User Manual for Veterinary Trade License Application – Municipal Corporation of Delhi (MCD)

https://mcdonline.nic.in

Municipal Corporations of Delhi

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1. Introduction

1.1. About Veterinary Trade License (VTL)

Veterinary department deals with wide sphere of work such as Issuance of Licenses w.r.t. Meat Shops, Meat Processing Units, Cattle Dairy and Registration of Platform allotted by DDA.

This document covers all the important details of the Veterinary Trade License Application like Application features, Interfaces, Functional and Non-Functional requirements, Forms and its logical validations.

1.2. Purpose

The purpose of the VTL Online Application is: -

- Transformation of legacy process and afresh development of web application as per the current functional and technical requirements.

- Facilitate citizens with cashless, paperless, and faceless system.

- Advanced GUI of Online registration system can help the citizen to easily apply fresh and renewal of license.

- Allows preservation of reporting forms in digital mode.

- Feature of change in ward, zone name as per 250 wards.

- Process oriented architecture which helps citizen to do easy registration for license without visiting MCD department from any internet point.

1.3. Veterinary Trade License Categories

License Validity Period of all categories of Veterinary Trade License(VTL) will be valid for 1 or 2 or 3 years from the date of issuance.

| Sl. No.	Trade Type/ Categories
1	Cattle Dairy Farm
2	Meat Shop
3	Meat Processing Unit
4	Registration of Platform/ Thada Allotted by DDA

2. User Manual

2.1. Citizen Dashboard

1. Dashboard provides listing of all Veterinary Trade registration records submitted by Citizen alongwith detail (like Applicant Name, Trade Type, Request Type, Zone Name, License Expiry Date and Application Status.


2. On the left side of page- Menu Bar, There are options from where citizen can choose respective feature like "Dashboard", "Apply for New License", "Search in Legacy Data (Data available till 2021)", "Instructions and Guidelines", "Search License number for mobile updation", "View past details", View mobile number change details" after reading the Important Instructions and General Guidelines.
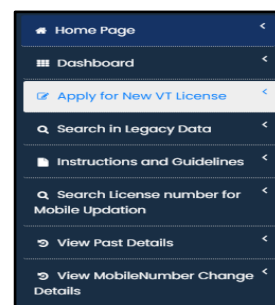
3. Citizen can access various services using Action button such as Apply for Amendment and Surrender based on request status alongwith Payment Receipt, Download License, Reprint License etc.
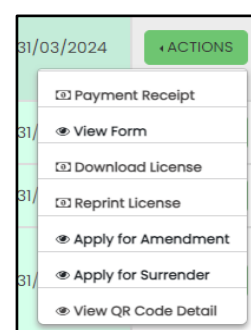
2.2.   Search in Legacy Data

1. Searching can be done using – in Search Legacy data.

- License Number/Tr. No./ G-8 No. Or
- Unit/Shop or Applicant Name.

2. After filling the mandatory details mentioned above (minimum 2 characters are required to search), click on the Submit button.

3. If the data is available in respect of the entered searching parameters, it will be reflected alongwith its status.

- If status shown as "used" – It means the said license already used for renewal and available on citizen dashboard.
- If status- "Not used"- citizen click on Actions button and "Apply for Renewal".

4. Click on the Action tab available against the concerned application and relevant options will appear like –Download license, Apply for Amendment, Renewal and Surrenderbased on License Validity and Request Status details.

5. You may select and proceed as per the requirements.

2.3.   Apply for New License

Using following steps, you can register to obtain New License:

Application provides an option to apply for fresh and renewal of license for 1/2/3 years as per the requirement of Citizen.

1. Fill the New License Registration form correctly with all mandatory fields and click on Submit. It will not allow submission unless mandatory items are filled.

2. There are multiple sections available in the New License Registration form i.e., Trade Type Details, Applicant Details (Name, DOB, Address, Photograph etc.), Trade Details (Name, Year of Est. etc.), Address of Unit, Partner Details (if any), Trade specific details etc. and upload required documents.

3. First section covers important information about Address of Unit/ Dairy/ Platform – Allotted by DDA (Underuse in business).

