

- (iii) When a licensed Technical Personnel ceases to be in the employment for the development work, he shall report the case forthwith to the Authority.
- (iv) Licensed technical personnel shall be required to submit a certificate (enclosed at Annexure-I) for designing/ supervision of proposed R.C.C. building of above 2nd floor.
- (v) It shall be competent for the permit issuing Authority to inspect records of Registered Technical Person (RTP) registered with the them.

A-7 PENAL ACTION AGAINST DEFAULTING ARCHITECTS/ ENGINEERS/ GROUPS/ SUPERVISORS:

The Authority reserves the exclusive right to declare black listed, cancel license or take any other action that the Authority may decide to take against Architect/ Engineers/ Groups/ Supervisors if found to have diverged from the aesthetic and professional conduct or has made any misstatement or has misrepresented any material fact or has suppressed material facts.

A-8 MISCELLANEOUS:

- (1) Provided that no such license/ enrolment will be required if the applicant himself is Technical Personnel with qualification as given in CL. 1 of these provisions.
- (2) Provided that no license fees will be required as given in Schedule-I for Architects registered under the Architects Act, 1972. any other fees as per CL A-5 are not applicable.
- (3) In the event of any doubt or disputes about any question relating to the above provisions, the Authority's decisions shall be final and binding on all concerned.

APPENDIX-III

Penalties to be levied for violations of provisions of Master Plan/ Zoning Regulations & Byelaws.

- (i) All provisions of Byelaws except items given below shall not be compounded/ regularized and shall have to be rectified by alteration/demolition at the risk and cost of owner.

Compoundable Items:

- (2) FLOOR AREA RATIO (FAR) – Maximum 2%
Set back – upto 0.30 m
- (4) Open space - maximum 10% reduction
- (5) Total height of building - 10%
- (6) Unauthorized construction, if it is within the norms of Building Byelaws subject to satisfaction of the Authority.
- (7) Additional of extra floor to accommodate area within compoundable FLOOR AREA RATIO (FAR).

Non compoundable Items:

- (1) Use of building
- (2) Addition of extra floor
- (3) Parking norms
- (4) Projection/ encroachment of public land.

Note: Additional floors will mean additional floors beyond the compoundable FLOOR AREA RATIO (FAR).

(ii) Compoundable Items

If a building or part thereof has been constructed unauthorisedly i.e. without obtaining the required building permit from the Authority as required by Building Byelaws the same shall be compounded at the following rates provided the construction otherwise conforms to the provisions of Building Byelaws & Master Plan and Zoning Regulations. For this party shall have to submit the request for permission in the prescribed procedure as per Assam Building Construction (Regulation) Act, 2022.

(iii) Rates for compounding shall be as given in the Schedule-I

(iv) Corporations, Urban Local Bodies (ULBs), and Gaon Panchayats (GP) shall initiate action as per provisions of respective Acts and byelaws for building constructed in deviation from the approved plan. Guwahati Metropolitan Development Authority and other development Authorities, DD/AD TCP shall also initiate action as per provision of the respective Acts and Byelaws on detection of deviation. For buildings permissions granted prior to byelaws of 2014 for GMA, Authority granting permission shall initiate action. For other areas, buildings permitted prior to coming into force of this Unified Byelaws of 2022, Authority granting permission shall initiate action. In general after coming into force of the Unified Byelaws of 2022, the building permit issuing Authority shall take action against deviations /violations in construction for buildings permitted under this byelaw..

Note: The Authority may however refuse regularisation of construction even with penalties as specified in the above provisions if in the opinion of the Authority this may infringe public safety and general environment of adjoining area.

(vi) Any deviation from approved plan shall be corrected by demolition of the unauthorized part of the construction except that If a building or part thereof has been constructed without obtaining the required building permit from the Authority but in conformity with Building Byelaws, the same shall be compounded at the rates prescribed in Schedule-I.

APPENDIX- IV

Indemnity Bond

(To be submitted on non-judicial stamp paper of Rs. 10 duly attested by the Magistrate.)

This Indemnity Bond is executed by Shri..... hereinafter called the owners of Guwahati in favour of GMC/ URBAN LOCAL BODIES (ULBS) /PANCHAYATS, its successors or entitled.

Whereas the owner have submitted the plan of basement under building/ wall whereas he represented to the GUWAHATI MUNICIPAL CORPORATION (GMC) / URBAN LOCAL BODIES (ULBS)/PANCHAYATS that if sanction is granted for the construction of the said basement/ building/ wall the owners shall indemnify the GUWAHATI MUNICIPAL CORPORATION (GMC) / URBAN LOCAL BODIES (ULBS)/PANCHAYATS of any loss at the time of digging of foundation of the said basement/ building/ wall/ hill cutting or in the course of construction of the basement/ wall/ hill cutting or even thereafter.

And whereas the said owners have further agreed to indemnify the GMC/ULBS/PANCHAYATS of any claims put up against the GUWAHATI MUNICIPAL CORPORATION (GMC) / URBAN LOCAL BODIES (ULBS)/PANCHAYATS either by way or damage, compensation or in any other way in case the GUWAHATI MUNICIPAL CORPORATION (GMC) / URBAN LOCAL BODIES (ULBS)/PANCHAYATS is required to pay any such amount to any person or the owner or owners of the adjoining properties. The owners hereby agree and undertake to indemnify the GUWAHATI MUNICIPAL CORPORATION (GMC) / URBAN LOCAL BODIES (ULBS)/PANCHAYATS to pay full extent of the amount the GUWAHATI MUNICIPAL CORPORATION (GMC) / URBAN LOCAL BODIES (ULBS)/PANCHAYATS may require to pay in the extent herein above mentioned.

The owners further undertake and agree to indemnify the GUWAHATI MUNICIPAL CORPORATION (GMC) / URBAN LOCAL BODIES (ULBS)/PANCHAYATS for any such amount the GUWAHATI MUNICIPAL CORPORATION (GMC) / URBAN LOCAL BODIES (ULBS)/PANCHAYATS may require to pay either by way of compensation or damage or any other amount and further undertake to indemnify the GUWAHATI MUNICIPAL CORPORATION (GMC) / URBAN LOCAL BODIES (ULBS)/PANCHAYATS of all cost and expenses that the GUWAHATI MUNICIPAL CORPORATION (GMC) / URBAN LOCAL BODIES (ULBS)/PANCHAYATS may require to defend any such action in any court of law. The owners undertake that no excavation shall be carried out beyond the boundaries of the plot. Any damage occurring during or due to the excavation made at site to public sewers, water drains/ road shall have to be made good by the owners.

In consideration of the above matter, undertaking and indemnity given by the said owners the GUWAHATI MUNICIPAL CORPORATION (GMC) / URBAN LOCAL BODIES (ULBS)/PANCHAYATS hereby under in this behalf grant the sanction in the said basement/ building/ wall to the said owners.

In witness hereof the owner above-mentioned put their hands and seal to the said indemnity bond on this

Witness:

1. 1.
2. 2.

(EXECUTANTS)

N.B. Authority will ask for this Bond for building with Basement/ 4 storey and above/ in hills and in special cases where Authority may require.

APPENDIX- V

FORM OF UNDERTAKING TO BE EXECUTED INDIVIDULLY BY THE LAND OWNER OR POWER OF ATTORNEY HOLDER OR BUILDER OR PROMOTER

This deed of undertaking executed at Guwahati on the day of
..... 20..... by Sri / Smti/
..... Son/ Daughter of
..... aged..... Residing at
No..... in favour of the
..... witnesseth as follows.

1. I have applied for Permission for construction at Premises
No..... by submitting an
application to the Guwahati Metropolitan Development Authority in accordance with

the planning norms prescribed in the prevailing Development Regulations. I am associated with the project as Land Owner / Power of Attorney Holder / Builder / Promoter. I assure that I will put up the construction only in accordance with the approved plan without any deviation and if any construction is later on found not in accordance with the approved plan and any unauthorized addition is made, I agree for the forfeiture of the Security Deposit which will be collected while issuing Building Permission, and also agree to demolish the such a deviation marked by the Authority within thirty days after such notice, failing which, apart from forfeiture of Security Deposit, the Authority may demolish or cause to demolish such unauthorized or deviated constructions at the site under reference and recover the cost of demolition from me.

2. I also assure that the pen space around the building to be left or the usage of the building, including the car parking in ground floor, will be kept as specified in the approved plan and it will not be converted into any other use except the purpose for which it is approved. If any structural modification or usage differs from the approved plan, the Authority is at liberty at any time to remove any structural modification or usage and the expenses incurred by the Authority is recoverable from me for non-compliance of their request or order.
3. I further assure that I will not convert any place of the construction in contravention to the approved plan, especially in respect of car parking as specified in the sanctioned plan. At any time in future, I will not convert the car parking on stilts by covering them fully, and use the car parking space for any other purposes. If any construction work in car parking place, converting them either as a flat or for any other purpose, is done either by me or by my successor or by any other person to whom the said construction is transferred in future, without getting appropriate order for doing so from the Competent Authority, the Authority is at liberty at any time to take any action to remove any structural modification or usage and the expenses incurred by the Authority is recoverable from me / my successor or from any other person to whom the said construction is transferred in future.
4. I hereby undertake that, I am, jointly and severally responsible with the Land Owner / Power of Attorney Holder / Builder / Promoter to carry out the developments in accordance with the permission granted and also for payment of Development Charges, Security Deposit, Scrutiny Fee and for all other charges levied from time to time by the Authority and also liable for penal provisions for developments made in contravention of the Development Regulations and these presents.
5. This deed of undertaking is executed by me on the Day of 20..... With the full knowledge of the contents of this document.

DEPONENT

Witnesses:

- 1.
- 2.

SEAL

Duly attested by the
Public Notary

APPENDIX VI

RAIN WATER CONSERVATION, RAINWATER RECHARGING, RAINWATER HARVESTING

Effective measures must be taken within each premise for conservation of rainwater, harvesting and recharging to the following standards. The same shall be shown in plans while applying for planning permission.

For all types of Buildings except Commercial and Residential Apartment Buildings

(a) Percolation Pits:

In areas around the buildings, percolation pits of size 1.2m x 1.2m x 1.5m shall be provided at the rate of 1 nos. such pit for every 100 sq.m. of Plot area . Such pits shall be filled with small pebbles or brick jelly or river sand and covered with perforated concrete slabs. All Rain water outlets/drains and waste water drains shall be connected to the roadside side through the percolation pit only.

(b) Storage and re-use : All buildings with plot area 134sq m and above shall have the provision of rain water harvesting storage and reuse.

For Commercial, Residential Apartment, Public Semi Public, Institutional, Industrial and all other categories of buildings

(a) Percolation Pits:

In areas around the buildings, percolation pits of size 1.2m x 1.2m x 1.5m shall be provided at the rate of 1 nos. such pit for every 100 sq.m. of Plot area . Such pits shall be filled with small pebbles or brick jelly or river sand after and covered with perforated concrete slabs. All Rain water outlets/drains and waste water drains shall be connected to the roadside side through the percolation pit only.

And

(b) Grass Paving

All paved areas shall be done in a type of perforated paving (in- situ or readymade) where 10-15% of the area is covered by grass. This is in addition to the mandatory green space that is to be provided as provisions of this Bye Law.

For Commercial, Residential Apartment, Public Semi Public, Institutional, Industrial and all other categories of buildings”

(a) Terrace Water Collection Sump:

The terrace shall be connected to a sump or the well through a filtering tank by PVC pipe. A valve system shall be incorporated to enable the first part of the rain water collected to be discharged out to the soil if it is dirty.

The filtering tank measuring 0.6 m by 1.2 m square or larger can be constructed near the sump. A filtration tank can be divided by a perforated slab and onepart should be filled by small pebbles and other by brick jelly. The bottom portion of the tank should have slope to avoid stagnation of water. The capacity of the sump can vary as per the size of plot. The water so collected can be used for car washing and gardening etc only.

(b) **Open Ground percolation:**

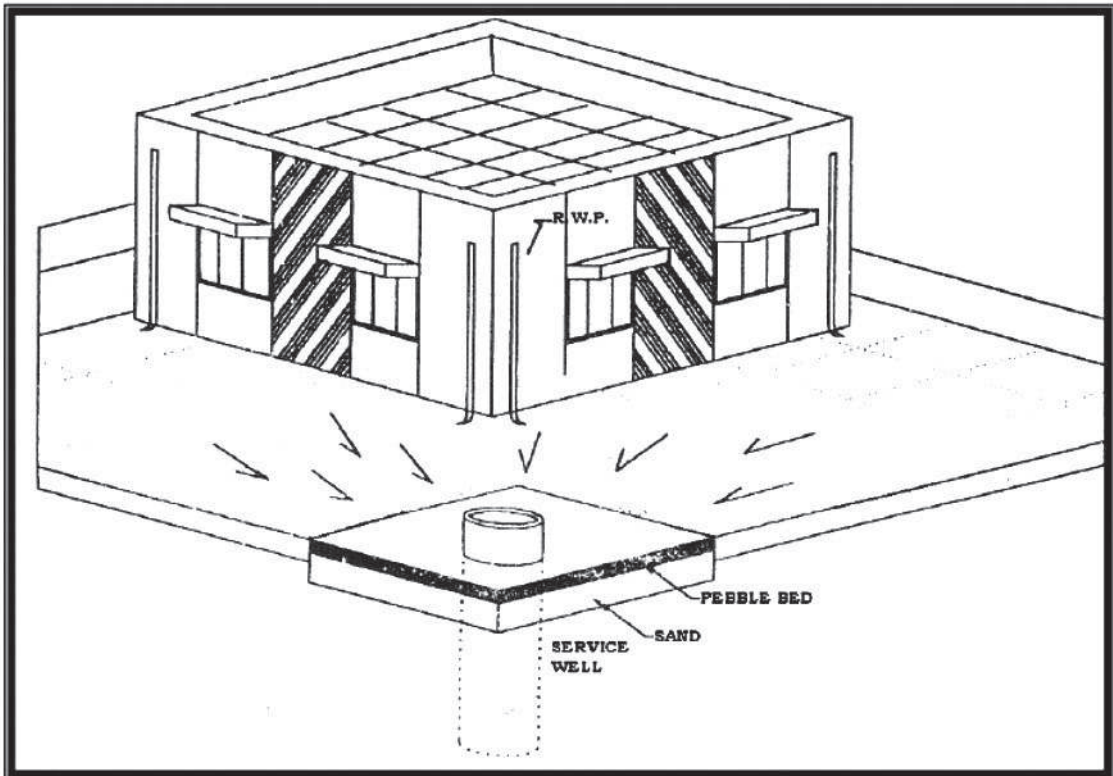
Whenever there is open ground a portion of top soil should be removed and replaced with river sand to allow slow percolation of rain water.

(c) **Piped Recharge of Well:**

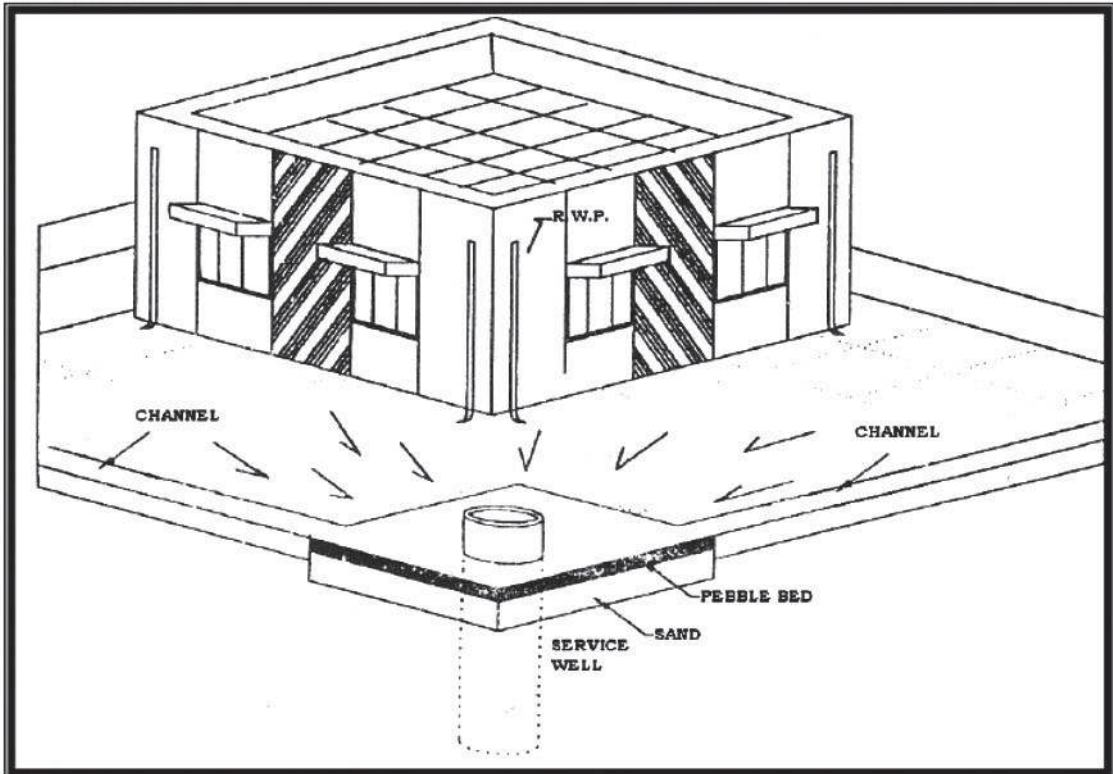
Roof top water may also be collected and discharged directly to a well after filtration. Pipes for such purposes shall be minimum 75mm dia and provided for every 50 sq.m. of roof area

