

Process to apply for New Cinema Hall Construction License

1. Fill application for construction of New Cinema Hall with all the necessary documents.
2. The application is forwarded from the office of Commissioner of Police (CP) to the concerned Local Police as per the location of the construction site and the Jt. Commr. Of Police, Traffic for the compliance
3. The Local Police and Jt. Commr. Of Police, Traffic scrutinise the documents and submit the compliance report to CP office , Desk-10 (Theatre Branch)
4. Application along with compliance report is submit to Jt.CP(Admin) for approval.
5. Thereafter CP office forwards the Necessary Report to Home Department with the consent of Jt. Commissioner (Admin)
6. Home department scrutinises the application and issues sanction letter against the application.
7. As per the Home department order CP office issues Cinema Construction NOC with a validity of 2 years.

Fees New Cinema Hall Construction License

Police department does not charge any fee for grant of New Cinema Hall Construction License

Document Checklist for New Cinema Hall Construction License

1. Application to be submitted with INR 5/- court fee stamp
2. Letter of appointment of architect by the construction company/owner
3. The Intimation of Disapproval (IOD) from concerned Urban Local Body (Building Construction Permit Department)
4. No objection certificate from Public Works Department
5. Architect Map/Plan of the Cinema Hall
6. Parking Layout Plan approval from Traffic and Coordination department and Building Construction Permit Department of concerned Urban Local Body
7. Remarks from Development Plan Department of concerned Urban Local Body
8. No objection certificate from Chief Fire Officer
9. Map showing no school/hospital/college and place of worship exists within 75-meter radius of the construction site
10. Property Card
11. Memorandum of Association/Partnership Deed
12. Letter mentioning details of Developer/Owner and Architect
13. Affidavit mentioning that no land related issues are pending at any court
14. In case of multiple land-owners, NoC from other owners

Process to apply for Cinema License (Screening of Films)

1. File application for Cinema license addressed to Commissioner of Police (CP) with all the necessary documents.
2. Application is forwarded to the concerned Local Police as per the location of construction site and the Jt.CP Traffic for the compliance.
3. Local Police station and Jt.CP Traffic scrutinise the documents and submit the compliance report to CP office , Desk-10 (Theatre Branch)
4. Application along with compliance report is put up for order of Jt.CP (Admin) .
5. Thereafter CP office forwards the Necessary Report to Home Department with the consent of Jt. Commissioner (Admin)
6. Home department scrutinises the application and issues sanction letter against the application.
7. As per the Home department order CP office issues Cinema & Ticket Selling Licence with renew of Cinema licence as per the desire of Applicant for 1 to 3 years and Ticket Selling licence for a year

Fees for Cinema License

Fees for Cinema License varies as per the seating capacity:

Seating Capacity	Fees for 1 Year	Fees for 2 Years	Fees for 3 Years
1-200	INR 5,000	INR 8,000	INR 13,000
201-500	INR 10,000	INR 13,000	INR 24,000
501 and above	INR 15,000	INR 18,000	INR 37,000

Additional Fees:- Ticket License Fees of INR 500 is valid for 1 year

Document Checklist for Cinema License

1. Application to be submitted with INR 5/- court fee stamp
2. Letter of appointment of architect by the construction company/owner
3. The Intimation of Disapproval (IOD) from the concerned Urban Local Body(Building Construction Permit Department)
4. No objection certificate from Public Works Department
5. No objection certificate from Health Department
6. Architect Map/Plan of the Cinema Hall
7. Occupancy Certificate from the Urban Local Body
8. Cinema Completion Certificate (Building Completion Certificate from the concerned Urban Local Body)
9. Certificate from Electrical Inspectorate, PWD
10. Telephone (MTNL NOC)
11. Structural Stability Certificate from the Architect
12. Details of Cinema Manager, Projector and Electrician
13. Parking Layout Plan approval from Traffic and Coordination department and Building Construction Permit Department of the concerned Urban Local Body
14. Remarks from Development Plan Department of Urban Local Body
15. No objection certificate from Director's of Fire.
16. Map showing no school/hospital/college and place of worship exists within 75-meter radius of the construction site
17. Property Card
18. Memorandum of Association/Partnership Deed
19. Letter mentioning details of Developer/Owner and Architect
20. Affidavit mentioning that no land related issues are pending at any court
21. In case of multiple land-owners, NOC from other owners