



**DEPARTMENT OF TRADE, MARKETING, INDUSTRY, CULTURE AND TOURISM**  
**P.O BOX 78 – 90300, MAKUENI**  
[www.makueni.go.ke](http://www.makueni.go.ke)

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**APPLICATION FOR STALL SPACES AT THE EMALI BUSINESS CENTRE (GREEN GROCER) STALLS**

You are hereby invited to make applications expressing interest to be allocated a stall at the Emali Business Centre (Green Grocer) at Emali Town, Emali/Mulala Ward, Kibwezi West Sub-County, Makueni County.

**Eligibility and Requirements.**

1. Payment of a non-refundable Application Fee of Kshs. 500/= payable to:

Kenya Commercial Bank (KCB)  
Paybill No: 522522  
Account No: 1140751719  
Makueni Revenue Account.

2. Applicants must be business owners and residents of Emali/Mulala Ward.
3. Applicants should provide dully filled application form.
4. Identification card/valid registration certificate (for groups) to be attached.

**NOTE:**

1. Due to limited spaces available, making an application does not guarantee allocation of stall space.
2. Allocation of space will be done in a free, fair and transparent way.
3. The Application Fee is provided for in Part 1 of the Third (3<sup>rd</sup>) Schedule of the Makueni County Finance Act, 2023.
4. Registered groups are allowed to apply.
5. Youth, Women and PwDs (Persons living with disabilities) are encouraged to apply.
6. Successful applicants will be required to occupy the premises within a period of two (2) months after signing of an agreement with the County government.
7. If a successful Applicant does not occupy the allocated stall within the two (2) months period, the stall shall be re-allocated to a different applicant.

8. The stall's specifications and design shall be provided by the county government and must be strictly adhered to.
9. Bank slips and *MPESA* messages for application fee payment should be presented to revenue office for issuance of an official county government receipt. This official receipt should be attached to the dully filled application form.
10. During payment at the bank, narration for the purpose of payment should be clearly indicated i.e. Name of applicant and purpose (Emali Business Centre (Green Grocer) Stalls Application).
11. The application forms can be obtained from the County government website <http://makueni.go.ke> or the office of the Ward Administrator- Emali/Mulala Ward.
12. Complete applications should reach the office of the Ward Administrator- Emali/Mulala Ward by 10:00am, 14<sup>th</sup> November, 2023. The office is located at the "Jua Cali" area.



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**EMALI BUSINESS CENTRE (GREEN GROCER) STALLS APPLICATION FORM**

I hereby make an application for allocation of a stall at Emali business Centre, at Emali town in Emali/Mulala ward, Kibwezi West Sub County -Makueni County.

1. Name of applicant.....signature.....
2. I.D./Passport Number.....
3. Mobile No.....
4. Postal address.....
5. Category applied for (Tick where appropriate)  
 A) WHOLE SALE BLOCK ( ) B). RETAIL STALL ( ) C). OPEN AIR MARKET SHED SPACE ( )
6. Applicant's age bracket. (Tick where appropriate)  
 A).18 –35 years ( ) B). Above 35 years ( )
7. Gender (Tick where appropriate)  
 Male ( ) Female ( )
8. NAME OF SECTOR (TICK APROPRIETLY) **NB; Applicants are required to select only one sector. Double selection will lead to automatic disqualification.**

S/No	Name of sector	Tick
1.	Onion whole seller	
2.	High way retail stalls	
3.	Highway hawkers	
4.	Bus park retail stalls	
5.	Mixed fruit retailers (bananas, mangoes)	

S/No	Name of sector	Tick
9.	Dry cereals	
10.	Fresh produce (green maize, minji)	
11.	Fresh produce (Sukuma, hoho)	
12.	Tomatoes (whole sale/retail)	
13.	Potatoes (whole sale)	

6.	Avocados wholesale & retail	
7.	Cabbages	
8.	Watermelons	

Serial No.

14.	PWD	
15.	Sugar cane and pineapple	
16.	Others (specify)	

9. Number of years in the specified sector..... **NB: Applicants are required to provide proof of this e.g. Business permits, Makueni County Government P.O.S. receipts or any other relevant documents.**

10. How long have you been a resident of Emali/Mulala Ward? \_\_\_\_\_ Years, \_\_\_\_\_Months

11. Are you among the traders who were displaced during the construction of the new market stalls? YES ( ) No ( ).

12. Application fee paid (Kshs. ....) receipt No..... (attach receipt copy)

**OFFICIAL USE ONLY.**

**Evaluation Committee Vetting:**

- i. Dully filled Application form- YES ( ) NO ( )
  - ii. Applicant is a resident of Emali/Mulala Ward - YES ( ) NO ( )
  - iii. Applicant is in business in Emali/Mulala Ward YES ( ) NO ( )  
*(attach copy of business permit /Makueni County Government P.O.S. receipt or confirmation by 80% of the committee members.)*
  - iv. Application Approved ( ) Application Rejected ( )
  - v. If rejected (Reasons) .....
- .....
- .....

**Signed:**

\_\_\_\_\_  
**Committee Secretary**

\_\_\_\_\_  
**Committee Chairperson**

**Note:**

1. Attach copy of National I.D. card or any other form of identification.
2. PWD's to attach membership card from National Council for Persons with disability.
3. Allocated stalls are not transferable (Any transfer is subject to County Government's approval).
4. Trading in alcoholic drinks, *Miraa* or music shop will not be allowed in the stalls.
5. No change of painting color to the building.
6. Stalls will be offered at 3-year renewable lease period; subject to compliance with the tenancy agreement. Lease renewal fee will be Kshs. 500/=.
7. Successful applicants to occupy the stall within 2 months.
8. Successful applicant to pay applicable monthly charges and deposit.
9. The Government of Makueni County shall will have unfettered reasonable access to stalls for inspection purposes.
10. The County Government reserves the right to allocation of the stalls.