

GREATER VISAKHAPATNAM MUNICIPAL CORPORATION

APPLICATION NUMBER	BPS /ZONE - /WARD - / SI.NO:
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APPLICATION FOR PENALISATION OF UNAUTHORISEDLY CONSTRUCTED BUILDING / BUILDING CONSTRUCTED IN DEVIATION OF THE SANCTIONED PLAN

1	Name of the Applicant		
2	Postal Address		
3	Building Location		
i	T.S. No.		
ii	Door No.		
iii	Plot No.		
iv	Layout / Sub Divn. No.		
v	Street		
vi	Locality		
vii	City/Town/ Village		
4	Furnish the following		
i	Copy of latest Property Tax receipt	YES	NO
ii	Copy of Registered document duly attested by Gazetted Officer	YES	NO
iii	One Photograph showing the Elevation and roof slab	YES	NO
5	Details of Site & Building		
i	Plot Area (in Sq.m)		
ii	Building Permit No. & Date if any		
iii	Sanctioned Plan copy enclosed		
iv	No. of Floors Sanctioned and height of building		
iv	No. of Floors and height of building from the road level as on site		
v	Total Built Up Area Sanctioned (in Sq m)		
vi	Total Built Up Area as on site (in Sq m)		
vii	Additional built up area built a. Area in deviation to sanctioned plan within permitted floors b. Area constructed without any permission or over and above the permitted floors		
6	Road Access Details		
i	Existing Road Width of abutting road		

7	Usage of the building as per approved plan (if any)	As per Sanctioned Plan	As on ground
	a. Individual Residential Building		
	b. Commercial Building		
	c. Non-Residential Building		
	d. Apartment complex		
8	Total Penalisation charges payable (as per Self Computation Table duly filled in)		
9	Demand Draft / Pay Order		
i	Amount:		
ii	D.D.No.		
iii	Date		
iv	Name of the Bank & Branch		
10	Any court case is pending regarding ownership of the site	YES / NO	
11	If yes details may be enclosed separately		
12	Certificate to be submitted by the Applicant:		
<p>✓ I hereby certify that the Building Plans, Site Plan and the particulars furnished above are true and correct.</p> <p>✓ I declare that the property for which I am applying for penalisation is not a public property and I further declare that there are no disputes/ legal cases pending in court of law regarding ownership of the site/ building.</p> <p>✓ I also declare that my application is not in contravention of land use as per the Master Plan.</p> <p>✓ In the event of the particulars furnished in the application are found to be not true , my application may summarily be rejected duly forfeiting the entire penal charges paid and I am liable for enforcement action by the Competent Authority as per the law.</p>			
Date		Name	
Place		Signature	
14	Certificate to be signed by the Licensed Technical Personnel:		
<p>✓ I hereby certify that the Building Plans and Site Plan are prepared by me duly taking the measurements on ground. The technical data with regard to the permitted built up area, as per sanctioned plan and actual built up area existing at site, extent of built up area in deviation to sanctioned plan and total built up area without any building permission is true and correct.</p> <p>✓ .</p>			
Signature			
Name			
License No. and Stamp			

Category	Architect	Surveyor	Engineer	Others (specify)
Address with Contact Numbers				
15	Certificate to be signed by the Structural Engineer: (Certificate to be submitted in case of the buildings of height above 15 m or above)			
✓ I hereby certify that the building is structurally safe and the construction is in accordance with the specified designs and that I will be held responsible if the same are not in order at a later stage.				
Signature				
Name				
Licence No.				
Address with Contact Numbers				

16.1. Fill up the table applicable

TABLE-1

Self Computation Table showing Penalisation Charges for Individual Residential Buildings / Commercial Buildings / other Non-Residential Buildings for the cases where Building Permission was obtained but deviated from the sanctioned plan

