



## PROCEDURE FOR THE GRANT OF CINEMATOGRAPH LICENSE

The Cinema Section/Licensing Branch of the Delhi Police deals with the subject of granting Cinematograph License under section-10 of 'Cinematograph Act, 1952' and 'Delhi Cinematograph Rules, 2008.

### HOW TO APPLY FOR OBTAINING A LICENSE

#### (a) Provisional Certificate – Rule 4, DCR-2008

1. No person shall erect a building or convert an existing building wholly or partly into a place for exhibition of cinematograph without obtaining provisional certificate from the licensing authority.
2. The application for obtaining the provisional certificate shall be accompanied by ownership documents/title of land along with five sets of the site plan and building plans, as required under the applicable building bye laws, indicating the details of the structure, location of exits, gangways, toilets, foyers, booking windows, staircases, lift, projector, film rewinding and switch rooms, parking arrangements etc. and showing surrounding roads and buildings in the site plan. The application form is at Annexure "X" which is available in the Cinema Section, Licensing Branch, 1<sup>st</sup> Floor, Police Station Defence Colony, New Delhi.
3. Four sets of plans/ drawings will be sent to the Executive Engineer of the concerned local body i.e. MCD, DDA etc. for examination of the same in the light of provisions of Delhi Cinematograph Rules, 2008, Building Bye-law, MPD and other related rules.
4. On receipt of sanctioned plans from the Executive Engineer of the concerned local body i.e. MCD, DDA etc. in the light of provisions of Delhi Cinematograph Rules, 2008, Building Bye-law, Master Plan of Delhi and other related rules as well as **character antecedents verification report** from the Local Police in respect of the licensee and **clearance from**

**Traffic Police** - the site inspection will be carried out by the licensing authority. After satisfying the above formalities, a provisional certificate shall be granted under Rule-4 of Delhi Cinematograph Rules, 2008 for construction of the cinema/ multiplex.

5. The Provisional Certificate issued by the Licensing Authority under Rule 4 shall also be published in the newspaper to bring to the public knowledge that the cinema hall is being constructed on the earmarked land.

Provided that provisional certificate shall not ipso-facto entitle the applicant for the grant of license for cinematograph exhibition on completion of such building or given any immunity from the application of any new provisions to these rules, which might be incorporated after the issue of such certificate and before grant of a license under the Act.

**( b ) Grant of Permanent License – Rule 14, DCR-2008**

1. After completion of the construction, the applicant shall submit an application on Form–A along with the documents mentioned therein. This 'Form-A' is available in Delhi Cinematograph Rules, 2008 and Cinema Section, Licensing Branch, 1<sup>st</sup> Floor, Police Station Defence Colony, New Delhi.
2. After receiving Form-A along with the required documents as mentioned above, the Licensing Authority shall make a joint inspection of the cinema/ multiplex with the representatives of MCD/NDMC/DCB/DDA, Delhi Fire Service, Electrical Inspector under Rule-16 of Delhi Cinematograph Rules, 2008. The defects revealed by inspection team during the joint inspection shall be brought to the notice of the applicant/licensee. The Licensing Authority may refuse to grant the license unless and until the defects are rectified by the applicant/licensee. After rectifying the defects/shortcomings pointed out by the Technical Agencies/Licensing Authority, during the joint inspection, the Licensing Authority shall grant the license for a period of 10 years, as prescribed under rule-3 of Delhi Cinematograph Rules, 2008.
3. A license shall only be granted in respect of a premise that is permanently equipped for cinematograph exhibitions and in respect of which the

requirements set forth in the Second Schedule to the Delhi Cinematograph Rules, 2008 are fulfilled.

**( c ) Renewal of Licnese – Rule 7, DCR-2008**

1. Every application for the renewal of a license shall be submitted to the licensing authority in Form – A, at least six months prior to the date of expiry of the terms of license and shall be accompanied with an affidavit to the effect that no alterations have been made to the sanctioned building plans of the licenced place and that all the fire safety measures are in good working condition. After receipt of an application for the renewal of a license along with the prescribed fee and inspection fee as mentioned at Schedule of Fee”, the place shall be inspected by the inspecting team.

**( d ) Inspection – Rule 12, DCR-2008**

1. After receipt of an application for the grant or renewal of a license along with the prescribed fee and inspection fee as mentioned at Schedule of Fee”, the place shall be inspected by the inspecting team. (i.e. officers from the licensing authority, Delhi Fire Service, Electrical Inspector, Building authority and Health Department of the local body concerned).
2. Annual joint inspection may be carried out by the inspecting team, at least, once in a year and fee shall be deposited by the licensee as at Schedule of Fee. **(Rule 17)**

**( e ) Grant of Casual License – Rule 3 (2) , DCR-2008**

A casual licence for a period not exceeding seven days may be granted by the licensing authority in respect of any place for exhibition of films after satisfying itself about the fitness of the projectors and censorship of the film to be screened under Rules 3(2) of Delhi Cinematograph Rules, 2008. The applicant will submit the following documents in case of licensed premises:-

1. An Affidavit worth Rs.10/- duly attested by Notary (Available in the Cinema Section, Licensing Branch Delhi Police)
2. Booking letter /slip of the premises.
3. Schedule and name of films to be shown.

4. Censorship certificates/Exemption Certificates issued by the Min. of Information and Broadcasting, Govt. of India.
5. Projector fitness certificate.

In case of the unlicensed premises where the films are to be screened the organizer will submit the following documents in addition to the documents as mentioned above :-

1. NOC from Fire Deptt.
2. NOC from Electric Deptt.