

## **NECESSARY INFORMATION/GUIDELINES FOR FILING UP AN APPLICATION FOR GRANT OF LICENCE FOR EATING/LODGING ESTABLISHMENT**

### **Applicant to self attests all the relevant documents which are to be uploaded while filling of Health Trade License Application.**

1. The applicant is required to register on, (website) to obtain the login credentials.
2. The applicant should login on the Common Application Portal using his/her login credentials already provided through e-mail/sms to fill the online application for grant of licence for eating/lodging establishment.
3. The applicant should keep the documents/ information as per the check-list ready before filling up the application form.
4. The applicant should ensure that his/her e-mail ID and mobile number are correctly filled as all updates/status regarding the application will be communicated through e-mail and SMS.
5. All fields in the application form are mandatory. The applicant should select the appropriate 'Trade Type' and 'Nature of Trade' while filling up the application form.
6. The documents required to be uploaded should be self-attested.
7. The documents should be uploaded in PDF format. The file size should not exceed 5 MB for each document.
8. Photograph and signatures to be uploaded should be in JPEG format and the size should not exceed 40 KB.
9. The applicant can fill and save the application form for review under save draft button before the final submission. An application, once finally submitted cannot be edited.
10. The receipt of application will be acknowledged through e-mail/sms.
11. An eating establishment within a lodging establishment shall be required to obtain separate licences for lodging and eating establishments by filling in separate applications forms.
12. An eating establishment located in a banquet hall shall require a separate licence for eating establishment.
13. A separate licence shall be required for holding amusement or public performance within the premises of a licenced eating or lodging establishment.
14. The application will be processed simultaneously by all the stake holders viz.

concerned Municipal Corporations, Delhi Fire Service, DPCC and Delhi Police. The application will be scrutinized by each agency, and deficiencies if any shall be communicated to the applicant through e-mail/SMS for rectification within 15 days. The applicant can login to the common portal at <https://www.etl.mcdonline.nic.in/> and upload the deficient documents. If the deficiencies are not rectified within 15 days, the application is liable to summarily rejected.

15. The application will be accepted by the concerned agency for processing only if it is found complete in all respects and the deficiencies, if any have been rectified subject to payment of processing fee within five days of acceptance. The applicant will be informed through e-mail/sms and link for payment of processing fee in respect of Delhi Police and New Delhi Municipal Council shall be provided in the e-mail by respective agency. In case of East Delhi Municipal Corporation, South Delhi Municipal Corporation, North Delhi Municipal Corporation the applicant has to pay the processing by RTGS in the account number which will be updated in the applicants dashboard on the common portal. The applicant shall upload the payment receipt and UTR No. in the applicants dashboard on the common portal.
16. The applicant can track the status of his/her application by logging-in at the common portal.
17. The outcome of the application will also be communicated to the applicant through e-mail/SMS by each agency besides updating the status on the common portal.
18. The digital copy of Licence/NOC/Clearance can be downloaded through the link provided to the applicant through e-mail after paying requisite Licence fee.

The applicant will be informed through e-mail/sms and link for payment of licence fee in respect of Delhi Police and New Delhi Municipal Council shall be provided in the e-mail by respective agency. In case of East Delhi Municipal Corporation, South Delhi Municipal Corporation, North Delhi Municipal Corporation the applicant has to pay the licence fee by RTGS in the account number which will be updated in the applicants dashboard on the common portal. The applicant shall upload the payment receipt and UTR No. in the applicants dashboard on the common portal. The Licence shall be granted after confirmation of receipt of licence fee by the respective agencies.

19. In case of “change in ownership of the establishment”, the applicant has to surrender the existing licence and apply afresh for a new licence.
20. In case of “change of authorized signatory/nominated licensee”, “change in constitution of the owner entity like addition/deletion of Directors/Partners etc,” after the grant of licence, the applicant can apply for the same through the Common Application Portal.
21. In case of decrease in capacity of the establishment , the applicant can apply for amendment of licence provided there is no change in the sanctioned plan and the

proposed capacity does not exceed the maximum permissible capacity as per the occupant load defined in the Delhi Fire Service Guidelines

22. If the increase in capacity of the establishment leads to change in structure, sanction plan, occupant load/capacity, the applicant has to surrender the existing licence and apply afresh for a new licence
23. The applicant can contact the concerned agencies on the email/contact numbers given in the "Contact us" tab on the Common Portal.