RAIN WATER HARVESTING METHODS

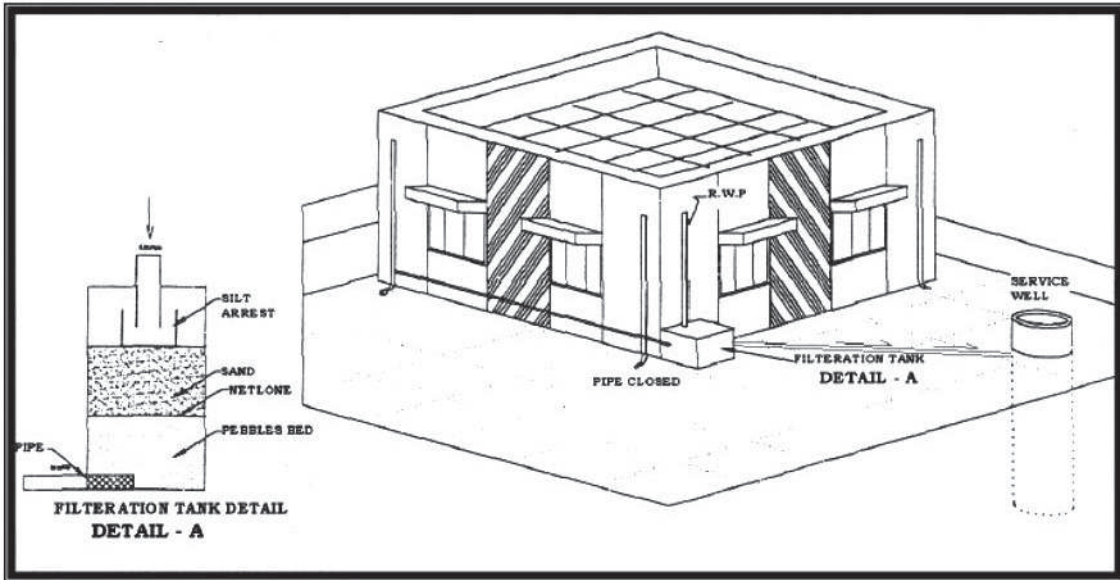
METHOD-I



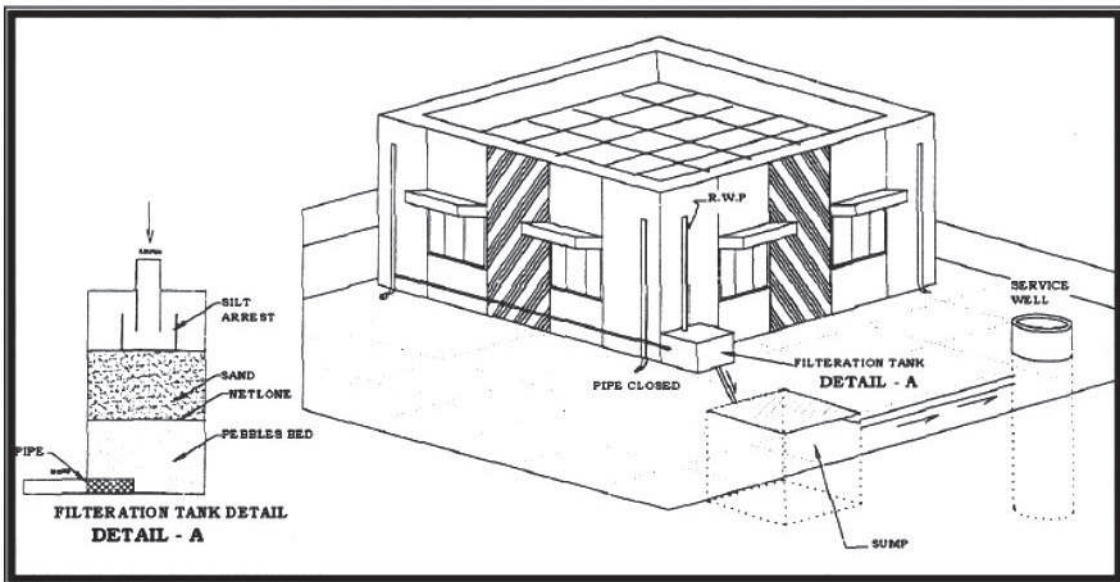
METHOD-II



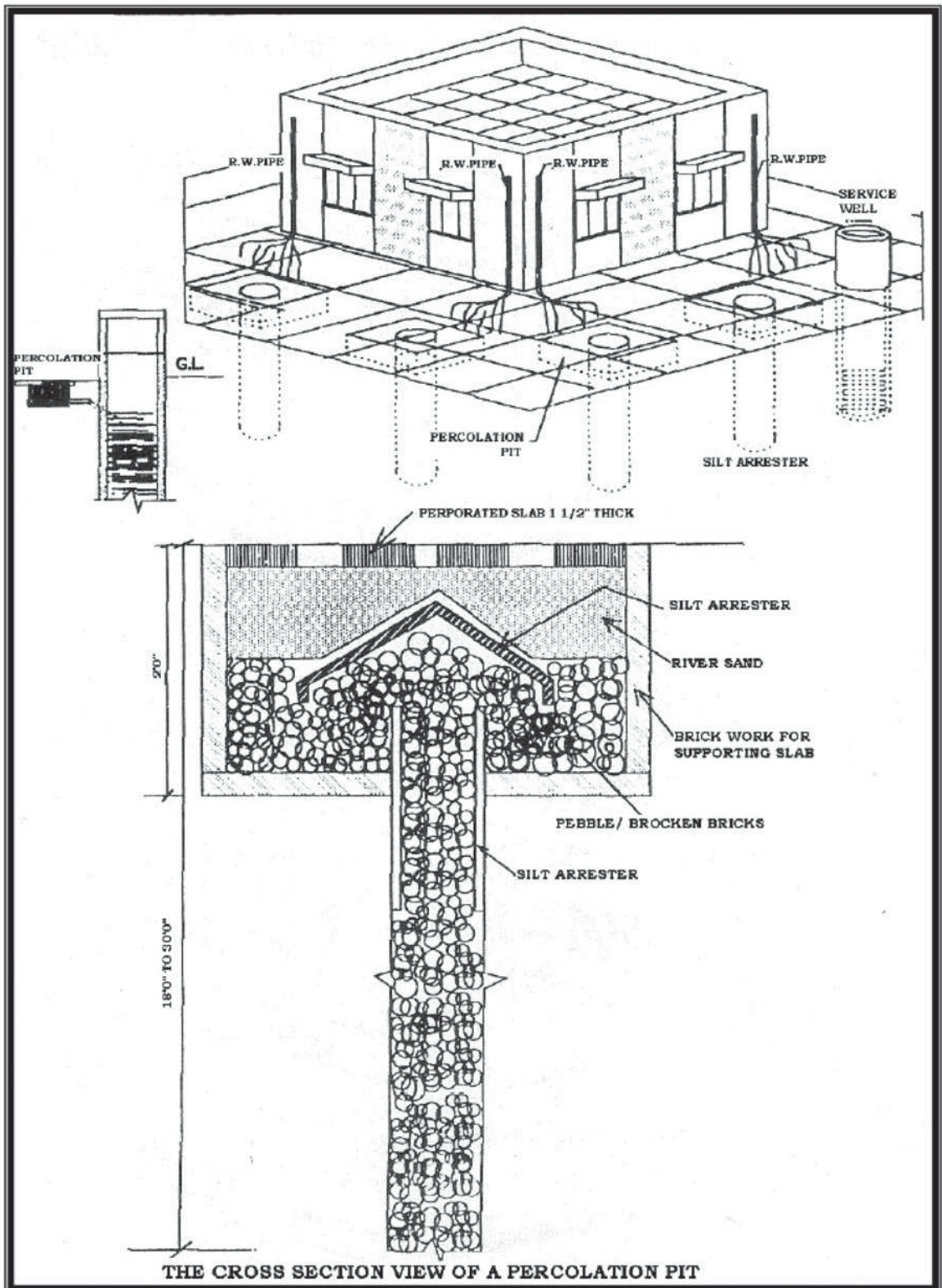
METHOD-III

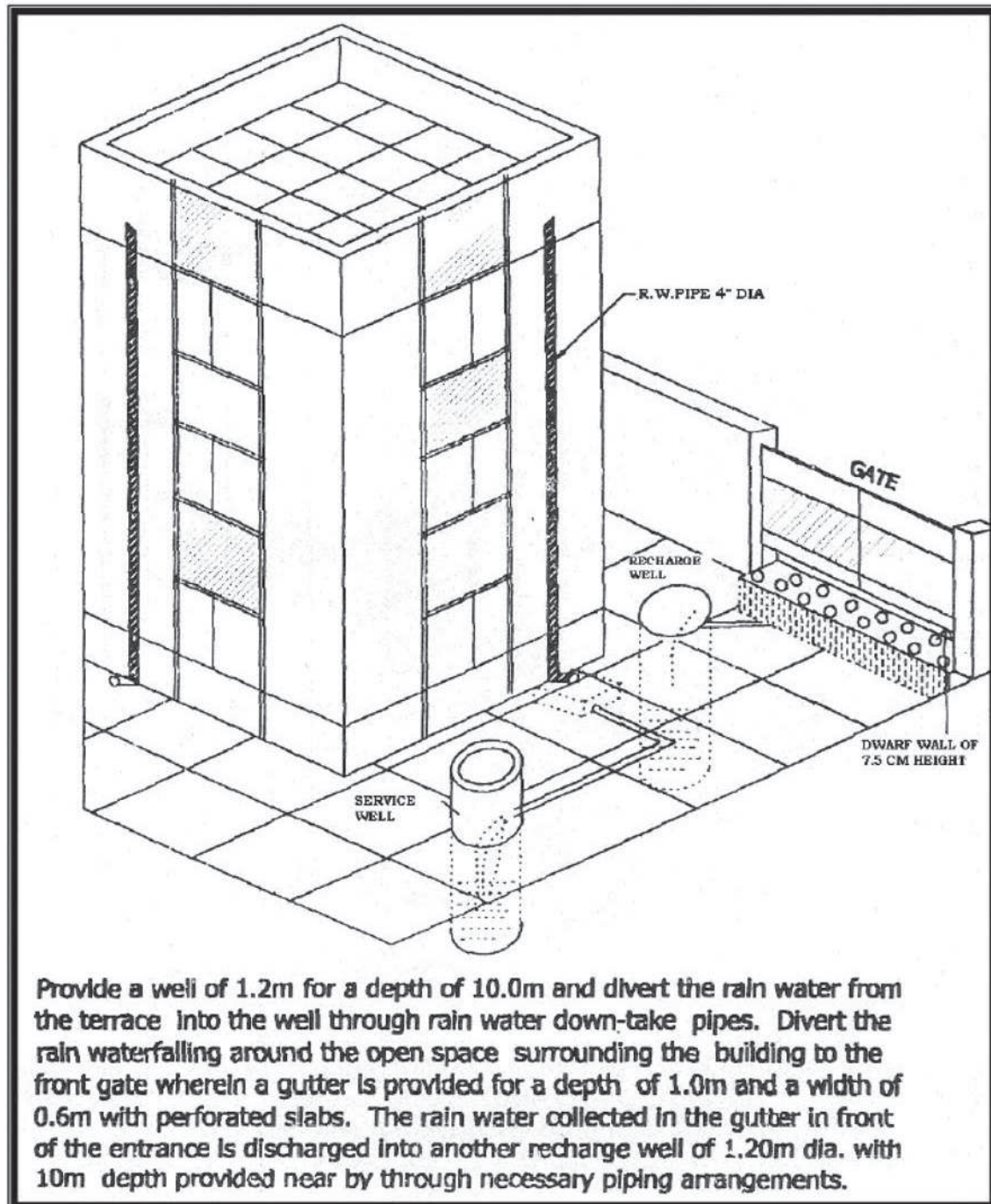


METHOD-IV



METHOD-V



METHOD-VI

APPENDIX- VII**PROVISIONS FOR PERSONS WITH DIFFERENTLY ABLE, ELDERLY AND CHILDREN**

1. In order to provide barrier free environment in the buildings and premises used by public the following shall be provided for persons with disabilities(not applicable to individual residential plot).

(a) Site planning:

Every building should have at least one access to main entrance / exit to the disabled which shall be indicated by proper signage. This entrance shall be approached through a ramp together with stepped entry. The ramp should have a landing in front of the doorway.

(b) Parking:

- (i) Surface parking for at least two Car Spaces shall be provided near entrance for the physically handicapped persons with maximum travel distance of 30 metres from building entrance.
- (ii) The width of parking bay shall be minimum 3.6 metres.
- (iii) The information stating that the space is reserved for wheel chair users shall be conspicuously displayed.

(c) Building requirements(Applicable only to commercial and public building):

- (i) For approach to the plinth level, and in other levels where ramps with gradients are necessary or desired they shall conform to the following requirements.

Ramps slope shall not be steeper than 1 in 12

Its length shall not exceed 9 m between landings and its width shall be minimum 1.5 m with handrails on either side.

Its surface shall be non slippery.

Minimum size of landing shall be 1 m x 2 m.

- (ii) Among the lifts provided within the premises at least one lift shall have the facility to accommodate the wheel chair size 80 cm x 150 cm.
- (iii) The doors and doorways shall be provided with adequate width for free movement of the disabled persons and it shall not be less than 90 cm.
- (iv) Stairs shall have the handrail facilities as prescribed in the National Building Code.

Minimum one special WC in a set of toilet shall be provided for the use of handicapped as specified in National Building Code with essential provision of washbasin near the entrance for the handicapped.

“(d) All the provisions of the Rights to Persons with Disabilities Act, 2016 and the Harmonised Guidelines and Space Standards for Barrier free Built Environment for Persons with Disability and Elderly Persons shall be followed”.

APPENDIX - VIII **Solar Energy Capture**

New Buildings in the following categories shall be provided with the ancillary solar assisted solar heating system and it shall be shown in the plans for developments applied for Planning Permission:

- (a) Nursing Homes / Hospitals exceeding 500 square metre in the floor area;
- (b) Hotels and Lodges exceeding 500 square metre in floor area;
- (c) Hostels exceeding 50 rooms;
- (d) 20% of the water heating in commercial buildings/complexes to be done through solar heating.

APPENDIX - IX **GREEN BUILDING CERTIFICATION**

Green Building Certification shall evaluate the environmental performance of a building holistically over its entire life cycle, thereby providing a definitive standard of a building that is environmental friendly and to optimize the conservation and utilisation of resources land, water, natural habitat, and energy.

Construction of Green Buildings may be guided by the provisions of part-11 of NBC 2016 and/or ECBC 2017 for commercial buildings and Eco-Niwas Samhita 2018 for residential buildings.

A building shall be rated based on criteria prescribed. Applicant shall apply for eligibility for certification with detail plan of action for fulfillment of each criterion to the authorized agency certifying the star rating. The authorized agency may also follow their own criteria for star rating of these buildings.

(a) Criteria for certification

Criteria 1: Preserve and protect the landscape during construction/compensatory depository forestation.

Objective: Proper timing of construction, preserve top soil and existing vegetation, staging and spill prevention, and erosion and sedimentation control. Replant, onsite, trees in the ratio 1:5 to those removed during construction.

Criteria 2: Reduce hard paving on-site and /or provide shaded hard- paved surfaces.

Objective: Minimize storm water run-off from site by reducing hard paving on site.

Criteria 3: Enhance outdoor lighting system efficiency.

Objective: Meet minimum allowable luminous efficacy (as per lamp type) and make progressive use of solar lighting system.

Criteria 4: Reduce landscape water requirement.

Objective: Landscape using native species and reduce lawn areas while enhancing the irrigation efficiency, reduction in water requirement for landscaping purposes managing slope and water retention.

Criterion 5: Reduce building water use.

Objective: Reduce building water use by applying auto-stop fixtures, etc.

Criterion 6: Optimise building design to reduce the conventional energy demand.

Objective: Plan appropriately to reflect climate responsiveness, adopt an adequate comfort range, less air-conditioned areas, day-lighting, avoid over-design of the lighting and air-conditioning systems.

Criterion 7: Reduce volume, weight, and time of construction by adopting an efficient technology (e.g. pre-cast systems, ready-mix concrete, etc.).

Objective: Replace a part of the energy-intensive materials with less energy intensive materials and/or utilize regionally available materials and light weight materials in (internal partitions, paneling /false ceiling/interior wood finishes/ in-built furniture door/window frames, flooring etc.

Criterion 8: Renewable energy utilization.

Objective: Provide solar energy system equivalent to at least 20% of connected load. Energy requirements will be calculated based on realistic assumptions which will be subject to verification during appraisal.

Criterion 9: Water recycle, reuse and rainwater harvesting.

Objective: Provide wastewater treatment on-site for achieving prescribed concentration, rainwater harvesting, reuse of treated waste water and rainwater for meeting the building's water and irrigation demand.

Criterion 10: Waste management.

Objective: Ensure maximum resource recovery and safe disposal of wastes generated during construction and reduce the burden on landfill. Use different coloured bins for collecting different categories of waste from the building. Allocate separate space for the collected waste before transferring it to the recycling/disposal stations. resource recovery systems for biodegradable waste as per the *Solid Waste Management and handling Rules, 2000 of the MoEF*.

Criterion 11: Ensure water quality.

Objective: Ensure groundwater or the source of water meet the water quality norms as prescribed in the Indian Standards for various applications (*Indian Standards for drinking [IS 10500-1991], irrigation applications [IS 11624-1986]*). In case the water quality cannot be ensured, provide necessary treatment of raw water for achieving the desired concentration for various applications.

Criterion 12: Acceptable outdoor and indoor noise levels.

Objective: Ensure outdoor noise level conforms to the Central Pollution Control Board Environmental Standards–Noise (ambient standards) and indoor noise level conforms to the *National Building Code of India, 2005, Bureau of Indian Standards, Part 8–Building Services; Section 4–Acoustics, sound insulation, and noise control*.

Criterion 13: Universal accessibility

Objective: To ensure accessibility and usability of the building and its facilities by employees, visitors and clients with disabilities.

Criterion 14: Operation and maintenance protocol for electrical and mechanical equipment.

Objective: Ensure the inclusion of specific clauses in the contract document for the commissioning of all electrical and mechanical systems to be maintained by the owner, supplier, or operator. Provide a core facility/service management group, if applicable, which will be responsible for the operation and maintenance of the building and the electrical and mechanical systems after the commissioning. Owner/ builder/ occupants/ service or facility management group to prepare a fully documented operations and maintenance manual, CD, multimedia or an information brochure listing the best practices/do's and don'ts/maintenance requirements for the building and the electrical and mechanical systems along with the names and addresses of the manufacturers/suppliers of the respective system.

Criterion 15: Innovation points.

One innovation points are available under the rating system for adopting criteria which enhance the green intent of a project, and the applicant can apply for this bonus point.

(b) Procedure of Certification

Each criterion has) 6((six) number of points assigned to it. It means that a project intending to meet the criterion would qualify for the points. Compliances, as specified in the relevant criterion, have to be submitted before Authority with a detail plan of action. The points related to these criteria are awarded provisionally while certifying and are converted to firm points through monitoring, validation, and documents/photographs to support the award of point. Evaluation shall be done by an expert committee constituted for the purpose by the Authority. Examination of plan of action, Monitoring during the construction stage and post construction period shall be done by an Engineer dedicated for the purpose. Report of such findings shall be submitted before the Expert committee for evaluation, rating and certification. Standards shall conform to relevant BIS code and standards as prescribed. There will be in total 100 point for 15 (fifteen) criterions, 6 (six) points each for 14 criterions and 16 (sixteen) points for the innovation points. Different levels of certification (one star to five star) are awarded based on the number of points earned. The minimum points required for certification is 50. Buildings scoring 50 to 60 points, 61 to 70 points, 71 to 80 points, and 81 to 90 points shall get one star, 'two stars', 'three stars' and 'four stars' respectively. A building scoring 91 to 100 points will get the maximum rating viz. five stars.

The building having qualified under the star rating will get Certificate of Star rating. The building qualified under star rating may shall apply before building permit issuing Authority for property tax rebate.