4. Next section covers Trade Details (Trade Type and Nature of Trade). Nature of Trade is dependent on Trade Type. Trade type have values as Meat Shop, Cattle Dairy, Meat Processing Unit and Registration of Platform Allotted by DDA. Trade type to be selected as per the requirement of License.

5. Further, second section covers about Application details such as Applicant Name, Dateof birth, Father name, Mobile number, Email id, Residential Address and Photograph.

Note:

Applicant should be min. 18-Year-old to apply for license.

In case Applicant's mobile number is outside India, then select respective country code

6. Next section covers information related of Establishment

7. Next sections cover information about type of constitution. In case of constitution type as Partner, all details of partner to be added.

8. Information related to **Meat Shop** to be provided as per below important criteria's –

8.1 **Permissible ceiling of area and height of Meat Shop - Applicable for Fresh application only.**

Area and Height of Meat Shop - MCD			
Category based on Nature of Trade	Nature of trade (Type of selling meat)	Area of shop/unit* (as per policy) (Max- <=20Sq. Meters)	Height of shop*
A	Any one species	5.6 Sq. Meters (Min)	Min 2.74 meters in case ofAC/ Non-AC meat shops.
B	Any two species	7.4 Sq. Meters (Min)	
C	Only Buffalo	9.29 Sq. Meters (Min)	
D	Only pork	5.6 Sq. Meters (Min)	
E	Three Species	11.15 Sq. Meters (Min)	

Permissible ceiling of area and height of Meat Shop for Legacy Renewal

Area and Height of Shop –MCD			
Category based on Nature of Trade	**Nature of trade (Type of selling meat)**	**Area of shop/unit* (as per policy) (Max- <20 sq. meters)**	**Height of shop***
A, D	Any one meat or Only Pork	at least 4 Sq. Meters (Min)	• 2.5 mts (min value). • If AC not installed - 3 mts. • If AC installed 2.5 mts. • License not issued below 2.5mts.

8.2 Permissible Distance between Meat shop and religious place (For Fresh Application)

- Permissible distance in between Meat Shop and religious place should be greater or equal to 150 sq. meters.
- In case of Masjid, no minimum distance is required for mutton, chicken, fish, buffalo meat shops.
- In case of pork- Minimum distance in between Meat Shop and masjid should be greater or equal to 150 sq. meters.

Permissible Distance between Meat shop and religious place (Applicable for Legacy renewal)

Distance between meat shop and religious place (Temple, Gurdwara, Masjid)		
Type of Holy Spot	**Minimum Distance**	**Condition**
Temple/ Gurudwara/ Cremation and BurialGround	> 50 meters	from the nearest/starting points/boundary wall of a temple/Gurudwara/religious place to the meat shop.
Temple/Gurdwara/ Cremation and BurialGround except Masjid	>=100 meters	Opposite entry gate
Masjid	=100 meters	(In case of Pork) (In case of entry gate)
Masjid	=50 meters	In case of license Pork Shop (for both sides)

Note –
 	
  - In case of Masjid, no minimum distance is required for mutton/chicken/fish and buffalo meat shops
 	
  -NOC from Imam is required for mutton/chicken/fish and buffalo meat shops exist in Masjid premises.
  -In case pork meat shop license cannot be granted if shop exist in masjid Premises.		

8. Information related to **Cattle Dairy** to be provided as per below important criteria's –

9.1 For Cattle Dairy Exists in (MCD) –

Rural Area		
Plot size	no. of Animals * 12 sq.m.	
Temple Premises		
Max. Number of animals	4	
Plot size	animals * 12 sq.m	
Authorized dairy Colony- fixed Plot size and max no. of animals.		
Goyela/ Goela Dairy Colony	42	5
Nangli Shakrawati Dairy Colony	42	5
Kakrola Dairy Colony	42	5
Masood Pur Dairy Colony	297	25
Madanpur Khadar Dairy Colony	134	11
Gharoli Dairy Farm	50	4
Ghazipur Dairy farm	178	15
Bhalswa	42	5
Jharoda	42	5
Shahbad Daulatpur	38	5
Ghogha	60	5
	96	8

9.   Information related to **Meat Processing Unit** to be provided as per below important criteria's –

a)   Shop Unit Exist in Area- Commercial/ Industrial- MCD

b)   Area of Shop/ unit –Same as of Meat Shop

c)   Height of shop- Minimum 3 meter

10. Information related to **Platform allotted by DDA** (2.4.11) to be provided as per below important criteria's –

11. Last section is Document section where all mandatory and required documents need to upload. After uploading all mandatory documents and filling mandatory information, click the confirmation check box and click Submit button to save details and proceed for further Fee Payment.

