



NATIONAL CAPITAL DISTRICT COMMISSION
Compliance Directorate
Licensing Division – Liquor

CHECKLIST

APPLICATION FOR LIQUOR LICENSE – RESTAURANT

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 7	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	LandLod		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 Enterprises	
08	Business Name Registration Certificate	IPA		Valid	
09	Food Safety Management System (HACCP)	Applicant		Hazard Analysis Critical Control Point (HACCP)	
10	Copy of license for previous operator	Applicant		Applicable if Change of Management	
11	Number of Bars	Applicant		Name of bar (s) to be identified by way of letter	
12	Name of Approved Manager of the premise	Applicant		Name of Manager (s) to be identified by way of letter	
13	Statutory Declaration	Justice of Peace		Declaring all information, Materials are true and correct in nature	
14	Land Tax & Garbage Bills	NCDC		Evidence of payment	

Processed by: Date: / /

(Customer Services Officer)

Certified by: **Date:** / /
(Co-ordinator Administrative Services)