

MADHYAMGRAM MUNICIPALITY

P.O. Madhyamgram, P.S. Barasat
Dist. North 24 Parganas, Kolkata - 700 129

20100

FORM - 'A'

[See rule 5 (2)]

Application for approval of a site for building

From(Name in full in Block Letter)

.....(Address)

.....

To

The Chairman

.....Municipality/Notified Area Authority

Sir,

I/We hereby give you notice of the Premises No. / Holding No.in
.....StreetWard/Circlewill
be used in future as Residential/Commercial/Industrial/Public Building/Others (specify)
and I forward herewith :

A site in triplicate of the land of your approval (along with the fee determined by
the Municipality as prescribed in rule 6 of the Building Rules under West Bengal Municipal
Act. 1993, (West Bengal Act XXII of 1993)

I request that the site may be approval.

Yours faithfully

Countersigned :

Signature of Councillor
Madhyamgram Municipality
North 24-Pargan

Architect/Engineer

Signature of Owner / Owners

Dated :

MADHYAMGRAM MUNICIPALITY

P.O. Madhyamgram, P.S. Barasat
Dist. North 24 Parganas, Kolkata - 700 129

20100

FORM - 'B'

[See rule 13 (2)]

Application for Permission to construct or Reconstruct
Addition or Alteration of Masonary Building.

From(Name in full in Block Letter)

.....(Address)

Purpose of Construction : Residential/Industrial/Public Building/Other (Specify)

To

The Chairman

.....Municipality/Notified Area Authority

Sir,

I/We hereby 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.
inStreet.....
Ward/Circleand in accordance with provisions of building plan
(Residential) Rules/Regulations/Building plan
(Commercial & Industrial) Rule/Regulation and the provisions of the Act.

I forward herewith :

- Approved site plan in triplicate of the land.
- A plan in triplicate showing elevations and sections to the provised building together with a specification of the work (in case of a building under the Salt Lake Township the provisions of rules 91)
- Statement of Particulars (Annexure) :
- Receipt for deposition of application fee specified in rule 11 (9).
- Water supply and sewage disposal plans :
- Copy of the Possession Certificate :
- 5 (five) copies of sewage and water connection plan as per rule 91 (b) 1
() This portion is required for Salt Lake Township.

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

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

Signature of Councillor
Madhyamgram Municipality
North 24-Parganas.

Yours faithfully

Countersigned :

Architect/Engineer

Signature of Owner / Owners

Dated :

ANNEXURE

[Statement of Particulars and Specification]

1. Name in full (in block letters) of the owner :
Present Address
PS..... Mouza.....
J.L..... C.S. Rehab/Plot No. of the site
..... Ward No.....
2. The purpose (Residence, Office, Godown, Restaurant, Hotel, Dharmasala, School, College, Hostel, Institution, Cinema, Shop, Factory, etc.) for which it is intended to be used
 - (a) Basement
 - (b) Ground floor
 - (c) 1st floor
 - (d) 2nd floor
 - (e) 3rd floor
3.
 - (a) Total area of the site (in square metres)
 - (b) Total plinth area of the building proposed to be Erected/re-erected etc. (in square meters)
 - (c) Site Plan Sanction No..... with date.....
(For commercial plan)
4.
 - (a) Number of floors
 - (b) Height of the building over road level
5. The materials to be used as specification of the constructions :
 - (a) Foundation
 - (b) Floors
 - (c) Walls
 - (d) Roofs
 - (e) Fire places/Chimneys
6.
 - (a) Approximate number of inhabitants proposed to be accommodated
 - (b) The number, size and specification of latrine, kitchen, bath to be provided
7. Probable cost of construction of the proposed structures
..... [and such other information as required by the rules]

Signature of the Architect / Licensed Building Surveyor

Licence No..... date

Full Address

8. Signature, name and address of the owner

Strike off the alternatives not required.

