

Confederation of Real Estate
Developers' Associations of India

Mission Transparency

Comprehensive check list for one window
clearance for approval of building plans

Presented to the
Union Government

Prepared
by

Good Governance Committee

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From the President's desk... - 'Mission Transparency'...

This country is rated to be one of the most corrupt nations of the world. Any citizen of this great country will feel hurt and humiliated. The Real Estate Sector is rated to be the biggest contributor to this notoriety. As a responsible citizen and a sincere businessman I and all my colleagues in real estate feel greatly insulted. We with responsibility say "we are the victims of the system and not the beneficiary"

We hate the system which makes us look ugly; we curse every person who exploits us to give us a legitimate permission which we deserve instantly and without any illegitimate demand. Hence instead of blaming it on anybody, we have decided to get into the roots and find a solution.

I have taken it up as the priority agenda for my team this term and got in to exercise of finding the cause and its solution.

They are two folds.

One; The approval process

Two; The practices of Real Estate Developers

One; The Approval process.

The cause is," connecting with more than 150 people in @40 departments of central, state government and municipal corporations". After investing heavily in to land cost, every day's delay adds to the costs. And in this desperation the speed becomes important and the concept of speed money creeps in. Each individual has to go through frustrating processes of getting approval and this is the cause. We have to obtain more than 40 certificates, nocs, and clearances. This takes 2 to 3 years. Each person in the system recognizes desperation of developers, as it is a highly capital intensive business. So instead of crying foul and decrying the corruption, let's find ways and means to eradicate the cause of corruption. Mckansey report to GOM in2001 says "land approval related hurdles are costing 40% higher to home cost. If tracked well removing this hurdle Real Estate can add 1.5% to GDP growth .And what we have done since then? Only added hurdles. Today environment clearance, High rise clearance has become more difficult, costlier and adds 2years of time which are post 2001 events.

The Solution;

There is of course a solution. The solution is simple and mush talked of "The One Window Clearance". But how to implement it is a problem.

So we worked on it. We have created comprehensive check list, this takes into consideration requirement of each department that we need to go to.

This "Comprehensive check list is being presented to honorable minister of Urban Development for action. If we comply with all the requirements , then one authority should be able to give us approval to our building proposals within 2 to 3 weeks instead of 3 years and this removes "The people to people contact "and thereby corruption. The request is to indulge into consultative process with all concerned department of central and state governments and further refine it. Once completed this be adopted by each planning authority and amend the development control rules\building approval laws, where by all requirements are incorporated in it. It needs to be ensured post this action that no central or state government will add any stage, requirement of noc without incorporating the same in development rules even If there is a Supreme Court order. Hence implementing authority remains one. Whatever are the training needs have to be identified and the approving persons be trained. If need be a central administrative service is incorporated for the same.

In the interim we are also submitting a document of best practices in few states. These are representative in nature and we can conduct an exercise to compile best practices from all states and then arrive at an immediately implementable draft for all states to follow. Let us give a Time limit of 2 to 3 months for the same.

If implemented, it will increase housing stock by 100%, it will create 100% more jobs, and it will increase more than 100% more revenue for all concerned government authorities including service tax, VAT, development charges and stamp duty. It will at least double the production in more than 250 types of industries, **reduce price of tenements by 10 to 25% And it will add 1.5% "GDP"**.

Action Required; Urban Development ministry being nodal ministry for Urban Issues to get in to consultative process with other central government departments, concerned state government departments and municipal corporations to

1. Collect best practices under implementation from all states, which results in rapid approval process and prevail on states to adopt "best practices already in force in some state" as it's a no brainer.
2. Finalize the comprehensive check list following the same procedure within time bound fashion.

Two; The practices of Real Estate Developers to achieve Transparency

- A. We have resolved that each developer shall individually sign code of conduct of CREDAI. This will make them accountable towards consumers and other stake holders.
- B. Each developer must mention carpet areas in all sale material and agreements.
- C. Each city unit will establish a consumer redressal forum. This is very successful in many states. The peer pressure coupled with business understanding works to resolve most issues saving cost and time of both parties and reestablishing the goodwill between them.
- D. Upon achieving "one window clearance and its true intent, each developer will be required to mention complete cost in each sale.

Line of action;

1. 28th April 2011, the documents (1. Best Practices, 2. Comprehensive check list) are inaugurated by and submitted to honorable minister Urban Development Mr. Kamal Nath
2. The document will be presented to honorable prime minister in person if given appointment or to the office on or before 10th May 2011.

We will request following dates to be agreed upon by honorable Minister Urban Development for implementation.

15th August 2011; Final circulation of best practices to all state and central government offices by Urban Development Department with advise to implement it immediately.

26th January 2011; Finalization of comprehensive check list and implementation by all state governments.

28th April 2012; All necessary amendments in all related acts by state and central governments.

JNNRUM tool to be used for strict implementation of the same.

An aggressive campaign to be run by CREDAI throughout the country to sensitize governments, citizens and media and NGOs.

It is our conviction that "The developers are builders of the Nation and they will be most important stake holders in urban development of the country. We also are responsible citizens of the country and will like to conduct our businesses with utmost diligence & dignity. We solicit support of citizen's government, media, and judiciary to eradicate the cancer of corruption by supporting this action".

Lalit Kumar Jain
President, CREDAI

Current Scenario

The Confederation of Real Estate Developers' Associations of India (CREDAI) is the apex body of organized real estate developers representing over 10,000 developers through 21 states across the country. CREDAI is the All India trade body for Real Estate Developers and we are responsible for promoting changes and reforms, creating and maintaining guidelines pertaining to integrity and transparency among developers, and representing issues and pro-active policies before the government and other concerned authorities.

CREDAI – All India trade body for Real Estate Developers

Real Estate Industry carries the stigma of being one of the major contributors to corrupt practices. Generally it is projected as if the fraternity is the beneficiary. But, in fact, Real Estate community, is the victim of this cancer called Corruption, not the beneficiary. Therefore, CREDAI - India has embarked upon an ambitious agenda **'Mission Transparency'** with the sole objective of bringing in clarity and speed in systems and processes of plan sanctions which has the potential to drastically reduce, if not eradicate, corruption in our country. This will undoubtedly benefit all the stakeholders including the exchequer of the Government.

