



THE TEHSIL/TOWN MUNICIPAL ADMINISTRATION
(REGULATION OF TRADE OF STORING, PROCESSING,
REFINING, SELLING, EXTRACTING AND MELTING OF
ANIMALS' FAT) {MODEL} BYE-LAWS, 2014

LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT DEPARTMENT

FEBRUARY, 2014

**THE TEHSIL/TOWN MUNICIPAL ADMINISTRATION [NAME OF
THE TMA] (REGULATION OF TRADE OF STORING,
PROCESSING, REFINING, SELLING, EXTRACTING AND
MELTING OF ANIMALS' FAT) BYE-LAWS, 2014**

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THE TEHSIL/TOWN MUNICIPAL ADMINISTRATION [NAME OF THE TMA] (REGULATION OF TRADE OF STORING, PROCESSING, REFINING, SELLING, EXTRACTING AND MELTING OF ANIMALS' FAT) BYE-LAWS, 2014

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 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 Tehsil / Town Municipal Administration regulation of trade of storing, processing, refining, selling, extracting and melting of animals' fat Bye-laws, 2014;

AND WHEREAS under Section 192 read with Part-II of the Fifth Schedule of the Punjab Local Government Ordinance, 2001, the Tehsil /Town Council may, in its ambit of responsibilities, make bye-laws to carry out the purposes of the Ordinance *ibid*.

NOW, THEREFORE, in exercise of the aforesaid powers and all other enabling provisions in this behalf, the Tehsil/Town Council through resolution No.....datedhas approved the following bye-laws which are hereby notified.

**ADMINISTRATOR
TEHSIL/TOWN MUNICIPAL ADMINISTRATION**

1. SHORT TITLE, EXTENT AND COMMENCEMENT.-

(1) These Bye-laws shall be called “The Tehsil/Town Municipal Administration [*name of the TMA*] Regulation of Trade of Storing, Processing, Refining, Selling, Extracting and Melting of Animals’ Fat Bye-laws, 2014”.

(2) These shall extend to the whole of the local area of the Tehsil/Town Municipal Administration-----.

(3) These shall come into force with immediate effect.

2. DEFINITIONS.-

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) **“Animal Fat”** means fat of a slaughtered *Halal* animals including chicken and birds and hard fat obtained from suet;
- (b) **‘Government’** means Government of the Punjab;
- (c) **“Licence”** 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 TMA under such terms and conditions as prescribed under these bye-laws;
- (d) **“Local Area”** means the area of territorial jurisdiction of Tehsil/Town Municipal Administration;
- (e) **“Ordinance”** means the Punjab Local Government Ordinance, 2001;
- (f) **“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;
- (g) **“TMA”** means the Tehsil/Town Municipal Administration -----
-----; 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.

3. Prohibition.- No person shall carry on the trade in storing, processing, refining, selling, extracting and melting fat of dead animals including dead chicken and birds within a local area of TMA.

4. GENERAL PROCEDURE OF LICENSING.- (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 TMA unless a licence has been obtained in this behalf from the TMA.

(2) No person shall carry on a trade of storing, processing, refining, selling, extracting and melting of animals' fat in a place or premises situated in thickly populated areas. The trade should be established away from the human settlement/residences.

5. APPLICATION FOR GRANT OF LICENCE.- (1) If a person intends to carry on a trade of storing, processing, refining, selling, extracting and melting of animals' fat anywhere in the local area of the TMA, he shall apply to the Tehsil/Town Officer (Regulations) in writing for grant of a licence in this behalf.

(2) No application for grant of licence 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;
- (e) Tenancy agreement, if any; and
- (f) Receipt/Challan Form of payment of licence fee.

(3) The Tehsil/Town Officer (Regulations) shall send the application for licence to concerned Inspector who shall inspect the premises and send his report within seven days to Tehsil/Town Officer (Regulations).

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

(5) The grant of a licence shall not be withheld by the Tehsil/Town Officer (Regulations) 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. FEE FOR LICENCE.- (1) Fee for new licence and renewal fee shall be levied by the TMA under Section 116 of the Ordinance and determined in accordance with the procedure laid down in the Punjab Local Government (Taxation) Rules, 2001.

(2) The prescribed fee shall be deposited in the local fund of TMA.

