

FORM "DD-4"

Sample form to be typed on letter

Court Fee Stamp

From :- M/s _____

Date :- _____

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(s) of
Hotel / Video Game Parlour / 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 / 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) 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 applied for a premises/ Performance Licence in the 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 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 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 (Excluded)
 - 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 Contractor/ Private Contractor regarding the safeness of Electrical Fittings.
 - 11) Document from Fire Brigade to the effect that all precautionary measures are taken from public safety point of view. (Fire Compliance with activity)
 - 12) Bill of Fire Fighting equipments of current year.
 - 13) Certificate from M.T.N.L. that telephone is in working order and has been duly installed in the premises.
 - 14) Site Plan showing religious, educational institution and hospital within a radius of 100 mtrs.
 - 15) Ownership documents if the place is owned by the applicant
 - 16) Occupation/ Commencement Certificate of B.M.C. or certificate from B.M.C. stating "NO ACTION PENDING"
 - 17) Copy of Memorandum of Association & Articles.
 - 18) Copy of the resolution under which authorised to sign and obtain the above licence from Police Department.
 - 19) N.O.C. from B.M.C. Department & Health Department of M.M.C. if place is situated on Mezzanine floor.

If any other documents 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 conditions of the licence.

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

Thanking you,

Yours faithfully

(Full Name & Signature)