Real Estate is the victim of corruption not the beneficiary

To obtain a plan sanction for a project, the developer has to visit forty odd departments starting from central (environment, airport authority etc), state governments (revenue, fire, high rise, environment etc) and local bodies (water, sewage, traffic etc). This process takes away a huge amount of time, energy and money. The entire real estate development business is capital intensive. From entering into agreement for land purchase to the date of Bhoomi Pooja it takes anywhere between two to three years. With banks not favouring loans against land, the developers have to depend on private borrowing at exorbitant interest rates. Direct impact due to cost of finance itself is upto 10% to 25 % of sale price.

**3 years time for Plan approvals, 40 odd departments
Interests and other costs contribute 10% to 30% of sale price**

Real Estate is the engine of growth since every business from a tiny ironing shop to a giant enterprise needs Real Estate space to establish their business. Hence, Real Estate can be a catalyst for economic buoyancy. Buoyancy begets higher job creation. Higher job creation pushes up consumption. Higher consumption brings more business and the cycle goes on. Ultimately all these result in higher revenue to the Government. Hope the Government that the trigger of this cycle is Real Estate and therefore Real Estate deserves support from the Government.

**Real Estate is the Engine of Growth.
Support to Real Estate results in buoyancy, will yield higher revenue to Government**

Transparency assumes much higher significance in the current context wherein our country is the focus of attention for investments from across the globe. However, although every other environment for inflow of investment is mature and attractive in our country, one major stumbling block is the lack of transparency and high level of corruption. It is in this background that CREDAI has embarked upon the theme "Mission Transparency".

**Lack of Transparency and High level of Corruption is the
stumbling block for investment from Abroad**

One window clearance - comprehensive checklist

India ranks 175th *1 in terms of dealing with construction permits and on an average there are over 40 procedures involved before obtaining permission for undertaking construction. Similarly, the cost incurred is about 2394% *2 per capita income. It clearly signifies that the procedure for obtaining clearances is time consuming. At present, it takes anywhere between 2 to 3 years to obtain plan sanction. Therefore, streamlining of approval procedure and making the same less cumbersome and more transparent assumes paramount importance. As such, it is necessary to revisit the approval processes and make a single window available at Urban Local Bodies for granting plan sanctions. Our theme Mission Transparency is germinated with this end in view.

**India 175th in ranking in causing delays
40 departments before plan sanction**

Chart showing the time taken at various steps of Approval

Sl. No.	Activities	Approx. time taken
1	Conversion of land and change of land use.	6 - 12 months
2.	Pre Approval NOCs & Clearance from various agencies	12 - 24 months
3.	Plan Sanction	5 - 7 months
4.	Occupancy certificate	3 - 5 months
		26 - 48 months

Taking Mission Transparency forward, CREDAI has taken up the task of creating a comprehensive list of all the papers / documents required to be submitted for verification by various departments for issuance of various NOCs / Clearances in the process of granting a plan sanction. To get out of this archaic processes, CREDAI's theme "Mission Transparency" envisages that a new system be put in place wherein the Developer can submit the all essential papers / documents as per comprehensive check list at a single window at Urban Local Bodies and the permission should be granted through this window without making promoters run from pillar to post at different departments. If this mechanism is implemented, it is possible that sanction can be granted within 4 weeks. This will save time, cost and energy not only for the developers but also for Government Agencies and Consultants. Even more important is that this process has the potential to eradicate, or at least to reduce the menace called corruption. Lesser time taken for sanction naturally means drastic reduction in cost of the project due to savings in interest also. Elimination of corruption and savings in interest through this mechanism, in our estimate, will be anywhere between 10 to 30% of the sale price and the direct beneficiary will be the ultimate Purchaser.

**CREDAI suggests Single Window Approval at Local Bodies -
a possibility to grant approval in 4 weeks**

*1 & *2 Source : Doing Business, 2010, World Bank

There have been attempts in the past in the area of simplifying and rationalizing such procedures including setting up of Govindaraj Committee in the year 2006 but nothing significant has been achieved so far. Therefore, path breaking initiatives are required to be taken by the Union and the State Governments to establish Single Window for clearances and approvals in the process of plan sanction. This process has to be initiated at the highest level at the Union Government, by involving various connected arms both at the Centre and State Governments with a target dateline to achieve the desired result of Transparency. Where there is transparency, there is higher compliance, where there is higher compliance, there is higher revenue yield for the Government. The end result will be a better image for the country and it's leaders.

Path breaking initiatives from Governments is the need of the hour. Single Window for Plan Approval – leading to Transparency – leading to higher compliance Result – Higher revenue for the Government and better image for the country and it's leaders.

Road Map for Comprehensive Checklist

New Office bearers of CREDAI National took over the reins on 1st April, 2011 with Sri. Pradeep Jain as the Chairman and Sri. Lalit Kumar Jain as the President.

The concept "Mission Transparency" is the brainchild of the new President Sri. Lalit Kumar Jain. CREDAI has tried to collect as many details as possible for the comprehensive checklist from various centres across the country. The checklist contains papers required to be submitted for various NOCs/Permissions for plan sanction applications, papers to be submitted during the course of construction and also papers to be submitted at the completion of the project. Though many details are still trickling in, its thought appropriate to prepare a "Rough Cut" document with the data that are collected in the short period of time to be presented to the Union Government.

It is desired that the Union Government initiates a consultative process with other central government departments, State government departments and municipal corporations and finalises this list. Upon Finalisation, this is implemented through JNNRUM tool across the country.

Next few pages will have the comprehensive checklist of papers.

Comprehensive Checklist of Papers / Documents required to be submitted for NOCs / Permissions which are a pre-requisite for Plan Sanction application in some states.

Sl. NO.	Pre required NOCs/ Permissions	Sl No. for documents to be submitted	Details of Documents	Pre-Approval Authority	Papers actually required / not required for issual of permission
1	Permission for change of land use in the Development Plan	1	Title Deed (Sale Deed/Partition Deed/Court order	Development Authority	
		2	Possession Certificate		
		3	Khata /revenue record/ property card		Required
		4	Khata Extract/ mutation entry		
		5	City Survey Sketch/Demarcation Certificate		Required
		6	Tippani		
		7	Encumbrance Certificate (13 years)		
		8	Tax Paid Receipt		
		9	Mutation record		
		10	Proposed building plans		
		11	Patta(Chitta, Adangal)		
		12	NOC from Tahsildar		
		13	Topo plan of 1 km radius		
		14	Government Pleader opinion		
		15	Local Body Recommendation		
					16
2	Sanction of Development plan	R	Title Deed	Development Authority	
		R	Possession Certificate		
		R	Khata		
		R	Khata Extract		
		R	City Survey Sketch		
		R	Tippani		
		R	Encumbrance Certificate (13 years)		
		R	Tax paid Receipt		
		R	Mutation record (Chitta , Adangal)		
		17	Proposed development plan with area statement		
		18	Joint Development Agreement		
		19	Power of Attorney		
		R	Extract of Master Plan		
		20	NOC from Tehsildar		
		R	Local Body Recommendation		
		R	Topo plan of 500 m radius		
R	Government Pleader /Advocates opinion		Required		

Abbreviations :

R: Repeat documents **TBIDCR:** To be included in development Control Rules and scrutinized by scrutiny officer.

