SAMPLE FORM TO BE TYPED ON LETTER HEAD

Photograph of the applicant

P.P.E.L. - B
Rs.5/- Court Fee Stamp

_____
_____
_____
_____

Date :-

Name of the Police Station _____.

To,

The Commissioner of Police
Desk – X
Brihan Mumbai

Subject :- Application for grant of Place of Public Entertainment licence for conducting activity of **lodging House** at_____.

Sir,

I the undersigned Shri/Smt/kum_____ owner of Hotel M/s _____ would like to apply for grant of Place of Public Entertainment Licence of Class-B at the above address. The place belongs to me taken on rent is on 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 :- _____

With telephone number :- _____

(B) Native Place Address :- _____

:- _____

7) (A) Full Name of the Establishment & Address :- _____

(B) Whether any other name is used for the establishment :- _____

(C) Whether applied in the past for similar licence. If so, give details :- _____

8) Exact Nature of the Activity :- _____

9) Copies of document attached whichever is applicable

1) Shops & Establishment licence
2) Trade Licence
3) Copy of Partnership Deed, if partnership firm
4) Rent receipt, if the place is on rent/lease.
5) Tax Assessment/paid Receipt
6) Certificate from Govt. Electrical Inspector or Govt. Approved Private Contractor regarding the safeness of electrical Fitting.
7) Document from Fire Brigade to the effect that all precautionary measures are taken from public safety point of view.
8) Certificate to the effect that Fire Extinguishers are in proper condition & updated
9) Certificate from M.T.N.L. that telephone is in working order or has been duly installed in the premises
10) Site Plan showing religious, educational institution and hospital within a radius of 100 mtrs.
11) Ownership document if the place is owned by the applicant
12) Occupation/ Commencement Certificate of B.M.C. or certificate from B.M.C. stating "NO ACTION PENDING"
13) Copy of Memorandum of Articles.
14) Copy of the resolution under which authorised to sign Construction N.O.C. from B.M.C.

If any other documents are required the same will be submitted as soon as we are informed. Copies of the 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 obliged.

Thanking you,

Yours faithfully

(Full Name & Signature)