

## Form-A

[see rule 4(1)]

### Application Form for the Regularisation of Unauthorised Development

To,  
The Chief Executive Authority/Municipal Commissioner/Chief Officer  
\_\_\_\_\_Area/Urban Development Authority/Municipal Corporation/Nagarpalika

I/We hereby apply for getting the unauthorised development regularised as described in accompanying relevant drawings alongwith the certificate in **Form-F** for structural stability, **Form-G** for fire safety measures compliance and relevant undertakings, as the case may be.

1. Name of the owner/s or the occupier/s :  
(Attach documentary proof like the extract from the Property Register for city survey lands or an extract from the Record of Rights for Revenue lands or the copy of the index of registered sale deed as the case may be)
2. Occupied the property since when  
(Attach documentary proof like, property tax bill of local body, electricity bill, telephone bill, ration card etc.)
3. Details of property tax last paid:
  - (a) Tenement Number :
  - (b) Useable Area for assessment of property tax : Sq. mts
  - (c) Year of assessment :
  - (d) Use for which the assessment is done :
4. Is this land/building included in a layout/building plan sanctioned by the appropriate authority or any other authority?  
If yes, date of sanction and order number submit the copy of the approved plan
  - (a) Plot area : (sq.mtrs.) No. of units :
  - (b) Details of violation;

| Description  | Unit    | Actual area | Approved or Approvable as per CGDCR | Violation (C-D) |
|--|---------|-------------|-------------------------------------|-----------------|
| A  | B       | C           | D                                   | E               |
| i. Ground coverage   | Sq.mtr. |             |                                     |                 |
| ii. Built up area (excluding ground coverage)  | Sq.mtr. |             |                                     |                 |
| iii. Height of building  | Mtr.    |             |                                     |                 |
| iv. Common plot  | Sq.mtr. |             |                                     |                 |
| v. Change of Use (other than parking)  | Sq.mtr. |             |                                     |                 |
| Note : <ol style="list-style-type: none"><li>i. Cases where the building permission has been granted earlier, in such cases details to be filled in column-D shall be as per the sanctioned plan only for which authentic sanctioned documents shall be enclosed which includes plans and development permission (Raja Chitthi).</li><li>ii. In other cases the building permission has not been granted details to be filled in column-D shall be as approvable under prevailing CGDCR.</li></ol> |         |             |                                     |                 |

5. Required as per rule 4(1):

I am hereby furnishing the Undertaking in the Form-H for NOC's/approvals, in respect to the following matters:

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

6. Declaration : I hereby certify and declare that:

- (a) The land on which my property exists is not covered under sub-section (1) of section 8. Also my property does not attach any dues to the Government or local bodies.
- (b) For violation in the provision of sanitary facility, I abide to make the necessary provision as directed by authority in this regard.
- (c) I have submitted the plans for the portion for which I wish to get the unauthorised development regularised.
- (d) For that portions for which I have not submitted to regularise, I shall pull down such portions on my own.
- (e) I, the under signed \_\_\_\_\_ registered/authorized architect/Engineer, hereby certify that, while preparing the plan for the said unauthorised development, I/we have inspected the site and accordingly the plans are prepared.
- (f) The information provided by me/us in the application and documents submitted along with are true to the best of my/our knowledge. Also I am aware that, if found incorrect it shall lead to criminal proceedings and accordingly action shall be taken.

Date :  
Registration No.

Date :

Name and Signature of the  
architect/engineer  
Address /Phone number.

Name and Signature of the applicant / owner  
/occupier  
Address /Phone number.

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**Instruction to applicant regarding particulars, documents and maps to be submitted along with the application**

- i. In a building having more than one unauthorised development each owner/occupier shall make a separate application for each unauthorised development.
- ii. Certified copy of approved layout plan of final plot or revenue survey number or city survey number.
- iii. Sanctioned layout plan duly certified by registered or authorized Architect or Engineer empaneled by the authority
- iv. The plans shall be prepared according to sub-rule (1) of rule 12
- v. Stability Certificate of Structural Engineer in Form-F except for residential dwelling units having an area up to 125 sq mtr
- vi. Certificate of fire safety measures compliance from CFO/RFO, if applicable.
- vii. Copy of the demand notice for property tax
- viii. Receipt of payment of the property tax.
- ix. NOC of the society if applicable
- x. NOC/approval/Undertakings required under sub rule (1) of rule 4 and rule (9).