



**NATIONAL CAPITAL DISTRICT COMMISSION**  
COMPLIANCE DIRECTORATE  
LICENSING DIVISION

## CHECKLIST

### APPLICATION FOR LICENSE TO KEEP A PLACE OF ENTERTAINMENT

☐ NEW ☐ CHANGE OF MANAGEMENT ☐ NEW OWNERSHIP ☐ ADDITIONAL ACTIVITY

### APPLICATION WILL NOT BE ACCEPTED IF CHECKLIST IS INCOMPLETE

No.	Document Name	Responsible	Enclosed /Indicate	Note	Office Use Only
01	Application FORM.1 Reg:Sec.5(1)	NCDC		Completed, signed and dated	
02	Physical Planning Approvals	NCDC		Applicable if land use changes	
03	Building Authority Approvals	NCDC		Applicable if structural changes occur	
04	Land Title/Lease Agreement	Landlord		Valid	
05	Certificate of Incorporation	IPA		Local and Foreign Companies	
06	Company Extract	IPA		Local & Foreign Companies	
07	Certificate of Registration of Business Name.	IPA		Valid	
08	Certificate Permitting Foreigners to Operate Business in PNG	IPA		Applicable for Foreign Enterprise	
09	Land Tax & Garbage Rate	NCDC-Revenue		Evidence of payment	
10	Copy of License for previous operator	Applicant		Applicable if COM/New Ownership	

Processed by: .....  
Customer Services Officer

Date: ...../...../ 20.....

Checked by: .....  
Co-ordinator – Administration

Date: ...../...../ 20.....