

For Restaurant Permit Room (in P.P.E.L.)

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

**Rs. 5/-**  
**Court Fee Stamp**

From :- M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date :-

Name of Police Station \_\_\_\_\_

To,

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

Subject :- Application for the grant of Premises Licence & 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 Premises Licence at the above address. The place belongs to me / is  
taken on rent /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 (in Mumbai) :- \_\_\_\_\_  
With telephone/Mobile number :- \_\_\_\_\_  
E-Mail address :- \_\_\_\_\_  
(B) Native Place Address with name :- \_\_\_\_\_  
of Police Station :- \_\_\_\_\_
- 7) Full Name of the Establishment :- \_\_\_\_\_  
& Address (with landmark)
- 8) (A) Whether the applicant applied for a :- \_\_\_\_\_  
premises/Performance Licence in the  
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 cancelled/ revoked. If so give details with copy of the said order.

- 9) Exact Nature of Amusement Activity :- \_\_\_\_\_
- 10) Certified and attested copies of update documents attached whichever is applicable
- 1) Shops & Establishment
  - 2) Licence Eating House
  - 3) Grade Licence
  - 4) Health Licence in "Form B"
  - 5) F.L. III Licence & copy of plan approved by Supdt. Excise for restaurant premises
  - 6) P.P.E.L
  - 7) Copy of Partnership Deed, if partnership firm
  - 8) Rent receipt, if the place is on rent/lease.
  - 9) Tax Assessment/paid Receipt
  - 10) Certificate from Govt. Electrical Inspector or Govt. Approved Private Contractor regarding the safeness of electrical Fitting.
  - 11) Document from Fire Brigade to the effect that all precautionary measures are taken from public safety point of view.
  - 12) Certificate the effect that Fire Extinguishers is in proper condition & updated
  - 13) Sound Proof certificate from an Architect.
  - 14) Certificate from M.T.N.L. that telephone is in working order and has been duly installed in the premises.
  - 15) Site Plan showing religious, educational institution and hospital within a radius of 75 mtrs.
  - 16) Vehicle parking plan.
  - 17) Ownership document if the place is owned by the applicant
  - 18) N.O.C. from landlord, if place is on rent/ lease basis.
  - 19) Occupation/ Commencement Certificate of B.M.C. or certificate from B.M.C. stating "NO ACTION PENDING"
  - 20) Copy of Memorandum of Association & Articles.
  - 21) Copy of the resolution if applicable under which authorised to sign and obtain the above licence from Police Department.
  - 22) N.O.C. from B.M.C. Department & Health Department of M.M.C. if place is situated on Mezzanine floor.
  - 23) 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.

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

It is requested that necessary licence may kindly be granted. I will abide the rules and regulations and conditions of the licence and provisions of prescribed rules and order issued by licensing authority from time to time.

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

Thanking you,

Yours faithfully

(Full Name & Signature)