

Getting into the Hospitality Industry: Required permits and where to get them?

Use our checklist
to get ready for your
hospitality project in Brussels!



Your checklist:

Planning permi

For what reason?

- ☐ **Structural modification**
(Load-bearing wall, floor and ceiling, staircase, etc.)
- ☐ **Architectural modifications**
 - front facade (change colour, install bay window, frame, door, awning, sign, terrace, rotisserie, etc.)
 - rear facade (air-con/cold room condensing unit, chimney flue, etc.)
- ☐ **Changes of purpose** (function: retail, office, housing, etc.) **and/or use** (specific activity: launderette, trade in goods, etc.)
- ☐ **Other actions and works** are also subject to planning permit

Who should you contact?

- **Municipality:** Town Planning Department
- **Region:** urban.brussels (e.g. for a heritage-protected property)

Please note:

- In principle, permission must be obtained before the actions or works are carried out!
- There is a risk your application will be refused
- It often takes six **months** (or longer) to obtain planning permit
- Some municipalities have defined zones where it may be (very) difficult to create a new hospitality business (City of Brussels, Schaerbeek, etc.).

Environmental permits

For what reason?

- ☐ **Certain businesses** (bakery, butcher's, caterer, fishmonger, function room, etc.)
- ☐ **Certain depots** depending on the products and the size of the depot (waste, alcohol, flour, etc.)
- ☐ **Certain machines** (cold room, fridge, boiler, etc.)
- ☐ But also for other **reasons**, especially the broadcasting of amplified sound between midnight and 7 am

Who should you contact?

- **Municipality:** Environmental Permits Department
- **Region:** Brussels Environment (e.g. for a heritage-protected property)

Please note:

- In principle, a licence must be obtained before the classified facilities can be used!
- There are different classes of permits. There is a risk of refusal depending on the class, and the procedure takes between one and three months for the most common cases.

Hospitality operating licence

For what reason?

- ☐ The operating licence is often conditional upon obtaining the SIAMU (emergency services) report, planning permit and/or an environmental permit (or just the complete file and various other elements, depending on the municipality)

Who should you contact?

- **Municipality:** Commerce/Hospitality/Economy, etc. Department ...Or the police service

Subsequent hospitality operating licence

For what reason?

- ☐ Terraces on a public thoroughfare
- ☐ Smoking room/shisha bar (maximum 25% of the surface area)
- ☐ Gambling (extract of the police records)
- ☐ Fermented alcohol/spirits licence (extract of the police records)
- ☐ Obligations in terms of broadcasting amplified sound
- ☐ Dancing permit (at the discretion of the municipalities)

Who should you contact?

Municipality: Commerce/Economy/Urban Planning, etc. Department

Federal: FPS Public Health

Municipal: Mayor's decision

Federal: FPS Justice - Gaming Commission

Municipality: Mayor's decision

Federal: FPS Finance Excise

Municipality

Municipality: Commerce/Environment Department

Region: Emergency services (SIAMU)

Other permits, licences, contracts, etc.

For what reason?

- ☐ Proof of professional skills (for catering)
- ☐ Certificate of electrical and/or gas compliance
- ☐ Report by the SIAMU (fire brigade), (cf. Hospitality Operating Licence)
- ☐ Permit/Registration/Approval from the FASFC and hygiene inspection
- ☐ Unisono (ex-Sabam) licence to broadcast music
- ☐ Security camera licence
- ☐ Waste management contract, including edible oils and biowaste (more info: RECYCLE BXL PRO)
- ☐ Installation of an approved Cash Register System (CRS)
- ☐ Mandatory insurance (fire, workplace accidents, etc.)

Who should you contact?

Region: Brussels Economy and Employment

Other: Approved inspection body

Region: Emergency services (SIAMU)

Municipality: Hygiene department

Federal: FASFC

Other: Unisono

Other: declarationcamera.be

Region: Bruxelles Propreté

Federal: FPS Finance

Other: Insurance companies (or insurance brokers)

Are you starting a hospitality business and do you have some questions?

- What support is available to help me start or grow my hospitality business?
- What are the administrative procedures and in what order should they be completed ?
- What permits and licences do I need?
- What are my legal obligations?
- What financing options are available for my project?

hub.info, the hub.brussels information service for Brussels entrepreneurs, has the answers you need

Contact hub.info

By calling 1819

Every working day from 9 am to 1 pm
and on Tuesdays from 4 to 6 pm

Via our helpdesk

Chaussée de Charleroi 110, 1060 Brussels
from Monday to Wednesday from 2 to 5 pm.

Do you need support with planning permit and/or an environmental permit?

Contact the hub.brussels urban planning and environment team by completing the form at the bottom of the page:

www.hub.brussels/en/services/planning-environmental-permits

As regulations are constantly changing, please contact our advisors for the latest information.