Sl. No	Category / Sub-category	Built Up Area as per sanctioned plan (in sft)	Built Up Area as on site (in sft)	Difference of area in (in sft)	% of violation	Rate per sft as per Annexure-I of the Rules	Total penal amount to be paid
(1)	(2)	(3)	(4)	(5) = (4) - (3)	(6) = (5) / (3) x 100	(7)	(8) = (5) x (7)
A. INDIVIDUAL RESIDENTIAL BUILDINGS:							
1	Upto G+2 floors or 10m height						
2	Above G+2 floors and upto G+4 floors or above 10m and upto 15m height						
B. COMMERCIAL BUILDINGS:							
1	Up to G+1 floor						
2	Above G+1 floor and up to G+4 floors and upto 15m Height						
3	Above 15 m in height						
C. Other Non-Residential Buildings (Institutional / Educational / Industrial, etc.):							
1	upto 15m height						
2	above 15 m in height						

Signature :

Name :

16.2. Fill up the table applicable

TABLE-2

Self-Computation Table showing Penalisation Charges for Individual Residential Buildings / Commercial Buildings /Other Non- Residential Buildings for the cases where No Building Permission was obtained

Sl. No.	Category / Sub-category	Built Up Area as on ground (in sft)	Rate per S. ft as per Annexure-I of the Rules (in Rs.)	Total Penal Amount to be paid (in Rs.)
1	2	3	4	5 = 3x4
A	INDIVIDUAL RESIDENTIAL BUILDINGS:			
1	Up to G+2 floors or 10m height			
2	Above G+2 floors and up to G+4 floors and above 10m and up to 15m			
B	COMMERCIAL BUILDINGS			
1	Up to G+1 floor			
2	Above G+1 floor and up to G+ 4 floors and up to 15m Height			
3	Above 15 m in height			
C	OTHER NON-RESIDENTIAL BUILDINGS (Institutional / Educational / Industrial, etc.)			
1	Up to 15m height			
2	Above 15 m in height			

Signature

Name

16.3 Fill up the table applicable

TABLE-3

Self computing Table showing Penal Charges for Multiple Dwelling Units / Flats / Apartment Complexes

Sl. No.	Category	Permitted by Sanctioning Authority but deviated		Building Constructed Without permission /Unauthorised Floor		
		Sub-category	Penalisation Charges to be paid	Built Up Area of Apartment (in Sq. ft.)	Penalisation Charges per sft	Penalisation Charges to be paid
1	2	3(a)	3(b)	4(a)	4(b)	4(c) = 4(a)x4(b)
1	Height less than 18 mtrs	Apartment area up to 1000 sft				
		Apartment area more than 1000 sft				
2	Height 18 mtrs & above					

Signature:

Name:

**17. INDEMNITY BOND & UNDERTAKING
(On Non-Judicial Stamp paper of Rs. 100 & Notarised)**

(To be submitted along with Application Form)

This Indemnity Bond and Undertaking executed on this _____ day of ____200- by Smt./Sri

S/o/W/o _____ Age _____

Occupation _____ R/o _____

Herein after called the **FIRST PARTY** which term shall include their legal heirs, successors, assignees, agents, representatives and tenants.

IN FAVOUR OF

The Commissioner of -----/ **Vice-Chairman**

_____ Urban Development Authority herein after called the **SECOND PARTY**, which term shall include all officials and staff of the _____ Municipal Corporation/Municipality/Urban Development Authority.

Whereas the **FIRST PARTY** has applied for the penalisation of the unauthorized construction in Premises No.----- of -----, -----/Sy. No.----- of _____, _____ Mandal, _____ District in the site / plot covering an extent of _____ sq m.

Whereas the **SECOND PARTY** has agreed to consider penalisation of the unauthorized construction in the said site/ plot in terms of 'the Andhra Pradesh Regulation and Penalisation of Unauthorisedly Constructed Buildings and Buildings constructed in deviation of the Sanctioned Plan Rules, 2007' and made it a condition that there shall not be any defect/litigations/Land Acquisition over the said site/land and the same shall be free from all claims of Govt./Banks/and attachments of Courts, and the **FIRST PARTY** has to indemnify the **SECOND PARTY** to this effect.

