

Cost of form Rs 10/- + S.T+ A .S. T

Court Fee Stamp Worth Rs. 5/-

APPENDIX A

No.

(See Rule 5 (1) and Rule 144(1))

THIRUVANANTHAPURAM CORPORATION

APPLICATION FOR PERMIT

1.	Name in Capital Letters	
2.	Address i Permanent ii To which Communication are to be sent.	
3.	Nature of Development/ Construction <input type="checkbox"/> i. Division of Plot: <input type="checkbox"/> ii. New Construction: <input type="checkbox"/> iii. Re-Construction: <input type="checkbox"/> iv. Alteration: <input type="checkbox"/> v. Addition or Extension: <input type="checkbox"/> vi. Digging of Well: <input type="checkbox"/> vii. Change in Occupancy: <input type="checkbox"/> viii. Demolition	
4.	Details of Plot	
	i. Survey No.	
	ii. Extent	
	iii. Nature of Ownership	
	iv. Number and date of deed/document	
	v. Registrar Office	
	vi. Sub Division	
	vii. Ward Number	
	viii. Number of the nearest building	
	ix. Revenue Village	
	x. Taluk	
	xi. District	

5.	Occupancy		
	i. Family residential (State whether it is for one or two or for more family use)		
	ii Non-Family residential building		
	iii. Others (Specify the occupancy)		
6.	Whether Government or Quasi Govt.		
7.	i. Plinth area of the proposed Building ii. Details		
		Area in sq. metre	
	Floor	Plinth Area	Carpet Area
	Basement or cellar Floor		
	Ground Floor :		
	First Floor :		
	Second Floor :		
	Third Floor :		
	Fourth Floor :		
	Fifth Floor :		
	Sixth Floor :		
	Seventh Floor :		
	Eighth Floor :		
	Nineth Floor :		
	Tenth Floor :		
	Total		

8.	Height of building in Meters	
	i. From ground level with and without Stair room, Machine room etc.	
	ii. From Street level with and without Stair room, Machine room etc.	
	iii. Floor area ratio	
	iv. Coverage	
9.	If the application is for regularisations	
	i. Whether completed or not	
	ii. If not completed the stage of construction	
10.	Details of permit/approved plan already obtained	
11.	Details of Fee paid	
	i. Amount :	
	ii. No. and date of receipt :	
12.	Details of documents, Plans, certificates etc., enclosed.	

13.

DECLARATION

I hereby declare that the measurement, specification and other details mentioned above are correct, complete and true to the best of my knowledge and belief and that I shall abide by the approved plan and the provisions in the Act and Rules in undertaking the construction.

Signature of the Applicant with Name

Place:

Date:

14.

CERTIFICATE

1. Certified that the site plan is prepared after verification of Ownership, document, site and the measurements shown are found to be correct.
2. Certified that the Building plan is prepared in accordance with the provisions in the Kerala Municipality Building Rules 1999, Kerala Municipality Act 1994 and the provisions continued in the sanctioned Town Planning Schemes/sanctioned Master Plan.

Place : Signature :
Date : Name :
Reg. No :
Address :

(Registered Architect/Engineer/Town
Planner/ Supervisor)

15.

UNDERTAKING

I hereby undertake that the building construction/land development will be carried on/ being carried on/was carried on as per the approved plan and permit in accordance with the rules in force, under my supervision.

Place : Signature :
Date : Name :
Reg. No :
Address :

(Registered Architect/Engineer/Town
Planner/ Supervisor)

FOR OFFICE USE

DETAILS OF FEES REMITTED

	Amount	No. and date of chain
1. Application fee	:	
2. Development fee	:	
3. Permit fee	:	

D/Man/Clerk

GOVERNMENT OF INDIA
 MINISTRY OF URBAN DEVELOPMENT
 NATIONAL BUILDING ORGANISATION
 Schedule- II Return for the year ending 31st March.....

This statistical return is to be filled up incase of houses and buildings in Private Sector from towns having a population of 10,000 and above in the States/Union territories.

