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Part III—Section 1(a)

General Statutory Rules, Notifications, Orders, Regulations, etc.,
issued by Secretariat Departments.

NOTIFICATIONS BY GOVERNMENT

RURAL DEVELOPMENT AND PANCHAYAT RAJ DEPARTMENT

TAMIL NADU VILLAGE PANCHAYATS (GRANT OF TRADE OR BUSINESS LICENCE) RULES, 2025.

[G.O. Ms. No. 134, Rural Development & Panchayat Raj (PR.II), 9th July 2025,
ஆணி 25, விசுவாவசு, திருவள்ளுவர் ஆண்டு-2056.]

No. SRO A-17(h)/2025.

In exercise of the powers conferred by sub-section (1) of section 161 read with clause (XXV) of sub-section (2) of section 242 of the Tamil Nadu Panchayats Act, 1994 (Tamil Nadu Act 21 of 1994), the Governor of Tamil Nadu hereby makes the following rules, namely:-

RULES.

1. **Short title and commencement.**— These rules may be called the Tamil Nadu Village Panchayats (Grant of Trade or Business Licence) Rules, 2025.

2. **Application.**—These rules shall apply to all the village panchayats constituted under the Tamil Nadu Panchayats Act, 1994 (Tamil Nadu Act 21 of 1994).

3. **Definition.**— (1) In these rules, unless the context otherwise requires,-

- (a) “**Act**” means the Tamil Nadu Panchayats Act, 1994 (Tamil Nadu Act 21 of 1994);
- (b) “**Form**” means the Form appended to these rules;
- (c) “**Licence**” means licence granted under these rules;
- (d) “**Licensee**” means the holder of the licence;
- (e) “**Schedule**” means the schedule appended to these rules;
- (f) “**Station House Officer**” means an officer in charge of a police station as defined in clause (r) of section 2 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023).

(2) Words and expressions used but not defined in these rules shall have the meanings respectively assigned to them in the Act.

4. Licencing of trade or business.— (1) No person shall carry on any trade or business mentioned in Schedules I, II, III or IV in any place, whether public or private within the panchayat village limit without a trade or business licence granted by the executive authority of the village panchayat.

(2) The fee for issuing licences under this rule shall be fixed by the village panchayat within the minimum and maximum rates of fees specified in Schedules I, II III or IV and notified in the District Gazette by the Inspector of Panchayats.

(3) Every application for the grant of such trade or business licence shall either be made to the executive authority in Form 1 together with the fee as prescribed in Schedule-I, II, III or IV or onboarded from the Udyam / Udyam Assist Registration Portal and shall be accompanied by the following documents: –

- (a) Any one of the Identity proof such as Bank passbook or Aadhaar card (if voluntarily provided) or any other Government approved identity card in the case of individual and Permanent Account Number (PAN) card or incorporation certificate in the case of body of persons or company;
- (b) Lease deed or rental agreement or latest Property Tax receipt in case of property occupied by owner or latest Goods and Services Tax registration certificate clearly showing the address of the trade or business for which the trade or business licence is applied:

Provided that if the applicant does not have any valid address proof, he shall submit a sworn-in affidavit in Form 13:

Provided further that if a licence under the Tamil Nadu Panchayats (Procedure for granting permission for the establishment of factories / industries and the installation of machineries) Rules, 2024, has already been granted by the Inspector of Panchayats, that will be deemed to be equivalent to the trade or business licence under these rules and no separate trade or business licence will be required in such case, subject to the remittance of the difference in fee prescribed.

(4) The owner or occupier of every place for the use of which a trade or business licence is required under sub-rule (1), shall apply to the executive authority for such licence at least thirty days before the place is used for such purpose:

Provided that no such application shall be entertained earlier than ninety days before the place is used for such purpose.

(5) On receipt of an application for the grant of trade or business licence under sub-rule (1), where the trade or business is to be carried on, the executive authority shall, before granting or refusing to grant the licence, cause a full and complete inspection to be made having regard to,-

- (a) the suitability of the place in respect of which the licence is applied including compliance of all conditions mentioned in these rules;
- (b) the possibility of any danger to life or health or property or the likelihood of any nuisance being created;
- (c) the provisions of other Acts, if any and the rules made thereunder, regulating the use of places for the purpose for which a licence is applied for;
- (d) any other matter that the executive authority deems necessary.

(6) After holding an inspection, the executive authority may, either grant the licence in Form 7 or refuse to grant the licence for reasons to be recorded in writing, within thirty days from the date of receipt of the application:

Provided that no licence shall be refused without giving an opportunity of being heard to the applicant.

(7) The licence granted under sub-rule (6), shall be subject to the following terms and conditions, namely:–

- (a) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019;
- (b) No activity prohibited by any law in force shall be carried out at the licensed premises;
- (c) The licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and condition;
- (d) The licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein;

- (e) The licensee shall comply with all the provisions of the Solid Waste Management Rules, 2016;
- (f) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be white washed or painted regularly;
- (g) The licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action;
- (h) The licence issued by the executive authority shall be displayed in a prominent place;
- (i) The licensee shall provide access to the premises, without notice, for inspection by the executive authority or any officer authorised by the Inspector of Panchayats in this behalf at any time by day or by night when such premises is being used:

Provided that for Large and Medium Industry, such inspection shall be undertaken only with the prior approval of Inspector of Panchayats and for small industry, with prior approval of Block Development Officer (Village Panchayats);

- (j) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty four hours in a hygienic manner;
- (k) No product banned by the Government, shall be displayed or exposed for sale or use to the customers by the licensee;
- (l) Fire safety norms shall be followed and necessary licence / certificate shall be obtained from the Tamil Nadu Fire and Rescue Services Department;
- (m) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading therefrom to be maintained, at all times, in good order and efficient action;
- (n) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents;
- (o) The person suffering from an infectious or contagious disease shall not carry on the business and no licensee shall employ any such person to assist him in carrying on the business;
- (p) The licensee shall, immediately on knowing that any person in the premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform to the Public Health Officer;
- (q) The licensee shall display the signboard of the trade or business in Tamil;
- (r) If any eating-house or restaurant is provided in the premises of trade or business, necessary Registration Certificate or licence shall be obtained from the Designated officer under the Food Safety and Standards Act, 2006 (Central Act 34 of 2006).

(8) The procedure in sub-rule (5) shall be completed within seven days from the date of receipt of the application.

(9) The executive authority before granting such licence shall analyse the suitability of the place in order to comply to the Septage Management Rules in force.

(10) Where an application for a licence to carry on trade or business is submitted along with prescribed fee and is not disposed of within a period as specified in sub-rule (6), the licence applied therein shall be deemed to have been granted on expiry of the said period.

5. Licensing of private stand and shelter for vehicles.— (1) No person shall open a private stand and shelter for vehicles, a halting place including car or two-wheeler parking stand, bus stand, lorry stand, cycle stand, taxi or auto stand, and any other cart stands within the village panchayat area without a licence issued by the executive authority:

(2) Every application for the grant of such licence shall be made to the executive authority in Form 2 together with the fee notified by the Inspector of Panchayats concerned under sub-rule (2) of rule 4.

(3) A statement of parking / halting fees fixed by the village panchayat for the use of such place shall be exhibited in conspicuous places.

(4) On receipt of an application for the grant of licence under sub-rule (2), the executive authority shall hold an inspection having regard to,-

- (a) the suitability of the place in respect of which the licence is applied including compliance of all conditions mentioned in these rules;
- (b) the possibility of any danger to life or health or property or the likelihood of any nuisance being created;
- (c) the provisions of other Acts, if any and the rules made thereunder, regulating the use of places for the purpose for which the licence is applied for;
- (d) any other matters that the executive authority deems necessary.

(5) After holding such an inspection, the executive authority may either grant the licence in Form 8, subject to the terms and conditions specified in sub-rule (7) of rule 4 or refuse to grant licence for reasons to be recorded in writing:

Provided that the applicant shall get 'No Objection Certificate' from the Station House Officer concerned before applying for the licence:

Provided further that the executive authority shall ensure that there is no unutilised public parking facility within 100 m of the proposed site:

Provided also that no licence shall be refused without giving a reasonable opportunity of being heard to the applicant.

6. Licensing of private wash house.— (1) No person shall open a private wash house within the village panchayat area without a licence issued by the executive authority.

(2) Every application for the grant of such licence shall be made to the executive authority in Form 3 together with the fee notified by the Inspector of Panchayats concerned under sub-rule (2) of rule 4.

(3) On receipt of an application for the grant of licence under sub-rule (2), the executive authority shall hold an inspection having regard to,

- (a) the suitability of the place in respect of which the licence is applied including compliance of all conditions mentioned in these rules;
- (b) the executive authority before granting such licence shall ensure whether suitable arrangements have been made for adequate supply of water suitable for washing, besides providing other amenities like, washing platforms, drying lines, shelter for workers etc., and also effective drainage and disposal of the waste water;
- (c) the possibility of any danger to life or health or property or the likelihood of any nuisance being created;
- (d) the provisions of other Acts, if any and the rules made thereunder, regulating the use of places for the purpose for which the licence is applied for;
- (e) any other matter that the executive authority deems necessary.

(4) After holding such an inspection, the executive authority may either grant the licence in Form 9, subject to the terms and conditions specified in sub-rule (7) of rule 4, or refuse to grant licence for reasons to be recorded in writing:

Provided that the executive authority shall ensure that the relevant licence / certificate from Fire and Rescue Services department, if applicable, shall be obtained before granting the licence:

Provided further that no licence shall be refused without giving a reasonable opportunity of being heard to the applicant.

7. Licensing of private bathrooms, latrines and urinals.— (1) No person shall open private bathrooms, latrines and urinals within the panchayat village without a licence issued by the executive authority,

(2) Every application for the grant of such licence shall be made to the executive authority in Form 4 together with the fee notified by the Inspector of Panchayats concerned under sub-rule (2) of rule 4.

(3) On receipt of an application for the grant of licence under sub-rule (2), the executive authority shall hold an inspection having regard to,-

- (a) the suitability of the place in respect of which the licence is applied including compliance of all conditions mentioned in these rules;

- (b) the executive authority before granting such licence shall analyse the suitability of the place in order to comply to the Septage Management Rules in force;
- (c) the possibility of any danger to life or health or property or the likelihood of any nuisance being created;
- (d) the provisions of other Acts, if any and the rules made thereunder, regulating the use of places for the purpose for which the licence is applied for;
- (e) any other matter that the executive authority deems necessary.

(4) after holding such an inspection, the executive authority may either grant the licence in Form 10, subject to the terms and conditions specified in sub-rule (7) of rule 4 or refuse to grant licence for reasons to be recorded in writing.

