



# NATIONAL CAPITAL DISTRICT COMMISSION

Compliance Directorate

## LICENSING DIVISION – LIQUOR

### CHECKLIST

#### APPLICATION FOR LIQUOR LICENSE – BOOTH

☐ New ☐ Change of Management

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

N0.	Document Name	Responsible	Enclosed/ Indicate	Notes	Office Use Only
01	Complete Application Form No.4	NCDC		Completed, signed and dated	
02	Floor Plan of the Arena/venue	Applicant		Service Area for liquor	
03	Nominated Name of Publican, Holders of Tavern license	Applicant		Applicable if occasion will be held in an unlicensed premises ( <i>To provide service of alcohol on behalf of the organizers</i> )	
04	Written consent of other Venue's Management	Applicant		To be confirmed by way of Letter	
05	Statutory Declaration Form	Justice of Peace		All information, material particular are true and correct.	
06	Copy of official Receipt For Payment of License fees	NCDC		For reference	
07	Land Tax & Garbage Bills			Evidence	

**Processed by:** ..... **Date:** ...../...../20.....  
Customer Services Officer

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