

The following documents are required for Registration of New hotel or Guest House and Renewal of Existing hotel or Guest House:

1. Copy of building plan as approved by the concerned Planning & Development Authority.
 - Document No:
 - Issue Date :

2. Copy of licence / NOC of the Gram Panchayat/ Municipal Council to run the hotel/ lodging/ paying guest accomodation.
 - Document No:
 - Validity Date :
 - Issue Date :

3. Copy of Trade Tax / House Tax Receipt (in original).
 - Document No:
 - Validity Date :
 - Issue Date :

4. Valid NOC from Directorate of Fire and Emergency Services.
 - N.O.C No:
 - Validity Date :
 - Issue Date :

5. Copy of Tariff Card (for the current financial year)

6. Lease and Licence agreement (if leased) OR Notarized copy of NOC from the owner of the premises.
 - Document No:
 - Validity Date :

-Issue Date :

7. Ownership Document (in case premises is owned.)

-Document No:

-Validity Date :

-Issue Date :

8. Valid NOC from the Goa Coastal Zone Management Authority (in case hotel is located in Coastal area).

-Document No:

-Validity Date :

-Issue Date :

9. NOC from Goa State Pollution Control Board.

-N.O.C No:

-Validity Date :

-Issue Date :

10. Licence from Director of Food and Drugs Administration (in case the hotel is having restaurant).

-Document No:

-Validity Date :

-Issue Date :

11. Other Document (Specify name and other details in the space provided below)

-Doc/ NOC No:

-Validity Date :

-Issue Date :

Note:

1. All the documents should be self attested by the applicant.
2. In case of multiple NOC/Certificate/ Insurance please fill details in "Other Document" section as mentioned above.
3. In case of more than 5 other documents please provide details on additional blank page.