

ASANSOL
MUNICIPAL CORPORATION
(APPLICATION FORM FOR BUILDING)
Rs. 30.00
*ASANSOL * BURDWAN*

FORM – A

[See Rule 5(2)]

Application for approval of a site for Building

From _____ (Name in full Block letters)

(Address)

To,
The Mayor-in-Council
Asansol Municipal Corporation, Asansol

Sir/ Madam,

I/ we hereby give you notice the Premises No. / Holding No. _____
_____ Street _____

Ward / Circle _____ will be used in future as
Residential / Commercial / Industrial / Public Building / Others (specify) and I forward
herewith:

A site plan in triplicate of the land for your approval (along with the fee determined
by the Municipal Corporation) are prescribed in rule 6 of the Building Rules under West
Bengal Municipal Act. 1993 (West Bdn. Act. XXII of 1993)

I request that the site may be approved.

Yours faithfully

Signature of Owner / Owners

Countersigned
Architect / Engineer

FORM – B

[See Rule 13 (2)]

OFFICE USE Application No. BR/CB/IB PB _____ Date _____
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Application for Permission to Construct or Reconstruct/ Addition or Alternation of Masonry Building,

From _____ (Name in full Block letters)
_____ (Address)

Purpose of construction: Residential / Commercial / Industrial / Public Buildings / Other (specify):

To,
The Mayor-in-Council
Asansol Municipal Corporation, Asansol
Sir/ Madam,

I/ We here by give you notice that I/ We intend to construct or reconstruct a masonry building or make alteration in or additions to premises No./ Holding No. _____ in _____ Street _____ Ward/ Circle (_____ and in accordance with provision of building plan Residential) Rules/ Regulations _____ Building Plan (Commercial & Industrial) Rules/ Regulations and the provisions of Act. I forward herewith.

- a) Approved site plan in triplicate of the land.
- b) A plan in triplicate showing elevations and sections of the Proposed building together with a specification of the work (in case of a building under the Salt Lake Township/ Asansol Municipal Corporation Area the provisions of the rule 91(a) has to be followed)
- c) Statement of Particulars (Annexure) :
- d) Receipt for deposition of application fee specified in rule 14(9) :
- e) Water Supply and sewage disposal plans :
- f) Copy of the Permission Certificate :
- g) Five Copies of sewage and water connection plan as per rule 91[b]:
[_____] This portion is required to Salt Lake Township.

I request that the plan may be approved and that permission may be accorded to execute the work.

Please note that I am also enclosing herewith the documents as desired by you as per Instruction.

Countersigned

Yours faithfully

Architect / Engineer

Dated

Signature of Owner / Owners

I/ We hereby declare that I/ we am/are owner/owners of the property to be built upon and the copy of registered deed of land or other documents in support of ownership/ownerships of land are submitted herewith. That the aforesaid plot plot of land is the only plot of vacant land held by me/ us in any of the urban agglomerations covered under the Urban land [Celling and Regulation] Act 1976, and that the extent of that plot is within the ceiling limit on vacant land imposed by the said Act.

That I do not hold any other vacant land or any other land with building with a dwelling unit therein in any of the urban agglomerations referred to the said Act.

That in the event of the aforesaid plot of land being declared as excess by the competent authority under the [Urban Land Celling and Regulation Act. 1976], I shall abide by the decision of the competent authority under that Act.

Name _____

Signature of Owner/ Owners _____

Date _____

Full Postal Address _____

ANNEXURE

(Statement of particulars and specification)

Name of full (in block letters) of the owner _____

Present Address _____ P.S. _____

Mouza _____ J.L. _____

C.S. Rehab / Plot No. of the site _____

Ward No. _____

a) Basement _____

b) Ground floor _____

c) 1st floor _____

d) 2nd floor _____

e) 3rd floor _____

a) Total are of the site (in square meters) _____

b) Total plinth area of the building proposed to erected/ re-erected etc. (in square meters) _____

c) Site plan sanction No. _____ with date _____

d) Height of the building over ground level _____

The materials to be used in and specification of the Construction:

a] Foundation

b] Floors

c] Walls

d] Roots

e] Fire places/ Chimnies

a] Approximate number of inhabitants proposed to be commodated:

b] The number, size & specification of the Latrines, Urinals, Kitchen, Bath to be provided.

Probable cost of Construction of the proposed structure _____

[Land such other information as required by the rules]

Signature of the Licensed Architect/

Engineer/ L.B.

