

CITIZEN CHARTER

This Citizen Charter was adopted in Municipal special Council meeting held on 20/08/2004.

It has been verified, by, Engineering Section of, M.M.C. and after Suggestion received from all head of Municipal Department, and, has been accepted by the Council in the ordinary Meeting held on 17/12/2011.

CITIZEN'S CHARTER FOR MHAPSA MUNICIPAL COUNCIL

Municipalities became constitutional bodies after the 74th amendment in the constitution of India. These councils/Institutes are dealing with day to day work of citizens.

A citizen requires assistance and service from these council / Institution's right from birth registration to death registration.

The following information will enlighten the citizen as to how one can approach such offices in order to avail the services required.

The Municipalities of Goa deal with the following important services pertaining to the public details of each service is explained in subsequent chapters.

CHAPTERS:

1. CONSTRUCTION LICENCE.
2. CONVERSION SANAD
3. BUILDING ALIGNMENT.
4. RENEWAL OF CONSTRUTION LICENCE.
5. REVISED PLANS.
6. OCCUPANCY CERTIFICATE.
7. REPAIR LICENCE.
8. N.O.C/FOR WATER AND POWER CONNECTION.
9. INCOME CERTIFICATE.
10. TRADE LICENCE.
11. RENEWAL OF TRADE LICENCE.
12. PAYMENTOF TAX/RENT/FEES.
13. TEMPORARY PERMISSION.
14. INFORMATION UNDER RIGHT TO INFORMATION ACT.

15. PERMISSION TO USE MUNICIPAL PROPERTY.
16. TEMPORARY LICENCE
17. GARBAGE
18. SWEEPING
19. CHOCKED GUTTER
20. OVERFLOW OF SEPTIC TANK TO PUBLIC GUTTER / ROAD.
21. DESILTING CROSS DRAINS
22. DEAD ANIMALS
23. DILAPIDATED BUILDING
24. ILLEGAL CONSTRUCTION
25. MUTATION / TRANSFER OF HOUSE / PROPERTY TAX.
26. CERTIFICATE OF DEATH/BIRTH
27. APPROACH TO SUPERIORS.
28. TRANSFER OF IMMOVABLE PROPERTY (i.e. SHOPS/STALL/KIOSK/BANCAN FIXA)

CONSTRUCTION LICENCE.

Q.1 I want permission for construction of a new building in Municipal are what are the formalities I am required to do.

Ans. You are requested to make an application addressed to the chief officer in the prescribed form **-1(Appendix A-2)** application to Municipal Council for Building Licence, along with the details/documents mentioned in the above document.

On receipt of the application you will receive letter to submit any additional documents required to this council and to attend this office for site inspection within 15 days for accompanying the junior engineer/ Municipal engineer.

After site inspection if the submissions are as per bye law you will be asked to pay the fees. If the submission are not as per the bye laws and site is not properly demarcated your request will be rejected.

Once the required fees are paid by you within the prescribed date, you will be issued a construction licence within 3 days. The licence will be incorporated with the condition, approved copy of drawings will also be issued to you.

Q.2. After making the application how much time is required to obtain the permission.

Ans. If your application is as per bye law and submission are fully as per site conditions you will get licence within 60 days.

Q.3. Is the N.O.C. from fire department required for all projects.

Ans. N.O.C. from fire brigade is required for

- i. Construction of Building over 15.4 mts. in height
- ii. Factories and establishment, where electric motors capacity exceeds 5 H.P. and above:
- iii. Shipyards and work-shops;
- iv. tank farm of petroleum products/POL dispensing outlets;
- v. Flammable gas godown/L.P.G. gas godowns;
- vi. Godowns and warehouse;
- vii. Public places like exhibition hall, entertainment places, dancing halls, theatres, assembly halls, sea port, airport railway station, stadium, etc.
- viii. Educational and institutional places;
- ix. Hotels, restaurants and bakeries;
- x. Storage places of flammable and hazardous goods or as prescribed in the building bye-law.

Q.4. What is the validity of Construction Licence.

Ans. Initially Construction Licence is valid for one year, however the same has to be renewed on request.

CONVERSION SANAD

Q.5. Whether I require a conversion sanad for the reconstruction of my building.

Ans. Not required if the area of reconstruction and the existing structure does not vary as per Survey plan. However you have to produce house tax receipt for existing house (Current year) and the building shall not be demolished prior to issue of Licence.

BUILDING ALIGNMENT

Q.06. After getting construction licence how shall I get building alignment.

Ans. You have to apply in prescribed (form 2 QUESTIONNAIRE) to be duly filled and enclosed to the application for Development Permission/Technical Clearance/Building Licence) and the alignment / structure will be checked within 5 days of receipt of letter, after conducting site inspection.

Q.07. Shall I start the RCC work without RCC drawings approval.