(5) The fee charged shall be for each individual and for each time of use and receipts shall be issued to the user on payment of the fees.

(6) A board clearly displaying the rates of fees shall be kept exhibited on the premises of the public bathroom or latrine and urinal:

Provided that no licence shall be refused without giving a reasonable opportunity of being heard.

8. Licensing of Spa, Massage Parlour and Beauty Parlour with partition or room or sauna or bathing facility.— (1) No place shall be used as a Spa, Massage Parlour or Beauty Parlour with partition or room within the village panchayat limit without obtaining a licence issued by the executive authority.

(2) Every application for the grant of such licence shall be made to the executive authority in Form 5 together with a fee notified by the Inspector of Panchayats concerned under sub-rule (2) of rule 4.

(3) On receipt of an application for the grant of licence under sub-rule (2), the executive authority shall hold an inspection having regard to,—

- (a) the suitability of the place in respect of which the licence is applied including compliance of all conditions mentioned in these rules;
- (b) the possibility of any danger to life or health or property or the likelihood of any nuisance being created;
- (c) the provisions of other Acts, if any and the rules made thereunder, regulating the use of places for the purpose for which the licence is applied for; and
- (d) any other matter that the executive authority deems necessary.

(4) After holding such an inspection, the executive authority may either grant the licence in Form 11 or refuse to grant licence for reasons to be recorded in writing:

Provided that the applicant shall get No Objection Certificate from the Station House Officer concerned before applying for the licence:

Provided further that no licence shall be refused without giving a reasonable opportunity of being heard to the applicant.

(5) The licence under sub-rule (4) shall be granted, subject to the following conditions, namely:—

- (a) The external doors of the massage/spa establishment to be kept open during the working hours;
- (b) Minimum lighting facilities and ventilation to be provided in each room or enclosure where the massage services are to be provided;
- (c) The masseur or masseuse possesses a therapist training certificate issued by any one of the institution, such as a vocational centre or a skill development centre recognised by the Central or State Government;
- (d) The licensee shall provide suitable means of drainage and also sanitary conveniences for the exclusive use of each sex wherever applicable and shall maintain the same in good sanitary condition;
- (e) The massage services are not to be provided behind locked doors;

- (f) Uniforms and identity cards to be maintained for all staff concerned;
- (g) Licensee shall install Closed Circuit Television Units at the entry and exit points without prejudice to the privacy of the clients and employees in accordance with Tamil Nadu Combined Development and Building Rules, 2019;
- (h) Engaging in any form of sexual activity in the premises of the massage/spa establishment shall be prohibited;
- (i) The licensee shall, when such premises are intended for the use of both sexes, provide and maintain separate rooms for the use of persons of either sex;
- (j) The licensee shall maintain the register of clients;
- (k) The officials from village panchayat or Block Development Officer (Village Panchayats) or Police Officers shall be permitted to inspect the trade premises in the event of any complaint against the trade are received;
- (l) Opening and closure timings of the massage centre/spa shall be followed as specified by the Government of Tamil Nadu;
- (m) The premises of massage/beauty parlour with partition or room / Spa should be constructed of masonry, or of such other material as may be approved by the executive authority;
- (n) Every part thereof should be constructed of non-inflammable material;
- (o) Every person or operator working in such premises shall wash his hands thoroughly with soap and water before and after servicing each customer;
- (p) Razors shall be used once and other instruments used for a customer immediately after such use shall be thoroughly cleansed and dipped for two minutes in boiling water or disinfected in a disinfectant;
- (q) Every utensil used for servicing the customer shall be thoroughly rinsed in hot water after each occasion of use;
- (r) At the end of every day, every utensil used in the premises shall be sterilized by being immersed in boiling water or disinfected in an appropriate disinfectant;
- (s) First aid kit shall be maintained in the premises;
- (t) The licensee shall ensure that all appliances/devices/ lotions/ creams used should not in any manner cause allergic reactions or physical injury to the customers.

9. Licensing of private slaughter house.— (1) No person shall establish or maintain or run a private slaughter house for slaughtering of animals or use any place for processing any skin of animals or carcasses without obtaining a licence issued by the executive authority.

(2) Every application for the grant of licence under sub-rule (1) shall be made to the executive authority in Form 6 together with the fee fixed by the village panchayat within the minimum and maximum rate of fees specified in Schedule V.

(3) Every application shall be accompanied by a plan in duplicate of such place showing clearly the several portions thereof proposed to be used as the slaughtering yard, the skinning place, the airing room, etc. and all other arrangements required for the purpose.

(4) On receipt of an application for the grant of licence under sub-rule (2), the executive authority may either grant the licence in Form 12 or refuse to grant the licence for the reasons to be recorded in writing:

Provided that the licensee shall get No Objection Certificate from the Station House Officer concerned before applying for the licence:

Provided further that no licence shall be refused without giving a reasonable opportunity of being heard.

(5) The licence under sub-rule (4) shall be granted, subject to the conditions stipulated in sub-rule (7) of rule 4 and the following conditions, namely:-

- (a) No person shall use any premises, or permit any premises to be used, for the purpose of a slaughter house or as a lair of cattle kept in connection therewith unless such premises are situated in open ground at a distance of not less than 100 metres from the nearest human habitation or well or other source of domestic water supply;

- (b) Every private slaughter house shall be constructed of masonry and no part thereof, shall be constructed of inflammable materials;
- (c) Every private slaughter house shall be suitably enclosed by a masonry wall not less than 6 feet height and shall be provided with suitable gateways and gates, and otherwise fully screened from public view;
- (d) The approach to every private slaughter house shall not be on an incline of more than 1 in 4 and shall not pass through any dwelling house or shop;
- (e) The floor of every private slaughter house shall be at least one foot above the level of the adjoining ground;
- (f) The licensee shall cause every part of such slaughter house to be paved or otherwise made impervious. The licensee shall cause the floor to be sufficiently smooth and sloped towards an impervious masonry drain discharging into an impervious masonry cistern situated outside the slaughter house. The licensee shall construct the cistern to be of such dimensions as to hold not less than 24 hours flow of waste water from such slaughter house and cause it to be closely covered and fitted with an air-tight frame and cover and to be completely emptied and cleaned at least once in every 24 hours;
- (g) The licensee shall cause every part of the compound of such slaughter house to be paved or metalled and drained to the satisfaction of the Public Health Officer, and shall cause it to be maintained, at all times, in good order and repair;
- (h) The licensee shall provide suitable means of ventilation communicating directly with the external air, and lighting upon or in connection with such private slaughter house and shall cause the same to be maintained, at all times, in good order and efficient action;
- (i) The licensee shall cause every part of the walls and every part of the floor or pavement of such slaughter house to be maintained, at all times, in good order and repair so as to prevent the absorption therein of any blood or liquid refuse or filth which may be spilled or splashed thereon or any offensive matter which may be deposited thereon or brought into contact therewith;
- (j) The licensee shall provide suitable latrine for persons employed in or using such slaughter house. He shall construct such latrine attached thereto outside the slaughter house and its enclosing wall;
- (k) The licensee shall not permit any part of such slaughter house to be used, at any time, for purposes of human habitation nor shall he permit any fires to be lighted or any cooking to be done therein;
- (l) The licensee shall cause every drain or means of drainage which may be provided upon or in connection with such slaughter house to be maintained, at all times, in good order and efficient action;
- (m) The licensee shall cause such slaughter house to be thoroughly washed and cleansed within three hours after the completion of the slaughtering or dressing and shall prevent any accumulation of filth or refuse therein;
- (n) The licensee shall provide suitable covered air-tight non-absorbent receptacles for the deposit of all refuse matter and shall cause such receptacles to be emptied not less than twice in every 24 hours or more often if so required by the Public Health Officer and disposed of in such manner as may be approved by him;
- (o) The licensee shall not pass or permit to be passed any solid refuse matter or any solid contents of entrails into any public or private sewer or drain;
- (p) The licensee shall provide in such slaughter house such means and appliances as the Public Health Officer may prescribe to enable the dressing of carcasses to be carried on in a clean and sanitary manner;
- (q) The licensee shall collect the animals for purposes of inspection at such time and place as may be appointed by the Block Development Officer (Village Panchayats) if so directed and shall not slaughter any animal until it has been inspected and pronounced to be free from disease by an officer (hereinafter referred to as the Inspecting Officer) appointed by the Block Development Officer (Village Panchayats) in this behalf;
- (r) The Inspecting Officer shall reject such animals as may for any reason appear to him unfit to be slaughtered for human consumption. The owner of an animal so rejected shall cause it to be forthwith removed; but any such animal if found to be affected with infectious or contagious disease shall be seized and destroyed and disposed of in such manner as to prevent its being used for human food

or exposed for sale and any expenses that may be incurred in such seizure, destruction and disposal shall be borne by the owner of the animal;

- (s) The licensee shall not admit any dying or dead animal into the slaughter house, nor shall admit any animal found to be affected with infectious or contagious disease, but shall forthwith intimate to the jurisdiction Veterinary Officer of the village panchayat, the facts of the case and segregate the animals in an isolated part of the building and shall not return them to the owner until the animals have been inspected by a designated officer of the village panchayat and necessary orders are issued by him thereon;

Explanation.— This condition shall not apply to the case of an animal which has met with an accident rendering it unfit for further work, if it is brought to the slaughter house immediately after the accident.

- (t) Every person employed in the slaughtering of animals in any private slaughter house shall use such instruments and appliances and shall adopt such methods of slaughtering and otherwise take such precautions as may be required to secure the infliction of as little pain or suffering as practicable;
- (u) Every person engaged in a slaughter house in driving or bringing any animal to the place of slaughter shall,—
 - i. avoid so far as practicable driving or bringing the animal over any ground which is likely to cause the animal to slip or fall; and
 - ii. otherwise adopt such methods and precautions as will prevent the infliction upon the animal of unnecessary suffering or pain;
- (v) No person shall in a slaughter house, slaughter or cause or suffer to be slaughtered any animal or cause or suffer its carcass to be dressed in the view of another animal;
- (w) The licensee shall not cause or allow any blood or other refuse to flow from such slaughter- house so as to be within the sight or (so far as it is practicable to avoid it) within the smell of any animal in the slaughter house and shall not cause or allow any such blood or other refuse to be deposited in the waiting pens or lairs;
- (x) Every person who brings animals into a slaughter house for slaughter shall keep them at the waiting pen or lair provided for the purpose, for a period of not less than 48 hours before slaughter, and during such time or any subsequent extension thereof, the animals shall be fed at the expense of such person;
- (y) An officer appointed by the executive authority shall stamp all carcasses and meat from a private slaughter house. No person shall remove carcasses and meat from a slaughter house to any market or other place except in a suitable covered vehicles of a pattern and size approved by the Public Health Officer and specially set apart for the purpose. Such person shall, during such removal, conceal the carcasses and meat from the public view and completely protect them from flies and dust. Persons providing such vehicles shall, at all times, keep the same in a clean and sanitary condition and in good order and repair;
- (z) The licensee shall not permit the sale of meat in any private slaughter house, but may allow the sale of offal and skins in such places as may be assigned therein for such purposes and at such hours as may be fixed by the Public Health Officer;
- (aa) The licensee shall cause the removal from such slaughter house, skin, entrails and all other offal within three hours of the completion of slaughtering or dressing;
- (ab) No person shall insufflate or blow any carcass;
- (ac) No person suffering from an infectious or contagious disease shall enter any private slaughter house, nor shall any person suffering as aforesaid be employed by the licensee to remove or assist in the removal of carcasses or meat from the slaughter house.

