

Standard Operating Procedure and Checklist

Name of Department	URBAN AFFAIRS DEPARTMENT
---------------------------	---------------------------------

1. Standard Operating Procedure for Applicant

Application for	LICENCE FOR EXHIBITION OF CINEMATOGRAPH SHOWS UNDER THE KERALA CINEMA (REGULATION) RULES, 1988
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application in the prescribed format. 2. Certificate of structural soundness of theatre issued by Executive Engineer, PWD. 3. Certificate from Chief Electrical Inspector. 4. Sanitary fitness certificate. 5. Certificate from Film Division. 6. Certificate from the Divisional Officer (Fire Force) 7. Documents to prove payment of Cess to the Kerala Chalachitra Vikasana Academy.
Process description	Submission of application at front office along with all supporting documents. Payment of license fee.
Procedure for Fees payment	Temporary Theatre- Rs. 250 Permanent Theatre - Rs. 1000 (for a period of 12 months)
List of Reference Documents	<ol style="list-style-type: none"> 1. Application in the prescribed format. 2. Certificate of structural soundness of theatre issued by Executive Engineer, PWD. 3. Certificate from Chief Electrical Inspector. 4. Sanitary fitness certificate. 5. Certificate from Film Division. 6. Certificate from the Divisional Officer (Fire Force) 7. Documents to prove payment of Cess to the Kerala Chalachitra Vikasana Academy.
Time line for completing the process	Two Weeks
Checking of Application Status	

Key Contact Person from department	Revenue Inspector
---	-------------------

2. Standard Operating Procedure for Approver

Application for	LICENCE FOR EXHIBITION OF CINEMATOGRAPH SHOWS UNDER THE KERALA CINEMA (REGULATION) RULES, 1988
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application in the prescribed format. 2. Certificate of structural soundness of theatre issued by Executive Engineer, PWD. 3. Certificate from Chief Electrical Inspector. 4. Sanitary fitness certificate. 5. Certificate from Film Division. 6. Certificate from the Divisional Officer (Fire Force) 7. Documents to prove payment of Cess to the Kerala Chalachitra Vikasana Academy.
Time line for completing the process	Two weeks
Departmental Work Flow	Front Office -> Section Clerk ->Health Officer (in case of Municipal Corporations) -> Revenue Inspector/Revenue Officer-> Secretary.

3. Verification/Inspection Procedure: Inspection by the Health Officer in Municipal Corporations to ensure the sanitation aspects and in Municipalities the sanitation certificate from the DMO is mandatory.

4. Checklist of Documents : Application in the prescribed format.
Certificate of structural soundness of theatre issued by Executive Engineer, PWD.
Certificate from Chief Electrical Inspector.
Sanitary fitness certificate.
Certificate from Film Division.
Certificate from the Divisional Officer (Fire Force)
Receipt to show payment of License fee.

