



TAMIL NADU GOVERNMENT GAZETTE

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Part III—Section 1(a)

General Statutory Rules, Notifications, Orders, Regulations, etc.,
issued by Secretariat Departments.

NOTIFICATIONS BY GOVERNMENT

INDUSTRIES DEPARTMENT

AMENDMENT TO THE TAMIL NADU BUSINESS FACILITATION RULES, 2017.

[G.O. Ms. No.17, Industries Development (MIB.1) 27thth January 2021 தை 14, சார்வரி, திருவள்ளுவர் ஆண்டு-2051]

No. SRO A-2(a)/2021.

In exercise of the powers conferred by sub-section (1) of Section 34 of the Tamil Nadu Business Facilitation Act, 2018 (Tamil Nadu Act 7 of 2018), the Governor of Tamil Nadu hereby makes the following amendments to the Tamil Nadu Business Facilitation Rules, 2017:-

AMENDMENTS.

In the said Rules, -

(1) in rule 5,-

- (i) sub-rules (1), (1) and (2) shall be renumbered as sub-rules (1), (2) and (3), respectively;
- (ii) in sub-rule (3) as so renumbered, for clause (iv), the following clause shall be substituted, namely:-
“(iv) Confirm the fee payable towards the Nodal Agency and Competent Authorities as per rule 7”;
- (iii) after sub-rule (3), as so renumbered, the following sub-rules shall be added, namely:-
“(4) The Nodal Agency at the State and District level shall be the first point of contact for investors and applicants for resolution of any queries at any stage of application, related to application filing, submission and processing. The Nodal Agency shall record and address such queries or grievance through online mechanism. The applicable time limit for the relevant Competent Authority or Nodal Agency, as the case may be, for the disposal of queries shall be 15 days from the date of receipt of queries.

(5) The Nodal Agency at the State level shall also be responsible for improving the investment climate in the State by suggesting regulatory, institutional, and process reforms. This includes reducing the regulatory compliance burden, simplifying regulatory procedures and digitizing compliance procedures."

(2) in rule 7, for sub-rule (3), the following sub-rule shall be substituted, namely:-

"(3) The fees payable shall be paid only through the online payment facility in the single window portal or Competent Authorities' online payment system";

(3) in rule 9, for sub-rule (2), the following sub-rule shall be substituted, namely:-

"(2) The list of enclosures for all categories of clearances under the Act shall be as specified in Annexure 1";

(4) in rule 11, after sub-rule (14), the following sub-rule shall be inserted, namely:-

"(15) For all applications relating to securing clearances and incentives the Competent Authorities shall not seek or accept any application or supporting documents from the applicant in hard copies nor shall they ask queries in any form outside the single window portal";

(5) for rule 13, the following rule shall be substituted, namely:-

"(13) The provisions of approval under sub-section (1) of Section 12 of the Act shall be applicable to the clearances specified in S.No.2.1.1 to 2.1.8 in Annexure 2.1, and S.No. 2.2.1, S.No.2.2.2 in Annexure 2.2 to these rules, in case the concerned Competent Authority fails to decide on the application within the time limit specified under rule 12, the deemed approval shall be issued to the applicant under the name and seal of the concerned Competent Authority, through single window portal with a copy to the respective Competent Authority, after obtaining concurrence of the Respective Committee";

(6) in rule 14, for sub-rule (3), the following sub-rule shall be substituted, namely:-

"(3) The State Level Nodal Agency shall inform the concerned Competent Authorities the specific date for inspection with a request to carryout joint inspections on that specific date. If for any reason, the Competent Authority is unable to inspect jointly, it shall complete the inspection within 7 days from the date proposed by the State Level Nodal Agency, and upload inspection report, if applicable, within 48 hours of completion of inspection on their respective online system or single window portal, as the case may be.";

(7) in rule 21,-

(i) in sub-rule (2), for clause (ii), the following clause shall be substituted, namely:-

"(ii) expiry of stipulated time limits under sub-rule (14) of rule 11 and / or sub-rule (3) of rule 14";

