

**Procedure to construct & run a permanent cinema theatre under  
Pondicherry Cinemas (Regulation) Act, 1964 &  
Pondicherry Cinemas (Regulation) Rules, 1966**

Step 1: Apply for approval of the location and obtain a NOC to construct the theatre.

Step 2: After construction, apply for license to exhibit films.

**(I) Procedure to apply for NOC in Form-B to construct cinema theatre:**

1. First, the applicant must apply in Form-A for approval of location proposed for constructing a permanent Cinema Theatre at the District Collectorate along with the requisite documents to obtain NOC in Form-B.

<https://sws1.collectorate.py.gov.in:8443/Licensesoft/welcome.do>

2. The application along with enclosures are forwarded to the following authorities seeking opinion/comments or objections if any on their part:

- The Member Secretary, Puducherry Planning Authority.
- The concerned Sub Divisional Magistrate, Puducherry
- The Commissioner of concerned Municipality or Commune Panchayat.
- The concerned Superintendent of Police (Traffic), Puducherry
- The concerned Superintendent of Police (Law & Order), Puducherry.
- The Divisional Fire Officer, Puducherry
- The Executive Engineer, Public Works Department, Puducherry

3. After receipt of opinion from the above authorities, the application may be considered or rejected. The issue of 'No Objection Certificate' in Form-B is subject to the decision of the District Collector. If NOC is issued, applicant shall proceed with the theatre construction.

4. This NOC is valid for a period of two years from the date of issue in the case of permanent cinema and if within this period, the proposed cinema theatre is not put up a fresh NOC should be applied for.

**(II) Procedure to apply for license in Form-C to exhibit films:**

1. After completion of the construction of the theatre, the applicant have to apply for license at the concerned District Collectorate along with the following documents:
  - Structural Soundness certificate in Form-C1
  - Electrical inspector certificate in Form-D
  - A treasury receipt for the payment of fees for licence at the rates prescribed in rule 21;
  - Evidence of having insured the cinema building, machinery, etc., against fire hazards
  - Certificate to exhibit approved films.
2. On receipt of the above documents, the application is forwarded to the following authorities as to confirm that the construction of the theatre is in accordance with the approved plan and in compliance to the provisions under the Pondicherry Cinemas (Regulation) Rules, 1966:
  - The concerned Sub Divisional Magistrate, Puducherry
  - The Executive Engineer, Public Works Department
  - The Divisional Fire Officer, Puducherry
3. On receipt of the reports from the above Authorities, the issue of license in Form-C is subject to the decision of the District Collector.

## Annexure

### **(i) Documents required to apply for NOC in Form-B for construction of Permanent Cinemas:**

1. Application filled in Form –A.
2. Plan of the proposed site drawn to scale and shall clearly indicate the surrounding roads and buildings which exist up to distance of 200 metres of the proposed site, schools, hospitals, temples or other places being clearly indicated (The plan should be prepared and attested by a registered Engineer).
3. All constructional plans of the proposed cinema theatre (The plan should be prepared and attested by a registered Engineer).
4. Address & ID proof of the applicant in case of individual applicant.
5. If the applicant is a partnership firm, the address and ID proofs of all the partners to be enclosed. If the license is to be issued in the name of one of the partners, the documents regarding nomination of the licensee is also to be enclosed.
6. If the applicant is a Private company/Pvt. Limited or any concern, the details of constitution of the company, list of Board of Directors, Memorandum of Articles of Association and documents for nomination of authorized person of the concern to be enclosed.
7. The details of previous experience of the applicant in running cinema theatres to be enclosed.
8. If the applicant for the licence is the owner of the site, building and equipment, he shall produce to the licensing authority the necessary records relating to his ownership and possession thereof. If he is not the owner, he shall to the satisfaction of the licensing authority, produce documentary evidence to show that he is in lawful possession of the site, building and equipment.

**(ii) Documents required to apply for fresh license in Form-C after construction of the permanent cinema theatre:**

1. Structural Soundness certificate in Form-C1, issued by the Executive Engineer, Public Works Department, Puducherry regarding the structural soundness of the building and its conformity to the approved plan covering the provisions in rules 25 and 26 in this part, rules 42 to 44, 47, 48, in Part IV and rules 63 to 65 in Part V.
2. Electrical inspector certificate in Form-D covering the provisions in rule 10 in Part I, rules 23 and 24 in this Part, rules 53 to 62 in Part IV and rules 69 to 74 in Part V.
3. A treasury receipt for the payment of fees for licence at the rates prescribed in rule 21;
4. Evidence of having insured the cinema building, machinery, etc., against fire hazards.
5. Certificate from Films Division, Ministry of Information and Broadcasting, Govt. of India, to exhibit approved films.

**(iii) Fee details:**

Fee for cinema licenses are as per Rule 21(1) under the Pondicherry Cinemas (Regulation) Rules, 1966. For every licence (fresh or renewal) when granted, the fee shall be charged according to the scale laid down below:

Rupees one hundred for an area of 100 square metres or less with an additional fee of rupees fifty for every 50 square metres or fraction thereof in excess of 100 square metres subject to a minimum of rupees five hundred only.