

**The [Name of Local Government] (Regulation of Trade of storing,  
processing, refining, selling, extracting and melting of animals' fat) Bye-  
Laws, 2018**

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**[Name of Local Government] (Regulation of Trade of storing, processing, refining, selling, extracting and melting of animals' fat) Bye-Laws, 2018**

**Preamble**

**WHEREAS** it is expedient to control and check rapidly increasing unauthorized trade of storing, processing, refining, selling, extracting and melting of dead animals' fat including fat extracted from chicken and birds, and as a public health care measure across the Province and to regulate the same within specified parameters;

**AND WHEREAS** the circumstances exist that render it necessary to take immediate steps to frame the [Name of Local Government] (Regulation of trade of storing, processing, refining, selling, extracting and melting of animals' fat) Bye-laws, 2018;

**AND WHEREAS** under Section 145 read with Part-II of the Seventh Schedule and Eighth Schedule of the Punjab Local Government Act, 2013 (XVIII of 2013), [Name of Local Government] may, and if required by the Government shall, make bye-laws not inconsistent with the Act and the rules to give effect to the provisions of the Act.

**NOW, THEREFORE**, in exercise of the aforesaid powers and all other enabling provisions in this behalf, House of the [Name of Local Government] through resolution No. \_\_\_\_\_ dated \_\_\_\_\_ has approved the following bye-laws which are hereby notified.

**Mayor/Chairman**  
[Name of Local Government]

Dated:

**1. Short Title, Extent and Commencement.-** (1) These Bye-laws shall be called “[Name of Local Government] (Regulation of Trade of storing, processing, refining, selling, extracting and melting of animals’ fat) Bye-laws, 2018”.

(2) These Bye-laws shall extend to the whole area of the [Name of Local Government].

(3) These bye-laws shall come into force from the date these are published in the official Gazette.

**2. Definitions.-** (1) In these Bye-laws, unless there is anything repugnant in the subject or context, the following terms and expressions shall have the meanings hereby assigned to them:-

- (a) **"Act"** means the Punjab Local Government Act, 2013 (XVIII of 2013);
- (b) **"Animal Fat"** means fat of a slaughtered *Halal* animals including chicken and birds and hard fat obtained from suet;
- (c) **'Government'** means Government of the Punjab;
- (d) **"License"** means permission to carry on a trade of storing, processing, refining, selling, extracting and melting fat of slaughtered *Halal* animal including chicken and birds within a local area of [Name of Local Government] under such terms and conditions as prescribed under these bye-laws;
- (e) **"Local Government"** means the [Name of Local Government]
- (f) **"Municipal Officer (Regulation)"** means Municipal Officer/District Officer (Regulation) of the [Name of Local Government];
- (g) **"Premises"** means any shop, house, hut, out-house, shed or enclosure built by any material and used for storing, processing, refining, extracting, melting and selling of animal fat; and
- (h) **"Trade"** means a business of storing, processing, refining, selling, extracting and melting fat of slaughtered *Halal* animals including chicken and birds which shall not be utilized for any food purposes/human consumption.

(2) Words and expressions used herein but not defined in these bye-laws shall have the same meanings as are assigned to them in the Act.

**3. Prohibitions. -** (1) No person shall carry on a trade in storing, processing, refining, selling, extracting and melting fat of slaughtered *Halal* animals including chicken and birds at any place in the local area of the Local Government unless a license has been obtained in this behalf from the Local Government.

(2) No person shall carry on the trade in a place or premises situated in thickly populated areas.

**4. Application for Grant of License.-** (1) If a person intends to carry on a trade he shall apply to the Municipal Officer (Regulation) in writing for grant of a license in this behalf.

(2) No application for grant of license shall be entertained unless submitted on prescribed **Form-I** and accompanied by the following documents:

- (a) Copy of CNIC of the applicant;
- (b) Passport size recent photograph;
- (c) Description of the premises;
- (d) Applicant's ownership/title documents in respect of the premises/place wherein the trade is to be carry on; and
- (e) Tenancy agreement, if any.

(3) The Municipal Officer (Regulation) shall send the application for license to Inspector authorized by the Local Government in this behalf who shall inspect the premises and send his report within seven days to the Municipal Officer (Regulation).

(4) The Municipal Officer (Regulation) shall within seven days after the receipt of inspection report of the Inspector, either grant license on **Form-II** for a financial year ending 30<sup>th</sup> of June or refuse the license with reason(s) to be communicated to the applicant in writing on **Form-III**.

(5) The grant of a license shall not be withheld by the Municipal Officer (Regulation) unless he has reasons to believe that the premises is in thickly populated areas and trade is a nuisance or is likely to be dangerous to the public life and health.

(6) The license shall be non-transferable and shall stand terminated automatically on the death of the licensee and the lawful successor(s) shall seek fresh permission to carry on the trade from the Local Government.