INSTRUCTIONS TO 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 not to take up the building construction until and unless he 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 Architect / Licensed Building Surveyor and the list of approved Building planners are available in the office.
6. If any information or document is required under the Building Rules or is, in the opinion on the competent authority, incomplete, he may require further information or documents to be furnished.
7. If the Land Use Controller, if any, refused to issue "No Objection Certificate", in that case the competent authority will not accord any sanction of Building Plan as per the West Bengal Town and Country (Planning and Development) Act, 1979.
8. In case or 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 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 rejected :-
 - (a) An approved site plan.
 - (b) A building plan is 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 of land or attested copy of Purga or registered Batnama and / or attested copy of allotment of land and possession certificate 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.

MADHYAMGRAM MUNICIPALITY

P.O. : Madhyamgram, P.S. Barasat
Dist. : North 24 Parganas, Kolkata - 700 129

FORM - 'E'

[See rule 28]

FORM OF NOTICE OF COMPLETION

From :

Dated

.....

Ref. No. :

.....

(Name and address of the applicant)

To

The Chairman

Madhyamgram Municipality

Madhyamgram, North 24 Parganas

Kolkata - 700 129

Subject : Notice of commencement under rule 28 of the West Bengal Municipal Building Rules, 1996 under that West Bengal Municipal Act. 1993 as per Building

Permit No.

dated

Premises No. and Street

..... Ward No.

Building Particulars :

Sir,

I / We hereby give notice that the erection / re-erection / addition to / alteration of the building Plot Street

Ward No. will be commenced (date)

as per Building Permit No. dated granted by you with the plans and specifications sanctioned.

Yours faithfully

(Signature of the applicant)

MADHYAMGRAM MUNICIPALITY

P.O. : Madhyamgram, P.S. Barasat
Dist. : North 24 Parganas, Kolkata - 700 129

FORM - 'F'

[See rule 29 (1)]

[FORM OF NOTICE OF COMPLETION OF WORK UP TO PLINTH LEVEL OR UPTO 1.0 METRE ABOVE G.L. WHICHEVER IS HIGHER]

From :
.....
.....
.....
(Name and address of the applicant)

Dated
Ref. No. :

To

The Chairman
Madhyamgram Municipality
Madhyamgram, North 24 Parganas
Kolkata - 700 129

Subject : Notice of completion of ²[structural] work up to plinth level or up to 1.0 metre 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 ²[structural] construction upto the plinth level or upto 1.0 metre above G.L. whichever is higher 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 the West Bengal Municipal Act, 1993

Yours faithfully

.....
(Signature of the applicant)

MADHYAMGRAM MUNICIPALITY

P.O. : Madhyamgram, P.S. Barasat

Dist. : North 24 Parganas

Kolkata - 700 129

FORM - 'G'

[See rule 33 148 (3)]

FORM OF NOTICE OF COMPLETION

From :

Dated

Ref. No. :

(Name and address of the applicant)

To

The Chairman

Madhyamgram Municipality

Madhyamgram, North 24 Parganas

Kolkata - 700 129

Subject : Notice of completion under rule 33 [148 (3)]

Building Particulars :

Premises No. and Street

..... Ward No.

Sir,

I / We hereby give the notice that the erection / re-erection / addition to / alteration of the building on Plot Street

Ward No. under rule 33 [148 (3)] has been completed according to plans sanctioned vide Building Permit No. dated

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

Yours faithfully

Countersigned

.....
(Signature of the applicant)

MADHYAMGRAM MUNICIPALITY

P.O. : Madhyamgram, P.S. Barasat

Dist. : North 24 Parganas

Kolkata - 700 129

FORM - 'I'

[See rule 38 (1)]

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

From : Dated
..... Ref. No. :
.....
.....
(Name and address of the applicant)

To

The Chairman

Madhyamgram Municipality

Madhyamgram, North 24 Parganas

Kolkata - 700 129

**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 the notice of my intention of cover up drainage / appliances for drainage on
.....(date) at(time) in the premises
..... and request inspection of the same.

Yours faithfully

.....
(Signature of the applicant)