10. Validity of Licence.— (1) A licence issued by the executive authority under these rules shall ordinarily for trade or business other than those specified in rule 8, be valid till the trade concerned is continued. The fee for the trade or business licence is to be paid every year or in advance for a block of 3 to 5 years to the village panchayat in the manner as may be specified.

(2) A licence issued by the executive authority in respect of the business specified under rule 8 shall be valid only for three years. Every application for the renewal of such licence shall be made to the executive authority in Form 5. The provisions in this rules shall, as far as may be, apply for the renewal of a licence as they apply for the grant of a licence under rule 8.

11. Rejection of application.— (1) If the documents and information furnished by the applicant for the grant of trade or business licence under these rules do not provide all the particulars necessary to process the application satisfactorily or if the application is defective, the executive authority may within seven days from the date of receipt of application require the applicant by e-mail either to produce such further particulars and details as he deems necessary or to rectify the defects in the application within fifteen days of receiving the e-mail. Upon receipt of the required particulars or the rectified application, the licensing authority shall scrutinise the application and verify the documents submitted by the applicant and shall issue licence to the eligible applicant as per the provisions contained in these rules;

(2) In case an application is not submitted in accordance with these rules or where the applicant fails to furnish the additional particulars called for or where the submitted documents cannot be authenticated or where the applicant fails to rectify the defects in the application, the executive authority may reject the application stating the reason therefor and shall send an intimation to the applicant:

Provided that when the applicant has furnished the further particulars or rectified the defects in the application within the stipulated time as prescribed in sub-rule (1), the licence applied for therein shall be deemed to have been granted after thirty days period from the date of furnishing the further particulars or intimation by e-mail regarding rectification of defect, unless it is specifically rejected specifying the reason therefor and intimated to the applicant.

12. Revocation or suspension of licence.— (1) Where the executive authority either suo-motu or on a representation from general public, has reason to believe that,—

- (a) the licence has been fraudulently obtained;
- (b) the licence has been used for the purpose other than the purpose for which the licence has been granted;
- (c) any condition of the licence has been contravened, he shall call upon the licensee by notice in writing, stating grounds, to show cause within seven days as to why the licence should not be revoked or suspended.

(2) On examining the reply received from the licensee and giving the person an opportunity of being heard, the executive authority may either –

- (i) revoke the licence; or
- (ii) suspend the licence with such directions as he may deem necessary; or
- (iii) drop further action, if he is satisfied that no further action is needed.

(3) A suspended licence may be revived on application to the executive authority, if he is satisfied that the directions have been duly complied with.

13. Inspection.— The executive authority may, without notice, enter any premises used for carrying out a trade or business for which a licence is required under the Act and these rules to inspect the premises, selected at random or if he has reason to believe that an act is being done in the premises without a licence or in any manner inconsistent with the licence or conditions of the licence and after carrying out randomised inspection, he may,—

- (i) by notice, require the person so doing such act, to alter, remove or as far as practicable, restore to its original state, the whole or any part of any property, movable or immovable, public or private affected thereby within a time specified in the notice; and
- (ii) take all such steps as may be necessary to prevent the continuance of such act.

Provided that the executive authority may inspect the premises of a Large or Medium industry only with the prior permission of the Inspector of Panchayats and of Small Industry only with prior permission of Block Development Officer (Village Panchayat).

14. Lock and seal.— If a trade or business for which a licence is required under the Act and these Rules is carried on without a licence or if licence has been revoked under rule 12 or if the licensee continues to violate the conditions of the licence or if orders of the executive authority under rule 12, are not obeyed within the time prescribed, the executive authority may lock and seal the premises and also initiate criminal action therefor:

Provided that no premises shall be locked and sealed without providing an opportunity of being heard to the owner as well as the occupier of the premises.

Provided further that the executive authority shall lock and seal a Large or Medium industry only with the prior permission of the Inspector of Panchayats and a Small Industry only with prior permission of Block Development Officer (Village Panchayat).

15. Appeal.— (1) Any person aggrieved by the order of the executive authority in refusing to grant or renew a licence or revoking or suspending a licence may appeal to the Block Development Officer (Village Panchayats) of the Block concerned within thirty days from the date of receipt of the order appealed against.

(2) Every appeal shall be made in Form 14 in online or offline mode along with fee of rupees one thousand only to the Block Development Officer (Village Panchayats),

(3) Every appeal preferred under sub-rule (1) shall set out the grounds of the appeal in precise terms enclosing a copy of the order against which the appeal is preferred and shall be presented in the office of the Block Development Officer (Village Panchayats) or sent to him by registered post. Such appeal shall be disposed of by the Block Development Officer (Village Panchayats) within a period of thirty days from the date of filing.

(4) A second appeal shall be made to the Inspector of Panchayats against the orders of the Block Development Officer (Village Panchayats) issued under sub- rule (3), within fifteen days from the date of receipt of the order appealed against by the licensee. The Inspector of Panchayats shall pass final orders within thirty days from the date of receipt of such second appeal, failing which the appeal shall be deemed to be allowed.

16. Issue of licence card.— In respect of licences issued to carryout trade or business, a licence card shall be issued carrying the licence number and validity of the licence.

17. Rectification of errors in licence card.— (1) The executive authority may, on his own motion, or on an application rectify any error apparent in the licence card:

Provided that no such rectification which has the effect of enhancing the fee shall be made unless the executive authority has given notice to the person concerned and has given him an opportunity of being heard within seven days from the date of receipt of the notice by such person.

(2) Where such rectification has the effect of reducing the fee, the excess amount, if any, paid by the licensee shall be adjusted towards fee in future and where such adjustment is not practicable, the excess amount shall be refunded.

18. Non-renewal of licence.— When, for such cases where renewal is required, a person fails to renew a licence before the date of expiry of the licence, the licence shall be deemed to have been revoked.

19. Payment of fees.— The necessary fees as indicated in Schedule I, II, III or IV shall be paid on an annual basis by the applicant or for 3 to 5 years together, as may be specified if the applicant is so willing.

20. Mode of payment of fees.— The fees under these rules shall be remitted through online or offline mode to the Village Panchayat fund account concerned.

21. Revision of rate of licence fee.— The Village Panchayat shall revise the rate of licence fee once in three years by increasing the rate not less than ten percent of the rate of licence fee as determined and notified by the Inspector of Panchayats but not exceeding the rate of maximum licence fee prescribed under Schedules I, II, III, IV and V. The licensee is to pay the balance fee if he has already remitted the fee at the previous rate in advance.

22. Maintenance of Register.—A register in Form 15 shall be maintained by the executive authority in respect of licences granted for trade or business under these rules.

SCHEDULE I

[see rules 4(1), (2) and (3)]

Application and licence fee: The fee for application and licence for the micro, small, medium manufacturing enterprises and other or large manufacturing industries shall be levied based on the category of such enterprises as per the Micro, Small and Medium Enterprises Development Act, 2006 (Central Act 27 of 2006).

(a) Application and Licence fee:-

Sl. No.	Classification	Application Fee (Rs.)	Licence fee (In Rs.) (per annum)			
			Peri Urban Panchayats*		Other village panchayats	
			Minimum Fee	Maximum Fee	Minimum Fee	Maximum Fee
1.	Nano Enterprises (investment upto Rs.5 Lakh: Turn over upto Rs.15 Lakh)	500	1,000	3,000	250	500
2.	Micro Enterprises (investment upto Rs.2.5 Crore: Turn over upto Rs.10 Crore)		2,500	5,000	750	2,000
3.	Small Enterprises (investment upto Rs.25 Crore: Turn over upto Rs.100 Crore)		7,500	10,000	2,500	5,000
4.	Medium Enterprises (investment upto Rs.50 Crore: Turn over upto Rs.250 Crore)		12,000	20,000	8,000	10,000
5.	Other or Large Enterprises (To Exceeding Rs.250 Crore)		40,000	50,000	30,000	35,000

*Peri-Urban Panchayats as declared by the Government from time to time

(b) List of Trades/Businesses:

Sl. No.	Name of the Trades/Businesses
(1)	(2)
(1)	Manufacturing of Sewing Materials.
(2)	Manufacturing of Sewing Machines.
(3)	Manufacturing of all kinds of Electrical and Electronic Products.
(4)	Manufacturing of all kinds of Electrical Motors and Pumps.
(5)	Storing and Selling of Electrical Motors and Pumps.
(6)	Stone cutting and Crushing.
(7)	Manufacturing of Paper Products.

Sl. No.	Name of the Trades/Businesses
(1)	(2)
(8)	Manufacturing of all kinds of Metals.
(9)	Manufacturing of all kinds of Vessels and Utensils.
(10)	Manufacturing of all kinds of Motors and Pumps.
(11)	Manufacturing of all kinds of Industrial Machineries.
(12)	Manufacturing of Motor Vehicle accessories.
(13)	Manufacturing of all kinds of Construction Materials.
(14)	All kinds of Engineering works.
(15)	Brick Chambers.
(16)	Manufacturing of all kinds of Automobile spare parts.
(17)	Manufacturing of all kinds of Cosmetics Products.
(18)	Manufacturing of all kinds of Country Medicine, Cosmetics and Herbal Products.
(19)	All kinds of Fabrication Works.
(20)	Stainless Steel Works and Polishing.
(21)	Manufacturing of all kinds of Chemical Products.
(22)	Manufacturing of all kinds of Medical Equipments.
(23)	Manufacturing of all kinds of Washing and Cleaning Materials.
(24)	Manufacturing of all kinds of Machinery Oil.
(25)	Boiler manufacturing.
(26)	Manufacturing of Air Conditioners.
(27)	Manufacturing of all kinds of Glass Products.
(28)	Manufacturing of all kinds of Stationery Items.
(29)	Manufacturing of all kinds of Rubber Products.
(30)	Manufacturing of all kinds of Domestic Materials.
(31)	Manufacturing of Pesticides.
(32)	Manufacturing of Batteries.
(33)	Manufacturing of Fishing Nets.
(34)	Manufacturing of Ornaments.
(35)	Manufacturing of Musical Instruments.
(36)	Manufacturing of Sanitation materials.
(37)	Lime Kiln.
(38)	Manufacturing of all kinds of Coir Products.
(39)	Manufacturing of all kinds of Garments/Fabrics/Textiles.
(40)	Manufacturing of all kinds of Leather goods.
(41)	Manufacturing of all kinds of Wood/Plywood/Sunmica.
(42)	Manufacturing of all kinds of Hardwares.

