

**APPLICATION FORM FOR THE GRANT OF PERFORMANCE LICENSE FOR OPEN
AND COVERED VENUES INCLUDING MELAS**

APPLICANT DETAILS	
Full Name	
Father's Name (expanded)	
Spouse Name (expanded)	
Mother's Name (expanded)	
Gender	Male [] Female [] Other []
Date of Birth	DD/MM/YYYY
Proof of identity; Aadhaar, (Voter ID, PAN, Passport, Driving Licence , if Aadhaar is not available)	Drop down box with selection of document and text box to enter document number (Aadhaar , Voter ID, PAN, Passport, Driving Licence) (Upload proof of identity) (View)
Present address (attach proof of residence; copy of Aadhaar or Voter ID or Passport or Electricity Bill or Landline Telephone Bill or Rent/Lease Deed or Property Ownership documents)	Address boxes to mention House number, Street, Locality, District, City, State & PIN code (Upload proof of address) (View)
Jurisdictional Police Station of the present address	
Mobile phone number	
Email	
Name and address of the Event Management Company/Organization on whose behalf the applicant is applying for Performance License	
(a) Whether the applicant has ever been involved or convicted in any criminal case.	Yes/NO, if yes give details
(b) Whether any preventive proceedings were initiated or pending against the applicant?	Yes/NO, if yes give details
VENUE DETAILS	
Name of the venue	
Complete address of the venue	
Jurisdictional police station of the venue	
Area in Sq. M.	
Provide confirmed booking slip of the venue	Upload
Type of structure available/planned	Permanent/Temporary

	Covered/Open
The nature of the material intended to be used for construction, give details. (applicable for temporary structures only)	
If the material used is combustible, then the nature of fire retardant treatment proposed to be given? (applicable for temporary structures only)	
The extent of fire resistance of the material to be used for construction, i.e. time in minutes. (applicable for temporary structures only)	
Whether a clear space of 3 mts on all sides of the structure or adjacent buildings or other structures is available? (applicable for temporary structures only)	
Whether temporary structure intended to be constructed is near an electric substation, railway line, chimney or furnace, if so distance of the structure from the same? (applicable for temporary structures only)	
Is there any live electrical line beneath the proposed temporary structure? (applicable for temporary structures only)	
Details of lighting arrangements in and around the place of function including parking area along with details of back-up arrangements made.	
PERFORMANCE/EVENT DETAILS	
Date & time of programme (scheduled time of beginning and conclusion of the programme)	
Details of the proposed event/ programme (commercial/ non- commercial, social, religious, entertainment, sports, etc.) Give a brief synopsis of the event/programme.	
Names of artists/performers, bands, groups, etc.	
Expected gathering during the programme & capacity of the venue.	
Details of VIPs/dignitaries invited or likely to attend the event/programme.	
Mode of entry	Ticketed/invitation cards/free entry
GSTIN, (either permanent or temporary), if the event is ticketed.	
Number of tickets/invitation cards issued if entry is	

through tickets/invitation cards.	
Details of joy rides (if any)	
Number of stalls proposed to be set-up	a) Food Items _____ b) Games _____ c) Others (specify) _____
TRAFFIC MANAGEMENT	
Parking space available at the venue	
No. of vehicles expected	
No. of parking labels issued	(i) VVIP _____ (ii) VIP _____ (iii) General _____
No. of traffic volunteers/ marshals deployed in the parking area and details of equipment available for vehicle checking.	
Whether valet parking is proposed to be provided during the event?	Yes/No
Details of agency providing volunteers/marshals	
SECURITY ARRANGEMENTS	
(a) No. of CCTV cameras installed or proposed to be installed at access points (b) No. of CCTV cameras installed or proposed to be installed in the parking space (c) No. of CCTV cameras installed or proposed to be installed at other locations (d) No. of DFMDs installed or proposed to be installed and location thereof. (e) No. of HHMDs available or proposed to be provided (f) No of X-ray baggage scanner installed or proposed to be installed at the access control points (g) No. of Security Guards/ Volunteers deployed	
Details of private security agency engaged for the event.	
FIRE SAFETY ARRANGEMENTS	
Number of fire/emergency exits planned	
Details of firefighting equipment planned (CO2 cylinders, foam cylinders, no of buckets, water storage tanks, sand	

bags, etc.)	
No. and width of the gangways planned (Cross as well as Longitudinal)	
Whether provision shall be made for standby fire service or not? If yes, details thereof.	
Type of electric wiring and fittings. Whether Electrical Safety Certificate issued by the Electrical Inspector, Labour Department, GNCT of Delhi or an Electrical Contractor duly licenced by them obtained or not?	
Details of the fire control room and security control room proposed to be set-up.	
Details of fire trained person nominated for handling any contingency in the event.	
Whether Fire Safety Certificate from Delhi Fire Service has been obtained for the event/programme at the venue?	
SAFETY ARRANGEMENTS	
Details of First-Aid facility including doctors/ medical attendants proposed to be nominated	
Details of standby ambulance	
DECLARATION	
<p>I _____ son/daughter/wife of _____ aged _____ hereby declare that the information provided above is true and correct to the best of my knowledge, information and belief. That I shall submit Electrical Safety Certificate, Fire Safety Certificate and Mechanical Safety Clearance for the joy rides from the Mechanical Inspector to the Licensing Unit one week prior to the event. I fully understand the consequence of giving false information. If the information as given above is found to be false, I shall be liable to prosecution and punishment under section 199 and 200 of IPC 1960 and/or any other law applicable thereto.</p>	
Place: _____	Applicant Signature: _____
Date: ___ / ___ / _____	Applicant Name: _____

