

PART-A
INFRASTRUCTURE PERMISSIONS

<u>NO</u>	<u>PERMISSIONS</u> <u>ACT/RULES</u>	<u>PERMISSION REQUIRED</u> <u>YES OR NO</u>
A	INFRASTRUCTURE PERMISSIONS	
1	LAND-Sale Permission (Land Revenue Administration Act-1970)	
2	LAND-Sale with NA Permission (Land Revenue Administration Act-1970)	
3	OWNERSHIP ROR-7X12 Utara/change in Records of Rights (Land Revenue Administration Act-1970)	
4	OWNERSHIP-ROR-Survey Site Plan (Land Revenue Administration Act-1970)	
5	FOREST-Forest NOC-Final (The Wild Life Act)	
6	BUILDING CP-Construction Permission (DC Rules)	
7	POWER-Temporary Electric Connection If required for construction & allied purpose (If investor is applicant)(IERC)	
8	WATER-Permanent Water/Bore Well Permission-Final	
9	BUILDING OC-Occupancy Certificate (DC Rules)	
10	FIRE-Fire NOC No Act-(NBC Code)	

PART-A-FORM

1. REVENUE- SALE PERMISSION (LAND REVENUE ADMINISTRATION ACT-1970)

APPLICATION FOR SALE

We (I) Shri/Smt. _____ Resident of _____ hereby apply for the Sale/NA permission to their land described below.

1. (a) Village where the land is Situated _____
(b) Survey No. of the land _____
(c) Total Area of the land _____
(d) Area proposed to be sold _____
(e) Area of the site out of (d) above to be sold for the purpose of _____
Residential /Industrial/Commercial any other non-agricultural ✓
2. (a) Full name of the Seller _____
(b) Whether SC or ST _____
(c) Occupation _____
(d) Reason for selling/NA the land _____
(e) Sale consideration of the Proposed land _____
(f) Total land to be retained after disposing of the proposed land _____
(g) Full name of Purchaser _____
(h) Whether SC or ST _____
(i) Full postal address of a purchaser _____
(j) Details of agricultural land held by purchaser proving himself to be an agriculturist, in case of the land is being purchased for agricultural purpose with land records total extent of land after purchasing the proposed land _____
(l) Reason for purchasing the land _____
3. Present use of the land and whether so, its use _____

Additional information for NA

- a. Area of the site to be used for residential and any other non-agricultural purpose.
Residential/Industrial/Commercial/Any other purpose _____
- b. Present use of the land & whether any building exist there on and if so, the use. _____
- c. Whether electrical high transmission lines pass over the land and if so, the distance thereof from the proposed building _____

other works.

- d. Is the land under acquisition if so, state details
- e. (For Daman Only)

Whether the land is situated or included

- (a) In Municipal Area
- (b) In City Survey Area
- (c) In or near a cantonment area
- (d) Near a Air-port or a Rly. Station or a Jail or prison
or local public office or cremation or burial ground.

- (e) Adjoining to nalla, creek, bank of river etc.
If so, its approximate distance there from.

- f. Is there a road from where the land is easily accessible?
state the name of the road, and whether it is highway,
major district road or village road, what is the distance
of the proposed building or other work from the center
of the road ?

- g. If there is no road adjoining the land now, is it proposed
to be provided for access to the site ?

I solemnly affirm that the information given above is true to the best of my knowledge and belief

Date. / /20.

Place, Silvassa.

(Signature of Donor/Seller)

(Signature of Donny/Purchaser)

Annexure 2 & 6

Form for application for development work, to erect, re-erect or to make alteration in any place in a building and for Layouts/Subdivision of Land

To
The Authority,
UT Administration of
Dadra and Nagar Haveli
Silvassa.

Sir/Madam,

I hereby give notice that I intend to carry out development/to erect, re-erect or to make alteration in the building No. _____ or to _____ on/in Plot No. _____ Revenue No. /CTS No. _____ situated in Road /Street _____ Town _____ and in accordance with the Rules of Dadra & Nagar Haveli Development Control Regulation 2009/Outline Development Plan 2031, I forward herewith all the documents as per the checklist required along with the following plans and specifications in triplet duly signed by me. I also certify that Shri. _____ Architect and Shri. _____, Structural Engineer who have been appointed by me will supervise its erection.