“ Appendix-X**DECLARATION BY ARCHITECT /FIRE CONSULTANT**

1. Name & address of the building : _____
2. Type of Principal Occupancy : _____
3. Type of Case : Construction permit/Completion Certificate
4. Fire Safety directives letter No. : _____
5. Height of Building (m) : _____
6. Name & registration number of Architect & Fire Consultant: _____
7. Year of Construction: _____
8. Applicant's letter No. _____

Sl. No.	Fire & Life Safety Requirements	NBC/Bye Law Requirement	Proposed/ Provided at site	Remarks MR/NMR
1	Access to Building			
	<ul style="list-style-type: none"> • Road width • Gate width • Width of internal road 			
2	Number, Width, Type & Arrangement of Exits			
	a. Number of staircases			
	<ul style="list-style-type: none"> • Upper Floors • Basements 			
	b. Width of staircases			
	<ul style="list-style-type: none"> • Upper Floors • Basements 			
	c. Protection of exits			
	<ul style="list-style-type: none"> • Fire check door • Pressurization 			
	d. No. of continuous staircases to terrace			
	e. Width of Corridor			
	f. Door size			
	g. Fire Tower			
3	Compartmentation			
	<ul style="list-style-type: none"> • Fire check door • Sealing of electrical shafts • Fire Rating of shaft door • Water Curtain • Fire Curtain • Fire Dampers 			
4	Smoke Management System			
	<ul style="list-style-type: none"> • Basements • Upper floors • Atrium 	___ a/c per hour ___ /c per hour ___ /c per hour		
5	Fire Extinguishers			
	<ul style="list-style-type: none"> • Total Numbers • Types • IS marking 	ISI marked		
6	First-Aid Hose Reels			
	<ul style="list-style-type: none"> • Total numbers on each floor • Length of hose reel hose • Nozzle diameter 	_____ 30 m 5 mm		
7	Automatic fire detection and alarming system			
	<ul style="list-style-type: none"> • Type of detectors • Location of Main Panel • Location of Repeater Panel • Alternate source of Power 			

	<ul style="list-style-type: none"> • Hooter's Location 			
8	MOEFA			
9	Public Address System			
10	Automatic Sprinkler System			
	<ul style="list-style-type: none"> • Basement • Upper Floor • Sprinkler above false ceiling 			
11	Internal Hydrants			
	<ul style="list-style-type: none"> • Size of riser/down-comer • Number of hydrants per floor • Hose Box containing hoses & a nozzle 			
12	Yard Hydrants			
	<ul style="list-style-type: none"> • Total Number of hydrants • Hose Box containing hoses & a nozzle 			
13	Pumping Arrangements			
	<ul style="list-style-type: none"> • Ground Level <ul style="list-style-type: none"> ➤ Discharge of main Pump ➤ Head of main Pump ➤ Number of Main pumps ➤ Jockey Pump out put ➤ Jockey Pump head ➤ Standby pump out put ➤ Standby Pump head ➤ Auto starting /manual stopping ➤ Pump House access • Terrace level 			
	<ul style="list-style-type: none"> ➤ Discharge of pump ➤ Head of the pump ➤ Power Supply ➤ Auto starting of pump 			
14	Captive Water Storage for fire fighting			
	<ul style="list-style-type: none"> • Underground tank capacity <ul style="list-style-type: none"> ➤ Draw-off connection ➤ Fire service inlet ➤ Access to tank • Overhead Tank capacity 			
15	Exit Signage			
16	Provision of Lifts			
	<ul style="list-style-type: none"> • Pressurization of Lifts Shaft • Pressurization of Lift lobby • Communication In lift Car • Fireman's Grounding Switch • Lift Signage 			
17	Standby power supply			
18	Refuge Area			
	<ul style="list-style-type: none"> ➤ Total Area ➤ Location 			
19	Fire Control Room			

	<ul style="list-style-type: none"> • Detector System Panel • Flow Switch Panel • PA System Panel • Batter backup • Building Floor Plans 			
20	Special Fire Protection Systems for Protection of special Risks, if any.			

Certified that necessary markings of the aforesaid requirements has been made on the building plans.

Signature of the Fire Consultant
Name
Registration No.

Signature of Architect
Name
Registration No.

FORM-1

(Part-I for Planning Permit)

Application for Planning Permission

For Laying out the Land for Building Purposes

For Office use only Ref : Date received :

Chairman/The Chief Executive Officer
..... Development Authority/DD T&CP
.....

Sir,

I hereby apply for Planning Permission for laying out of my land in Dag no..... PP No..... Village..... Mouza..... for building purposes/desire to find out whether under noted development is permissible.

I forward herewith the following particulars in quadruplicate duly signed by the Registered Technical Person and me.

- (a) A key map of the site showing adjoining areas of the proposed layout under reference, marking clearly therein the boundaries of the proposed layout in colour, existing roads, structures, landmarks, streams, H.T. or L.T. Power Lines, drains to passing through layout and levels of the site.
- (b) A detailed site plan to a scale of not less than 1:200 showing the proposed layout indicating size of plots, width of the proposed roads, open spaces and amenities provided and type of buildings be built, if any, and
- (c) The Trace map of the area. required under building byelaws.
- (d) Other documents, maps and drawings as required under building byelaws.

I/We the owner/legal representative of the land to which the accompanying application relates request that the layout may be approved and Planning Permission may be accorded.

Date :

Signature of the Owner of the land / Power
of attorney holder/Lease Holder

**TO BE COMPLETED BY THE OWNER OF THE LAND / POWER OF ATTORNEY
HOLDER / LEASE HOLDER**

1. Applicant (in block capital)
 - Name
 - Address
 - Particulars of proposal for which permission or approval is sought

2. (a) Full address or location of the land to which this application relates and site area
 - Dag No./PP No.
 - Division No./Ward No.
 - Name of Town or village -----
 - Mouza
 - Land area

(b) State whether the applicant owns or controls any adjoining land. If so give its location and extent.

3. Particulars of present and previous use of land
 - (i) Present use of land
 - (ii) If vacant, the last previous use

4. Information regarding the proposed use.
 - (i) State number and type of dwelling units
(whether bungalows, houses, flats, etc.) factories
Shops, institutions, parks & play fields etc. proposed.
 - (ii) Extent of land use proposed : (extent in hectares)
 - (a) Land allotted for residential purpose
 - (b) Land allotted for commercial purpose.....
 - (c) Land allotted for industrial purpose.....
 - (d) Land allotted for institutional purpose.....
 - (e) Land allotted for park and play fields.....
 - (f) Land allotted for roads and pathways.....
 - (g) Land allotted for other uses (to be specified).....

5. Does the proposed development involve felling of any trees?
If yes, indicate the position on plan.
6. Does the proposed development involve erection of any advertisement board?
If yes, indicate its position on plan and type of the
Advertisement board to be erected.

7. Whether the land in question is property belonging to a Wakf or a Hindu Religious Institution and if so whether proper prior approval or authority clearance has been obtained for the proposed development.

CONDITIONS

- (i) I agree not to proceed with laying out of land for building purposes until the planning permission is granted by the Authority under relevant provision of building byelaws and Guwahati Building Construction (Regulation) Act 2010.
- (ii) I agree not to do any development otherwise than in accordance with the layout plan, specifications which have been approved or in contravention of any provision of the building byelaws, order or other declaration made there under or of any direction or requisition lawfully given or made under the said Act rules or by laws.
- (iii) I agree to make any modification which may be required by any notice issued by any order confirmed by the Authority.
- (iv) I agree to keep one copy of the approved layout plans at the site at all reasonable times when development is in progress and also agree to see that the plan is available and the site is open at all reasonable times for the inspection of the Authority or any officer authorized by him in that behalf.
- (v) I agree to furnish a set of completion plans within fifteen days from the date of completion of the development.
- (vi) I agree to hand over all the proposed roads after duly forming them to the satisfaction of the local authority concerned and sites reserved for parks, play grounds, open spaces for public purpose free of cost to the local authority concerned in which the site falls when so directed by the authority.

Ihave signed this application in my capacity as the Owner/Power of Attorney Holder/Lease Holder and declare that the checklist and statement made therein are true to the best of my knowledge and belief.

Signature of the Owner
of the Land /Power of attorney
holder / Lease holder

Ihave signed this application in my capacity as the Architect/ Registered Technical Person (RTP) of Attorney Holder/Lease Holder and declare that the checklist and statement made therein are true to the best of my knowledge and belief.

Signature of the Architect/ Registered Technical Person (RTP)

FORM-1
(Part-II for Building Permit)

APPLICATION FORM TO ERECT, RE-ERECT OR TO MAKE MATERIAL ALTERNATION IN A BUILDING

(Submitted under section Guwahati Building Construction (Regulation) Act 2010)

To

Executive Officer/ Commissioner/Secretary GP
.....MB/Corporation/Panchayat/
.....

Sir,

I/We hereby give notice that I intend to erect/re-erect or to make alteration in the House No situated at Road of area of Ward No..... in Dag No..... Patta No..... of Revenue Village Mouza..... and in accordance with the Assam Unified Building Byelaws 2022, and I forward herewith, the following plans and specifications duly signed by me and (Name in block letters)of the Registered Technical Personal, Registration No. who have prepared the plans, statements/documents (as applicable).

- a) Three copies of site plan and building plan as required by building bye laws, GMC, and drawn by Technical Personal registered in G.M.C.
- b) Photostat Copy of land document (Such as land deed, Mutation order or Patta). The photocopy is to be self attested.
- c) Structural Certificate (as per building bye laws of 2006) issued by Technical Personal / Group Agency Registered in G.M.C.
- d) Service plan for building when it is above 12.00 m high.
- e) For boundary wall permission; an undertaking through affidavit will be required particularly for road side wall.
- f) Key plan of the location.
- g) Soil test report (Geo-Technical Report) in case of building above 12.00 m high.
- h) Trace Map.
- i) Receipt Copy of up-to-date property tax.

The schedule of the land is also given below:

- (a) Total plot area :
- (b) Name of owners of adjoining land
 - North :
 - South :
 - East :
 - West :

- (c) Is there any future provision for
 - (i) Vertical extension
 - (ii) Horizontal extension
 - (iii) If yes No. of floors

I request that the construction may be approved and permission accorded to me to Execute the work. I hereby also declare that contents of the above application and the enclosures are true and correct to my/our knowledge. No part of it is false and nothing has been concealed there from.

Signature of the Applicant :

Name of the Applicant (in block letters) :

Father/Husband Name :

Mother Name :

Postal Address of Applicant :

Phone No / Mobile No :

PAN No. :

FOR OFFICE USE

<p>B.P. fees Received Rs. (Rupees) only .</p> <p>Rt. No..... Book No..... Date</p> <p style="text-align: right;">(Cashier)</p>	<p>Sl.No:</p> <p>Rt.No :</p> <p>Date</p>
--	--

Note :

1. The site to be shown to the concern Zonal Engineer within 7 days.
2. You are to contact to office counter of the building permission branch within 30 (thirty) days from the date of submission for further information.

seen

Signature of the Applicant

<p>Fees to be paid: Rs..... only. for construction of RCC / Boundary Wall / AT building for use. Zonal Engineer</p>

FORM-2

OFFICE OF THE

..... DEVELOPMENT AUTHORITY/GUWAHATI

METROPOLITAN DEVELOPMENT AUTHORITY.

/DD T&CP

No.....

Dated, Guwahati the

To,

Executive Office/ Commissioner/Secretary GP/ Deputy Director/Assistant
Director.....

.....
.....

SUB: PLANNING PERMIT.

REF: Application dated, **Submitted by**.....

Sir/Madam

With reference to the above application for layout of land and development to erect/re-erect/add to/alter a/a building at, Planning Permits hereby accorded under section read with section of Assam Building Construction Regulation (Amendment)Act,2022 in accordance with plan submitted with / without modification. The particulars of the construction for which permission accorded is given below. Modification in Building Plan if required shall be done within the permissible limit given below.

Sl. No.	Parameter	Permissible	Proposed	Approved	Remarks
1	PLOT AREA				
2	DAG NO.				
3	PATTA NO.				
4	WARD NO.				
5	Name of the Road				
6	Vill / Mouza				
7	USE				
	FLOOR AREA RATIO (FAR)				
8	TYPE OF CONSTRUCTION				
9	FRONT SETBACK ()				
10	REAR SETBACK ()				
11	SIDE SETBACK ()				
12	SIDE SETBACK ()				

LENGTH OF B/WALL	
HEIGHT OF B/WALL	

Yours faithfully,

Chairman.....
 Development Authority/
 Chief Executive Officer, GMDA
 /President GP /Deputy
 Director/Assistant Director

Memo No:

Dated, Guwahati the

Copy to: i)
 ii)
 iii)
 iv)

Chairman.....
 Development Authority/
 Chief Executive Officer, GMDA
 /President GP /Deputy
 Director/Assistant Director

FORM-3

OFFICE OF THE
BUILDING PERMIT

NO: /
.....

Dated, Guwahati the

To,

.....
.....
.....

Contact number:

Email id:

(NB: Full address with contact number and email id. of applicant to be filled up above)

SUB: BUILDING PERMIT

REF: Your application dated

Sir/Madam

With reference to your above application for permission to erect/re-erect/add to/alter a / a building at(Full address of the project site to be mentioned including location of project with co-ordinates, name of road, By-lane, PIN code and near by landmark)is hereby accorded and you are required to comply with the conditions mentioned overleaf in accordance with plan submitted with / without modification.

The particulars of the construction for which permission accorded is given below.

Project Area :

Number of blocks :

Number of Units :

Admissible FLOOR AREA RATIO (FAR) :

Achieved FLOOR AREA RATIO (FAR) :

PROPOSED USE		
ZONE		
TYPE OF CONSTRUCTION		
MARGINS	NORTH	

NO OF FLOORS		
PARKING (No.& Area)	BASEMENT	
	GROUND	
	OPEN	
AREA	BASEMENT	

(SETBACKS)	SOUTH		OF FLOORS	GROUND	
	EAST			MEZZ. FLOOR	
	WEST			FIRST	
CANTILEVER	NORTH			SECOND	
	SOUTH			THIRD	
	EAST			FOURTH	
	WEST			FIFTH	
DETAILS OF LAND	DAG NO			SIXTH	
	PATTA NO			SEVENTH	
	WARD NO			EIGHT	
Name of Road : Mouza / Vill :			NINTH		
			TENTH		

Encl : One copy of approved Plan.
Yours faithfully,
N.B. : Please see back page.

LENGTH OF B/WALL	
HEIGHT OF B/WALL	

Note: Add additional floor if required.

Chairman.....
Municipal Board/ Commissioner.....
corporation
/President GP

Memo No: **GPL** /.....

Dated, Guwahati the

Copy to:

- (i) Assessment Branch, Guwahati Municipal Corporation/Urban Local Bodies for information with a copy of approved plan.
- (ii) Chief Executive Officer, Guwahati Metropolitan Development Authority/Chairman other Development Authorities.
- (iii) Registered Technical Person

Chairman.....
Municipal Board/ Commissioner.....
corporation
/President GP

NOTICE

1. This Permit shall remain valid up to two years only from the date of issue of the permit.
2. The Permit is not transferable.
3. The owner upon commencement of his work under a no-objection certificate shall give Notice to Guwahati Municipal Corporation that he has started his work and Corporation shall cause inspection of the work to be made within 14 days following receipt of notice to verify that the building has been erected in accordance with the sanctioned plans.
4. Should the Corporation determine at any stage that the layout or the construction is not proceeding according to the sanctioned plan or is in violation of any provision of the Act, it shall serve a notice on the applicant requiring him to stay further execution until correction has been made in accordance with the approved plan.
5. If the Permit holder fails to comply with the requirements at any stage of construction the corporation is empowered to cancel the building permit issued.
6. Every person who erects or re-erects any building shall within one month of the completion of the work deliver to the Commissioner at his office a notice in writing of such completion and shall give him all necessary facilities for the inspection of such works as provided in the Building Bye-laws.
7. Whenever asked by the Commissioner or his subordinates, the Permit holder shall produce the Permit along with the copy of the approved plan for verification.
8. In the event of reclamation of the plot for construction of building/boundary wall the reclamation level shall not exceed the level of the nearest P.W.D. or Guwahati Municipal Corporation Road. For preparation of hilly land for construction, retaining wall has to be constructed on the excavated earth and spoils should be adequately guarded to prevent erosion.

Conditions:—

1. “M/S ” along with the builder will be held responsible for any kind of structural failure of the building.
2. N.O.C. from Director of FIRE Service is to be obtained for the building.
3. Necessary fire fighting facilities are to be provided in and around the building.
4. The Road side drain along with the Road is to be constructed at the cost of the builder connecting main outlet of the area.
5. Before installation of Deep Tube Well, N.O.C. from Central Ground Water Board is to be obtained.
6. “CHUTES” are to be provided inside the building for garbage disposal.
7. At least 2 nos. of DUST BIN are to be placed near the plot at the cost of the builder.

8. Planning of minimum 10 nos. of evergreen trees inside the plot on the date of commencement of construction and be maintained.
9. The owner through the licensed architect, engineer, as the case may be Registered Technical Person (RTP) who has supervised the construction, shall give notice to the Authority regarding completion of work and obtain "Occupancy Certificate" before occupying the building.
10. For building above seven storeyed, Party shall submit detail structural design for proof checking by Structural Design Review Panel (SDRP) at least one month prior to commencement of construction.

FORM-4

Application for Enrolment as Competent Registered Technical Personnel

To,
The Director,
Town and Country Planning
Dispur, Guwahati.

I hereby apply for enrolment of my name as Architects/Engineers/Structural Engineers.....I to do the various works of schemes for Planning Permit/ Building Permit and supervision I do hereby also declare that I shall follow and will abide by all the rules and regulations now in force under provisions of Guwahati Building Construction (Regulation) Act and byelaws framed there under.

My personal bio-data are as follows-

Name :
Qualification :
(Certificate to be enclosed)
Past experience :
Father's Name :
Age :
Present Address :
Permanent Address :

I deposit herewith annual enrolment fees of Rs..... (Rupees.....)
only in cash as required. I am not associated with any other similar group or Firms in any
manner for this purpose.

Signature:
Dated:

FORM-5
Application for Enrolment as Competent Registered Technical Personnel
(Group or Agency)

To,
The Director,
Town and Country Planning
Dispur, Guwahati.

We hereby apply for enrolment of our Group/Agency in the name and style as mentioned below, as competent technical personnel to do the various works of schemes for Building Permit and supervision under provisions of the Guwahati Building Construction (Regulation Act 2010) and byelaws framed thereunder.

We do hereby also declare that we shall follow and will abide by all the rules and regulations now in force and that may be framed from time to time under the provision of the Act. Name of the group and persons associated with personal bio-data are as follows-

1. Name of the Group or Agency: -
2. Present & Permanent Address: -
3. Name of persons associated: -
with his/ her personal capacity
and rank and personal bio-data
(Certificates enclosed)
(A)
(B)
(C)
(D)
4. We deposit herewith the annual enrolment fees of Rs..... (Rupees.....)
only in cash as required.

Signature of head of the group or agency.

N.B. Any person associated with any group or agency will not be eligible for enrollment as an individual.

FORM NO. 6**CERTIFICATE OF UNDERTAKING FOR HAZARD SAFETY REQUIREMENT**

To,

.....
.....REF : Proposed work of _____
(Title of project)Dag No. _____ Patta No. _____ of Revenue Village _____
_____ under _____ Mouza situated at
_____ Guwahati.

1. Certified that the building plans submitted for approval will satisfy the safety requirements as stipulated under Building Regulation No. and the information given therein is factually correct to the best of our knowledge and understanding.

2. It is also certified that the structural design including safety from hazards based on soil conditions shall be duly incorporated in the design of the building and these provisions shall be adhered to during the construction.

Signature of Owner with date _____

Name in Block Letters _____

Address _____

Structural Engineer on Record with date

Name in Block Letters _____

Address _____

_____Signature of Developer
with date _____

Name in Block Letters _____

Address _____

_____Signature of the Architect on
Record/ Engineer on Record
with date _____

Name in Block Letters _____

Address _____

FORM NO. 7**CERTIFICATE OF UNDERTAKING OF ARCHITECT ON RECORD/ ENGINEER ON RECORD**

To

.....
.....Ref : Proposal work of _____
(Title of the project)Dag No. _____ Patta No. _____ of Revenue Village _____
_____ under _____ Mouza situated at _____

Guwahati.

For _____
(Name of Owner /Developer/Builder)

Address: _____

Tel.No.: _____

I am a member of Council of Architects/Institution of Engineers (India) and I am possessing current registration to act as registered Architect/Engineer.