Whereas the **FIRST PARTY** having agreed to the aforesaid condition hereby indemnifies the **SECOND PARTY** with the above assurance and hereby solemnly declare that the above said site/land is the property of the **FIRST PARTY** which is possessed by him/her since the date of purchase and the same is free from all defects, litigations, claims and attachments from any courts, etc. and in case of any disputes/litigations arises at any time in future the **FIRST PARTY** will be responsible for the settlement of the same and the **SECOND PARTY** will not be a party to nay such disputes/litigations.

Hence this Indemnity Bond.

FIRST PARTY _____

WITNESSES:

1. _____ Name and address _____

1. _____ Name and address _____

Sworn and signed before me on this ----- day of ----- 200 in presence of above witnesses.

PUBLIC NOTARY

18. List of documents to be enclosed along with the application:		Submitted	
1	Sanctioned Plan copy	YES	NO
2	Copy of Ownership document / Title Deed attested by Gazetted Officer	YES	NO
3	3 sets of Plans (one original on Tracing Paper / Cloth + 2 ammonia prints) as stated below drawn by Licensed Technical Person and signed by applicant and LTP	YES	NO
	<u>a.</u> Site Plan	YES	NO
	<u>b.</u> Location Plan	YES	NO
	<u>c.</u> Detailed Plan	YES	NO
	<u>d.</u> Section	YES	NO
	<u>e.</u> Elevation	YES	NO
4	Self computation table for the penalization charges	YES	NO
5	Demand Draft / Pay Order drawn in favour of the Competent Authority towards the penalization charges	YES	NO
6	Copy of latest Property Tax Receipt	YES	NO
7	One Photograph showing the Elevation	YES	NO
8	One Photograph showing the Roof Slab	YES	NO
9	Indemnity Bond	YES	NO
10	Affidavit as required under Urban Land Ceiling Act in case the total extent of the land held by the applicant does not exceed ceiling limit.	YES	NO
11	Urban Land Ceiling Clearance Certificate in case the extent of plot / site exceeds the ceiling limit	YES	NO
12	NOC from Fire Services Department (where ever applicable)	YES	NO
13	NOC from Airport Authority of India (where ever applicable)	YES	NO
14			
15			
	Total No. of Documents		

19. CHECK LIST & ACKNOWLEDGEMENT

(To be submitted in duplicate - one to be retained in file and another to be given to applicant as acknowledgement)

1	Name of the Applicant	
2	Building Location	
i	T.S. No.	
ii	Door No.	
iii	Plot No.	
iv	Layout / Sub Divn. No.	
v	Street	
vi	Locality	
vii	City/Town/Village	
List of documents to be enclosed along with the application:		Submitted
1	Copy of Sanctioned Plan	YES NO
2	Copy of Ownership document / Title Deed attested by Gazetted Officer	YES NO
3	3 sets of Plans (one original on Tracing Paper / Cloth + 2 ammonia prints) as stated below drawn by Licensed Technical Person and signed by applicant and LTP	YES NO
a	Site Plan	YES NO
b	Location Plan	YES NO
c	Detailed Plan	YES NO
d	Section	YES NO
e	Elevation	YES NO
4	Self computation table for the penalization charges	YES NO
5	Demand Draft / Pay Order drawn in favour of the Competent Authority towards the penalization charges	YES NO
6	Copy of latest Property Tax Receipt attested by Gazetted Officer	YES NO
7	One Photograph showing the Elevation	YES NO
8	One Photograph showing the Roof Slab	YES NO
9	Indemnity Bond	YES NO
10	Affidavit as required under Urban Land Ceiling Act in case the total extent of the land held by the applicant does not exceed ceiling limit.	YES NO
11	Urban Land Ceiling Clearance Certificate in case the extent of plot / site exceeds the ceiling limit	YES NO
12	NOC from Fire Services Department (where ever applicable)	YES NO
13	NOC from Airport Authority of India (where ever applicable)	YES NO
	Total No. of Documents	

20. ACKNOWLEDGEMENT

Received the application and documents as stated above.

