

**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. Whenever possible the NOC should be submitted. However, if the same is not possible on account of some litigation, the current legal status of occupancy alongwith details of litigation and an indemnity bond (attested by Magistrate First Class) should be furnished to this office.
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. If the applicant is not able to produce the consent letter at the time of application, provisional renewal is being allowed subject to the condition that the applicant complies with the pollution control norms and he/she shall furnish the same within the stipulated time granted by this office.
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. It should ideally be obtained for all employees. However, if due to migratory nature of workforce, in the event of failure to submit or non acceptance of online PCC, employer should approach local police for verification of such employees.
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 total no smoking zone or space earmarked inside the premises alongwith the supportive photographs (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

- **Comments are invited within 15 days.**
- **Please see FAQs**