

# GREATER HYDERABAD MUNICIPAL CORPORATION

## 6. APPLICATION FOR PENALISATION OF UNAUTHORISEDLY CONSTRUCTED BUILDING / BUILDING CONSTRUCTED IN DEVIATION OF THE SANCTIONED PLAN

APPLICATION NUMBER	BPS/.....
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<b>1</b>	<b>Name of the Applicant</b>		
<b>2</b>	<b>Postal Address</b>		
i	Door No		
ii	Street		
iii	Locality		
iv	City / Town		
v	Phone No.		
v	Street		
<b>3</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>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
ii	One Photograph showing the Elevation	YES	NO
ii	One Photograph showing the roof slab	YES	NO

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<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 as on site		
vi	Total Built Up Area Sanctioned (in Sq m / Sq.ft)		
vii	Total Built Up Area as on Site (in Sq m / Sq.ft)		
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>		
i	Existing Road Width of abutting road		
<b>7</b>	<b>Usage of the building as per approved plan (if any)</b>	<b>As per Sanctioned Plan</b>	<b>As on ground</b>
a	Individual Residential Building		
b	Commercial Building		
c	Non-Residential Building		
d	Apartment complex		
<b>8</b>	<b>Total Penalisation charges payable (as per Self Computation Table duly filled in)</b>		
<b>9</b>	<b>Demand Draft / Pay Order</b>		
i	Amount:		
ii	D.D.No.		
iii	Date		
iii	Name of the Bank & Branch		
<b>10</b>	<b>Any court case is pending regarding ownership of the site</b>	YES / NO	
<b>11</b>	<b>If yes details may be enclosed separately</b>		

<b>12</b>	<b>Certificate to be submitted by the Applicant:</b>
<p>3 I hereby certify that the Building Plans, Site Plan and the particulars furnished above are true and correct.</p> <p>3 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>3 I also declare that my application is not in contravention of land use as per the Master Plan.</p> <p>3 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>13</b>	<b>Certificate to be signed by the Licensed Technical Personnel:</b>
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<p>3 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>	
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Name		Signature	
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License No.  
and Stamp

Category	Architect	Surveyor	Engineer	Others (specify)
Address with Contact Numbers				

<b>14</b>	<b>Certificate to be signed by the Structural Engineer:</b> (Certificate to be submitted in case of the buildings of height above 15 m or above)
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<p>3 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.</p>	
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Name		Signature	
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License No.  
and Stamp

Category	Architect	Surveyor	Engineer	Others (specify)
Address with Contact Numbers				

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15.1 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)X100	(7)	(8)= (5)X(7)

**A. INDIVIDUAL RESIDENTIAL BUILDINGS:**

1.	Upto G+2 floors or 10m height						
2.	Above G+2 floors or above 10m height						

**B. COMMERCIAL BUILDINGS:**

1.	Up to G+1 floor						
2.	Above G+1 floor 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:

15.2 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)=3 x 4

**A. INDIVIDUAL RESIDENTIAL BUILDINGS:**

1.	Upto G+2 floors or 10m height			
2.	Above G+2 floors and above 10m height			

**B. COMMERCIAL BUILDINGS:**

1.	Up to G+1 floor			
2.	Above G+1 floor 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:



15.1 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) x 4(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:

## 16. 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 \_\_\_\_\_

2. \_\_\_\_\_ Name and address \_\_\_\_\_

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

***PUBLIC NOTARY***



**17. List of documents to be enclosed along with the application:****Submitted**

17. 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
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	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		YES	NO
15		YES	NO
	<b>Total No. of Documents</b>		



## 18. CHECK LIST & ACKNOWLEDGEMENT

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

### GREATER HYDERABAD MUNICIPAL CORPORATION

Application For Penalisation Of Unauthorisedly Constructed Building / Building Constructed In Deviation Of The Sanctioned Plan

**ORIGINAL**

APPLICATION NUMBER	BPS/.....
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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	
<b>List of documents to be enclosed along with the application:</b>		<b>Submitted</b>
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
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12	NOC from Fire Services Department (where ever applicable)	YES NO
13	NOC from Airport Authority of India (where ever applicable)	YES NO
14		YES NO
15		YES NO
Total No. of Documents		

### ACKNOWLEDGEMENT

Received the application and documents as stated above.

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

## 18. CHECK LIST & ACKNOWLEDGEMENT

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### GREATER HYDERABAD MUNICIPAL CORPORATION

Application For Penalisation Of Unauthorisedly Constructed Building / Building Constructed In Deviation Of The Sanctioned Plan

**DUPLICATE**

APPLICATION  
NUMBER

BPS/.....

<b>1</b>	<b>Name of the Applicant</b>	
<b>2</b>	<b>Building Location</b>	
i	T.S. No.	
ii	Door No.	
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Total No. of Documents		

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	SIGNATURE OF THE RECEIVER	DESIGNATION

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