

APPLICATION FOR GRANT OF LICENCE

To

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

Affix size duly attested	latest stamp photograph
--------------------------------	----------------------------

Sir,

I/We beg to apply for the grant of Licence to set up a Residential or Commercial or Industrial Colony or intend to construct a Building or Apartment at Khasra No. [] Hadbast No. [] Mauja [] Tehsil [] ...District [] Himachal Pradesh.

1. These requisite particulars are as under:-

- (i) Status of the applicant, whether individual or Firm or Co-operative Society or Company or joint family []
- (ii) In case of individual or joint family:-
 - (a) Name []
 - (b) Father's Name []
 - (c) Occupation []
 - (d) Permanent Address []
- (iii) In case of Firm or Co-operative Society or Company:-
 - (a) Name []
 - (b) Address []
 - (c) Copy of Registration Certificate []
 - (d) Major activities. []
 - (e) Name and Address of Partners/ Chief Executive/ Full time Directors. []
- (iv) Whether applicant is Income Tax payee/ assesses, if so, give Permanent Account Number (PAN) No. []
- (v) Name and address of the Bank or Banker with which Account in terms of section 78 r of the Himachal Pradesh Town and country Planning Act, 1977 (Act No. 12 of 1977) will be maintained. []
- (vi) Particulars about financial position:-
 - (a) Latest audited Accounts in the case of Company/ Firm/ Co-operative Society/ a joint family; and
 - (b) Income Tax return of the preceding 3 years.
- (vii) Statement of affairs clearly indicating the detail of Assets and Liabilities duly certified by the Chartered Accountant.
- (viii) Whether the applicant had ever been granted permission to set up a Colony or Building or Apartment under any other law, if yes, details thereof. []
- (ix) Whether the applicant has ever established a Colony or is establishing a Colony, if, yes details thereof. []
- (x) Agency to take up external development works [] (Self / Local Authority / Development Authority).

(xi) Agency to take up internal development works. (Self /Local Authority / Development Authority).

(xii) Any other information, the applicant may like to furnish:-

2 The following Plans, Drawings and other documents are enclosed, namely:-

- (i) a copy of latest jamabandi in original showing the title/ ownership of the Promoter in the land under the colony or apartment or building.
- (ii) a copy of latest original tatima showing Khasra number(s), description and area of land in question, abutting path with its width as well as adjoining Khasra numbers falling on all the outer limits/ boundaries of the land in question. The land applied for is shown in red, in the tatima.
- (iii) three sets of Location Plan in the scale of 1:1000 showing North direction, indicating the land in question, showing main approach road(s), name of road(s) on which the property and boundaries abuts, important public buildings like hospital, school, cinema, petrol pump, existing land uses / building uses surrounding the land.
- (iv) three sets of Site Plan in the scale of 1:200 showing North direction and all the boundaries of land in question, abutting path with its width, natural features like nullahs, ponds, trees, slopes, contours at an interval of 5.00 Metre if the land is undulated, high tension lines passing through or adjoining the land, existing roads, highways showing the right of way, railway lines, airports with their specification(s) and boundaries, showing details of utilities and services like water supply, drainage, sullage, sewage, sewerage alongwith disposal of drainage, sullage, sewage, position of septic tank, soak pit, rain harvesting tank, electric and telephone poles, showing manner and site for muck disposal and all such other matters which need to be co-ordinated with the adjoining area.
- (v) for sub-division of land into plots, three sets of Drawings in the scale of 1:100 showing North direction, dimensions and area of plots, internal roads, set backs, parks and open spaces, community buildings such as school, dispensary, post office, bank etc. and all development proposals including a general report and mode so as to make scheme self explanatory. In case of colony, clearly indicating the mode and manner to reserve 25% of developed land including plot or building or apartment reserved for Economically Weaker Section, Low Income Group of society and bonafide Himachalis, with area of each plot or building or apartment earmarked clearly on the Drawings.
- (vi) for construction of building, apartment, colony etc., three sets of Drawings in the scale of 1:100 showing North direction, dimensions and area of building, apartment, colony etc. and other architectural details and specifications of proposed building, apartment, colony and all development proposals including general report etc. alongwith schedule of built up and open area, set backs, area calculation sheet of each plot or apartment.
- (vii) an explanatory note explaining the salient features of the proposed colony, in particular the source of whole some water supply arrangements and site for disposal and treatment of storm and sullage water. Detailed specifications and designs of water supply schemes, storm water, sullage, sewage and sewerage with estimated

