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புதுச்சேரி மாநில அரசிதழ்

La Gazette de L'État de Poudouchéry The Gazette of Puducherry

PART - II

சிறப்பு வெளியீடு EXTRAORDINAIRE EXTRAORDINARY

அதிகாரம் பெற்ற
வெளியீடு

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No. }	Puducherry	Tuesday	2nd	December	2025	
(11 Agrahayana 1947)						

GOVERNMENT OF PUDUCHERRY
LOCAL ADMINISTRATION SECRETARIAT

(G.O. Ms. No. 25/LAS/A1/2025, Puducherry, dated 26th November 2025)

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of section 355 and sub-section (2) of section 440 of the Puducherry Municipalities Act, 1973 (Act No. 9 of 1973), the Lieutenant-Governor, Puducherry, is pleased to make the following rules regulating the issuance and renewal of Trade and Entertainment Licences in the Municipalities of the Union territory of Puducherry, namely:—

**THE PUDUCHERRY MUNICIPALITIES TRADE AND
ENTERTAINMENT LICENCES
(REGULATION OF ISSUANCE AND RENEWAL)
RULES, 2025**

CHAPTER – I

PRELIMINARY

1. *Short title, extent and commencement.*— (1) These rules may be called the Puducherry Municipalities Trade and Entertainment Licences (Regulation of Issuance and Renewal) Rules, 2025.

(2) They shall extend to the whole of the Union territory of Puducherry.

(3) They shall come into force at once.

2. *Definitions.*— In this rules, unless the context, otherwise requires—

(i) “Act” means the Puducherry Municipalities Act, 1973 (No. 9 of 1973);

(ii) “Admission” includes admission as a spectator or as one of an audience and admission for the purpose of amusement by taking part in an entertainment or amusement or adventure sports or water sports.

(iii) “Air based Adventure sports” means any adventurous activities such as Paragliding, Powered Hang gliding, Parasailing, Sky Diving/Parachuting and Hot Air Ballooning;

(iv) “Amusement” means a facility where fun or recreation is provided by means of rides, gaming devices or bowling alleys in amusement parks, amusement arcades, water parks, theme parks or such other places, but does not include a place within such facility where other services are provided;

(v) “Council” or “Municipal Council” means a Municipal Council constituted under section 7 of the Act;

(vi) “Commissioner” means the Commissioner of a Municipality appointed under section 14 of the Puducherry Municipalities Act, 1973;

(vii) "Entertainment activity" means performance of any nature, amusement activities like rides, water rides or air rides or land rides, *etc.*, adventure sports, water sports, games, dramatic or music performance, exhibition, land based adventure sports, water based adventure sports, air based adventure sports, events including weekend events, public shows, any form of activity that holds the attention and interest of audience or gives pleasure and delight, any idea or a task that amuses or entertains public or audience carried out within the Puducherry Municipal area;

(viii) "Entertainment Tax Officer" means an Officer appointed by the Government, by name or by virtue of his office, to exercise the powers of an Entertainment Tax Officer under the Puducherry Municipalities (Entertainments Tax) Rules, 1976, and includes any Officer authorized by the Municipal Council or Municipal Commissioner in this behalf to collect the Entertainment Tax;

(ix) "Local authority" means a Municipal Council constituted under any law for the time being in force in the Union Territory;

(x) "Land based entertainment activity" means any adventurous activities such as mountaineering, trekking, rock climbing, sport climbing, camping, snow skiing, mountain biking, amusement park, merry-go-round and zipline;

(xi) "Municipal area" means any local area declared to be a Municipality under section 3 of the Act;

(xii) "owner" means the owner or owners of the premises or building or land where the entertainment activity is carried out;

(xiii) "Payment for admission: includes,—

(a) any payment made by a person by any manner who, having been admitted to one part of a place of entertainment/event, is subsequently admitted to another part thereof, for admission to which a payment is involved;

(b) any payments for seats or other accommodation, made in any manner, in a place of entertainment activity/event;

(c) any payment made in any manner for any purpose whatsoever connected with an entertainment/event which a person is required to make as a condition of attending or continuing to attend the entertainment in addition to the payment, if any, for admission to the entertainment;

(d) any payment made in any manner for any purpose whatsoever connected with entry into any public resort, be it a permanent building, temporary building, open place or any enclosure of any manner;