Ans. Yes, Applicant has to submit the structural Liability certificate from the Engineer responsible for the Structural Designer of the project in the Form (Appendix-B3) along with the set of Architect Drawings.

RENEWAL OF CONSTRUCTION LICENCE

Q.8. What do I have to do for renewal of Construction Licence.

Ans. Application to be made addressing The Chief Officer for renewal of Licence in prescribed Form: 5 (Application for Renewal of Construction Licence).

Q.9. How much time will it take to get renewal.

Ans. After filling the application for renewal you will get the letter for site inspection within 15 days, if the Construction is as per the approved plans. The renewal Licence will be issued within 3 days after payment of fees.

Q.10. Whether there are any renewal charges.

Ans. Yes, you are required to pay the fees as prescribed by the council from time to time. And if the renewal request is after the expiry of Licence the fees will be compounded as prescribed by council. The fees structure considered is as detailed below:

(1) Application within time limit – 25% of Construction licence fees.

(2) Application after time limit – 50% of Construction licence fees.

REVISED PLANS

Q.11. In case I have made some changes in the plans during the construction stage whether I get occupancy certificate.

Ans. If the changes proposed are within the layout approved by N.G.P.D.A. and as per Municipal Building bye-law you will have to submit the revised plans and get the approval after paying fees for it. You will get your occupancy only after approve of revised plan.

Q.12. If I could not get occupancy certificate within the prescribed time whether the occupancy is deemed to be granted?

Ans. Yes. If Occupancy Certificate is not granted within 30 days the Occupancy is deemed to be granted provided all the documents and submission are in order and construction is done as per the approved plan.(This would be applicable after applicant informs the Council that he is deemed fit to issue occupancy certificate).

OCCUPANCY CERTIFICATE

Q.13. After construction of my house if I want to obtain occupancy certificate what I have to do?

Ans. You have to apply in prescribed form 6 (Appendix- A6) with a completion certificate from architect (in prescribed form), completion certificate from NGPDA, N.O.C from Health Department, and Fire Department, if required and your licence shall be valid on the date of application for occupancy. On receiving of application in prescribed form, you will get a date for site inspection within 15 days.

After inspection if the building is fit for occupancy as per licence condition and as per bye-law, you will be asked to fill the forms of tax.

After verification of tax forms you will be asked to pay the taxes, fees, as applicable.

You will get your occupancy certificate within 3 days after the payment of taxes and fees.

Q.14. Whether there is a time limit prescribed to issue occupancy certificate.

Ans. 30 days. If the application and certificate are in proper order. In order to process the occupancy in time you are requested to follow the below mentioned guidelines.

1. Renew your licence.
2. Revise the plans if the construction is not as per approved plan.
3. Apply for occupancy only after completion of the work.
4. Demarcate your plot boundaries with compound wall.
5. Road widening area is to be leveled developed and shall be handed over to the Council by way of Gift deed.
6. Follow the approved plans.
7. Produce correct area statement for tax assessment which is with F.A.R.
8. The architect / engineer's licence shall be valid.

REPAIR LICENCE

Q.15. Whether I have to take permission for minor repair such as internal plaster, flooring, replacing damaged tiles, painting etc.

Ans. Yes, you have to fill the Form: 12 (Application for Repair Licence), of this Council with up to date house tax and recent photo of the building along with ownership document, form 'D', Survey plan and plan showing proposed repair.

Q.16. How much time is required to get a Repair Licence.

Ans. After receiving your application the official of this council will inspect the site and if the proposed repair is within the scope of bye law. Permission will be granted within 30 days after payment of fees. However the following works are not falling in the scope of Repair Licence.

1. Change of roof (from Mangalore roof tile to R.C.C. slab)
2. Construction of walls.
3. Opening of external walls.
4. Alteration/Renovation/Reducing of room size.
5. Providing of R.C.C columns and other R.C.C. works.

Q.17. If occupant who is other than the owner wants to obtain a Repair Licence, whether permission is granted.

Ans. Yes, provided applicant produce owner's N.O.C. (notarized) /affidavit as per prescribed format and also up-to-date house tax receipt, photo of the building, Such Repair Licence will also be issued with specific condition stating that such permission shall not be entitled for ownership of the occupied area to the applicant. In this regards an affidavit shall also be required to be executed by the applicant.

Q.18. In case I could not get construction Licence in the prescribed time limit, whether I can assume that the Licence is deemed to be granted.

Ans. Yes, If the Licence is not granted within 60 days the permission is deemed to be granted provided all the documents and submissions are in order and as per Municipal bye law, and prevailing building Construction regularizations are found after inspection of the site and verification of the approved plan.

Q.19. Shall I have to take Licence for the compounding wall.