**5. Fee for License.**— (1) Fee for new license and renewal fee shall be levied and collected by the Local Government under sections 115 and 117 of the Act and the procedure laid down in the Punjab Local Governments (Taxation) Rules, 2016.

(2) The prescribed fee shall be collected and deposited in the local fund of the Local Government before issuance of license.

(3) In case license fee under section 115 of the Act and the Punjab Local Governments (Taxation), Rules 2016, is not levied by [Name of Local Government], it may issue the license without charging any fee for the intervening period till the time such license fee is notified.

**6. Notice to Person Carrying on Unlicensed Trade.** – (1) Any person who was, on the date of notification of these bye-laws carrying on this trade in any part of a local area, shall be bound to immediately apply for a license for carrying on such trade in that part after receiving a notice under the prescribed **Form-IV** in this behalf from the Local Government to do so.

(2) In case of non-compliance, the premises shall be sealed by the Municipal Officer (Regulation) and proceeding under section 132 of the PLGA, 2013 shall be initiated against him.

**7. General conditions for license.** - The Licensee shall:

- i. observe the prescribed terms and conditions under these bye-laws.
- ii. keep the license at the licensed premises and the License No./Registration No. shall be displayed at a conspicuous place in the premises;
- iii. not in any case use or allow to be used licensed premises for any other purpose other than the one for which license has been issued;

- iv. keep an Inspection Register on the premises in which all inspections made by inspecting authorities shall be recorded;
- v. make adequate arrangements to the satisfaction of Local Government to control any outbreak of fire;
- vi. get his license renewed in the month of July each year on payment of prescribed fee;
- vii. intimate the Municipal Officer (Regulation) on closing off or any change in the premises/location;
- viii. The license shall be treated as invalid if the ownership of license has been changed;
- ix. The license does not absolve him of the duty to obtain any other approval of consent that may be mandatory/required under any law in force;
- x. premises is clean, ventilated, well-lit, and well drained;
- xi. no business other than storing, processing, refining, selling, extracting and melting of animals' fat is carried on;
- xii. he complies with the laws/bindings of Environmental Protection, Health, Labour Departments and Punjab Food Authority.
- xiii. the activities of fat melting shall be confined within the premises and no subletting or contrary use shall be allowed;
- xiv. strict health and safety measures are in place for protection of workers and neighboring population;
- xv. he is maintaining inventory of the raw materials (purchased materials) and products (sold products) with complete addresses & contacts of parties, and the quantity of materials purchased & sold;
- xvi. he neither sells the products to the suspicious persons nor to the food processing purposes / factories;
- xvii. sale of fats extracted from sewerage waste of hotels and restaurants shall be strictly prohibited; and
- xviii. any other condition which the Local Government may deem appropriate to specify.

**8. Inspection of the licensed premises and renewal of license.** - (1) The Municipal Officer (Regulations) or an Inspector authorized by the Local Government in this behalf, may inspect any premises, where the trade is being carried on. The Inspecting Officer shall, during the course of inspection, especially ensure that:

- (a) the license is displayed at a conspicuous place;
- (b) all terms and conditions required under these bye-laws are being followed by the licensee in letter and spirit; and
- (c) the licensee is maintaining the record of source of getting animals' fat and its further selling.

(2) The Municipal Officer (Regulation) shall maintain the record of inspections on the prescribed **Form-V**.

(3) The Municipal Officer (Regulation) shall conduct inspection of the licensed premises on regular basis to ensure the compliance of conditions and responsibilities assigned to the Licensee.

(4) The license shall be renewed annually after receiving a satisfactory inspection report.

**9. Survey and maintenance of record.** - The Municipal Officer (Regulation) or an Inspector, authorized by the Local Government in this behalf shall cause the survey to be conducted at the beginning of each financial year to have complete list and particulars of all places, premises or shops being used for storing, processing, refining, selling, extracting and melting the animals' fat in the local area of the Local Government and maintain a complete record thereof.

**10. Power of entry and seizure.** - (1) The Municipal Officer (Regulation) or an Inspector, authorized by the Local Government in this behalf, may at any time enter into any place, premises, or shop being used for storing, processing, refining, selling, extracting and melting of animals' fat within the jurisdiction of the Local Government and, in case, of serious threat to the public health, safety or danger to the life, may seal the premises.

(2) The Municipal Officer (Regulation) or the Inspector shall dispose of the seized animals' fat in the proper manner.

**11. Cancellation of License.** - (1) The Local Government may cancel the license in case of violation of any provision of these bye-laws by the licensee.

(2) Before cancellation of license, the licensee shall be informed in writing.

(3) No license shall be cancelled without affording an opportunity of hearing to the licensee.

