



NATIONAL CAPITAL DISTRICT COMMISSION

Compliance Directorate

Licensing Division – Liquor

CHECKLIST

APPLICATION FOR LIQUOR LICENSE- DEALER

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 12	NCDC		Completed, signed and dated	
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	Certificate Permitting Foreigners to Operate Business in PNG	IPA		Applicable if Foreign Enterprise	
07	Company Extract	IPA		Local and Foreign Enterprise	
08	Business Name Registration Certificate	IPA		Valid	
09	Excise Beer License/Permit	IRC/ Customs		Applicable if Brewer	
10	Distillers License/Permit	IRC/ Customs		Applicable if Distiller	
11	Factory License	Labour Department		Applicable as Manufacturer	
12	Food Safety Management System	Applicant		Hazardous Analysis Critical Control Point (HACCP)	
13	Copy of License for Previous Operator	Applicant		Applicable if Change of Management	
14	Name of Approved Manager	Applicant		To be confirmed by way of letter	
15	Statutory Declaration (on	Justice of Peace		all information, Materials are true and correct in nature)	
16	Land Tax & Garbage Bills.	NCDC –		Evidence	

Processed by:Date: / / 20.....

Customer Services Officer

Checked by:Date: / / 20.....