OFFICE SEAL	Application Number for future reference	BPS/.....
	SIGNATURE OF THE RECEIVER	DESIGNATION

GREATER VISAKHAPATNAM MUNICIPAL CORPORATION

ACKNOWLEDGEMENT

19. CHECK LIST & ACKNOWLEDGEMENT

(To be submitted in duplicate - one to be retained in file and another to be given to applicant as acknowledgement)

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i	T.S. No.	
ii	Door No.	
iii	Plot No.	
iv	Layout / Sub Divn. No.	
v	Street	
vi	Locality	
vii	City/Town/Village	
List of documents to be enclosed along with the application:		
		Submitted
1	Copy of Sanctioned Plan	YES NO
2	Copy of Ownership document / Title Deed attested by Gazetted Officer	YES NO
3	3 sets of Plans (one original on Tracing Paper / Cloth + 2 ammonia prints) as stated below drawn by Licensed Technical Person and signed by applicant and LTP	YES NO
a	Site Plan	YES NO
b	Location Plan	YES NO
c	Detailed Plan	YES NO
d	Section	YES NO
e	Elevation	YES NO
4	Self computation table for the penalization charges	YES NO
5	Demand Draft / Pay Order drawn in favour of the Competent Authority towards the penalization charges	YES NO
6	Copy of latest Property Tax Receipt attested by Gazetted Officer	YES NO
7	One Photograph showing the Elevation	YES NO
8	One Photograph showing the Roof Slab	YES NO
9	Indemnity Bond	YES NO
10	Affidavit as required under Urban Land Ceiling Act in case the total extent of the land held by the applicant does not exceed ceiling limit.	YES NO
11	Urban Land Ceiling Clearance Certificate in case the extent of plot / site exceeds the ceiling limit	YES NO
12	NOC from Fire Services Department (where ever applicable)	YES NO
13	NOC from Airport Authority of India (where ever applicable)	YES NO
	Total No. of Documents	

20. ACKNOWLEDGEMENT

Received the application and documents as stated above.

OFFICE SEAL	Application Number for future reference	BPS/.....
	SIGNATURE OF THE RECEIVER	DESIGNATION

INSTRUCTIONS TO THE APPLICANTS UNDER BPS

- 1.** Read the Guidelines, FAQs and other details provided in the Hand Book carefully.
- 2.** Ensure that your building falls in the applicable categories for penalization and regulation of unauthorized constructions.
- 3.** Read the Application Form carefully and fill up all the columns correctly.
- 4.** Read the Penalization Charges payable as provided in the Rules and correctly fill up the concerned Self-Computation Table for payment of penalization charges.
- 5.** The Application requires a list of documents to be enclosed. Ensure that all the documents required are enclosed to the Application.
- 6.** If you need any assistance, you may take the help of the Licensed Technical Personnel authorized by the Competent Authority or Registered Architects to guide you in filling up the Application Form, calculation of the penalization charges payable and preparation of the required plans.
- 7.** In respect of buildings with a height of above 15m, a certificate from Licensed Structural Engineer shall be submitted.
- 8.** Prior clearance is required from Fire Services Department and Airport Authority of India as per para 10 of the Guidelines. Ensure that these NOCs are submitted within the stipulated time.
- 9.** Enclose the Demand Draft/Bank Pay Order obtained from any one of the schedule Banks in favour of the Competent Authority to the Application.
- 10.** Fill up the Acknowledgement & Check List in duplicate by ticking the list of documents enclosed.
- 11.** Ensure that the Application is submitted before the last date fixed for receipt of Applications.
- 12.** Before submitting the Application at the places designated by the Competent Authority make sure that you have made a photostat copy of filled in Application Form for your record.
- 13.** Submit the filled in Application in the Counters set up in the Circle /Zone /Head Office of the concerned Municipal Corporation /Municipality /UDA and obtain and retain the Acknowledgement.
- 14.** For future Correspondence with the Competent Authority the File Number on the Acknowledgement may be quoted.

