



# NATIONAL CAPITAL DISTRICT COMMISSION

Compliance Directorate

## Licensing Division – Liquor

### CHECKLIST

#### APPLICATION FOR LIQUOR LICENSE – LIMITED HOTEL

New Application     Change of Management (C.O.M)

**NOTE: APPLICATION WILL NOT BE ACCEPTED IF CHECKLIST IS INCOMPLETE.**

No	Document Name	Responsible	Enclosed/ Indicate	Notes	Office Use Only
01	Application FORM 1	NCDC		Completed, dated and signed	
02	Physical planning Approvals	NCDC		Applicable if Land Use Changes	
03	Building Authority Approvals	NCDC		Applicable if structural changes occurs	
04	Land title or Lease Agreement	Landlord		Valid	
05	Certificate of Incorporation	IPA		Local and Foreign Enterprises	
06	Foreign Enterprise Certificate	IPA		Applicable if Foreign Enterprise,	
07	Company Extract	IPA		Local and Foreign Enterprise	
08	Business Name Registration Certificate	IPA		Valid	
09	Food Safety Management System	Applicant		Applicable if Food is served. Hazard Analysis Critical Control Point ( HACCP)	
10	Copy of License of Previous Operator	Applicant		Applicable if Change of Management occurs	
11	Number of Bars	Applicant		Name(s) of Bars to be identified by way of letter	
12	Name of Approved Manager of the premise	Applicant		To be identified by way of letter	
13	Statutory Declaration	Justie of Peace		Declaring all information, Materials are true and correct in nature)	
14	Land Tax & Garbage Bills	NCDC		Evidence	

**Processed by:** ..... **Date:** ..... / ..... / .....  
(Customer Services Officer)

**Checked by:** ..... **Date:** ..... / ..... / .....  
(Co-ordinator Administration Services)