(e) any payment for events/entertainment activity by way of tickets or contributions or subscriptions or donations or any other charges collected in any manner;

(xiv) "Proprietor" in relation to any entertainment includes any person responsible for or for the time being in-charge of, the management thereof;

(xv) "Season ticket" means a ticket which authorizes admission to a series of entertainments during a definite period specified in it;

(xvi) "Special Officer" means an Officer appointed by the Government under sub-section (2) of section 109 of the Act;

(xvii) "Trade(s)" means any business or commercial activities or entertainment activities or industrial activities;

(xviii) "Water based entertainment activity" means a River/Boat Cruise or Boat Rides, Boat Ride in Mangroves, Sea Cruise, Sea Rides, Water Sports, Parasailing, Boat Skiing, Rafting, Kayaking and Canoeing, Water/Jet Skiing, Sailing, Rowing, Windsurfing, Yachting, Scuba Diving, Deep Sea Diving and any other activity which entertains or amuses or delights the audience/public/participant.

(xix) The words, terms and expressions used but, not defined in these rules shall have and include the meanings as assigned to them in the Puducherry Municipalities Act, 1973 and the Puducherry Municipalities (Entertainment) Tax Rules, 1976.

CHAPTER – II

ISSUANCE OF LICENCE FOR COMMERCIAL AND INDUSTRIAL ACTIVITIES*3. Application and Issuance or Renewal of Trade Licence.—*

(1) Any person who wants to carry on any trade, business, commercial, or industrial activity within the Municipal limits, whether in public or private premises, shall have to obtain a licence from the Commissioner of the Local Body concerned.

(a) Any trade, business, or commercial activity shall be allowed to be conducted only in a building for which the property tax assessment has been undertaken by the Local Body;

(b) The building where the commercial trade or industrial activity is proposed to be carried out, shall comply with the rules and Bye-laws of the Puducherry Planning Authority;

(c) The category of the trade, trade licence fee and user fee for the solid waste management shall be fixed by the Government and notified in the Official Gazette.

(d) Every Application for the grant of a trade licence shall be submitted, in Form - 1, through online, together with the prescribed fee and the supporting documents;

(e) The owner or occupier of a premises requiring a licence shall submit the Application in Form- 1, through online to the Commissioner within thirty (30) days from the date of commencement of trade/business or industry or a month before the date of expiry of licence issued, in case of renewal.

(f) Upon receipt of the prescribed fee and clearance of all dues payable to the Local Body, the licence shall be issued through online process instantly.

(2) Every licence granted by the Commissioner shall be subject to the terms and conditions as specified therein.

4. Multiple trade in the same premises.— (1) The Applicant is permitted to run multiple trades under one sole trader name, or register different business names, provided the combination of such business

is not restricted under any law or prohibited by any law enforcing agencies or Government entities or Government undertaking or Quasi Government agencies or any other agencies authorized to impose such restrictions and subject to the compliance the Building Bye-laws and Zoning Regulations of the Puducherry Planning Authority and require the planning permission, if, the nature of the additional trade, changes the use of the premises.

(2) Each trade requires a separate licence and appropriate approvals, even if, they are undertaken at the same location and trade licence shall be issued for individual trades as per the provisions of rule 3.

5. *Validity and Renewal of Licence.*— (1) A licence issued, in Form-2, through online under section 355 of the Puducherry Municipalities Act, 1973, shall remain valid for a maximum period of five (5) years:

Provided that an Applicant may choose a shorter validity period, not less than one year, in which case, the licence fee and Solid Waste Management fee shall be charged on a *pro rata* basis.

Provided further that a year denotes the financial year from the 1st April to 31st March of the succeeding year.

(2) Issuance and renewal of a licence shall be processed through online without physical inspection, upon payment of the prescribed fee and clearance of all dues payable to the Local Body. However, the premises for which the licence is granted shall be inspected in all respects by a team constituted for this purpose, and a compliance report in the prescribed *pro forma*, shall be submitted to the Commissioner.

(3) At the time of submitting a renewal application, there shall be no pending Municipal tax or fee in respect of the premises where the trade, business, or commercial activity is conducted.

6. *Penalty, Suspension and Revocation of Licence.*— (1) Any person carrying on trade without obtaining a valid trade licence shall be liable to pay a penalty equivalent to 25% of the prescribed trade fee for a period of three months from the date of commencement of such

trade. After the expiry of the said three months period, a penalty of 50% of the prescribed trade fee, along with 10% compound interest per annum on the licence fee, summed with penalty, shall be levied and shall continue to be applicable until the trader obtains the requisite trade licence. Applicable User charges shall be collected for such period of three months or till the period the person runs the trade without obtaining the licence.

