



# NATIONAL CAPITAL DISTRICT COMMISSION

Compliance Directorate

Licensing Division – Liquor

## CHECKLIST

### APPLICATION FOR LIQUOR LICENSE - BOTTLE-SHOP

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

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

| N0. | Document Name  | Responsible      | Enclosed/<br>Indicate | Notes  | Office<br>Use Only |
|-----|--|------------------|-----------------------|--|--------------------|
| 01  | Application Form No 12                                       | NCDC             |                       | Completed, dated & 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  |                    |
| 06  | Certificate Permitting Foreigners to Operate Business in PNG | IPA              |                       | Applicable if Foreign Enterprise                           |                    |
| 07  | Company Extract  | IPA              |                       | Local and Foreign Enterprises                              |                    |
| 08  | Business Name Registration Certificate                       | IPA              |                       | Valid  |                    |
| 09  | Name of Approved Manager of the Premise                      | Applicant        |                       | To be identified by way of letter                          |                    |
| 10  | Statutory Declaration  | Justice of Peace |                       | All information, Materials are true and correct in nature) |                    |
| 11  | Copy of License of Previous Operator                         | Applicant        |                       | Applicable if Change of Management.                        |                    |
| 12  | Land Tax and Garbage Bills                                   | NCDC             |                       | Evidence   |                    |

**Processed by:** ..... **Date:** ..... / ..... / .....

Customer Services Officer

**Checked by:** ..... **Date:** ..... / ..... / .....

Co-ordinator - Admin Services