**12. Public awareness.** - The [Name of the Local Government] shall make adequate arrangements of public awareness through posters, notice boards, newspapers and electronic media regarding the enforcement of these bye-laws and to sensitize the public about possible hazards of the unauthorized trade of storing, processing, refining, selling, extracting and melting of dead animals' fat including fat extracted from chicken and birds and its negative impact on health.

**13. Appeals.**- Any person aggrieved by an order passed under these bye-laws may file appeal under section 143 of the Act to the Appellate Authority as prescribed under the Punjab Local Governments (Appeal) Rules, 2017.

**14. Penalties.**- In addition to any other action as provided in these bye-laws, the person doing an act without license or permission or not observing the conditions of the license shall be liable to punishment under sections 132 and 134 read with the Fourth Schedule (Part II) and Fifth Schedule of the Act.

**15. Responsibility of Enforcement.** - The Municipal Officer (Regulation) shall be responsible to enforce these bye-laws.

**16. Maintenance of record of applications for grant/ renewal of licenses.** – The Municipal Officer (Regulations) shall maintain the record of the applications for grant and renewal of licenses in the prescribed **Form-VI**.

**17. Repeal and Saving.-** (1) The Tehsil/Town Municipal Administration (Regulation of Trade of Storing, Processing, Refining, Selling, Extracting and Melting of Animals' Fat) Model Bye-Laws, 2014 are hereby repealed.

(2) The licenses issued under the repealed bye-laws shall remain intact, till the expiry date if not inconsistent with these bye-laws.

**Mayor/Chairman**  
[Name of Local Government]

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**FORM-I**  
[See bye-law 4(2)]

[Name of Local Government]

To

The Municipal Officer (Regulation),  
[Name of Local Government]

Subject:- **APPLICATION FOR GRANT OF LICENSE FOR THE TRADE IN STORING, PROCESSING, REFINING, SELLING, EXTRACTING AND MELTING SLAUGHTERED HALAL ANIMALS' FAT**

Sir,

I intend to carry on the trade in storing, processing, refining, selling, extracting and melting of animals' fat at \_\_\_\_\_.

2. I may kindly be permitted and granted a license for carrying on the said trade for one year ending 30<sup>th</sup> June (Year).
3. I undertake to abide by all the rules and bye-laws applicable to the subject matter, as directed and conveyed by the [Name of Local Government] from time to time.
4. I further undertake that I shall store, process, refine, extract, melt the fat of slaughtered *Halal* animals including chicken and birds only and maintain inventory of the raw materials (purchased materials) and products (sold products).
5. I further undertake that I shall not sell animals' fat for food processing purposes / factories.
6. After the expiry of the license period, I myself shall apply for renewal of the license.

Applicant's signature \_\_\_\_\_  
Applicant's Name \_\_\_\_\_  
Father's/Husband's Name \_\_\_\_\_  
CN.I.C NO. \_\_\_\_\_  
Residential Address \_\_\_\_\_  
Contact No. \_\_\_\_\_  
Description of Premises \_\_\_\_\_  
Contact No. \_\_\_\_\_

The following documents are attached:

- (a) Copy of CNIC of the applicant;
- (b) Passport size recent photograph;
- (c) Description of the premises;
- (d) Title of the property;
- (e) Tenancy Agreement, if any; and
- (f) Receipt/ Challan Form regarding payment of license fee.

**FORM-II**  
[See bye-law 4(4)]  
[Name of Local Government]  
**License**

Photo of the  
Licensee

From The Municipal Officer (Regulation),  
[Name of Local Government]

To (Name) \_\_\_\_\_  
Address \_\_\_\_\_

Subject:- **LICENSE FOR CARRYING ON TRADE IN STORING, PROCESSING, REFINING, SELLING, EXTRACTING AND MELTING SLAUGHTERED HALAL ANIMALS' FAT**

With reference to your application dated \_\_\_\_\_ for grant of license, you are hereby granted a license for carrying on the trade in storing, processing, refining, selling, extracting and melting of animals' fat at \_\_\_\_\_ as requested.

2. During the term of license you will abide by all prescribed terms and conditions and bye-laws on the subject matter and as may be directed or conveyed by the [Name of Local Government] from time to time.