(2) All the licence issued under this Chapter are renewable one month before the expiry of the licence period, and any person carrying on trade without renewing the trade licence within the prescribed period, shall be liable to pay a penalty equivalent to 25% of the annual trade fee up to 31st March of the respective year. Thereafter, from 1st April of the year, a penalty of 50% of the annual trade fee along with 10% compound interest per annum on the licence fee summed with penalty shall be levied and shall continue to be applicable until the trader obtains the renewed trade licence. Applicable user charges shall be collected for such period of three months or till the person runs the trade without obtaining the licence.

(3) In case of violation of the terms and conditions of the licence or provisions of any Act or Rules, the licence shall be suspended immediately and provisionally without any prior notice. However, an opportunity of hearing shall be given before suspension and/or revocation of the licence.

(4) In other cases where the violations are rectifiable, then, notice shall be issued before suspension and an opportunity of hearing shall be given before suspension and/or revocation of the licence.

(5) No licence shall be revoked without affording the licensee an opportunity of being heard, whereafter, the final orders shall be passed by the Commissioner on merits.

(6) The Commissioner may consider reducing the compound interest rate with reasoned justification, from 10% per annum, but not below 8% per annum in any case.

7. Onus of the Applicant.— (1) All documents and information submitted online by the Applicant shall be deemed to be genuine, true, and correct.

(2) In case of any discrepancy, the Commissioner may issue a notice to the Applicant and call for additional records for verification.

(3) The Applicant is solely responsible to obtain all statutory clearances, certificates, and approvals prior to submitting the Application online.

(4) The Applicant shall be held personally responsible for violation of any Act or Rules.

(5) A trade licence issued under section 355 of the Act is a statutory requirement and shall not confer any legal rights with respect to other statutes.

8. *Appeal*.—(1) Any person aggrieved by an order of suspension or revocation under Rule 6 may prefer an appeal before the Director, Local Administration Department within thirty (30) days from the date of receipt of the Commissioner's Order.

CHAPTER – III

ISSUANCE OF LICENCE FOR ENTERTAINMENT ACTIVITIES

9. *Applicability*.—(1) Every person, who conducts any entertainment activity in the jurisdiction of the Municipality shall register under the provisions of section 355 and obtain licence before commencing the entertainment activity.

Provided that no Licence fee shall be levied on any sports activities carried out by the Government.

10. *Permission on Entertainment Activities*.—(1) Any entertainment activity shall not be conducted, exhibited, performed in any manner whatsoever, in any place, without the written permission of the Commissioner.

(2) The Commissioner shall not grant permission for any entertainment activity, if—

(i) the entertainment activity contravenes any of the provisions of this rules or any other statute in vogue; or

(ii) the entertainment activity is objected to by any Government Department/Agency; or

(iii) the entertainment activity appears to pose threat to public safety, order or morality; or

(iv) the owner or promoters have been debarred from conducting of entertainment activities by any Municipality or Government or any agency owned and controlled by the Government/Quasi Government Authority or by any Act/Rules/Regulations;

(v) the owners or promoters are in arrears of payment of any dues to the Municipality (or) Local Body (or) Government (or) any Government/Quasi Government agency in the Union territory of Puducherry; or

(vi) the owners or promoters have earlier been engaged in any Company which was in arrears of payment of any dues to the Municipality (or) Local Body (or) any Government agency in the Union territory of Puducherry;

(3) Subject to the provisions of these rules, in the case of an entertainment activity liable to the levy of licence fee, the Commissioner shall grant permission for the period to which the payment of the fee relates.

(4) The Commissioner may suspend or cancel the entertainment activity fully or partly in unforeseen circumstances that may warrant suspension or cancellation of the entertainment activity.

(5) In the event of such suspension or cancellation of entertainment activity, fully or partly, the owner or promoter is not entitled for any compensation of any kind and licence fee paid shall stand forfeited.