(ii) for sub-rule (6), for following sub-rule shall be substituted, namely:-

"(6) All grievances or appeals under this Act shall be submitted online through single window portal. All such grievances shall be duly acknowledged and a system generated unique tracking ID shall be communicated to the applicant. The grievance can be tracked on the single window portal using the unique tracking ID:

Provided that the Grievance Redressal Authority or Grievance Revisionary Authority may admit the appeal or revision as the case may be after the expiry of the period of 30 days if it is satisfied that the applicant was prevented by sufficient cause from filing an appeal or revision in time. After the acceptance of grievance through single window portal, a show-cause notice shall be issued to the designated official through the single window portal seeking reasons as to why fine shall not be imposed for non-provision or delay in services. The designated official shall furnish an explanation to the show-cause notice through the single window portal within 15 days from the receipt of the show-cause notice";

(iii) for sub-rule (7), the following sub-rules shall be substituted, namely:-

"(7) Based on the explanation to the show cause notice, the Grievance Redressal Authority shall direct the designated official identified by the Competent Authority under sub-section (1) of Section 29 of the Act to provide the service within the specified period or may reject the grievance. Along with the

order to provide service, the Grievance Redressal Authority may also impose a fine on the designated official under sub-section (1) of Section 29 of the Act.

(8) In case of appeal, the Grievance Revisionary Authority, after consideration of the facts made out in the appeal, may direct the designated official identified by the Competent Authority under sub-section (1) of Section 29 of the Act to provide the service within the specified period or may revise the order relating to the service and / or fine on designated official issued by Grievance Redressal Authority, appropriately”;

(8) for ANNEXURE I, the following Annexure shall be substituted, namely:-

“ANNEXURE 1

[See rule 5 (3) (iii), 9 (2)]

Checklist of Enclosures to be submitted with Application in Single Window Portal Enclosures for Pre-Establishment Stage Clearances

1.	Planning Permission for buildings from Directorate of Town and Country Planning
#	Check list of enclosures for applications relating to Non-high rise building not exceeding 18.3 meter in height (This checklist is also applicable for non-high rise building in areas falling under the purview of Hill Area Conservation Authority (HACA), excluding the areas covered under Tamil Nadu District Municipalities (Hill Stations) Building Rules, 1993.
1.	Application for permission for building in Form-B as per Annexure-II of Tamil Nadu Combined Development and Building Rules, 2019 duly filled in.
2.	Form of undertaking in Form-C as per Annexure-III of Tamil Nadu Combined Development and Building Rules, 2019 duly filled in.
3.	Copy of documents (sale deed/lease deed/power of attorney) self-attested by the applicant. Note: Additionally, in case of unapproved sub-division, copies of documents including connected parent documents must be provided. (a) In case of urban areas (corporation, municipality, town panchayat), documents involving transaction since 1.1.1980 must be provided. (b) In case of rural areas (village panchayats), documents involving transaction since 29.11.72 assessing the requirement of Open Space Reservation (OSR) must be provided.
4.	Affidavit of undertaking specifying the following in case of lands bearing survey number other than Town Survey Number: (i) No Government / poramboke land involved; (ii) No land acquisition proposed by any Govt. Department; (iii) Site not covered under the Tamil Nadu Land (Ceiling and Regulation) Act, 1978; (iv) Site not covered under the Tamil Nadu Land Reforms (Fixation of Ceiling on Land) Act, 1961 (Tamil Nadu Act 58 of 1961).
5.	Copy of revenue records viz., Field Measurement Book/ Town Survey sketch, Patta, 'A' Register copy, Permanent Land Record (PLR) / Town Survey Land Record (TSLR) in owners' name
6.	Up to date Encumbrance Certificate (EC) in original obtained not prior to 30 days from the date of submitting application. Note: Additionally, in case of unapproved sub-division: (a) For urban areas (corporation, municipality, town panchayat): EC's having transaction since 1.1.1980 must be submitted. (b) For rural areas (village panchayats): Encumbrance Certificate's having transaction since 29.11.1972 for assessing the requirement of Open Space Reservation (OSR).