A.) Land/Location Details

- (i) Plot No/CTS No/Revenue Number, _____
- (ii) Road Street Name, _____
- (iii) ROW of abutting Road/Street, _____
- (iv) Plot Area(in Sqm), _____
- (v) Ground Coverage (in Sqm), _____
- (vi) Percentage covered Area, _____
- (vii) Land use Zone, _____
- (viii) Land Use Mix of proposed Development/building (In Sqm)

Residential	Business	Mercantile	Retail	Educational	Institutional	Assembly

B.) Building Details

- (i) Total Built Up Area (For FAR), _____
- (ii) FAR Permissible, _____
- (iii) FAR Consumed, _____
- (iv) Total Number of Parking, _____
- (v) No. of Covered Parking, _____
- (vi) No of Open Parking, _____

- (vii) Means of Access (In Metres). _____
- (viii) Height of Building. _____
- (ix) Number of Storeys. _____
- (x) Front Open space (In Metres). _____
- (xi) Rear Open space (In Metres). _____
- (xii) Side Open Space 1 (In Metres). _____
- (xiii) Side Open space 2 (In Metres). _____
- (xiv) Inter space of Buildings. _____
- (xv) Ventilation shaft (In Metres). _____

I also certify that I will intimate the authority in writing if I terminate any of the Architect /Structural Engineer before the construction is complete.

I request that the construction may be approved and permission accorded to me to execute the work.

Date. _____

Signature of the Owner _____

Name of the Owner _____

Address of the Owner _____

For Water Connection

Dia Meter Of Pipe Connection Is Which Applied

(A) 12mm (B) 20mm (C) 25mm (D) 40mm

I Hereby Abide Myself To Obey All The Rules And Regulation Prescribed Form Time To Time By The Administration.

ELECTRICAL -TEMPORARY/LT CONNECTION FORM

DNI POWER DISTRIBUTION CORPORATION LTD. (A GOVERNMENT UNDERTAKING) DADRA & NAGAR HAVELI, SILVASSA											
(For Office use only)		Name of Subdivision		Registration Number		Date of Receipt		Application Number		Date of Receipt	
APPLICATION FORM FOR LT ELECTRICITY CONNECTION Note: Incoming consumers are requested to fill this form in full, clearly and legibly filled and signed with date before submitting to the undersigned. Please strike out words or clauses which are not applicable. To: The Executive Engineer, DNI Power Distribution Corporation Ltd., Dadra & Nagar Haveli, Silvassa. Dear Sir, I/We intend to seek Low Tension Power supply for the purpose as detailed below. Accordingly an application in the prescribed format is submitted for scrutiny and sanction of the power supply at the earliest.											
Category of Consumer (Tick as applicable)		Domestic	Residential	Industrial	Commercial	Public	Religious	Others	Category of Consumer (Tick as applicable) Industrial Street Lighting Change of Name Extension of Load Reduction of Load Reconnection Change of Category		
Demand Details		Load applied for (in KW)		Phase		Medium		1. Name of Applicant 2. Father's/ Husband's Name 3. Occupation/ Designation 4. Address at which supply is required Flat No./ Building Name Colony/ Street/ Village Land Mark City Phone Number Landline No. Mobile Number E-mail Address			
Permanent Address		Phone No.		Pin Code		Mobile Number					
Office Address		Phone No.		Pin Code		Mobile Number					
Self Attested Copy of any one document Attached (Please tick)		Resident Driving License Identity Card Election ID Photo ID Card		Pan Card Pension Payment order Freedom Fighter Pass Arms License Bar Council ID							
Proof of Ownership: Self Attested copy of any one document Attached (Please tick) and Proof of Occupancy: Self Attested copy of any one document Attached (Please tick)		Registered Sale Deed Registered Partition Deed Registered Surrender Certificate Registered Heir Certificate Registered Will Occupancy Certificate Registered Power of Attorney Latest Rent Receipt Lease Deed Rent Agreement		Certificate of residence issued by Area Councilor in case of voter under MCD alongwith lay out plan Certificate of residence issued by Tehsildar & panchayat in case of non-voter not under MCD alongwith lay out plan Record by Town Planning Authority Affidavit under stamped paper Land Revenue receipt in case of agriculture/irrigation pump set Prescription letter							