Ans. Yes, the compound wall should be constructed as per effective plot area after leaving road widening area or if you want to modify the compound wall design. Yes, The following documents have to be submitted for obtaining construction Licence along with the application,

- (1) NGPDA approval,
- (2) Approved plans in Blue prints,
- (3) Survey Plan,
- (4) Form 'D' & Sale Deed copy.
- (5) Schedule II & Questionnaire.

N.O.C. FOR WATER / ELECTRICITY CONNECTION

Q.20. I want the N.O.C. for water / electric connection what do I have to do?

Ans. You are required to apply in the prescribed form along with a copy of up to date house tax receipt. The N.O.C. will be issued within 5 days after making necessary payments.

INCOME CERTIFICATE

Q.21. I want a certificate of income what I have to do?

Ans. You have to apply in the prescribed application form along with an affidavit, copy of ration card and proof of income if any (In case of salaried employees a salary certificate and in case of tax payers - Income tax returns)

The chief officer after conducting the local inquiry will issue the certificate within 7 days.

TRADE LICENCE

Q.22. I want to start some trade to obtain licence what have I to do?

Ans. You have to apply in prescribed form along with the following documents.

1. Ownership documents or N.O.C. of the owner of the property / lease agreement.
2. Certificate of health officer in case trade is connected with food articles.
3. N.O.C. from fire emergency wherever applicable.

ON receiving the application the premises will be verified and the feasibility report will be processed. There after the application will be considered / rejected based on the feasibility report.

Q.23. Is there a time limit to issue trade licence.

Ans. Yes. 15 days if all the documents are in order.

RENEWAL OF TRADE LICENCE

Q.24. What I have to do to renew my trade licence?

Ans. You are requested to produce original trade licence along with last payment receipt/ and licence already issued. Thereafter payment will be accepted, receipt issued and renewed licence will be issued. However if the council feels to verify the premise once again the same will be carried out before processing the establishment licence.

PAYMENT OF TAXE / RENT / FEES

Q.25. I want to pay tax of my house / establishment / advertisement what have I to do?

Ans. You are required to contact the taxation clerk who after verifying the tax register will collect the tax from you within 24 hours.

INFORMATION UNDER RIGHT OF INFORMATION ACT

Q.26. I want some information under the right of information act. what have I to do?

Ans. You have to make an application to the chief officer of the council showing the details you required. The chief officer after examining the application will decide whether the information can be given as per the Act and if he admits your application you have to deposit the processing fees as prescribed by council.

Q.27. Whether there is any time limit to dispose of my application.

Ans. Yes. 30 days.

PERMISSION TO USE MUNICIPAL PROPERTY.

Q.28. I want to occupy municipal land/hall/hearse van / night soil tanker which is normally allotted the public for their private function what I have to do.

Ans. You have to make a simple application for land/hall/ hearse van / night soil tanker giving details and period of use (wherever prescribed forms is there follow the same) Atleast 8 days in advance verifying the availability the same will be allotted after depositing the necessary fees.

TEMPORARY LICENCE

Q.29. I want a temporary licence to run a seasonal business what is the procedure I have to follow.

Ans. Apply with ownership document the land giving location plan and area proposed to cover and the type of business proposed to

After receipt of your application, the feasibility will be verified and the chief officer will decide as per municipal act & Municipal Bye laws If the request is accepted you will get your licence within 3 days after payment of fees.

GARBAGE

Q.30. Garbage or the dustbin is not cleansed for many days, therefore it is smelling badly what I have to do?

Ans. You have to make a complaint in writing in simple letter describing the ward/ location/dustbin no. the same will be cleared within 24 hours by the garbage wing.

SWEEPING

Q.31. The municipal road near my house is not swiped for the last one week what I have to do.

Ans. You have to make a complaint letter in writing in simple letter describing the ward/ location/ street description the same will be attended immediately by the sweeping wing.

CHOCKED GUTTER

Q.32. The gutter near my house or in my ward is choked what shall I do?

Ans. Please write to the chief officer in simple application giving ward/location/street and exact location the same will be attended within two days.

OVERFLOW OF SEPTIC TANK TO PUBLIC GUTTER / ROAD.

Q.33. A septic tank is overflowing to the road/gutter. what is to be done.

Ans. Please write to the chief officer giving the ward/ location/ premise the same will be attended within two days.

DESILTING CROSS DRAINS

Q.34. The cross drains are blocked storm water is not flowing what is to be done.

Ans. Please write to the chief officer giving the ward/ location/ premises. The same will be attended within two days.

DEAD ANIMALS

Q.35. A dead animal dog/cow is lying on the road. what is to be done.

Ans. Make a simple application or write in the complaint register the same will be removed immediately.

DILAPIDATED BUILDING

Q.36. A building adjoining to the road / or to my house is in dilapidated condition, which may cause danger what is to be done.

