

**New CHECK LIST OF DOCUMENTS FOR GRANT OF LICENCE FOR EATING
& LODGING ESTABLISHMENTS**

Sl.No.	DOCUMENTS
1.	Proof of identity; Aadhar Card or in case the applicant does not have Aadhar Card, an alternative identification proof which may include – Passport, Voter Identification Card, PAN Card or Driving License.
2.	Proof of address; Aadhaar or Voter ID or Passport or Electricity Bill or Landline Telephone Bill or Rent/Lease Deed or Property Ownership documents)
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/applicant, on letter head.
5.	Proof of ownership/tenancy/lease of premises of the Establishment, (registered sale deed, registered lease/rent deed, GPA, Gift deed, Conveyance deed, Allotment letter).
6.	Structural Safety Certificate of the building issued by architect/empanelled structural engineer
7.	Is there any passenger lift in use for the Eating House? If yes, date of last mechanical inspection conducted. Attach copy of fitness/safety certificate issued by Inspector of Lifts, Labour Department, GNCT Delhi.
8.	FSSAI Certificate. (required only for Eating Establishments)
9.	GST Registration Certificate in the name of the Establishment
10	Occupancy certificate in case of loading boarding house
11	Details of Pest Control measures taken (attach certificate)
12	Proof of installation of CCTV system with 30 days recording such as invoice, technical report of installation, or AMC, and photographs, etc.

13	PCC issued by Special branch by Delhi Police for applicant resident of Delhi or State/UT authorities for applicants residents outside Delhi.
14	Medical Certificate of the employees with photographs
15	List of trained Fire Staff (for lodging establishments only)
16	Sanction/ approved/ as built plans of the premises/ establishment
17	Certificate from Chartered Accountant. --- (For CTO only)
18	ETP/STP effluent analysis report from empanelled laboratory of DPCC not more than six month old, if applicable --- (For CTO only)
19	Stack monitoring report(s) from empanelled laboratory of DPCC not more than six month old , if applicable --- (For CTO only)
20	Environmental Clearance certificate for hotel having built up area more than 20000 sq mts.
21	Liquor License (Delhi Excise Act, Rule 2009[Rule 32].)
22	Noise Monitoring report from empanelled laboratory of DPCC not more than six months old, if applicable -(For CTO)
23	Nomination of authorized signatory/applicant on latter head (Board resolution in case of company)
24	Common undertaking