A N N E X U R E - I

RATES OF PENALISATION (See Rule 9)

SI No	Category/ Sub-category	Rate in Rupees per sq feet of violated built up area					
		Cases where building permission was obtained but deviated from the sanctioned plan, and where violation of permitted built up area including setbacks, Balcony projections and balcony areas converted into other built up area /uses is up to 30%			1. Cases where building permission was obtained but where violation of permitted built up area including setbacks, Balcony projections, balcony areas converted into other built up area /uses is more than 30% 2. Cases where no permission was obtained (in this category entire built up area will be treated as violated area)		
(1)	(2)	3(i)			3 (ii)		
		GHMC/ GVMC & VMC	Other Municipal Corporations	Municipalities & rest of UDA area	GHMC/ GVMC & VMC	Other Municipal Corporations	Municipalities & rest of UDA area
		3(i) (a)	3(i)(b)	3(i)(c)	3 (ii)(a)	3 (ii)(b)	3 (ii)(c)

1	Commercial buildings/Usage						
a	Upto G+1 Floor height	200	150	100	300	200	150
b	Above G+1 & below 15 m height	400	300	200	500	400	300
c	15 m and above in height	500	400	300	600	500	400
2A	Individual Residential buildings						
a	up to G+2 floors or 10 m height	60	40	30	100	60	50
b	Above G+2 floors or 10 m height	100	60	50	200	150	100

2 B	Multiple dwellings/Flats/Apartment Complexes (See Annexure II Below)						
3	Other Non-Residential Buildings (Institutional/Educational/Industrial, etc.)						
	i) Height up to 15 m height	60	40	30	100	60	50
	ii) Height above 15 m height	100	60	50	200	150	100

ANNEXURE II

RATES OF PENALISATION FOR MULTIPLE DWELLING UNITS/ FLATS/ APARTMENT COMPLEXES WHICH ARE IN VIOLATION/ INDIVIDUAL BUILDINGS CONVERTED INTO APARTMENTS

SlNo	Multiple dwelling units/Flats /Apartment Complexes	Cases where building permission was obtained but deviated from sanctioned plan including Balcony projections/areas converted into other built up area/Individual buildings converted into Apartments (3)			Cases where no building permission was obtained from the sanctioning Authority/ Additional floors constructed over the permitted floors (4)		
		Penalisation Charge in Rupees			Rate in Rupees per sq feet of violated built up area on each floor		
		GHMC/ GVMC & VMC	Other Municipal Corporations	Municipalities & rest of UDA area	GHMC/ GVMC & VMC	Other Municipal Corporations	Municipalities & rest of UDA area
(1)	(2)	3(a)	3(b)	3(c)	4(a)	4(b)	4(c)
(i) Height below 18 mtr.	Plinth area upto 1000 sft	20,000 per flat /dwelling unit	15,000 per flat /dwelling unit	10,000 per flat /dwelling unit	Rs 100 per sq ft of plinth area	Rs 75 per sq ft of plinth area	Rs 50 per sq ft of plinth area
	Plinth area of more than 1000 sft	30,000 per flat /dwelling unit	20,000 per flat /dwelling unit	15,000 per flat /dwelling unit			
(ii) Height 18 meters and above		80,000 per flat /dwelling unit	50,000 per flat /dwelling unit	30,000 per flat /dwelling unit	Rs 200 per sq ft of plinth area	Rs 150 per sq ft of plinth area	Rs 100 per sq ft of plinth area