

SCHEDULE 1

[See Rule 4(2)]

**Form of Notice for erection/re-erection/addition to/alteration
of a building**

From:

Dated:-----

(State name and address of the applicant)

To

The Municipal Commissioner
The Kolkata Municipal Corporation
Kolkata

Subject: Notice for----- (in terms of the specific sub-section
and clause of section 390, state
whether it is a case of erection/re-
erection/alteration or addition)

Under section----- (state whether notice under section
393 or 394)

Sir,

I/We hereby give a notice under the section specified above of my/our intention to undertake the work as specified above and request for the issue of a Building Permit under rule 15 of the Calcutta Municipal Corporation Building Rules, 1990.

In support of this notice, I/we wish to make the statements as below:

1.Site particulars .

1.The address of the site to be used for erection/re- erection/ alteration /addition
(strike out which is not applicable) is as stated below:

(a)Premises No, Street/Address and Pin Code-----

(b)Ward No. -----

(c) Borough No-----

2.(a)Total area of Plot-

(i)as per document-

(ii)as per physical measurement-

(b) Boundaries on-

North-

South-

East-

West-

(c) Existing covered area in ground---

- (d) Covered area –including proposed and existing in each floor up to 14.5 metres in height-----
- (e) Permissible covered area-----
- (f) Was any building sanctioned with the advantage of the open space on which the present proposal has been submitted?

3. Reference sub-rule (3) of rule 4,

I/We declare that this site is----

(a) Legally owned by me/us and the ownership particulars are as stated in the column next –[state the name(s) and address(es) of the owner or co-owners and give registration particulars of the ownership title]-----

(b) Legally held by me in terms of a lease whose particulars are as stated in the column next-[state the name(s) of the superior lessor(s), or sublessor(s), as the case may be: also state if there are other co-lessors of the same site: and registration particulars of the lease deed]-----

and I/we have the exclusive right of demolition/erection/re-erection/ alteration/addition within thick black lines of the site plan as referred in to rule 6 and rule 9.

4. Reference sub-rule (4) of rule 4,

I/We hereby declare that, I/we have exclusive right is not affected under the Urban Land (Ceiling and Regulation) Act, 1976 (33 of 1976). I/We enclose an Affidavit and an Indemnity Bond as per guidelines published under the said Act.

5. Reference sub-rule (5) of rule 4.

The certificate is enclosed.

6. Reference sub-rule (8) of rule 4,

I/We hereby declare that necessary permission under section 63 of the Calcutta Improvement Act. 1911 (Bengal Act V of 1911). has been obtained, a copy of which is enclosed.

7. I/We submit that,--

(a) Reference clause (a) of rule 49, a copy of soil test report by soil test expert and accepted by the Architect or Licensed Building Surveyor, submitted by the person referred to in sub- rule (i) of rule 4 that the site is from engineering point of view. fit to be built upon:

Provided that no such soil report shall be necessary in the case of a building, proposed to be erected if the building is not exceeding 11 metres in height on a plot not exceeding 300 square metres in area: (b) reference clause (b) of rule 49, copy of the certificate from the Municipal Commissioner is enclosed: (c) reference clause (c) of rule 49, copy of the certificate from the Municipal Commissioner is enclosed.

(b) Reference rule 50

I/We submit that the distance between proposed construction and the electric line is not less than as specified in column next.

II. Occupancy or Use-group.

9.I/We submit that the purpose for which the building is intended to be used is as stated in the column next-- -in case of mixed occupancies, state the nature of the mixed occupancies and the area in each floor proposed to be covered by each occupancy.	Proposed use (s)----- For mixed occupancy----- Proposed use(s)----- Floor area in sq. m----- Existing use(s)-----
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10.Reference sub-section (3) of section 390 and sub-rule (7) of rule 4, I/We submit that the proposed use of he building is such that under section 425, a licence or permission from Government or any statutory body under any law for the time being in force, or from the Municipal Commissioner under any of the provisions of chapter XXIII of the Act-

(a)is not required, or (b) is required.

11. In a case under clause (b) of para 10,-----

I/We -----

(a) give the particulars in the column next of such licence or Permission.

(b) request that in accordance with the provision of sub-rule(7) of rule 4,

I/We may be given provisional sanction.

