

## **RULES AND REGULATIONS GOVERNING THE LICENSING OF DHABA IN PANAJI**

**State: Goa**

**Details of licensing are as follows:**

Eating-houses are supposed to follow the directions as per the GOA Municipalities Act 1968, the "OFFICIALGAZETTE-GOVT OF GOA (EXTRA ORDINARY) SERIES I No.43 and TRADE AND OCCUPATION LICENSING BYE-LAWS 1989". In addition it also has to follow the "sale of articles in public streets Byelaws, 1971".

**General Conditions:**

The additional conditions for the owners of eating houses as per the TRADE AND OCCUPATION LICENSING BYE-LAWS 1989" are:

1. The floor of every cooking room or kitchen and eating room or dining hall shall be paved to the satisfaction of the chief officer and cooking room or kitchen be separated fro the eating room or dining hall
2. The walls of every cooking room and eating room shall be lime washed at least twice a year and the wood there of, all painted every 3years
3. The license shall provide a respectable for the storage of water during non-supply hours, if any. This receptacle shall be made of things, galvanised, iron or other equally suitable material and shall be placed on a stand at least 2.6 meters over and above the ground level properly covered with the tight fitting lid and kept under lock and key. The receptacle shall be fixed at a place approved by chief officer, and shall be regularly cleaned
4. The licensee shall take measures to keep all articles meant for human consumption free from flies
5. Licence shall provide and maintain in good condition a metal sanitary dustbin of approved pattern provided with a lid and shall use it daily for the storage of waste food and sweepings of the floor. We shall empty its contents daily into the nearest municipal basket
6. The licensee shall provide sufficient number of tables in the room reserved for consume eatables and in the kitchen all tables shall be topped with marble or wood cover with zinc ,brass or sun mica on the upper surface
7. The licensee shall use the metal bin or metal lined wooden box for the storage of any coal, coke or charcoal or firewood required for the preparation of food. Such thing or box shall be located in a place approved by the chief officer
8. Licensee shall provide a proper washing place for cleaning dishes, cups, etc; such washing place shall not be in the room user for consuming eatables. It shall be properly drained and connected to a gully track in drained areas, or into a cesspool in undrained areas to the satisfaction of the chief officer
9. Licensee shall keep the licensed premises in a clean condition at all times, and shall take reasonable precautions in respect of the storage of meat, milk and other articles of consumption to avoid its deterioration and contamination

10. All the utensils used in cooking or for the articles of food shall be kept in a clean and hygienic condition and to the satisfaction of the chief officer
11. Every person employed in the licence premises shall be dressed in clean clothing
12. The licence shall not employ any person suffering from any infectious disease in the premises in any capacity
13. No impediments or encroachment shall be made on the foot path of public road in front of the licence premises by placing their own dress chair, benches, tables, soda water bottles, or any other articles for the use of the licence of its customers
14. Licence shall exhibit boards in the regional language prohibiting spitting on the walls of the floor of the premises, and shall provide a sufficient number of spit tools, which shall be conveniently placed or cleaned and dis-infected daily

Other Procedures are same as that of Vegetable Sellers, which can be summarized as following:

Dhaba Owners are requested to obtain license from City Corporation of panaji (CCP).

### **Departments Involved:**

The major departments involved in the licensing process are:

1. Directorate of Health services, Government of Goa
2. Directorate of Fire services, Government of Goa
3. Directorate of Food and Drugs, Government of Goa

### **Licensing Procedure:**

In order to apply for the licence, a person must have a premise in the municipal area and shall carry the activity only for which he has mentioned and achieved the licence for so any person wishing for the licence for any trade or occupation must fulfil the conditions applying for the license. Every person applying a licence to the chief officer shall submit the application in writing in the prescribed 'form B' and shall also if so required by the chief officer furnish the details of the premises such as location, area reference to payment of plans of the premises, reference to occupancy certificate N.O.C from the owner, lease deed, rent receipts, number of employees employed or such other details as may be called by the chief officer.

### **Documents Required:**

The following documents are also required along with the application form:

1. Occupancy Certificate of the premises
2. Sale Deed/Lease Deed of the premises (Occupancy Certificate of the premises)
3. House tax receipt of the premises
4. No objection Certificate from the owner of the premises
5. Plan of the premises (duly) approved by Panaji Municipal Council)
6. No objection Certificate from the Health Services
7. No objection Certificate from the Directorate of Fire Services
8. No objection Certificate from the Pollution controlled Board
9. No objection Certificate from Foods and Drugs Administration

**PROCEEDINGS:**

The duly filled application form and the documents are to be submitted at the Taxation section. On receiving the application the Municipal Inspector along with the party carry out site inspection and Inspector send the report for approval. After approval it goes to the Trade and Occupation counter. License is issued after payment of fees. License issued is conditional and is decided by Corporation of the City Panaji. License is Valid for the period of one year. Then the License is to be renewed.

There is no specific time limit fixed to process the license. However it will be issued within 30 days if all the required information is furnished.

**License Fees:**

The fees applied for the license depends on the size of the area that a person owes. As per the trade and occupation licensing byelaws 1989. The flat rate for a dhaba is Rs.250/50 for the premises employing 1 to 5 employees is Rs.20, 6 to 10 is Rs.300, 11 to 20 is Rs.40 and for above 21 employees, it is Rs.50.

**License Renewal:**

Every license shall expire at the end of the licensing year, this is 31<sup>st</sup> march and it shall be renewed in the month of April and may on payment of the fees prescribed under the schedule rate. For delay payment of fine is 25 % for six months and after six months 50 % fine is applicable for every subsequent year and after that the license shall stand cancelled. Then the person has to apply for a fresh license on the payment of fine Rs.1000/- . A fresh license may be issued if the officer is satisfied that the licensee could not renew the license within the prescribed time limit for certain reasons which was beyond his control.

**Penalty:**

A notice showing the cause will be issued to the owner / manager of the premises for running the activity without a valid license and the needed action will be taken for that. If a particular activity is noted for the illegal running, then the premises will be sealed. Omission of any condition in byelaw will result in the liability to pay 25% of the license fees for first time and for recurrence of the offence, it will be the revocation of license.

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