

Sample Form for PPEL-B (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 Place of Public Entertainment licence for
conducting activity of **Lodging House** at

Sir,

I 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 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) (A) Full Name of the Establishment :- _____
& Address (With Landkmark) _____
- (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 Entertainment Activity :- _____

9) Copies of document attached whichever is applicable

Sr.No.	Documents From Various Department	Submitted Document
	BMC Departments	
1	Shop & Establishment License	
2	Lodging Trade License from BMC.	
3	Floor wise plan regarding rooms etc.	
4	Property Tax paid Receipt	
5	Occupation/ Commencement Certificate of BMC or Certificate from BMC stating "No Action Pending"	
6	NOC from Local BMC Building Branch with regards to Development Control Rules	
7	NOC from BMC Traffic Co-Ordinance Department, Worli.	
8	Copy of Constrction NOC from BMC .	
	Fire Brigade Department	
1	NOC Certificate from Fire Brigade to the effect that all precautionary measures are taken from public safety point of view.	
	FDA / FSSAI Authority	
1	Food Safety & Standards Authority of India Licence under FSS Act-2006 "Form-C". (If Applicable)	
	Police Department	
1	Police Registration Certificate issued by Divisional ACP. (If Applicable)	
	Documents from Applicant	
	Place	
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.	
	About establishment / company / firm	
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	
	Other documents	
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	Telephone installation Certificate from Telephone service Provider (telephone in working condition) / Copy of latest telephone Bill.	
4	Site Plan showing religious, educational institution and hospital within a radius of 75 meters of the establishment	

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 obliged.

Thanking you,

Yours faithfully
(Full Name & Signature)