applicant...], hereby certify that the particulars given above herein are true and correct to the best of my knowledge and information.

DATED at [...Town...] this day of

Signature of applicant.....

CAUTION:

Section 21: A person who gives false or misleading information in connection with an application for the grant or renewal of a licence or providing any information required under this Act is guilty of an offence and is liable to a fine not exceeding two hundred and fifty thousand Kenya shillings or an imprisonment of a term of one year or to both.

Form TL-02

S. 9

TRADE LICENCE

A licence to conduct [insert business, trade, profession or occupation to be conducted] at the premises at [insert location of the premises to which licence applies] is granted for the period starting on [insert initial date of grant of the licence] and ending on 31 December [insert year] * or is renewed for the period from 1 January to 31 December [insert year].

The licensee is [insert name of person to whom the licence is granted or for whom it is renewed].

The licence is granted or renewed* subject to the Kiambu County Trade Licence Act, 2016 and the regulations made under Act, and the conditions set out below:

[Insert conditions relating to the particular business, trade, profession or occupation to which the licence relates]

Granted by the Kiambu County Licensing Officer.

DATED at [...Town...] this day of

Signature.....

(Licensing Officer)

Form
*S. 5& 16***TL-03****NOTICE OF CLOSURE OF BUSINESS/ SUSPENSION OF A
LICENCE/CANCELLATION OF A LICENCE****TO**

(Particulars of licensee)

TAKE NOTICE that the licensing officer has on this
..... day of ordered
the closure of business located at
...../ suspended/ cancelled
your licence number
..... following your
failure to comply with the notice of
..... issued on the
..... day of

TAKE FURTHER NOTICE THAT the notice takes effect immediately
from the date of this notice.

Failure to comply with this Notice is an offence under the Section 16(4) of
the Act

Signature..... Date

(Licensing Officer)

Form TL-04

First Schedule; p.4

AUTHORISED OFFICER'S REPORT

To: The Licensing Officer.

From:

Name.....

Employment No

Please take note that on the day of

20..... atam/pm,

I..... holder of national identification card
no....., being an authorized office, entered the
business premises known as.....
located at building..... street and seized the
following goods/obtained the following documents/made the following
finding/observations-.....
The details of the licensee/business owner are as follows:

Name:

Postal address.....

Physical address.....

Telephone contacts

The goods seized were the following:

| Description | quantity | date of expiry | place of custody |
|-------------|----------|----------------|------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Signed dated

THIRD SCHEDULE

PRESCRIBED FEES

PART I—General charges for Annual Traders

| S/No | Item Description | Charges (KSh.) |
|------|---|----------------|
| 1. | Registration fees | |
| | Annual Licence Registration Fee | 300 |
| | Change of Registration | 600 |
| | Change of Business ownership | 3,000 |
| | Transfer of a licence | 1,000 |
| | Application for duplicate licence | 600 |
| | Application for exemption from payment of penalties | 1000 |
| | Change of Business Location | 2,000 |
| | Change of Business Name | 1,000 |

PART II—General Traders and Retail Services

| Code | Business Activity Description | Annual Licence fees | | | | | |
|------|--|---------------------|---------------------|--------------------|---------------------|--------------------|---------------------|
| | | ZONE A | | ZONE B | | ZONE C | |
| | | Within Town Centre | Outside Town Centre | Within Town Centre | Outside Town Centre | Within Town Centre | Outside Town Centre |
| 100 | Distributors, traders, wholesalers, hypermarkets, department stores, supermarkets, show rooms, boutiques, retail shops and stores, chemists, take-away butcheries, personal service providers, kiosks. | | | | | | |
| 102 | Hyper supermarket premises, construction over an area of 625 m ² | 75,000 | 60,000 | 70,000 | 56,000 | 54,000 | 43,200 |
| 103 | Mega Store, Large multi- department store, premises area from 100 m ² to 624 m ² | 54,600 | 43,680 | 36,000 | 28,800 | 36,000 | 28,800 |
| 104 | Medium supermarket from 100m ² to 299m ² | 40,000 | 32,000 | 25,600 | 20,480 | 20,480 | 16,384 |
| 105 | Large Trader, Shop, Retail Store or Personal Service: From 50m ² to 99m ² | 18,200 | 14,560 | 12,000 | 9,600 | 12,000 | 9,600 |