11. *Licence of the Commissioner to become void in certain cases.*— Without prejudice to the provisions as stipulated under section 355 of the Puducherry Municipalities Act, 1973, the licence granted, shall become void in the following cases, namely:

(i) if any, unauthorised addition to the entertainment activities be made;

(ii) if, there is any breach of public safety;

(iii) if, validity of any document lapses or is withdrawn by the issuing authority within the licenced period;

(iv) if any, condition laid by the Commissioner or Law enforcing Authorities or Government/Quasi Government agencies or any other Agencies/Bodies empowered by the Government of Puducherry, is violated;

12. *Owner deemed to be responsible.*— (1) If any, entertainment activity is conducted, exhibited, performed, *etc.*, after the expiry of the Municipal licence or after the said licence become void or cancelled or suspended as per the provisions of law, the owner or person in occupation of such land, building, or structure shall be deemed to be the person who has conducted, exhibited, performed such entertainment activity in contravention of these rules, unless, he/she proves that such contravention was committed by a person not in his/her employment or under his/her control or was committed without his/her knowledge or connivance.

13. *Ban of unauthorised entertainment activities.*— (1) If any, entertainment activity be conducted, exhibited, performed or retained contrary to the provisions of these rules or after the written permission for conduct, exhibit, performance thereof for any period shall have expired or cancelled or suspended or becomes void, the Commissioner or any Officer authorised by the Commissioner may, by notice in writing, require the proprietor or occupier of the land, building or structure where such entertainment activity is conducted, exhibited, performed, to stop such activities or may enter any building, land or property and stop the activity, and any cost incurred shall be liable to be recovered from the proprietor or occupier of the land or property, including the tenant and the entity responsible for conduct of such entertainment activity. Further, a penalty of two times, the fee as mentioned in the Schedule-I be levied and the same needs to be paid by the proprietor, owner or occupier of the land, or structure where such entertainment activity is being conducted, exhibited, performed and this shall be the penalty for the first occurrence of such unauthorized entertainment and further, 25% of the fee as mentioned in Schedule-1 shall be levied for every additional week or part thereof.

(2) The Commissioner or any Municipal Officer authorised shall check on unauthorized and illegal outdoor entertainment activity and take appropriate action to remove or prohibit such entertainment activity.

Whenever, any entertainment activity is conducted, exhibited, performed in contravention of these rules, the said activity shall be stopped and the same is actionable. The Municipal Commissioners have the authority to give direction to the proprietor or occupier or tenant of the property to dismantle, remove, stop illegal entertainment activity or direct any Officer of the Municipality to take actions besides imposing of penalty as provided under sub-rule (1).

14. *Application for entertainment licence.*— (1) The Applicant shall make an Application, in Form - 3, through online Process along with the prescribed licence fee in addition to the fee and applicable user charges.

(2) The Licence fee as prescribed in Schedule-1 shall be revised once in every year and such a revision of Licence fee shall not be less than 10% of the existing entertainment licence fee or ₹ 20,000 (Rupees twenty thousand only) whichever is lesser.

15. *Process for Licensing.*— (1) The Commissioner shall scrutinize the application as per the procedure laid down under section 355 of the Act. After satisfying himself, and on receipt of no objection certificates, if any, from other Departments, the Commissioner shall register and issue Entertainment Licence in Form-4.

(2) The Licence shall be subject to the terms and conditions as prescribed under the Rules.

(3) The rejected/refused applications shall be returned to the Applicant with reasons for such rejection/refusal.

16. *Payment of Entertainment Tax.*— (1) The Entertainment tax payable shall be ten percent on the total payment for admission when the number of viewers/audience for the event is more than 100 or twenty five percent on total the payment for admission, in case of number of viewers/audience for the event is less than 100 for events conducted in open or closed enclosures.

(2) The Entertainment tax payable shall be ten percent on the total payment for admission for all other amusement activities like Rides, Water Ride or Air Rides or Land Rides, *etc.*, Adventure Sports, Water Sports, Games, Land based adventure sports, Water based adventure

sports, Air based adventure sports, any form of activity that holds the attention and interest of audience or gives pleasure and delight, any idea or a task that amuses or entertains public or audience carried out within the Puducherry Municipal area.

(3) The owner or event Manager or any person, who conducts any entertainment activity, shall pay the Entertainment Tax, as calculated under sub-rule (1) and (2) hereinabove, to the Entertainment Tax Officer.

(4) The owner or event Manager or any person shall issue tickets, to the audience duly sealed by the Entertainment Tax Officer and shall submit the counterfoil for verification by the Municipal Body. In respect of tickets issued through online as well tickets duly sealed by the Entertainment Tax Officer shall be issued before admission to the entertainment activity.