RCFL; Title Certificate to be submitted from Registered Lawyer **NR ;** Not Required

Sl.Nos for papers to be submitted continues from the Pre-requisite check list

Note; (TBIDCR) will be scrutinized by scrutiny officer.

Sl. NO.	Pre required NOCs/ Permissions	Sl No. for documents to be submitted	Details of Documents	Pre-Approval Authority	Papers actually required / not required for issuance of permission
3	Bifurcation or amalgamation of plot	R	Title Deed	Development Authority	
		R	Possession Certificate		
		R	Khata		
		R	Khata Extract		
		R	City Survey Sketch		
		R	Tippani		
		R	Encumbrance Certificate (13 years)		
		R	Tax Paid Receipt		
		R	Mutation record		
		R	NOC from Tehsildar		
		R	Local Body Recommendation		
		R	Extract of Master Plan		
		R	Government Pleader opinion		
4	Non Agricultural / Royalty / Subdivision / Amalgamation from Collector	21	Property Register Card, 7/12, Conveyance, Power of Attorney		
		22	Government Demarcation Drawing		
		23	NOC from Lessor (if any)		
		24	Development Plan remarks		
		25	Plans showing proposed work, Number of floors, size of various occupancies like residential flats, commercial, offices, access to the plot, recreational spaces, parking spaces, electric substation, and other services required for the building.		
5	Approval in case of buildings permissible under special circumstances	R	Title Deed	Development Authority	
		R	Possession Certificate		
		R	Khata		
		R	Khata Extract		
		R	City Survey Sketch		
		R	Tippani		
		R	Encumbrance Certificate (13 years)		
		R	Tax Paid Receipt		
		R	Mutation record		
6	Approval of layout plan in case of group housing schemes where sital area of group housing exceeds 4,000 sq mtrs.	R	Title Deed	Development Authority	
		R	Possession Certificate		
		R	Khata		
		R	Khata Extract		
		R	City Survey Sketch		

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Sl. NO.	Pre required NOCs/ Permissions	Sl No. for documents to be submitted	Details of Documents	Pre-Approval Authority	Papers actually required / not required for issuance of permission
		R	Tippani		
		R	Encumbrance Certificate (13 years)		
		R	Tax Paid Receipt		
		R	Mutation record		
		27	Proposed layout plan		
		28	Conversion letter		
		29	Change of land use (if required)		
		30	Tehsildar NOC		
		31	Architect's certificate ,Plan as per DC rules		Required
		R	Local Body Recommendation		
		R	Topo Plan (500 m radius)		
		R	Government Pleader opinion		
		32	NOC from State Highway		TBIDC
		33	NOC from National Highway		TBIDC
		34	NOC from PWD		TBIDC
		35	NOC from Railways		TBIDC
		36	NOC from Local Body		TBIDC
7	NOC from State Pollution Control Board			State Pollution Control Board	TBIDC
		R	Title Deed		
		R	Tax paid receipt		
		R	Khata		
		R	Encumbrance Certificate (13 years)		
		R	Proposed plan with area statement and number of flats		
		37	Project report alongwith cost		
		38	STP report		Required
		39	Payment of deposit towards STP Installation		
		40	Public Notice		
		41	Public Hearing		
8	NOC from Water Board			Water Supply and Sewerage Board	TBIDC
		R	Title Deed		
		R	Tax paid receipt		
		R	Khata		
		R	City Survey Sketch		

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Sl. NO.	Pre required NOCs/ Permissions	Sl No. for documents to be submitted	Details of Documents	Pre-Approval Authority	Papers actually required / not required for issuance of permission
		R	Encumbrance Certificate (13 years)		
		R	Proposed plan with area statement and number of flats		
		R	STP Report		
		42	Rain Water harvesting report		TBIDC
9	NOC from Electricity Board			Electricity Board	TBIDC and submit simultaneously to authority for connection, NOC not required
		R	Title Deed		
		R	Possession Certificate		
		R	Khata		
		R	City Survey Sketch		
		R	Encumbrance Certificate (13 years)		
		R	Proposed plan with area statement and number of flats		Yes, information to be given and application for power connection
		43	Plan showing sections and elevations		
		44	Required load details		
10	NOC from Fire Service Department			Fire Service Dept	TBIDC
		R	Title Deed		
		R	Khata		
		R	Tax paid receipt		
		R	Encumbrance Certificate (13 years)		
		R	Proposed plan with area statement and number of flats		
		R	Plan showing sections and elevations		
		45	Plan showing fire requirements as per NBC		Required
11	Site Elevation certificate from local authority after receiving details from recommended institutions by AAI	R	Documents to be ascertained		Development plan to have site elevation to be referred
12	Practicing engineers, architects, town planning association plan showing civil aviation distances from airport reference point.	R	Documents to be ascertained		Height zone map to be incorporated in development plan. Architect to certify.