I hereby certify that I am appointed as the Architect on Record / Engineer on Record to prepare the plans, sections and details as required under the provisions of the Act / Development control Regulations for the above mentioned project and that I have prepared and signed the same and that the execution of the project shall be carried out under my direction, and supervision of a Construction Engineer on Record, as per the approved drawings. I am fully conversant with the provisions of the Regulations, which are in force, and about my duties and responsibilities under the same and I undertake to fulfill them in all respects, except under the circumstances of natural calamities.

I also undertake to provide my guidance for the adequate measure to be taken by the owners for installation of plumbing, drainage, sanitation and water supply. The appointment of a Construction Engineer on Record, building contractor, plumbing contractor and electrical contractor shall be made at the appropriate stage by the owner before the relevant work commences.

Signature : _____

Reg. No. _____ Date: _____

Name : _____

Address : _____

Tel. No. : _____

**“ FORM NO. 7A
CERTIFICATE OF UNDERTAKING BY EMPANELLED REGISTERED
TECHNICAL PERSONNELS UNDER “MUKHYA MANTRIR SOHOJ
GRIHA NIRMAN ACHONI”:**

To

.....
.....

Ref : Proposed Ground/ Ground +1/ Ground +2 residential building of

(Name of Owner)

Address: _____

Tel.No.: _____

Dag No. _____ Patta No. _____ of Revenue Village
_____ under _____ Mouza situated at
_____ Guwahati/other areas.

I do hereby certify that I am appointed as the Registered Technical Person (RTP) to prepare the plans, sections and details as required under the provisions of the Act / Development control Regulations for the above mentioned project and that I have prepared and signed the same and that the execution of the project shall be carried out under my direction and supervision.

I am fully conversant with the provisions of the Regulations, which are in force, and about my duties and responsibilities under the same and I undertake to fulfil them in all respects, except under the circumstances of natural calamities.

I also hereby certify that:

(a) I have examined the land documents as provided to me by the applicant and verified the site.

(b) I have examined the provisions of the Master Plan for Guwahati Metropolitan Area/ other areas and the building byelaw in force and accordingly I have prepared this plan.

In case there is an existing building in the plot or the proposal is for extension of existing residential building the following need to be certified:

(a) I have examined the existing Ground/ Ground +__ residential building and found that the building was constructed with NOC/ without NOC.

(b) I have examined the existing building and found (Tick whichever is applicable)

- i. No deviations.
- ii. Deviations found which are compoundable in nature.
- iii. The existing building is as per the provisions of the Building Byelaw in force and can be regularized.

Penalty calculated at Rs. _____ which shall be deposited at Guwahati Metropolitan Development Authority / Guwahati Municipal Corporation/ other Development Authorities/Urban Local Bodies/Gaon Panchayats authorities before issue of Planning Permit/ Building Permit.

Signature : _____

Reg. No. _____ Date: _____

Name : _____

Address : _____

Tel. No. : _____”

FORM NO. 8**CERTIFICATE OF UNDERTAKING OF STRUCTURAL
ENGINEER ON RECORD (SER)**

To

.....
.....Ref : Proposed work of _____
(Title of the project)Dag No. _____ Patta No. _____ of Revenue Village _____
_____ under _____ Mouza situated at _____

Guwahati.

Owner: _____

Address: _____

Tel. No.: _____

I am a Registered Structural Engineer (RSE). This is to certify that I have been appointed as the Structural Engineer on record to prepare the Structural design basis report, detailed structural design and detailed structural drawings for above mentioned project. I am fully conversant of my duties and responsibilities under the Regulations and assure that I shall fulfill them in all respects.

I have prepared and signed a Structural Design Basis Report (SDBR).

I undertake to carry out a detailed structural design and prepare detailed structural drawings of the proposed building as per the latest Indian Standard Specifications, and as indicated in the Structural design basis report.

I undertake to supply the owner and the supervisor the detailed structural drawings. If my services are terminated, I undertake to intimate the Authority in writing.

Signature : _____

Reg. No. _____ Date : _____

Name : _____

Address : _____

Tel. No. : _____

FORM NO. 9**CERTIFICATE OF UNDERTAKING OF THE CONSTRUCTION
ENGINEER ON RECORD**To.....
.....Ref : Proposed work of
(Title of the work)Dag No. _____ Patta No. _____ of Revenue Village _____
_____ under _____ Mouza situated at _____

Guwahati.

Owner :

Address :

Tele. No.....

I possess a current registration to act as Registered Construction Engineer.

I hereby certify that I am appointed as a Construction Engineer on Record on the above mentioned project and that all the works under my charge shall be executed in accordance with the drawings and specifications prepared for this project.

I am fully conversant with the provisions of the Regulations which are in force and about the duties and responsibilities under the same and I undertake to fulfill them in all respect.

* I undertake not to supervise more than ten works at a given time as provided in Development Control Regulations.

* I undertake not to supervise work simultaneously at one point of time on any other sites during my supervision of the execution of this work.

Signature:.....

Registration No.....Date.....

Name.....

Address.....

Tele.No.....

FORM NO. 10**DEVELOPMENT PERMISSION**

Permission is hereby granted / refused under Section _____

to _____

(Name of the person)

for _____

(Description of work)

on the following conditions / grounds Conditions:

(in case of grant)

subject to the submission of structural design basis report along with soil investigation report at least one month in advance and subsequent approval before the commencement of the work by the Authority.

Grounds:

(in case of refusal)

- a) Documents / N.O.C. etc.: -
Following documents / plans / N.O.C/ undertakings as mentioned in form no. -----
(application for Development permission) are not submitted.
- b) Site Clearance: -
- (i) Site is not cleared as per the provisions of Development Plan with respect to
- Road line
 - Reservations
 - Zone
 - Other (specify)
- (ii) Site is not cleared as per the provision of T.P. Scheme with respect to
- Road
 - Reservation
 - Final plot
 - Other (specify)
- (iii) Proposed use is not permissible according to the width of road as per the provision
No.....

.....

FORM NO. 11**STRUCTURAL DESIGN BASIS REPORT**

1. This report to accompany the application for Building Permit.
2. In case information on items 3, 10, 17, 18 and 19 can not be given at this time, it should be submitted at least one week before commencement of construction.

Part 1: General Data

Sl. No.	Description	Information	Notes
1	Address of the building <ul style="list-style-type: none"> • Name of the building • Plot number • Subplot number • TPS scheme <ul style="list-style-type: none"> a. Name b. Number • Locality/Township • District 		
2	Name of owner		
3	Name of Builder on record		
4	Name of Architect/Engineer on record		
5	Name of Structural engineer on record		
6	Use of the building		
7	Number of storeys above ground level (including storeys to be added later, if any)		
8	Number of basements below ground Level		
9	Type of structure <ul style="list-style-type: none"> • Load bearing walls • R.C.C frame • R.C.C frame and Shear walls • Steel frame 		
10	Soil data <ul style="list-style-type: none"> • Type of soil • Design safe bearing capacity 		IS: 1893 Cl. 6.3.5.2 IS: 1904
11	Dead loads (unit weight adopted) <ul style="list-style-type: none"> • Earth • Water • Brick masonry • Plain cement concrete • Reinforced cement concrete • Floor finish • Other fill materials • Piazza floor fill and landscape 		IS: 875 Part 1
12	Imposed (live) loads <ul style="list-style-type: none"> • Piazza floor accessible to Fire Tender • Piazza Floor not accessible to Fire Tender <input type="checkbox"/> <input type="checkbox"/> Floor loads		IS: 875 Part 2

	. □□Roof loads		
13	Cyclone / Wind • Speed • Design pressure intensity		IS: 875 Part 3
14	Seismic zone		IS:1893 2002
15	Importance factor		IS:1893 (2002) Table 6
16	Seismic zone factor(Z)		IS:1893 Table 2
17	Response reduction factor		IS: 1893 Table-7
18	Fundamental natural period - approximate		IS: 1893 Cl. 7.6
19	Design horizontal acceleration spectrum value (Ah)		IS: 1893 Cl. 6.4.2
20	Expansion / Separation Joints		

Part 2: Load bearing masonry buildings

Sl No	Description	Information	Notes
1	Building category		IS:4326 Cl. 7 read with IS: 1893 Bld/Zone II III IV V Ord. B C D E Important C D E
2	Basement Provided		
3	Number of floors including Ground Floor (all floors including stepped floors in hill slopes)		
4	Type of wall masonry		
5	Type and mix of Mortar		IS:4326 Cl. 8.1.2
6	Re: size and position of openings (See note No.1) • Minimum distance (b5) • Ratio (b1+b2+b3)/l1 or (b6+b7)/l2 • Minimum pier width between consequent opening (b4) • Vertical distance (h3) • Ratio of wall height to thickness4 • Ratio of wall length between cross wall to thickness		IS:4326 Table 4, Fig.7
7	Horizontal seismic band • at plinth level • at window sill level • at lintel level • at ceiling level • at eave level of sloping roof • at top of gable walls	P IP NA	(see note no.2) IS:4326 Cl. 8.4.6 IS:4326 Cl. 8.3 IS:4326 Cl. 8.4.2 IS:4326 Cl. 8.4.3 IS:4326 Cl. 8.4.3 IS:4326 Cl. 8.4.4

	• at top of ridge walls		
8	Vertical reinforcing bar • at corners and T junction of walls • at jambs of doors and window openings		IS:4326 Cl. 8.4.8 IS:4326 Cl. 8.4.9
9	Integration of prefab roofing/flooring elements through reinforced concrete screed		IS:4326 Cl. 9.1.4
10	Horizontal bracings in pitched truss • in horizontal plane at the level of ties • in the slopes of pitched Roofs		

Part 3 :Reinforced concrete framed buildings

Sl No	Description	Information	Notes
1	Type of Building <input type="checkbox"/> <input type="checkbox"/> Regular frames <input type="checkbox"/> <input type="checkbox"/> Regular frames with Shear walls <input type="checkbox"/> <input type="checkbox"/> Irregular frames <input type="checkbox"/> <input type="checkbox"/> Irregular frames with shear walls <input type="checkbox"/> <input type="checkbox"/> Soft storey		IS: 1893 Cl. 7.1
2	Number of basements		
3	Number of floors including ground floor		
4	Horizontal floor system <input type="checkbox"/> <input type="checkbox"/> Beams and slabs <input type="checkbox"/> <input type="checkbox"/> Waffles <input type="checkbox"/> <input type="checkbox"/> Ribbed Floor <input type="checkbox"/> <input type="checkbox"/> Flat slab with drops <input type="checkbox"/> <input type="checkbox"/> Flat plate without drops		
5	Soil data <input type="checkbox"/> <input type="checkbox"/> Type of soil <input type="checkbox"/> Recommended type of foundation - Independent footings - Raft - Piles <input type="checkbox"/> Recommended bearing capacity of soil <input type="checkbox"/> Recommended, type, length, diameter and load capacity of piles <input type="checkbox"/> Depth of water table <input type="checkbox"/> Chemical analysis of ground water <input type="checkbox"/> Chemical analysis of soil		IS: 1498
6	Foundations <input type="checkbox"/> Depth below ground level <input type="checkbox"/> Type • Independent		

	<ul style="list-style-type: none"> • Interconnected • Raft • Piles 		
7	System of interconnecting foundations <input type="checkbox"/> <input type="checkbox"/> Plinth beams <input type="checkbox"/> <input type="checkbox"/> Foundation beams		IS: 1893 Cl. 7.12.1
8	Grades of concrete used in different parts of Building		
9	Method of analysis used		
10	Computer software used		IS: 1893 Cl. 7.9
11	Torsion included		
12	Base shear a. Based on approximate fundamental period b. Based on dynamic analysis c. Ratio of a/b		IS: 1893 Cl. 7.5.3
13	Distribution of seismic forces along the height of the building		IS:1893 Cl. 7.7 (provide sketch)
14	The column of soft ground storey specially Designed		IS:1893 Cl. 7.10
15	Clear minimum cover provided in <ul style="list-style-type: none"> • Footing • Column • Beams • Slabs • Walls 		IS: 456 Cl. 26.4
16	Ductile detailing of RC frame <ul style="list-style-type: none"> • Type of reinforcement used • Minimum dimension of beams • Minimum dimension of columns • Minimum percentage of reinforcement of beams at any cross section • Maximum percentage of reinforcement at any section of beam • Spacing of transverse reinforcement in 2-d length of beams near the ends • Ratio of capacity of beams in shear to capacity of beams in flexure • Maximum percentage of reinforcement in column • Confining stirrups near ends of columns and in beam-column joints <ol style="list-style-type: none"> a. Diameter b. Spacing • Ratio of shear capacity of columns to maximum seismic shear in the storey 		IS: 456 Cl. 5.6 IS:13920 Cl. 6.1 IS:13920Cl. 7.1.2 IS: 456 Cl. 26.5.1.1(a) IS:13920 Cl. 6.2.1 IS: 456 Cl. 26.5.1.1(b) IS:13920 Cl. 6.2.2 IS: 13920 Cl. 6.3.5 IS: 456 Cl. 26.5.3.1 IS: 13920 Cl. 7.4

General Notes

1. A certificate to the effect that this report will be completed and submitted at least one month before commencement of Construction shall be submitted with the application for Building Development Permission.
2. In addition to the completed report following additional information shall be submitted, at the latest, one month before commencement of Construction.

- 2.1 Foundations
- 2.1.1 Incase raft foundation has been adopted indicate K value used for analysis of the raft
- 2.1.2 Incase pile foundations have been used give full particulars of the piles, type, dia, length, capacity
- 2.1.3 Incase of high water table indicate system of countering water pressure, and indicate the existing water table, and that assumed to design foundations.
- 2.2 Idealization for Earthquake analysis
- 2.2.1 Incase of a composite system of shear walls and rigid frames, give distribution of base shear in the two systems on the basis of analysis, and that used for design of each system.
- 2.2.2 Indicate the idealization of frames and shear walls adopted in the analysis with the help of sketches.
- 2.3 Submit framing plans of each floor
- 2.4 Incase of basements, indicate the system used to contain earth pressures

Part 4 : Buildings in Structural Steel

1	Adopted method of Design	O Simple O Semi-rigid O Rigid	IS: 800; Cl. 3.4.4 IS: 800; Cl. 3.4.5 IS: 800; Cl. 3.4.6
2	Design based on	O Elastic analysis O Plastic analysis	IS: 800; Section-9 SP: 6 (6)
3	Floor Construction	O Composite O Non-composite O Boarded	
4	Roof Construction	O Composite O Non-composite O Metal O Any other	
5	Horizontal force resisting system adopted	O Frames O Braced frames O Frames & shear walls	<i>Note: Seismic force As per IS: 1893 Would depend on system</i>
6	Slenderness ratios maintained	Members defined in Table 3.1, IS: 800	IS: 800; Cl. 3.7
7	Member deflection limited to	Beams, Rafters Crane Girders Purlins Top of Columns	IS: 800; Cl. 3.13
8	Structural members	O Encased in Concrete O Not encased	IS: 800; Section-10
9	Proposed material	O General weld-able O High strength O Cold formed O Tubular	IS: 2062 IS: 8500 IS: 801, 811 IS: 806
10	Minimum metal thickness Specified	O Hot rolled sections	IS: 800, Cl. 3.8

	for corrosion protection	<ul style="list-style-type: none"> O Cold formed sections O Tubes 	Cl. 3.8.1 to Cl. 3.8.4 Cl. 3.8.5 Cl. 3.8.5
11	Structural connections	<ul style="list-style-type: none"> O Rivets O C T Bolts O S H F G Bolts O Black Bolts O Welding- Field Shop (Specify welding type proposed) O Composite 	IS: 800; Section-8 IS: 1929,2155,1149 IS: 6639, 1367 IS: 3757, 4000 IS: 1363, 1367 IS: 816, 814, 1395, 7280, 3613, 6419 6560, 813, 9595
12	Minimum Fire rating Proposed, with method	<ul style="list-style-type: none"> O Rating ----- hours O Method proposed- - In tumescent Painting - Spraying - Quilting - Fire retardant boarding 	IS: 1641, 1642, 1643

FORM NO. 12
PROGRESS REPORT

Plinth Stage / In case of basement casting of basement slab

Reference No.

Owner's Name:

Location:

Submitted on:

Received on:

The _____

Sir,

We hereby inform you that the work of execution of the building as per approved plan, working drawing and structural drawings has reached the plinth level and is executed under our supervision. We declare that the amended plan is not necessary at this stage.

Yours faithfully,

Signature of the
Construction Engineer on Record

Signature of the
Owner/ Developer/ Builder

Date: _____

Date: _____

Name in block letters:

Name in block letters

Address: _____

Address _____

FORM NO. 13
PROGRESS REPORT - FIRST STOREY

Reference No.

Owner's Name:

Location:

Submitted on:

Received on:

The _____

Sir,

We hereby inform you that the work of execution of the building as per approved plan, working drawing and structural drawings has reached the first storey level and is executed under our supervision.

We declare that the amended plan is not necessary at this stage.

Yours faithfully,

Signature of the
Construction Engineer on Record
Date: _____

Signature of the
Owner/ Developer/ Builder
Date: _____

Name in block letters: _____
Address: _____

Name in block letters _____
Address _____

FORM NO. 14

PROGRESS REPORT - MIDDLE STOREY IN CASE OF HIGH-RISE BUILDING

Reference No. _____

Owner's Name:
Submitted on: _____

Location:
Received on: _____

The _____

Sir,

We hereby inform you that the work of execution of the building as per approved plan, working drawing and structural drawings has reached _____ storey level and is executed under our supervision.

We declare that the amended plan is not necessary at this stage.

Yours faithfully,

Signature of the
Construction Engineer on Record
Date: _____

Signature of the
Owner/ Developer/ Builder
Date: _____

Name in block letters: _____
Address: _____

Name in block letters _____
Address _____

FORM NO. 15
PROGRESS REPORT - LAST STOREY

Reference No.

Owner's Name:
Submitted on:

Location:
Received on:

The _____

Sir,

We hereby inform you that the work of execution of the building as per approved plan, working drawing and structural drawings has reached _____ storey level and is executed under our supervision.

We declare that the amended plan is not necessary at this stage.

Yours faithfully,

Signature of the
Construction Engineer on Record
Date: _____

Signature of the
Owner/ Developer/ Builder
Date: _____

Name in block letters:

Name in block letters

Address: _____

Address _____

FORM NO. 16
COMPLETION REPORT

Reference No.

Owner's Name:
Submitted on:

Location:
Received on:

The _____

Sir,

The work of erection/re-erection of building as per approved plan is completed under the Supervision of Architect/Construction Engineer who have given the completion certificate which is enclosed herewith.

We declare that the work is executed as per the provisions of the Act and Development Control Regulations / Byelaws and to our satisfaction. We declare that the construction is to be used for _____ the purpose as per approved plan and it shall not be changed without obtaining written permission.

We hereby declare that the plan as per the building erected has been submitted and approved. We have transferred the area of parking space provided as per approved plan to an individual/association before for occupancy certificate.

Any subsequent change from the completion drawings will be our responsibility.

Yours faithfully,

(Developer's / Builder's Signature)

(Owner's Signature)

Name of Developer / Builder

Name of Owner

Date:

Address:

Encl: Completion Certificate

FORM NO. 17

BUILDING COMPLETION REPORT BY ARCHITECT ON RECORD

Reference No.

Owner's Name:

Location:

Submitted on:

Received on:

The _____

Sir,

1. The building/s has/have been constructed according to the sanctioned plan.
2. The building/s has /have been constructed as per approved plan and design as per detailed architectural drawings and specifications prepared by Architect on Record.
3. Construction has been done under our supervision / guidance and adheres to the drawings submitted.