(5) The Entertainment tax for online tickets shall be computed based on the base ticket fare and shall not include the additional charges such as, internet charges and convenience fee.

(6) The owner or event Manager or agent, in addition to the provisions of the Puducherry Municipalities (Entertainment) Tax Rules, 1976, shall submit the details of tickets including the online tickets issued and details of the payment for admission to the Entertainment Tax Officer on every Tuesday and shall remit the Entertainment tax as per the rules.

(7) No audience shall be permitted without ticket and the owner or event Manager or agent shall be held liable for a penalty as decided by the Commissioner, if any, audience or audiences is/are found without ticket during the inspection.

(8) If, the event is cancelled by the owner or event manager or any person who conducts any entertainment activity within forty-eight hours before the conduct of the said event, the advance entertainment tax paid, if any, shall not be refunded under any circumstances.

17. *General Prohibitions.*—(1) In addition to any other prohibition, expressed or implied, in these rules, except with the permission of the Commissioner on case-to-case basis, no person shall conduct, exhibit or perform any entertainment activities in open places, namely:—

- (i) parks, urban forests and natural water bodies;
- (ii) residential sector, subject to fulfilment of conditions as laid down at the time of issuing the permission;
- (iii) National Highways or State Highways;
- (iv) building or structures of archaeological, architectural, aesthetical, historical or heritage importance;
- (v) places of worship or religious significance;
- (vi) hospitals and nursing homes, libraries;
- (vii) cremation grounds, graveyards;
- (viii) areas classified as endangered regional ecosystems;

(2) In addition to any other prohibition, expressed or implied, in these rules, the Municipality shall take necessary action to suspend or stop or cancel the entertainment activities showing or expressing or engaging or conducting:

- (i) Nudity;
- (ii) propagating or promoting or degrading any caste and/or community and/or race and/or ethnic differences;
- (iii) promoting drugs, alcohol, cigarette or tobacco items;
- (iv) promoting exploitation of women or child;
- (v) depicting cruelty to animals;
- (vi) depicting any nation or institution in poor light;
- (vii) casting aspersion on any brand or person;
- (viii) banned by any law;
- (ix) glorifying violence;
- (x) promoting lottery tickets, sweepstakes entries, slot machines and gambling of any nature;
- (xi) displaying destructive devices and explosives depicting items;
- (xii) promoting weapons covered under the Arms Act, 1959;

(xiii) defamatory, trade libellous, unlawful threatening or unlawful harassing;

(xiv) obscene or pornographic or indecent representation of women within the meaning of the Indecent Representation of Women (Prohibition) Act, 1986 (Central Act 60 of 1986);

(xv) any other item(s) not in conformity with any Act/Rules/Guidelines and considered inappropriate and items so notified from time to time by the Municipal Bodies;

(xvi) engagement of Child Labourers;

(xvii) any activities prohibited under the Immoral Traffic (Prevention) Act, 1956 or the Puducherry Gaming Act, 1956 or the Puducherry Excise Act, 1970 or the Narcotic Drugs and Psychotropic Substances Act, 1985.

18. *Inspections.*— (1) The Commissioner or any Municipal Officer authorised by the Commissioner, shall,—

(a) have the power to carry out an inspection of any entertainment activity at any time and enforce the provisions of these rules or Order or Guidelines or law in vogue;

(b) inspect the tickets and take account of it and in case of issuance of tickets without Municipal seal or for any other violations, shall have right to stop the event immediately and the licensee shall not be entitled for any compensation thereof;

19. *Documentation.*— (1) The owner of a property where entertainment activity is conducted, exhibited, performed shall retain the certified copies of all documentation relating to the application for approval of such entertainment activity, as long as the entertainment activity is carried out, and shall, on demand by an Officer authorized by the Commissioner, present such documents failing which he/she is liable to be penalized as per the provisions of these rules.

(2) The owner or agency or event Manager or promoter shall maintain records in respect of tickets issued as per the provisions of the rules. In respect of water or air or land-based sports or adventure sports, the details of the participants or audiences or spectators or any other person shall be recorded in a register showing the details of their address, identity proof, and emergency contact number:

Provided that the owner or agency or event Manager or promoter shall be responsible for the safety of life and property of the audiences and participants and action shall be taken against the owner or agency or event Manager or promoter as per law, in case of any violations.