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Sl. NO.	Pre required NOCs/ Permissions	Sl No. for documents to be submitted	Details of Documents	Pre-Approval Authority	Papers actually required / not required for issual of permission
13	NOC from Airport Authority of India				Restrictive area map to be incorporated in development plan
		R	Title Deed	AAI	
		R	Khata		
		46	Elevation Certificate from Local Planning Authority		
		47	Site location as per zonal maps issued by local authority		
		48	Floor plans, section & elevation		
14	NOC from Indian Air Force				Restrictive area map to be incorporated in development plan
		R	Title Deed	IAF	
		R	Khata		
		R	Tax paid receipt		
		R	Floor plans, section & elevation		
		R	Location map		
		49	Zoning map		
15	Defence NOC				Restrictive area map to be incorporated in development plan. TBIDC
		R	Property Register Card, 7/12, Conveyance, Power of Attorney		
		R	Government Demarcation Drawing		
		R	Development Plan remarks		
16	NOC from Ministry of Environment and Forest Clearance			MOEF of India	
		R	Title Deed		
		R	Possession Certificate		
		R	Khata		
		R	City Survey Sketch		
		R	Encumbrance Certificate (13 years)		
		R	Proposed plan with area statement and number of flats		
		50	Presentation of project report as per Water, Air & Noise Act.(to be presented by Consultants)		
		51	NOC from ground water Authority for borewell		
		R	Public Notice		
R	Public Hearing				

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Sl. NO.	Pre required NOCs/ Permissions	Sl No. for documents to be submitted	Details of Documents	Pre-Approval Authority	Papers actually required / not required for issual of permission
17	NOC from Slum Clearance Board			State Slum Clearance & Improvement Board	Restrictive area map to be incorporated in development plan
		R	Encumbrance Certificate (13 years)		
		R	Proposed plan		
		52	Slum survey map		Required
18	NOC from District Magistrate for Cinema Hall and Petrol Bunks				Restricted roads to be defined in development plan.
		R	Title Deed	District Magistrate	
		R	Khata		
		R	City Survey Sketch		
		R	Encumbrance Certificate (13 years)		
		R	Proposed plan with area statement		
		R	Plan showing sections and elevations		
		R	Location plan		
19	NOC for Industries	R	Title Deed	Director of Factories and Boilers	
		R	Khata		
		R	City Survey Sketch		
		R	Encumbrance Certificate (13 years)		
		R	Proposed plan with area statement and number of flats		Restrictive area map to be incorporated in development plan & (TBIDCR)
		54	NOC from Pollution Control board		
20	NOC from Railways	R	Title Deed	Central Railway Department and Zonal Office	
		R	Khata		
		R	Encumbrance Certificate (13 years)		
		R	Proposed plan		
		R	Plan showing sections and elevations		
		55	Distance from railway track		Restrictive area map to be incorporated in development plan

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Sl. NO.	Pre required NOCs/ Permissions	Sl No. for documents to be submitted	Details of Documents	Pre-Approval Authority	Papers actually required / not required for issual of permission
21	NOC from Highways	R	Sale Deed	NHAI / PWD	Restrictive area map to be incorporated in development plan & (TBIDCR)
		R	Floor plans, section & elevation		
		R	Khata		
		R	Tax paid receipt		
22	Traffic NOC	R	Title Deed	Traffic Department	Restrictive area map to be incorporated in development plan & (TBIDCR)
		R	Khata		
		R	Encumbrance Certificate (for 13 years)		
		R	Proposed plan with area statement and number of flats		
		R	Plan showing sections and elevations		
		56	Private Traffic Assessment report for traffic management consultant		
23	Storm Water Drain NOC	R	Title Deed	Storm Water Drain cell of Local Authority	
		R	Khata		
		R	City Survey Sketch		
		R	Encumbrance Certificate		
		57	Site plan showing drain margin / buffer as per local authority bye laws (Revenue Act)		
24	NOC from High Rise committee for bldgs above 70 mtrs			High Rise Committee	Restrictive area map to be incorporated in development plan & (TBIDCR)
		R	Title Deed		
		R	Khata		
		R	Encumbrance Certificate for 13 years		
		58	Structural design reports		
		59	Soil Test report		
		R	Plan showing sections and elevations		
R	Proposed plan with area statement and number of flats and entry & exits etc				

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Sl. NO.	Pre required NOCs/ Permissions	Sl No. for documents to be submitted	Details of Documents	Pre-Approval Authority	Papers actually required / not required for issuance of permission
25	Consent to Operate (for earthquake resistance along with plan approval)		Documents to be ascertained	Development Authority/ Municipality	Registered RCC consultant's compliance certificate
26	NOC from State Housing Area Development Authority (MHADA)		Documents to be ascertained	Revenue Dept	to be incorporated in DC rules(TBIDCR)
27	Urban Land Ceiling NOC, if required		Documents to be ascertained	Revenue Dept	(TBIDCR)
28	Labour Department NOC		Documents to be ascertained	Labour Commissioner	(TBIDCR)
29	Pest Control NOC		Documents to be ascertained	Health Department	(TBIDCR)
30	Heritage NOC for listed building			Heritage Department	Restrictive area map to be incorporated in development plan & (TBIDCR)
		R	Property Register Card, 7/12, Conveyance, Power of Attorney		
		R	Government Demarcation Drawing		
		R	NOC from Lessor (if any)		
		R	Development Plan remarks		
		60	Road .Line remarks		
		61	Plans showing proposed work, Number of floors, size of various occupancies like residential flats, commercial, offices, access to the plot, recreational spaces, parking spaces, electric substation, and other services required for the building.		

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Sl. NO.	Pre required NOCs/ Permissions	Sl No. for documents to be submitted	Details of Documents	Pre-Approval Authority	Papers actually required / not required for issuance of permission
31	Permission Under Coastal Regulation Zone (State Government (for Less than 5 Cr), Central Government (for more than 5 Cr)				Restrictive area map to be incorporated in development plan & (TBIDCR)
		R	Property Register Card, 7/12, Conveyance, Power of Attorney		
		R	Government Demarcation Drawing		
		R	NOC from Lessor (if any)		
		R	Development Plan remarks		
		R	Road .Line remarks		
		62	Status of Road		
		63	Development permission from Planning Authority for development of plots under public reservation or conversion of the land from Industrial to Residential/Commercial Plans showing proposed work, Number of floors, size of various occupancies like residential flats, commercial, offices, access to the plot, recreational spaces, parking spaces, electric substation, and other services required for the building.		
64	Valuation Report of proposed project for Coastal Regulation Zone clearance purposes				
32	Forest Department NOC				Restrictive area map to be incorporated in development plan & (TBIDCR)
		R	Property Register Card, 7/12, Conveyance, Power of Attorney		
		R	Government Demarcation Drawing		
		R	NOC from Lessor (if any)		
		R	Development Plan remarks		
33	RCC designer's certificate on structural stability	65			Required
34	Peer review on structural design	66			Required

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Documents / NOCs	Sl No. for papers/ documents to be submitted	Papers actually required / not required for issuance of permission
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Documents/NOCs to be submitted for Building Plan Sanction to Local Bodies