12. On successful submission of the form, citizen will be redirected for Fee payment calculation page to re-verify the payment components and amount before proceeding to final payment. If all payment details are ok, then click on Pay Online.

13. After verification, citizen will be redirected for payment and the fee, if applicable, can be paid using online payment gateway for debit/credit / Internet banking etc.

14. Once the payment process is completed, the application will be submitted for the approval of the respective MCD Official, you will be notified regarding approval or rejection through SMS and status of application will also be reflected on citizen dashboard. All the request will be send to Zonal Deputy Director (Veterinary Services) , thereafter he assigned the case to veterinary Inspector for verification.
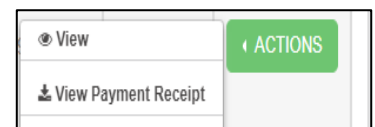
15. While application is under progress, you can download Payment receipt from Action button available in citizen Dashboard.

16. If application is approved, license will be available for download to the citizen in the dashboard under the Action tab available against the submitted application along with options for Amendment, and Surrender.

    Amendment and surrender option available till the said license is Active or having validity.

17. Renewal option available for expired license only.

18. In case of request rejection by MCD Officials, Rejection letter with rejection reason can be viewed in Action tab.

19. Similarly, if any deficiency is raised by MCD Officials then click on deficiency, submit reply for approval as per deficiency remarks given in deficiency letter.

> Note: In case your payment has been deducted but payment receipt is not available then then use "Reconcile" option after 15 min.

2.4. Apply for Renewal
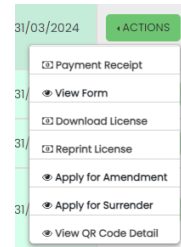
1. If License is expired, Renewal option will be available to the citizen in the dashboard under the Action tab available against the approved application.

2. Renewal Form will open on selection of Renewal option with all the allowed fields in editable mode.

3. Fields allowed to edit in case of Meat Shop are – Email id, Mobile number, Res. Address with pin code, Source of Water, Drainage System, Type of Occupancy etc.

4. Fields allowed to edit in case of Cattle Dairy are –Email id, Mobile number etc.

5. Upload required documents, click the declaration and Click Submit Button.
6. On successful submission of the form, you will be re-directed for Fee Payment calculation page to verify the payment components and amount before proceeding for Final Payment. If all payment details are OK, then click on "Pay Now" button.

7. After verification, you will be redirected for payment and the fee, if applicable, can be paid using online payment gateway for debit/credit / Internet banking etc.

8. Once the payment process is completed, the application will be submitted for the approval of the respective MCD Official, you will be notified regarding approval orrejection through SMS.

9. While application is under progress, you can download Payment receipt from Action button available in citizen Dashboard.

10. If application is approved, Renewal license will be available for download to the citizen in the dashboard under the Action tab available against the submitted application alongwith options for Amendment and Surrender.

11. In case of request rejection by MCD Officials, Rejection letter with rejection reason can be viewed in Action tab.

12. Similarly, if any deficiency is raised by MCD Officials then click on deficiency, rectify the deficiency for approval.

2.5 Apply for Amendment

Amendment can only be apply in case of Death of owner having following condition -
   a. If License is valid and validity is more than 1 year, Amendment will be apply by the citizen in the dashboard under the Action tab available against the approved application.
   b. Citizen can apply for amendment within two months of Date of Death. Thereafter, system not allows citizen to apply for amendment.

c. After Death of owner, If License expired within six months then legal heir can use existing license till validity and apply for renewal in the name of existing owner then apply for amendment.

