

**Form-B-1-B** (to be notarized not on stamp paper)

Application for the regularisation of unauthorised development by: (i) the **owner** and (ii) For  
unauthorised

development **for violations of parking & other violations**

**The application should reach to the designated authority latest by** \_\_\_\_\_

**Name of Zone** .....

**Description of Property: Moje / Ward no. / T.P.S. no.** .....

**R.S. no. / Block no. / C.S. no. / F.P. no.** .....

**To,  
Municipal Commissioner  
Surat Municipal Corporation**

I/We hereby apply for getting the unauthorised development regularised as described in  
accompanying relevant drawings along with the certificate in Form D for structural stability and  
Form-G

1. Name of the owner/owners :

( Attach documentary proof like the extract from the Property  
Register forcity survey lands or an extract from the Recordof  
Rights for Revenue lands or the copy of the index of registered  
sale deed as the case may be)

2. Occupied the property since when

(Attach documentary proof like, property tax bill of local body, electricity bill, telephone bill, ration  
card etc.)

3. Details of property tax last paid:

(g) Useable Area for assessment of property tax

(h) Year of assessment

(i) Use for which the assessment is done

4. Is this land/building included in a layout/building plan sanctioned by the appropriate authority  
or any other authority? If yes, date of sanction and order number submit the copy of the  
approved plan.

(a) Plot area :(sq.mtrs.)			No. of units :		
(b) Details of violation;					
Sr. No	Description	Unit	Actual Area	Approved or Approvable as per GDCR	Violation (C-D)
	A	B	C	D	E
i.	Ground coverage	Sq.mtr.			
ii.	Built up area (excluding ground coverage)	Sq.mtr.			
iii.	Height of building	Mtr.			
iv.	Common plot	Sq.mtr.			
v.	Change of Use (other than parking)	Sq.mtr.			

**Note:-**

- i. Cases where the building permission has been granted earlier, in such cases details to be filled in column-D shall be as per the sanctioned plan only for which authentic sanctioned documents shall be enclosed which includes plans and development permission (Raja Chitthi).
- ii. In other cases the building permission has not been granted details to be filled in column-D shall be as approvable under prevailing GDCR.

(c) Details of Violation Parking :-

Sr No.	Description	Unit	Actual area	Required as per GDCR	Deficit area (E-D)
A	B	C	D	E	F
1	Parking Space	Sq. mt.			

- i. I hereby submit that
- a. I shall not be able to provide space for deficit parking in the unauthorised development or within 500 mtrs distance from the said unauthorized development.

**OR**

(b) I hereby declare that, I would provide \_\_\_\_\_ sq.mtrs. of deficit parking space at \_\_\_\_\_ location for which the plans are enclosed herewith. The said location is located at \_\_\_\_\_ mtrs. Distance from the said unauthorised development and this location is within 500 mtrs

- ii. For violation in the provision of sanitary facility, I abide to make the necessary provision as directed by authority in this regard.
- iii. I hereby declared that, the space where I propose to provide deficit parking is not in possession with /use/ beneficiary to any other person. Also in future I shall not sale or part with any other person or beneficiary in any manner which shall violate the purpose of providing deficit parking.

5. Required as per **rule 11(3)**:

a. I am hereby furnishing the NOC's/approvals, in respect to the following matters:

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

b. I shall, latest before Dt. \_\_\_\_\_ furnish the NOC's/approvals, in respect to the following matters:

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

6. Declaration : I hereby certify and declare that:

- (a) The land on which my property exists is not covered under sub-section (1) of section 8. Also my property does not attach any dues to the Government or local bodies.
- (b) For violation in the provision of sanitary facility, I abide to make the necessary provision as directed by authority in this regard.
- (c) I have submitted the plans for the portion for which I wish to get the unauthorised development regularised.
- (d) For that portions for which I have not submitted to regularise, I shall pull down such portions on my own.
- (e) I, the under signed \_\_\_\_\_ registered/authorized architect / Engineer, hereby certify that, while preparing the plan for the said unauthorized development, I/we have inspected the site and accordingly the plans are prepared.
- (f) The information submitted in the application and .documents submitted along with are true to the best of my knowledge. Also I am aware that, if found incorrect it shall lead to criminal proceedings and accordingly action shall be taken.

Date :  
Registration No.

Date :

Name and Signature of the  
architect/Engineer  
Address /Phone number.

Name and Signature of the applicant / owner  
Address /Phone number.

