

**APPLICATION FOR GRANT/RENEWAL OF LICENSE UNDER SECTION
331/332 OF NDMC ACT. 1994.**

To,
The Secretary,
New Delhi Municipal Council,
Palika Kendra,
New Delhi.

Sir,

I/We are keeping /propose to keep an eating-house/tea-shop/coffee-house/café/restaurant/refreshment room/ banquet hall/shop where sold / shop where food is prepared for sale /premises where public is admitted for repose or for consumption of food drinks/canteen/barat ghar etc.

Premise No. _____ situated at _____

Since _____

I/We have however not applied for a license so far. I/We therefore request you to grant / renew. I/We a Municipal License under section 331/332 of NDMC act. in respect of above premises.

Particulars required for issue of License are as under:

1. Name and address of the applicant _____

2. Name of the unit _____
3. Whether premises are tenanted/
Owner occupied _____
4. Status of Establishment
Proprietorship/Firm/Company /
Govt.Deptt. _____
5. Date of Establishment _____
6. Proof of Establishment _____
7. Proof of tenancy _____
8. Proof of ownership _____
9. Proof of Electric / Water/
Sewerage connections _____
10. PAN Card No. _____
11. Telephone No. _____

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12. Name of food Article(s) to be Manufactures/Sold/Stored/ Distributed /etc.

13. Requirements of documents to be submitted along with application form:

- i. Two Passport size photographs
- ii. Photocopy of ownership documents of premises
- iii. Photocopy of legal possession of premises
- iv. Photocopy of Partnership-deed/ incorporation of company
- v. Site plan with dimensions clearly indicating the exact premises
- vi. NOC from Delhi Fire service if required
- vii. License from DCP (Licensing), if required.
- viii. Shop and Establishment registration (K-Form) if obtained
- ix. Documents relating to insurance of premises, if insured
- x. NOC for D.G Sets, if required.
- xi. Medical Fitness Certificate of food Handlers/ workers from FHU of NDMC, if obtained.

14. Process fees of Rs..... paid (photocopy of receipt attached)

DECLARATION:-

1. That the premises are not meant for residential or institution use and the proposed activity is permissible in the premises by the authorities.
2. As far as I am aware, there is no unauthorized construction in the premises however, if any, such unauthorized construction if found in the premises, the NDMC can proceed to demolish the same as per Law.
3. If there are any Municipal dues, which are payable by the applicant the same shall paid on demand.
4. If NDMC dues of electricity, Water, License fees or Property Tax payable by the applicant and are not under stay from the court the license may be cancelled after notice.
5. The information given as above is correct to the best of my knowledge and belief and nothing has been concealed there from. If information found to be incorrect at later stage or it is revealed that the material facts were concealed or misrepresented, the NDMC will have full discretion to take a such action which a may be necessary including cancellation of the registration without giving any notice, I/We declared that the activities in the premises are not pollutant / obnoxious /hazardous/ inflammable .

DEPONENT:

VERIFICATION:

Verified at New Delhi on this day of..... that the content of this declaration are true and correct to the best of my knowledge and belief and nothing has been concealed.

DEPONENT:

**Signature of the applicant
With status and address**