

FORM "DD-4"

Stamp form to be typed on letter

Premises Licence
Court Fee Stamp

From :- M/s. _____

Date :-

To,
.....
.....
.....

Subject :- Application for the grant of Premises/ Performance Licence for
Conducting Activity of _____.

Sir,

I, the undersigned, Shri/Smt./Kum. _____ Owner(s) of
Hotel / Video Game Parlor / Video Theatre / Club / Hall M/s.
_____ would like to apply
for grant of Premises / Performance Licence at the above address. The place belongs to me /
is taken on rent / is on lease.

Details are as follows -

1. Full Name :-
2. Occupation :-
3. Parentage :-
4. Age (Date of Birth & Place of Birth) :-
5. Nationality :-
6. Residential Address with Telephone Number (if any) :-
7. (a) Full Name of the Establishment :-

(b) Whether any other name is used for the Establishment :-

8. (a)Whether the applicant has applied :-
for Premises/Performance Licence in
the past, if so, for which place? and
when? With what result?

(b)If the applicant was holding any :-
Police Licence/Premises Licence in the
past, whether the said licence was ever
suspended/canceled/revoked If so, give
details with copy of the said order.

9. Exact Nature of Amusement Activity :-

10. Copies of documents to be attached,
whichever is applicable

- 1.Shops & Establishment Licence
- 2.Eating House Licence
- 3.Grade Licence.
- 4.Health Department Licence in “Form B”
- 5.F.L. III Licence
- 6.P.P.E. Licence
- 7.Copy of Partnership Deed, if partnership firm.
8. Ownership documents if the place is owned by the applicant.
- 9.Tax Assessment/paid Receipts
- 10.Certificate from Govt. Electrical Contractor /Private Contractor regarding the safeness of Electric Fittings.
- 11.Document from Fire Brigade to the effect that all precautionary measures are taken from public safety point of view.
- 12.Bill of Fire Fighting equipments of current year.
- 13.Certificate from B.S.N.L. that telephone is in working order or has been duly installed in the premises.
- 14.Site Plan showing religious, educational institution and hospital within a radius of 100 mtrs.
15. Rent receipt, if the place is on rent/lease
- 16.Occupation / Commencement Certificate of P.M.C. / P.C.M.C or Certificate from P.M.C./P.C.M.C. stating “No Action Pending”.

17.Copy of Memorandum of Articles.

18.Copy of resolution under which the undersigned is authorized to sign and obtain the above licence from Police Department.

19.N.O.C. from B. & C Department and Health

Department of P.M.C/P.C.M.C

20.Approved map of B & C Dept.of

P.M.C./ P.C.M.C -(2
copies)

21.NOC from Electric Inspector whichever is applicable

If any other documents are required, the same will be submitted as soon as we are informed. Copies of above documents are attached herewith.

It is requested that necessary licence may kindly be granted. I will abide by the conditions of the licence.

Hoping you would do the needful at the earliest and oblige.

Thanking you,

Yours faithfully,

(Full Name & Signature)