(3) The owner or agency or promoter, who conducts, exhibits, performs entertainment activities shall maintain the additional registers, if, directed by any Authorities, in addition to all registers as mandated in the Puducherry Municipalities (Entertainments) Tax Rules, 1976 and submit the updated registers to any inspecting Authorities on demand.

20. *Insurance.*— (1) The owner, agency, or promoter of the entertainment activity shall obtain and maintain, in the joint names of the registered agency, a public liability insurance policy adequate to cover the full value of any potential loss or damage, ensuring protection of their respective rights, interests, and liabilities against the third-party claims arising from the accidental death, bodily injury, or accidental damage to the property.

(2) The owner or agency or promoter of the entertainment activity shall produce the evidence of the public liability insurance policy to the Municipality.

21. *Indemnity.*— (1) The owner or agency or promoter of the entertainment activity shall be required to indemnify the Municipality against all actions, proceedings, claims, demands, costs, losses, damages and expenses which may be brought against, or made upon the Municipal Bodies which arise as a result of the conduct or exhibit or performance of the entertainment activities.

(2) The owner or agency or promoter of the entertainment activity shall always be responsible for any injury or damage caused or suffered by any person or property arising out of or relating to the conduct or exhibit or performance of any entertainment activity and the consequential claim shall be borne by the proprietor or agency or promoter who shall also indemnify and safeguard the Municipal Bodies, its employees or any entity employed/appointed by the Municipal Bodies.

22. *Repeal and Savings.*—(1) The Pondicherry Municipalities (Grant of Licenses and Permission) Rules, 1976 and the Pondicherry Municipalities (Places of Public Resort and Entertainment) Rules, 1980 shall stand repealed.

(2) Any licence lawfully issued prior to the commencement of these rules shall continue to remain valid until its expiry, notwithstanding any change in the procedure or the method of issuance of the licence.

(By order of the Lieutenant-Governor)

SHAKTHYVEL,
Director (Local Administration).

**APPLICATION FORM FOR GRANT/RENEWAL OF
TRADE LICENCE**

[See Rule 3(1) (d)]

FORM – 1

Affix
Passport
size
Photo

To

The Commissioner,
..... Municipality ,
Union territory of Puducherry.

1. Type of Application (✓ Tick as applicable)

☐ New Licence

☐ Renewal of Licence (Existing Licence No.)

2. Applicant Details—

Particulars	Details
(1)	(2)

Name of Applicant / Proprietor / :
Authorized Person.

(1)	(2)
Father's/Husband's Name	:
Address of Applicant (Residential)	:
Mobile Number	:
e-mail ID	:
Aadhaar/PAN Number	:

3. Trade/Business Details—

Particulars	Details
(1)	(2)
Name of the Establishment/Firm	:
Address of the Trade Premises	:
Nature of Trade	: <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial
Category of Trade (as per the Schedule notified by Council)	:
GST/Udyam Registration No. (if any)	:
Total Floor Area Used for Trade (sq. ft.)	:
Total H.P (Horse Power) installed inclusive of mobile equipment (for commercial).	: <input type="checkbox"/> up to 10 <input type="checkbox"/> 11-50 <input type="checkbox"/> 51-129 <input type="checkbox"/> 130-250 <input type="checkbox"/> 251-500 <input type="checkbox"/> 501-1000 <input type="checkbox"/> 1001-2000 <input type="checkbox"/> 2001-5000 <input type="checkbox"/> 5001-7500 <input type="checkbox"/> 7501-10000 <input type="checkbox"/> above 10000
Period for which Licence is required	: <input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years <input type="checkbox"/> 4 Years <input type="checkbox"/> 5 Years

4. Property Tax Details–

Particulars	Details
Assessment Number/Door Number :	
Whether Building is Assessed by Municipality?	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Fee Details–

Particulars	Details
Prescribed Licence Fee Amount :	₹
Other Dues to Local Body (Property Tax/Water Charges, etc.) :	<input type="checkbox"/> Cleared (Attach proof of payment).
Total Fee Paid :	₹
Online Payment Reference / Transaction ID :	

6. Mandatory Enclosures (Upload/Attach)–

- ☐ Proof of Identity (Aadhaar/Elector's Photo Identity Card/ Passport)
- ☐ Ownership Document/Lease Agreement of Premises
- ☐ Building Plan Approval or Proof of Application for Approval
- ☐ GST/Udyam Registration (if applicable)
- ☐ Recent Property Tax Paid Receipt (No Due Certificate)
- ☐ Any other Statutory Clearance required for the specific trade

7. Declaration by the Applicant–

I hereby declare that :

- (1) The information and documents submitted herein are true, correct, and complete to the best of my knowledge.
- (2) I have obtained all necessary statutory clearances, approvals and certificates as required under the applicable laws.