Change of land use in the Development plan	67	To be done together with building plan
Sanction of Development plan (if required)	68	To be done together with building plan
Bifurcation or amalgamation of plot	69	To be done together with building plan
Non Agricultural / Royalty / Subdivision / Amalgamation from Collector		
Approval in case of buildings permissible under special circumstances	70	(TBIDCR)
Approval of layout plan.	71	To be done together with building plan
NOC from State Pollution Control Board for Establishment	72	To be verified by scrutiny officer
NOC from Water Board	73	To be verified by scrutiny officer
NOC from Electricity Board	74	To be verified by scrutiny officer
NOC from Fire Service Department	75	To be verified by scrutiny officer
Site Elevation certificate	76	To be verified by scrutiny officer
Practicing engineers, architects, town planning association plan showing civil aviation distances from airport reference point.	77	Restrictive area map to be incorporated in development plan & (TBIDCR)
NOC from Survey department	78	The demarcation plan to be issued by survey authority within 30 days of application. Private survey plan from survey consultant can be submitted with Phalni and Gunakar relation , to be verified by Surveyor with notices to adjoining land owners
NOC from Microwave clearance	79	To be verified by scrutiny officer
NOC from BSNL	80	
NOC from Airport Authority of India for high rise building	81	(TBIDCR)To be verified by scrutiny officer
NOC from Airport Authority of India for plots within 500 mtrs of the airport	82	Restrictive area map to be incorporated in development plan & (TBIDCR)
NOC from IAF	83	Restrictive area map to be incorporated in development plan
Defence NOC	84	
NOC from Ministry of Environment and Forest Clearance	85	Restrictive area map to be incorporated in development plan & (TBIDCR)
NOC from Slum Clearance Board	86	(TBIDCR)
NOC from District Magistrate for Cinema Hall and Petrol Bunks	87	(TBIDCR)
NOC for Industries	88	Restrictive area map to be incorporated in development plan & (TBIDCR)

Abbreviations :

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RCFL; Title Certificate to be submitted from Registered Lawyer **NR ;** Not Required

Sl.Nos for papers to be submitted continues from the Pre-requisite check list

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Documents / NOCs	Sl No. for papers/ documents to be submitted	Papers actually required / not required for issuance of permission
NOC from Railways for the plots within 30 mtrs from railway line	89	Restrictive area map to be incorporated in development plan & (TBIDCR)
NOC from Highways	R	Restrictive area map to be incorporated in development plan & (TBIDCR)
Consent to Operate (for earthquake resistance along with plan approval)	90	RCC designer certificate
Traffic NOC	91	(TBIDCR)
NOC from State Housing Area Development Authority (MHADA)	92	(TBIDCR)
NOC from City Improvement Board	93	Restrictive area map to be incorporated in development plan & (TBIDCR)
NOC from KMDA	94	Restrictive area map to be incorporated in development plan & (TBIDCR)
NOC from Collector / Revenue	95	Registered advocate's compliance certificate and title certificate. Scrutiny authority to receive payment on behalf of Revenue authority
NOC from Tree Authority	96	(TBIDCR)
Urban Land Ceiling NOC, if required	97	
Labour Department NOC	98	(TBIDCR)
Pest Control NOC	99	(TBIDCR)
Storm Water Drain NOC	100	(TBIDCR)
Heritage NOC for listed building	101	Restrictive area map to be incorporated in development plan & (TBIDCR)
NOC from High Rise committee for bldgs above 70m	102	(TBIDCR)
Diesel / Generator Approval	103	(TBIDCR)
NOC from Lessor	104	Title certificate from Advocate
NOC for rental housing & metro projects	105	Restrictive area map to be incorporated in development plan & (TBIDCR)
Design clearance certificate from Local Planning Authority for basement light and ventilation	106	(TBIDCR)
NOC from Councilor	107	(TBIDCR)
Government Pleader Certificate for legal clearance	108	a comprehensive check list be prepared which will be annexure to title report , the registered lawyer to certify compliance and give annexure (LTR)
Multistoried building clearance for State Government	109	(TBIDCR)
Telephone NOC (BSNL / MTNL)	110	

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Sl.Nos for papers to be submitted continues from the Pre-requisite check list

Note; (TBIDCR) will be scrutinized by scrutiny officer.

Documents / NOCs	Sl No. for papers/ documents to be submitted	Papers actually required / not required for issuance of permission
Vermiculture NOC	111	(TBIDCR)
Tourism Department NOC	112	Restrictive area map to be incorporated in development plan & (TBIDCR)
Commissioner of Police NOC	113	(TBIDCR)
NOC (for all substation / transformers in the bldg)	114	(TBIDCR)
Valuation report of proposed project for coastal regulation zone clearance purpose	115	Not required, Restrictive area map to be incorporated in development plan & (TBIDCR)
CRZ Clearance	116	Not required, Restrictive area map to be incorporated in development plan & (TBIDCR)
Clearance / Recommendation from Municipal Corporation for Urban renewal scheme / parking FSI/High Rise bldgs / CRZ	117	Not required, Restrictive area map to be incorporated in development plan & (TBIDCR)
Locational Clearance for Hotels/ rental housing/ urban renewal schemes	118	(TBIDCR)
Documents -		
Title Deed	R	Not required, Title Certificate to be submitted from Registered Lawyer(NR,RCFL)
Possession Certificate	R	NR, (NR,RCFL)
Khata	R	Required
Khata Extract	R	(Not required, RCFL)
Latest Tax paid receipt	R	To be received by scrutiny authority
City Survey Sketch	R	Required
Encumbrance certificate	R	RCFL
Previous sanction plan (for existing buildings)	119	Required
Proposed building plans (all floor plans, sections, elevations, site plan & key plan)	R	Required
Indemnity Bond & Affidavit	120	Required
Schedule II of the National Building Organisation	121	(TBIDCR)
Application in the form of Schedule II of Local Planning Authority	122	Required
Foundation certificate for existing building	123	Required
Supervision Certificate	124	Required
Conversion letter	125	(TBIDCR)
NOC from Collector for title deeds	126	RCFL
Structural stability certificate for high rise buildings	127	Required from RCC consultant
High Rise Bldg permission from Development Authority	128	(TBIDCR)
Soil Test Certificate	129	Required

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Sl.Nos for papers to be submitted continues from the Pre-requisite check list

Note; (TBIDCR) will be scrutinized by scrutiny officer.