10. In case of tenant, permission of Landlord with proof of ownership of premises alongwith landlord's full name & address to be attached (please tick)			
11. In case of partnership firm, partnership deed and authorization, article of association in the name of the applicant to be attached (please tick)			
12. In case of sole proprietorship, memorandum, article of association, certificate of incorporation and authorization in the name of the applicant to be attached (please tick)			
13. Existing A/C No. for reconnection, extension/reduction in load or change of name			
14. Details of any other existing connection in the name of applicant at any other premises in DNH		Category	
		A/C No.	
		Address	
15. Details of any other connections in the same premises, if any		Category	
		A/C No.	
		Address	
16. Details of any other disconnected electricity connection in the name of applicant anywhere in DNH		Date of disconnection	
		Category	
		A/C No.	
		Address	
17. The wiring is done/checked by the following Licensed Electrical Contractor:			
Name			
Address			
Phone No./Landline No.			
Mobile Number			
E-mail			
Issuing Authority			
License No.			
Valid Until			
18. May we your agent to procure the meter, MCBS & associated equipments by the applicant (Yes/No)		Yes	No
19. May we your agent to bear the cost of service line and extensions by the applicant (Yes/No)		Yes	No
20. Installation Test Report along with List of Machinery to be attached (Please tick)		Yes	No
Billing & Collection			
21. Do you prefer to receive copy of bill/payment reminder in print & messages through cell/emails		Yes	No
22. If yes, have you mentioned your email address/Mobile Number at Sl. no. 4 above		Yes	No
23. Preferred Mode of dispatch of bills (Ordinary Post/Registered Post)		Ordinary Post	Registered Post
24. If through registered post, then the expense of such delivery of bill shall be recoverable from you. Accordingly have you submitted the written request		Yes	No
25. Declaration / Undertaking			
(a) I have read and agreed to the notice/conditions above and make following declaration/undertaking:-			
(b) To abide by the provisions of Electricity Act 2003 and Joint Electricity Commission (JEEC) for the State of Goa and Union Territories, Electricity Supply Code and other conditions of supply, as amended from time to time.			
(c) To pay for the supply of electricity based on the prevailing tariff rates of DNH Electricity Department.			
(d) To pay for all other proper charges as become due in accordance with the above regulations and approved schedule of charges of DNH Electricity Department.			
(e) To deposit such amount as DNH Electricity Department may be entitled to require from me under the above act and regulations.			
(f) In case of any fraudulent document submitted by me, I shall be solely and exclusively responsible for the criminal proceedings or any civil proceedings initiated and DNH Electricity Department and any employee thereof, shall not be responsible for the same.			
(g) It is also undertaken that the above information is correct and in case, there violate any undertaking/instructions of any other information is found to be false at any stage, My/our electric connection may not be released and if released, it may be disconnected without any notice and all charges deposited by me/ us be forfeited.			
Date		Signature of Applicant	
Name		Name	
Date		Date	
In case of single phase domestic and on domestic consumer, the application form itself shall be treated as agreement.			

PDA/SMC-OCCUPANCY CERTIFICATE-(DC RULES)-FORM

Annexure 14

Form of Completion Certificate

To
The Authority
UT Administration of
Dadra and Nagar Haveli
Silvassa.

Sir/Madam,

I hereby certify that the erection/re-erection of development work of building/part building in plot No. _____ of _____ zone situated at _____ has been supervised by me and has been completed on _____ according to the Plan sanctioned vide office Order No. _____ dated _____.

The work has been completed to my full satisfaction. The workmanship and all materials (type and grade) have been used strictly in accordance with general and detailed specifications as specified in the Development Control Regulations 2009. No provisions of the Act or the Building Bye-laws, no requisitions made, conditions prescribed or orders issued there under have been transgressed in the course of the work. I am enclosing three copies of the completion plans, one of which is cloth mounted. The building is now fit for occupancy, for which it has been erected/re-erected or altered, constructed and enlarged.