12. In a case governed by clause (b) of Para 11 above, in accordance with the second proviso to clause (1)(b) of rule 13, I/We state that if I/We am /are unable to produce the licence or permission as required under section 425, the provisional sanction would be at our own risk and cost and shall not be made final and the occupancy certificate under sub-section (2) of section 403 shall not be issued to me/us in respect of the use which is affected by the provision of section 425, or other use which may be contemplated in violation of the provisions of the said section and I/We affix my/our signature in the column next in evidence of this statement.

[For the purpose of this notice and under the rules, purpose of any building shall be stated in terms of occupancy of use –group as specified in clauses. (a) to (i) of sub-section (2) of section 390, and in case of mixed occupancies, the extent of covered area shall be specified corresponding to any of the applicable use-groups as listed in clauses (a) to (i) of the said sub-section of section 390.]

III. Means of Access.

13.I/We further submit that

	(i0 Name of Street/Passage-----
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(a) the site abuts the street/passage as listed in the column next	(ii)width of street/passage including footpath-----meters-----cms
(b)the site does not abut any street but abuts a passage whose width and lengths are mentioned in the column next.	(iii)width of footpath in front of the site -----meters-----cms Length-----meters-----cms Width-----meters-----cms

IV Open Space.

14. The front space shall be as stated in the column next-----
- | | | | |
|--|--|----------------------------------|---|
| | Plot Area | Use group | Front open space |
| (a) In case of residential new building not exceeding 8 metres. | ----- | | |
| (b) In case of existing residential building where requisite front open space has not been left in ground and where the building height not exceeding 8 metres. | | | |
| (c)In case of a building not exceeding 14.5 metres. | | | |
| (d) In case of building exceeding 14.5 metres. | | | |
| (e) In case of building having area less than 300 square metres and height not exceeding 14.5 metres. | | <u>Use group</u> | <u>Front open space</u> |
| (f) In case of residential or educational Building area with other occupancy or occupancies or more than 10% of total covered area of the building with height of 14.5 metres or less. | | <u>Use group</u> | <u>Other occupancy area in %</u>
<u>Front open space</u> |
| (g) In case of building having 14.5 metres in height or less for the purpose of erection of goomty.
For building exceeding the height of 14.5 metres | <u>Front open space</u> | <u>Size and height of goomty</u> | |
| | <u>Front Location</u>
<u>Open space</u> | <u>Size and height of room</u> | |
15. The rear open space is as stated in the column next.
- | | | |
|--|------------------------|---|
| | Height of the building | Rear open space
Side open space
one/other side/
sides(s) |
|--|------------------------|---|
16. The side open space is as stated in the column next.
17. Joint open space-between the building is shown in column next.
- | | | |
|--|--------------------------|--------------------------|
| | excluding area of goomty | including area of goomty |
|--|--------------------------|--------------------------|

18. The interior open space shall be as stated in the column next.

 Side1-----Metres
 Side 2-----Metres
 Side 3----- Metres
 Side 4-----Metres

V. Area and Height Limitations

19. The ground coverage with reference to Table 4 of rule 62 and rule 71B of Chapter XIA is as shown in the column next.

(i) Total area of plot
 (ii) Permissible percentage coverage
 (iii) Ground coverage as per permissible percentage
 (iv) Proposed ground coverage

20. In calculating the percentage area of goomty shall not be considered as ground coverage vide rule 55(a).

(a) Permissible height
 (b) Proposed height

21. The width of street/means of access being-----metres and the use-group with reference to Table 3 of rule 61 and rules 71A and 71C of Chapter XIA being----- the F.A.R. has been determined as shown in column next----

- (a) if the building has depth of less than 24 metres.
- (b) if the building has a depth of more than 24 metres, has been determined as shown in column next.

22. Afterwards residential or educational or other uses excepting storage, hazardous building:

- (a) What is the total covered area of the existing building in each floor and nature of occupancy?
- (b) What is the total covered area of the proposed addition and the nature occupancy?

VI. Parking Spaces.

23.(a) The parking space required for as per rule 67 and Table 6 of rule 68D is shown in column next.

 (Occupancy/Use group)

(b) Parking space proposed in the plan.

