



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.

No.	Document Name	Responsible	Enclosed/ Indicate	Notes	Office 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