### **NECESSARY INFORMATION/GUIDELINES FOR FILING UP AN APPLICATION FOR RENEWAL OF EXISTING LICENCE FOR EATING/LODGING ESTABLISHMENT**

1. The applicant is required to register on, (website) to obtain the login credentials, if he/she has not registered earlier.
2. The applicant should login on the Common Application Portal using his/her login credentials already provided through e-mail/sms to fill the online application for renewal of existing licence for eating/lodging establishment.
3. The applicant should keep the documents/ information as per the check-list ready before filling up the application form.
4. The documents/information already submitted by the applicant during grant of licence shall be displayed in the online application form. The applicant should verify the displayed documents/information and update the fields if there are changes since grant of the licence/last renewal or any information/document is missing.
5. The applicant is required to provide complete information and upload all the documents during the first renewal on the Common Application Portal. During subsequent renewals, the information will be auto-populated and the application will be required to provide only those documents which have expired or some change has been effected in that regard.
6. **The applicant should ensure that his/her e-mail ID and mobile number are correctly filled as all updates/status regarding the application will be communicated through e-mail and SMS.**
7. All fields in the application form are mandatory. The applicant should select the appropriate 'Trade Type' and 'Nature of Trade' while filling up the application form.

8. The documents required to be uploaded should be self-attested.
9. The documents should be uploaded in PDF format. The file size should not exceed 5 MB for each document.
10. Photograph and signatures to be uploaded should be in JPEG format and the size should not exceed 40 KB.
11. The applicant can fill and save the application form for review under save draft button before the final submission. The application, once submitted cannot be edited.
12. The receipt of application will be acknowledged through e-mail/sms.
13. The application will be processed simultaneously by all the stake holders viz. concerned Municipal Corporation, Delhi Fire Service, DPCC and Delhi Police.
14. The application will be scrutinized by each agency, and deficiencies if any shall be communicated to the applicant through e-mail/SMS for rectification within 15 days. The applicant can login to the common portal at <https://www.etl.mcdonline.nic.in/> and upload the deficient documents. If the deficiencies are not rectified within 15 days, the application is liable to summarily rejected.
15. The application will be accepted by the concerned agency for processing only if it is found complete in all respects and the deficiencies, if any have been rectified subject to payment of processing fee.  
The applicant will be informed through e-mail/sms and link for payment of processing fee in respect of Delhi Police and New Delhi Municipal Council shall be provided in the e-mail by respective agency. In case of East Delhi Municipal Corporation, South Delhi Municipal Corporation, North Delhi Municipal Corporation the applicant has to pay the processing fee by RTGS in the account number which will be updated in the applicants dashboard on the common portal. The applicant shall upload the payment receipt and UTR No. in the applicants dashboard on the common portal.
16. The applicant can track the status of his/her application by logging-in at the common portal.
17. The outcome of the application will also be communicated to the applicant through e-mail/SMS by each agency besides updating the status on the common portal.

18. The digital copy of the renewed Licence/NOC/Clearance can be downloaded through the link provided to the applicant by email after paying the requisite fee for renewal of the licence.
19. The applicant will be informed through e-mail/sms and link for payment of fee for renewal of the licence in respect of Delhi Police and New Delhi Municipal Council shall be provided in the e-mail by respective agency. In case of East Delhi Municipal Corporation, South Delhi Municipal Corporation, North Delhi Municipal Corporation the applicant has to pay the fee for renewal of the licence by RTGS in the account number which will be updated in the applicants dashboard on the Common Portal. The applicant shall upload the payment receipt and UTR No. in the applicants dashboard on the Common Portal. The renewal of the Licence shall be approved after confirmation of receipt of fee for renewal of the licence by the respective agencies. In case of "change in ownership of the establishment", the applicant has to surrender the existing licence and apply afresh for a new licence.
20. In case of "change of authorized signatory/nominated licensee", "change in constitution of the owner entity like addition/deletion of Directors/Partners etc.," after the grant of licence, the applicant can apply for the same through the Common Application Portal.
21. In case of decrease in capacity of the establishment, the applicant can apply for amendment of licence provided there is no change in the sanctioned plan and the proposed capacity do not exceed the maximum permissible capacity as per the occupant load defined in the Delhi Fire Service Guidelines.
22. If the increase in capacity of the establishment leads to change in structure, sanction plan, occupant load/capacity, the applicant has to surrender the existing licence and apply afresh for a new licence.
23. The applicant can contact the concerned agencies on the email/contact numbers given in the "Contact Us" tab on the Common Portal.
24. The applicant can apply for renewal of the licence 75 days before the expiry of the validity of the licence.