1. Amendment Form will open on selection of Amendment option with all the allowed fields in editable mode.

2. Fields allowed to Amend in all types of licenses of Veterinary Trade License (VTL) are – Applicant Name, Father's Name, Date of Birth, Photograph of owner, Email id, Mobile number, Res. Address with pin code, Name of Unit/ Shop/ Dairy, Type of Occupancy, Type of Constitution etc.
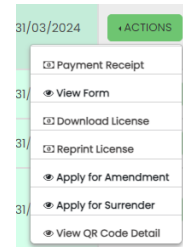
3. Upload required documents, click the declaration and Click Apply for Amendment Button.

4. On successful submission of the form, citizen will be redirected for Fee payment calculation page to re-verify the payment components and amount before proceeding to final payment. If all payment details are ok, then click on "Pay Now" button.

5. After verification, citizen will be redirected for payment and the fee, if applicable, can be paid using online payment gateway for debit/credit / Internet banking etc.

6. Once the payment process is completed, the application will be submitted for the approval of the respective MCD Official, you will be notified regarding approval orrejection through SMS.

7. While application is under progress, you can download Payment receipt from Action button available in citizen Dashboard.

8. If application is approved, amended license will be available for download to the citizenin the dashboard under the Action tab available against the submitted application.

9. In case of request rejection by MCD Officials, Rejection letter with rejection reason can be viewed in Action tab.

10. Similarly, if any deficiency is raised by MCD Officials then click on deficiency, submit reply of deficiency for approval.

2.6 Apply for Surrender

1. If License is valid, surrender option will be available to the citizen in the dashboard under the Action tab available against the approved application.

2. Surrender Form will open on selection of "Apply for Surrender' option.

3. To surrender the license, click the declaration and Submit Button.

4. On successful submission of the form, you will be redirected for Fee payment calculation page to re-verify the payment components and amount before proceeding to final payment. If all payment details are ok, then click on Submit button.

5. After verification, you will be redirected for payment and the fee, if applicable, can be paidusing online payment gateway for debit/credit / Internet banking etc.

6. Once the payment process is completed, the application will be submitted for the approval of the respective MCD Official, you will be notified regarding approval or rejection through SMS.

7. While application is under progress, you can download Payment receipt from Action button available in citizen Dashboard

8. Once department approves an application, surrender receipt will be available for download to the citizen in the dashboard under the Action tab available against the submitted application

2.7 Submit Deficiency

1. If any deficiency is raised by the concerned department, click on "Deficiency Rectification" under Action.

2. Deficiency form will open, check for Deficiency remarks in deficiency letter.
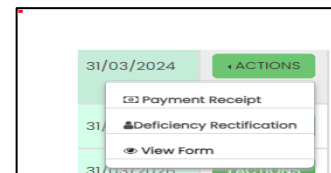
3. Rectify the Deficiency and submit to the Veterinary Department for approval.

2.8 Check Rejection Remarks

If request is rejected, then check Rejection letter available under Action Button to view rejection remarks.

2.9 Change in ward and zone (as per delimitation of 250 wards)

If there is any change in ward and zone name in existing application, then at the time of apply for next renewal/ Amendment etc correct ward and zone name reflected along with message shown to the concerned citizen. Like there is an application where in old ward name was "Nangloi Jaat" (as per old wards) and new ward name- Nilothi (after delimitation of 250 wards. Accordingly zone name was mentioned as "Rohini zone and New zone – "Narela zone" so application gives pop-up message to the citizen i.e.
"Your Ward has been changed from old ward (NANGLOI JAAT) to New Ward- (Nilothi)
Your zone has been changed, from old zone (ROHINI ZONE) to new zone (NARELA ZONE).

