

PROCEDURE AND CHECKLIST FOR ISSUE OF TRADE LICENCE

Municipal Corporation



Issue of Trade licence

➤ **Documents required for grant of approval/registration:**

1. ID Proof
2. Lease Deed/Legal Occupancy

➤ **Service Delivery Process:**

Issue of trade licence		
Sr. No.	Process Description	Responsibility Centre
1	If applicant want to apply for trade licence online directly, then applicant has to access the online application http://www.emerginghimachal.hp.gov.in/	Applicant
2	If applicant is not registered in application then User has to register at the online application & create the User ID and passwords. Mobile number and e-mail id is also verified by the user.	Applicant / Online Application
3	If/Once applicant is registered, login to online application using User ID and Password: <ul style="list-style-type: none"> • Applicant can select the service out of the displayed list of services in application • Applicant selects the desired service and fills the necessary details • Application request is submitted as e-form through the web portal • Attached the necessary set of supporting documents. 	Applicant / Online Application
4	This concludes the initial application submission procedure done online directly by the applicant.	Applicant
5	Online application registers the service request made by the applicant and generates a Unique service request ID: <ul style="list-style-type: none"> • Applicant receives the service request ID on e-mail or mobile 	Online Application
6	Applicant can check the status based on the Unique application request number by logging into the application.	Online Application

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7	Online Application routes the Application request along with attached documents to the authority (Inspector) based on jurisdiction.	Online Application
8	Inspector review the application request along with the attached documents: <ul style="list-style-type: none"> • If Applicants details are satisfactory, Authority may process the request online. <ul style="list-style-type: none"> ➤ For any additional/incomplete info required to process the application, competent authority may send back the application to the applicant. ➤ If Applicants details are not satisfactory, then the application is rejected along with Reason of Rejection. 	Inspector
9	User is apprised of the schedule/ date of inspection through e-mail and SMS. <ul style="list-style-type: none"> • Once inspection is conducted, inspector may raise the demand note (payment) to be made by the applicant if all parameters are complied with/satisfactory. • If not complied/ not satisfactory, then the application is reverted along with reason for compliance by the applicant of observations. 	Inspector
10	User pays the applicable fees (demand note generated) online through credit/ debit or net banking.	Applicant
11	After the successful payment by the user, online application is routed to the registering authority (Superintendent) for the grant of licence. Approval Component: <ul style="list-style-type: none"> • This component involves creation of Electronic copy of License with digital signature of the Approving Authority. The record is updated in the database. 	Registering Officer (Superintendent) / Online Application
12	Applicant is updated with the status of the application requested through auto generated SMS. Applicant may download the approval certificate online.	Online Application

➤ **Fee Schedule**

Area	Licenses Fees
0 sqft. to 125 sqft.	Rs. 200/-
Above 125 sqft.	Rs. 300/-
Others (as described below)	Rs. 500/-

For Hotels (lodging houses, catering, bars) or restaurants, Guests houses, Gas companies, Coal companies, Departmental store, Private hospitals, Private Schools, other training center, Back roller, Ice-Skating rings, Cinema, Theater, Outdoor shooting, Outdoor photographer, Motor workshop, Petrol pumps, Tent house, Travels agency, Laboratory Clinic, Circus and others such type of professional fees worth of Rs. 500/- per annum is charged.

In case the person fails to obtain license within the stipulated period he/she shall have to pay late fees. The penalty for not having licenses is as under:

After the expiry of License	Amount of Fine
Within one month	50%
Within two months	75%
Up to one year	100%
Remaining period	150%

➤ **Timelines**

Municipal Corporation has mandated timelines (30 days) under PSG act for the timely delivery of services (issue of trade licence). Notification can be accessed by following the link mentioned below:

http://ud-hp.in/pdf/Public_Service_Guarantee_Act_2011.pdf