



Annexure F
Bruhat Bangalore Mahanagara Palike

APPLICATION FOR TRADE NEW LICENCE

Box 1 Basic information			
Name of the Applicant:			
Applicant representing as: Proprietor/ Partner/ Director / Authorized Signatory			
Name and Address of the Trade Premises:			
Tel.No.			
Proposed Nature of the trade/trades: <i>(Attach additional sheet, in your letterhead, to enter all product line mentioned in Part I to VII) of Schedule X</i>			
Trade classification as per Schedule X	Main trade/Commodity <i>(Please see annexure A in the handbook)</i>	Schedule X Part No.	Sl. No:
Jurisdiction of Health Officer		Zone: East/West/South	
Date of Application for trade licence			
Proposed date for commencement of trade:			
Additional Branch/godown address <i>(Attach additional sheet, in your letterhead, if required to enter all other branches & godown.)</i> Please note that for each branch / godown separate application for renewal along with applicable renewal fee must be made and obtained from the respective jurisdiction Medical Health Officer.			

Box 2 Zonal Classification			
For Zonal classification please refer Annexure C of the handbook for renewal of trade licence.	Zone	Code	Sl. No:
	Residential	A	
	Commercial Retail Business	B	
	Commercial Wholesale For	C	
	Light Industrial	D	
	Medium Industrial	E	
Heavy Industrial	F		

Box: 3: Compounded licence fee <i>(Please see note below Schedule X Part VI) and also FAQ No. 19)</i>			
If you are trading/stocking in multiple trade/commodity which one attracts the highest fee payable – state the following:-			
Description of the Trade/commodity	Schedule X Part No.	Sl. No.	License Fee prescribed
			Rs.
The compounded renewal licence fee at 2 times the highest fee payable is			Rs.

Box 4: Documents to be enclosed:		
Have you enclosed consent letter from the owner of the property (As per format B in handbook)	Yes	No
If your trade is one that is eligible to be established in Zone A, you are required to enclose a no objection certificate from your immediate neighbors. Have you enclosed? (As per format C in handbook)	Yes	No
You are required to furnish a certified layout plan of your trade building showing the business/working/washing/resting/toilet etc areas from licenced architect / engineer / supervisor. Have you enclosed? <i>Please not if your trade is not a hotel or a resturant and is less than 500 sq ft. certification of the layout plan is not required.</i>	Yes	No

Box 5: Power License renewal		
Are you seeking for power licence	Yes for-----HP	No
Have you installed a generator	Yes for -----HP/KVA	No
Fee payable for power/generator (whichever HP/KVA is higher.	Rs.	
Demand draft drawn on (bank) Date:	DD No. Rs	

***Please obtain separate drafts for Licence fee and for power licence.
Please note that if the licence is refused, the fee paid for licence and for power will be refunded.***

DECLARATION BY APPLICANT

1. I/We -----do hereby affirm and state that the information furnished by me as mentioned in the application for renewal form are true and correct to the best of my knowledge and belief.
2. I further declare that I am aware that the property for the trade license is sought is specifically for the purpose for which it is issued and does not regularize unauthorized constructions, or violations of building bye laws and regulations and that I may be prosecuted for such infringements even though I obtained a Trade License under the Act.
3. I further understand that my Trade License may be suspended or cancelled in the event it is found that the business is being run in premises that violate existing rules and zonal regulations under the Comprehensive Development Plan 1994
4. I further undertake to have no objection in revoking the Trade License in the case that there are any discrepancies / disputes / defects / false information in any documentation that may be provided by me or stated in the application form.
5. I undertake that I will not employ / engage child labour for the purpose of carrying out the trade.

Signature

(Name of the Applicant)
Seal of the firm/company

Place
Date:

Guide To Fill The Application Form

Box 1	In this box you have to furnish basic information like name of the applicant, the address where the trade is being carried on, details of the trade carried on, details of the licence issued, godown particulars. If you have obtained different licences for the different items you are engaged in, please specify.
Box 2	Please refer to Annexure D in the HANDBOOK FOR TRADE LICENCE and fill in the correct serial number in which zone classification your trade premises is located.
Box 3	If you are dealing in multiple trades (products & services), then you will have to state the product that attracts the highest licence fee. You need to pay only twice this amount as licence fee. You need not take different licences for each of the trade. Please see the examples mentioned in the FAQ brochure.
Box 4	In this box you need to tick the boxes whether you have enclosed the requisite documents.
Box 5	You have to state the sanctioned KVA/HP. If you have installed a generator, then you need to pay either for the sanctioned BESCO load or for the generator whichever has the highest KVA/HP.

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Acknowledgment

Received Application for new trade license from Shri/Smt/M/s.....
 along with licence fee of Rs.....vide DD No.on
 Bank for the current year and along with fee for power license for Rs.....vide DD
 No..... onbank.

Date:
 Time:

Signature and Seal of Receiving Officer
 -----Ward