3. Veterinary Trade License Fees and Charges (MCD)

Trade Type	Process Type	Unified MCD				Remarks
		PF	License Fee (1 Year)	License Fee (2 year)	License Fee (3 year)	
Meat Shop	New/ Fresh License (in Rs.)	500	7000	12000	18000	
	Renewal License (in Rs.)	500	7000	12000	18000	
	Amendment (in Rs.)	500	5000 (one time)			
	Surrender (in Rs.)	500	NA			
	Late fee (In case of Renewal in Rs.)	2000				Grace period i.e. 31st May (2 months)
Meat Processing Unit	New/ Fresh License (in Rs.)	500	50000	100000	150000	
	Renewal License (in Rs.)	500	50000	100000	150000	
	Amendment (in Rs.)	500	5000	NA	NA	
	Surrender (in Rs.)	500	NA			
	Late fee (In case of Renewal in Rs.)	5000				Grace period i.e. 31st May (2 months)
Registration of Platform allotted by DDA	New/ Fresh License (in Rs.)	500	7000	12000	18000	
	Renewal License (in Rs.)	500	7000	12000	18000	
	Amendment (in Rs.)	500	5000 (one time)			
	Surrender (in Rs.)	500	NA			
	Late fee (In case of Renewal in Rs.)	2000				Grace period i.e. 31st May (2 months)
Cattle Dairy- Authorized/ Rural Dairy	New/ Fresh License (in Rs.)-	300	1000 Cow Miltch Tax- Rs. 30 Per cow. Buffalo- Rs. 50 per buffalo	2000 Cow Miltch Tax- Rs. 60 Per cow. Buffalo- Rs. 100 per buffalo	3000 Cow Miltch Tax- Rs. 90 Per cow. Buffalo- Rs. 150 per buffalo	
Cattle Dairy- Temple Premises		NA	1 per cattle	2 per cattle	3 per cattle	
Cattle Dairy- Authorized/ Rural Dairy	Renewal License (in Rs.)	300	1000	2000	3000	Grace period i.e. 30th June (3 months)

		Cow Miltch Tax- Rs. 30 Per cow. Buffalo- Rs. 50 per buffalo	Cow Miltch Tax- Rs. 60 Per cow. Buffalo- Rs. 100 per buffalo	Cow Miltch Tax- Rs. 90 Per cow. Buffalo- Rs. 150 per buffalo	
Cattle Dairy- Authorized/ Rural Dairy/ Temple	Amendment (in Rs.)	NA			
	Surrender (in Rs.)				
Cattle Dairy- Temple	Renewal License (in Rs.)	NA			

4. Required Documents to apply for Veterinary Trade License (MCD)

- Meat Shop License –

S.no	New registration (All Mandatory)	Renewal	Amendment	Surrender
1	Document regarding Age proof and ID proof) with photograph i.e. Aadhar Card/ Passport/ Driving License/ Voter ID card/ PAN Card. *In case of non-availability of Age proof, the applicant may submit an undertaking in the form of affidavit regarding his/her age proof. (Mandatory)	Medical Fitness certificate issued by authorized registered medical practitioner (MBBS) certifying that the applicant is free from any infectious and contagious disease. (Mandatory)	Owner/Licensee Photo. (Mandatory)	Applicant Identity Proof. (Mandatory)
2	Proof of legal occupancy of the establishment or allotment letter of Govt. agency/tenancy proof (rent agreement)/latest paid bill of electricity/DJB/Land line phone/Lease deed/Sale deed/GPA.(Mandatory)	Residential Address proof (*Conditional- In case of modification/change in address of applicant).	Death Certificate of the license holder. Conditional- in case of change of owner.	
3	Blue Print, Site Plan showing the inside dimension i.e. Length, Width & Height of Shop.(Mandatory)	Proof of legal occupancy of the establishment or allotment letter of Govt. agency/tenancy proof/latest paid bill of electricity/DJB/Land line phone/Lease deed/Sale deed/GPA. (*Conditional-in case of modification/ change in occupancy)	Certificate of the legal heirs of the deceased license holder. Conditional- in case of change of owner.	
4	Proof of water supply/connection i.e. current water bill and in case of bore well water testing report. (Mandatory)	Proof of water supply/connection i.e. current water bill and in case of bore well water testing report. (Conditional- if source of water changed)	NoC from rest of the legal heirs in the form of affidavit to transfer the license in the name of the one legal heirs. (Conditional- in case of change of owner.)	
5	Medical Fitness certificate issued by authorized registered medical practitioner (MBBS) certifying that the applicant is free form any infectious and contagious disease.(Mandatory)	Proof which certifies that drainage system changed. (Conditional- if drainage system changed)	Medical Fitness certificate issued by authorized registered medical practitioner (MBBS) certifying that the applicant is free form any infectious and contagious disease. (Mandatory)	
6	NOC from the Managing Committee and or Imam of the Masjid if license is applied for shop situated in compound/building of a Masjid (Mosque). Conditional- (If Meat shop exist in Masjid premises)	Copy of Old License (Non Mandatory)	Proof of change of constitution. Conditional	
7	Proof of Electricity supply/connection i.e. current Bill. (Mandatory)	Proof of Last paid receipt of Renewal License fee. (Mandatory)	Proof of addition/deletion of partners in case of change in Partnership. (Conditional)	
8	NOC from the owner of the shop to run Meat Shop business. (M) in case of Tenant (New document)		Proof of legal occupancy of the establishment or allotment letter of Govt. agency/tenancy proof (rent agreement)/Lease deed/Sale deed/GPA. (conditional- in case change in Type of Occupancy).	

- ## Cattle Dairy License – (MCD)

Document (M/NM)	New registration	Renewal	Amendment	Surrender
Doc 1	Certificate from SDM for verification of Rural Area (For Rural Area)	Address proof (* in case of modification/change in address of applicant). Conditional based	Owner/Licensee Photo (Mandatory)	Applicant Identity Proof
Doc 2	Proof of legal occupancy of the establishment or allotment letter ofGovt. agency/tenancy proof (rent agreement)/Lease deed/Sale deed/GPA. (Mandatory)	Proof of legal occupancy of the establishment or allotment letter of Govt. agency/tenancy proof (rent agreement)/Lease deed/Sale deed/GPA. (Conditional- in case of change of ownership)	Death Certificate of the license holder. Conditional- in case of change of owner.	
Doc 3	Document regarding Age proof and Address proof with photograph i.e. Virtual Aadhar Card/ Passport/ Driving License/ Voter ID card. (Mandatory)	Copy of receipt of latest payment of licensefee/ Miltch tax. (Conditional for Authorized Dairy) (Mandatory)	Certificate of the legal heirs of the deceased license holder. Conditional- in case of change of owner.	
Doc4	Blue print, Site Plan and key plan showing the inside dimension i.e. Length, Width & Height of Cattle Shed/Dairy. (Mandatory)	Copy of Old License.	NoC from rest of the legal heirs in the form of affidavit to transfer the license in the name of the one legal heirs. Conditional- in case of change of owner.	
Doc 5	Proof of Electricity supply/connectionto the cattle shed/ dairy Plot i.e. current Electricity Bill. (Mandatory)	Copy of receipt of latest payment of licensefee/ Miltch tax. (Conditional for Rural and Authorized Dairy)	Proof of change of constitution. (conditional).	
Doc 6	Proof of water supply/connection i.e. current water bill and in case of bore well water testing report. (Mandatory)		Proof of addition/deletion of partners in case of change in Partnership. Conditional- in case of change in details of partners.	
Doc 7	NOC from the owner of the property to run Dairy Cattle. (Conditional in case of tenancy).(Based)		Proof of legal occupancy of the establishment or allotment letter of Govt. agency/tenancy proof (rent agreement)/Lease deed/Sale deed/GPA. Conditional	
Doc 8	Copy of receipt of latest payment of license fee/ Miltch tax. (Conditional for Rural and Authorized Dairy)			

Doc 9	**Consent form DPCC to operate Dairy (Non Mandatory)**			
Doc 10	**Proof of Temple is registered with Trust/organization.** **(Conditional- In case of temple)**			

