

**CHECK LIST FOR REGISTRATION OF NEW EATING HOUSES**

<b>Sl. No.</b>	<b>DOCUMENTS</b>
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 Eating House (registered sale deed, registered lease/rent deed).
4.	Self attested NOC of owner/owners of premises to run Eating House. <u>Wherever possible the NOC should be submitted. However, if the same is not possible on account of some litigation, the current legal status of occupancy along with details of litigation and an indemnity bond (attested by Magistrate First Class) should be furnished to this office.</u>
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 Authorised signatory/ Partners, on Company Letter Head.
10.	GST Registration Certificate in the name of Eating House/Company.
11.	Registration Certificate issued by Labour Department, GNCT of Delhi.
12.	FSSAI Certificate
13.	DPCC Consent Letter. <u>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.</u>
14.	Fire Safety Certificate. (For Eating Houses with seating capacity of 50 seats and above).
15.	Site Plan or approved Building Plan – 3 copies + Fire safety measures mentioned on map. (For Eating Houses with seating capacity of less than 50).
16.	Prescribed Affidavit for Fresh License.
17.	Request for holding amusement activities such as Live Band, DJ, Discotheque.

18.	List of all employees Including Food Handlers, with name, parentage & address.
19.	Police Clearance Certificate (PCC) or proof of submission for obtaining PCC for all employees. <u>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.</u>
20.	Photographs of the earmarked space for Eating House.
21.	Proof of installation of CCTV system with 30 days recording such as invoice, technical report of installation or AMC or photographs or document, etc.
22.	Proof of installation of Fire Safety measures such as invoice or AMC or photographs, etc. (not required in the case where FSC/ NOC has been submitted).
23.	Space earmarked for smoking in terms of G.S.R. No. 500(E) dated 23rd May, 2017, (COTPA Act 2003) Below 30 seats – No Affidavit Above 30 seats – <u>Affidavit for total no smoking zone or space earmarked inside the premises along with the supportive photographs</u>
24.	Any other documents, if required.

***All photocopies be self-attested by applicant***