Signature of the Owner

Signature of Architect on Record

Date

Date

Name in block letters:

Name in block letters

Address: _____

Address _____

FORM NO. 18
BUILDING COMPLETION REPORT BY CONSTRUCTION ENGINEER ON
RECORD

Reference No.

Owner's Name:
Submitted on:

Location:
Received on:

The _____

Sir,

1. The building/s has/have been constructed according to the sanctioned plan.
2. The building/s has / have been constructed as per
 - the detailed structural drawings and structural specifications prepared by the Structural Engineer on Record
 - the detailed Architectural drawings and Architectural specifications prepared by the Architect on Record.
 - detailed drawings and specifications of all services
3. All materials used in the construction have been tested as provided in specifications and a record of test reports has been kept.

Signature of the Owner

Signature of Construction
Engineer on Record

Date

Date

Name in block letters:

Name in block letters

Address: _____

Address _____

FORM NO. 19
BUILDING COMPLETION REPORT BY STRUCTURAL ENGINEER ON RECORD

Reference No.

Owner's Name:
Submitted on:

Location:
Received on:

The _____

Sir,

This is to certify that detailed structural drawings of the buildings/s has / have been prepared on the basis of a detailed analysis and a detailed design carried out according to relevant provisions of the latest Indian Standard Codes, National Building Code and as indicated in the structural design basis report.

Signature of the Owner

Signature of Structural
Engineer on Record

Date

Date

Name in block letters:

Name in block letters

Address: _____

Address _____

FORM NO. 20
MODEL PROFORMA FOR TECHNICAL AUDIT REPORT

1. Design

	COMMENTS
1.1 Design / Drawings available	Y/N
Design Category Type Design? Specific design?	Y/N Design to be collected to refer to Design Consultant / H.O.
Drawings prepared / checked by competent Authority ?	Y/N
Design Drawings / details Structural detailed included Earthquake / cyclone resistant features included?	Y/N
Design verified / vetted by Dept. / Govt. approved agency / competent authority?	Y/N
Design changes approved by Dept. / Govt. approved agency / competent authority?	Y/N

2. Foundation

- 2.1 Foundation used Existing/New
- 2.2.1 **If existing foundation used**
- 2.2.1 Depth of foundation below ground : <50cm/50-70/>70cm
- 2.2.2 Type of foundation : Isolated/Combined/Raft/Piled etc.
- 2.2.3 Thickness of masonry (above ground) :
- 2.2.4 Mortar used and Mix of cement mortar : Cement-Sand/Lime and 1:4/1:6/Leaner
- 2.2.5 Grade of concrete (M20) : Y/N
- 2.2.6 Height up to Plinth : _____ cm
- 2.2.7 If stone masonry
- 2.2.7.1 Through Stones : Yes/No, if Yes Adequate / Inadequate
- 2.2.7.2 Corner Stones : Yes/No, if Yes Adequate/Inadequate
- 2.3 If new foundation used
- 2.3.1 Depth of foundation below ground : _____ <50/50-70/>70cm
- 2.3.2 Type of foundation : Isolated/Combined/Raft/Piled etc.
- 2.3.3 Thickness of Masonry above plinth : _____
- 2.3.4 Mortar used and Mix of cement mortar (1:4): Cement – sand/lime/mud and Y/N
- 2.3.5 Grade of concrete (M20) : Y/N
- 2.3.6 Height up to Plinth : <60/>60cm
- 2.3.7 If stone masonry
- 2.3.7.1 Through Stones : Yes/No, if Yes Adequate/Inadequate
- 2.3.7.2 Corner Stones : Yes/No, if Yes Adequate/Inadequate

Vertical reinforcement in foundation : Yes/No

3 Walling

- 3.1 Type of masonry : Brick/PCC Blocks/ Stone
- 3.2 Mortar used : Cement – Sand/Lime
- 3.3 Mix of cement mortar : 1:4/1:6/Leaner
- 3.4 Thickness of wall : >23cm/23cm/23cm

3.5	Mixing of mortar	: OK/Not OK
3.6	Joint Property filled	: OK/NOT OK
3.7	Wetting of bricks	: Good/ Medium/ Poor
3.8	If stone masonry	
3.8.1	Through Stones	: Yes/No
3.8.2	Corner Stones	: Yes/No
3.9	Overall workmanship	: Good / Medium / Poor
4	Roofing	
4.1	Type of roof	: Flat/Sloping
4.2	If sloped	: A.C. sheet/ G.I. sheet /Morbid tiles
4.3	Purlins	: Angle-Iron / Timber / NA
4.4	Truss type : _____	
4.5	Anchorage with wall	: Adequate/ Inadequate/ NA
5	Materials	
5.1	Cement	
5.1.1	Source	: Authorized Dealer/ Market
5.1.2	Type of cement	: OPC/PPC/PSC
5.1.3	If OPC	: Grade (33/ 43/ 53)
5.2	Sand	
5.2.1	Type of sand	: River sand / Stone dust
5.2.2	Presence of deleterious materials	: Mild / Moderate/ High
5.3	Coarse Aggregates	
5.3.1	Type coarse Aggregates	: Gravel/ Crushed Stone
5.3.2	Presence of deleterious material	: Mild/ Moderate / High
5.4	P.C.C. Blocks (Applicable for onsite production)	
5.4.1	Type of P.C.C. Blocks	: Solid blocks/Hollow blocks
5.4.2	Ratio of concrete in blocks : _____	
5.4.3	Interlocking feature	: Yes/No
5.4.4	Course aggregates used	: Natural/ Crushed stone
5.5	Bricks Blocks, Stone etc.	
5.5.1	Strength (field assessment)	: Low/Medium/High
5.5.2	Dimensional accuracy	: Yes/No
5.6	Concrete	
5.6.1.	Mix of concrete	: M20/Design Mix
5.6.2	Batching	: Weigh batching/Volume batching
5.6.3	Compaction	: Vibrators/Thappies and rods
5.6.4	Workability	: Low / Medium / High
5.6.5	Availability of water	: Optimum/Sufficient / Insufficient
5.6.6	Curing	: Satisfactory/Unsatisfactory.
5.7	Reinforcing Steel	
5.7.1	Type of Steel	: Plain mild steel/HYSD bars
5.7.2	Source	: Authorised Dealer/Market
5.7.3	Whether IS marked	: Yes/No
5.7.4	Conditions of bars	: Clean/Corroded
5.7.5	Fixing of reinforcement	

	as per drawing	: Yes/No	
5.7.6	Suitable cover	: Yes/No	
5.7.7	Spacing of bars	: Regular/Irregular	
5.7.8	Overlaps as per specifications	: Yes/ No	
5.8	Form Work		
5.8.1	Type of Form Work	: Timber / Plyboard/ Steel	
5.8.2	Use of mould oil	: Yes/No	
5.8.3	Leakage of cement slurry	: Observed/Not observed	
5.9	Source		
5.9.1	Cement		
5.9.2	Sand		
5.9.3	Coarse Agg.		
5.9.4	Bricks		
5.9.5	PCC blocks.		
6	Seismic resistance features		
6.1	Masonry Structures		
6.1.1	Provision of bands at Provided Adequate		
6.1.1.1	Plinth level	Yes/No	Yes/No
6.1.1.2	Sill level	Yes/No	Yes/No
6.1.1.3	Lintel level	Yes/No	Yes/No
6.1.1.4	Roof level (if applicable)	Yes/No	Yes/No
6.1.2	If sloped Roof, whether seismic bands are provide at		
6.1.2.1	Gable wall top	Yes/No	Yes/No
6.1.2.2	Eaves level	Yes/No	Yes/No
6.1.3	Provision of vertical steel in masonry at Provided Adequate		
6.1.3.1	Each corner	Yes/No	Yes/No
6.1.3.2	Each T-junction	Yes/No	Yes/No
6.1.3.3	Each door joint	Yes/No	Yes/No
6.1.3.4	Around each window	Yes/No	Yes/No
6.1.4	Openings		
6.1.4.1	Total width of openings	: <50%/50*-60%/>60%	
			(*-42% for double storey)
6.1.4.2	Clearance from corner	: OK/Not OK	
6.1.4.3	Pier width between two openings	: OK/Not OK	
6.2	Framed Structures		
6.2.1	Ductile detailing		
6.2.1.1	Spacing of stirrup	: OK/Not OK	
6.2.1.2	Sizes of members	: OK/Not OK	
6.2.1.3	End anchorage	: OK/Not OK	
6.2.1.4	Lapping (length, location etc.)	: OK/Not OK	
6.2.1.5	Angle of stirrup hook	: 90 / 135 degrees	
6.3	Any testing carried out by Owner/Engr. Supervisor on		
Testing done	Testing results		
6.3.1	Water	Yes/No	OK/Not OK
6.3.2	Cement	Yes/No	OK/Not OK

6.3.3 Bricks/PCC blocks/Stones	Yes/No	OK/Not OK
6.3.4 Aggregate	Yes/No	OK/Not OK
6.3.5 Mortar	Yes/No	OK/Not OK
6.3.6 Concrete	Yes/No	OK/Not OK
6.3.7 Reinforcement	Yes/No	OK/Not OK

FORM NO. 21
STRUCTURAL INSPECTION REPORT

(This form has to be completed by registered Structural Designer after his site Inspection and verification regarding compliance of all recommendation by the owner, which in the opinion of the registered structural designer are necessary for safety of the structure)

- I. Description by title and location of the property including
- II. Name of the present owner :
- III. Description of the structure :

Class I or Class II (Briefly describe the property in general and the structure in particular)

	(a) Function			(b) Framed construction				
	Residence (with or without shops)	Apartments (with or without shops)	Office Bldg.	Shopping Centre	School, College	Hostel	Auditorium	Factory
1	2	3	4	5	6	7	8	9
A. Load bearing masonry wall construction								
B. Framed structure Construction								
Construction and structural materials	Critical load bearing element	Brick	RCC	Stone	Timber	Steel		
	Roof Floor	RCC	Timber	RBC	Steel	Jackarch		

- IV. Year of construction
Year of subsequent additions or rectification's (Please describe briefly the nature of additions or rectification's). :

- V. Date of last inspection report filed : Last filed by whom :
(This does not apply to the first report).
- VI. Soil on which building is founded :
 i) Any change subsequent to construction :
 ii) Nearby open excavation :
 iii) Nearby collection of water :
 iv) proximity of drain :
 v) underground water-tank :
 vi) R.W. Pipes out-lets :
 vii) Settlements :
- VII. The Super-structure (R.C.C. Frame structure)
 i) Crack in beam or column nature and extent of crack :
 probable causes. :
 ii) Cover spell :
 iii) Exposure of reinforcement :
 iv) subsequent damage by user for taking pipes, :
 conduits, hanging, fans or any other fixtures, etc. :
 v) Crack in slab :
 vi) Spalling of concrete or plaster of slab :
 viii) Corrosion of reinforcement :
 ix) Loads in excess of design loads :
- VIII The Super-Structure
(Steel Structure)
 i) Paintings :
 ii) Corrosion :
 iii) Joint, nuts, bolts, rivets, welds, gusset plates :
 iv) Bending or buckling of members :
 v) Base plate connections with columns or pedestals :
 vi) Loading :
- IX. The Super-Structure (Load bearing masonry structure)
 Cracks in masonry walls)
 (Please describe some of the major cracks, their nature, :
 extent and location, with a sketch, if necessary. :
- X. Recommendations if any :
 This is to certify that the above is a correct representation of facts as given to me by
 the owner and as determined by me after Site Inspection to the best of my ability and
 judgment.

The recommendations made by me to ensure adequate safety of the structure are
 compiled with by the owner to my entire satisfaction.

(Signature of the Registered Structural Engineer

Date: _____

Name of the registered structural Engineer: _____

Registration No. _____

Address: _____

FORM-22
Area Statement

(For all categories of buildings)

- (A) Plot area:—
- (B) Plinth area
- (I) Existing plinth Area (if any):—
- (II) Proposed plinth Area:—
- (C) Floor area showing detail calculation of each floor (Existing + Proposed):—
.....
- (D) Detail of mezzanine floor area:—
- (E) Deduction showing detail calculation of each floor (Existing + Proposed):—
.....
- (F) Total floor area after deduction (Existing + Proposed):—
- (G) Total floor area before deduction (Existing + Proposed):—
- (H) Coverage (Existing + Proposed):—
- (I) Floor Area Ratio (FLOOR AREA RATIO (FAR)) (Existing + Proposed):—
.....

.....
Signature of the owners:

Name of owner(s):

Address of the owner(s):

Dated:

.....
Signature of registered Architect/Engineer/
supervisor

Registration no. of the Architect/Engineer/
supervisor:

Address of the Architect/Engineer/
supervisor:

Dated:

FORM-23
Annexure- A-1
Statement of the Proposal and Certificate
By the Owner and Registered Architect
(For above G+2)

Classification of the Proposal
 (To erect/re-erect/demolition)

Revenue Village :

Mouza :

Dag No. : Patta No. :

Road facing the plot :

(1) Existing road width

Sl. No.	Existing road width	Proposed road width	Remarks

(1) Plot Area

(a) As per site plan :

(b) As per land document :

In the principal Bye-laws, in Form No. 23, Annexure A-1, in point No. (2), for the table "Area Statement", the following new table shall be substituted, namely:-

“

Description	Proposed Sq m	Use	Permissible (for office use only)	Carpet Area of each apartment	Area of each	Remarks
Max Ground Coverage			NA			
Basement						
No of floors						
No of floors						
Service floor if any						
Total floor area						
Floor Area Ratio						
No. of Dwelling units						

”

(3)

(a) Maximum height of building (in meter):

(b) Maximum height of the plinth (in meter):

(4) Set backs

Setbacks	Proposed		Required as per byelaws (For office use)		Remarks
	Clear setback (in meter)	Cantilever projection over setback (in meter)	Clear setback (in meter)	Cantilever projection over setback (in meter)	
Front					
Rear					
Left					
Right					

(5) Duct

No. of duct	Area of duct (in sq. mt.)	Minimum width of the shaft (in meter)

(6) Distance from the electric line (if any):

Nature of electric line	Vertical distance (in meter)	Horizontal distance (in meter)

(7) Parking

(A) Parking provided as per Building Byelaws:

Open parking	Stilt parking or ground floor covered parking	Basement parking	Total no. of parking

(B) Parking required as per Appendix-I Byelaws (For office use):

Sl. No.	Type of use of building	CAR parking	Scooter parking	Remarks

(C) Visitor's car/Scooter parking required as per the Byelaws:

Sl. No.	Type of use of building	Car parking	Scooter parking

N.B. For Educational building 20% of the total plot area is required to be kept for parking in organised manner with separate entry and exit gate.

(8) Fee and charges (For office use)

- (a) Building permit fee : Rs.
- (b) Use of city infrastructure charges : Rs.
- (c) Additional floor space charges (provisional) : Rs.
- (d) Peripheral charges (if any) : Rs.
- (e) Any other charges (if any, please specify) : Rs.

Total amount (as per detail above) Rs.

Receipt No. Dated

We hereby certify that-

- (1) The title document is to justify the ownership of land and its sub-division was duly approved by the Authority before registration of the land sale deed.
- (2) Plot is lying vacant and no construction shall be started before sanction.
- (3) The plot is free from all encumbrances (owner responsibility).
- (4) Building will not be occupied before getting occupancy certificate dully issued by Authority.
- (5) Supervision in the manner prescribed will be conducted with intimation to the Authority.
- (6) Mandatory provision of rainwater harvesting is to be provided.
- (7) Special earthquake resistance measure (Like shear wall/breeching etc.) has been taken to make stilt parking as an earthquake resistance structure.

<p>..... Signature of the owners:</p> <p>Name of owner(s):</p> <p>Address of the owner(s):</p> <p>Dated:</p>	<p>..... Signature of registered Architect/Engineer/ supervisor</p> <p>Registration no. of the Architect/Engineer/ supervisor:</p> <p>Address of the Architect/Engineer/ supervisor:</p> <p>Dated:</p>
--	--

FORM-24
Annexure A-2
(For above G+2)

Form for specification of proposed building

(1) The purpose (Residence, Office, Restaurant, Hotel, Dharamshala, School, Hostel, Cinema, Shop, Factory. Others) for which it is intended to be used

.....

(2) Details of Area on respective floor are given below

	Floor	Existing (sq. mt.)	Proposed (sq. mt.)	Total (sq. mt.)
1	Basement			
2	Ground			
3	Mezzanine			
4	First floor			
5	Second floor			
6	Third			
7				
8				
9				
10	Service floor (if any)			

- (3)
- (a) Approximate number of inhabitants proposed to be accommodated
 - (b) The number of Latrine. Urinals, Kitchens. Baths to be provided

- (c) The source of water to be used in the construction
- (d) Distance from public sewer (if any)
- (e) The materials to be used in construction walls/ Columns/ Foundations/ Roof/ Floors

.....
 Signature of registered Architect/Engineer/ supervisor
 Name

Registration No.
 Address

- (4) The period of construction valid up to as per the lease condition/further extension of the time for construction granted by the leaser is valid upto Time construction obtained form the Competent Authority.
- (5) Size of dwelling unit is not more than

..... Signature of the owners: Signature of registered Architect/Engineer/ supervisor
Name (in block letters):	Registration no. of the Architect/Engineer/ supervisor:
Address of the owner(s):	Name (in block letters): Address of the Architect/Engineer/ supervisor:
Dated:	Dated:

FORM-25
Authority letter

I hereby authorise that Mr./Mrs. to collect the sanction whose signature is verified below.

Specimen signature of signature of the owner(s)/Registered architect

Mr./Mrs.
 Dated received Date

(Signature of authorized person/owner/Registered Architect)

Dated Remarks, if any

FORM-26
Affidavit-cum Undertaking

(For all categories of buildings except residential R.C.C. above G+2)

(Affidavit of applicant on Rs. 20/- Non-Judicial Stamp paper of specified amount to be attested by Notary Public/Metropolitan Magistrate)

Ref: Proposal work of
 (Title of the project)

Dag No. Patta No. of Revenue Village
 under Mouza situated at Road, Guwahati for

(Name of the owner/Developer/Builder)

Address:
 Telephone No. Mobile No.

I son of has applied for permission and do hereby solemnly affirm and declare as under:

- 1) That I or through my authorized representative and Registered Technical Person (RTP) have visited the site and surveyed the site and the site measurements are found to be in conformity with land area at site and land document provided to me by my client. The plot under proposal forms part of the existing Master Plan for Greater Guwahati with respect to its location, proposed land use in conformity with the existing zoning regulation and Building Byelaws.
- 2) The appointment of Construction Engineer on record, Building Contractor, Plumbing Contractor, Electrical Contractor, HVAC Contractor if required separately shall be met at an appropriate stage before the relevant work commences.
- 3) That in case I dispense with services of my Registered Technical Person (RTP) and or deviates from the sanctioned design at any stage whatsoever, I will inform the concern authority within 48 (forty eight) hours after it is brought to my notice.
- 4) That mandatory setbacks will be kept and shall be maintained in accordance with the setbacks marked in the Layout Plan and approved plan.
- 5) That in case any thing contrary to the above is found or established at any stage, the concern Authority shall be at liberty to take action as per rule.
- 6) I will submit completion certificate prior to obtaining electric connection.
- 7) I will construct the building as per approved plan.
- 8) I will not occupy the building without obtaining the occupancy certificate.
- 9) I will not change the Registered Technical Person (RTP) during the construction period without prior notice to Authority, and if the change has taken place the new Registered Technical Person (RTP) /applicant has to fulfill all the formalities completed by the earlier Registered Technical Person (RTP).
- 10) That nothing has been concealed and no misinterpretation has been made while applying for permission.