The license is granted to you as per following particulars:-

Name \_\_\_\_\_  
Father's / Husband's Name \_\_\_\_\_  
CN.I.C No. \_\_\_\_\_  
Trade \_\_\_\_\_  
Term of license 1<sup>st</sup> July, 20---- to 30<sup>th</sup> June, 20----  
License Fee Paid \_\_\_\_\_  
Address \_\_\_\_\_  
Description of the premises \_\_\_\_\_

**Municipal Officer (Regulation)**

[Name of Local Government]

*Note: Responsibilities of the licensee are on the back of the license.*

**Copy to:**

1. Mayor/Chairman [Name of Local Government]
2. Chief Officer [Name of Local Government]

**General conditions of License**  
**(To be printed on the back of license)**

- i. observe the prescribed terms and conditions under these bye-laws.
- ii. keep the license at the licensed premises and the License No./Registration No. shall be displayed at a conspicuous place in the premises;
- iii. not in any case use or allow to be used licensed premises for any other purpose other than the one for which license has been issued;
- iv. keep an Inspection Register on the premises in which all inspections made by inspecting authorities shall be recorded;
- v. make adequate arrangements to the satisfaction of Local Government to control any outbreak of fire;
- vi. get his license renewed in the month of July each year on payment of prescribed fee;
- vii. intimate the Municipal Officer (Regulation) on closing off or any change in the premises/location;
- viii. The license shall be treated as invalid if the ownership of license has been changed;
- ix. The license does not absolve him of the duty to obtain any other approval of consent that may be mandatory/required under any law in force;
- x. premises is clean, ventilated, well-lit, and well drained;
- xi. no business other than storing, processing, refining, selling, extracting and melting of animals' fat is carried on;
- xii. he complies with the laws/bindings of Environmental Protection, Health, Labour Departments and Punjab Food Authority.
- xiii. the activities of fat melting shall be confined within the premises and no subletting or contrary use shall be allowed;
- xiv. strict health and safety measures are in place for protection of workers and neighboring population;
- xv. he is maintaining inventory of the raw materials (purchased materials) and products (sold products) with complete addresses & contacts of parties, and the quantity of materials purchased & sold;
- xvi. he neither sells the products to the suspicious persons nor to the food processing purposes / factories; and
- xvii. sale of fats extracted from sewerage waste of hotels and restaurants shall be strictly prohibited.

**FORM-III**  
[See bye-law 4(4)]

[Name of Local Government]

No. \_\_\_\_\_, Dated \_\_\_\_\_

To

(Name) \_\_\_\_\_

Address \_\_\_\_\_

Subject:- **REJECTION OF APPLICATION FOR GRANT OF LICENSE**

Reference your application, dated \_\_\_\_\_ for grant of license for carrying on the trade in storing, processing, refining, selling, extracting and melting of animal's fat at \_\_\_\_\_ in the jurisdiction of Local Government.

2. It is intimated that your application for grant of license has been rejected on the following grounds:

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_

**Municipal Officer (Regulations)**  
[Name of Local Government]

**FORM-IV**  
(See bye-law 6)

[Name of Local Government]

Notice No. \_\_\_\_\_, Dated \_\_\_\_\_

To

(Name) \_\_\_\_\_

Address \_\_\_\_\_

Subject:- **NOTICE FOR UNLICENSED TRADE IN STORING, PROCESSING, REFINING, SELLING, EXTRACTING AND MELTING SLAUGHTERED HALAL ANIMALS' FAT**

It has been noticed that you are carrying on the trade in storing, processing, refining, selling extracting and melting slaughtered halal animals' fat at \_\_\_\_\_ in the jurisdiction of the [Name of Local Government] without obtaining a license regulating such trade.

2. You are directed to immediately apply for the license in this behalf from the Local Government. In case, you fail to obtain the license within a period of 15 days, the premises whereon you are undertaking the above trade would be sealed and proceeding under section 132 of the PLGA, 2013 shall be initiated against you.

**Municipal Officer (Regulations)**

[Name of Local Government]

**FORM-V**

(See bye-law 8)

[Name of Local Government]

**Record of Inspection of Licenses and Premises and Renewal of Licenses.**

Sr.#	Name & Designation of the Inspecting Officer	Date & Time of Inspection	Name & address of the person whose premises was inspected	Licensed or unlicensed License No. in case of licensed premises	Renewed or not renewed	Findings and recommendations of the Inspecting Officer with signatures and stamp	Action taken
1	2	3	4	5	6	7	8

**FORM-VI**  
(See bye-law 16)  
[Name of Local Government]

**Record of applications for grant /renewal of licenses**

1.	Name of the Applicant	
2.	Father's / Husband's Name	
3.	CNIC No.	
4.	Place of trade	
7.	Total area of premises	
9.	Date of application for grant /renewal of license	
10.	License No. date of issue	
11.	Date of rejection of application	
12.	No. & date of notice in case of the person carrying on unlicensed trade	
13.	Date of receipt of appeal	
14.	Proceedings & decision	
15.	Status of implementation of decision	
16.	No. & date of the recovery notice if it is to be recovered as arrears of land revenue	
17.	Reply with date submitted by the licensee	
18.	Communication of the decision of Local Government with date	
19.	Recovery status	
20.	Remarks, if any	

**Mayor/Chairman**  
[Name of Local Government]

Dated: