

**MODIFIED CHECK LIST FOR RENEWAL OF LODGING LICENCES OF HOTELS,  
GUEST HOUSES, MOTELS, ETC.**

Sl. No.	DOCUMENTS
1.	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, <b>(required if not submitted in the past)</b> .
2.	Proof of ownership/tenancy/lease of premises of the Hotels/Guest Houses (registered sale deed, registered lease/rent deed; <b>(required if not submitted in the past)</b> ..
3.	Certificate of Incorporation of Proprietorship, LLP, Partnership, Limited, Private Ltd., Public Ltd., Company, <b>(required if not submitted in the past)</b> .
4.	Names of Directors & Current DIR – 12 & Board Resolution for conducting business; Nomination of Authorised signatory/ partners, on letter head
5.	Valid Fire Safety Certificate of the premises.
6.	Site Plan or Approved Building Plan, Height and Structural Safety Certificate <b>(required if not submitted in the past)</b> .
7.	Current MCD/NDMC/DCB/Airport Operator Trade License.
8.	GST Registration Certificate in the name of Hotels/Guest Houses/Company <b>(required if not submitted in the past)</b> .
9.	Registration Certificate under Shops & Establishment Acts, issued by Labour Department, GNCT of Delhi.
10.	DPCC Consent Letter. <u>If the applicant is not able to produce the consent letter at the time of application, provisional renewal will be 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 authority.</u>
11.	Prescribed Affidavit for Lodging License.
12.	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 – <u>Affidavit swearing for total no smoking zone or space earmarked inside the premises along with the supportive photographs</u> (Required if the affidavit has not been submitted in the past).

13.	List of all employees with name, parentage & address along with Police Verification Certificate or proof of submission thereof in jurisdictional Police Station.
14.	Proof of AMC of CCTV system with 30 days recording.

- # All photocopies be self-attested by applicant
- # The Licensing Authority may require production /submission of additional documents, if so required.
- # NOC/ Affidavit/ undertaking/ Indemnity Bond should be given on a stamp paper of Rs. 10/-.
- # The applicant should submit a self-attested affidavit if the applicant entity/establishment is charging tariffs upto Rs.999/-for single day occupancy and is exempted from registration under the GST Act, 2017.