

## CHECK LIST

In accordance with the Excise Department, Writers' Buildings, Kolkata  
No.59-PS (EX) /09 dated 26.03.2009

Serial no.	Aspects to be observed as may be applicable	Status with remarks, if any
1	Number of F.L.' On ' shops and / or number of F.L.' Off ' shops and/or number of bar-cum-restaurants and/or number of retail shops selling country spirit with in a radius of approximately 1 K.M. may be stated	
2	Application in prescribed form with requisite court fee stamp	
3	All columns of the application form to be properly filled in[ category of the license to be clearly specified as per rule 4 of the above rules and overwriting ,if any, to be attested by the applicants]	
4	Attested photocopy of the Challan showing deposit of non-refundable application fee as prescribed in sub-rule(3) of rule (10) of the above rules	
5	Whether the applicant(s) is/are registered as a VAT/WBST dealer	
6	Whether the applicant holds PAN or not, as applicable for individual(proprietor),group of individuals or each of the partners of a partnership firm or society or company	
7	Trade license/Certificate of enlistment for the proposed category of license	
8	Current food license	
9	Whether the constitution of the applicant as stated above is the same as that shown in Trade license/Certificate of enlistment and VAT/WBST registration	
10	Whether detailed particulars of the location of the site such as plot no. and mouza/holding no. and street name, name of the gram panchayat /name of the Ward, police station, name of the municipality/name of the block and PIN Code have been furnished.	
11	Documents in respect of the right, title and interest of the applicant in respect of the site, if the premises are owned by the applicant	
12	NOC from the land lord regarding use of the premises to run the excise license applied for, if the premises is rented or leased or sub-leased	

13	Whether conversion certificate in respect of land has been obtained or whether the proposed site conforms to the land usage norms as may be applicable	
14	Documents in support of Indian citizenship or Person of Indian Origin when the applicant is an individual or a group of individuals	
15	Proof of age of the applicant(s) in cases when the applicant is an individual or group of individuals or a partnership firm. When the applicant is a company or a society, then the proof of age of the person authorized to sign the application along with the relevant resolution of the board / society authorizing the person as such will be required	
16	Educational qualification of the applicant(s) in cases when applicant is an individual or group of individuals or a partnership firm. When the applicant is a company or society, then the educational qualification of the person authorized to sign the application along with the relevant resolution of the board /society authorizing the person as such will be required	
17	Medical certificates of the applicants from a registered medical practitioner when the applicant is an individual, group of individuals or a partnership firm, when applicant is a company or a society, then the medical certificate of the person authorized to sign the application along with the relevant resolution of the board/society authorizing the person as such will be required	
18	Whether the applicant had applied earlier for a retail license for consumption of foreign liquor on the site with or without hotel or restaurant and if so, whether the application has been rejected or is still pending. Reasons may be stated	
19	Affidavit affirmed by the individual or each individual in a group of individuals or each partner of a partnership firm or each member of a society or each director of a board of directors of a company before the competent authority regarding his non conviction by a criminal court in a non-bailable offence	

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20	Clear report about the location of the proposed site in terms of Rule 8 and the explanation thereto as published with this department notification no.800-Ex dated 29.07.03,as amended up to the date	
21	Whether objection(s) have been received against the proposal and the findings and opinion of the collector on such objection(s)	
22	Four copies of the blue print plan of the site plan duly signed by the applicant and the landlord/owner of the premises and duly authenticated by the Superintendent of Excise and the Collector showing the layout of the site, seating arrangement, toilet, rest room, bar counter/ foreign liquor store etc. with measurements	
23	Distance of the site from the nearest State Highway and National Highway	
24	Is the site located in a residential area?	
25	Is a concerned applicant holding a temporary Bar-cum-Restaurant license? If yes, the first day/month when such temporary Bar-cum-Restaurant license was issued?	
26	Is the dealer paying Sales tax on sale price of liquor which exceeds maximum retail price, as applicable under WBST Act,1994	
27	In case of Bar-cum-Restaurant is proposed to be located in an IT/Electronics Park, the total area meant for support services ( including restaurant/canteen etc.) with in 20% of the total space available( reference letter no.IT/O/57/2005 Pt-I/163 dated 13.11.07 and No.239-SIT/08 dated 21.05.08 )	
28	Estimated amount of monthly sales of Foreign Liquor( Based on the assessment of the applicant)	
29	Date of application for Bar License/'On' shop	

Serial no.	Aspects to be verified as per the applicability	Status with remarks, if any
1	<p>*A written affirmation to be made by the applicant stating his/her/their willingness/unwillingness in respect of consideration of the application in terms of the provisions published with Notification No. 127-EX/O/1A-3/10 dated 11.02.10 by the competent authority.</p> <p>[ * Applicable for the applicant(s) who applied for such category of excise license prior to the publication of this Notification ]</p>	
2	<p>Comment on completion of the proposed site according to the blue print plan as well as Para22 of the Check list published with the Excise Department, Writers' Buildings, Kolkata No.59-PS (EX)/09 dated 26.03.2009</p>	
3	<p>The demand of the local area</p>	
	<p>(i) Population</p>	
	<p>(ii) Consumption trend for the existing licensed premises situated in and around that local area</p>	
	<p>(iii) Characteristics of the local area - Urban / Sub-urban / Rural/Remote village , Agricultural / Industrial</p>	
	<p>(iv) Occupation of the majority of the local residents as per last Census</p>	
	<p>(v) The proposed site is inside a market complex/area or near a market place or not. If yes, give detail</p>	
4	<p>Business projection report showing the business viability, to be submitted by the applicant</p>	
5	<p>Viability of the proposed business in consideration of the expected sale per month, as declared by the applicant vis-à-vis the margin of profit, establishment cost, managerial expenditure, capital investment etc.</p>	
6	<p>Consideration of public grievance, if any</p>	