Form-B-1-B (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 of parking & other violations

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/owners :

(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, ration card etc.)

3. Details of property tax last paid:

   (g) Useable Area for assessment of property tax
   (h) Year of assessment
   (i) 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.
### (b) Details of violation:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Description</th>
<th>Unit</th>
<th>Actual Area</th>
<th>Approved or Approvable as per GDCR</th>
<th>Violation (C-D)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>Ground coverage</td>
<td>Sq.mtr.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>Built up area (excluding ground coverage)</td>
<td>Sq.mtr.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>iii.</td>
<td>Height of building</td>
<td>Mtr.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv.</td>
<td>Common plot</td>
<td>Sq.mtr.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>v.</td>
<td>Change of Use (other than parking)</td>
<td>Sq.mtr.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

### (c) Details of Violation Parking:-

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Description</th>
<th>Unit</th>
<th>Actual area</th>
<th>Required as per GDCR</th>
<th>Deficit area (E-D)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
</tr>
<tr>
<td>1</td>
<td>Parking Space</td>
<td>Sq. mt.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
i. I hereby submit that
   a. I shall not be able to provide space for deficit parking in the unauthorised development or within 500 mtrs distance from the said unauthorised development.
   
   OR

   (b) I hereby declare that, I would provide __________ sq.mtrs. of deficit parking space at __________________________ location for which the plans are enclosed herewith. The said location is located at __________ mtrs. Distance from the said unauthorised development and this location is within 500 mtrs

ii. For violation in the provision of sanitary facility, I abide to make the necessary provision as directed by authority in this regard.

iii. I hereby declared that, the space where I propose to provide deficit parking is not in possession with /use/ beneficiary to any other person. Also in future I shall not sale or part with any other person or beneficiary in any manner which shall violate the purpose of providing deficit parking.

5. 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 :        Date :
Registration No.

Name and Signature of the architect/Engineer Name and Signature of the applicant / owner
Address /Phone number. 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.**

======XXXXXXXXX======
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 : _____________
Name in Block Letters __________________ Name in Block Letters ______________
Address:- ____________________________ Address:- ____________________________

Signature of the Architect with Date : _____________
Name in Block Letters ________________
Address:- ____________________________

+ strike out which is not applicable........................
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 Signature of the Structural Engineer with
Date : _____________ Date : _____________

Name in Block Letters _______________ Name in Block Letters _______________
AdderSS:- __________________________ AdderSS:- __________________________

________________________________________________________________________

Signature of the architect / Engineer with
Date: ________________ Seal & Stamp of Notary

Name in Block Letters _______________
AdderSS:- __________________________