

THIRD AMENDED CHECK LIST FOR RENEWAL OF EATING HOUSES

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 Eating House (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 Eating House.
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 Authorised signatory on Company Letter Head, (required if the documents had not been submitted in the past).
10.	GST Registration Certificate in the name of Eating House/Company, (required if the documents had not been submitted in the past).
11.	Registration Certificate issued by Labour Department, GNCT of Delhi, (required if the documents had not been submitted in the past).
12.	FSSAI Certificate, (required if the documents had not been submitted in the past).
13.	DPCC Consent Letter. Provisional License will be granted on the basis of proof of submission of application, (not required if valid consent letter has been submitted in the past).
14.	Fire Safety Certificate, (for Eating Houses with seating capacity of 50 seats and above, not required if valid FSC has been submitted in the past).
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, required if the documents had not been submitted in the past).

16.	Prescribed Affidavit for Renewal of 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, (required if the documents had not been submitted in the past or new person is employed).
20.	Photocopy of Excise License in case of operational bar.
21.	Photographs of the earmarked space for Eating House,(required if the documents had not been submitted in the past).
22.	Proof of AMC of CCTV system with 30 days recording.
23.	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, required if the documents had not been submitted in the past).
24.	Space earmarked for smoking in terms of G.S.R. No. 500(E) dated 23rd May, 2017, with photographs. (COTPA Act 2003) Below 30 seats – No Affidavit Above 30 seats – Affidavit for space earmarked (Required if the affidavit has not been submitted in the past).
25.	Any other documents, if required

All photocopies be self-attested by applicant