



NATIONAL CAPITAL DISTRICT COMMISSION
REGULATORY SERVICES DEPARTMENT
LICENSING DIVISION

CHECKLIST

APPLICATION FOR RENEWAL OF LIQUOR LICENSE CHECKLIST

Note: Applicant to assess and complete checklist prior to lodgement of the application

APPLICATION WILL NOT BE ACCEPTED IF CHECKLIST IS NOT PROPERLY COMPLETED

No	DOCUMENTATION		Completed by Applicant (✓ PLEASE TICK)	Completed by Commission (✓ PLEASE TICK)	Notes: Office Use Only
	Document Name	Issuing Authority			
1.	Completed application form, properly dated and signed	NCDC Regulatory Services			
2.	Copy of the previous year's liquor licence	Applicant			
8.	Current subscribing membership list	Applicant			Club License Only
11.	Land/Garbage Tax				
10.	Evidence of payments (copy of receipt)				

Processed by
(Customer Service Officer)

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

Checked by
(Co-ordinator – Administration)

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