<i>Sl. No.</i>	<i>Name of the Trades/Businesses</i>
(1)	(2)
(43)	Manufacturing of all kinds of Sports goods.
(44)	Manufacturing of all kinds of Agriculture Products.
(45)	Manufacturing of all kinds of Edible Oil.
(46)	Manufacturing of Dairy products.
(47)	Manufacturing of tea.
(48)	Manufacturing of coffee.

SCHEDULE II

[See rules 4(1), (2) and (3)]

(1) **Applicability:** This Schedule is applicable to any shop or commercial establishment where any trade or business is carried on or where services are rendered to customers and store rooms, godowns and warehouses, whether in the same premises or otherwise, used in connection with such business.

(2) This Schedule is not applicable to the Categories specified in other Schedules of these rules.

(3) Application and Licence Fee (Rate per annum):

<i>Category of Village Panchayat</i>	<i>Application Fee (Rs.)</i>	<i>Minimum Licence Fee (Rs.)</i>	<i>Maximum Licence Fee (Rs.)</i>
(1)	(2)	(3)	(4)
Peri Urban Panchayat	500	700	10,000
Other Village Panchayat		500	7000

(4) List of service Trades or Businesses:

<i>Sl. No.</i>	<i>Name of the Trades/Businesses</i>
(1)	(2)
(1)	Storing and Selling of Plastic Products.
(2)	Storing and Selling of Sewing Materials.
(3)	Storing and Selling of Sewing Machines.
(4)	Storing and Selling of all kinds of Handmade Products.
(5)	Storing and Selling of all kinds of Electrical and Electronic Products.
(6)	All kinds of Electrical and Electronic Service Centres.
(7)	Storing and Selling of all kinds of Paper Products.
(8)	Waste Paper mart/Old scrap Materials.
(9)	Spinning Works.
(10)	Storing and selling of all kinds of Machinery Oil.
(11)	Service of Air Conditioners.
(12)	Air compressors.
(13)	Storing and Selling of all kinds of Metals.
(14)	Weighing machines.
(15)	Battery Charging Shops.
(16)	Motor Vehicle Show Rooms.
(17)	Helmet shops.

Sl. No.	Name of the Trades/Businesses
(1)	(2)
(18)	Automobile Service Centre for Two Wheelers and Three Wheelers.
(19)	Automobile Service Centre for Light Motor Vehicles and Heavy Motor Vehicles.
(20)	Storing and Selling of all kinds of Motors and Pumps.
(21)	Storing and Selling of Motor Vehicle accessories.
(22)	Storing and Selling of all kinds of Cosmetics Products.
(23)	Storing and Selling of all kinds of Industrial Machineries.
(24)	Storing and Selling of all kinds of Chemical Products.
(25)	Storing and Selling of Pesticides.
(26)	Storing and Selling of all kinds of Medical Equipments.
(27)	Storing and Selling of all kinds of Washing and Cleaning Materials.
(28)	Storing and Selling of all kinds of Glass Products.
(29)	Storing and Selling of all kinds of Hardwares.
(30)	Storing and Selling of all kinds of Automobile Spare Parts.
(31)	Storing and Selling of all kinds of Stationery Items.
(32)	Storing and Selling of all kinds of Construction Materials.
(33)	Storing and Selling of all kinds of Rubber Products.
(34)	Storing and Selling of all kinds of Domestic Equipments.
(35)	Storing and selling of Ornaments.
(36)	Storing and selling of Musical Instruments.
(37)	Storing and Selling of Sanitation materials.
(38)	Storing and selling of all kinds of Coir Products.
(39)	Storing and selling of all kinds of Garments/Fabrics/Textiles.
(40)	Storing and selling of all kinds of Retreading Tyres/Tyres.
(41)	Storing and Selling of all kinds of Vessels and Utensils.
(42)	Storing & Selling of all kinds of Furniture.
(43)	Storing and Selling of all kinds of Wood/Plywood/Sunmica.
(44)	Wooden Design Sales.
(45)	Renting of Shamiana and Vessels.
(46)	Storing and selling of all kinds of Leather goods.
(47)	Storing and selling of Opticals.
(48)	Storing and Selling of all kinds of Sports goods.
(49)	Storing and Selling of all kinds of Watch and Watch spare parts.
(50)	Invitation cards/Greeting cards sales/printing press including Desktop Publishing.
(51)	Medical shops.
(52)	Storing and Selling of Medical equipments/devices and implants.
(53)	Storing and Selling of Bamboo, Coconut Leaf.
(54)	Storing and Selling of Combustible Articles, Film celluloid articles.
(55)	Storing and Sales of Grass and Straw.
(56)	Hiring of Centring materials.
(57)	Storing and Selling of all kinds of Agriculture Products.
(58)	Storing and Selling of all kinds of Manures.
(59)	Film Processing and Colouring.
(60)	Massage Parlour/Spa/Beauty Parlour with partition or rooms.
(61)	Film Labs.
(62)	Booking of parcel services/Courier services.

Sl. No.	Name of the Trades/Businesses
(1)	(2)
(63)	Cable T.V services.
(64)	Storing and Selling of Shields.
(65)	Indigenous Sericulture Products.
(66)	Frying of Peas.
(67)	Fancy stores.
(68)	Storing and Selling of Cotton Bed /Pillows.
(69)	Cycle Repairing shops.
(70)	Departmental Stores.
(71)	Xerox shop, Desk Top Publishing Centres, e-Seva and Net cafes.
(72)	Sticker shops.
(73)	Plant Nursery shops.
(74)	Photo Framing.
(75)	Storing of Tarpaulins.
(76)	Goldsmiths.
(77)	Storing and Selling of all kinds of Sanitation materials.
(78)	Storing and Selling of Tiles/Marbles/Granites.
(79)	Storing and Selling of Fire fighting equipments and devices.
(80)	Hair Cutting Saloons.
(81)	Beauty parlours /spas without partition or rooms.
(82)	Tailoring Shops.
(83)	Laundries.
(84)	Vinyl Board shops.
(85)	Foot Wear Shops.
(86)	Mobile shops (Sales & Service).
(87)	Bicycle and Spare parts sales.
(88)	Photo Studios.
(89)	Cinema Studios.
(90)	Recording Theatres.
(91)	Printing press.
(92)	All kinds of Printings.
(93)	Sale of textiles.
(94)	Sale of jewelleryes.
(95)	Paddy Boiling.
(96)	Saw Mills.
(97)	FCS Mills.
(98)	Rice Mills.
(99)	Storing and selling of Packet Meat.
(100)	Storing and selling of Chicken & Mutton.
(101)	Storing and selling of Beef.
(102)	Storing and selling of Sea Foods.
(103)	Preparing of all kinds of Food Products.
(104)	Storing and selling of all kinds of Dairy Products.
(105)	Storing and selling of all kinds of Edible Oils.
(106)	Storing and Selling of all kinds of Food Products.
(107)	Storing and Selling of all kinds of Country Medicines, Cosmetics and Herbal Products.

Sl. No.	Name of the Trades/Businesses
(1)	(2)
(108)	Medical Laboratories.
(109)	All kinds of pet shops.
(110)	Storing and selling of all kinds of Cattle/Birds Feed.
(111)	Coffee Roasting and Grinding.
(112)	Storing and selling of vegetables, fruits and flowers.
(113)	Storing and selling all of kinds of provisions and groceries.
(114)	Bakeries.
(115)	Aquarium.
(116)	Wet Flour Grinding.
(117)	Tours and Travels.
(118)	Earth movers.
(119)	Hiring of building materials.

SCHEDULE III

[See rules 4(1), (2) and (3)]

(1) **Applicability.**— This Schedule is applicable to all public buildings used as,—

- (i) Tea shops, with or without seating area, Eating House, Canteen or Restaurant with a clearly demarcated kitchen and seating area;
- (ii) Lodging houses as defined in the Tamil Nadu Public Health Act, 1939 (Tamil Nadu Act 3 of 1939), Hostel, Choultry, Mansion, Guest House, Service Apartment where lodging is based on weekly, monthly or annual rentals; and
- (iii) Kalyana Mandapam, Banquet-hall or other such similar public buildings ordinarily used for public meetings or celebrating functions or holding parties.

(2) Application and Licence Fee (Rate per annum):

- (i) Tea shops, with or without seating area, Eating House/Canteen/ Restaurant with a clearly demarcated kitchen and seating area:

Category of Village Panchayat	Application fee (Rs.)	Minimum Licence Fee (Rs.)	Maximum Licence Fee (Rs.)
(1)	(2)	(3)	(4)
Peri Urban Village Panchayat	500	700	10,000
Other Village Panchayat		500	7,000

- (ii) Hostels other than those licenced under Tamil Nadu Hostels and Homes for Women and Children (Regulation) Act, 2014 (Tamil Nadu Act 18 of 2014):

Category of Village Panchayat	Application fee (Rs.)	Minimum Licence Fee (Rs.)	Maximum Licence Fee (Rs.)
(1)	(2)	(3)	(4)
Peri Urban Village Panchayat	500	1,500	3,500
Other Village Panchayat		700	2,000

- (iii) Lodging houses as defined in the Tamil Nadu Public Health Act, 1939 (Tamil Nadu Act III of 1939), Choultry, Mansion, Guest House, Service Apartment where lodging is based on weekly, monthly or annual rentals:

<i>Category of Village Panchayat</i>	<i>Application fee (Rs.)</i>	<i>Minimum Licence Fee (Rs.)</i>	<i>Maximum Licence Fee (Rs.)</i>
(1)	(2)	(3)	(4)
Peri Urban Village Panchayat	500	3,000	30,000
Other Village Panchayat		2,000	18,000

- (iv) Kalyana Mandapam, Banquet-hall or other such similar public buildings ordinarily used for public meeting or celebrating function or holding parties.

