



NATIONAL CAPITAL DISTRICT COMMISSION

Compliance Directorate

Licensing Division – Liquor

CHECKLIST

APPLICATION FOR LIQUOR LICENSE – TAVERN

☐ 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 occur | |
| 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 (HACCP) | Applicant | | Applicable if Food is served (Hazard Analysis Critical Control Point) | |
| 10 | Copy of License of Previous Operator | Applicant | | Applicable if Change of Management occur | |
| 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 of Payments | |

Processed by: **Date:** / /

Customer Services Officer

Checked by: **Date:** / /
Co-ordinator Admin Services