

Annexure G

PROCEDURE FOR APPLYING FOR NEW TRADE LICENCE

1. Obtain the handbook for trade licence from any of the range offices or citizen centers.
2. The handbook contains FAQ and the schedule of trade that are liable to obtain licence.
3. The handbook contains an application form. Fill the application form.
4. You need to file the property owner's consent in plain paper or letterhead in Format B available in the handbook at page No.33. The owner has to file a copy of the latest property tax paid receipt in proof of ownership.
5. At the time of filling the application, if the trade falls under zone A of the Comprehensive Development Plan, then you need to obtain immediate neighbour's consent in plain paper in Format C available in the handbook at page No 35.
6. You are also required to file a layout plan for your trade premises showing the business/working/washing/resting/toilet areas etc. This layout plan can be certified by any licenced architect /engineer/ supervisor. **However, other than hotels and restaurants, if the area of your trade premises is less than 500 square feet, certification of the layout plan is not required.**
7. Demand draft towards the licence fee payable for the trade.
8. If you are applying for power licence, you need to fill the columns in the application form and pay the applicable licence fee depending on the KVA/HP of the power sanctioned. This fee is to be paid by a separate demand draft.
9. All demand drafts should be in favour of Commissioner Bruhat Bangalore Mahanagara Palike.
10. If your application is not accompanied with requirements at serial numbers 4-8 the application will be rejected and an endorsement will be issued.
11. On the date of filing the application itself the authorized officer will set the date of inspection of the trade premises. The maximum time set for inspection is set within 3 working days. The authorized officer will come for inspection with a checklist to verify if all compliances required for your trade are met.

12. After the trade premise is inspected and if found satisfactory, the trade licence will be issued within 3 working days thereafter. If the inspecting authority has any objection he will issue an endorsement to correct the defects. Once the defects are corrected satisfactorily, the trade licence will be issued within 3 working days.