7.	<p>FMB / Town Survey sketch, Adangal / 'A' register extract / Town Survey Land Register for the access road for at least 250 m length abutting the site, in case if the site lies in area or for at least 100 m length abutting the site in case other areas.</p> <p>Note: In the event of sub-division for qualifying road not being incorporated in the FMB sketch:</p> <p>(a) In case of urban local bodies, road width certificate about ownership, maintenance, type, width of access road for the length as specified above should be obtained from the Executive Officer, Town Panchayat or Commissioner.</p> <p>(b) In case of rural local bodies, certificate to be obtained from the Block Development Officer (BDO) of Block Panchayats / Village Panchayat as the case may be, who would issue such certificate based on the Road Register maintained by the local body.</p>
8.	No objection Certificate from Railways department must be obtained, if the site lies within a distance of 30m from Railway property boundary.
9.	No objection Certificate from Tamil Nadu Generation and Distribution Corporation Limited must be obtained, if permission is sought for construction of buildings violating the buffer norms for LT and HT power lines as given in item 5(1) & 5(2) in Annexure-XVII as per rule 19 of Tamil Nadu Combined Development and Building Rules, 2019.
10.	For construction of building within 30 meter radius from the boundary of burial / cremation ground, an affidavit of undertaking about availability of piped water supply facility.
11.	An affidavit of undertaking about actual availability of underground drainage facility when seeking exemption from providing sewage treatment plant (STP).
12.	No structure can be permitted within a distance of 500 meter from the boundary of a quarry / stone crusher. However, if the quarry / stone crusher is claimed as abandoned, a certificate from the local body or licensing authority to that effect.
13.	Legal opinion (in original) on the land ownership by Government Pleader/ Additional Government Pleader/ Special Government Pleader/ Government Advocate/ Public Prosecutor/ Advocate on panel of a local body/ Advocate on panel of any Nationalized Bank.
14.	Affidavit of undertaking by the applicant about the ownership of land clearly stating the document-wise extent of each survey number of land.
15.	<p>Name, Registration Number of the registered professional to be engaged for the project along with a copy of registration certificate.</p> <p>Registered professional to be engaged for the project:</p> <p>(a) For buildings up to 12 meter height and not exceeding 16 dwelling units or small developments like commercial, nursery schools, primary schools, and cottage industries up to 300 Square meter - Registered Architect (RA) or Registered Engineer (RE).</p> <p>(b) For buildings exceeding 12.0 meter but within 18.3 meter height - Registered Developer (RD), Registered Architect (RA) or Registered Engineer (RE), Registered Structural Engineer (RSE), Registered Construction Engineer (RCE) and Registered Geotechnical Engineer.</p>
16.	No objection Certificate from Fire Service department only in case of public buildings as defined under section 2(33) of the Town and Country Planning Act, 1971 commercial complex / mall, cinema theatre, kalyana mandapam, community hall, all category of industries and warehouses, commercial buildings where explosives, fire crackers and other similar inflammable materials are handled or traded.
17.	Key plan as prescribed in rule 8(1)(i) of Tamil Nadu Combined Development and Building Rules, 2019.
18.	Topo plan as prescribed in rule 8(1)(ii) of Tamil Nadu Combined Development and Building Rules, 2019.
19.	Site plan as prescribed in rule 8(1)(iii) of Tamil Nadu Combined Development and Building Rules, 2019.
20.	Building plan as prescribed in rule 8(1)(iv) of Tamil Nadu Combined Development and Building Rules, 2019.
21.	Rainwater harvesting provisions as prescribed in the Annexure – XXII of Tamil Nadu Combined Development and Building Rules, 2019.
22.	Solar energy capture provisions prescribed as per regulations given in Rule 44 of Tamil Nadu Combined Development and Building Rules, 2019.