7. NOTICE TO PERSON CARRYING ON UNLICENSED TRADE.- 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 licence for carrying on such trade in that part after receiving a notice under the prescribed **Form-IV** in this behalf from the TMA to do so. In case of non-compliance, the premises shall be sealed by the Tehsil/Town Officer (Regulations).

8. GENERAL CONDITIONS FOR LICENCE.- The Licencee shall:

- i. observe the prescribed terms and conditions under these bye-laws.
- ii. keep the licence at the licensed premises and the Licence 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 licence 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 TMA to control any outbreak of fire;
- vi. get his licence renewed in the month of July each year on payment of prescribed fee;
- vii. intimate the Tehsil/Town Officer (Regulations) on closing off or any change in the premises/location;
- viii. The licence shall be treated as invalid if the ownership of licence has been changed;
- ix. The licence does not absolve him of the duty to obtain any other approval of consent that may be mandatory/required under any law in force; and
- x. any other condition which the TMA may deem appropriate to specify;

9. RESPONSIBILITIES OF THE LICENCEE.- The licencee shall ensure that:

- i. premises is clean, ventilated, well-lit, and well drained;
- ii. no business other than storing, processing, refining, selling, extracting and melting of animals' fat is carried on;

- iii. he complies with the laws/bindings of Environmental Protection, Health, Labour Departments and Punjab Food Authority.
- iv. the activities of fat melting shall be confined within the premises and no subletting or contrary use shall be allowed;
- v. strict health and safety measures are in place for protection of workers and neighboring population;
- vi. 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;
- vii. he neither sells the products to the suspicious persons nor to the food processing purposes / factories; and
- viii. sale of fats extracted from sewerage waste of hotels and restaurants shall be strictly prohibited

10. INSPECTION OF THE LICENSED PREMISES AND RENEWAL OF LICENCE.- (1) The Tehsil/Town Officer (Regulations) or any Inspector designated as such by the TMA 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 licence 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 Tehsil/Town Officer (Regulations) shall maintain the record of inspections in the prescribed **Form-V**.

(3) The licence shall be renewed annually after receiving a satisfactory inspection report.

11. MAINTENANCE OF RECORD OF APPLICATIONS FOR GRANT/ RENEWAL OF LICENCES.- The Tehsil/Town Officer (Regulations) shall maintain the record of the applications for grant and renewal of licences in the prescribed **Form-VI**.

12. SURVEY AND MAINTENANCE OF RECORD.- The Tehsil/Town Officer (Regulations) 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 TMA and maintain a complete record thereof.

13. POWER OF ENTRY AND SEIZURE.- (1) The Tehsil/Town Officer (Regulations) or any Inspector, authorized by the TMA in writing 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 TMA and, in case, of serious threat to the public health, safety or danger to the life, may seal the premises.

(2) The Tehsil/Town Officer (Regulations) or any Inspector shall dispose of the seized animals' fat in the proper manner.

14. CANCELLATION OF LICENCE.- (1) The TMA may cancel the licence in case of violation of any provision of these bye-laws by the licensee. Before cancellation of licence, the licensee shall be informed in writing.

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

15. PUBLIC AWARENESS.- The TMA will make arrangements of public awareness through posters, notice boards, newspapers and electronic media regarding the enforcement of these bye-laws and the responsibilities of the traders engaged in storing, processing, selling and melting of animals fat.

16. APPEALS.- Any person aggrieved by an order passed under these bye-laws may file appeal under section 190 of the Ordinance to the Appellate Authority as prescribed under the Punjab Local Government (Appeal) Rules, 2002.

17. PENALTIES.- In addition to any other action as provided in these bye-laws, the person doing an act without licence or permission and found in storing, processing, refining, selling, extracting and melting fat of dead animals including dead chicken and birds and fat extracted from the sewerage waste of hotels and restaurants, shall be proceeded against under sections 141 and 143 read with the Fourth Schedule and Eighth Schedule of the Ordinance, for imposition of imprisonment or fine or with both.

18. REPEAL AND SAVING.- (1) The Tehsil /Town Municipal Administration [Name of TMA] (Regulation of Trade of Storing, Processing, Refining, Selling, Extracting and Melting of Animal Fat in Cauldron) Bye-Laws, 2013 are hereby repealed.

