

Renewal

How to process

Required Document: 1. Application form [004/DVP/DVPS](#) can be obtained for free from Integrated Services Centre, Public Services Centres and Department of Public Roads and Drainage, or downloaded from IAM's website. If the applicant is a legal person, it must be represented by a representative to act on its behalf and submit the original or authenticated copy of documents to prove the above-mentioned fact, for example, the Business Registration Certificate, authorisation letter or meeting minutes of legal person, etc. If the applicant is a natural person, the original of identification document should be produced for verification of signature at the time of application. (Note: If it is inconvenient to produce the original copy, it is also acceptable to submit the certified copy);

2. Project location plan (in quadruplicate);
3. Drawings of infrastructure installations and project design (in quadruplicate);
4. Two photographs (containing the dates) of the construction site and its nearby infrastructures <applicable to the application for “permanent removal of fences” and application for “road repaving (according to urban planning)>;
5. Supporting document certifying the use of the site or facilities (e.g. a photocopy of the administrative license, project permit issued by the Land, Public Works and Transport Bureau or Business Registration Tax Demand Note, or the proof of change in the purpose of use, etc.) <applicable to the application for “permanent removal of fences” and application for “road repaving (according to urban planning)>.

Documents to be presented: The original identity document must be presented.

Note: It is not necessary to present the original identity document if the relevant notarized document is submitted.

Locations for processing the procedure and office hours

Location:

Integrated Services Centre: Avenida da Praia Grande, nos 762-804, Edf. China Plaza, 2º andar, Macau

Northern District Public Services Centre: Rua Nova da Areia Preta, no. 52, Centro de Serviços da RAEM, Macau

Northern District Public Services Centre - Toi San Station: Avenida de Artur Tamagnini Barbosa, no. 127, D. Julieta Nobre da Carvalho Building, Block B, G/F, Macau

Northern District Public Services Centre - Fai Chi Kei Station: Rua Nova do Patane, Habitação Social de Fai Chi Kei, Edifício Fai Tat, Bloco II, G/F, Lojas G e H, Macau

Central District Public Services Centre: Rotunda de Carlos da Maia, nos 5 e 7, Complexo da Rotunda de Carlos da Maia, 3/F, Macau

Central District Public Services Centre - S. Lourenço Station: Rua de João Lecaros, Complexo Municipal do Mercado de S. Lourenço, 4/F, Macau

Islands District Public Services Centre: Rua de Coimbra, nº 225, 3º andar, Centro de Serviços da RAEM das Ilhas, Taipa

Islands District Public Services Centre – Seac Pai Van Station: Avenida de Vale das Borboletas, Seac Pai Van Community Complex, 6/F, Coloane

Department of Public Roads and Drainage - Division of Public Roads: Avenida da Praia Grande no. 517, Edifício Comercial Nam Tung, 17/F, Macau

Office hours: Integrated Services Centre and Public Services Centres:

Mondays to Fridays 9:00 a.m. - 6:00 p.m.

Note: No lunch break. Closed on Saturdays, Sundays and public holidays.

Department of Public Roads and Drainage – Division of Public Roads:

Mondays to Thursdays 9:00 a.m. - 1:00 p.m.; 2:30 p.m. - 5:45 p.m.

Fridays 9:00 a.m. - 1:00 p.m.; 2:30 p.m. - 5:30 p.m.

Note: Closed on Saturdays, Sundays and public holidays.

Fees

Application fee: Renewal period of 3 days or less is one extended period. Fee for each extended period equals to 50% of the initial license fee.

Note: The above-mentioned fees are charged in accordance with the Fees, Charges and Prices List of Civic and Municipal Affairs Bureau .

Form fee: Not applicable

Stamp Duty: 10% of the renewal fee

Note: The stamp duty is collected in accordance with item no. 28 of Stamp Duty List of “Regulations on Stamp Duty” published in Supplement 2, Series I, Issue 44 of “Official Gazette of Macao Special Administrative Region” on 29 October 2001.

Deposit: Not applicable

Fees, Charges and Prices List: Not Applicable

Time required for processing

Processing time: 12 working days

Remarks/ points to note for application

Important note: If application requires consultations with other departments, processing time will increase accordingly.

Relevant standards or requirements

N/A

Progress enquiry and obtaining result of service

N/A

Formalities

- New application
- Renewal
- Replacement
- Cancellation

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