Ans. Write to the chief officer giving details such as ward/ location/ premises. The municipality will take suitable action.

ILLEGAL CONSTRUCTION

Q.37. A structure is erected on the road or road widening area illegally what is to be done.

Ans. Please write to municipality. Municipality will initiate action to remove the same as per the act in force.

MUTATION / TRANSFER OF HOUSE / PROPERTY TAX.

Q.38. I required a right in same property and want to include my name in the house tax register what do I have to do.

Ans. You are required to make an application in the prescribed form along with the copy of documents by which rights are acquired the chief officer after issuing notice to the interested party and having examined all the documents will dispose off the application and it will take maximum 30 days to process the same.

CERTIFICATE OF DEATH/BIRTH

Q.39. I want to register the birth of my child what I have to do?

Ans. You have to apply in prescribed form along with proof of Birth.

(In case application is made within 30 days only certificate of hospital doctor is sufficient.)

In case you have applied after a month but within a year you have to obtain a permission from the Addl. Dist. Registrar i.e. B.D.O...

In case you have applied after one year you have to obtain an order from the Executive Magistrate and copy of said order is required to be attached with prescribed application form.

Q.40. I want to register death of my relatives what I have to do.

Ans. You have to apply in prescribed form along with the proof of death (Regarding the time as mention in previous para.

Q.41. I want to obtain certificate of death / birth what I have to do?

Ans. You have to make a simple application giving the details of registration, after verifying the facts from the application. On payment of fees certificate will be issued within 24 hours.

Q.42. I fail to make an application to the registrar within the prescribe time for registration of birth / death . For obtain permission from the addl. Dist. Registrar (B.D.O.) or executive magistrate & I want a certificate that birth / death is not yet registered how I can get such certificate?

Ans. You have to apply by simple application with details of birth / death. The officer after going through the record will issue such certificate with in 7 day.

TRANSFER OF IMMOVABLE PROPERTY (i.e. SHOPS/STALL/KIOSK/BANCAN FIXA)

Q.43 What are the documents required for transfer of immovable property (i.e. shops/stall/kiosk/bancan fixa).

Ans. The cases of transfer of shop/stall is considered only which are coming under Blood relation on submission of following documents:

1. NOC on the stamp paper from all legal heirs of the old lessess in whose name the said shop/stall registered with this Council or succession deed.
2. Affidavit stating that no case/dispute pending in any court of low against the said stall/shop.
3. Death certificate in case the original lessee was expired.

On submission of above documents file is forwarded to Municipal Inspector for verification of physical possession of the said stall/shop. After receipt of file, the same is placed before the Council for approval and after approval, the said file is forwarded to Technical Section for calculation of transfer fees and then your file along with all the documents were submitted to the Director of Municipal Administration, Panaji to convey approval.

TRANSFER OF KIOSK/BANCA FIXA.

After submission of above documents, the cases of transfer of Kiosk/Banca fixa were taken in to consider on the approval of Council.

If all the documents are in order, the time limit of 3 months will be taken to effect the transfer.

APPROACH TO SUPERIORS.

Q.44. In case municipality is failed to perform its duties, whom I can approach.

Ans. You can approach to the office of the Director of Municipal Administration at Panaji in collectorate building who will take further action.

LIST OF FORMS

1. **Form – 1** (APPENDIX-A2) Application to Municipal for Building Licence.
2. **Form 2** .To be filled to the application for Development Permission/Technical Clearance/Building Licence.
3. **Form 3.** GOVERNMENT OF INDIA MINISTRY OF URBAN DEVELOPMENT NATIONAL BUILDINGS ORGANISATION. Schedule – II.
4. **Form 4.** Application for issue of Alignment Certificate.
5. **Form 5.** Application for Renewal of Construction Licence.
6. **Form 6.** (APPENDIX - A6) Application to Municipal Council for Occupancy Certificate.
7. **Form 7.** (APPENDIX - B2) Certificate of Conformity with Regulations.
8. **Form 8.** (APPENDIX – B3) Structural Liability Certificate.
9. **Form 9.** (APPENDIX – B4) Affidavit to be sworn by the Owner of the property and to be sworn before the Notary Public.
10. **Form 10.** (APPENDIX – B5) Structural Stability Certificate.
11. **Form 11.** (APPENDIX – B6) Completion Certificate.
12. **Form 12.** Application for Repair work.
13. Application for establishment licence.
14. Application for property transfer.

FORM - 1
APPENDIX-A2

Application to Municipal Council for Building Licence

Date: _____

From: - _____
(Name and address of the Owner)

To,
The Chief Officer,
Mhapsa Municipal Council,
Mhapsa - Goa.

