



# MUNICIPAL CORPORATION, GUNTUR.

APPLICATION NUMBER	BPS/.....
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**APPLICATION FOR PENALISATION OF UNAUTHORISEDLY CONSTRUCTED BUILDING / BUILDING CONSTRUCTED IN DEVIATION OF THE SANCTIONED PLAN**

<b>1</b>	<b>Name of the Applicant</b>	
<b>2</b>	<b>Postal Address</b>	
<b>3</b>	<b>Building Location</b>	
	i] T.S. No.	
	ii] Door No.	
	iii] Plot No.	
	iv] Layout / Sub Div. No.	
	v] Street	
	vi] Locality	
	vii] Election Ward	
<b>4</b>	<b>Furnish the following</b>	
	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

<b>5</b>	<b>Details of Site &amp; Building</b>		
	i] Plot Area (in Sq.m)		
	ii] Building Permit No. & Date if any		
	iii] Sanctioned Plan copy enclosed	YES	NO
	iv] No. of Floors Sanctioned and height of building		
	v] No. of Floors and height of building from the road level as on site		
	vi] Total Built Up Area Sanctioned (in Sq m)		
	vii] Total Built Up Area as on site (in Sq m)		
	viii] 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		
<b>6</b>	<b>Road Access Details</b>		
	Existing Road Width of abutting road		
<b>7</b>	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		
<b>8</b>	<b>Total Penalisation charges payable</b> (as per Self Computation Table duly filled in)		

<b>9</b>	<b>Demand Draft / Pay Order</b>		
	i] Amount:		
	ii] D.D.No.		
	iii] Date		
	iv] Name of the Bank & Branch		
<b>10</b>	Any court case is pending regarding ownership of the site	YES NO	
<b>11</b>	If yes details may be enclosed separately		
<b>12</b>	<b>Certificate to be submitted by the Applicant:</b>		
<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	

<b>14</b>	<b>Certificate to be signed by the Licensed Technical Personnel:</b>			
✓ 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.				
Signature				
Name				
License No. and Stamp				
Category	Architect	Surveyor	Engineer	Others (specify)
Address with Contact Numbers				

<b>15</b>	<b>Certificate to be signed by the Structural Engineer:</b> <i>(Certificate to be submitted in case of the buildings of height above 15 m or above )</i>			
✓ 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)
<b>A. INDIVIDUAL RESIDENTIAL BUILDINGS:</b>							
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>B. COMMERCIAL BUILDINGS:</b>							
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						
<b>C. Other Non-Residential Buildings (Institutional / Educational / Industrial, etc.):</b>							
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
<b>A</b>	<b>INDIVIDUAL RESIDENTIAL BUILDINGS:</b>			
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>B</b>	<b>COMMERCIAL BUILDINGS</b>			
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			
<b>C</b>	<b>OTHER NON-RESIDENTIAL BUILDINGS (Institutional / Educational / Industrial, etc.)</b>			
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 \_\_\_\_ 2008 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 Municipal Corporation, Guntur** herein after called the **SECOND PARTY**, which term shall include all officials and staff of the **Municipal Corporation, Guntur**.

Whereas the **FIRST PARTY** has applied for the penalisation of the unauthorized construction in Premises No. \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ /Sy. No. \_\_\_\_\_ of GUNTUR, GUNTUR Mandal, GUNTUR 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

2. \_\_\_\_\_

Name and address

Sworn and signed before me on this ----- day of ----- 2008 in presence of  
above witnesses.

***PUBLIC NOTARY***

<b>18. List of documents to be enclosed along with the application:</b>		<b>Submitted</b>	
<b>1</b>	Sanctioned Plan copy	YES	NO
<b>2</b>	Copy of Ownership document / Title Deed attested by Gazetted Officer	YES	NO
<b>3</b>	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
<b>4</b>	Self computation table for the penalization charges	YES	NO
<b>5</b>	Demand Draft / Pay Order drawn in favour of the Competent Authority towards the penalization charges	YES	NO
<b>6</b>	Copy of latest Property Tax Receipt	YES	NO
<b>7</b>	One Photograph showing the Elevation	YES	NO
<b>8</b>	One Photograph showing the Roof Slab	YES	NO
<b>9</b>	Indemnity Bond	YES	NO
<b>10</b>	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
<b>11</b>	Urban Land Ceiling Clearance Certificate in case the extent of plot / site exceeds the ceiling limit	YES	NO
<b>12</b>	NOC from Fire Services Department (where ever applicable)	YES	NO
<b>13</b>	NOC from Airport Authority of India (where ever applicable)	YES	NO
<b>14</b>			
<b>15</b>			
	<b>Total No. of Documents</b>		

**19. CHECK LIST & ACKNOWLEDGEMENT**

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

<b>APPLICATION NUMBER</b>	<b>BPS/.....</b>
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**APPLICATION FOR PENALISATION OF UNAUTHORISEDLY CONSTRUCTED BUILDING /BUILDING CONSTRUCTED IN DEVIATION OF THE SANCTIONED PLAN**

**GUNTUR MUNICIPAL CORPORATION**

<b>1</b>	<b>Name of the Applicant</b>		
<b>2</b>	<b>Building Location</b>		
i	T.S. No.		
ii	Door No.		
iii	Plot No.		
iv	Layout / Sub Divn. No.		
v	Street		
vi	Locality		
vii	City/Town/Village		
<b>List of documents to be enclosed along with the application:</b>			<b>Submitted</b>
<b>1</b>	Copy of Sanctioned Plan	YES	NO
<b>2</b>	Copy of Ownership document / Title Deed attested by Gazetted Officer	YES	NO
<b>3</b>	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
<b>a</b>	Site Plan	YES	NO
<b>b</b>	Location Plan	YES	NO
<b>c</b>	Detailed Plan	YES	NO
<b>d</b>	Section	YES	NO
<b>e</b>	Elevation	YES	NO
<b>4</b>	Self computation table for the penalization charges	YES	NO
<b>5</b>	Demand Draft / Pay Order drawn in favour of the Competent Authority towards the penalization charges	YES	NO

<b>6</b>	Copy of latest Property Tax Receipt attested by Gazetted Officer	YES	NO
<b>7</b>	One Photograph showing the Elevation	YES	NO
<b>8</b>	One Photograph showing the Roof Slab	YES	NO
<b>9</b>	Indemnity Bond	YES	NO
<b>10</b>	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
<b>11</b>	Urban Land Ceiling Clearance Certificate in case the extent of plot / site exceeds the ceiling limit	YES	NO
<b>12</b>	NOC from Fire Services Department (where ever applicable)	YES	NO
<b>13</b>	NOC from Airport Authority of India (where ever applicable)	YES	NO
	<b>Total No. of Documents</b>		

<b>20. ACKNOWLEDGEMENT</b>			
Received the application and documents as stated above.			
OFFICE SEAL	<b>Application Number for future reference</b>	<b>BPS/.....</b>	
	SIGNATURE OF THE RECEIVER		DESIGNATION