

**FORM-1**  
**(Part-I for Planning Permit)**  
**GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY**  
Application for Planning Permission  
For Laying out the Land for Building Purposes

For Office use only	
Ref :	
Date received :	

To

**The Chief Executive Officer,**  
Guwahati Metropolitan Development Authority,  
Bhangagarh, Guwahati.

Sir,

I hereby apply for Planning Permission for laying out of my land in Dag no..... PP No..... Village..... Mouza..... for building purposes/desire to find out whether under noted development is permissible.

I forward herewith the following particulars in quadruplicate duly signed by the Registered Technical Person and me.

- (a) A key map of the site showing adjoining areas of the proposed layout under reference, marking clearly therein the boundaries of the proposed layout in colour, existing roads, structures, landmarks, streams, H.T. or L.T. Power Lines, drains to passing through layout and levels of the site.
- (b) A detailed site plan to a scale of not less than 1:200 showing the proposed layout indicating size of plots, width of the proposed roads, open spaces and amenities provided and type of buildings be built, if any, and
- (c) The Trace map of the area. required under building byelaws.
- (d) Other documents, maps and drawings as required under building byelaws.

I/We the owner/legal representative of the land to which the accompanying application relates request that the layout may be approved and Planning Permission may be accorded.

Date :.....

.....  
Signature of the Owner of the land/Power of attorney holder/Lease Holder

**TO BE COMPLETED BY THE OWNER OF THE LAND / POWER OF ATTORNEY HOLDER / LEASE HOLDER**

1. Applicant (in block capital)

Name: .....

Communication address: .....

.....

Contact No. .... Email ID: .....

**Particulars of proposal for which permission or approval is sought**

- 2. (a) Full address or location of the land to which this application relates and site area  
Dag No./PP No.: .....  
Division No./Ward No.: .....  
Name of Town or village : .....  
Mouza: .....  
Land area: .....

(b) State whether the applicant owns or controls any adjoining land. If so give its location and extent.  
.....

3. Particulars of present and previous use of land

- (i) Present use of land: .....
- (ii) If vacant, the last previous use: .....

4. Information regarding the proposed use.

- (i) State number and type of dwelling units : .....
- (whether bungalows, houses, flats, etc.) factories .....
- Shops, institutions, parks & play fields etc. proposed. ....
- (ii) Extent of land use proposed : (extent in hectares)
  - (a) Land allotted for residential purpose .....
  - (b) Land allotted for commercial purpose.....
  - (c) Land allotted for industrial purpose.....
  - (d) Land allotted for institutional purpose.....
  - (e) Land allotted for park and play fields.....
  - (f) Land allotted for roads and pathways.....
  - (g) Land allotted for other uses (to be specified).....

5. Does the proposed development involve felling of any trees?  
If yes, indicate the position on plan.

.....

6. Does the proposed development involve erection of any advertisement board?  
If yes, indicate its position on plan and type of the Advertisement board to be erected.

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7. Whether the land in question is property belonging to a Wakf or a Hindu Religious Institution and if so whether proper prior approval or authority clearance has been obtained for the proposed development.

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**CONDITIONS:**

- (i) I agree not to proceed with laying out of land for building purposes until the planning permission is granted by the Authority under relevant provision of building byelaws and Guwahati Building Construction (Regulation) Act 2010.
- (ii) I agree not to do any development otherwise than in accordance with the layout plan, specifications which have been approved or in contravention of any provision of the building byelaws, order or other declaration made there under or of any direction or requisition lawfully given or made under the said Act rules or by laws.
- (iii) I agree to make any modification which may be required by any notice issued by any order confirmed by the Authority.
- (iv) I agree to keep one copy of the approved layout plans at the site at all reasonable times when development is in progress and also agree to see that the plan is available and the site is open at all reasonable times for the inspection of the Authority or any officer authorized by him in that behalf.
- (v) I agree to furnish a set of completion plans within fifteen days from the date of completion of the development.
- (vi) I agree to hand over all the proposed roads after duly forming them to the satisfaction of the local authority concerned and sites reserved for parks, play grounds, open spaces for public purpose free of cost to the local authority concerned in which the site falls when so directed by the authority.