Sir,

I/We hereby give notice that I/We intend to erect / re-erect / add to / alter / execute the following works in the site or plot of land bearing Chalta No. _____ of P. T. Sheet No. _____ / Survey No. _____ / Sub-divided Plot No. _____ of _____ City / Village on _____ road, in _____ ward.

Description of construction: - _____

I/We forward herewith the following: - *strike out which is not applicable.

1. Drawings duly approved / technically cleared by NGPDA:

- | | |
|---|--------------|
| a) Site Plan | 3 copies () |
| b) Detailed Plans, Elevations and Sections | 3 sets () |
| c) Location Plan | 3 copies () |
| d) * Parking Layout Plan | 3 copies () |
| e) * Contour Plans in case of sloping sites | 1 copy () |

2. Documents duly authenticated / signed as prescribed:

- | | |
|---|--------------|
| a) Questionnaire duly authenticated by NGPDA | 2 copies () |
| b) * Survey Plan | 1 copy () |
| c) Copy of Index of Land (Form D) | 1 copy () |
| d) Document showing ownership of land (Deed of Sale/Gift Deed etc.) | 1 copy () |
| e) Certificate from the Registered Architect / Engineer in this Council who has planned the project and has signed the drawings | 1 copy () |
| f) Structural Liability Certificate from the Registered Engineer in this Council responsible for the Structural Design of the Project with copy of proposed Architectural Plan. | 1 copy () |

- g) Affidavit from the Owner in prescribed format. 1 copy ()
- h) * Power of Attorney (if applicable) 1 copy ()
- i) Conversion Sanad / Application for recommendation for Conversion. 1 copy ()
- j) * NOC from other agencies, i.e.: -
 - (i) NOC from Urban Health Centre.
 - (ii) NOC from Electricity Department
 - (iii) NOC from Water Resources Department
 - (iv) NOC from Fire Department (if applicable)
 - (v) Any other NOC's from other Departments if required based on the inspection report. 1 copy ()

3. Schedule-II.

4. Valid Conversion Sanad.

5. Septic Tank and Soak Pit detailed drawing.

6. NGPDA Order.

7. Government Approval if land belongs to the Comunidade.

I/We hereby declare that I/We am/are the owner/owners/authorized agent of the property to be built upon.

Yours faithfully,

Name & Signature of Owner

Signature of the Architect/Engineer/Town Planner
(Seal with Name, Address, Reg. No.)

FORM 2
QUESTIONNAIRE

(To be duly filled and enclosed to the application for Development
Permission/Technical Clearance/Building Licence)

PART – A

1. Full name and address of the owner:
2. Details of the property:-
 - a) Chalta & PTS No./Survey NO.
 - b) Ward Name & No./Vaddo
 - c) Town/Village
 - d) Taluka & District
3. Is the property sub-divided?
Yes/No
If 'Yes', give details of the sub-division, supported by the document
4. Total area of the property _____ sq. meters.
5. Zone of the property as per ODP/ZP/RP
6. Intended use proposed in the Development
7. If the Zone indicated at (5) above is the result of subsequent change of zone, give details of approval and enclose certified copy of the approval.
8. Is the property accessible?
Yes/No
If 'Yes', state –
 - a) Width of the access
 - b) Area of road widening: _____ sq.meters
9. If the property is in the vicinity (within 100 meters) of the Cemetery/Crematorium, give the distance from the boundary wall of Cemetery/Crematorium. _____ meters.
10. If the property is in the vicinity (within 100 meters) of the National Highway/State bye-pass, give the distance from the centre line of Highway/bye-pass _____ meters
11. If the property is in the vicinity (within 50 meters) of the Railway line, give the distance from the boundary of Railway property _____ meters
12. If the property is in the vicinity of the High Tide Line (within 1,000 meters) of the sea, give the distance from HTL _____ meters
13. If the property is in the vicinity (within 100 meters) of the river bank, give the distance from the river bank _____ meters

14. If there are any underground, over ground, overhead telephones/ electricity lines affecting or crossing the plot/property or

within 15 meters distance of the plot/property, show on the plan and give:-

- a) Vertical clearance between the highest point of the Building and the electric lines _____ meters
 - b) Horizontal clearance between the proposed building and existing electric or any other lines _____ meters.
15. Whether any extra FAR is claimed on the basis of road widening /proposed road?
If 'Yes', state:-
Yes/No
- a) Area under road widening _____sq. meters.
 - b) Whether such road widening area or area under proposed road has been gifted to the local body?
(If yes, submit relevant documents) Yes/No

PART – B
(For buildings)

PLOT AREA

- 1. Area of the Plot _____Sq. meters.
- 2. Deduction for
 - a) Area within road widening (proposed) _____ sq. meters.
 - b) Area reserved for any other use _____ sq. meters.Total of (a) + (b) _____sq. meters
- 3. Net effective area (1) – (2) _____sq. meters.
- 4. Covered area occupied by the existing building, if any _____sq. meters.
- 5. Plot coverage of the existing building (in %) _____ percentage.
- 6. Coverage area of the existing building that is proposed to be demolished _____sq. meters.
- 7. Plot coverage of the existing building that is proposed to be demolished (in %) _____ percentage.
- 8. Covered area of the proposed building _____ sq. meters.
- 9. Plot coverage of the proposed building (in %) _____percentage.
- 10. Combined covered area of the existing building to be maintained and that of the proposed building _____sq. meters.
- 11. Combined plot coverage of the existing building to be maintained and that of the proposed building (in %) _____ percentage.

