

**MODIFIED CHECK LIST FOR GRANT OF NEW 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.
2.	Proof of ownership/tenancy/lease of premises of the Hotels/Guest Houses (registered sale deed, registered lease/rent deed).
3.	Certificate of Incorporation of Proprietorship, LLP, Partnership, Limited, Private Ltd., Public Ltd., Company.
4.	Names of Directors & Current DIR – 12 & Board Resolution for conducting business; Nomination of Authorized signatory/ partners, on letter head
5.	Prescribed Affidavit for Lodging License.
6.	<p>Fire Safety Certificate from Delhi Fire Service, if the building has more than four floors (excluding basement and stilt floor) and/or height more than 12 meters.</p> <p align="center">OR</p> <p>The following information, if the building has less than four floors (excluding basement and stilt floor) and/or height 12 meters or less :</p> <ol style="list-style-type: none"> <li>1. Total number of floors/storeys in the building.</li> <li>2. Height of the building in meters.</li> <li>3. Covered area of the establishment in sq. meters (as defined in building bye laws).</li> <li>4. Occupant load as per NBCL/UBBL 2016 &amp; Delhi Fire Service Rules, 2010.</li> <li>5. Sanctioned plan/regularized plan/completion plan of the building including section, elevation, if available.</li> </ol> <p align="center">Or</p> <p>As built plans of the building including section, elevation having details of covered area, location and dimension of means of escape (Exit door, stair case, corridor etc.) certified by the registered architect/empanelled engineer duly marked fire and life safety arrangements as stipulated under rule-33 of Delhi Fire Service Rules, 2010 duly signed by owner/occupier/authorized signatory.</p> <ol style="list-style-type: none"> <li>6. Year of construction of building.</li> <li>7. Date of conversion of occupancy of establishment proposed/initial date of operation of assembly occupancy (Eating House/Restaurant) in this building.</li> <li>8. Number of staircases.</li> <li>9. Width of staircases</li> <li>10. Width of doors.</li> <li>11. Width of corridors.</li> </ol>
7.	The following minimum fire safety measures shall be taken by the applicant, if the building has less than four floors (excluding basement and stilt floor) and/or height 12 meters or less:

	<p>a) Automatic fire-suppression system viz. fire sprinkler system, gaseous fire suppression, and condensed aerosol fire suppression should be installed in the kitchen</p> <p>b) Adequate number of portable fire extinguishers should be kept at appropriate locations</p> <p>c) Exhaust systems should be installed</p> <p>d) Inflammable material should be stored in a safe place away from the public area</p> <p>e) Fire alarm systems should be installed</p> <p>f) Adequate number of fire/emergency exits duly marked should be provided.</p> <p>g) The passages should be kept free from any obstruction, hindrance and temporary features</p> <p>h) The fire/emergency exits should be kept clear and free from any obstruction, hindrance and temporary features</p>
8.	Structural Safety Certificate.
9.	Current MCD/NDMC/DCB/Airport Operator Trade License.
10.	GST Registration Certificate in the name of Hotels/Guest Houses/Company# as per requirement.
11.	Registration Certificate under Shops & Establishment Act, issued by Labour Department, GNCT of Delhi,
12.	<p>Does the Establishment permits/ proposes to permit smoking in the premises.</p> <p>Note: Lodging Houses below 30 rooms are not permitted to provide smoking zone.</p> <p>If no, furnish affidavit on the prescribed format declaring that the Establishment is a complete no smoking area.</p> <p>If yes, details of space earmarked for smoking in terms of G.S.R. No. 500(E) dated 23rd May, 2017, (COTPA Act 2003).</p>
13.	<p>DPCC Consent Letter. <u>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.</u></p>
14.	List of all employees with name, parentage & address along with Police Verification Certificate or proof of submission thereof in jurisdictional Police Station.
15.	Proof of installation of CCTV system with 30 days recording such as invoice, technical report of installation or AMC and photographs, etc.

# 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.