I. Town Identification (to be filled by the civic body)

1. Name of the town:.....code
2. Civic status of the * code
 Codes ** (Municipal corporn. 1, Municipality 2, Notified Area Committee 3, Panchayat 4, Cantonment 5, Others 6)
3. Size of the town: ** code
 Codes ** (Population 1,00,000& above 1, between 50,000 & 99,999 2, between 20,000 & 49,999 3, and between 10,000 & 19,999 4. code
4. State/Union Territory:.....

II. Constructor Identification.....

1. Name of the householder.....
 Household size: No. of males.....No. of females.....
2. Nature of employment:*** code
 Codes*** (Self- employment 1, Private Sector 2, Public Sector 3, Govt. Service 4, and other 5.)
3. Gross Monthly income Rs. code
4. Social group:****code
 Codes**** (Scheduled Caste 1, Scheduled Tribe 2, Other backward classes 3 and other 4) code

III. Basic Details Code

1. Nature of construction: @ Code
 Codes@ New1, addition/alteration2, & repair maintenance 3)
2. Type of construction: + Code
 Codes + (Dwelling 1, Other residential buildings 2, Industrial buildings 3, Commercial buildings 4, Institutional buildings 5 and Other 6.)
3. Number of Storeys in the building.....
4. Total plinth area of all the floors in the building.....sq. mts.
5. Number of dwelling units:-

1. Room unit 2. Room unit 3. Room unit 4. Or more room units

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6. Total floor area of all the floors in the buildings sq. mts.
7. Estimated construction cost.....Rs.
Land/plot cost.....Rs.
8. Source of finance- savings/ loan
9. If loan, name of the agency (i).....(ii).....
Rate of interest charged (i).....(ii).....
10. Number and date of issue of authorisation certificate.....
11. Date of commencement of construction.....
12. Date of completion of construction.....

IV. Basic Amenities

1. Number of living rooms.
Area of each of the living sq. mt.....sq.mt.....
Sq.mt..... respectively.
2. Kitchen Yes/No.
If yes Area of the Kitchen.....sq. mt.
3. Provision of Latrine facility Yes/No
If yes, type of latrine @ code code
Codes@ (Dry 1, Septic 2, flush 3, and Sulabh 4)
If no, distance of latrine from the house @ @ code
Codes @ @ (Less than 10 mts. 1, Between 10 mts. & 20 mts 2, between 20 mts
and 30 mts 3, above 30 mts 4) code
4. Provision of Bathroom facility Yes/No
If yes, type of bath @ @ @ Code code
Codes @ @ @ (Open1, and Secluded 2)
(Open includes improvised/ make shift arrangements) code
If no, distance of code bathroom @ @ code
Codes @ @ (Less than 10 mts1, between 10 mts. & 20 mts 2,
between 20 mts & 30 mts 3, & above 30 mts. 4) code
5. Provision of Drinking water Yes/ No
If yes; then indicate source of drinking water @ code
Code @ (Tank of river 1, Well 2, Tap 3, Other Specify 4) code
If tap water is supplied daily duration of availability: @ @ code
Code @ @ (Less than 3 hrs. 1, between 3 & 6 hrs 2, Over 6 hrs. 3) code
6. Sewerage and drainage arrangements Yes/No
7. Garbage disposal arrangement Yes/No
8. Storage water tank Yes/No
If yes, overhead/underground

9. Provision of Lighting facility Yes/No code
 If yes, type of lighting: & code
 Code (Kerosene 1, Oil lamp 2, Electricity 3, Others 4.)

10. Open courtyard Yes/No

11. Number of families sharing the following facilities

Facilities	No. of families
(i) Water.....	
(ii) Bathroom.....	
(iii) Latrine.....	