Documents / NOCs	Sl No. for papers/ documents to be submitted	Papers actually required / not required for issuance of permission
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Documents to be submitted for Commencement Certificate

Copy of Sanction Letter	130	Required
Copy of Sanction Plan	131	Required
Photos showing all ground floor columns upto plinth	132	NR?
Latest tax paid receipt and khata	133	To be received by scrutiny authority
Excavation permission	134	(TBIDCR)
Permission for Excavation	135	(TBIDCR)
Borewell Registration Certificate	136	(TBIDCR)
Site Office Approval	137	(TBIDCR)
Service Plan Estimates	138	

Documents to be submitted for Fire Clearance Certificate for Operation

(TBIDCR)

Application for fire clearance alongwith approved and as built drawings	139	
Site inspection by Regional fire Officer & recommendation to Director of Fire Service Dept	140	
Director of Fire Service Inspection and recommendation to IGP Fire Dept.	141	
IGP Inspection and recommendation to Director General of Fire Service if everything is as per NBC & NOC	142	
Final Approval for clearance Certificate	143	
Undertaking letter for training of inmates and appointment of Fire Officer in each building	144	

Documents to be submitted for Consent for Operation from State Pollution Board

(TBIDCR)

Application to CFO	145	
STP report with photos	146	
As built drawings	147	
Site Inspection for checking implementation of NOC condition	148	
Committee clearance if everything is as per NOC	149	

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Sl.Nos for papers to be submitted continues from the Pre-requisite check list

Note; (TBIDCR) will be scrutinized by scrutiny officer.

Documents / NOCs	Sl No. for papers/ documents to be submitted	Papers actually required / not required for issuance of permission
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Documents to be submitted for Occupancy Certificate

As built drawings with area schedules	150	
Fire clearance certificate for application from Fire department	151	
Consent for operation of STP and Generators from State pollution board	152	
Photos of rainwater harvesting, STP and Solar water and completed buildings	153	
Photos of solar water heater installation	154	
Photos of Rainwater harvesting	155	

Documents to be submitted for Road Cutting Permissions (TBIDCR)

Latest Tax paid receipt	R	
Plans showing the distance of road cutting for water, sanitary and electricity connections	156	
Class I Contractor's experience certificate for water, sanitation and electricity works	157	

Documents to be submitted for Water & Sanitary Connections (TBIDCR)

Proposed plans with area statements and number of flats	R	
Title Deed	R	
Khata / Khata Extract	R	
City Survey Sketch	R	
Encumbrance Certificate	R	
Rain water harvesting drawing	R	
Road cutting permissions	158	
STP Report	R	
Occupancy Certificate	159	

Abbreviations :

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RCFL; Title Certificate to be submitted from Registered Lawyer **NR ;** Not Required

Sl.Nos for papers to be submitted continues from the Pre-requisite check list

Note; (TBIDCR) will be scrutinized by scrutiny officer.

Documents / NOCs	Sl No. for papers/ documents to be submitted	Papers actually required / not required for issuance of permission
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Documents to be submitted for Permanent Electricity Connections

Proposed plans with area statements and number of flats	R	
Title Deed	R	
Khata	R	
City Survey Sketch	R	
Encumbrance Certificate	R	
Road cutting permissions	R	
Load details	160	
Electrical Inspectorate Certificate	161	
Energy meters testing certificate	162	
High Tension Yard Inspection Certificate	163	
Underground cable laying inspection report	164	
Electric Substation NOC (for all substation / transformers in the building)	165	
Clearance certificate of electrical installations	166	
Lift Form A for approval	167	
Lift form B for installation	168	
Lift Form C for Operation	169	
Lift / Escalator Installation Approval	170	

Documents for Tree Cutting permission

171

(TBIDCR)

Sanction plan	R	
Sale Deed	R	
Khata	R	
Tax Paid receipt	R	
Plan showing number of trees to be cut / transplanted	172	

Abbreviations :

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Sl.Nos for papers to be submitted continues from the Pre-requisite check list

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Redundant NOCs / Permissions

Over a period of time various department and local bodies kept instituting several NOCs / Permissions as a pre-requisite for submission of papers for plan sanction. Some of these requirements were unnecessary even at the time of introduction and some others have become redundant over a period of time. Herebelow, is a list of such redundant and unnecessary permissions which should not be insisted in future.

1. Environmental Clearance from MOEF

Environmental clearance both by State Governments and Central Government causes huge delay of anywhere between 6 - 12 months. The government must realize that the only waste produced by purely residential, commercial retail and such other projects on an ongoing basis is human waste. And as such, having cumbersome clearances for such projects is highly unjustified and needs to be discontinued with immediate effect.

However, it does not mean that the Developers are not willing to comply with the environmental needs. The clearances given by the MOEF contain certain standard compliances attached as Annexure 1.

If such compliances are incorporated in the byelaws of the local bodies, the sanctioning bodies may incorporate the same as conditions to the sanction letter.

As far as the projects planned outside the planning area is concerned, the Environmental requirements followed shall be that as per the conditions appearing in the bye law of the nearest city. In addition, proper sewerage disposal and provision of water will have to taken care of.

2. State Pollution Control Board Clearances

The State Pollution Board Clearances are also cumbersome and causes huge delays and the reason for request for discontinuance of the same are similar to the MOEF as mentioned above. The standard compliances may similarly be incorporated in the bye laws of the local bodies to be complied with by the Developers.

3. Water NOCS

NOC from the local water supply is a prerequisite for obtaining plan sanction from Local bodies which are meaningless because their specific requirements would have been taken into account while drafting the master plan for the local area by the respective planning body. Therefore the NOC should be dispensed with.

4. Sewerage NOCs

When drafting the Master Plan for a local area, the respective planning body would have taken into account the specific requirement for Sewerage. Hence, insisting on a NOC from the Sewerage Board is unnecessary and should be done away with.

5. Electricity NOCs

When drafting the Master Plan for a local area, the respective planning body would have taken into account the specific parameters for Electricity. Hence, insisting on a NOC from the Electricity Board is unnecessary and should be done away with.