Deponent

Verification:

I the above named deponent do hereby verify at on this of 201..... that contents of the above affidavit are true and correct to my knowledge. No part of it is false and nothing has been concealed there from.

FORM-27

Detail report on construction of Building as per as built drawing.

(To be submitted by Applicant and Registered Technical Person (RTP) jointly for Completion & Occupancy Certificate)

- | | |
|--------------------------------|---|
| 1. Name of Applicant / Builder | : |
| 2. Location of Building | : |
| 3. Name of Road | : |
| 4. NOC No. & Date | : |
| 5. Zone | : |

6. Floor wise use / Area statement :

Floors	Approved			Maintained			Deviation		
	Use	Area before deduction	Area after deduction	Use	Area before deduction	Area after deduction	Use	Area before deduction	Area after deduction
Basement									
Ground									
Mezzanine									
First									
Second									
Third									
Fourth									
Fifth									
Sixth									
Seventh									
Eighth									
Ninth									
Tenth									

7. Setback / Margins :

Direction/ Side	Setbacks			Cantilever		
	Approved	Maintained	Deviation	Approved	Maintained	Deviation
North						
South						
East						
West						

8. No. of unit :

No. of unit		
Approved	Maintained	Deviations

9. Parking statement :

Approved	Maintained	Deviations

10. FLOOR AREA RATIO (FAR) :

Approved	Maintained	Deviations

11. Coverage :

Approved	Maintained	Deviations

12. Height of the building :

Approved	Maintained	Deviations

13. The following documents are enclosed herewith

- a) No Objection Certificate & Approved Plan.
- b) As Built Plan
- c) Completion Report Form No. 16.
- d) Building Completion Report by Architect on Record, Form No. 17.
- e) Building Completion Report by Construction Engineer on Record, Form No. 18.
- f) Building Completion Report by Structural Engineer on Record, Form No. 19.
- g) N.O.C. from Director of Fire Services where applicable.
- h) Lift Inspector's Report / Certificate.

- i) Certificate from Chief Electrical Advisor.
- j) Photographs of building and site showing dustbin and trees.

We do hereby declare that the above information are true to our knowledge.

Signature of Applicant

Signature of Registered Technical Person (RTP)

Deponent

FORM NO. 28

No.....

Date.....

Shri/Miss/Smt.....
.....

COMPLETION CUM OCCUPANCY CERTIFICATE

With reference to your notice of completion dated.....It is hereby certified that the building as per description below in certified plan at dag No..... Patta no....., Village..... Mouza..... situated at whose plans were sanctioned vide No.....dt..... has been inspected with reference to building bye-laws and following documents and is certified to be completed & allowed to occupy.

(a)Documents furnished:
.....
.....

- (b) Description of Construction Work Block Wise/Building Wise.
1. Block Building No.
 2. Detail area statement Work floor wise.

Chairman.....
Municipal Board/ Commissioner.....
corporation
/President GP

Form No. 29
Form of Rejection or Compliance in Respect of Occupancy Certificate

File No..... Dated:.....

Shri/Smti.....

Subject: Occupancy Certificate in respect of Plot No..... NO
 no..... dated.....

Dear Sir / Madam,

1) With reference to your letter dated.....
 2) With reference to your notice of completion dated.....
 3) In continuation of this office letter of even No.....dated on the
 subject noted above, I am to inform you that your case has been
 examined and occupancy certificate is rejected for the reasons as given below:-

1.
2.
3.
4.

Chairman.....
 Municipal Board/ Commissioner.....
 corporation
 /President GP

FORM-30

OFFICE OF THE
 BUILDING PERMIT ISSUING AUTHORITY

NO: /.....

Dated, Guwahati the

To,

SUB: APPROVAL UPTO PLINTH LEVEL CONSTRUCTION

REF: Your application dated

Sir/Madam

With reference to your above application. approval upto plinth level construction of
 the building permitted vide Nodated..... at
 is hereby accorded, as per plan/section forwarded

herewith with / without modification and you are required to comply with the conditions mentioned in the Planning Permit/Building permit as applicable,. The particulars of the construction for which permission accorded is given below.

- i)Plinth area
- ii) Plinth height
- iii)Setbacks
- iv).....

Chairman.....
Municipal Board/ Commissioner.....
Corporation
/President GP

Memo No: **GPL /.....**
Copy to:

Dated, Guwahati the

- i) Assessment Branch, G.M.C/ULB/GP for information with a copy of approved plan.
- ii) CEO, GMDA/Chairman other Development Authority.
- iii) Site Engineers concerned.
- iv) Concerned R. T. P.

Chairman.....
Municipal Board/ Commissioner.....
corporation
/President GP

SCHEDULE-I

Fees for permission: -

- (a) No application, petition, notice or appeal to the Authority in respect of permission for any development or sale of land shall be considered valid by the Authority unless and until the person giving the notice has paid the fees to the Authority at the following rate and the reference to the number and date for such payment is quoted in the notice.

Provided that Central and State Govt. and the local authority need not pay this application fees;

Provided further that these fees will be payable only once in respect of a particular application etc. until it is disposed of by the Authority and in relation to that particular application.

- (b) In the event of any doubt or dispute about any question relating to application fees the Authority's decision shall be final.

Application Processing fee :

- (i) FOR RESIDENTIAL USE

Sl. No.	Type of Construction		Rate (Rs.)
1.	Residential	Assam Type with Bamboo wall	0.50 per sqm.
		Assam Type with Brick wall	1.00 per sqm.
2.	Residential R.C.C. Type	Ground floor	10.00 per sqm.
		Upper floors	12.00 per sqm.

- (ii) Application processing fees for re-erection of an existing building shall be same as for erection of a new building prescribed in (i) above.
- (iii) Application fees for any addition or alteration of an existing building shall be same as for erection of a new building as prescribed in (i) above.
- (iv) FOR OTHER USE

Sl. No.	Type of Construction		Rate (Rs.)
1.	Commercial (4 times the rate of RCC residential) (This includes Nursing Home and Hospital, Marriage Hall, Community hall and Corporate Offices)	Ground floor	40.00 per sqm.
		Upper floor	48.00 per sqm.
2.	Industrial, Godown & Warehouses (8 times the rate of RCC residential)	Ground floor	80.00 per sqm.
		Upper floors	96.00 per sqm.
3.	Apartment, School, Religious Institutions Semi Govt. undertaking and other uses (Two times the rate of RCC residential building)	Ground floor	20.00 per sqm.
		Upper floors	24.00 per sqm.

In case of fee for uses not listed above, the Authority may decide the fees to be fixed considering the similar nature of uses.

- (v) (A) In calculating the total floor area for determining the fees, fraction of Sq. meter, if any, shall be rounded to next higher integer, and subject to minimum of Rs.100/-
- (B) Application fees for a Filling Station - Rs. 5,000.00/-+Processing fee
- (C) Application fees for Cinema, Theatre, Multiplex etc. - Rs. 5,000.00/- +Processing fee
- (D) Application fee for transmission tower - Rs. 5,000.00/-
- (E) Application fee for bridge-
- Wooden/Bamboo bridge for pedestrian -Rs.100/- Lump-sum
 - Wooden bridge for vehicular traffic-Rs. 500/-
 - R.C.C. foot bridge for vehicular traffic -Rs. 2,000/-
 - R.C.C. foot bridge -Rs. 1,000/-
- (F) Application fees for erection of R.C.C. or brick compound-walls:—Iron grill or wire netting fencing with iron or R.C.C. brick columns shall be charged Rs. 1000/- per hundred R.M. of length or part thereof subject to minimum of Rs.100/-. For R.C.C. compound wall the rate shall be Rs. 20.00 per hundred R.M. of length or part thereof

subject to minimum of Rs. 100/-

- (G) Application fees for development of site including earth filling shall be as under-
- For residential, public and semi public, Institutional etc. the rate of fees shall be Rs.20.00 per unit as per Zoning Plan (subject to minimum of Rs.50.00).
 - For commercial, industrial, etc. the rate of fees shall be Rs. 60.00 per unit of Zoning Plan (subject to a minimum of Rs. 150.00).
- (H) Fees at the following rates shall be payable to the Authority for a land use certificate for a particular site for a particular proposed construction. This is not a permission-for-actual-construction.

Residential		Non-residential, except Filling Station and Theatre		Filling Station/ Medium/ Industry	Cinema/ Theatre
Huts and temporary sheds	Other	Huts and temporary sheds	Other including light industry		
Rs. 50/-	250/-	100/-	500/-	1000/-	1500/-

- (I) Fees for appeal to the Authority:—
- Fees for appeal for residential building of any type Rs. 100.00 on flat rate basis.
 - Fees for nonresidential building Rs. 200.00 on flat rate basis.
 - Fees for cinema, theatre Rs. 1000.00 on flat rate basis.
 - Fees for filling station etc. Rs. 1000.00 on flat rate basis.
- (J) Premium Charge:— The premium charge will be charged by Authority issuing planning permit on maximum permissible FLOOR AREA RATIO (FAR) in addition to base FLOOR AREA RATIO (FAR) allowed as per bye-law 26.(1) (a) of these bye-laws and the premium charge payable at 8 times the processing fee. Additional FLOOR AREA RATIO (FAR) allowed under TOD & TDR shall be made available on payment as per premium Charge and that for EWS housing shall be as per fees payable for residential use

- (c) Development fee for NOC for sale/ transfer/ sub-division of land is 1% of total value of land excluding the value of building, if the proposal is for transfer of land with building as fixed by D.C. Kamrup (Metro)/D.C., Kamrup which is to be paid after approval. However, a processing fee of Rs. 250/- to be paid with each application, which will be adjusted with the actual fee later-on-if-approved. In case of NOC for apartment/flat sale the 1% will be limited to extent of the value of the land component only.

Miscellaneous fees item	Rate of fees
(i) Duplicate copy of Permit	Rs. 10.00 per copy.
(ii) Certified copies of approved plan.	Rs. 20.00 per copy.
(iii) For furnishing copies of map.	Rs. 200.00 per copy.
(iv) Fees for revision of plan after approval	15% of the fees paid for original permit plus additional fees for additional area, if any.

(d) **Fees for Building Permit:**
(I) FOR RESIDENTIAL USE

Sl. No.	Type of Construction		Rate (Rs.)
1.	Residential	Assam Type with Bamboo wall	2.00 per sqm.
		Assam Type with Brick wall	5.00 per sqm.
2.	Residential R.C.C. Type	Ground floor	15.00 per sqm.
		Upper floors	20.00 per sqm.

(i) Application fees for re-erection of an existing building shall be same as for erection of a new building prescribed in (i) above.

(ii) Application fees for any addition or alteration of an existing building shall be same as for erection of a new building as prescribed in (i) above.

(II) FOR OTHER USES

Sl. No.	Type of Construction		Rate (Rs.)
1.	Commercial (4 times the rate of RCC residential) (This includes Nursing Home and Hospital, Marriage Hall, Community hall and Corporate Offices)	Ground floor	60.00 per sqm.
		Upper floor	80.00 per sqm.
2.	Industrial, Godown & Warehouses (8 times the rate of RCC residential)	Ground floor	120.00 per sqm.
		Upper floors	160.00 per sqm.
3.	Apartment, School, Semi Govt. undertaking, religious Institutions and other uses (Two times the rate of RCC residential building)	Ground floor	30.00 per sqm.
		Upper floors	40.00 per sqm.

In case of fee for uses not listed above, the Authority may decide the fees to be fixed considering the similar nature of uses.

- (III) (A) In calculating the total floor area for determining the fees, fraction of Sq. meter, if any, shall be rounded to next higher integer.
- (B) Permit fees for a Filling Station - Rs. 25,000.00/- + Construction fees as prescribed above.
- (C) Application fees for Cinema, Theatre, Multiplex etc.—
Rs. 25,000.00/- + Construction fees as prescribed above.
- (D) (i) Application fee for transmission tower - Rs. 25,000.00/-
(ii) Application fee for bridge-
-) (a) Wooden/Bamboo bridge for pedestrian -Rs.1000/-Lump sum
(b) Wooden bridge for vehicular traffic
(c) R.C.C. foot bridge for vehicular traffic -Rs. 10,000/-
(d) R.C.C. foot bridge -Rs. 5000/-
- (E) Application fees for erection of R.C.C. or brick compound-walls:—
Iron grill or wire netting fencing with iron or R.C.C. brick columns shall be charged Rs. 1000.00 per hundred R.M. of length or part thereof. For brick R.C.C. the rate shall be Rs. 2000.00 per hundred R.M. of length or part thereof.

- (F) Application fees for development of site including earth filling-shall-be-as-under-
- (a) For residential, public and semi public, institutional etc. the rate of fees shall be Rs. 1000.00 per unit as per Zoning Plan subject to a minimum of Rs.—500.00.
- (b) For commercial, industrial, etc. the rate of fees shall be Rs. 2000.00 per unit as per Zoning Plan subject to minimum of Rs. 2000.00.
- (G) Fees for NOC for Electric Connection- Rs. 50/- for each application.
- (H) Fees for appeal to the Authority:—
- (i) Fees for appeal for residential building of any type Rs. 100.00 on flat rate basis.
- (ii) Fees for nonresidential building Rs. 200.00 on flat rate basis.
- (iii) Fees for cinema, theatre Rs. 1000.00 on flat rate basis.
- (iv) Fees for filling station etc. Rs. 1000.00 on flat rate basis.
- (I) Fee for proof checking of Structural Design Basic Report (SDBR) and proof checking of structural design as per Chapter- V may be fixed by Authority separately.

(2) RENEWAL PERMISSION FEE:

Miscellaneous fees item		Rate of fees
(i)	Renewal of building permission *	15% of the fees paid for the original permit.
(ii)	Duplicate copy of NOC	Rs. 10.00 per copy.
(iii)	Certified copies of approved plan.	Rs. 20.00 per copy.
(iv)	For furnishing copies of map.	Rs.200.00 per copy.
(v)	Fees for revision of plan after approval	15% of the fees paid for original permit plus additional fees for additional area, if any.

* If renewal is not applied within the validity period 15% of the renewal fee per annum will be realized.

- (3) Stacking of any building material in Govt. land/road will be fined by the Authority as given below ;-
- (a) Rs. 5000.00 per Sq. Metres of covered area of the plot / day.
- (4) The fee for structural design review panel for proof checking of designs and other construction management work etc. will be as per size and complexity of the project and will have to be borne by the-applicant.
- (5) Penal charge for non-erection of Display Board shall be Rs. 500/-.
- (6) Security deposit (non-interest bearing) shall be Rs. 50/- per sq.m. subject to a maximum of Rs. 5 lakhs.
- (7) A builder shall declare the cost of construction of building while submitting the application for construction and such fee/cess as provided in The Building and Other Construction Workers Welfare Area Ratio (FAR)e Cess Rules, 1998 (as amended) shall be deposited to the Authority before receipt of NOC for construction.
- (8) Rates for compounding compoundable items:
- (1) For building built prior to 1998
- (i) Five times the rate of normal permission fees for residential, public & semi public, institutional, educational buildings.

- (ii) Ten times the rate of normal permission fees for commercial apartment, industrial & similar buildings.
- (2) For buildings built after 1998 upto 2006
- (i) In addition to the rates prescribed in (1), the normal building permission fees will be charged.
- N.B.: For incomplete building, the regularization fees to be computed on pro-rata basis.**
- (3) Rates for deviation of the Building Bye laws other than non-compoundable items specified in (i) of Appendix-III shall be compounded at following rates for building constructed upto 2006
- (i) Rs. 500.00/sq. metres. of area to be compounded for residential, public & semi public and educational buildings.
- (ii) Rs. 3000.00/Sq. metres. of area to be compounded for commercial, apartment, industrial building.
- N.B:
- (i) 5% escalation charge /year will be added for buildings constructed after 2006.
- (ii) The buildings not covered specifically under above categories shall be compoundable as decided by the Authority considering the merit of each case.
- (iii) Residential & non residential buildings:
- | | |
|---------------------------------|------------------------------|
| Upto 0.15metres | - No penalty |
| Above 0.15 metres to 0.3 metres | - Rs. 100.00 per sq. metres. |
- If a building has more than one violation the total regularisation fee will be calculated after considering each violation separately as per these provisions
- (4) Violation Penalty: — Not exceeding Rs. 1000/- per day and shall be imposed after the day of his first conviction.
- (5) ANNUAL RATE OF LICENSE/ ENROLMENT FEES OF TECHNICAL PERSONNEL:
- a) Rs. 5000.00 (Rupees Five Thousand) only per year.
- b) Rs. 3000.00 (Rupees Three Thousand) only for a single Multistoreyed commercial building, apartment, residential and others.
- (9) Betterment Charge:— Betterment charge shall be realized on construction in a plot of land exceeding 2000 m² @0.25% of the total cost of construction.
- (10) The State Government may revise the rates as mentioned in the Schedule-I from time to time.
- (11) Charges for premium FLOOR AREA RATIO (FAR) shall be exempted for affordable housing projects.
- (12) The royalty of minor minerals, to be used in various types of buildings shall be collected and deposited by the competent Authority as per the Assam Minor Mineral Concession (Amendment) Rules, 2021 published vide notification No.

SCHEDULE – II

**CHECK LIST OF DOCUMENTS
TO BE ACCOMPANIED WITH APPLICATION FORM FOR PLANNING AND
BUILDING PERMIT
(See Sec. 4 (1))**

1.	Trace map of the proposed site indicating the Dag No., Patta No., Revenue Village, Mouza and the Town of the concerned District.
2.	A key plan of the area showing natural channels, drains, roads and landmarks.
3.	A site plan drawn to a minimum scale 1:200 with detailed schedule of the plot.
4.	A building plan accurately drawn in a minimum scale of 1:100 with dimensions in meters.
5.	Form 11, Form 24 and Form 25 duly signed by the concerned Registered Technical Person (RTP) and countersigned by the applicant.
6.	A certificate of supervision in form 8, Form 9 and Form 10
7.	Form 7 in the case of buildings Ground + 3 floors and above.
8.	An undertaking signed by the land owner or Power of Attorney Holder or Builder or Promoter or the Applicant, as per Appendix – V of the byelaws.
9.	The party/applicant should submit an affidavit along with the application form declaring the following : (a) Particulars of land, (b) Ownership of land, (c) That they shall construct the building as per approved plan, (d) They shall submit completion certificate prior to obtaining electric connection, (e) That applicant will not occupy the building without obtaining the occupancy certificate (f) They shall not change the Registered Technical Person (RTP) during the construction period without prior notice to the Authority, and if the change has taken place the new Registered Technical Person (RTP) /applicant has to fulfill all the formalities completed by the earlier Registered Technical Person (RTP).
10.	The up to date property tax paid receipt to be submitted; in case of existing building/structure, if any.
11.	Service Plan showing provisions of all the services as provided in the byelaws.
12.	Detailed parking plan in appropriate scale.
13.	Ownership document of land.
14.	Processing fee and building permit fee as prescribed in Schedule-I of the byelaws.
15.	Any other document that the applicant feels necessary for consideration by the Authority.

