

AMENDED CHECK LIST FOR GRANT OF NEW LODGING LICENCES OF HOTEL, GUEST HOUSES, MOTELS ETC. (UPDATED ON 20.08.2018)

| Sl. No. | DOCUMENTS |
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| 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. |
| 3. | Proof of ownership/tenancy/lease of premises of the Hotels/Guest Houses (registered sale deed, registered lease/rent deed). |
| 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. |
| 7. | Memorandum of Association |
| 8. | Names of Directors & Current Form 32. |
| 9. | Board Resolution for conducting business; Nomination of Authorized Signatory on Company Letter Head. |
| 10. | GST Registration Certificate in the name of Hotels/Guest Houses/Company# as per requirement. |
| 11. | DPCC Consent Letter. If the applicant is not able to produce the consent letter at the time of application, provisional registration/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 office. |
| 12. | Valid Fire Safety Certificate of the premises. |
| 13. | Site Plan or Approved Building Plan, Height and Structural Safety Certificate. |
| 14. | Prescribed Affidavit for Lodging License. |
| 15. | List of all employees with name, parentage, age & address. |

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| 16. | 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. |
| 17. | Proof of installation of CCTV system with 30 days recording such as invoice, technical report of installation or AMC or photographs or document, etc. |
| 18. | Space earmarked for smoking in terms of G.S.R. No. 500(E) dated 23rd May, 2017, (COTPA Act 2003) Below 30 Rooms – No Affidavit Above 30 Rooms – Affidavit swearing no smoking zone or space earmarked inside the premises alongwith the supportive photographs |
| 19. | Any other documents, if required. |

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

The applicants intending to operate a premises in Special Area may submit an undertaking expressing their willingness for compliance of DPCC COE, upon resolution of their pending issues with DPCC.

All photocopies be self-attested by applicant

Comments are invited within 15 days.

- **Please see FAQs**