

Form-B-1-A (to be notarized not on stamp paper)

Application for the regularisation of unauthorised development by: **(i) the owner** and (ii) For unauthorised development for violations **other than parking**

The application should reach to the designated authority latest by_____

Name of Zone

Description of Property: Moje / Ward no. / T.P.S. no.

R.S. no. / Block no. / C.S. no. / F.P. no.

**To,
Municipal Commissioner
Surat Municipal Corporation**

I/We hereby apply for getting the unauthorised development regularised as described in accompanying relevant drawings along with the certificate in Form D for structural stability and Form-G

1. Name of the owner/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, rationcard etc.)

3. Details of property tax last paid:
(a) Useable Area for assessment of property tax
(b) Year of assessment
(c) 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;				
Sr. No	Description	Unit	Actual Area	Approved or Approvable as per GDCR	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 :

- 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).
- ii. In other cases the building permission has not been granted details to be filled in column-D shall be as approvable under prevailing GDCR.

Required as per **rule 11(3)**:

a. I am hereby furnishing the NOC's/approvals, in respect to the following matters:

- i. _____
- ii. _____
- iii. _____

b. I shall, latest before Dt. _____ furnish the 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 unauthorized development, I/we have inspected the site and accordingly the plans are prepared.

(f) The information submitted in the application and .documents submitted along with are true to the best of my 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
Address /Phone number.

Stamp & Signature of Notary

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 empanelled by the authority
- iv. The plans shall be prepared according to sub-rule (1) of **rule 15**
- v. Stability Certificate of Structural Designer in Form-D1 **shall have to be submitted in case of highrise building only.**
- vi. Attached details in Form- D2 and D3
- vii. Copy of the demand notice for property tax
- viii. Receipt of payment of the property tax.
- ix. **Four postcard size photographs of a foresaid property showing actual position of property from different angles.**

=====XXXXXXXXXX=====

Form-“D1”
Certificate of Structural Stability
(shall be required only in case of Highrise Building only)

To,
The Municipal Commissioner
Surat Municipal Corporation

REF: Work of

(Title of Project)
C.S.No./RS.NO. _____ (F.P.No.)_____ in ward No._____ at
Village_____ Taluka_____ T.P.S. No._____ of _____ village
/Town/City

Certified that the plans of existing building submitted for regularisation satisfy the safety requirements as stipulated under National Building Code, GDCR and other relevant laws and the information given therein is factually correct to the best of our knowledge and understanding.

Signature of the Owner /Occupier + with date _____

Name in Block letters_____

Address

Signature of the Architect with date_____ Name in Block Letters_____

Address

Signature of the Structural Engineer with date_____ Name in Block Letters_____

Address

+ Strike out which is not applicable.....

CERTIFICATE OF FIRE SAFETY COMPLIANCE

To,
The Municipal Commissioner
Surat Municipal Corporation.

REF: Work of

(Title of Project)

C.S.No./RS.NO. _____ (F.P.No.) _____ in ward No. _____ at Village _____
Taluka _____ T.P.S. No. _____ of _____ village / Town / City

I the under signed architect certify that the plans of existing building submitted for regularisation states that as per the GDCR since my development is for _____ - use (give the details use and its area of unauthorised development) I do not require/required+ to provide the facility for fire safety requirements as stipulated under National Building Code, GDCR and other relevant laws and the information given therein is factually correct to the best of our knowledge and understanding.

I the under signed owner / occupier + undertake to provide the required fire safety measures which the designated authority may direct and I abide to provide all facility for fire safety as may be directed by the designated authority in consultation with chief fire officer.

Signature of the Owner / Occupier + with

Date : _____

Signature of the Architect with

Date : _____

Name in Block Letters _____

Name in Block Letters _____

Address:- _____

Address:- _____

Form-D3
(notarized on stamp paper)

Undertaking

To,
The Municipal Commissioner
Surat Municipal Corporation

REF : Work of

(Title of Project)

C.S.No./RS.NO. _____ (F.P.No.) _____ in ward No. _____ at Village _____
Taluka _____ T.P.S. No. _____ of _____ village/Town/City

I/We have applied for getting the unauthorised development regularised as described in relevant drawings along with other documents, particulars and certificates. I understand that for regularisation my aforesaid property, the construction carried out should be in confirmative with other acts or rules mentioned in sub rule (3) of rule 13.

I hereby give an undertaking to take necessary permission as required. In case if the necessary permission is not granted from the relevant competent authority than I hereby abide to pull down/alter the unauthorised construction as required under the relevant rules or act or as per the directions issued by the relevant competent authority. Any cost incurred to carry out such direction shall be borne by me.

Signature of the Owner / Occupier + with
Date : _____

Signature of the Structural Engineer with
Date : _____

Name in Block Letters _____

Name in Block Letters _____

Address:- _____

Address:- _____

Signature of the architect / Engineer with
Date: _____

Seal & Stamp of Notary

Name in Block Letters _____

Address:- _____

+ strike out which is not applicable.....