I have to request you to arrange for the inspection and give permission for occupation of the said building.

Name & Signature of Licensed Architect _____

License No. of Architect & Validity _____

Address of Licensed Architect _____

Name & Signature of Licensed Structural Engineer _____

License No. of Structural Engineer & Validity _____

Address of Licensed Structural Engineer _____

Dated. _____

PART-A

CHECK LIST FOR VARIOUS INDUSTRIAL CLEARANCES FOR INFRASTRUCTURE PERMISSION

COMMON CHECKLIST-

1. Copy of 7/12 Extract.
2. Copy of certified site plan
3. Copy of form 6 &
4. Copy of Form 8-A
5. Copy of Acknowledgement from DIC (MSME & NON-MSME) (Optional)

PERMISSION SPECIFIC CHECKLIST

1- LAND – SALE PERMISSION

Documents covered under above common check list if applicable.

2- LAND – SALE WITH NA PERMISSION

Documents covered under above common check list if applicable.

3- OWNERSHIP ROR – 7X12 UTARA/ CHANGE IN RECORDS OF RIGHTS

Documents covered under above common check list if applicable.

4- OWNERSHIP ROR –SURVEY SITE PLAN

Documents covered under above common check list if applicable.

5- FOREST – FOREST NOC-FINAL

1. Wild Life (Forest) (As per the N.A. condition)
2. Undertaking from the applicant is taken at the time of CP as regards to take measures for fire safety

6. BUILDING CP – CONSTRUCTION PERMISSION

A. SMC/ PDA .

1. Approved sub-division/ layout plan
2. Building plan
3. Specifications – general and detaild
4. N.A. Order
5. Annexures (3 to 5 to be furnished by the Architect/Applicant)
6. Copy of approved plan, Construction Permission Order and Occupancy Certificate (in case of revised Proposal)
7. Recommendation from CIF &B.

B. CIF&B-CONSTRUCTION PERMISSION

1. Two sets of Factory building drawings showing the plans, Elevations Cross-Sections, the location, the location of site Z(duly signed by the Occupier and the Architect) and its surroundings along with form No. 1
2. Project Report giving the list of machinerites, flow process, manufacturing process, raw materials, finished products and bye / intermediate product. (Not applicable for gala construction).
3. Quantity and mode of storage of LPG, Petroleum fuels, hazardous substances, if any / signed statement on company's letter head that it is not applicable (Not applicable for gala constriction).
4. Position and the drawing of the Effluent Tretment Plnat, If any / signed statement on company's letter head that it is not applicable (Not applicable for gala constriction).
5. Machinery lay out in the building drawings along with their respective power rating (Not aplicable for gala constriction).
6. Maximum number of employees (Male and Female) proposed in each shift.
7. Details of Health and Safety measureres processed.

7. POWER -TEMPORARY CONNECTION

1. Prescribed Application Form approved by JERC.
2. Proof of ownership of Land / Building
3. Copy of Construction Permission.

8. WATER - PERMANENT WATER/BORE WELL PERMISSION-FINAL

Documents covered under above common check list if applicable.

9. BUILDING OCCUPANCY (PDA/SMC)

1. Copy of Approved Building Plan
2. Approval Order
3. Architect's Completion Certificate & Structural Stability Certificate (Annexure- 14 & 15)
4. Annexure-17/ Indemnity for Part Occupancy Certificate.

10. FIRE NOC

Sr. No.	Particulars of documents to be attached	YES	NO
01.	Application form dully filled all columns without any correction.	YES	NO
02.	Copy of register of fire extinguisher maintained by the owner.	YES	NO
03.	Certificate to be given by the owner or the occupier for satisfactory maintenance of the fire fighting system.	YES	NO
04.	Certificate to be given by the fire contractor/agency regarding maintenance of fire fighting system.	YES	NO
05.	An undertaking inform of Self Declaration attached with Residential and photo id proof.	YES	NO
06.	Copy of construction permission issued by the PDA	YES	NO
07.	Copy of occupancy certificate issued by the PDA	YES	NO

Form of Supervision

To

The Authority

UT Administration of

Dadra and Nagar Haveli

Silvassa.