Basement-----
 Ground Floor-----
 1st Floor -----

24. (a) The parking space, loading and unloading space required with reference to rule 69. -----

(b) Parking space proposed with reference to rule 69.-----

VII. Provisions for Parts of Building.

25. The floor areas, height and widths of various rooms, kitchen (s), pantry (ies), if any bathroom(s) and water closets are as given in the Annexure A.

26. The particulars of the following are as given in in the Annexure B—

1.loft

- 2.ledge or land
- 3.mezzanine floor
- 4 store room
- 5.garage
- 6.basement
- 7.parapet
- 8.well
- 9.boundary wall

27.The particulars of the exits are as in Annexure “C”

28. The particulars of lifts are as in Annexure “D” (Annexure to be submitted by the Applicant).

VIII Appointment of Architect or Licensed Building Surveyor.

29. I/We certify that I/We have employed the person whose particulars are given in the column next as Licenced Building Surveyor, or as an Architect.

Name-----
 Address-----
 Licence No -----
 Validity period of Licence-----

30. I/We certify that I/We have employed the person whose particulars are given in the column as a Licenced Plumber.

Name-----
 Address-----
 Licence No-----
 Validity period of Licence-----

X. Arrear Dues and Scrutiny Fees.

- 31. (a) Arrear dues payable to the Corporation under rule 4(9)-----
- (c) On basis of the propose total covered area-----i.e----- square metres, the total amount of scrutiny fee payable to the corporation under rule 4(17)-----

32.In accordance with the provisions of section 399, I/We estimate that the erection of building or execution of work may be completed within the period as shown in the column next.

X. Completion Period.

XI. Undertaking.

33.I/We confirm that any work of erection, re-erection, addition, to or alteration of any building to which this notice relates shall be carried out strictly in accordance with the conditions of the Building Permit and the sanctioned plan and I/We shall strictly adhere to the provisions of the Act and the rules and regulations made there under.

34.I/We confirm that, in accordance with the provisions of rule 31,I/We shall not erect, re-erect, alter or add to a building or execute any work or cause the same to be done except between the hours of sunrise and sunset.

35. I/We confirm that in accordance with the provisions of sub-rule (14) of rule 4 no building materials shall be deposited in any street except with the prior written permission of the Municipal Commissioner or other lawful authority in this behalf and payment of stacking fee shall be made in accordance with the provisions of rule 41.

36.I/We confirm that I/We shall not transfer the open space or any part thereof shown in building plan as land appertenance to the proposed building and also for the calculation of the F. A. R.

37.I/We enclose the following documents in support of this notice:-

- (1) documentary evidence with reference to rule 4 (3) of the exclusive right to erect on the land or building or portion thereof upon which the building or portion thereof upon which the building is proposed to be erected, re- erected or altered, or of lease deed.
- (2) Necessary documents with reference to rule 4(4) showing the exclusive right to erect, re-erect or alter the building,
- (3) Certificate of the Municipal Commissioner with reference to rule 4(5).
- (4) the license or permission required under section 425, if applicable.
- (5) the certificate from Calcutta Improvement Trust, to the effect whether the proposal/ building is affected by any scheme.
- (6) the permission from Calcutta Improvement Trust, if applicable.
- (7) copy of receipt showing payment of tax to the Corporation with reference to rule 4(9).
- (8) a declaration in a form as specified in Schedule III from an Architect or Licenced Building Surveyor in accordance with sub-rule (10) of rule 4.
- (9) a declaration in a form as specified in Schedule IV from a licenced plumber, in accordance with the provisions of sub-rule (11) of rule 4,
- (10) an Indemnity Bond, if the proposal involves the construction of deep foundation works, pilling works, construction, in accordance with the provisions of sub-rule(12)of rule 4.
- (11) Copies of-
 - (a) Key(location)Plan-
 - (b) Site Plan
 - (c) Building Plan
 - (d) Specification
- (12) duly authenticated copy of a receipt, showing payment to the Corporation of the building scrutiny fees, in accordance with sub-rule (17) of rule 4.
- (13)other documents, if any

38.I/We declare that the information given above, in the enclosurs and the annexure is true and correct to the best of my/our knowledge and belief.

Yours faithfully

Applicant(s).