6. NOC from Airport Authority of India.

Due to the absence of a Zoning procedure time and again developments in a particular locality have to replicate the entire process of making an application, liaisoning ,co-ordination etc resulting in unnecessary delays and costs which gets passed to the end user. The co-ordinates will not change with respect to the flying zone restriction, Air-funnel etc for developments next to each other. The need of the hour is to identify the no-flying zones, air funnel and flight paths and these have to be demarcated in the city master plan by the Airport authority in consultation with the local planners and approving authorities. Once this is done the need for obtaining individual NOC's for projects within such designated locations could be done away with.

7. NOC from Fire Force

There was a time when modern equipments to reach the higher floors of a multistoried building was not available with the Fire Force Department but with the advent of newer vehicles and newer technologies with the capacity to reach out to heights of almost 50 -70 mtrs or even more, the Fire Force NOC prior to submission of papers for plan approval for buildings upto 24 mtrs (as in the case of Mumbai), should be done away with. However, Developers are conscious that Fire requirements are to be incorporated in the building and for buildings upto 24 mtrs compliance as per NBC may be incorporated in the byelaws and the same may be incorporated as conditions to comply at the time of sanctioning plans. However, building above 24 mtrs may still apply for NOC.

8. Topo plan

As of now, Topo plan is insisted against 500 to 1 kms. In our opinion topo plan for 100 mtrs radius should be sufficient

9. High Rise Building NOC

While applying for permission for High Rise Buildings, the applicant has to adhere to a list of parameters / clearances causing a lot of delay. The parameters as per Annexure 2 can be incorporated in the bye law and as conditions to be complied at the time of sanctioning plans. Once this is incorporated the NOC for high rise building can be done away with.

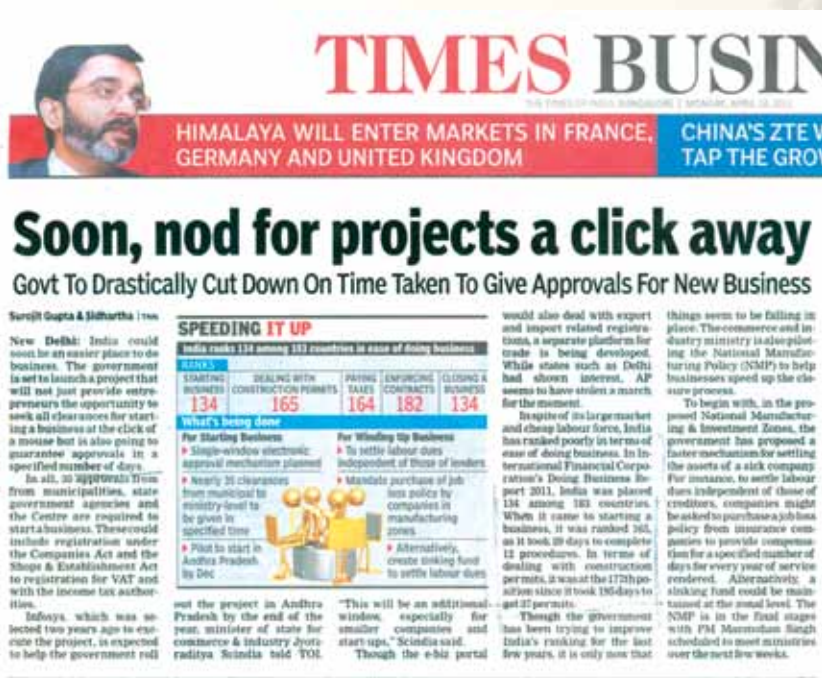
Conclusion

It is the need of the hour that immediate time bound action should be initiated by the Government by setting up a "Single Window Clearance" for plan sanction throughout the country.

The Union Government is requested to take this revolutionary initiative to achieve following objectives;

- Reduce sale prices of tenement for benefit of consumers
- Reduce government's administrative costs
- Reduce paper waste
- Faster revenue to government
- Developers and allied agencies can utilize their time for productive and creative work
- Enhance Government's/ Politician's, Beauracracy's and Developer's image by achieving transparency
- Remove corruption from the system

It is heartening to note that the Union Minister for Commerce and Industry headed by Sri. Jyotiraditya Scindia has recently proposed to launch Single window clearance for Industries as reported in Times of India on 18.04.2011, scanned copy is attached herebelow.



CREDAI is looking forward to similar initiatives from the Ministries concerned with the Real Estate. We are fortunate that we have many pro-active leaders in the Union Government and we earnestly hope that the Union Government will take the most innovative route of instituting a Single Window for Plan Sanction of all Real Estate Projects. It is well known that Real Estate is the raw material for every business, small or big, and as such, deserves this kind of initiative.

Industries Department moots Single Window
Hope the Union Government will take the most innovative initiative of Single Window for Real Estate

Several of the cities have already implemented online clearance for plan sanction. The single window proposed above should also be e-friendly and plan sanction should be available online.

Single window should also be online

To ensure 30 day clearance, it is also essential to specify time lines for queries and no. of days limit for inspection.

Time line for queries and inspection

It is noticed that many a times irrelevant queries are raised. There should be an Appellate Authority who will have the powers to review such queries.

Appellate Authority to review irrelevant queries

At present, the files move at a slow pace through different levels and Committees. To ensure 30 day clearance it is necessary to abandon unnecessary levels / Committees.

Abandon unnecessary Committees / levels

Effective implementation of single window clearance can be a reality if the same is implemented through JNNURM mechanism

Implementation through JNNURM mechanism

In course of time, Government can also think of the option of outsourcing work pertaining to clearances and have appointed firms / companies to undertake the work on behalf of Authorities. This process has been working successfully in countries like USA, Australia and the procedure for obtaining clearances is free of any hassles and the same has become transparent and streamlined.

Outsourcing sanctions to private firms is the next step.

Annexure 1

Standard Compliances of MOEF

WATER CONSUMPTION:

- The source of water shall be BWSSB and the fresh water consumption shall not exceed 136 KLD. The applicant shall not draw water from borewell at any circumstance.
- The applicant shall use only tertiary treated water (treated sewage) for all non-portable purposes viz., construction of Residential Apartment, gardening, washings etc.

WATER POLLUTION CONTROL:

- The quantity of sewage generation shall not exceed 127 KLD and shall be treated in the sewage treatment plant (STP) of capacity 135 KLD with the treatment scheme as submitted in the STP proposal submitted to meet the standards i.e. BOD5 – 20 mg/l and Suspended Solids – 30 mg/l before applying on land for gardening within the project premises and also for toilet flushing.
- If the treatment plant do not achieve the effluent standards stipulated under conditions (1) above or if it is found to be inadequate, then the applicant shall have to modify the units so as to meet the standards with prior consent of the Board.
- All the treatment units shall be made impervious and there shall not be any discharge of sewage outside the premises.