SCHEDULE – III**CHECK LIST OF DOCUMENTS
TO BE ACCOMPANIED WITH APPLICATION FORM FOR LAND
SALE/TRANSFER/SUB DIVISION PERMISSION****(See Sec. 4 (2))**

1.	Land sale permission of Deputy Commissioner.
2.	Particulars of land document and ownership of land.
3.	<p>All layout plans before submission to Authority shall be signed by owner(s) and by one of the following :-</p> <p>(a) Architect holding a valid registration of the Council of Architect / Registered Technical Person not below a Graduate Civil Engineering/Town Planner of Guwahati Metropolitan Development Authority or Guwahati Municipal Corporation for layout plan of plots of measuring more than 0.5 HA and below 2.5 HA wherever applicable;</p> <p>(b) Architect holding a valid registration of the Council of Architecture of Guwahati Metropolitan Development Authority or Guwahati Municipal Corporation for layout plan of plots measuring 2.5 HA and above wherever applicable.</p> <p>(c) Town Planner qualified to be a member with Institute of Town Planners, India for plots measuring 2.5 HA and above wherever applicable;</p> <p>(d) In all layout plans a minimum of 5% of the land is to be reserved for parks/playgrounds. This land has to be handed over to Authority for its development as parks/playgrounds free of cost wherever applicable;</p>
4.	Any other documents/declaration that authority may require.
5.	Development fee as prescribed in Schedule-I.
6.	Any other document that the applicant feels necessary for consideration by the Authority.

SCHEDULE – IV**GOVERNMENT OF ASSAM**
DEPARTMENT OF HOUSING AND URBAN AFFAIRS
DISPUR: ASSAM**ASSAM STATE POLICY FOR GRANT OF TRANSFERABLE**
DEVELOPMENT RIGHTS**1. TRANSFERABLE DEVELOPMENT RIGHTS**

Transferable Development Rights (TDR) is a compensation in the form of Floor Area Ratio (FLOOR AREA RATIO (FAR)) or Development Rights which shall entitle the owner for construction of a built-up area subject to provisions in this Policy. This FLOOR AREA RATIO (FAR) credit shall be issued in a certificate which shall be called as *Development Right Certificate (DRC)*.

Development Rights Certificate (DRC) shall be issued by Authority and endorsed thereon in writing in figures and in words, the FLOOR AREA RATIO (FAR) credit in square meters of the built-up area to which the owner or lessee is entitled, the place from where it is generated, and the rate of that plot as prescribed in the Circle Rates issued by the Revenue Department for the concerned year. Such Development Rights Certificate (DRC) will be issued by the Authority.

Authority shall mean Development Authorities and where there is no Development Authority, Authority as defined in the Assam T&CP Act shall apply.

Trading or Transfer of TDR shall be limited to the boundary of the Master Plan Area.

2. CASES ELIGIBLE FOR TRANSFERABLE DEVELOPMENT RIGHTS (TDR) :

Compensation in terms of *Transferable Development Rights (TDR)* shall be permissible for-

- i. Lands under various reservations for public purposes, new roads, road widening etc. which are subjected to acquisition, proposed in Draft or Final Master Plan, prepared under the provisions of the Assam Town and Country Planning Act, 1959 or GMDA Act;
- ii. Lands reserved for the purpose of development of public amenities, solid waste processing sites, Septage management site, site for water supply under any Regulation or as reserved in Master Plan prepared as per the provisions of Assam Town and Country Planning Act, 1959 or GMDA Act 1985 or GMC Act 1969 or Assam Municipal Act 1956.
- iii. Unutilized FLOOR AREA RATIO (FAR) of any structure or precinct which is declared as a Heritage structure under any Regulations or as marked in the Master Plan.

- iv. In lieu of constructing Affordable Housing.
- v. Conservation or restricted area zones as earmarked in the Master plans prepared under Assam Town and Country Planning Act, 1959 or GMDA Act 1985, will be treated as TDR emanating zones only.
- vi. Plots falling under Water bodies will get the benefit of TDR and thereafter, the ownership of the plot will directly be transferred to the Government and will be treated as TDR emanating zones only.
- vii. All zones in Master Plan shall be TDR emanating zones and Zones except restricted area zones, conservation zones, water bodies where development is not allowed shall be TDR receiving zones or as earmarked in the master plan.

3. CASES NOT ELIGIBLE FOR TRANSFERABLE DEVELOPMENT RIGHTS (TDR) :

It shall not be permissible to grant *Transferable Development Rights* (TDR) in the following circumstances: -

- i. For earlier land acquisition or development prior to notification of this policy.
- ii. If the compensation in the form of FLOOR AREA RATIO (FAR) / or by any means has already been granted to the owner.
- iii. Where lawful possession by mutual agreement /or contract has been taken by the Government.
- iv. Beyond the jurisdiction of the Master Plan Area.

4. GENERATION OF THE TRANSFERABLE DEVELOPMENT RIGHTS (TDR) :

4.1. Transferable Development Rights (TDR) against surrendered land: -

4.1.1. For Surrender of the land which is free of cost and free from all encumbrances, the owner shall be entitled to TDR or DR irrespective of the FLOOR AREA RATIO (FAR) permissible in the area at the rate as given below: -

Area Designated on Master plan	Entitlement for TDR/DR
Non-CBD Area	2 times the area of surrendered Land
CBD Area	3 times the area of surrendered Land

Note: CBD Area: Central Business District (CBD) is that part of the city that contains the principal commercial streets. The area is characterized by a concentration of

commercial land use with a high number of commercial offices, retail shops, and services such as finance and banking. The CBD area shall be marked in the master Plan or as notified by the Authority.

(Explanation: Above entitlement may also be applicable to the owner as compensation paid in the form of FLOOR AREA RATIO (FAR) to the owner to be utilised on unaffected part of the same land parcel and in such cases the procedure of DRC shall not be insisted.)

(a) *Provided that*, if leveling of land and construction/erection of the compound wall/fencing as per Clause No. 4.1.2 to the land under surrender is not permissible as per the prevailing Development Control Regulations, the quantum of TDR shall be reduced to 1:1.85 and 1:2.85 in the non-CBD area and CBD area respectively.

(b) *Provided also that* Additional / incentive *Transferable Development Rights* (TDR) to the extent of 10%, 8%, 5% and 3% of the surrendered land area shall also be allowed to the land owners who submit the proposal for grant of *Transferable Development Rights* (TDR) within 1, 2, 3 years and 5 years from this notification respectively.

(c) *The TDR* shall be increased by 10% if used for construction of Affordable Housing. Affordable Housings are those as defined in existing building rules/byelaws, subject to a ceiling of maximum FLOOR AREA RATIO (FAR) of 325.

4.1.2. DRC shall be issued only after the land is surrendered to the Authority, free of cost and free from encumbrances, and after constructing/erecting a brick/stone wall up to 0.60 metre above ground level, at the cost of the owner and to the satisfaction of the Authority, *provided that*, if on certain lands such construction/erection of compound wall/fencing is prohibited or restricted by any Regulation, then the quantum of *Transferable Development Rights* (TDR) shall be reduced as prescribed in the proviso to Clause 4.1.1(a).

4.1.3. If any contiguous land of the same owner/developer, in addition to the land under surrender for which *Transferable Development Rights* (TDR) is to be granted, remains unbuildable, the Authority may grant *Transferable Development Rights* (TDR) for such remaining unbuildable land also, if the owner/developer hands it over free of cost and free from all encumbrance and encroachment. If such land forms a part of the proposed roads then such land shall be utilised for road side parking, garden, open space or road side amenities including bus bays, public toilets or any compatible use as the Authority may decide and if such land is from the proposed reservation then same shall be included in such proposed reservation and shall be developed for the same purpose. The Authority shall quarterly report such cases to Government.

5. UTILISATION OF TRANSFERABLE DEVELOPMENT RIGHTS (TDR) :

5.1. A holder of DRC who desires to use FLOOR AREA RATIO (FAR) credit therein on a particular plot of land shall attach valid DRCs to the extent required with his application for development permission. Proposal for *Transferable*

Development Rights (TDR) utilisation shall be submitted along with the documents as may be prescribed by the Authority or by the Government from time to time.

- 5.2. The DRCs shall be issued by the Authority in multiple of 100 sqm. and 5 sqm. Sum total of all the DRCs issued shall be the eligible DRC granted to the owner, rounded to the nearest unit of 5 sqm. With an application for development permission, where an owner seeks utilisation of DRC, he shall submit the DRC to the Authority in multiple numbers to the extent of area proposed to be utilised.
- 5.3. The *Transferable Development Rights* (TDR) generated from any land shall be utilised on any receiving plot anywhere in CBD or non-CBD area earmarked on the Master Plan but subject to restrictions if any as per the Zoning regulations. The equivalent quantum of *Transferable Development Rights* (TDR) to be permitted on receiving plot shall be governed by the formula given below: -

Formula: $X = (Rg/Rr) \times Y$

Where,

X = Permissible Utilisation of TDR/DR in sqm on receiving plot

Rg = Rate for land in Rs. per sq.m. as per Circle Rate of generating plots in generating year

Rr = Rate for land in Rs. per sq.m. as per Circle Rate of receiving plot in generating year

Y = TDR debited from DRC in sq.m.

Base Floor Area Ratio (FAR)	Existing	Plot Size (Sq m/ Bigha /Katha)									
	Road	Plot Size up to 670 sq m (2.5 K)		Plot Size above 670 sq m up to 1338 sq m (2.5 K- 1 B)		Plot Size above 1338 sq m up to 6690 sq m (1B- 5 B)		Plot Size above 6690 sq m (5 B) upto 13380 (10B)		Plot Size above 13380 sqm(5B)	
	Width (m)	AREA RATIO	Max TDR Loading	AREA RATIO	Max TDR Loading	AREA RATIO	Max TDR Loading	AREA RATIO	Max TDR Loading	AREA RATIO	Max TDR Loading
100	Above 3.6 upto 4.5	125	0	125	0	125	0	125	0	125	0
125	Above 4.5upto 6.6	125	0	125	0	125	0	150	0	150	0
150	Above 6.6 upto 8.0	150	0	160	0	175	0	175	0	175	0
150	Above 8.0 upto 15	150	0.2	175	0.4	225	0.4	225	0.4	275	0.4
160	Above 15	175	0.3	200	0.5	250	0.5	275	0.5	300	0.5

5.4. Utilisation of Transferable Development Rights (TDR) and Road Width Relation: -

5.4.1. Notwithstanding anything contained in any Policy, the total maximum permissible built-up area and utilisation of *Transferable Development Rights* (TDR) on receiving plot shall be, subject to the road width, as prescribed below:

5.4.2 Condition of utilisation of TDR.

- The maximum permissible TDR that can be utilised on any plot, provided that specific area-based restriction on the maximum permissible utilisation limit prescribed by Zoning Regulations shall remain in force, like Heritage zone, Green belt areas.

- ii. FLOOR AREA RATIO (FAR) loading limit on such plot (Maximum Building potential) shall be the Base FLOOR AREA RATIO (FAR) +Premium FLOOR AREA RATIO (FAR)+ TDR + Additional FLOOR AREA RATIO (FAR) if any. The additional FLOOR AREA RATIO (FAR) except for Base FLOOR AREA RATIO (FAR) shall be granted on payment of charges at the rate of Premium FLOOR AREA RATIO (FAR) as per the existing bye-laws. The sum total of permissible FLOOR AREA RATIO (FAR) on any plot shall be limited to 325.
- iii. The quantum of maximum permissible TDR loading mentioned above shall include slum TDR (wherever applicable) and DRC generated from such slum land and/or DRC generated from other locations shall be limited to the permissible limit mentioned above.
- iv. If a plot is situated on an internal road having a dead end within 50 mt. from the main road, then such plot shall be treated as fronting on the main road for the purpose of utilisation of TDR.

5.4.2. The additional FLOOR AREA RATIO (FAR) assigned for Affordable Housing Scheme, Urban Renewal Scheme, etc. as provided in existing building rules/bye-laws shall be in addition to the maximum permissible FLOOR AREA RATIO (FAR), however, the sum total of all FLOOR AREA RATIO (FAR) shall be limited 325 on a plot.

5.4.3. Areas Restricted from Utilisation of Transferable Development Rights (TDR): -

Utilisation of *Transferable Development Rights* (TDR) shall not be permitted in the following areas: -

- i. Agricultural / no development / Green Belt zone / Eco Zones/ Water bodies/ Heritage zones in the Master Plan. These areas shall be treated exclusively as TDR emanating zones.
- ii. Area within the flood control line or flood prone areas as specified in the Master Plan or Specified by the Water Resource Department.
- iii. Where the permissible basic Zonal FLOOR AREA RATIO (FAR) is 50 or less.
- iv. Area having developmental prohibition or restrictions imposed by any notification issued under the provisions of any Central/State Act or under any Regulations.

6. GENERAL STIPULATION: -

- 6.1. DRC shall be issued by the Authority (As defined in the Town and Country Planning Act and GMDA Act) as certificates in value of 100 sqm. and 5 sqm.

printed in an appropriate form as prescribed by the Authority. Such a certificate shall be a “transferable and negotiable instrument”. All transactions relating to transfer or utilisation of DRC shall be recorded at the reverse body of the DRC.

6.2. The Authority shall issue DRC or reject the issuance of DRC within a period of 30 days from the date of application.

6.3. Transfer of DRC-

6.3.1. The Authority shall allow transfer of DRC in the following manner-

- i. In case of death of the holder of DRC, the DRC shall be transferred only on production of the documents as may be prescribed by the Government from time to time, after due verification and satisfaction regarding title and legal successor.
- ii. If a holder of DRC intends to transfer it to any other person, he shall endorse the transfer at the reverse body of the DRC indicating the name of the Transferee. The transaction shall be done under the signature of both Transferor and Transferee.
- iii. If a holder of DRC intends to transfer it to any other person, he shall endorse the transfer at the reverse body of the DRC indicating the name of the Transferee. The transaction shall be done under the signature of both Transferor and Transferee, the Certificate shall be available for use only to the holder/transferor. A record of DRC indicating transferred TDR shall be maintained by Government in a digital platform and shall be entered by the Transferor of the DRC online. A sum of Rs. 500 (Rupees Five Hundred) only shall be paid to the authority as transaction fee.

6.4. The Authority may refrain the DRC holder from utilizing the DRC in the following circumstances: -

- i. Under direction from a competent Court.
- ii. Where the DRC is obtained
 - a) by producing fraudulent documents
 - b) by misrepresentation of facts.
 - c) For misrepresentation of facts penal provisions as provided in Assam Town and Country Planning Act, 1959 / GMDA Act 1985 / existing building rules/bye-laws, shall apply.

6.5. Any DRC may be utilised on one or more plots or lands whether vacant, or already developed fully or partly by erection of additional storeys, or in any other manner consistent with the prevailing Master Plan and existing building rules/bye-laws.

6.6. Additional constructions shall be allowed on existing or under-construction buildings with the additional FLOOR AREA RATIO (FAR) under this policy.

In such a case, the parking norms will have to be fulfilled. Such benefits on under-construction developments shall be allowed only after the production of a structural stability certificate of the proposed construction from Civil engineering Department of IIT/NIT/Govt. Engineering Colleges. Additional constructions allowed on existing building shall be limited to one additional storey.

- 6.7. The Setbacks of the building – the existing setbacks including front setback may be allowed for higher floor/floors and necessary relaxation to that extent may be granted by the Authority subject to compliance of all fire requirements and fire NOCs. In any case existing approved setbacks shall not be reduced.

7. APPLICABILITY OF THIS POLICY: -

- i. This Policy shall come into effect from the date of publication of this Notification in the Official Gazette.
- ii. The policy shall extend to the master plan areas of whole of Assam except for areas under Autonomous Districts, provided that if any District Council desires that all or any of the provisions of this Policy should apply to the Autonomous District concerned, a notification may be issued to that effect and this Policy shall then extend to that Autonomous District subject to such exceptions or modifications as may be specified in the notification.

SCHEDULE-V

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT DISPUR: GUWAHATI: ASSAM

Assam State Transit Oriented Development (TOD) Policy

1. Background

- 1.1. Urbanization has led to horizontal growth of the cities thus creating problems of urban sprawl. This has resulted in increase in trip lengths and higher usage of private vehicles, problems of pollution, and increased demand for infrastructure. To address these issues, many cities have strengthened their public transport by developing mass rapid transit systems (MRTS) such as metro rails and Bus Rapid Transit Systems (BRTS). It is, however, important to efficiently use these systems by integrating the land use with the transport infrastructure to make the cities liveable, healthy and smart.

2. Transit Oriented Development (TOD)

- 2.1. Transit Oriented Development is essentially any development, macro or micro that is focused on the integration of land use and transport planning and aims to develop planned sustainable urban growth centres, having walkable and liveable communes with high density mixed land-use. Citizens have access to open green and public spaces and at the same time transit facilities are efficiently utilised.
- 2.2. TOD increases the accessibility of the transit stations by creating pedestrian and Non-Motorised Transport (NMT) friendly infrastructure that benefits large number of people, thereby increasing the ridership of the transit facility and improving the economic and financial viability of the system. Since the transit corridor has mixed land-use, where the transit stations are either origin (housing) or destination (work), the corridor experiencing peak hour traffic in both directions would optimize the use of the transit system.
- 2.3. The primary goals of TOD are to –
 - (i) Reduce/discourage private vehicle dependency and induce public transport use – through design, policy measures and enforcement.
 - (ii) Provide easy public transport access to maximum number of people within walking distance – through densification and enhanced connectivity.

3. TOD Zones

- 3.1. In order to ensure optimum utilization of scarce land resources and to provide opportunities for restructuring through Mixed Land-use along the Mass Transit corridors, Transit oriented Development (TOD) will be allowed. TOD Zones will be the area in immediate vicinity of the mass transit stations, i.e. within a walking distance and also well integrated with bicycle, feeder and transit networks. TOD Zones shall be demarcated in the Master Plan describing overall objective, Land-use and Transport strategy, provisions, and incentives for promotion of TOD.
- 3.2. The TOD Zone shall be designated up to 800 meters in diameter around which MRTS or BRTS stations are proposed. This 800 meters proposed TOD Zone has

been bifurcated as under, for the purpose of the developments proposed to be carried out –

- (a) Intense TOD Zone : The first 500 meters
- (b) Transition TOD Zones : Between 500 to 800 meters

It is to be clarified that 800 meters will be calculated from the boundaries of the MRTS or BRTS stations.

- 3.3. In areas, where there are no MRTS or BRTS corridors or stations exists, the TOD Zones shall be designated as 200 meters on either side of the Bus Transit System or as demarcated in the Master Plan.

4. High Density Compact Development

- 4.1. TOD promotes densification in the influence area by providing higher Floor Area Ratio (FLOOR AREA RATIO (FAR)) to support higher population and job density as compared to the area around and beyond the TOD Zone. FLOOR AREA RATIO (FAR) in the Intense TOD zone and Transition TOD Zone shall be additional 40% and 30% respectively on the maximum permissible FLOOR AREA RATIO (FAR). FLOOR AREA RATIO (FAR) in other public transit corridors shall be 40 % of the maximum permissible FLOOR AREA RATIO (FAR) of the zone, subject to a capping of maximum FLOOR AREA RATIO (FAR) of 400, including all. However maximum FLOOR AREA RATIO (FAR) in all the TOD zones shall not exceed 400. This will promote higher concentration of people within the walking distances of transit station, thereby increasing the ridership of the public transport and resulting in increased Floor Area Ratio (FAR)e revenue, pollution and congestion reduction.

