

**FORM OF APPLICATION FOR COMPOSITION OF OFFENCES UNDER SECTION 39-C
READ WITH SUB-SECTION (3) OF SECTION 39 OF THE HIMACHAL PRADESH TOWN
AND COUNTRY PLANNING ACT, 1977 (ACT NO. 12 OF 1977).**

No.

Dated.

To

The Director,
Town and Country Planning
Department, Himachal Pradesh, Shimla.

Subject:-

Reference:- Your Notice No. **dated.**

Sir,

With reference to your Notice referred to above, I/we beg to submit that I/we may kindly be granted permission under section 39-C read with sub-section (3) of section 39 of the Himachal Pradesh Town and Country Planning Act, 1977 (Act No. 12, of 1977) for composition of offences i.e. deviations / un-authorized constructions/ developments having carried out on land

bearing Khasra No Khata/Khatauni No measuring square
Metre situated at Mauza Pargana Tehsil District Himachal Pradesh.
My /our original map was approved vide order No. dated (strike out if
no map was approved).

The reasons for composition of offences i.e. deviations / un-authorized
Constructions/developments are as under:-

1.
2.
3.
4.

The details of offences i.e. deviations / un-authorized constructions/ developments
are as under:-

1. In case of building where plan was approved and deviations have been carried out from the
approved plan, beyond the prescribed limits, as specified under Rules and Regulations. Details
of deviations /developments carried out are as under:-

(I) Schedule of Area:

(i) Built up Area = M²

(ii) Open area = M²

(iii) Total Plot Area = M²

(II) Schedule of Open Spaces:

(i) Front Set Back = M

(ii) Left Side Set Back = M

(iii) Right Side Set Back = M

(iv) Rear Set Back = M

(III) Number of storeys of the building = Nos.

- (IV) Deviations in the Set Backs (Storey wise)
- (i) Ground Storey = M²
 - (ii) First Storey = M²
 - (iii) Second Storey = M²
 - (iv) Third Storey = M²
 - (v) Fourth Storey = M²
 - (vi) Fifth Storey = M²
 - (vii) = M²

2. In case of building where plan was not approved and construction carried out is as per the Himachal Pradesh Town and Country Planning Act, 1977 (Act No. 12, of 1977), the Himachal Pradesh Town and Country Planning Rules, 2014 and Regulations of the Interim Development Plan or Development Plan. Details of developments carried out are as under:-

(I) Schedule of Area:

- (i) Built up Area = M²
- (ii) Open area = M²
- (iii) Total Plot Area = M²

(II) Schedule of Open Spaces:

- (i) Front Set Back = M
- (ii) Left Side Set Back = M
- (iii) Right Side Set Back = M
- (iv) Rear Set Back = M

(III) Number of storeys of the building = Nos.

3. In case of building where plan was not approved and deviations have also been carried out plan, beyond the prescribed limits, as specified under Rules and Regulations. Details of deviations /developments carried out are as under:-

- (I) Schedule of Area:
- (i) Built up Area = M²
 - (ii) Open area = M²
 - (iii) Total Plot Area = M²
- (II) Schedule of Open Spaces:
- (i) Front Set Back = M
 - (ii) Left Side Set Back = M
 - (iii) Right Side Set Back = M
 - (iv) Rear Set Back = M
- (III) Number of storeys of the building- = Nos.

- (IV) Deviations in the Set Backs (Storey wise)
- (i) Ground Storey = M²
 - (ii) First Storey = M²
 - (iii) Second Storey = M²
 - (iv) Third Storey = M²
 - (v) Fourth Storey = M²
 - (vi) Fifth Storey = M²
 - (vii) = M²

4. In case of building constructed on an under size plot i.e. less than the permissible plot size, as specified under Rules and Regulations. Details of deviations/ development carried out are under:-

- (I) Schedule of Area
- (i) Plot Area as specified under Rules and Regulations = M²
 - (ii) Minimum Plot Area over which building has been constructed = M²
 - (iii) Total area of under size Plot (i)-(ii) = M²
 - (iv) Percentage of under size Plot Area = %

The following documents are enclosed herewith:

- (i) A copy of title/ ownership documents i.e. latest jamabandi in original.
- (ii) A copy of latest original tatima showing dimensions of plot and width of access to the plot.
- (iii) Two sets of Location Plan in the scale of 1:1000 showing North direction, land/building in question, abutting path, approach road, important buildings.
- (iv) Two sets of Site Plan in the scale of 1:200, clearly showing the building within tatima dimensions and also showing all drainage lines, sewerage connection or location of septic tank, soak pit, rain water harvesting tank, solar passive arrangements and house drainage.
- (v) Two sets of detailed architectural drawing of the existing building showing each storey with two cross- sections and two elevations of the building in the scale of 1:100. These

drawings are in the form of working drawing showing all the dimensions of rooms, openings, thickness of wall, floor and slab etc.

- (vi) Two sets of photographs taken from all sides of the building, clearly showing the number of storeys.
- (vii) A copy of Affidavit to the effect that building has been constructed on own land and has not encroached upon any Government or other's land.
- (viii) A copy of Structural Stability Certificate as per Section 31-A of the Himachal Pradesh Town and Country Planning Act, 1977 (Act No 12 of 1977).
- (ix) A copy of No Objection Certificate (NOC) of competent authority. (In case building or a part thereof abuts or falls within the controlled area of National Highways/ State Highways / Scheduled Roads as per provisions of the Himachal Pradesh Road Side Land Control Act, 1968).

Certified that the Plans have been prepared, designed and signed by Sh./Smt./M/s [] (Name and address of the registered Town Planner/ Architect/ Engineer /Draughtsman/ Surveyor), having Registration No. [] dated [] and the Structural Stability Certificate has been issued by Sh./Smt./M/s [] (Name and address of the Registered Architect/ Planner/ Engineer /Draughtsman), having Registration No. [] dated []

I/We have deposited a sum of Rs. []/- only (Rs. [] only) towards the Application Fee and a sum of Rs. [] only (Rs. [] only), on account of Composition Fee in accordance with the scale as specified in sub-rule (3) of Rule 35 of the Himachal Pradesh Town and Country Planning Rules, 2014, vide Treasury Challan No. [], dated [] (Original copy attached)/e-payment.

Enclosures: As above.

Yours faithfully,

[]

Signature of applicant(s)

Address. []

..
Phone

No. []