Stamp & Signature of Notary

**Instruction to applicant regarding particulars, documents and maps to be submitted along with the application**

- i. In a building having more than one unauthorised development each owner/occupier shall make a separate application for each unauthorised development.
- ii. Certified copy of approved layout plan of final plot or revenue survey number or city survey number.
- iii. Sanctioned layout plan duly certified by registered or authorized Architect or Engineer empanelled by the authority
- iv. The plans shall be prepared according to sub-rule (1) of **rule 15**
- v. Stability Certificate of Structural Designer in Form-D1 **shall have to be submitted in case of highrise building only.**
- vi. Attached details in Form- D2 and D3
- vii. Copy of the demand notice for property tax viii. Receipt of payment of the property tax.
- ix. **Four postcard size photographs of a foresaid property showing actual position of property from different angles.**

=====XXXXXXXXXX=====

**Form-“D1”**  
**Certificate of Structural Stability**  
**(shall be required only in case of Highrise Building only)**

To,  
The Municipal Commissioner  
Surat Municipal Corporation

REF: Work of

\_\_\_\_\_

(Title of Project)  
C.S.No./RS.NO. \_\_\_\_\_ (F.P.No.)\_\_\_\_\_ in ward No. \_\_\_\_\_ at  
Village \_\_\_\_\_ Taluka \_\_\_\_\_ T.P.S. No. \_\_\_\_\_ of \_\_\_\_\_ village  
/Town/City

Certified that the plans of existing building submitted for regularisation satisfy the safety requirements as stipulated under National Building Code, GDCR and other relevant laws and the information given therein is factually correct to the best of our knowledge and understanding.

Signature of the Owner /Occupier + with date \_\_\_\_\_

\_\_\_\_\_

Name in Block letters \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

Signature of the Architect with date \_\_\_\_\_ Name in Block Letters \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

Signature of the Structural Engineer with date \_\_\_\_\_ Name in Block Letters \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

**+ Strike out which is not applicable.....**

**CERTIFICATE OF FIRE SAFETY COMPLIANCE**

To,  
The Municipal Commissioner  
Surat Municipal Corporation.

REF: Work of

\_\_\_\_\_

(Title of Project)

C.S.No./RS.NO. \_\_\_\_\_ (F.P.No.) \_\_\_\_\_ in ward No. \_\_\_\_\_ at Village \_\_\_\_\_  
Taluka \_\_\_\_\_ T.P.S. No. \_\_\_\_\_ of \_\_\_\_\_ village / Town / City

I the under signed architect certify that the plans of existing building submitted for regularisation states that as per the GDCR since my development is for \_\_\_\_\_ - use (give the details use and its area of unauthorised development) I do not require/required+ to provide the facility for fire safety requirements as stipulated under National Building Code, GDCR and other relevant laws and the information given therein is factually correct to the best of our knowledge and understanding.

I the under signed owner / occupier + undertake to provide the required fire safety measures which the designated authority may direct and I abide to provide all facility for fire safety as may be directed by the designated authority in consultation with chief fire officer.

**Signature of the Owner / Occupier + with**

**Date :** \_\_\_\_\_

**Signature of the Architect with**

**Date :** \_\_\_\_\_

**Name in Block Letters** \_\_\_\_\_

**Name in Block Letters** \_\_\_\_\_

**Address:-** \_\_\_\_\_

**Address:-** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**+ strike out which is not applicable.....**

**Form-D3**  
**(notarized on stamp paper)**

**Undertaking**

To,  
The Municipal Commissioner  
Surat Municipal Corporation

REF : Work of

\_\_\_\_\_

(Title of Project)

C.S.No./RS.NO. \_\_\_\_\_ (F.P.No.) \_\_\_\_\_ in ward No. \_\_\_\_\_ at Village \_\_\_\_\_  
Taluka \_\_\_\_\_ T.P.S. No. \_\_\_\_\_ of \_\_\_\_\_ village/Town/City

I/We have applied for getting the unauthorised development regularised as described in relevant drawings along with other documents, particulars and certificates. I understand that for regularisation my aforesaid property, the construction carried out should be in confirmative with other acts or rules mentioned in sub rule (3) of rule 13.

I hereby give an undertaking to take necessary permission as required. In case if the necessary permission is not granted from the relevant competent authority than I hereby abide to pull down/alter the unauthorised construction as required under the relevant rules or act or as per the directions issued by the relevant competent authority. Any cost incurred to carry out such direction shall be borne by me.

**Signature of the Owner / Occupier + with**

**Date :** \_\_\_\_\_

**Signature of the Structural Engineer with**

**Date :** \_\_\_\_\_

**Name in Block Letters** \_\_\_\_\_

**Name in Block Letters** \_\_\_\_\_

**Address:-** \_\_\_\_\_

**Address:-** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of the architect / Engineer with**

**Date:** \_\_\_\_\_

**Seal & Stamp of Notary**

**Name in Block Letters** \_\_\_\_\_

**Address:-** \_\_\_\_\_

\_\_\_\_\_

**+ strike out which is not applicable.....**