FLOOR AREA:-

12. Balcony area and covered area over footways floor wise and total on all floors _____sq. meters.
13. Balcony area and covered area over footways, floor wise and total on all floors, consumed for FAR purpose. _____sq. meters.
14. Addition of set-back area and/or proposed road for FAR purpose _____sq. meters.
15. Addition of garage area for FAR purpose _____sq. meters.
16. Floor area consumed on Ground Floor _____sq. meters.
17. Floor area consumed on First Floor _____sq. meters.
18. Floor area consumed on Second floor _____sq. meters
19. Floor area consumed on Third Floor _____sq. meters.
20. Floor area consumed on any other floor or floors and any other area consumed for FAR purpose _____sq. meters.
21. Existing floor area to be maintained _____sq.meters.
22. Total floor area consumed:
(13+14+15+16+17+18+19+20+21) _____sq. meters.
23. Floor area permissible _____sq. meters.
24. FAR permissible _____sq. meters.
25. FAR consumed _____sq. meters.
26. Mezzanine area _____sq. meters.
27. Loft area _____sq. meters.
28. Basement area _____sq. meters.
29. Garage area _____sq. meters.
30. Details of area and use, floor wise:
- | Floor (%)
FAR
Reference | Use | Total Built up
Area m2 | Area free from FAR | | | Net Floor
Area m2 |
|-------------------------------|-----|---------------------------|--------------------|------|-------|----------------------|
| | | | Bal. | Bas. | Park. | |
| | | | | | | |
31. Parking Details:
- | Floor Area | Use | No. of Car Parks/Parking area | |
|------------|-----|-------------------------------|----------|
| | | Provided | Required |
| | | | |
32. Type of Zone to which the plot belongs to _____Zone.

SETBACKS:

- 33. Front setback from the center line of the road _____meters.
- 34. Side setbacks:
 - a) _____meters.
 - b) _____meters.
- 35. Distance between two or more buildings on the same plot, if any _____meters.
- 36. Height of the Plinth _____meters.
- 37. Use to which the building is to be put to floor-wise:
 - Basement Floor:
 - Ground Floor:
 - First Floor:
 - Second Floor:
 - Third Floor:
 - Upper Floors:
- 38. Plot owned by with reference to the ownership certificate of land
- 39. Reference number and date of approval of sub-division of land, if the plot in question is part of sub-division
- 40. Any other information

PART C
(for sub-division of land)

- 1. Area of the Plot _____sq. meters.
- 2. Deductions:
 - a) Area reserved for road widening _____sq. meters.
 - b) Area reserved for any other purpose or un-developable _____sq. meters.
- 3. Effective area of the plot (1-2) _____sq. meters.
- 4. Open Space required to be provided _____sq.meters.
- 5. Open space provided
 - a) _____sq. meters.
 - b) _____sq. meters.
- 6. Plot details:
 - Plot No. _____ Area (in sq. meters)
- 7. Hierarchy of the roads used in the sub-division:

Road nomenclature	width	Length	Area served
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Note: The roads with above nomenclature are to be indicated on the plans.

8. Usewise areas for below mentioned purpose, if the plots are having area of five hectares and above:

- a) Schools _____sq. meters.
- b) Community Centers _____sq. meters.
- c) Public Utility areas _____sq. meters.

***Strike out whichever is not applicable.**

We, hereby declare that the information furnished above is correct to the best of our knowledge.

ARCHITECT/ENGINEER/STRUCTURAL ENGINEER/
TOWN PLANNER/LANDSCAPE ARCHITECT/
URBAN DESIGNER

OWNER OR AUTHORISED REPRESENTATIVE

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

Signature
Name
Address:-
Date:

FORM 4

To.

The Chief Officer
Mhapsa Municipal Council,
Mhapsa -Goa.

Sub: Application for issue of ALIGNMENT CERTIFICATE.

Sir,

The building construction with the following details is ready for verification for Alignment of building as per the approved plans.

Name of owner:

Licence no.:

Ward no.:

Site Address:

Front set back from centre line of road:

Rear set back:

Side set back 1:

Side set back 2:

Sign:

Owner's Name:

Full Address:

Certificate of the Architect/ Civil Engineer who has signed the submission plans.