<i>Category of Village Panchayat</i>	<i>Application fee (Rs.)</i>	<i>Minimum Licence Fee (Rs.)</i>	<i>Maximum Licence Fee (Rs.)</i>
(1)	(2)	(3)	(4)
Peri Urban Village Panchayat	500	3,000	30,000
Other Village Panchayat		2,000	18,000

SCHEDULE IV

[see rule 4(1) (2) and (3)]

- (1) **Applicability.**— This Schedule is applicable to Private Stand and Shelter for Vehicles
- (2) Application and licence fee (Rate per annum):

<i>Category of Village Panchayat</i>	<i>Application fee (Rs.)</i>	<i>Minimum Licence Fee (Rs.)</i>	<i>Maximum Licence Fee (Rs.)</i>
(1)	(2)	(3)	(4)
Peri Urban Village Panchayat	500	2,000	30,000
Other Village Panchayat		1,500	18,000

SCHEDULE V

[see rule 9(2)]

- (1) **Applicability.**— This Schedule is applicable to Licensing of private slaughter house
- (2) Application and licence fee (Rate per annum):

<i>Category of Village Panchayat</i>	<i>Application fee (Rs.)</i>	<i>Minimum Licence Fee (Rs.)</i>	<i>Maximum Licence Fee (Rs.)</i>
(1)	(2)	(3)	(4)
Peri Urban Village Panchayat	500	3,000	30,000
Other Village Panchayat		1,500	15,000

FORM 1

[see rule 4 (3)]

APPLICATION FOR ISSUE OF LICENCE FOR TRADE OR BUSINESS

PHOTO

District	:	
Block	:	
Village Panchayat	:	
Name of the Trade or Business	:	
Nature of Trade or Business	:	

1	Name of the applicant	:	
	Address of the applicant	:	
	Pincode	:	
2	Gender (Male/Female/Others)	:	
3	Name of the Father/ Mother/Spouse	:	
4	If new Licence, proposed date of commencement (dd/mm/yyyy)	:	
5	Period applied for (in years)	:	
6	Address of the trade or business	:	
7	Pincode of the trade or business	:	
8	Identity Proof (any one): (i) Driving Licence <input type="checkbox"/> (ii) Bank Passbook <input type="checkbox"/> (iii) Postal Identity Card <input type="checkbox"/> (iv) Electoral Photo Identity Card (EPIC) <input type="checkbox"/> (v) Passport <input type="checkbox"/> (vi) Aadhaar <input type="checkbox"/>	:	
9	Permanent Account Number (PAN)	:	
10	Mobile No. of the applicant	:	
11	e-mail ID of the applicant	:	
12	Social category (General/ OBC/ SC/ ST)	:	
13	Total area of the trade or business(sq.ft)	:	
14	Professional tax assessment No.	:	
15	(i) Whether applicant is the owner of the place?	:	Yes/No
	(ii) If no, please provide name of the owner	:	
	(iii) Mobile number of the owner	:	
16	Property Tax assessment No.	:	
17	GST No. (If applicable)	:	
18	HSN Code/NIC Code of the products/services provided (if applicable)	:	
19	Application fee (in Rs.)	:	Amount Rs /- Bank Name..... NEFT/RTGS/OnlinePayment Transaction No.

20	Licence fee (in Rs.)	:	Amount Rs/-
			Bank Name.....
			NEFT/RTGS/OnlinePayment
			Transaction No.

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and if anything herein is found incorrect, action may be taken against me under the relevant Rules.

Place:

Date:

Signature of the Applicant

[*strike out whichever is not applicable.]

List of documents to be enclosed:

- (1) ID proof with ID Number (e.g. Aadhaar in case of individuals & PAN card for business)
- (2) Address proof (Lease Deed / Rental Agreement / GST registration details/ Affidavit)
- (3) Udyam / Udyog Aadhar / Udyam Assist registration certificate.(if applicable)
- (4) Certificate and documents mentioned in sub rule (6) of rule 4.
- (5) Check list (self-certified)

Note: If applicant is already issued with Industries licence, the copy shall be enclosed and only license fee needs to be paid along with basic details to be mentioned in this Form.

CHECKLIST FOR ISSUE OF LICENCE FOR TRADE OR BUSINESS

Sl. No.	Details	Applicant's Remarks (Y/N)
1	Whether there is any deviation from Building Plan or any other violation of Building Rules?	
2	Whether proper flooring and drainage are provided?	
3	Whether sufficient ventilation and lighting is available?	
4	(i) Whether the business is a bulk waste generator under Solid Waste Management Rules, 2016?	
	(ii) If Yes, whether arrangements made for segregation and disposal of dry and wet waste?	
5	(i) Whether fire safety clearance is necessary under the Tamil Nadu Fire Service Act, 1985 (Tamil Nadu Act 40 of 1985)?	
	(ii) If Yes, whether clearance is obtained from Tamil Nadu Fire and Rescue Services Department?	
6	Whether toilets (if there) are maintained in a clean and sanitary manner with safe disposal of waste?	
7	Whether Tamil Signboard is displayed?	
8	Whether provisions for the disabled have been made? (ramp, handrails and western toilets)	
9	a) Whether the applicant is already issued with Industries Licence? b) Whether copy of Industries Licence is enclosed?	
10	Whether the applicant has already applied in Udyam / Udyam Assist Registration Portal?	

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and if anything herein is found incorrect, action may be taken against me under the relevant Rules.

Place:

Date:

Signature of the Applicant

FORM 2

[see rule 5(2)]

APPLICATION FOR ISSUE OF LICENCE FOR PRIVATE STAND/SHELTER FOR VEHICLES*

PHOTO

Name of the Village Panchayat	:	
Name of the Panchayat Union	:	
District	:	
Name of the Trade or Business	:	
Nature of Trade or Business	:	

1	Name of the applicant	:	
	Address of the applicant	:	
	Pincode	:	
2	Gender (Male/Female/Others)	:	
3	Name of the Father/ Mother/Spouse	:	
4	Whether standalone parking lot or associated with any other trade, business, organization, etc.	:	
5	Name of the Parking Stand	:	
6	If new Licence, proposed date of commencement (dd/mm/yyyy)	:	
7	Address of the trade or business	:	
8	Identity Proof (any one): (i) Driving Licence <input type="checkbox"/> (ii) Bank Passbook <input type="checkbox"/> (iii) Postal Identity Card <input type="checkbox"/> (iv) Electoral Photo Identity Card (EPIC) <input type="checkbox"/> (v) Passport <input type="checkbox"/> (vi) Aadhaar <input type="checkbox"/>	:	
9	Permanent Account Number (PAN)	:	
10	No. of four-wheeler and two-wheeler parking spaces available	:	
11	Nearest Government Parking lot/area (please mention the distance and address of the nearest Government Parking lot/areas)	:	
12	Type of structure (Temporary / Permanent)	:	
13	Mobile No. of the applicant	:	
14	e-mail ID of the applicant	:	

15	Social category (General / OBC / SC / ST)	:	
16	Total area (in Sq.ft)	:	
17	Professional tax assessment No.	:	
18	(i) Whether applicant is the owner of the place?	:	Yes/No
	(ii) If no, please provide name of the owner	:	
	(iii) Mobile number of the owner	:	
19	Property Tax assessment No.	:	
20	GST No. (If applicable)	:	
21	Licence fee (in Rs.)	:	Amount Rs /- Bank Name NEFT/RTGS/Online Payment Transaction No.

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and if anything herein is found incorrect, action may be taken against me under the relevant Rules.

Date of proposed Inspection:

Place:

Date:

Signature of the applicant

[*strikeout whichever is not applicable.]

List of documents to be enclosed:

- (1) ID Proof with ID Number (e.g. Aadhaar in case of individuals and PAN card for business)
- (2) Address Proof (Lease Deed/Rental Agreement/GST returns/Affidavit)
- (3) Udyam / Udyog Aadhar / Udyam Assist registration certificate.(if applicable)
- (4) A No Objection Certificate from the Station House Officer.
- (5) Checklist

CHECKLIST FOR ISSUE OF LICENCE FOR PRIVATE STAND/SHELTER FOR VEHICLES*

Sl. No.	Details	Applicant's Remarks (Y/N)
1	Whether there is any deviation from Building Plan or any other violation of Building Rules?	
2	Whether proper flooring and drainage are provided?	
3	Whether sufficient ventilation and lighting is available?	
4	(i) Whether the business is a bulk waste generator under Solid Waste Management Rules, 2016?	
	(ii) If Yes, whether arrangements made for segregation and disposal of dry and wet waste?	
5	(i) Whether fire safety clearance is necessary under the Tamil Nadu Fire Service Act, 1985 (Tamil Nadu Act 40 of 1985)?	
	(ii) If Yes, whether clearance is obtained from Tamil Nadu Fire and Rescue Services Department?	

Sl. No.	Details	Applicant's Remarks (Y/N)
6	Whether toilets (if there) are maintained in a clean and sanitary manner with safe disposal of waste?	
7	Whether Tamil Signboard is displayed?	
8	Whether provisions for the disabled have been made? (ramp, handrails and western toilets)	
9	Whether space available for parking?	
10	Whether No Objection Certificate from the Station House Officer obtained.	

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and if anything herein is found incorrect, action may be taken against me under the relevant Rules.

Place:

Date:

Signature of the Applicant

FORM 3

[see rule 6 (2)]

APPLICATION FOR ISSUE OF LICENCE FOR PRIVATE WASH HOUSE

PHOTO

Name of the Village Panchayat	:	
Name of the Panchayat Union	:	
District	:	
Name of the Trade or Business	:	
Nature of Trade or Business	:	

1	Name of the applicant	:	
	Address of the applicant	:	
	Pincode	:	
2	Gender (Male/Female/Others)	:	
3	Name of the Father/ Mother/Spouse	:	
4	If new Licence, proposed date of commencement (dd/mm/yyyy)	:	
5	Address of the trade or business	:	
6	Pincode of the trade or business	:	
7	Identity Proof (any one):	:	
	(i) Driving Licence	<input type="checkbox"/>	
	(ii) Bank Passbook	<input type="checkbox"/>	
	(iii) Postal Identity Card	<input type="checkbox"/>	
	(iv) Electoral Photo Identity Card (EPIC)	<input type="checkbox"/>	
	(v) Passport	<input type="checkbox"/>	
	(vi) Aadhaar	<input type="checkbox"/>	

8	Permanent Account Number (PAN)	:	
9	Type of structure (Temporary / Permanent)	:	
10	Mobile No. of the applicant	:	
11	e-mail ID of the applicant	:	
12	Social category (General / OBC / SC / ST)		
13	Total area (in Sq.ft)	:	
14	Professional tax assessment No.	:	
15	(i) Whether applicant is the owner of the place?	:	Yes/No
	(ii) If no, please provide name and mobile number of the owner	:	
16	Property Tax assessment No.	:	
17	GST No. (If applicable)	:	
18	Licence fee (in Rs.)	:	Amount Rs..... /- Bank Name NEFT/RTGS/Online Payment Transaction No.