| | | | | | | | |
|-----|--|--------|--------|--------|--------|--------|--------|
| 110 | Medium Trader, Shop or Retail Service: From 25m ² to 49m ² | 8500 | 6800 | 6,000 | 4800 | 6000 | 4,800 |
| 114 | General retail shops between 17m ² and 24m ² | 6,000 | 4,800 | 5,000 | 4,000 | 4,250 | 3,400 |
| 115 | Small Trader, Shop or Retail Service: Up to 16m ² . | 4,550 | 3,640 | 3,640 | 2,912 | 3,000 | 2,400 |
| 120 | Kiosk Light or Temporary Construction: Less than 5 m ² . | 2,500 | 2,000 | 2,400 | 1,920 | 2,000 | 1,600 |
| 195 | Other -Retail Traders, Stores, Shops and Services | 3,200 | 2,560 | 2,800 | 2,240 | 2,500 | 2,000 |
| 196 | Market traders and hawkers Licence | 4,000 | 3,200 | 3,500 | 2,800 | 3,000 | 2,400 |
| 200 | Small vendors and small traders and service providers | | | | | | |
| 290 | Commercial housing and breeding of animals | 5,000 | 4,000 | 4,000 | 3,200 | 3,200 | 2,560 |
| 295 | Small informal sector service providers. | 2,400 | 1,920 | 1800 | 1,440 | 1,500 | 1,200 |
| 300 | Transport operators- taxis- matatus-buses-lorries-planes- boats, Driving schools, and tour / safari operators. petrol stations, storage facilities, cold storage facilities; publishing co, newspapers | | | | | | |
| 305 | Large Transportation Company: Over 30 vehicles. | 72,800 | 58,240 | 60,000 | 48,000 | 48,000 | 38,400 |
| 310 | Medium Transport Company: From 6 to 30 vehicles. | 23,700 | 18,960 | 18,000 | 14,400 | 15,000 | 12,000 |
| 315 | Small Transport Company: From 2 to 5 vehicles. | 9,100 | 7,280 | 6,000 | 4,800 | 4,000 | 3,200 |
| 320 | Independent Transport Operator: 1 vehicle | 4,550 | 3,640 | 3,000 | 2,400 | 2,400 | 1,920 |
| 325 | Large Petrol Filling Station: Over 6 pumps or with garage- workshop and retail shop. | 18,200 | 14,560 | 12,000 | 9,600 | 9,600 | 7,680 |
| 330 | Medium Petrol Filling Station: From 4 to 6 pumps or with garage- workshop or retail shop | 9,100 | 7,280 | 6,000 | 4,800 | 4,800 | 3,840 |

