

Sample Form for **Premises License**
(to be typed on letter head)

Photograph
of the
Applicant

Rs.5/-
Court Fee Stamp

M/s _____

Date:-

Name of the Police Station:- _____

To,

The Commissioner of Police,
Desk – X (Hotel Branch),
Brihan Mumbai.

Subject :- Application for the grant of Premice & Performance Licence for
conducting amusement activity of _____

Sir,

I undersigned Shri/Smt/kum _____

owner of Hotel M/s _____

would like to apply for grant of Premice Licence at the above address. The place belongs to me/
taken on rent or lease.

Details are as follows :-

1) Full Name :- _____

2) Occupation :- _____

3) Parentage :- _____

4) Age (Date of Birth and Place of Birth) :- _____

5) Nationality :- _____

6) (A) Residential Address (in Mumbai) :- _____

With telephone/Mobile number/ _____

E-Mail _____

(B) Native Place Address with name of :- _____

Police Station _____

7) Full Name of the Establishment :- _____

& Address (With Landkmark) _____

- 8) (A) Whether the applicant applied for a Premise /Performance License in the past, if so for which place and when with what result :- _____
- (B) If the applicant was holding any Police License/Performance License in the in the past whether the said License was ever Suspended/Cancelled/Revoked. If so give details with copy of the said Order :- _____
- 9) Exact Nature of Amusement Activity :- _____
- 10) Certified & Attested Copies of update document attached whichever is applicable

Sr.No.	Documents From Various Department	Submitted Document
	<u>BMC Departments</u>	
1	Shop & Establishment License	
2	Eating House & Permit Room License from BMC	
3	Grade License	
4	Property Tax paid Receipt	
5	Occupation/ Commencement Certificate of BMC or Certificate from BMC stating "No Action Pending"	
6	Vehical Parking Plan	
7	Health Licence in "Form-B"	
8	NOC From BMC Department & Health Department of MMC if place is situated on Mazzanine floor.	
	<u>Fire Brigade Department</u>	
1	NOC Certificate from Fire Brigade to the effect that all precautionary measures are taken from public safety point of view.	
	<u>Excise Department</u>	
1	FL-III/FL-IV Licence & Map of Establishment signed by Supdt. of State Excise Department.	
	<u>FDA / FSSAI Authority</u>	
1	Food Safety & Standards Authority of India Licence under FSS Act-2006 "Form-C".	
	<u>Documents from Applicant</u>	
	<u>Place</u>	
1	Ownership document if the place is Owned by the applicant	
2	Rent receipt/Lease Agreement/Land Lord OR Society NOC, if the place is on rent/lease.	
	<u>About establishment / company / firm</u>	
1	Copy of Partnership Deed, if Partnership firm.	
2	Copy of Memorandum & Articles.	
3	Copy of the resolution under which authorized to sign and obtain the above licence from Police Department.	
4	Applicant/All Partners/Directors residential Proof.	
5	List. of Directors	

	<u>Other documents</u>	
1	Certificate from Govt. Electrical Inspector or Govt. Approved Private Contractor regarding the safeness of Electrical Fittings.	
2	Certificate about installation of Fire Extinguishers is in proper condition & updated.	
3	Site Plan Showing religious, educational institution and hospital within a radius of 75 meters of the establishment.	
4	Proposed location & Site Plan indicating the place for Stage for Orchestra or Discotheque, etc. (Size of stage 10 x 12 sq. feet) & specification about internal arrangement in Hotel, with their admeasuring area, the floor etc. and duly signed by the architect with date.	
5	Sound Proof Certificate from an Architect.	

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 rules, regulations & conditions of the licence and provision of prescribed rules and other issued by licensing authority from time to time.

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

Thanking you,

Yours faithfully
(Full Name & Signature)