

THIRD AMENDED CHECK LIST FOR RENEWAL OF LODGING LICENCES
HOTEL, GUEST HOUSES, MOTELS ETC.

Sl. No.	DOCUMENTS
1.	Application Form
2.	Documents for Proof of identity & residence of the applicants – Aadhar Card or in case the applicant does not have Aadhar Card, a written declaration to be submitted in the form of an Affidavit along with an alternative identification proof which may include – Passport, Voter Identification Card, PAN Card or Identity Card issued to the employees, (required if the documents had not been submitted in the past).
3.	Proof of ownership/tenancy/lease of premises of the Hotels/Guest Houses (registered sale deed, registered lease/rent deed; required if the documents had not been submitted in the past).
4.	Self attested NOC of owner/owners of premises to run Hotels/Guest Houses.
5.	Current MCD/NDMC/DCB/Airport Operator Trade License.
6.	Certificate of Incorporation of Proprietorship, LLP, Partnership, Limited, Private Ltd., Public Ltd., Company, (required if the documents had not been submitted in the past).
7.	Memorandum of Association (required if the documents had not been submitted in the past).
8.	Names of Directors & Current Form 32 (required if the documents had not been submitted in the past).
9.	Board Resolution for conducting business; Nomination of Authorized signatory on Company Letter Head, (required if the documents had not been submitted in the past or for change of authorized signatory).
10.	GST Registration Certificate in the name of Hotels/Guest Houses/Company (required if the documents had not been submitted in the past).
11.	DPCC Consent Letter. Provisional License will be granted on the basis of proof of submission of application, (not required if valid consent letter has been submitted in the past).
12.	Valid Fire Safety Certificate of the premises.

13.	Prescribed Affidavit for Lodging License.
14.	List of all employees with name, parentage, age & address.
15.	Police Clearance Certificate (PCC) or proof of submission for obtaining PCC for all employees, (required if the documents had not been submitted in the past or new person is employed).
16.	Proof of AMC of CCTV system with 30 days recording.
17.	Space earmarked for smoking in terms of G.S.R. No. 500(E) dated 23rd May, 2017, with photographs. (COTPA Act 2003) Below 30 Rooms – No Affidavit Above 30 Rooms – Affidavit for space earmarked (Required if the affidavit has not been submitted in the past).
18.	Any other documents, if required

(GST Registration Certificate is not required for establishments charging tariffs upto Rs.999/-for single day occupancy).

All photocopies be self-attested by applicant