| | | | | | | | |
|-----|--|--------|--------|--------|--------|--------|--------|
| 335 | Small Petrol Filling Station: Up to 3 pumps and without garage-workshop or retail shop. | 6,370 | 5,096 | 4,200 | 3,360 | 3,360 | 2,688 |
| 340 | Large Cold Storage Facility: Over 1,000 m ² , insulated walls, cold production equipment | 50,050 | 40,040 | 33,000 | 26,400 | 26,400 | 21,120 |
| 345 | Medium Cold Storage Facility: Between 100-1,000 m ² . | 22,750 | 18,200 | 15,000 | 12,000 | 12,000 | 9,600 |
| 350 | Small Cold Storage Facility: Up to 100 m ² . | 10920 | 8736 | 7200 | 5760 | 5760 | 4608 |
| 355 | Large Storage Facility: Over 5,000 m ² . Go down, Warehouse. Liquid Storage Tanks Complex. | 45,500 | 36,400 | 30,000 | 24,000 | 24,000 | 19200 |
| 360 | Medium Storage Facility: From 1,000 to 5,000 m ² . | 18,200 | 14,560 | 12,000 | 9,600 | 9,600 | 7,680 |
| 365 | Small Storage Facility: Up to 1,000 m ² . | 9,100 | 7,280 | 6,000 | 4,800 | 4,800 | 3,840 |
| 370 | Large Communications Co.: Premises over 2500 m ² . | 81,900 | 65,520 | 54,000 | 43,200 | 43,200 | 34,560 |
| 375 | Medium Communications Co.: Premises from 1000 to 2499 m ² . | 50,050 | 40,040 | 33,000 | 26,400 | 26,400 | 21,120 |
| 380 | Small Communications Co.: Premises less than 1000m ² | 27,300 | 21,840 | 18,000 | 14,400 | 14,400 | 11,520 |
| 395 | Other Transport, Storage, and Communications | 6,370 | 5,096 | 4,200 | 3,360 | 3,360 | 2,688 |
| 400 | Production of coffee, tea, fruits, flowers, cereals, vegetables and horticultural products. grain storage and processing, mills and Posho mills, bakeries; forestry and timber production, sawmills, coal production; animal breeding, dairy products processing | | | | | | |
| 405 | Large Agricultural Producer/Processor/Dealer/Exporter: Over 100 acres | 59,150 | 47,320 | 39,000 | 31,200 | 31,200 | 24,960 |

| | | | | | | | |
|-----|--|--------|--------|--------|--------|--------|--------|
| 410 | Medium Agricultural Producer/Processor/Dealer/Exporter: From 50 acres to 99 acres | 22,750 | 18,200 | 15,000 | 12,000 | 12,000 | 9,600 |
| 415 | Small Agricultural Producer/Processor/Dealer: less than 49 acres | 7,280 | 5,824 | 4,800 | 3,840 | 4,800 | 3,840 |
| 420 | Large Mining or Natural Resources Extraction Operation: over 7 acres | 72,800 | 58,240 | 48,000 | 38,400 | 38,400 | 30,720 |
| 425 | Medium Mining or Natural Resources Extraction Operation: From 5 to 7 acres. | 40,950 | 32,760 | 27,000 | 21,600 | 21,600 | 17,280 |
| 430 | Small Mining or Natural Resources Extraction Operation: Less than 5 acres. | 22,750 | 18,200 | 15,000 | 12,000 | 12,000 | 9,600 |
| 495 | Other Agricultural, Forestry, and Natural Resources | 7,280 | 5,824 | 4,800 | 3,840 | 3,840 | 3,072 |
| 500 | Hotels, tourist camps, lodging houses, restaurants, bars, eating houses, tea and coffee houses. Butcheries with meat roasting and/or soup kitchen facilities. Membership clubs, night clubs and casinos. | | | | | | |
| 503 | Large-High Standard Lodging House/Hotel D Class: Over 100 rooms. | 91,000 | 72,800 | 60,000 | 48,000 | 30,000 | 24,000 |
| 506 | Medium-High Standard Lodging House / Hotel D Class: From 41 to 100 rooms. | 63,700 | 50,960 | 42,000 | 33,600 | 33,600 | 26,880 |
| 509 | Small-High Standard Lodging House/Hotel D Class: Up to 40 rooms. | 45,500 | 36,400 | 30,000 | 24,000 | 24,000 | 19,200 |
| 512 | Large Lodging House with Restaurant and/ or Bar B / C Class: Basic standard over 15 rooms. | 40,950 | 32,760 | 27,000 | 21,600 | 21,600 | 17,280 |
| 515 | Medium Lodging House with Restaurant and/ or Bar B / C Class: Basic standard from 6 to 15 rooms | 31,850 | 25,480 | 21,000 | 16,800 | 16,800 | 13,440 |