- (3) I agree to abide by all terms and conditions specified in the licence and applicable Acts/Rules.
- (4) I understand that the licence is only a statutory permission under sections 355 and 356 of the Puducherry Municipalities Act, 1973, and does not confer any legal ownership rights over the premises.
- (5) I am aware that my licence is liable to suspension/revocation, in case of any violation of terms and conditions.

Place : *Signature of the Applicant*
Date : (With Name and Seal of
Establishment, if applicable)

TRADE LICENCE

(Section 355 of the Puducherry Municipalities Act, 1973)

FORM – 2

Licence No. : Date of Issue :
Valid Up to : Type : ☐ Renewal
☐ New

1. Details of Licencee—

Particulars	Details
Name of Licencee/Proprietor :	
Father's/Husband's Name :	
Residential Address :	
Mobile Number :	
Email ID :	
Aadhaar/PAN No. :	

Affix
Passport
size
Photo

2. Trade/Business Details—

Particulars (1)	Details (2)
Name of the Establishment/Firm	:
Address of the Trade Premises	:
Nature of Trade	: <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial
Category of Trade (as per the Schedule)	:
GST/Udyam No.	:
Total Floor Area (sq. ft.)	:
No. of Employees/Workers	:
Installed H.P.	:
Licence Validity Period	:

3. Property Assessment and Fee Details—

Particulars	Details
Property Tax Assessment No./ Door No.	:
Cleared all dues to Municipality	: <input type="checkbox"/> Yes <input type="checkbox"/> No
Licence Fee Paid	: ₹
Solid Waste Management Charges	:
Online Payment Reference No.	:

4. Terms and Conditions—

- (1) This licence is issued under section 355 of the Puducherry Municipalities Act, 1973.

- (2) This licence is non-transferable or inheritable.
- (3) The licensee shall comply with all applicable Acts, Rules, and Bye-laws in force.
- (4) The licence shall not confer any ownership rights over the premises.
- (5) The licence is subject to suspension or revocation, in case of violation of any condition or misrepresentation.
- (6) Any change in the nature of trade, ownership, or premises shall be intimated to the Commissioner immediately.
- (7) The premises shall be maintained in hygienic condition and comply with the fire safety and pollution control norms.
- (8) This licence shall cease immediately in the event of death of the licensee.

5. Licence Certification :

This is to certify that Mr./Ms., Proprietor of M/s., having trade premises at, is hereby granted permission to carry on the trade/business specified above within the Municipal limits of Municipality for the validity period stated herein, subject to the provisions of the Puducherry Municipalities Act, 1973 and rules made thereunder.

Place :

Date :

COMMISSIONER,
(Seal and Signature)

**APPLICATION FOR OBTAINING LICENCE FOR
ENTERTAINMENT ACTIVITIES**

FORM – 3

[See Rule 14(1)]

(Photo of
Applicant/
Authorized
person)

Premises Information

Type of Entertainment :
Name of the Premise :
Address of the Premise :
Name and Address of the :
owner of the premise.
Length in mtrs. :
Breadth in mtrs. :
Height in mtrs. :
No. of Main Doors :
No. of Windows :
No. of Emergency Exit(s) :
Material of Roof :
Material of Enclosures :
No. of Fire extinguishers : Class A : Class B :
Class C : Class D :
Total No. of Audience :
Seating Configuration : 'A' Class: 'B' Class:
'C' Class: 'D' Class :
'E' Class :
Ticket Value :

Is there going to be (check appropriate box)–

☐ Stage ☐ Temporary ☐ Outdoor ☐ Canopy ☐ Tent

☐ Outdoor stage equipment

Area (in sq.ft.) (for outdoor)(parking applicable for all cases)–

Public gathering :

Parking :

Stage:

Applicant Information

Name and Address of the :
Applicant

Telephone No. :

Mobile No. :

e-mail ID :

Type of Applicant : Owner ☐
Agency ☐
Lessee ☐

Contact Person for inspection :

Mobile No. :

Address of Contact person :

Licence Information

Annual Licence : ☐

Temporary Licence : ☐

To be filled in case of : From : To :
temporary licence.