- costs of each component with cost analysis thereof.
- (viii) three sets of Drawings showing the cross-sections of the proposed roads indicating, in particular the width of the proposed drainage ways, cycle tracks and footpaths, green verges, position of electric poles, telephone poles and of any of other works connected with such roads. These Drawings are indicating the position of sewers, storm water channel, water supply and any other public health services. The detailed specifications and designs of roads, works and component wise estimated cost with cost analysis thereof.
- (ix) a set of detailed specifications and structural design of buildings or apartments with the detailed component wise estimated cost of buildings or apartments and an undertaking in the shape of affidavit regarding the structural design and soil investigation report and construction thereof;
- (x) a set of detailed specification and design for electric supply including street lighting with component wise estimated cost with cost analysis of each component.
- (xi) an undertaking in the shape of affidavit to the effect that while constructing the building or apartment, the Promoter shall abide by and conform to the Himachal Pradesh Public Works Department's specification(s) for the quality of material to be used and quality of constructions.
- (xii) a note indicating the type of development proposed i.e. land use or building use, namely residential or commercial or industrial or public and semi-public etc;
- (xiii) Name, address and qualification of Engineer or Architect or Town Planner and the consent to execute the development works where the Promoter himself does not possess the qualification as prescribed under clause (b) of sub-rule (1) of Rule 42 of the Himachal Pradesh Town and Country Planning Rules, 2014.
- (xiv) Document(s) showing Managerial and Financial Capability of Promoter.
3. I/We hereby enclose further the following documents, namely:-

LICENCE FEE

- (i) Receipt in the shape of e-Challan or Challan or demand draft drawn in favour of the Director amounting to Rs only (Rs only) calculated at the rate of Rupees one hundred per square Metre of plot area as licence fee in favour of the Director.
- (ii) A copy of the latest statement of annual accounts duly audited by a Chartered Accountant in the case of a Company or a Firm or a Co-operative Society and a joint family, disclosure of the account maintained alongwith the name of the Bank in the case of an individual.
- (iii) Income Tax returns of the proceeding 3 years.
4. It is further submitted that I /we may be exempted from providing the following amenity or amenities in the proposed Colony and an explanatory note, in duplicate alongwith plans marked A.B.C. (so on) as to why the said amenity or amenities are not required to be provided in the Colony are enclosed herewith:-

- (i)
- (ii)
- (iii)

5. I/We solemnly affirm and declare that the particulars given in para 1 to 4 above are correct to the best of my/our knowledge and belief.

Enclosers: As above.

Yours faithfully,

Dated:
Place:

Signature of Applicant(s)
alongwith full Name(s)
Address:

Phone No

**TOWN AND COUNTRY PLANNING DEPARTMENT
HIMACHAL PRADESH
FORM-48
(See rule 52(3))**

**NOTICE FOR CALLING UPON THE APPLICANT TO FULFIL
CONDITIONS**

No. Dated

To

Sh./Smt./M/s.

This is with reference to your Application No. dated for the grant of Licence to set up a Colony on Khasra No. Mauja Tehsil District Himachal Pradesh.

In this regard, it is proposed to grant Licence to you for setting up a Colony on Khasra No. Mauja Tehsil District Himachal Pradesh.

You are, therefore, called upon to fulfill the conditions as laid down in Rule 53 of the Himachal Pradesh Town and Country Planning Rules, 2014 within a period of thirty days from the date of the service of this Notice.

Director
Town and Country Planning
Department
Himachal Pradesh, Shimla