| | | | | | | | |
|-----|---|--------|--------|--------|--------|--------|--------|
| 518 | Small Lodging House with Restaurant and/ or Bar B / C Class: Basic standard up to 5 rooms | 22,750 | 18,200 | 15,000 | 12,000 | 12,000 | 9,600 |
| 521 | Large Lodging House B / C Class: Basic standard over 15 rooms. | 36,400 | 29,120 | 24,000 | 19,200 | 19,200 | 15,360 |
| 524 | Medium Lodging House B / C Class: Basic standard from 6 to 15 rooms. | 22,750 | 18,200 | 15,000 | 12,000 | 12,000 | 9,600 |
| 527 | Small Lodging House B/C Class: Basic standard up to 5 rooms. | 13,650 | 10,920 | 9,000 | 7,200 | 7,200 | 5,760 |
| 530 | Large hotels with more than 100 rooms | 25,200 | 20,160 | 20,160 | 16,128 | 16,128 | 12,902 |
| 531 | Medium hostels with between 50-99 rooms | 19,600 | 15,680 | 15,680 | 12,544 | 12,544 | 10,035 |
| 532 | Small hotels with up to 49 rooms | 14,000 | 11,200 | 11,200 | 8,960 | 8,960 | 7,168 |
| 540 | Large Restaurant with Bar/Membership Club: Capacity over 30 customers/members. | 27,300 | 21,840 | 18,000 | 14,400 | 14,400 | 11,520 |
| 543 | Medium Restaurant with Bar/Membership Club: Capacity from 11 to 30 customers/members. | 13,650 | 10,920 | 9,000 | 7,200 | 7,200 | 5,760 |
| 544 | Soup kitchen (eg. Mutura, kichwa and soup) and other informal eating places | 4,550 | 3,640 | 3,640 | 2,912 | 2,912 | 2,330 |
| 546 | Small Restaurant with Bar Up to 10 customers | 9,100 | 7,280 | 6,000 | 4,800 | 4,800 | 3,840 |
| 549 | Large Eating House; Snack Bar; Tea House "Hotel": No lodging and no alcohol served with capacity over 20 customers. | 13,650 | 10,920 | 9,000 | 7,200 | 7,200 | 5,760 |
| 552 | Medium Eating House; Snack Bar; Tea House "Hotel": No lodging and no alcohol served with capacity from 6 to 20 customers. | 9,100 | 7,280 | 6,000 | 4,800 | 6,000 | 4,800 |

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|-----|---|--------|--------|--------|--------|--------|--------|
| 555 | Small Eating House; Snack Bar; Tea House "Hotel": No lodging and no alcohol served with capacity up to 5 customers. | 6,370 | 5,096 | 4,200 | 3,360 | 4,200 | 3,360 |
| 556 | Other eating houses, catering with no Accommodation and sale of alcohol | 4250 | 3400 | 3400 | 2720 | 2720 | 2176 |
| 558 | Butchery with Roasted Meat and/or Soup Kitchen: Any size. | 9,100 | 7,280 | 6,000 | 4,800 | 4,800 | 3,840 |
| 561 | Large Bar/Traditional Beer Seller: Capacity over 50 customers. | 13,650 | 10,920 | 9,000 | 7,200 | 7,200 | 5,760 |
| 564 | Medium Bar/Traditional Beer Seller: Capacity from 16 to 50 customers. | 10,920 | 8,736 | 7,200 | 5,760 | 5,760 | 4,608 |
| 567 | Medium Bar/Traditional Beer Seller: Capacity up to 15 customers. | 7,280 | 5,824 | 4,800 | 3,840 | 3,840 | 3,072 |
| 571 | Large Night Club / Casino: Over 500 m ² . | 45,500 | 36,400 | 30,000 | 24,000 | 24,000 | 19,200 |
| 574 | Medium Night Club/Casino: From 101 to 500 m ² . | 27,300 | 21,840 | 18,000 | 14,400 | 14,400 | 11,520 |
| 577 | Small Night Club/Casino: Up to 100 m ² . | 18,200 | 14,560 | 12,000 | 9,600 | 8,600 | 6,880 |
| 595 | Other Catering and Accommodation | 6,370 | 5,096 | 4,200 | 3,360 | 3,360 | 2,688 |
| 600 | Firms and/or individual offering services on legal issues, financial, management, engineering, architecture, valuing, surveying, accountancy, secretarial support, data processing, etc.; stock and insurance brokering, security-protection, customs clearing. | | | | | | |
| 605 | Large Professional Services Firm: Over 10 practitioners and/or International affiliation | 81,900 | 65,520 | 54,000 | 43,200 | 43,200 | 34,560 |
| 610 | Medium Professional Services Firm: From 3 to 10 practitioners. | 40,950 | 32,760 | 27,000 | 21,600 | 21,600 | 17,280 |
| 615 | Small Professional Services Firm: Up to 2 practitioners | 18,200 | 14,560 | 12,000 | 9,600 | 9,600 | 7,680 |

