

Renewal

How to Process

Documents to be submitted:

1. Application form [004/DVP/DVPS](#) (available free of charge in services centres, public services centres and Department of Public Roads and Drainage, or downloadable on IAM's website). If the applicant is a legal person, it must be represented by a representative to act on its behalf and the original or notarised copy of documents to prove the above-mentioned fact must be submitted, e.g. Business Registration Certificate, authorisation letter or meeting minutes of the legal person, etc. If the applicant is an individual, 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, it is also acceptable to submit the notarised copy.);
2. Project location plan (in duplicate; the drainage plan relating to the "Urban Conditional Plan" must be approved by the Land and Urban Construction Bureau.);
3. Drawings of installation of infrastructural facilities and project design (layout plan and system plan) (in duplicate; the drainage plan relating to the "Urban Conditional Plan" must be approved by the Land and Urban Construction Bureau.);
4. At least two current photos (must be colour photos with dates) showing the project location and its nearby area;
5. Copy of license for works issued by the Land and Urban Construction Bureau;
6. Copy of insurance policy for prevention of work accidents and occupational diseases (commonly known as labour insurance) of the unit responsible for implementation of project. The original is necessary to be produced for verification at the time of application;
7. Declaration giving reasons for renewal.

Documents to be produced:

1. The original of insurance policy for prevention of work accidents and occupational diseases (commonly known as labour insurance) of the unit responsible for implementation of project;
2. The original of the identification document.

Note: If the notarised copy is submitted, there is no need to produce the original.

Locations and Time for Processing the Service

Locations for processing:

Integrated Services Centre: *Avenida da Praia Grande, n.^{OS} 762-804, Edifício China Plaza, 2.º andar, Macau*

Northern District Public Services Centre: *Rua Nova da Areia Preta, n.º 52, Centro de Serviços da RAEM, Macau*

Northern District Public Services Centre - Toi San Station: *Avenida de Artur Tamagnini Barbosa, n.º 127, Edifício D.^a Julieta Nobre de Carvalho, Bloco B, R/C, 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, R/C, Lojas G e H, Macau*

Central District Public Services Centre: *Rotunda de Carlos da Maia, n.^{OS} 5 e 7, Complexo da Rotunda de Carlos da Maia, 3.º andar, Macau*

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

Islands District Public Services Centre: *Rua de Coimbra, n.º 225, 3.º andar, Centro de Serviços da RAEM das Ilhas, Taipa*

Islands District Public Services Centre – Seac Pai Van Station: *Avenida de Vale das Borboletas, Complexo Comunitário de Seac Pai Van, 6.º andar, Coloane*

Department of Public Roads and Drainage – Division of Public Roads: *Avenida da Praia Grande, n.^O 517, Edifício Comercial Nam Tung, 17.º andar, Macau*

Office hours: Services Centres and Public Services Centres:

Monday to Friday, 9:00 a.m. to 6:00 p.m.

Note: No lunch break; closed on Saturday, Sunday and public holidays.

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

Monday to Thursday, 9:00 a.m. to 1:00 p.m., 2:30 p.m. to 5:45 p.m.

Friday, 9:00 a.m. to 1:00 p.m., 2:30 p.m. to 5:30 p.m.

Note: Closed on Saturday, Sunday and public holidays.

Fees

Application fee: One renewal period is 3 days or less. Fee for each renewal period is 50% of the initial license fee.

Note: In accordance with [Fees, Charges and Prices List of IAM](#)

Form fee: Not applicable

Stamp duty: 10% of renewal fee

Note: In accordance with the stipulation of Article 28 of General Stamp Duty Table of “Regulations on Stamp Duty” published in Supplement 2, Series I, Issue no. 44 of “Official Gazette of Macao Special Administrative Region” on 29 October 2001

Security deposit: Not applicable

Fees, Charges and Prices List: www.iam.gov.mo/c/pricetable/list

Time Required for Processing

Time for processing: 10 working days

Remarks / Important Notes on Application

Important notes:

1. In accordance with the stipulations of Law no. 8/2005, personal information (e.g. faces, vehicle

- license plates) irrelevant to the application is required to be covered in site photos;
2. Insurance is required to be in compliance with the stipulations of Decree-Law no. 40/95/M and the relevant administrative orders, with particular attention to be paid to the following:
 - IAM accepts one insurance policy only. If the project involves several implementation units, the applicant is required to purchase an appropriate insurance in compliance with the above-mentioned decree-law;
 - The policyholder has to be the project owner or the contractor / company implementing the project;
 - Stating the nature of project (required to be consistent with the information mentioned in the application form);
 - Stating the project location (required to be consistent with the information mentioned in the application form);
 - Stating the commencement and end dates and time of the insurance policy (depending on the situation, the expiry date of the insurance policy may have to be supplemented);
 - Stating the relevant applicable laws;
 - The insurance policy cannot be a cover note.
 3. Depending on the case of application, a “declaration” giving reasons for application may have to be submitted;
 4. Depending on the case of application, a work progress plan stating arrangements for work in the renewal period may have to be submitted;
 5. If the case of application requires consultation with other entities, the “time required” for processing will be relatively extended;
 6. IAM will base on the application information (estimated date to commence work and work period), expiry date of license for works issued by the Land and Urban Construction Bureau, expiry date of temporary traffic measures and the expiry date of the insurance policy to decide the valid period of the license for works;
 7. The applicant is required to consider thoughtfully the estimated date to commence work and the work period in the license for application, and complete the work within the valid period of the license. During the valid period of the license, if the work cannot be completed according to the approved work period, the license holder has to apply for renewal within the valid period of the license to IAM;
 8. The applicant has to note that if the project will affect the traffic, it is necessary to apply for “temporary traffic measures” and relevant permission timely in advance to the Transport Bureau to avoid affecting the issuing of license.
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Relevant Standards or Requirements

Progress Enquiry and Obtaining Result of Service

Formalities

- New application
- Renewal
- Replacement

- Cancellation

Legislations

- Decree-Law no. 46/96/M – “Aprova o Regulamento de Águas e de Drenagem de Águas Residuais de Macau” (Approval of Regulation of Water and Wastewater Drainage of Macao)
- Decree-Law no. 40/95/M and relevant administrative orders – “Aprova o regime jurídico da reparação por danos emergentes de acidentes de trabalho e doenças profissionais” (Approval of legal regime for compensation for damage arising from accidents at work and occupational diseases)
- Administrative Regulation no. 11/2017 – “Aprova o Regulamento técnico das redes de distribuição de gases combustíveis em baixa pressão” (Approval of technical regulation on low pressure fuel gas distribution networks)
- Administrative Regulation no. 2/2012 - “Aprova o Regulamento Técnico dos Gasodutos de Transporte de Gases Combustíveis em Alta Pressão” (Approval of Technical Regulation on High Pressure Fuel Gases Transport Pipelines)
- Administrative Regulation no. 28/2004 – “General Regulations Governing Public Places”
- Chief Executive Writ of Instruction no. 106/2005 – “List of Infringements” (Clause 1 (2) of Article 37 of “General Regulations Governing Public Places”)

Penalties

- Chief Executive Writ of Instruction no. 106/2005 - “List of Infringements”

Last Update : 23/09/2022