This is to certify that

- i. The layout is as per approved plan.
- ii. Set backs are as per approved plan.

Architect/Civil Engineer:

M.M.C. Reg No.:

Address.:

Note:

- i. This certificate shall be issued y the same architect/Engineer who has signed the submission plans.
- ii. The architect /Engineer registration is liable to be cancelled for providing false information.

FORM: 5

Application for Renewal of Construction Licence

To,
The Chief Officer,
Mhapsa Municipal Council,
Mhapsa – Goa.

Sub :- Renewal of license reg.

Ward no.:-

Original license No.:- ; Dated:

Earlier Renewal Licence No.: - ; Dated:

Revised License no.:- ; Dated:

Sir,

It is requested to kindly renew my above mentioned construction license for further period of one year. The construction is strictly as per the construction license issued and the conditions laid there in.

Owner's Signature:

Dated:

Certificate:-

It is to certify that the above construction is under my supervision and the construction so far is strictly as per approved plans and specifications and the present stage of construction is enclosed. It is also to certify that all preventative measures are taken in controlling mosquito breeding.

Architect/Engineer:

M.M.C.Reg. No.:

Notes:

1. The Architect/Engineer who has signed the submission on plan shall only be permitted to supervise the building.
2. Any false information or deviations from original plan/approved plan may cause to rejection of the renewal request.
3. In case of rejection of renewal request the applicant shall apply with fresh request.
4. All applications for renewal shall be submitted 15 days before the expiry of validity date within validity period.
5. The architect/ Engineer registration is liable to be cancelled for providing false information.

FORM 6

APPENDIX-A6

Application to Municipal Council for Occupancy Certificate

Date:

From: - _____

(Name and address of Owner)

To,
The Chief Officer
Mhapsa Municipal Council,
Mhapsa - Goa.

Sir,

I/We hereby give notice that, I/We have completed the construction work situated at _____ in ward No. _____ in pursuance of the sanction granted by the Municipal Council vide Licence No ._____ dated _____.

I/We am/are enclosing the following:-

- (a) Completion Order issued by NGPDA.
- (b) Completion Certificate issued by Architect/Engineer/Town Planner/Landscape Architect/Urban Designer.
- (c) Revised Plans incorporation deviations made during the execution approved by NGPDA (if applicable).
- (d) Structural Stability certificate along with a full set of "as built" structural drawings for records.
- (e) NOC from the Urban Health Centre for issue of Occupancy Certificate.
- (f) Assessment Form duly filled and signed by the Owner.
- (g) NOC from Fire Department (if required).

Kindly issue Occupancy Certificate at the earliest.

Yours faithfully,

Signature, name and address of Owner or his authorized agent.

FORM – 7

APPENDIX-B2

Certificate of conformity with Regulations

* CERTIFICATE OF CONFORMITY WITH REGULATIONS

I, _____ (Name and Reg. No. Of the Architect/Engineer / Structural Engineer / Town Planner / Landscape Architect / Urban Designer) having been appointed by _____ (Name of the Owner) do hereby certify that I have designed the project of _____ (Name of the Project) in Plot No. _____, Chalta No. _____ of P.T. Sheet No. _____/Survey No. _____ in City and that the same is in conformity with the Goa Land Development and Building Construction Regulations, 2010.

Place:

Date:

Signature of the Architect / Engineer /
Structural Engineer / Town Planner /
Landscape Architect / Urban Designer
Seal with Name, Address, Reg. No.

* to be issued on Letter Head.

FORM – 8

APPENDIX-B3

Structural Liability Certificate

*** STRUCTURAL LIABILITY CERTIFICATE**

I, _____ (Name, address and Registration No. of the Engineer) having been duly appointed as Engineer by Shri _____ (Name of the Owner) for carrying out structural design and supervision of the proposed construction of _____ (Name of the Project).

The plans for which have prepared by _____ (Name of Architect/Engineer / Structural Engineer / Town Planner / Landscape Architect / Urban Designer) in Plot No. ____ / Survey No. _____ / Chalta No. _____ of P.T. Sheet No. _____, within the Jurisdiction of Municipal Council of _____.

I do hereby certify as under: -

1. That I shall be responsible for the structural design and stability of the said building.
2. That the structural work shall be executed by the owner, as per the structural drawings prepared by me and under my supervision.
3. The provisions of the following BIS codes are made in the proposals;

This certificate is issued in respect of plans, one set of which is enclosed herewith, duly signed by the Architect / Engineer / Structural Engineer who has prepared the same.

Place:

Date:

Signature of Structural Engineer
Seal with Name, Address, Reg. No.

* to be issued on Letter Head.

I, Shri _____ (Name and address of Owner) hereby confirm that I have appointed the Engineer, Shri _____ to carry out the structural design and supervision of above mentioned project.