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| 616 | Large security firms over 100 guards | 40,950 | 32,760 | 27,000 | 21,600 | 21,600 | 17,280 |
| 617 | Medium security firms between 50 to 100 guards | 18,000 | 14,400 | 14,400 | 11,520 | 11,520 | 9,220 |
| 618 | Small Security firms up to 49 guards | 9,100 | 7,280 | 7,280 | 6,000 | 6,000 | 4,800 |
| 620 | Independent Technical Operator: One person acting individually (typist, accountant, bookkeeper, etc.). | 6,370 | 5,096 | 4,200 | 3,360 | 3,360 | 2,688 |
| 625 | Large Financial Services: Over 25 employees or premises over 300 m ² . | 114,000 | 91,200 | 95,000 | 76,000 | 76,000 | 60,800 |
| 630 | Medium Financial Services: From 6 to 25 employees. | 78,000 | 62,400 | 65,000 | 52,000 | 52,000 | 41,600 |
| 635 | Small Financial Services: Up to 5 employees. | 40,950 | 32,760 | 27,000 | 21,600 | 21,600 | 17,280 |
| 695 | Other Professional and Technical Services (including Agency financial services –M-Pesa etc.) | 6,370 | 5,096 | 4,200 | 3,360 | 3,360 | 2,688 |
| 700 | Private education institutions, including universities, museums, nurseries, primary and secondary schools, professional training Centre's / polytechnic institutes, private health clinics and doctor's surgeries; consulting offices of doctors, dentists | | | | | | |
| 702 | Universities (over 1000 students) | 100,000 | 80,000 | 85,000 | 68,000 | 65,000 | 52,000 |
| 703 | Universities (500 - 999 students) | 80,000 | 64,000 | 65,000 | 52,000 | 55,000 | 44,000 |
| 704 | Universities (below 500 students) | 60,000 | 48,000 | 50,000 | 40,000 | 45,000 | 36,000 |
| 705 | Private Higher Education Institution: Any type of private college or higher education institution. With over 500 students | 40,000 | 32,000 | 27,000 | 21,600 | 21,600 | 17,280 |
| 706 | Private Higher Education Institution: Any type of private | 35,000 | 28,000 | 28,000 | 22,400 | 22,400 | 17,920 |

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|-----|--|--------|--------|--------|--------|--------|--------|
| | college or higher education institution. With between 300 to 500 students | | | | | | |
| 707 | Private Higher Education institution: Any type of private college or higher education institution: up to 100 students | 18,000 | 14,400 | 14,400 | 11,520 | 11,520 | 9,220 |
| 710 | Large Private Education Institution: Over 500 pupils Day care and Nursery schools, primary school and secondary school | 27,300 | 21,840 | 21,840 | 18,000 | 18,000 | 14,400 |
| 715 | Medium Private Education Institution: From 300 to 500 pupils including day care and Nursery school primary school and secondary school. | 13,650 | 10,920 | 10,920 | 9,000 | 9,000 | 7,200 |
| 720 | Small Private Educational Facility: Up to 299 pupils including Day care and Nursery schools, primary school and secondary school. | 9,100 | 7,280 | 7,280 | 6,000 | 6,000 | 4,800 |
| 721 | Driving school | 10000 | 8000 | 8000 | 6400 | 6400 | 5120 |
| 725 | Large Private Health Facility: Hospital, Clinic, Nursing Home (providing overnight accommodation with capacity over 30 beds), Funeral Home. | 63,700 | 50,960 | 42,000 | 33,600 | 33,600 | 26,880 |
| 730 | Medium Private Health Facility: Providing overnight accommodation with capacity from 11 to 30 beds. | 40,950 | 32,760 | 27,000 | 21,600 | 21,600 | 17,280 |
| 735 | Providing overnight accommodation with capacity up to 10 beds. | 27,300 | 21,840 | 18,000 | 14,400 | 14,400 | 11,520 |

