

# CHECKLIST FOR ISSUANCE OF FRESH HCR

## LICENSE

S.N.	Details of documents
1	Application in prescribed format (Online)
2	Proof of lawful possession of the proposed premises i.e. ownership/lease/rental documents etc.
3	Copy of site / seating plan of the premises, duly authenticated by a registered Architect
4	Health & Trade License issued by NDMC / MCD / Airport Health Org.
5	Certificate of Registration for Eating House License by DCP (Licensing)
6	Approval of DOT
7	NOC from Delhi Fire Service Department, wherever applicable/Affidavit regarding Fire Safety
8	Registration with Department of Trade & Taxes, GNCT of Delhi
9	Copy of PAN Card
10	Affidavit regarding seating capacity (Annexure-I)
11	Affidavit regarding True & Correct Statement
12	Affidavit under section 13 of Delhi Excise Act, 2009 and Rule 23 of Delhi Excise Rules, 2010 (Annexure-II)
13	Copy of Memorandum / Articles of Association of the Company/Partnership Deed
14	Board resolution/Partner's consent
15	List of Directors/Partners/Proprietor
16	Proof of Indian Nationality
17	Details of the Excise Nominee along with the ID proof
18	Copy of Fire insurance of the premises
19	Address Proof of the applicant
20	FSSAI License

h,

**ANNEXURE-I**

**AFFIDAVIT**

I ----- S/o, D/o, W/o -----,  
R/o -----  
- do hereby affirm and declare as under:

1. That as on today, the seating capacity/number of rooms in my restaurant/ hotel/ club in the name of M/s -----  
----- at -----  
-----, is ----- if  
in future, I/We increase or decrease the same, I will informed  
the Department.
2. That I have gone through the Delhi Excise Act 2009 & Rules,  
2010 and other relevant excise rules and understood the same.
3. That I have also understood that the application for grant of L-  
Licence shall be considered by the Competent Authority under  
the Delhi Excise Act 2009 & Delhi Excise Rules, 2010 and the  
other relevant Excise Rules for the grant of L- Licence.
4. That I/We shall abide by the terms and conditions rules and  
regulation as laid down by the Department of Excise, New Delhi  
for issuing the L- License under the Delhi Excise Act  
2009 & Rules 2010.
5. That all documents submitted/ statement furnished for grant of  
L- License are True and correct to the best of my  
knowledge, in case in future, if anything adverse found against  
me, my.

**DEPONENT**

**Verification**

Verified at Delhi on this ----- day of ----- 2023 that the contents  
of the above affidavit are true and correct to my knowledge and belief  
and nothing material has been concealed there from.

**DEPONENT**

m.

**AFFIDAVIT**

I, ----- S/o ----- aged -----  
R/o -----

- do hereby solemnly affirm and declare as under:-

1. That I have applied for licence in form L- /L- F.
2. That the above said premises belong to me and the same is in conformity with the rules and regulations of the local bodies i.e. DDA, MCD, NDMC etc.
3. That the above said premises is free from all kinds of encumbrances.
4. That the above said premises is fitted with the temporary/permanent electric connection bearing No.-----.
5. That the above said premises is fitted with temporary/permanent water connection bearing No.-----.
6. That I have never been convicted by a criminal court for any non-bailable offence or of any offence punishable under any law relating to tax liable during a period of five years preceding to the date of application. I have also not been convicted for any offence punishable under the erstwhile Punjab Excise Act, 1914 now repealed by Delhi Excise Act, 2009, the Narcotic Drugs and Psychotropic Substance Act, 1985.
7. That I comply with the provisions of Section 13 of the Delhi Excise Act, 2009 and Rule 23 of the Delhi Excise Rules, 2010.
8. That I have not been declared insolvent by any court of law.
9. That I am in actual possession of the premises for which the application has been made for grant of L- , licence. I agree that if the Government decides to grant me L- licence after following the procedure and I am found not in actual physical possession of the shop, the licence may not be granted.

**DEPONENT**

**VERIFICATION**

Verified at Delhi on this ----- day of ----- 2023 that the contents of the above affidavit are true and correct to my knowledge and belief and nothing material has been concealed there from.