AIR POLLUTION CONTROL:

- The typing of emissions, rate of emissions, tolerance limits, stack heights and the air pollution equipments.
- The applicant during construction shall ensure that the Ambient Air Quality in its premises shall conform to the National Ambient Air Quality Standards specified in Environment (Protection) Rules.
- The applicant shall provide acoustic measures to the DG Sets as per Sl. No.94 in Schedule-I of Environment (Protection) Rules.
- The applicant shall provide dust suppression systems with water sprinkling system during construction period.
- The applicant shall provide water sprinkling system during construction period in order to suppress the dust.

NOISE POLLUTION CONTROL:

- The applicant shall ensure that the ambient noise levels and ambient air quality within its premises during construction and after construction shall not exceed the limits specified in the Environment (Protection) Rules, i.e., the noise level from the noise generating equipments viz., DG sets AC units etc., shall not exceed 55dB(A) Leq during day time and 45 dB(A) Leq during night time.

SOLID WASTE & HAZARDDOUS WASTE DISPOSAL:

- The applicant shall collect, treat and dispose off all solid waste generated during construction i.e., Muck, and Garbage after construction if any in such manner so as not to cause environment pollution.
- The applicant shall apply and obtain authorization for management & handling of Hazardous waste under Hazardous Waste (Management & Handling) Rules 1989.

- The applicant shall convert the garbage into compost by providing in house garbage/organic converter or shall handover the same to common treatment facility with prior intimation to the Board.

GENERAL:

- The applicant shall adhere to the Zonal Regulations norms of competent authority
- The applicant shall comply with the provisions of Water (Prevention and Control of Pollution) Cess Act, 1977.
- The applicant must create structure/facility for rain water harvesting and ground water recharge.
- The applicant should make provisions for dual piping systems to use the treated sewage water for toilet flushing, gardening and other purposes.
- The applicant shall arrange for alternate power supply to run and operate the essential units of sewage treatment plant, in event of brake down of regular supply from Electricity Board.
- The applicant shall implement the Environmental Management Plan during construction and after construction as given under EMP report.
- The applicant shall not change or alter (a) number of flats (b) building plan (c) the quality, quality or rate of discharge/ emissions and (d) install/replace/alter the water or air pollution control measure without the prior approval of the Board.
- The applicant shall immediately report to the Board of any accident or unforeseen act or event resulting in release of discharge of effluents or emissions or solid wastes etc., in excess of the standards stipulated, and the applicant shall immediately take appropriate corrective and preventive actions under intimation.
- Extra date of commissioning of the sewage treatment plant shall be informed to this Board 45 days in advance so as to make necessary inspection of the plant and the pollution control measures provided by the applicant.
- The Board shall appoint a qualified Environmental Engineer/ Scientist for the Management of Environmental aspects of Apartment and also establish Environmental Cell to oversee the operation of STP.
- The Board reserves the rights to review, impose additional condition or conditions, revoke, change or alter the terms and conditions.
- This consent for establishment (CFE) is valid for 5 years from the date of issue for completion of all construction operations.
- This CFE dose not give any rights to the Party/Project Authority to forego any legal requirement, which is necessary for setting/operation of the project.
- The application shall adopt Eco-sanitation system in the project.
- The applicant is liable to reinstate or restore, damaged or destroyed elements of environment at his cost, failing which, the applicant/occupier as the case may be shall be liable to pay the entire cost of remediation or restoration and pay in advance an amount equal to the cost estimated by Competent Agency or Committee.

Annexure 2

High Rise Building Permission

APPLICANT WILL ENSURE THAT –

1. Noise prone activities should be restricted to the extent possible during night time, particularly
During the period 6p.m. to 6a.m.
2. Frequent water sprinkling in vicinity of the construction activity should be done and it should be continued even after the completion of the excavation till construction is complete.
3. A basic surface drainage system for the site should be worked out to avoid water runoff on to the surrounding properties and roads, especially during the monsoon months.
4. The revised NOC from CFO shall be obtained and submitted to the Building Proposal Dept., before approval of plans and the conditions stipulated therein shall be complied with.
5. As per the recommendations of Technical Committee for High Rise buildings, the refuge area shall be provided at every 4th floor & the revised building plans shall be submitted to Ex. Engr. (Building Proposal) for requisite approval.
6. To reduce dust emissions and erosions from slopes on the site, apply non toxic chemical soil stabilizers (Geotextiles) to the area.
7. Construct appropriate temporary housing structures for the labourers on the site . Houses should be provided with proper light and ventilation and should be located at a safe location on the site. Provisions should be made for providing them with potable, drinking water. The construction site should be provided with sufficient and suitable toilet facilities for workers to allow proper standards of hygiene.
8. Rotary piling method can be adopted for construction of bored cast in site / bored pre-cast piles. Preferably , M.S., liner can be provided upto hard stratum.
9. Preferable minimum grade concrete in sun structure foundation can be M-40 grade and use of anti corrosive treatment can be considered for M.S. reinforcements.
10. Ground Water in Mumbai is likely to be saline and further there is a possibility of sewage contamination in well water, as such, municipal water be used for construction.
11. Withdrawal of ground water should be restricted as it may cause sudden draw-down and subsidence of surrounding land/ buildings.
12. The electric meters and substation in the buildings be located on higher level to prevent power failure during floods.

The team of Office Bearers

Mr. Pradeep Jain, Chairman, CREDAI

Mr. Lalit Kumar Jain, President, CREDAI

Mr. Santosh Rungta, Immediate Past President, CREDAI

Mr. Niranjan Hiranandani, Chairman, Advisory Council, CREDAI

Mr. C. Shekar Reddy, Vice President, CREDAI

Mr. Dharmesh Jain, Vice President, CREDAI

Mr. Getamber Anand, Vice President, CREDAI

Mr. Jaxay Shah, Vice President, CREDAI

Mr. Jaspal Oberoi, Vice President, CREDAI

Mr. T. Chitty Babu, Hon. Secretary, CREDAI

Er. Mohammed Moquim, Hon. Jt. Secretary, CREDAI

Mr. Shekhar G. Patel, Hon. Treasurer, CREDAI