License No. _____ Date _____

Full Postal Address _____

Signature, Name & Address of the Owner _____

INSTRUCTION FOR THE APPLICANT

1. The applicant must be owner of the Land.
2. Before filling up the form please go through the provisions of the building rules.
3. The applicant is requested no to take up the building construction until and unless is permitted to do so. If any such construction is undertaken without permission, it will be treated as clear violation of the building rules and the matter will be proceeded with accordingly.
4. The building shall not be considered within the restricted distance of the electric wire running on any side of the site under the provision of the Indian Electricity Rules.
5. The building plan must be prepared by the licensed Architect/ Engineer and the list of approved building planer are available in the office.
6. If any information or document is required under the Building Rules or is, in the opinion of the competent authority, incomplete, he may require further information or documents to be furnished.
7. If the Land Use Controller, if any, refuse to issue no-objection certificate in the case of competent authority will not accored any sanction of building plan as per the West Bengal Town and Country (Planning & Development) Act. 1979.
8. In case residential building, fees in respect of grant of permission to execute any work would be Rs. And in other cases i.e., commercial Industrial and Public Buildings would be Rs. The said fees to be paid in the form of Account payee Demand Draft on any Schedule Bank of the area in favour of Asansol Municipal Corporation along with duly filled in application form 'B' and other enclosures.
9. Applicant shall submit the Application Form 'B' as the case may be (in duplicate) duly filled in for permission to construct or reconstruct masonry building and shall enclose the following documents with the application otherwise it will be rejected.
 - a) An approved site plan in triplicate,
 - b) A building plan in triplicate,
 - c) Filled up Form B as the case may be in duplicate
 - d) Filled up Annexure of Form B in duplicate
 - e) Attested copy / certified copy of title or the land or attested copy of Purcha or Registered Batanama and / attested copy of allotment of land possession certificates of land
 - f) Attested copy of current holding tax receipt in case of old building/ new building for extension purpose.
 - g) Account payee Demand Draft of Rs. in case of residential building or Account Payee Demand Draft of Rs. In case of Commercial / Industrial / Public Building

FORM-E
(See rules 28)
FORM OF NOTICE OF COMMENCEMENT

From:

(Name and address of the applicant)

Dated _____
Office Ref. No. and date if any

To,
The Mayor-in-Council,
Asansol Municipal Corporation,
Asansol

Subject: Notice of commencement under rule 28 of the West Bengal Municipal Building Rules, 1996 under West Bengal Municipal Act, 1993 as per Building Permit No. _____ dated _____

Building Particulars :

Premises No. and Street _____

Ward No. _____

Sir,

I/ We hereby give notice that the creation / re-creation of / addition to/ alteration of the building on Plot _____ Street _____
_____ Ward No. _____ will be commenced
on _____ (date) _____ as per Building Permit No. _____
dated _____ granted by you, with the plans and specifications sanctioned.

Yours faithfully,

(Signature of the applicant)

FORM-F

[See rules 29 (1)]

FORM OF NOTICE OF COMPLETION OF WORK UPTO PLINTH LEVEL AS UPTO 1.0 METER ABOVE G.L. WHICHEVER IS HIGHER

From:

(Name and address of the applicant)

Dated _____

Office Ref. No. and date if any

To,
The Mayor-in-Council,
Asansol Municipal Corporation,
Asansol

Subject : Form of notice of completion of work upto plinth level as upto 1.0 meter above G.L. whichever is higher under rule 29 (1).

Building Particulars:

Premises No. and Street _____

Ward No. _____

Sir,

I/ We hereby inform you that construction upto the plinth level or upto 1.0 meter above G.L. whichever is on Plot No. _____ street _____ Ward No. _____ for which Building permit has been issued to me vide your letter No. _____ dated _____ has been completed in accordance with the sanctioned plan.

The work may be inspected in pursuance of the provisions of sub-rule (2) of Rule 29 of the West Bengal Municipal Building Rules, 1996 under West Bengal Municipal Act, 1993.

Yours faithfully,

(Signature of the applicant)

FORM-G
[See rules 33. 148 (3)]
FORM OF NOTICE OF COMPLETION

From:

(Name and address of the applicant)

Dated _____
Office Ref. No. and date if any

To,
The Mayor-in-Council,
Asansol Municipal Corporation,
Asansol

Subject: Notice of completion under rule 33.

Building Particulars:

Premises No. and Street _____

Ward No. _____

Sir,

I / We give notice that the creation / re-creation / addition to / alteration of the building on Plot _____ Street _____
_____ Ward No. _____ under rule 33 has been completed according to the plans sanctioned vide Building Permit No. _____ dated _____

I / We have to request you to arrange for the inspection and for the issue of an occupancy certificate.

Yours faithfully,

(Signature of the applicant)

Countersigned

FORM-I

[See rules 38 (1)]

FORM OF NOTICE OF INSPECTION OF DRAINS AND APPLIANCES CONNECTED WITH DRAINAGE

From:

(Name and address of the applicant)

Dated _____

Office Ref. No. and date if any

To,

The Mayor-in-Council,
Asansol Municipal Corporation,
Asansol

Subject: Inspection of drains and appliances connected with drainage under rule 38(1).