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and if anything herein is found incorrect, action may be taken against me under the relevant Rules.

Date of proposed Inspection:

Place:

Date:

Signature of the applicant

[*strikeout whichever is not applicable.]

List of documents to be enclosed:

1. ID Proof with ID Number (e.g. Aadhaar in case of individuals and PAN card for business)
2. Address Proof (Lease Deed/Rental Agreement/GST returns/Affidavit)
3. Udyam / Udyog Aadhar / Udyam Assist registration certificate.(if applicable)
4. Checklist

CHECKLIST FOR ISSUE OF LICENCE FOR PRIVATE WASH HOUSE

Sl. No.	Details	Applicant's Remarks (Y/N)
1	Whether there is any deviation from Building Plan or any other violation of Building Rules?	
2	Whether proper flooring and drainage are provided?	
3	Whether sufficient ventilation and lighting is available?	
4	Whether inspection book is provided?	
5	(i) Whether the business is a bulk waste generator under Solid Waste Management Rules, 2016?	
	(ii) If Yes, whether arrangements made for segregation and disposal of dry and wet waste?	

6	(i) Whether fire safety clearance is necessary under the Tamil Nadu Fire Service Act, 1985 (Tamil Nadu Act 40 of 1985)?	
	(ii) If Yes, whether clearance is obtained from Tamil Nadu Fire and Rescue Services Department?	
7	Whether toilets are maintained in a clean and sanitary manner with safe disposal of waste?	
8	Whether Tamil Signboard is displayed?	
9	Whether provisions for the disabled have been made? (ramp, handrails and western toilets)	
10	Whether No Objection Certificate from the Station House Officer obtained.	

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and if anything herein is found incorrect, action may be taken against me under the relevant Rules.

Place:

Date:

Signature of the Applicant

FORM 4

[see rule 7(2)]

APPLICATION FOR ISSUE OF LICENCE FOR THE USE OF PUBLIC BATHROOMS,
LATRINES AND URINALS

PHOTO

Name of the Village Panchayat	:	
Name of the Panchayat Union	:	
District	:	
Name of the Trade or Business	:	
Nature of Trade or Business	:	

1	Name of the applicant	:	
	Address of the applicant	:	
	Pincode	:	
2	Gender (Male/Female/Others)	:	
3	Name of the Father/ Mother/Spouse	:	
4	If new Licence, proposed date of commencement (dd/mm/yyyy)	:	
5	Maximum number of persons that may be admitted in each part of the building	:	
6	Address of the trade or business	:	
7	Pincode of the trade or business	:	
8	Identity Proof (any one): (i) Driving Licence <input type="checkbox"/> (ii) Bank Passbook <input type="checkbox"/> (iii) Postal Identity Card <input type="checkbox"/> (iv) Electoral Photo Identity Card <input type="checkbox"/> (v) Passport <input type="checkbox"/> (vi) Aadhaar <input type="checkbox"/>	:	
9	Permanent Account Number (PAN)	:	
10	Mobile No. of the applicant	:	
11	e-mail ID of the applicant	:	
12	Social category (General / OBC / SC / ST)	:	
13	Total areas of the trade or business (in Sq.ft)	:	
14	No. of Urinals	:	
	(i) Male	:	
	(ii) Female	:	
	(iii) Differently abled	:	
15	No. of Water Closets	:	
	(i) Male	:	
	(ii) Female	:	
	(iii) Differently abled	:	

16	No. of Bathrooms	:	
	(i) Male	:	
	(ii) Female	:	
	(iii) Differently abled	:	
17	Fees prescribed for utilizing the toilet, if any	:	
18	(i) Professional tax assessment No.	:	
19	(ii) Payment of Professional tax details	:	
20	(i) Whether applicant is the owner of the place?	:	Yes/No
	(ii) If no, please provide name of the owner	:	
	(iii) Mobile number of the owner	:	
21	Property Tax assessment No. Payment of Property tax details	:	
22	GST No. (If applicable)	:	
23	Licence fee (in Rs.)	:	Amount Rs...../- Bank Name NEFT/RTGS/Online Payment Transaction No.

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and if anything herein is found incorrect, action may be taken against me under the relevant Rules.

Place:

Date:

Signature of the Applicant

List of documents to be enclosed:

- (1) ID proof with ID Number (e.g. Aadhaar in case of individuals and PAN card for business)
- (2) Address proof (Lease Deed/Rental Agreement/GST returns/Affidavit)
- (3) Udyam / Udyog Aadhar / Udyam Assist registration certificate.(if applicable)
- (4) Checklist

CHECKLIST FOR ISSUE OF LICENCE FOR THE USE OF PUBLIC BATHROOMS, LATRINES AND TOILETS

Sl. No.	Details	Applicant Remarks (Y/N)	Remarks of Inspecting Officer
1	Whether there is any deviation from Building Plan or any other violation of Building Rules?		
2	Whether proper flooring and drainage are provided?		
3	Whether proper connection is provided to the sewerage system?		
4	Whether water provision is available for cleaning?		
5	Whether sufficient ventilation and lighting is available?		
6	Whether every latrine is situated in such a position as to permit easy access for the purpose of cleaning?		

Sl. No.	Details	Applicant Remarks (Y/N)	Remarks of Inspecting Officer
7	Whether inspection book is provided?		
8	(i) Whether the business is a bulk waste generator under Solid Waste Management Rules, 2016?		
	(ii) If Yes, whether arrangements made for segregation and disposal of dry and wet waste as per rules?		
9	Whether toilets are maintained in a clean and sanitary manner with safe disposal of waste?		
10	Whether Tamil Signboard is displayed?		
11	Whether provisions for the disabled have been made? (ramp, handrails and western toilets)		
12	Whether space available for parking		

Place:

Date:

Date of Inspection:

Signature of the Applicant

Name, Designation and Signature of Inspecting Officer

FORM 5**[see rule 8(2) and 10(2)]**

APPLICATION FOR ISSUE OF LICENCE / RENEWAL FOR MASSAGE PARLOUR & SPA

PHOTO

Name of the Village Panchayat	:	
Name of the Panchayat Union	:	
District	:	
Name of the Trade or Business	:	
Nature of Trade or Business	:	

FOR RENEWAL PLEASE MENTION EXISTING LICENCE NO.....

1	Name of the applicant	:	
	Address of the applicant	:	
	Pincode	:	
2	Gender (Male/Female/Others)	:	
3	Name of the Father/ Mother/Spouse	:	
4	If new Licence, proposed date of commencement (dd/mm/yyyy)	:	
5	Maximum number of persons that may be admitted in each part of the building	:	
6	Address of the trade or business	:	
7	Pincode of the trade or business	:	

8	Identity Proof (any one): (i) Driving Licence <input type="checkbox"/> (ii) Bank Passbook <input type="checkbox"/> (iii) Postal Identity Card <input type="checkbox"/> (iv) Electoral Photo Identity Card (EPIC) <input type="checkbox"/> (v) Passport <input type="checkbox"/> (vi) Aadhaar <input type="checkbox"/>	:			
9	Permanent Account Number (PAN)	:			
10	Mobile No. of the applicant	:			
11	e-mail ID of the applicant	:			
12	Social category (General / OBC / SC / ST)	:			
13	Total areas of the trade or business (in Sq.ft)	:			
14	Professional tax assessment No. Payment of Professional tax details	:			
15	(i) Whether applicant is the owner of the place?	:			
	(ii) If no, please provide name of the owner	:			
	(iii) Mobile number of the owner	:			
16	Name of the masseur /masseuse* and residential address (copy of certificate to be enclosed)	:	Name	Address	Qualification
		:			
		:			
		:			
17	No. of enclosures with size specification	:	1) 2) 3) 4)		
18	Description of the Closed Circuit Television cameras available at the SPA/Massage centre (Including No. of cameras, Digital Video Recorder capacity, duration of storage)	:			
19	Whether involved in any criminal case previously or any case pending at present	:			
20	Licence fee (in Rs.)	:	Amount Rs..... /- Bank Name NEFT/RTGS/Online Payment Transaction No.		

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and if anything herein is found incorrect, action may be taken against me under the relevant Rules.

Place:

Date:

Signature of the Applicant.

[*strikeout whichever is not applicable.]

List of documents to be enclosed:

- (1) ID proof with ID Number (e.g. Aadhaar in case of individuals and PAN card for business)
- (2) Address proof (Lease Deed/Rental Agreement/GST returns/Affidavit)
- (3) Udyam / Udyog Aadhar / Udyam Assist registration certificate.(if applicable)
- (4) Educational Qualification proof of applicant/licensee and masseur/masseuse
- (5) Checklist
- (6) 'No Objection Certificate' from Station House Officer.

CHECKLIST FOR ISSUE OF LICENCE FOR MESSAGE PARLOUR & SPA

Sl. No.	Details	Applicant Remarks (Y/N)	Remarks of Inspecting Officer
1	Whether there is any deviation from Building Plan or any other violation of Building Rules?		
2	Are there any illegal activities being carried out on the premises?		
3	Whether proper flooring and drainage are provided?		
4	Whether building(s) are constructed of masonry and inflammable materials?		
5	Whether drinking water is available?		
6	Whether sufficient ventilation and lighting is available?		
7	Whether Closed Circuit Television cameras are provided at the entry and exit points?		
8	Whether separate rooms/enclosures and toilets are provided for the use of each sex?		
9	Whether a register of clients is available?		
10	(i) Whether the business is a bulk waste generator under Solid Waste Management Rules, 2016?		
	(ii) If Yes, whether arrangements made for segregation and disposal of dry and wet waste as per rules?		
11	Whether first aid kit is provided?		
12	Whether toilets are maintained in a clean and sanitary manner with safe disposal of waste?		
13	Whether Tamil Signboard is displayed?		
14	Whether provisions for the disabled have been made? (ramp, handrails and western toilets)		
15	Whether parking space Available?		