I .....have signed this application in my capacity as the Owner/Power of Attorney Holder/Lease Holder and declare that the checklist and statement made therein are true to the best of my knowledge and belief.

.....  
 Signature of the Owner  
 of the Land /Power of attorney  
 holder / Lease holder

I .....have signed this application in my capacity as the Architect/RTP of Attorney Holder/Lease Holder and declare that the checklist and statement made therein are true to the best of my knowledge and belief.

.....  
 Signature of the Architect/RTP  
 Address: .....  
 .....  
 .....  
 Contact No. ....  
 Email ID: .....

**FOR OFFICE USE**

Processing fees Received Rs. _____ (Rupees _____ _____ ) only .		Sl. No : _____
Basement		Rt. No : _____
G.F.		Date : _____
1 <sup>st</sup> Floor		
2 <sup>nd</sup> Floor		
3 <sup>rd</sup> Floor		
4 <sup>th</sup> Floor		
5 <sup>th</sup> Floor		
6 <sup>th</sup> Floor		
7 <sup>th</sup> Floor		
8 <sup>th</sup> Floor		
9 <sup>th</sup> Floor		
10 <sup>th</sup> Floor		
Mezzanine Floor		
Boundary wall		
Others		
<b>Total=</b>		(Cashier)

**FORM-1**  
(Part-II for Building Permit)

**APPLICATION FORM TO ERECT, RE-ERECT OR TO MAKE MATERIAL  
ALTERNATION IN A BUILDING**

[Submitted under section Guwahati Building Construction (Regulation) Act 2010]

To

**The Commissioner,**  
Guwahati Municipal Corporation,  
Panbazar, Guwahati.

Sir,

I/We hereby give notice that I intend to erect/re-erect or to make alteration in the House No ..... situated at Road ..... of ..... area of Ward No..... in Dag No ..... Patta No ..... of Revenue Village ..... Mouza ..... and in accordance with the Building Byelaws of Guwahati and I forward herewith, the following plans and specifications duly signed by me and ..... (Name in block letters)of the Registered Technical Personal, Registration No. .... who have prepared the plans, statements/documents (as applicable).

- a) Three copies of site plan and building plan as required by building bye laws, GMC, and drawn by Technical Personal registered in G.M.C.
- b) Photostat Copy of land document (Such as land deed, Mutation order or Patta). The photocopy is to be self attested.
- c) Structural Certificate (as per building bye laws of 2006) issued by Technical Personal / Group Agency Registered in G.M.C.
- d) Service plan for building when it is above 12.00 m high.
- e) For boundary wall permission; an undertaking through affidavit will be required particularly for road side wall.
- f) Key plan of the location.
- g) Soil test report (Geo-Technical Report) in case of building above 12.00 m high.
- h) Trace Map.
- i) Receipt Copy of up-to-date property tax.

The schedule of the land is also given below:

- (a) Total plot area : .....
- (b) Name of owners of adjoining land
  - North : .....
  - South : .....
  - East : .....
  - West : .....
- (c) Is there any future provision for
  - (i) Vertical extension
  - (ii) Horizontal extension
  - (iii) If yes No. of floors

I request that the construction may be approved and permission accorded to me to execute the work. I hereby also declare that contents of the above application and the enclosures are true and correct to my/our knowledge. No part of it is false and nothing has been concealed there from.

Signature of the Applicant : .....

Name of the Applicant (in block letters) : .....

Father/Husband Name : .....

Mother Name : .....

Postal Address of Applicant : .....

Phone No / Mobile No : .....

PAN No. : .....

**FOR OFFICE USE**

<p>B.P. fees Received Rs.  .....  (Rupees .....  .....  .....)  only .</p> <p>Rt. No.....  Book No.....  Date .....</p> <p align="right">(Cashier)</p>	<p>Sl. No: .....</p> <p>Rt.No : .....</p> <p>Date .....</p>
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Note :

1. The site to be shown to the concern Zonal Engineer within 7 days.
2. You are to contact to office counter of the building permission branch within 30 (thirty) days from the date of submission for further information.

seen

Signature of the Applicant

<p>Fees to be paid:  Rs.....  .....  ..... only for construction of RCC / Boundary Wall / AT  building for .....use.</p> <p>Zonal Engineer</p>	
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