Building Particulars:

Premises No. and Street _____

Ward No. _____

Sir,

I / We hereby give notice of my intention to cover drainage / appliances for drainage
on _____ (date) at _____ (time)
in the premises _____ and request
inspection of the same.

The work was sanction vide letter No. _____ dated _____

Yours faithfully,

(Signature of the applicant)

FORM-K
[See rules 148 (1)]

To,
The Mayor
Asansol Municipal Corporation,
Asansol

Plot No. _____ Block No. _____

The undersigned residing at and being the owner of the Plot _____ hereby applied for permission to construct the house sewer of the said plot with the sewerage of the area under Asansol Municipal Corporation.

The Sanitary arrangements and laying of sewer of the said plot have been done as per plan sanctioned vide _____ and the clearance certificate has been issued vide Memo No. _____ dated _____ of the Mayor, Asansol Municipal Corporation.

A.R.B.I. Challan representing deposit of Rs. _____ is submitted herewith.

(Signature of the applicant)

Date _____

Address _____

Information to be filled in by the Licensed plumber who executes the house sewerage level of invert of sewer at point nearest to master trape _____

Distance of master trape from centre of sewer at its nearest point _____

Distance of Municipal manhole from a point in the sewer immediately opposite the master trape _____.

Signature of Plumber
Plumber Licence No. _____

Date _____

Address _____

Forwarded to

Clearance certificate has been issued. Sewerage connection may be given after realizing the requisite fees.

Engineer-in-Charge
Asansol Municipal Corporation

Certified that a R.B.I / S.B.I Challan _____ for Rs. _____
_____ representing deposit for sewer connection has been received
in this office.

Officer-In-Charge of Finance
Asansol Municipal Corporation

Certified that the house sewer of the above plot have been inspected and approved by me,
Permission for giving connection may be accorded.

Engineer-in-Charge
Asansol Municipal Corporation

Remarks:

Date _____ 20__

Officer-in Charge of Finance
Asansol Municipal Corporation

Connection made under my supervision.

Date _____ 20__

Engineer-in-Charge
Asansol Municipal Corporation

Date _____ 20__

Officer-in-Charge of Finance
Asansol Municipal Corporation

Submitted to the Mayor, Asansol Municipal Corporation.

Sewer connection to Plot No. _____ given on _____
plot holder to

Please note

Officer-in-Charge of Finance
Asansol Municipal Corporation

After permission in accorded, the plot holder shall give connection to the sewer at his
cost under the supervision of this Authority Staff. The plot holder shall fix up date and time
and give clear 10 notice (excluding Sundays and holidays) so that supervision by the
Municipal Staff can be arranged.

FORM-L

[See rules 15 (n)]

FORM OF INDEMNITY BOND

(To be submitted on non-judicial stamp paper of Rs. 10)

This Indemnity Bond is executed by Shri _____

and Shri _____ son/ sons of Shri _____

_____ residence of _____ owner of premises

No. _____ in (Name of the street and Nos _____ of ward)

WHEREAS I / we am / are submitting to the Asansol Municipal Corporation (hereinafter referred to as the said Municipal Corporation) building plans with provisions for deep foundation works, pilling works, construction of basement and underground constructions

AND WHEREAS I/ we am/ are representing to the said Municipal Corporation that if sanction is granted for the construction of the aforesaid works, I/we shall indemnify the said Municipal Corporation for any loss or damage at the time of execution of the said works or thereafter.

AND WHEREAS I/ we undertake that all precautionary measures shall be under-taken by me/ us and no excavation shall be carried out beyond the boundaries of the plot. Any damage occurring during the execution of the work or due to excavation made a site to the municipal Public utility services or properties shall be properties shall be made good by me/us.

AND WHEREAS we further undertake and agree to indemnify the said Municipal Corporation to the full extent of any claim put against the said Municipal of any claim put against the said Municipality Corporation either by way of damage, compensation or in any, other way in cash the said Municipality required to pay any amount to any person or owners of the adjoining properties.

AND WHEREAS I/we further undertake and agree to indemnify the said Municipal Corporation, of all costs and expenses the said Municipal Corporation may require to defend any action in this regard to any court of law.

Now **THEREFORE**, in consideration of the above matter, undertaking and indemnity given by the said Owners, Municipal Corporation in this behalf grant the sanction in the said basement to the said owners.

In **WITNESS HEREOF**, the owners above mentioned put their head and seal to the said Indemnity Bond on this day

Witness

----- (1) -----

----- (2) -----

(Executants)