Place:

Date:

Date of Inspection:

Signature of the Applicant

Name, Designation and Signature of Inspecting Officer

FORM 6

[see rule 9(2)]

APPLICATION FOR ISSUE OF LICENCE FOR PRIVATE SLAUGHTER HOUSE

PHOTO

District	:	
Block	:	
Village Panchayat	:	

1	Name of the Trade or Business	:	
2	Nature of Trade or Business	:	
3	Name of the applicant	:	
	Address of the applicant	:	
	Pincode	:	
4	Gender (Male/Female/Others)	:	
5	Name of the Father/ Mother/Spouse	:	
6	If new Licence, proposed date of commencement (dd/mm/yyyy)	:	
7	Period applied for	:	
8	Address of the trade or business	:	
9	Pincode of the trade or business	:	
10	Identity Proof (any one): (i) Driving Licence <input type="checkbox"/> (ii) Bank Passbook <input type="checkbox"/> (iii) Postal Identity Card <input type="checkbox"/> (iv) Electoral Photo Identity Card (EPIC) <input type="checkbox"/> (v) Passport <input type="checkbox"/> (vi) Aadhaar <input type="checkbox"/>	:	
11	Permanent Account Number (PAN)	:	
12	Distance from nearest human habitation	:	
13	Mobile No. of the applicant	:	
14	e-mail ID of the applicant	:	
15	Social category (General / OBC / SC / ST)	:	
16	Total areas of the trade or business (in Sq. ft)	:	
17	(i) Professional tax assessment No.	:	
	(ii) Payment of Professional tax details	:	
18	(i) Whether applicant is the owner of the place?	:	Yes/No
	(ii) If no, please provide name of the owner	:	
	(iii) Mobile number of the owner	:	
19	Property Tax assessment No. Payment of property tax details	:	

20	GST No. (If applicable)	:	
21	Licence fee (in Rs.)	:	Amount Rs /- Bank Name NEFT/RTGS/Online Payment Transaction No.

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and if anything herein is found incorrect, action may be taken against me under the relevant Rules.

Place:

Date:

Signature of the Applicant

List of documents to be enclosed:

- (1) ID proof with ID Number (e.g. Aadhaar in case of individuals & PAN card for business)
- (2) Address proof (Lease Deed/ Rental Agreement/ GST registration details/ Affidavit)
- (3) Udyam / Udyog Aadhar / Udyam Assist registration certificate.(if applicable)
- (4) Check list
- (5) 'No Objection Certificate' from Station House Officer.

CHECKLIST FOR ISSUE OF LICENCE FOR PRIVATE SLAUGHTER HOUSE

Sl. No	Details	Applicant Remarks (Y/N)	Remarks of Inspecting Officer
1	Whether distance from nearest human habitation is more than 100m?		
2	Whether there is any deviation from Building Plan or any other violation of Building Rules?		
3	Whether building(s) are constructed of masonry and inflammable materials?		
4	Whether masonry structure has height of more than 6 feet and is screened from public view?		
5	Whether approach has an incline of less than or equal to ¼?		
6	Whether the floor is atleast one foot above the level of the adjoining ground?		
7	Are there any illegal activities being carried out on the premises?		
8	Whether proper paved flooring and drainage are provided in the entire compound?		
9	Whether covered cistern is provided for holding drainage flow of atleast 24 hours and cleaning arrangements for the cistern available?		
10	Whether arrangements are made for disposal of solid refuse matter of animals including entrails and other waste within three hours of completion of slaughtering or dressing? (No such waste should be let into the municipal drain or sewer)		
11	Whether you have ensured that no fire or cooking arrangements are provided inside the slaughter house?		
12	Whether arrangements are made to wash the place within three hours after slaughtering?		

Sl. No	Details	Applicant Remarks (Y/N)	Remarks of Inspecting Officer
13	Whether drinking water is available?		
14	Whether sufficient ventilation and lighting is available?		
15	(i) Whether the business is a bulk waste generator under Solid Waste Management Rules, 2016?		
	(ii) If Yes, whether arrangements made for segregation and disposal of dry and wet waste as per rules?		
16	(i) Whether fire safety clearance is necessary under Tamil Nadu Fire Service Act, 1985?		
	(ii) If Yes, whether clearance is obtained from Tamil Nadu Fire and Rescue Services Department?		
17	Whether toilets are available for the staff and maintained in a clean and sanitary manner with safe disposal of waste?		
18	Whether Tamil Signboard is displayed?		
19	Whether provisions for the disabled have been made? (ramp, handrails and western toilets)		
20	Whether space available for parking?		

Place:

Date:

Date of Inspection:

Signature of the Applicant

Name, Designation and Signature of
Inspecting Officer**FORM 7****[see rule 4 (6)]**

LICENCE FOR TRADE OR BUSINESS

..... **VILLAGE PANCHAYAT**

Nature of Type of Trade	:
Trade/Business Name	:
Licence Code	:
Validity	:

S/o, D/o, W/o:*

Receipt No:

Date:

Applicant Address:

Property ID:

Licence fees paid :

Area in Sq.ft :

Trade Address :

Card/NEFT/RTGSTransaction No.

Date

Amount(in Rs.)

This licence is granted subject to the following terms and conditions namely:—

- (1) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019.
- (2) No activity prohibited by any law in force shall be carried out at the licensed premises.
- (3) The Licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and condition.
- (4) The Licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein.
- (5) The licensee shall comply with all the provisions of the Solid Waste Management Rules, 2016.
- (6) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be white washed or painted regularly.
- (7) The Licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.
- (8) Licence issued by the executive authority shall be displayed in a prominent place.
- (9) The licensee shall provide access to the premises, without notice, for inspection by the executive authority or any officer authorized by the Inspector of Panchayats in his behalf at any time by day or by night when such premises is being used and the Inspection of large and medium industry will be done with prior approval of Inspector of Panchayats (The Collector) and of small industry, with prior approval of the Block Development Officer (Village Panchayats).
- (10) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty- four hours in a hygienic manner.
- (11) No product banned by the Government, shall be displayed or exposed for sale or use to the customers.
- (12) Fire safety norms shall be followed as prescribed and necessary certificate shall be obtained from the Tamil Nadu Fire and Rescue Services Department if applicable.
- (13) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading therefrom to be maintained, at all times, in good order and efficient action.
- (14) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.
- (15) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any such person to assist him in carrying on the business.
- (16) The licensee shall, immediately on knowing that any person in the premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the Public Health Officer of the Village Panchayat.
- (17) The Licensee shall display the sign board of the trade (or) business in Tamil.
- (18) If any Eating house or Restaurant is provided in the premises of Trade / Business, necessary Registration Certificate or Licence shall be obtained from the Designated Officer under the Food Safety and Standards Act, 2006 (Central Act 34 of 2006).

**This is a computer generated certificate.
Seal and Signature are not necessary**

FORM 8**[see rule 5(5)]****LICENCE FOR PRIVATE STAND AND SHELTER FOR VEHICLES****..... VILLAGE PANCHAYAT**

Nature of Type of Trade	:
Trade/Business Name	:
Licence Code	:
Validity	:

S/o, D/o, W/o:*

Receipt No:

Date:

Applicant Address:

Property ID:

Licence fees paid :

Area in Sq.ft :

Trade Address :

Card/NEFT/RTGSTransaction No.

Date

Amount(in Rs.)

This licence is granted subject to the following terms and conditions namely:—

- (1) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019.
- (2) No activity prohibited by any law in force shall be carried out at the licensed premises.
- (3) The Licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and condition.
- (4) The premises shall be properly enclosed and provided with suitable entry and exit ways and gates.
- (5) The Licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein.
- (6) The licensee shall comply with all the provisions of the Solid Waste Management Rules, 2016.
- (7) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be white washed or painted regularly.
- (8) The Licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.
- (9) Licence issued by the executive authority shall be displayed in a prominent place.
- (10) The licensee shall provide access to the premises, without notice, for inspection by the executive authority or any officer authorized by the Inspector of Panchayats in his behalf at any time by day or by night when such premises is being used.
- (11) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty- four hours in a hygienic manner.

- (12) No product banned by the Government, shall be displayed or exposed for sale or use to the customers.
- (13) Fire safety norms shall be followed as prescribed and necessary certificate shall be obtained from the Tamil Nadu Fire and Rescue Services Department if applicable.
- (14) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading therefrom to be maintained, at all times, in good order and efficient action.
- (15) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.
- (16) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any such person to assist him in carrying on the business.
- (17) The licensee shall, immediately on knowing that any person in the premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the Public Health Officer of the Village Panchayat.
- (18) The Licensee shall display the sign board of the trade (or) business in Tamil.
- (19) If any Eating house or Restaurant is provided in the premises of Trade / Business, necessary Registration Certificate or License shall be obtained from the Designated Officer under the Food Safety and Standards Act, 2006 (Central Act 34 of 2006).

**This is a computer generated certificate.
Seal and Signature are not necessary**

FORM 9

[see rule 6(4)]

LICENCE FOR PRIVATE WASH HOUSE

..... **VILLAGE PANCHAYAT**

Nature of Type of Trade	:
Trade/Business Name	:
Licence Code	:
Validity	:

S/o, D/o, W/o:*

Receipt No:

Date:

Applicant Address:

Property ID:

Licence fees paid :

Area in Sq.ft :

Trade Address :

Card/NEFT/RTGSTransaction No.

Date

Amount(in Rs.)

This licence is granted subject to the following terms and conditions namely:—

- (1) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019.
- (2) No activity prohibited by any law in force shall be carried out at the licensed premises.
- (3) The Licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and condition.
- (4) The Licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein.
- (5) The licensee shall comply with all the provisions of the Solid Waste Management Rules, 2016.
- (6) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be white washed or painted regularly.
- (7) The Licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.
- (8) Licence issued by the executive authority shall be displayed in a prominent place.
- (9) The licensee shall provide access to the premises, without notice, for inspection by the executive authority or any officer authorized by the Inspector of Panchayats in his behalf at any time by day or by night when such premises is being used.
- (10) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty- four hours in a hygienic manner.
- (11) No product banned by the Government, shall be displayed or exposed for sale or use to the customers.
- (12) Fire safety norms shall be followed as prescribed and necessary certificate shall be obtained from the Tamil Nadu Fire and Rescue Services Department if applicable.
- (13) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading therefrom to be maintained, at all times, in good order and efficient action.
- (14) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.
- (15) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any such person to assist him in carrying on the business.
- (16) The licensee shall, immediately on knowing that any person in the premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the Public Health Officer of the Village Panchayat.
- (17) The Licensee shall display the sign board of the trade (or) business in Tamil.
- (18) If any Eating house or Restaurant is provided in the premises of factory, necessary "No Objection Certificate" shall be obtained from the Designated Officer under the Food Safety and Standards Act, 2006 (Central Act 34 of 2006).

**This is a computer generated certificate.
Seal and Signature are not necessary**

FORM 10

[see rule 7(4)]

LICENCE FOR THE USE OF PRIVATE BATHROOMS, LATRINES AND URINALS

..... VILLAGE PANCHAYAT

Nature of Type of Trade	:
Trade/Business Name	:
Licence Code	:
Validity	:

S/o, D/o, W/o:*

Receipt No:

Date:

Applicant Address:

Property ID:

Licence fees paid :

Area in Sq.ft :

Trade Address :

Card/NEFT/RTGSTransaction No.