Sir/Madam,

I hereby certify that the development work/erection re-erection /demolition or material alteration in/of building for _____ use in Plot No. _____ situated at Street/Road _____ section _____ Zone of _____ Area at _____ City/Town shall be carried out under my supervision and I certify that all the material (type & grade) and the workmanship of the work shall be generally in accordance with the general specifications submitted along with and that work shall be carried out according to the sanctioned plans. I shall be responsible for execution of work in all respect.

Name & Signature of Licensed Architect _____

License No. of Architect & Validity _____

Address of Licensed Architect _____

Name & Signature of Licensed Structural Engineer _____

License No. of Structural Engineer & Validity _____

Address of Licensed Structural Engineer _____

Date, _____

Annexure 4

Certificate of Undertaking of Registered Architect

To
The Authority
UT Administration Office
Dadra and Nagar Haveli
Silvassa

Ref: Proposed work of _____ at Plot No. Survey No. _____ in Village
_____ for (Name of Owner/Organizer / Developers /Builder) _____ resident
/office at _____

I hereby certify that I am a Member of Council of Architecture and my License number is _____
and is valid up to _____

I hereby certify that I am appointed as the Registered Architect to prepare the plans, section and details as required under the provisions of the applicable Act/Development Control Regulation /Bye-laws 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 as per the approved drawings. I am fully conversant with the provisions of the applicable Regulations/Bye-laws which are in force and about my duties and responsibilities under the same and I undertake to fulfill them in all respect. I also undertake to plan, design & provide adequate measures for installation of plumbing, drainage, sanitation and water supply. The appointment of site supervisor, clerk of works, building contractor, plumbing contractor and electrical contractor as required under these regulations shall be made at appropriate stage and shall be communicated to the Authority before the relevant work commences.

I also undertake to intimate the authority in writing if my services are terminated before the work is completed or during the process of construction.

Signature of Owner with date
Name in Block Letters
Address

Signature of the Architect with date
Name in Block Letters
Address

Registration No. & Validity

Annexure 5

Certificate of Undertaking of Registered Structural Engineer

To
The Authority
UT Administration Office
Dadra and Nagar Haveli
Silvassa

Ref. Proposed work of _____ at Plot No. /Survey
No./_____ in Village _____ for (Name of Owner /Organiser
/Developers /Developers /Builder) _____ residence / office at

I hereby certify that I possess a valid Registration to act as a Structural Engineer. I also certify that I am appointed as the registered structural Engineer to prepare the structural report, structural details and structural drawings for the above mentioned project. I am fully conversant of my duties and responsibilities under the applicable Regulation /Bye-laws and assure that I shall fulfill them in all respect.

I also certify that the building plans submitted for approval satisfies the safety requirements as stipulated under Regulation No. _____ and the information given therein is factually correct to the best of my knowledge and understanding.

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

I also undertake to intimate the authority in writing if my services are terminated before the work is completed or during the process of construction.

I undertake to supply the owner and supervisor the detailed drawings.

Signature of Owner with date
Name in Block Letters
Address

Signature of the Structural Engineer with date
Name in Block Letters
Address
Registration No. & Validity

Annexure 15

Form of Structural Stability Certificate (In letter head)

This is to certify that, I had been appointed as the Structural Engineer for the building located at _____ village, Survey /Plot No. _____ admeasuring a plot area of _____ sqm. The said building had the plan approved from the competent authority vide order No. _____ dated _____ and I have examined the various parts including the building foundation and I am of the opinion that the building has been constructed in accordance with the plan approved by the authority and I further certify that the building can withstand any natural hazard since the ISI guidelines and the NBC guidelines have been strictly followed while the construction of the building. Its stability will not be endangered by its use for which the permission has been granted.

Name & Signature of Licensed Structural Engineer _____

License No. of Structural Engineer & Validity _____

Address of Licensed Structural Engineer _____

Dated, _____