

# MUNICIPAL CORPORATION OF HYDERABAD

## LICENCE APPLICATION FORM

Licence Section

Date \_\_\_\_\_

Name of the Circle / Division

No:

### **APPENDIX – ‘A’** (See Bye – Law – 3(a))

Form of an Application for Grant of Licence / Renewal of Licence to any person to any of the purposes mentioned in Schedule ‘P’ to the Hyderabad Municipal Corporation Act 1995 (Hyderabad Act II of 1956) or otherwise required under Section 521 of the Act.

To

The Commissioner,  
Municipal Corporation of Hyderabad  
Andhra Pradesh

Sir,

I am to request you to grant me Licence to carry on the Trade or Traders / Operations to keep the articles or to use the premises place situated at the particulars of which are given below:

1. Name of Applicant (In Block Letters) :
2. Age :
3. Father's Name :
4. Name of the Guardian or Manager in  
Case applicant is a minor :
5. a) Residential Address :  
House No. :  
House Tax Assessment No :  
Situated in Street / Road :  
Ward No. Block No. :  
b) Permanent Address :
6. Purpose for which Licence is required  
(also the nature of the trade or operation  
Or name of the articles proposed to be  
Kept together with their quantity ) :
7. Description of the premises / place in  
Respect of which licence required :  
a) i) Municipal Door Number :  
ii) Name of the Road or Street  
(Mention also if any) :

- iii) Name of Locality :
  - iv) Other particulars such as Boundary description for Location or identifying the Place :
  - v) Property Tax Assessment No. :
  - vi) Profession Tax assessment No. :
8. a) If the applicant etc. is owner / lessee / Tenant of the place, premise, proposed To be utilized for carrying on the trade or operation ( Copy of the title deed or lease deed or any other document enabling the use and occupation of the place or premises attested by a Magistrate or Gazetted Officer or any other office authorized by the Commissioner of a public notary ) :
- b) Monthly Rent in Rs.
9. a) Whether or not the place or premises proposed to be used for carrying on the trade operation is residential building :
- b) If it is residential building has permission of the Commissioner under Section 442 of the H.M.C. Act, 1955 to put it to a different use been obtained ( a true copy of such permission may be enclosed) :
- c) Is he prepared to model the premises place according to the requirements of these bye-laws :
- \*10. Number of workers proposed to be engaged Or employed :
11. Working Hours :
12. Plinth area proposed to be used for the trade Operation :
13. a) The number of Latrines and urinals Provided :
- b) Whether connected to the Municipal under ground sewer :
14. Is this application for fresh Licence / renewal of licence. If it is renewal of licence given the

previous licence No. and date if any (a true copy of such licence may be enclosed) :

15. Period for which Licence is required :

16. Has the fee been paid (give receipt / Challan No. and date attach such receipt / Challan is this application. :

17. Whether two pass port size (3 x 2) or (7.62 cm x 5.08 cm) of latest photographs of the applicant signed by a Gazetted Officer or a Municipal Councillor or any Officer authorized by the Commissioner in this behalf and bearing the signature of the application on the reverse have been enclosed :

18. The Certificate of Physical fitness from a Registered Medical Practitioner attached, in respect of dealers in food articles eating houses, milk vendors etc. :

I declare that all the information given in the application is true to the best of knowledge and belief.

Dated:

Yours Faithfully,

Note: Compulsorily to be filled by all trades

Signature of the Applicant