

Necessary information/guidelines:

1. Application for grant of licence for holding Ramlila, Dussehara/Ravan Dahan, Durga Pooja, & Diwali Mela should be submitted at least 30 days before the commencement of the event. While for other performances/events application should be submitted at least 15 days before the event.
2. Application will be processed between 1000 hrs and 1700 hrs on all working days (Monday to Friday except Gazetted Holidays).
3. Read the following instructions before filling up the application form for grant of Casual Performance License:
 - a) All fields are mandatory.
 - b) Please mention the correct e-mail ID and mobile phone number in the application form as updates/status regarding the grant of Casual Performance License will be communicated through e-mail and SMS.
 - c) Applicant will be contacted through email/SMS for further clarification/information if, required.
 - d) Please keep the following documents ready:
 - i. proof of identity (Passport/AADHAR/ Voter ID/PAN Card),
 - ii. proof of residence (Passport/AADHAR/ Voter ID/PAN Card/Water Bill/Electricity Bill),
 - iii. prescribed affidavit,
 - iv. receipt of booking of the proposed venue.
 - v. Casual/temporary GST registration certificate or proof of submission of application thereof for the event (for ticketed events only).
 - e) Maximum file size for uploading the documents is 1 MB (per document) in PDF format.
 - f) **The applicant must submit the original affidavit duly signed and complete in all respects through courier at Licensing Unit, 1st Floor Police Station Defence Colony, New Delhi-110049 at the earliest.**
4. Scale of deployment of Ushers and Traffic Volunteers at the venue to regulate the vehicles and to facilitate the attendees/spectators will be as under:-

Deployment	Expected Vehicles/ Spectators upto 500	Expected Vehicles/ Spectators upto 500-1000	Expected Vehicles/ Spectators more than 1000
Ushers	Minimum 5	Minimum 10	Minimum 15
Traffic Volunteers	Minimum 5	Minimum 10	Minimum 15

5. The application will be processed after receipt of reports from various agencies viz. Local Police, Traffic Police, Delhi Fire Service, Civic Bodies, Electrical Safety

Inspector, Department of Labour, GNCT of Delhi/ Approved Electrical Contractor. Applicant will be informed about the outcome of his/her application by e-mail/SMS.

6. **The applicant must submit Electrical Safety and Fire Safety Undertakings on the prescribed formats to the Licensing Unit at least one week prior to the event. The Electrical Safety Certificate, Fire Safety Certificate and Mechanical Safety Clearance for the joy rides from the Mechanical Inspector must be submitted at least 24 hours before the scheduled commencement of the event to the Licensing Unit otherwise any provisional Performance License granted to the applicant shall stand cancelled.**
7. Digitally signed License will be uploaded on the module, if granted. The applicant can download the licence by logging in on the portal with his/her user id and password after payment of the requisite fee.
8. Electronic Fee Payment:-
 - a) Applicant will be directed to Axis Bank portal to pay the fee through the payment gateway.
 - b) Fee for Ticketed Event- Rs. 20 per day (subject to revision)
 - c) Fee for Non-Ticketed Event- Rs. 15 Per day (subject to revision)
 - d) Please keep your Debit/Credit Card details ready for smooth online payment.
9. Instructions/guidelines and procedure of Excise Department will be followed, if alcohol is proposed to be served (not applicable to Ramlila, Durga Puja and other religious functions).
10. Please contact the Licensing Unit for any query on email (addlcp.lic-dl@nic.in). You must mention your Applicant ID.

Documents to be uploaded:

1. Prescribed Affidavit
2. Booking receipt of venue/premises
3. Proof of identity
4. Proof of address
5. GST Certificate in case of Ticketed Event (non-mandatory)
6. Format for Fire Safety Undertaking (to be submitted at least one week prior to the event)
7. Format for Electrical Safety Undertaking (to be submitted at least one week prior to the event)

NOCs required from different agencies:

1. NOC from the District Police
2. NOC from Traffic Police
3. NOC from Delhi Fire Service
4. NOC from Electrical Safety Inspector, GNCTD/Approved Electrical Contractor.

5. NOC from MCD, in case of Joy Rides/Circus only (non-mandatory)