Fresh Licence : ☐

Renewal of Licence : ☐
Usage : Day ☐ Night ☐ Full Day ☐
Show Timings : I show :
II Show :
III Show :
Addl Show :

DECLARATION

I, or we, hereby declare that the information contained in this application is true and accurate to the best of my/our knowledge and belief and that the operation of the place of amusement or entertainment or events described above shall conform in every respect and at all times with the laws, rules, and Fire Prevention and Building Safety and will not be used for other purposes except as herein stated.

Signature :

Date :

For Office Use

Licence No. :
Licence date :
Receipt No. and date :
Fee Amount :
Mode of Payment :

REQUIRED DOCUMENTS

Please enclose the following documents :

- * Building Permit/Property Tax
- * PAN No.
- * GST No.
- * Certificate of Structural Engineer

- * Ownership Details
- * Contract agreement between the owner and agency
- * Photograph of the premises (signed by owner and agency)
- * Sketch plan of the premises indicating the area of seating configuration, parking, toilet, *etc.*, (signed by owner and agency)
- * Details of Entertainment Activity
- * Indemnity bond executed by the agency before a Notary Public
- * Third Party Insurance Details
- * Fitness certificate from the Department of Animal Husbandry (if any animal involved in the entertainment activity)
- * Any other document as prescribed by the Commissioner.

LICENCE FOR CONDUCT OF ENTERTAINMENT ACTIVITIES

(Section 355 of the Puducherry Municipalities Act, 1973)

FORM – 4

Licence No. :

Date of Issue :

Valid Up to :

Type : ☐ Renewal
☐ New
☐ Temporary

1. Details of Licencee—

Particulars	Details
Name of Licencee/Proprietor :	
Father's/Husband's Name :	
Residential Address :	
Mobile Number :	
e-mail ID :	
Aadhaar/PAN No. :	

Affix
Passport
size
Photo

2. Entertainment Activity Details—

Particulars (1)	Details (2)
Name of the applicant and place of abode.	
Owner of the place or building :	
Situation of the place or building :	
Size and description with No. of main door.	
Material of which the roofs and enclosures are made or proposed to be made.	
Whether the licence is annual or temporary.	
Purpose for which it is proposed to be used.	
Whether the premises are to be used during the day or during the night.	
Maximum number of persons that may be admitted in each part of the building.	
Provisions for preventing and extinguishing fire.	
Special Conditions (if any) on which the licence is granted.	
Period for which licence is to continue in force.	

(1)	(2)
Fee Paid	: Licence Fee : User Charges :
The time up to which the licenced : premises may be kept open.	
Online Payment Reference No. :	

4. Terms and Conditions—

- (1) This licence is issued under sections 355 of the Puducherry Municipalities Act, 1973.
- (2) This licence is non-transferable or inheritable.
- (3) The licensee shall comply with all applicable Acts, Rules, and Bye-laws in force.
- (4) The licence shall not confer any ownership rights over the premises.
- (5) The licence is subject to suspension or revocation in case of violation of any condition or misrepresentation.
- (6) Any change in the nature of trade, ownership or premises shall be intimated to the Commissioner immediately.
- (7) The premises shall be maintained in hygienic condition and comply with fire safety and pollution control norms.
- (8) This licence shall cease immediately in the event of death of the licensee.

Place :

Date :

COMMISSIONER,
(Seal and Signature)

SCHEDULE

[see Rule 14(2)]

LICENCE FEE FOR ENTERTAINMENT ACTIVITIES

Sl. No.	Type of Entertainment Activity	Entertainment Licence/ Renewal Fee
(1)	(2)	(3)
1	Land based Adventures or entertainment activities.	₹ 10,000 per annum
2	Air based Adventures or entertainment activities.	
3	Water based Adventures or entertainment activities.	
4	Entertainment Events of gathering more than 1000 people.	₹ 10,000 per event
5	Entertainment Events of gathering less than or equal to 1000 people.	₹ 5,000 per event

Note : Apart from the above fee, user charges as applicable shall be levied as per the provisions of the Puducherry Municipality Solid Waste Management (PM-SWM) Bye-law, 2021.