Date

Amount(in Rs.)

This licence is granted subject to the following terms and conditions namely:—

- (1) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019.
- (2) No activity prohibited by any law in force shall be carried out at the licensed premises.
- (3) The Licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and condition.
- (4) The premises shall be properly enclosed and provided with suitable entry and exit ways and gates.
- (5) The Licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein.
- (6) The licensee shall comply with all the provisions of the Solid Waste Management Rules, 2016.
- (7) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be white washed or painted regularly.
- (8) The Licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.
- (9) An inspection book shall be maintained in the licenced premises (If necessary as decided by the Executive Authority).The instructions given in the inspection book shall be carried out within the time specified therein.
- (10) Licence issued by the executive authority shall be displayed in a prominent place.
- (11) The licensee shall provide access to the premises, without notice, for inspection by the executive authority or any officer authorized by the Inspector of Panchayats in his behalf at any time by day or by night when such premises is being used.

- (12) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty- four hours in a hygienic manner.
- (13) No product banned by the Government, shall be displayed or exposed for sale or use to the customers.
- (14) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading therefrom to be maintained, at all times, in good order and efficient action.
- (15) The licensee shall cause such premises to be thoroughly swept, washed and cleansed at least once in every twenty four hours and shall prevent any accumulation of filth or refuse therein except in the covered receptacles.
- (16) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.
- (17) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any such person to assist him in carrying on the business.
- (18) The licensee shall, immediately on knowing that any person in the premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the Public Health Officer of the Village Panchayat.
- (19) The Licensee shall display the sign board of the trade (or) business in Tamil.

**This is a computer generated certificate.
Seal and Signature are not necessary**

FORM 11

[see rule 8(4)]

LICENCE FOR THE MESSAGE PARLOUR / SPA

..... **VILLAGE PANCHAYAT**

Nature of Type of Trade	:
Trade/Business Name	:
Licence Code	:
Validity	:

S/o, D/o, W/o:*

Receipt No:

Date:

Applicant Address:

Property ID:

Licence fees paid :

Area in Sq.ft :

Trade Address :

Card/NEFT/RTGSTransaction No.

Date

Amount(in Rs.)

This licence is granted subject to the following terms and conditions namely:—

- (1) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019.
- (2) No activity prohibited by any law in force shall be carried out at the licensed premises.
- (3) The Licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and condition.
- (4) The Licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein.
- (5) The licensee shall comply with all the provisions of the Solid Waste Management Rules, 2016.
- (6) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be white washed or painted regularly.
- (7) The Licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.
- (8) Licence issued by the executive authority shall be displayed in a prominent place.
- (9) The licensee shall install Closed Circuit Television units in the public building at the entry / exist as may be prescribed.
- (10) The licensee shall provide access to the premises, without notice, for inspection by the executive authority or any officer authorized by the Inspector of Panchayats in his behalf at any time by day or by night when such premises is being used.
- (11) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty- four hours in a hygienic manner.
- (12) No product banned by the Government, shall be displayed or exposed for sale or use to the customers.
- (13) Fire safety norms shall be followed as prescribed and necessary certificate shall be obtained from the Tamil Nadu Fire and Rescue Services Department if applicable.
- (14) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading therefrom to be maintained, at all times, in good order and efficient action.
- (15) The licensee shall cause such premises to be thoroughly swept, washed and cleansed at least once in every twenty four hours and shall prevent any accumulation of filth or refuse therein except in the covered receptacles.
- (16) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.
- (17) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any such person to assist him in carrying on the business.
- (18) The licensee shall, immediately on knowing that any person in the premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the Public Health Officer of the Village Panchayat.
- (19) The Licensee shall display the sign board of the trade (or) business in Tamil.
- (20) A "No Objection Certificate" shall obtain from the Station House Officer concerned.

**This is a computer generated certificate.
Seal and Signature are not necessary**

FORM 12

[see rule 9(4)]

LICENCE FOR THE PRIVATE SLAUGHTER HOUSE

..... VILLAGE PANCHAYAT

Nature of Type of Trade	:
Trade/Business Name	:
Licence Code	:
Validity	:

S/o, D/o, W/o:*

Receipt No:

Date:

Applicant Address:

Property ID:

Licence fees paid :

Area in Sq.ft :

Trade Address :

Card/NEFT/RTGSTransaction No.

Date

Amount(in Rs.)

This licence is granted subject to the following terms and conditions namely:—

- (1) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019.
- (2) No activity prohibited by any law in force shall be carried out at the licensed premises.
- (3) The Licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and condition.
- (4) The premises shall be properly enclosed and provided with suitable entry and exit ways and gates.
- (5) The Licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein.
- (6) The licensee shall comply with all the provisions of the Solid Waste Management Rules, 2016.
- (7) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be white washed or painted regularly.
- (8) The Licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.
- (9) An inspection book shall be maintained in the licenced premises (If necessary as decided by the executive authority).The instructions given in the inspection book shall be carried out within the time specified therein.
- (10) Licence issued by the executive authority shall be displayed in a prominent place.
- (11) The licensee shall provide access to the premises, without notice, for inspection by the executive authority or any officer authorized by the Inspector of Panchayats in his behalf at any time by day or by night when such premises is being used.

- (12) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty- four hours in a hygienic manner.
- (13) No product banned by the Government, shall be displayed or exposed for sale or use to the customers.
- (14) Fire safety norms shall be followed as prescribed and necessary certificate shall be obtained from the Tamil Nadu Fire and Rescue Services Department if applicable.
- (15) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading therefrom to be maintained, at all times, in good order and efficient action.
- (16) The licensee shall cause such premises to be thoroughly swept, washed and cleansed at least once in every twenty four hours and shall prevent any accumulation of filth or refuse therein except in the covered receptacles.
- (17) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.
- (18) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any such person to assist him in carrying on the business.
- (19) The licensee shall, immediately on knowing that any person in the premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the Public Health Officer of the Village Panchayat.
- (20) The Licensee shall display the sign board of the trade (or) business in Tamil.
- (21) The Applicant shall obtain "No Objection Certificate" from the competent authority of the Tamil Nadu Pollution Control Board, the Inspector of Factories and the Inspector of Labour concerned, if applicable.
- (22) The Applicant shall obtain "No Objection Certificate" from the competent authority of Health and Family Welfare Department, if applicable.

**This is a computer generated certificate.
Seal and Signature are not necessary**

FORM 13

[see proviso to rule 4 (3)]

AFFIDAVIT TO BE FURNISHED BY THE APPLICANT ALONG WITH APPLICATION FORM
FOR TRADE OR BUSINESS LICENCE

..... VILLAGE PANCHAYAT

PHOTO

I....., son/daughter/wife* of.....aged.....years residing at
..... (mention full postal address including pincode), do
hereby, solemnly affirm and state on oath as under:-

- (1) I am the proprietor of the business concerned namely "....." at Door No.....Street.....Location.....
- (2) I have started the above business/trade from
- (3) I don't have valid rental agreement/lease deed with the owner of the premises,
- (4) As I have not registered with the Commercial Taxes Department, I don't have Goods and Services Tax number.
- (5) As I am not the owner of the above Property, I don't have the latest Property Tax receipt or assessment order.
- (6) I shall abide by all the rules and regulations of the Government/local body for running my trade.

VERIFICATION

I,.....the applicant, above named, do hereby verify and declare that the contents of this affidavit are true and correct to the best of my knowledge and belief and no part of it is false and nothing material has been concealed therefrom.

Place:

APPLICANT/DEPONENT

Date:

Solemnly affirmed and signed before me
at.....

Verified at this the day of.

[*strikeout whichever is not applicable.]

Instructions:

Advocate / Notary Public

1. Affidavit should be filed along with the application Form.
2. The affidavit should be prepared in non-judicial stamp paper of Rs.100/- (Rupees hundred only).

FORM 14

[see rule 15(2)]

..... VILLAGE PANCHAYAT

..... PANCHAYAT UNION

..... DISTRICT

APPEAL AGAINST THE ORDER OF THE EXECUTIVE AUTHORITY IN REFUSING TO GRANT/RENEW* OR IN
CANCELLING/SUSPENDING* THE LICENCE APPLIED FOR TRADE OR BUSINESS*

To

The Appellate Authority#,

1. Applicants full name :
2. Address :
3. Place of Business :

- (1) I had applied onin Formfor grant/ of licence forto the executive authority Village Panchayat. I enclose a copy of the application.
- (2) I was holding licence No.dated and copy of the same is enclosed*.
- (3) By his order No.....dated.....the executive authority, has refused to grant/renew* the licence/suspended/cancelled* my licence. I enclose a copy of the said order.
- (4) Being aggrieved by the said order, I hereby appeal against the order. I pray that the executive authority, be directed to grant/renew* the licence applied for revoke the suspension/cancellation order*.
- (5) I received the intimation of the said order on
- (6) This appeal is/is not* filed within thirty days from which, I received the intimation of the said order.
- (7) I have enclosed a Demand Draft for Rs.1000/- (Rupees thousand only) being the fee for the appeal drawn fromBank(place) (D.D.No..... dated)

(1) Grounds of appeal (in brief):

- i) Survey Number of the premises: Sl. No..... Village Taluk,
- ii) Planning/Building permission details:
- iii) No Objection Certificate obtained from any Government Department:
- iv) Other grounds, if any:

DECLARATION

I hereby declare that the contents of the above appeal are true and correct to the best of my knowledge and belief.

Place:

Signature of the Appellant

Date:

[*strikeout whichever is not applicable.]

[# First appeal lies with BDO (Village Panchayat) concerned and Second appeal lies with Inspector of Panchayat/District]

FORM 15

[see rule 22]

REGISTER FOR GRANT OF LICENCE FOR TRADE OR BUSINESS

Sl.No.	Name of the applicant	Name of the Trade	Address of the registered office	Name of the Village Panchayat	Name of the Panchayat Union	Date of receipt of application
(1)	(2)	(3)	(4)	(5)	(6)	(7)

If any documents or records required, date of issue of intimation to the applicant	Date of documents as called for	Date of Inspection	Date of issue of intimation to remit the licence fee	Amount remitted	
				Amount	Date
(8)	(9)	(10)	(11)	(12)	(13)

Date of grant of Licence	Licence No.	Signature of executive authority
(14)	(15)	(16)

GAGANDEEP SINGH BEDI,
Additional Chief Secretary to Government.