I further undertake to intimate him at the appropriate stage of construction of my project _____ (Name of Project) to enable him to perform his function as given in the above certificate.

(Signature of Owner or his authorised representative)

FORM – 9

APPENDIX-B4

Affidavit to be sworn by the Owner of the property and to be sworn before the Notary Public.

AFFIDAVIT

I, _____, son of _____, aged ____ years, Indian National, marital status ____, occupation _____, resident of House No. _____, _____, Goa, do hereby state on oath as under: -

1. That I am the owner of the property bearing Plot No. _____, Chalta No. ____ of P.T. Sheet No. _____, / Survey No. _____, situated at _____, Goa.
2. That I intend to apply for development permission / technical clearance / building permission / sub-division permission in respect of the said property.
3. That the ownership documents submitted by me along with the application are true and correct.
4. That I have appointed Shri _____ as the Architect / Engineer to plan and design the said development.
5. That I have also appointed Shri _____ as Engineer to carry out the structural design of the said development.
6. That I am aware that it is my responsibility to ensure that the development is properly supervised by the Architect / Engineer / Structural Engineer / Town Planner / Landscape Architect / Urban Designer who have signed the plans.
7. That I am also responsible to execute the development as per approved plans.
8. That in the event of the above mentioned Architect / Engineer / Structural Engineer / Town Planner / Landscape Architect / Urban Designer disassociates from the development, I shall appoint another Architect / Engineer / Structural Engineer / Town Planner / Landscape Architect / Urban Designer to be responsible for the development and intimate of such change to the Competent Authority.
9. That I shall not carry out any development until such time that appointment of Architect / Engineer / Structural Engineer / Town Planner / Landscape Architect / Urban Designer is made.
10. That what is stated above is true to the best of my knowledge and belief.

D E P O N E N T

FORM – 10

APPENDIX B5

Structural Stability Certificate

***STRUCTURAL STABILITY CERTIFICATE**

I, _____ having

(Name, address and Registration No. of the Engineer)

been duly appointed as Engineer by Shri _____ for

(Name of the Owner)

Carrying out structural design and supervision of the construction of _____

_____ in plot No. _____ survey No. _____/Chalta No. _____ of P.T.

Sheet No. _____, within the jurisdiction of Municipal Council of _____ and having

given the Structural Liability Certificate at the time of obtaining building permission, do hereby

certify as under:-

1. That I have carried out the structural design of the above referred project with the following BIS Codes;

2. That the structural works has been executed by the owner, as per the structural drawings prepared by me and under my supervision.
3. That the building is structurally safe and fit for occupation.

I am enclosing complete set of structural "as built" drawings for your records.

Place:-

Date:-

Signature of the Structural Engineer
Seal with Name, Address, Reg. No.

*to be issued on Letter Head

FORM 11

APPENDIX-B6

Completion Certificate

***COMPLETION CERTIFICATE**

I, _____,
(Name and Reg.No.of the Architect/Engineer/Structural Engineer/Town Planner/ Landscape
Architect / Urban Designer) Having been appointed
by _____ (Name of the Owner) And having
designed the project of _____

(Name of the Project)

In Plot No._____, Chalta No. _____of P.T. Sheet No._____/Survey No. _____in
_____city, do hereby certify that the said project has been supervised by me has been
built in accordance with the Licence No. _____ dated _____ and the same is
completed and fit for occupation.

Place:-

Date: -

Signature of the Architect/Engineer Structural
Engineer/Town Planner/Landscape Architect/Urban Designer
Seal with Name, Address, Reg. No.

*to be issued on Letter Head.

FORM : 12
Application for repair work

To,
The Chief Officer,
Mhapsa Municipal Council,
Mhapsa – Goa.

Sub:- Information prior to repair works

Ref:-

1. Tax details
2. Occupancy details
3. Location
4. Ward no.
5.
6. Ownership

Sir,

It is brought to your kind information that the following repairs are required to maintain the above building.

1. White washing/colour washing
2. Plastering/Replastering
3. Flooring/Reflooring
4. Water proofing/Re-proofing/Re-waterproofing.

I will not carry out any illegal construction or extensions during the repairs and

I will not use any part of the road to store any construction material.

Yours Faithfully,

Owner

Enclosed :-

1. Photo of the existing building
2. A sketch showing the location of the building with roads.
3. Ownership details documents.
4. Form 'D' and Survey Plan
5. Upto date House Tax receipt in applicant's name.

Note:-

1. No permanent wall construction with or without foundation, R.C.C. column slabs, beams etc. are not permitted in the form of repair in the existing building or in set back area or in road widening area as the same is amounting to illegal construction.
2. If applicant other than owner, then Notarized N.O.C. from the house owner should be submitted.