



# NATIONAL CAPITAL DISTRICT COMMISSION

Compliance Directorate

## Licensing Division – Liquor

### CHECKLIST

#### APPLICATION FOR LIQUOR LICENSE – CANTEEN

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

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

No.	Document Name	Responsible	Enclosed/ Indicate	Note	Office Use Only
01	Application FORM No.12	NCDC		Completed, signed and dated.	
02	Physical planning Approvals	NCDC		Applicable if change in Land Use occur	
03	Building Authority Approvals	NCDC		Applicable if structural changes occur	
04	Land Title or Lease Agreement	LandLord		Valid	
05	Certificate of Incorporation	IPA		Valid	
06	Business Name Registration Certificate	IPA		Local and Foreign Enterprise	
07	Certificate Permitting Foreigners to Operate Business in PNG	IPA		Applicable if Foreign Enterprises	
08	Company Extract	IPA		Local and Foreign Enterprise	
09	Copy of License for the Previous Operator	Applicant		Applicable if change of Management occurs	
10	Canteen's Rules	Applicant		Updated Operational Orders/Rules	
11	List of number of Employees	Applicant		Updated List with Minimum of 25 heads	
12	Food Safety Management System (HACCP)	Applicant		Applicable If food is involved. Hazard Analysis Critical Control Point	
13	Name of Approved Licensee	Applicant		To be identified by way of letter	
14	Statutory Declaration Form	Justice of Peace		All information, Materials are true and correct in nature)	
15	Land Tax & Garbage Bills	NCDC		Evidence	

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

Customer Services Officer

**Certified by:** ..... **Date:** ...../ ...../ 20.....  
Co-ordinator Admin Services