2. In case of multistoreyed building
 (i) Parking arrangement Yes/No
 (ii) Fire- fighting arrangement Yes/No

V. Infrastructural facilities

1.Distance of place of work: * code
 Code *(Less than 4 kms 1, between 4 & 10 kms 2,
 between 10 & 20 kms. 3, and over 20 kms. 4) code

2.Type of transport used ** code
 Codes** Walk 1, Bicycle 2, Scooter/Motor Cycle 3, Car 4 and public
 transport 5)(code may be of two digits in case of using more than
 one mode of transport) code

3. Width of the approach road.....mts.

4. Its distance from the building *** code
 Codes*** (Less than 50 mts. 1, between 50 &100 mts. 2,) code
 Between 100 mts & 150 mts 3 and above 150 mts 4)

5. Distance of Primary school: \$ code
 Code \$ (Less than ½ kms. 1, between ½ & 1 km 2, between
 1& 2 kms 3 and above 2 kms. 4) code

6. Distance of Secondary school: \$\$ code
 Code \$\$ (Less than ½ kms.1, between 1 km. & 2 kms. 2, between
 2 kms.&3 kms. 3 and above 3 kms.4) code

7. Distance of post office \$\$ code

Codes \$ \$ (Less than 1 km. 1, between 1 km. & 2 kms. 2, between 2kms. & 3 kms. 3 and above 3 kms. 4) code

8. Distance of Bank \$ \$ code
Codes \$ \$ (Less than 1 km. 1, between 1 km. & 2 kms. 2, between 2 kms.& 3 kms. 3 and above 3 kms.4) code

9. Distance of market code Select form A

10. Distance of college code Select form A

11.Distance of Police Station/ Police Chauki code Select form A

12. Distance of Hospital/Health Centre/Dispensary code Select form A

13. Distance of fire station code Select form A

14. Distance of railway station code Select form A

15. Distance of ISBT code Select form A

16. Distance of park code Select form A

17. Distance of community centre code Select form A

18. Distance of library code Select form A

19. Distance of cinema code Select form A

Code 'A' Less than 1 km 1, between 1 and 3 kms 2, between 3 and 5 km 3, And above 5 kms 4)

REMARKS

GOVERNMENT OF INDIA
MINISTRY OF URBAN DEVELOPMENT
NATIONAL BUILDINGS ORGANISATION

INSTRUCTIONS FOR FILLING SCHEDULE-II

1. This schedule duly filled – in duplicate by the applicant (Owner/owners of the proposed construction or authorised agent/ agents) should accompany the application for issue of Authorisation Certificate as well as along with ‘completion notice’ for issue of ‘occupancy certificate’ (also called fitness certificate).
2. New Constructions mean creation of an entirely new structure whether the site on which it is built has before been occupied or not. ‘Alterations to existing building relate to structural changes carried out within a building where as additions will mean enlargement of building by which floor area is added.
3. Type of Construction: Separate form should be used for each type of construction. Where ever a construction involves more than one type (eg., Residential –cum- commercial building) the building should be classified to that type of construction which accounts for the largest floor area.
4. Plinth area: It means ground area covered by the building immediately above the plinth level.
5. Floor area (or carpet area): It means inside usable roofed area.
6. In case of alterations and /or additions to existing building the plinth area and floor area shown against items 3 and 4 respectively should relate to the area, if any, added by construction.
7. Dwelling: It is a room or suite of rooms and its accessories viz., (Kitchen, store, bath, latrine etc) if any in a permanent building or structurally separated part there of which by the way it has been built, rebuilt or converted is intended for habitation by one household. It should have a separate access to the street or to a common passage or stairways. While counting rooms in a dwelling unit, care should be taken to count only bed rooms, dining rooms, study rooms and normal living rooms (glazed varandah, kitchen, bath rooms and store, etc. should be excluded).
8. Number and type of dwelling units should be given for all residential buildings and for other type of buildings also in case any dwelling units have been constructed there.
9. Construction is commenced when the first physical operations are undertaken on the building site after the issued of ‘Authorisation Certificate’, eg. Site preparation, delivery of building materials and equipment on the site. Start of excavation or the laying of foundations etc. Construction is completed when the building is physically ready to be occupied. Date of completion of construction will in general be the same as the date of completion notice by the applicant.
10. The reference number of the application to be filled in by the office should be that number which facilities any reference of the site, building plans etc., of the construction proposed or completed.
11. Details regarding basic amenities and infrastructural facilities are a new feature of the revised, scheduled-II. Possible answers to each query are given either immediately after the query or at the bottom of page. Code number of the answer is not to be written just after the query. All the items are self- explanatory and do not need any instructions for filling up.