

THIRD AMENDED CHECK LIST FOR GRANT OF NEW LODGING LICENCES OF 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.
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.
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. Provisional License will be granted on the basis of proof of submission of application.
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.
16.	Police Clearance Certificate (PCC) or proof of submission for obtaining

	PCC for all 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, with photographs. (COTPA Act 2003) Below 30 Rooms – No Affidavit Above 30 Rooms – Affidavit for space earmarked
19.	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