



NATIONAL CAPITAL DISTRICT COMMISSION
REGULATORY SERVICES DEPARTMENT
LICENSING DIVISION

APPLICATION CHECKLIST

APPLICATION FOR ***NEW *NEW OWNER*NEW MANAGEMENT OR
* ADDITIONAL ACTIVITY OF LIQUOR/ TRADE LICENCES**

Note: Applicant to asses 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.	Physical Planning Clearance	NCDC Regulatory Services		Applicable if land use changes	
3.	Building Authority Clearance	NCDC Regulatory Services		Applicable if structural changes occur	
4.	Land Title or Lease Agreement	Applicant/Landlord		Applicable if change of ownership or tenancy	
5.	Certificate of Incorporation	Applicant (IPA)		Applicable if COM	
6.	Certificate Permitting Foreigners to Operate Business in PNG	Applicant (IPA)		Applicable if COM	
7.	Current Subscribing membership list	Applicant		For clubs only	
8.	Names of all bars & In the Premise.				
9.	Indicate number of rooms in the premise.				
10.	Land/Garbage Rate				
11.	Evidence of payments				

Processed by:
(Customer Service Office)

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

Checked by:
(Co-ordinator – Administration)

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