(2) The licences issued under the repealed Bye-laws shall remain intact till the expiry date and shall be renewed under these bye-laws.

FORM-I

[See bye-law 5(2)]

To

The Tehsil/Town Officer (Regulations),
Tehsil/Town Municipal Administration,

Subject:- **APPLICATION FOR GRANT OF LICENCE FOR THE TRADE IN
STORING, PROCESSING, REFINING, SELLING, EXTRACTING AND
MELTING OF 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 licence for carrying on the said trade for one year ending 30th 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 T.M.A 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 licence period, I myself shall apply for renewal of the licence.

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 enclosed:

- (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 licence fee.

FORM-II
[See bye-law 5(4)]
Licence

Tehsil/Town Municipal Administration

From

The Tehsil/Town Officer (Regulations),
Tehsil/Town Municipal Administration,

To

(Name) _____
Address _____

Subject:-

**LICENCE 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 licence, you are hereby granted a licence for carrying on the trade in storing, processing, refining, selling, extracting and melting of animals' fat at _____ as requested.

2. During the term of licence 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 T.M.A from time to time.

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

Name _____
Father's / Husband's Name _____
CN.I.C No. _____
Trade _____
Term of licence 1st July, 20---- to 30th June, 20----
Licence Fee Paid _____
Address _____
Description of the premises _____

Tehsil/Town Officer (Regulations)
Tehsil/Town Municipal Administration

Note: Responsibilities of the licensee are on the back of the licence.

RESPONSIBILITIES OF THE LICENCEE

The licencee shall ensure that:-

- i. premises is clean, ventilated, well-lit, and well drained;
- ii. no business other than storing, processing, refining, selling, extracting and melting of animals' fat is carried on;
- iii. he complies with the laws/bindings of Environmental Protection, Health, Labour Departments and Punjab Food Authority.
- iv. the activities of fat melting shall be confined within the premises and no subletting or contrary use shall be allowed;
- v. strict health and safety measures are in place for protection of workers and neighboring population;
- vi. 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;
- vii. he neither sells the products to the suspicious persons nor to the food processing purposes / factories; and
- viii. sale of fats extracted from sewerage waste of hotels and restaurants shall be strictly prohibited

FORM-III

[See bye-law 5(4)]

Tehsil/Town Municipal Administration

No. _____, Dated _____

To

(Name) _____

Address _____

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

Reference your application, dated _____ for grant of licence for carrying on the trade in storing, processing, refining, selling, extracting and melting of animal's fat at _____ in the jurisdiction of Tehsil/Town Municipal Administration.

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

(i) _____

(ii) _____

(iii) _____

Tehsil/Town Officer (Regulations)
Tehsil/Town Municipal Administration

FORM-IV
(See bye-law 7)

Tehsil/Town Municipal Administration

Notice No. _____, Dated _____

To

(Name) _____

Address _____

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

It has been noticed that you are carrying on the trade of storing, processing, refining, selling, extracting and melting of animal's fat at _____ in the jurisdiction of Tehsil/Town Municipal Administration without obtaining a licence regulating such trade.

2. You are directed to immediately apply for obtaining the licence in this behalf from the TMA. In case, you fail to obtain the licence within a period of 15 days, the premises whereon you are undertaking the above trade would be sealed and the expenditure incurred thereon will be borne by you. If you default in payment of such expenditures, it will be recovered as arrears of land revenue.

Tehsil/Town Officer (Regulations)
Tehsil/Town Municipal Administration

FORM-V
(See bye-law 10)

Record of Inspection of Licences and Premises and Renewal of Licences,

Tehsil/Town Municipal Administration -----

Sr .#	Name & Designation of the Inspecting Officer	Date & Time of Inspection	Name & address of the person whose premises is inspected	Licensed or unlicensed Licence No. in case of licenced premises	Renewed or not renewed	Findings and recommendations of the Inspecting Officer with signatures and stamp	Action taken against the defaulters

FORM-VI
(See bye-law 11)

Record of applications for grant /renewal of licences

Tehsil/Town Municipal Administration-----

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 licence	
10.	Licence 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 TMA with date	
19.	Recovery status	
20.	Remarks, if any	