Detail calculation of additional FLOOR AREA RATIO (FAR) and break-up of maximum FLOOR AREA RATIO (FAR) allowed against different uses and other details are given below,-

Let,

A. For Intense Zone –

$$\begin{aligned}
 & \text{Base FLOOR AREA RATIO (FAR) as specified in Bye Law} & = & A \\
 & \text{Premium FLOOR AREA RATIO (FAR) as specified in Bye Law} & = & B \\
 & \text{Additional FLOOR AREA RATIO (FAR)} & = & C = 40\% \text{ of} \\
 & (A+B) \\
 & \text{TDR FLOOR AREA RATIO (FAR) as per TDR Policy} & = & D \\
 & \text{Total FLOOR AREA RATIO (FAR) allowable in TOD} & = & M = \\
 & (A+B+C+D) \text{ which shall not exceed FLOOR AREA RATIO (FAR) 400}
 \end{aligned}$$

B. For Transition Zone –

$$\begin{aligned}
 & \text{Base FLOOR AREA RATIO (FAR) as specified in Bye Law} & = & A \\
 & \text{Premium FLOOR AREA RATIO (FAR) as specified in Bye Law} & = & B \\
 & \text{Additional FLOOR AREA RATIO (FAR)} & = & C = \\
 & & & 30\% \text{ of } (A+B) \\
 & \text{TDR FLOOR AREA RATIO (FAR) as per TDR Policy} & = & D \\
 & \text{Total FLOOR AREA RATIO (FAR) allowable in TOD} & = & M = \\
 & (A+B+C+D) \text{ which shall not exceed FLOOR AREA RATIO (FAR) 400}
 \end{aligned}$$

4.2. Additional FLOOR AREA RATIO (FAR) allowed in plot more than 2000 sq.m abutting a road of 10m subject to maximum 400 FLOOR AREA RATIO (FAR)

4.3. Any FLOOR AREA RATIO (FAR) over and above the base FLOOR AREA RATIO (FAR) shall be treated as premium FLOOR AREA RATIO (FAR) and shall be charged at the rates as provided in the building bye-laws. The revenue shall be deposited in TOD fund for augmentation of infrastructure in TOD Zone. The TOD account shall be with the Development Authority.

4.4. TDR shall be applicable to TOD zones for densification but shall be limited to FLOOR AREA RATIO (FAR) 400 in total.

4.5. No Compound wall/ Fencing shall be permissible on the boundary of the plot facing the road and 50% front marginal distance (subject to a minimum of 3.0 meters) shall be kept accessible to the pedestrians. However, it shall be

permissible for the applicant to construct/erect fencing on the receded boundary, after leaving the space for pedestrians as specified above.

- 4.6. Wholesale stores, car dealer showrooms, warehouses, storages, auto service centres, Garages, etc. shall not be eligible for benefits under this TOD policy.
- 4.7. In case of independent unit/ Bungalow for self-use, such development/ Redevelopment may be allowed within permissible FLOOR AREA RATIO (FAR) as per the existing Building Bye-laws. The benefits of enhanced FLOOR AREA RATIO (FAR) provided under TOD Zones shall not apply.
- 4.8. Encourage amalgamation and reconstitution of plots for utilization of higher FLOOR AREA RATIO (FAR) with allowing incentives such as no charges for approval of plans, etc.
- 4.9. If minimum of 50% of a plot area or amalgamated plot falls within the transit corridor or influence area of the identified nodes it will qualify for the TOD benefits.
- 4.10. Higher FLOOR AREA RATIO (FAR) permissible along the Transportation Corridors and around the nodes as specified will not be allowed in areas identified as Eco-Sensitive Zone, Eco-Zone, Green Belt, as notified in the Master Plan and also in the notified hills and water bodies, even if these areas come under the Transport corridor or influence area of the identified nodes.
- 4.11. In case of any dispute on interpretation of this policy, decision of the authority shall be considered as final.

5. Diversity

- 5.1. TOD zone shall be designated as mixed-use zone. Transit stations shall be classified based on typologies and mix of land-use that optimises level of density shall be encouraged. The land use such as mixed land-use, affordable housing, employment nodes and recreational facilities/malls shall be encouraged to support TOD. The land-use such as low density housing, free parking and surface/multi-level parking, petrol pumps/CNG stations, automobile garages,

warehouses and cremation grounds that does not support TOD shall be discouraged.

- 5.2. Mixed land-use integrated development shall be promoted for plot area more than 2000 sq. m. (with combination of housing for various income strata, commercial development, road and other infrastructure). In such developments, maximum 50% shall be allocated for Non-Residential (Commercial, Public and Semi Public and Institutional), and 50% as per existing zoning. In any zone, minimum 30% shall be reserved for residential purpose. Charges for premium FLOOR AREA RATIO (FAR) shall be exempted for affordable housing projects.
 - 5.3. The mixed-use development has to mandatorily incorporate affordable housing and open spaces/circulation areas. In order to promote affordable housing, out of the 30% of residential use, a minimum of 30% of the built-up area shall be utilized for EWS and LIG housing up to 66 sq. m. built-up area in the TOD Zones.
 - 5.4. Open space is critical to offset the impact of dense mixed-use developments and improve the environment and quality of life. Regulations may be framed to mandate the developer to allocate at least 10% of the land abutting the road for plot sizes more than 2500 sq.m. for the development of parks or open public spaces that are accessible to the general public subject to fulfilling the provision at Sl. No. 4.4 whichever is more.
- 6. Destination Accessibility**
- 6.1. In order to improve the destination accessibility, roads along the mass transit corridors and other public transport corridors shall have a minimum ROW of 24 m. At least one road on each side of the station which acts as a feeder road shall have a minimum ROW of 10m. The alignment, ROW and influence zones for Bus Rapid Transit System, Metro Rail Transit System and Bus Transit System shall be marked in each Master Plan of a Town. In TOD influence zones "Urban Design Layouts" shall be prepared.
 - 6.2. High frequency feeder services in terms of regular buses, mini buses, mini vans shall be provided by transit agencies depending upon the commuter demand.

6.3. "Park and Ride" facilities shall be developed within station area for all the transit stations. Larger park and ride facilities shall be developed at terminal stations as well as stations at outskirts where availability of land is not a major constraint. Concessional parking rates for bicycle parking shall be adopted to promote the use of bicycles as an access mode to transit.

6.4. Direct walking paths to be provided to transit stations without any detour e.g. walking paths through parks, and exclusive skywalks from major trip generators such as malls.

7. Demand Management

7.1. There is a need to increase the supply of paid off-street parking facilities at strategic locations to contain the tendency of on-street parking. Shared parking shall be developed at depots, terminals and multi-modal hubs etc. Parking norms as per the existing building bye laws shall apply.

7.2. Regulation of hawkers is important to reduce the encroachments which obstruct the free flow of pedestrian and vehicular traffic through demarcation of hawker zones into red zone where hawkers are not permitted at all times, amber zone where hawkers are permitted during certain period of time. and green zone where hawkers are permitted all the time. The ULB shall issue the licenses with small fees to regulate the number of hawkers.

8. Applicability, Fee and Charges

8.1. Additional constructions shall be allowed on under-construction buildings but not on completed existing buildings, with the additional FLOOR AREA RATIO (FAR) under this policy. In such a case, the parking norms will have to be fulfilled. Such benefits on under-construction developments shall be allowed only after production of a structural stability certificate of the proposed constructions from Civil Engineering Departments of IIT/NIT/Government Engineering colleges. The additional floor allowed in such building shall be limited to one additional storey.

8.2. The Setbacks of the building – the existing setbacks including front setback may be allowed for higher floor/floors and necessary relaxation to that extent may be

granted by the Authority subject to compliance of all fire requirements and fire NOCs. In any case existing approved setbacks shall not be reduced.

- 8.3. The identification of any new corridors shall be done by the competent authority and the State Government will approve the corridor on the recommendation of the Director, Town and Country planning and the provisions of this policy shall be applicable to such areas.
- 8.4. All the fees and charges collected shall be in the form of 'Infrastructure Augmentation Charges' and to be kept in the separate head of account as 'Infrastructure Development Fund' (IDF) and the same shall be exclusively considered for development of TOD Zones and implementation of Transit System Projects. The Authority may work out their own formula for charging cost of providing higher FLOOR AREA RATIO (FAR) with approval of the State Government.

SCHEDULE-VI
Policy for Transit Oriented Development (TOD) Policy within Guwahati
Metropolitan Area

1. Background

1.1. Urbanization has led to horizontal growth of the cities thus creating problems of urban sprawl. This has resulted in increase in trip lengths and higher usage of private vehicles, problems of pollution, and increased demand for infrastructure. To address these issues, many cities have strengthened their public transport by developing mass rapid transit systems (MRTS) such as metro rails and Bus Rapid Transit Systems (BRTS). It is, however, important to efficiently use these systems by integrating the land use with the transport infrastructure to make the cities liveable, healthy and smart.

2. Transit Oriented Development (TOD)

2.1. Transit Oriented Development is essentially any development, macro or micro that is focused on the integration of land use and transport planning and aims to develop planned sustainable urban growth centres, having walkable and liveable communes with high density mixed land-use. Citizens have access to open green and public spaces and at the same time transit facilities are efficiently utilised.

2.2. TOD increases the accessibility of the transit stations by creating pedestrian and Non-Motorised Transport (NMT) friendly infrastructure that benefits large number of people, thereby increasing the ridership of the transit facility and improving the economic and financial viability of the system. Since the transit corridor has mixed land-use, where the transit stations are either origin (housing) or destination (work), the corridor experiencing peak hour traffic in both directions would optimize the use of the transit system.

2.3. The primary goals of TOD are to –

(iii) Reduce/discourage private vehicle dependency and induce public transport use – through design, policy measures and enforcement.

- (iv) Provide easy public transport access to maximum number of people within walking distance – through densification and enhanced connectivity.

3. TOD Zones

3.1. In order to ensure optimum utilization of scarce land resources and to provide opportunities for restructuring through Mixed Land-use along the Mass Transit corridors, Transit oriented Development (TOD) will be allowed. TOD Zones will be the area in immediate vicinity of the mass transit stations, i.e. within a walking distance and also well integrated with bicycle, feeder and transit networks. TOD Zones shall be demarcated in the Master Plan describing overall objective, Land-use and Transport strategy, provisions, and incentives for promotion of TOD.

3.2. The TOD Zone designated up to 800 meters in and around the MRTS, BRTS or Transit Stations is proposed. It is to be clarified that in general 800 meters will be calculated from the boundaries of the MRTS or BRTS stations. For transit corridors along MRTS or BRTS, TOD zones shall be designated as 100-200 meters on either side of the corridors, barring restricted areas as per provisions of Master Plan.

3.3. In areas, where there are no MRTS or BRTS corridors or stations exists, the TOD Zones shall be designated as 100 -200 meters on either side of the Bus Transit System/ Transit Corridors as demarcated in the Master Plan based on physical condition, trend of development , availability of land.

4. High Density Compact Development

4.1. TOD promotes densification in the influence area by providing higher Floor Area Ratio (FLOOR AREA RATIO (FAR)) to support higher population and job density as compared to the area around and beyond the TOD Zone. FLOOR AREA RATIO (FAR) in the TOD zone in transit corridors along MRTS or BRTS or other public transit corridors, and nodes, as mentioned above shall be additional 40% on the maximum permissible FLOOR AREA RATIO (FAR) of the zone/plot, subject to a capping of maximum FLOOR AREA RATIO (FAR) of 400, including all. However maximum FLOOR AREA RATIO (FAR) in all the TOD zones shall not exceed 400. This will promote higher concentration of people within the walking distances of transit station, thereby increasing the

ridership of the public transport and resulting in increased Floor Area Ratio (FAR) revenue, pollution and congestion reduction.

Detailed calculation of additional FLOOR AREA RATIO (FAR) and break-up of maximum FLOOR AREA RATIO (FAR) allowed against different uses and other details are given below:

Let,

For Transit Zone –

Base FLOOR AREA RATIO (FAR) as specified in Bye Law = **A**

Premium FLOOR AREA RATIO (FAR) as specified in Bye Law = **B**

Additional FLOOR AREA RATIO (FAR) = **C** =

40% of (A+B)

TDR FLOOR AREA RATIO (FAR) as per TDR Policy = **D**

Total FLOOR AREA RATIO (FAR) allowable in TOD = **M** =

(A+B+C+D) which shall not exceed FLOOR AREA RATIO (FAR) 400

Note1: Additional FLOOR AREA RATIO (FAR) is allowed in plot more than 2000 sq.m abutting a road of minimum 10m subject to maximum 400 FLOOR AREA RATIO (FAR)

- 4.2. Any FLOOR AREA RATIO (FAR) over and above the base FLOOR AREA RATIO (FAR) shall be treated as premium FLOOR AREA RATIO (FAR) and shall be charged at the rates as provided in the building bye-laws.
- 4.3. TDR shall be applicable to TOD zones for densification but shall be limited to FLOOR AREA RATIO (FAR) 400 in total.
- 4.4. No Compound wall/ Fencing shall be permissible on the boundary of the plot facing the road and 50% front marginal distance (subject to a minimum of 3.0 meters) shall be kept accessible to the pedestrians. However, it shall be permissible for the applicant to accessible to pedestrian. However, it shall be permissible for the applicant to construct/erect fencing on the receded boundary, after leaving the space for pedestrians as specified above.

- 4.5. Wholesale stores, car dealer showrooms, warehouses, storages, auto service centres, Garages, etc. shall not be eligible for benefits under this TOD policy.
- 4.6. In case of independent unit/ Bungalow for self-use such development/ Redevelopment may be allowed within permissible FLOOR AREA RATIO (FAR) as per the existing Building Bye-laws. The benefits of enhanced FLOOR AREA RATIO (FAR) provided under TOD Zones shall not apply.
- 4.7. Encourage amalgamation and reconstitution of plots for utilization of higher FLOOR AREA RATIO (FAR) with allowing incentives such as no charges for approval of plans, etc.
- 4.8. If minimum of 50% of a plot area or amalgamated plot falls within the transit zone or corridor or influence area of the identified nodes or corridors, it will qualify for the TOD benefits.
- 4.9. Higher FLOOR AREA RATIO (FAR) permissible along the Transportation Corridors and around the nodes as specified will not be allowed in areas identified as Eco-Sensitive Zone, Eco-Zone, Green Belt, as notified in the Master Plan and also in the notified hills and water bodies, even if these areas come under the TOD zone of Transport corridor or identified nodes.
- 4.10. In case of any dispute on interpretation of this policy, decision of the authority shall be considered as final.

5. Diversity

- 5.1. TOD zone shall be designated as mixed-use zone. Transit stations shall be classified based on typologies and mix of land-use that optimises level of density shall be encouraged. The land use such as mixed land-use, affordable housing, employment nodes and recreational facilities/malls shall be encouraged to support TOD. The land-use such as low density housing, free parking and surface/multi-level parking, petrol pumps/CNG stations, automobile garages, warehouses and cremation grounds that does not support TOD shall be discouraged.

- 5.2. Mixed land-use integrated development shall be promoted for plot area more than 2000 sq. m. (with combination of housing for various income strata, commercial development, road and other infrastructure). In such developments, maximum 50% shall be allocated for Non-Residential (Commercial, Public and Semi Public and Institutional), and 50% as per existing zoning. In any zone, minimum 30% shall be reserved for residential purpose. Charges for premium FLOOR AREA RATIO (FAR) shall be exempted for affordable housing projects.
- 5.3. The mixed-use development has to mandatorily incorporate affordable housing and open spaces/circulation areas. In order to promote affordable housing, out of the 30% of residential use, a minimum of 30% of the built-up area shall be utilized for EWS and LIG housing up to 66 sq. m. built-up area in the TOD Zones.
- 5.4. Open space is critical to offset the impact of dense mixed-use developments and improve the environment and quality of life. Regulations may be framed to mandate the developer to allocate at least 10% of the land abutting the road for plot sizes more than 2500 sq.m. for the development of parks or open public spaces that are accessible to the general public subject to fulfilling the provision at Sl. No. 4.4 whichever is more.
- 6. Destination Accessibility**
- 6.1. In order to improve the destination accessibility, roads along the mass transit corridors and other public transport corridors shall have a minimum ROW of 24 m. At least one road on each side of the station which acts as a feeder road shall have a minimum ROW of 10m. The alignment, ROW and influence zones for Bus Rapid Transit System, Metro Rail Transit System and Bus Transit System shall be marked in each Master Plan of a Town. In TOD influence zones "Urban Design Layouts" shall be prepared.
- 6.2. High frequency feeder services in terms of regular buses, mini buses, mini vans shall be provided by transit agencies depending upon the commuter demand.

- 6.3. "Park and Ride" facilities shall be developed within station area for all the transit stations. Larger park and ride facilities shall be developed at terminal stations as well as stations at outskirts where availability of land is not a major constraint. Concessional parking rates for bicycle parking shall be adopted to promote the use of bicycles as an access mode to transit.
- 6.4. Direct walking paths to be provided to transit stations without any detour e.g. walking paths through parks, and exclusive skywalks from major trip generators such as malls.

7. Demand Management

- 7.1. There is a need to increase the supply of paid off-street parking facilities at strategic locations to contain the tendency of on-street parking. Shared parking shall be developed at depots, terminals and multi-modal hubs etc. Parking norms as per the existing building bye laws shall apply.
- 7.2. Regulation of hawkers is important to reduce the encroachments which obstruct the free flow of pedestrian and vehicular traffic through demarcation of hawker zones into red zone where hawkers are not permitted at all times, amber zone where hawkers are permitted during certain period of time. and green zone where hawkers are permitted all the time. The ULB shall issue the licenses with small fees to regulate the number of hawkers.

8. Applicability, Fee and Charges

- 8.1. Additional constructions shall be allowed on under-construction buildings but not on completed existing buildings, with the additional FLOOR AREA RATIO (FAR) under this policy. In such a case, the parking norms will have to be fulfilled. Such benefits on under-construction developments shall be allowed only after production of a structural stability certificate of the proposed constructions from Civil Engineering Departments of IIT/NIT/Government

Engineering colleges. The additional floor allowed in such building shall be limited to one additional storey.

- 8.2. The Setbacks of the building – the existing setbacks including front setback may be allowed for higher floor/floors and necessary relaxation to that extent may be granted by the Authority subject to compliance of all fire requirements and fire NOCs. In any case existing approved setbacks shall not be reduced.
- 8.3. The identification of any new corridors shall be done by the competent authority and the State Government will approve the corridor on the recommendation of the Guwahati Metropolitan Development Authority (GMDA) and the provisions of this policy shall be applicable to such areas.
- 8.4. All the fees and charges collected shall be in the form of 'Infrastructure Augmentation Charges' and to be kept in the separate head of account as 'Infrastructure Development Fund' (IDF) and the same shall be exclusively considered for development of TOD Zones and implementation of Transit System Projects. The Authority may work out own formula for charging cost of providing higher FLOOR AREA RATIO (FAR) with approval of the State Government.

Sd/-

Chief Executive Officer,
Guwahati Metropolitan Development Authority
Bhangagarh, Guwahati-5.

ABBREVIATION

CCTV	Close Circuit Television
CTI	Common Telecommunication Infrastructure
DoT	Department of Telecommunication
FTTx	Fiber to the X Fiber
	Fiber To The Home (FTTH)
	Fiber To The Premises (FTTP)
	Fiber To The Building (FTTB)
	Fiber To The Node (FTTN)
	Fiber To The Curb/Cabinet (FTTC)
GDP	Gross Domestic Product
IBS	In Building Solutions
ISP	Internet Service Provider
MBIT	Megabit
OFC	Optic Fiber Communication
QoS	Quality of Service
RWA	Residential WellFloor Area Ratio (FAR)e Association
TRAI	Telecom Regulatory Authority of India
TSP	Telecommunication Service Provider

KAVITHA PADMANABHAN,
Commissioner & Secretary to the Govt. of Assam,
Department of Housing & Urban Affairs.