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|-----|---|--------|--------|--------|--------|--------|--------|
| 740 | Health Clinic/Doctor's Surgery: Doctor-Dentist-Physiotherapist-Psychologist-etc. Consult Office with no overnight accommodation available. | 9,100 | 7,280 | 6,000 | 4,800 | 4,800 | 3,840 |
| 745 | Traditional Health Services, Herbalist, Traditional Healer, etc. | 7,280 | 5,824 | 4,800 | 3,840 | 3,840 | 3,072 |
| 750 | Large Entertainment Facility: Cinema-Theatre-Video Show (over 100 seats), Amusement- Juke Box- Games Machines Arcades (over 10 machines), Sports Club- Gym (Over 50 members). | 40,950 | 32,760 | 27,000 | 21,600 | 18,000 | 14,400 |
| 755 | Medium Entertainment Facility: From 50 to 100 seats; from 4 to 10 machines; from 16 to 50 members | 22,750 | 18,200 | 15,000 | 12,000 | 9,000 | 7,200 |
| 760 | Small Entertainment Facility: Up to 50 seats; up to 3 machines; up to 15 members. | 13,650 | 10,920 | 9,000 | 7,200 | 4,800 | 3,840 |
| 795 | Other Education, Health, and Entertainment Services | 7,280 | 5,824 | 4,800 | 3,840 | 4,200 | 3,360 |
| 800 | Manufacture, process and assembly of products, vehicles, machinery and equipment, and workshops servicing and repairing products, vehicles, machinery and equipment; contractors of new building construction and old buildings, restoration, and service | | | | | | |
| 805 | Large Industrial Plant: premises over 2,500 m ² . | 91,000 | 72,800 | 60,000 | 48,000 | 48,000 | 38,400 |
| 810 | Medium Industrial Plant: Premises from 100 m ² to 2,500 m ² . | 63,700 | 50,960 | 42,000 | 33,600 | 33,600 | 26,880 |
| 815 | Small Industrial Plant: premises up to 100 m ² . | 36,400 | 29,120 | 24,000 | 19,200 | 19,200 | 15,360 |
| 820 | Large Workshop/Service- | 45,500 | 36,400 | 30,000 | 24,000 | 18,000 | 14,400 |

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|-----|---|--------|--------|--------|-------|-------|-------|
| | Repair Contractor: premises over 500 m ² . | | | | | | |
| 825 | Medium Workshop/Service- Repair Contractor: premises from 25 m ² to 500 m ² . | 18,200 | 14,560 | 12,000 | 9,600 | 6,000 | 4,800 |
| 830 | Small Workshop/Service- Repair Contractor: premises up to 25 m ² . | 6,370 | 5,096 | 4,200 | 3,360 | 3,360 | 2,688 |
| 895 | Other Manufacturer, Workshop, Factory, Contractor | 4,500 | 3,600 | 3,600 | 2,880 | 2,880 | 2,304 |

PART III—General charges for Non Annual Traders

The following activities shall be charged the fee specified in the last column where the trader is not in possession of an annual licence issued under this schedule.

| S/No | Item Description | Unit Measure | Charges (KSh) |
|------|---------------------------------|---------------|------------------|
| 1. | Hawkers | | |
| | Hawkers (outside CBD) | Per day | 30 |
| | Hawkers (outside CBD) | Per month | 500 |
| | Firewood Traders | Per day | 40 |
| 2. | Amusement/Recreation Services | | |
| | Camel/ Horse | Per day | 100 |
| | Manual Miniature Car | Per car/day | 100 |
| | Motorized Miniature/ Motor Bike | Per unit/ day | 100 |
| | Fixed Swing | Per seat/ day | 50 |
| | Mobile/ Manual Swing | Per day | 100 |
| | Bouncing Castle | Per unit/ day | 200 |