- Meat Processing Unit –

Document (M/NM)	New registration	Renewal	Amendment	Surrender
Doc 1	**Valid copy of Factory License (Mandatory) VTL-016 –**	**Medical Fitness certificate issued by authorized registered medical practitioner (MBBS) certifying that the applicant and meat handler are free from any infectious and contagious disease. (M) (VTL031) (MPU)**	**Medical Fitness certificate issued by authorized registered medical practitioner (MBBS) certifying that the applicant and meat handler are free form any infectious and contagious disease. (M) (VTL031) (MPU)**	Applicant ID Proof
Doc 2	**Document regarding Age proof and ID proof) with photograph i.e. Aadhar Card/ Passport/ Driving License/ Voter ID card/ PAN Card/ any other proof issued by the Govt. Body. (M)**	**Miscellaneous**	**Miscellaneous**	**Miscellaneous**
Doc 3	**Proof of ownership/ occupancy of the establishment or allotment letter of Govt. agency/tenancy proof (rent agreement)/Lease deed/Sale deed/GPA. (M) SDMC**	**Valid copy of Factory License (Mandatory) Common for all three corporation**	**Owner/Licensee Photo (Mandatory)**	
Doc 4	**Blue print, Site Plan and key plan showing the inside dimension i.e. Length, Width &Height of establishment. (M)**	**Valid copy of Health Trade License (Mandatory)**	**Death Certificate of the license holder (Non mandatory) Conditional-**	
Doc 5	**Proof of water supply/connection i.e. current water bill and in case of bore well water testing report. (M) Common for all three corporation**	**Address proof in case of modification/change in address of applicant. (Conditional) Common for all three corporation**	**Certificate of the legal heirs of the deceased license holder (mandatory) Conditional-**	
Doc 6	**Medical Fitness certificate issued by authorized registered medical practitioner (MBBS) certifying that the applicant and meat handler are free form any infectiousand contagious disease. (M) (MPU)**	**Proof of ownership/ occupancy of the establishment or allotment letter of Govt. agency/tenancy proof (rent agreement)/Lease deed/Sale deed/GPA. (conditional)** *in case change in ownership status (tenant/owner).*	**NOC FROM REST OF THE LEGAL HEIRS IN THE FORM OF AFFIDAVIT TO TRANSFER THE LICENSE IN THE NAME OF THE ONE LEGAL HEIRS. (mandatory)** Conditional-	
Doc 7	**Details of vehicles alongwith registration number engaged for the transportation of meat from MCD approved Slaughter House to the Meat Processing Unit. (new Document)**	Old copy of license (NM)	**Proof of change of constitution (conditional).- Common for all three corporation**	
Doc 8	**Proof of Electricity supply/connection i.e. current Bill.- (M) (New Document)**	last paid renewal fee receipt (M)	**Proof of addition/deletion of partners in case of change in Partnership (conditional)**	

		Proof of water supply/connection i.e. current water bill/ bore-well water testing report in case of modification/change in water supply. (NM)- Conditional		
		Proof which certifies that drainage system changed. (NM)- Conditional		

4.4 Registration of Platform Allotted by DDA –(MCD)

Document (M/NM)	New registration	Renewal	Amendment	Surrender
Doc 1	Document regarding Age proof and ID proof) with photograph i.e. Aadhar Card/ Passport/ Driving License/ Voter ID card/ PAN Card/ any other proof issued by the Govt. Body. (M)	Copy of old License	Owner/Licensee Photo (M)	Applicant ID Proof
Doc 2	Proof of ownership/ occupancy of the establishment or allotment letter of Govt. agency/tenancy proof (rent agreement)/Lease deed/Sale deed/GPA. (M)	Payment receipt	Death Certificate of the license holder (NM) Conditional	
Doc 3	Site Plan and key plan showing the inside dimension i.e. Length, Width & Height of establishment. (M)	Medical Fitness certificate issued by authorized registered medical practitioner (MBBS) certifying that the applicant and each and every staff are free form any infectious and contagious disease. (M)	Certificate of the legal heirs of the deceased license holder (NM) Conditional	
Doc 4	Medical Fitness certificate issued by authorized registered medical practitioner (MBBS) certifying that the applicant and each and every staff are free form any infectious and contagious disease. (M)		NOC FROM REST OF THE LEGAL HEIRS IN THE FORM OF AFFIDAVIT TO TRANSFER THE LICENSE IN THE NAME OF THE ONE LEGAL HEIRS. (Conditional)	
Doc 5	Copy of DDA Allotment letter (M)			

Veterinary Trade License (VTL)