23.	NOC from the authority concerned, if the site lies in: <ul style="list-style-type: none"> (i) Regulated area as notified by Archeological Survey India; (ii) Area under sterilized zone of nuclear installation area; (iii) Costal Regulation Zone; (iv) Civil Aviation and Defence area regulation zone;
24.	If the site lies in the area falling under the purview of Hill Area Conservation Authority, then following shall also be submitted: <ul style="list-style-type: none"> (i) No objection Certificate from the Principal Chief Conservator of Forests; (ii) No objection Certificate from the Chief Engineer (Agricultural Engineering); (iii) No objection Certificate from Assistant Director/ Deputy Director of Geology and Mining department of the respective district; (iv) Site inspection remarks and specific recommendation of the District Collector. (v) Contour plan of the site.
25.	Project Report Detailing the raw materials used, process of manufacturing, number of employees and Horse Power requirement in case of Industries.
26.	Copy of Property Tax or vacant land tax receipt (Latest).
#	Item
	Check list of enclosures for applications relating to High rise building with height more than 18.3 meter. (This checklist is also applicable for High rise building in areas falling under the purview of Hill Area Conservation Authority (HACA), excluding areas covered under Tamil Nadu District Municipalities (Hill Stations) Building Rules, 1993).
1.	Application for permission for building in Form-B as per Annexure-II of Tamil Nadu Combined Development and Building Rules, 2019 duly filled in.
2.	Form of undertaking in Form-C as per Annexure-III of Tamil Nadu Combined Development and Building Rules, 2019 duly filled in.
3.	Copy of documents (sale deed/lease deed/power of attorney) self-attested by the applicant. Note: Additionally, in case of unapproved sub-division, copies of documents including connected parent documents must be provided. <ul style="list-style-type: none"> (a) In case of urban areas (corporation, municipality, town panchayat), documents involving transaction since 1.1.1980 must be provided. (b) In case of rural areas (village panchayats), documents involving transaction since 29.11.72 assessing the requirement of Open Space Reservation (OSR) must be provided.
4.	Affidavit of undertaking specifying the following in case of lands bearing survey number other than Town Survey Number: <ul style="list-style-type: none"> (i) No Government / poromboke land involved; (ii) No land acquisition proposed by any Govt. Department; (iii) Site not covered under Land Ceiling Act, 1978; (iv) Site not covered under the Tamil Nadu Land Reforms (Fixation of Ceiling on Land) Act, 196.
5.	Copy of revenue records viz., Field Measurement Book / Town Survey sketch, Patta, 'A' Register copy, Permanent Land Record (PLR) / Town Survey Land Record (TSLR) in owners' name
6.	Up to date Encumbrance certificate in original obtained not prior to 30 days from the date of submitting application. Note: Additionally, in case of unapproved sub-division: <ul style="list-style-type: none"> (a) For urban areas (corporation, municipality, town panchayat): Encumbrance Certificate's having transaction since 1.1.1980 must be submitted (b) For rural areas (village panchayats): Encumbrance Certificate's having transaction since 29.11.1972 for assessing the requirement of Open Space Reservation (OSR).

7.	Field Measurement Book / Town Survey sketch, Adangal / 'A' register extract / Town Survey Land Register for the access road for at least 500 meter length abutting the site, in case if the site lies in corporation area or for at least 250 meter length abutting the site in case other areas. Note: In the event of sub-division for qualifying road not being incorporated in the FMB sketch: (a) In case of urban local bodies, road width certificate about ownership, maintenance, type, width of access road for the length as specified above should be obtained from the Executive Officer, Town Panchayat or Commissioner. (b) In case of rural local bodies, certificate to be obtained from the Block Development Officer (BDO) of Block Panchayats / Village Panchayat as the case may be, who would issue such certificate based on the Road Register maintained by the local body.
8.	No objection Certificate from Railways department must be obtained, if the site lies within a distance of 30m from Railway property boundary.
9.	No objection Certificate from Tamil Nadu Generation and Distribution Corporation Limited must be obtained, if permission is sought for construction of buildings violating the buffer norms for LT and HT power lines as given in item 5(1) & 5(2) in Annexure-XVII as per rule 19 of Tamil Nadu Combined Development and Building Rules, 2019.
10.	For construction of building within 30 m radius from the boundary of burial / cremation ground, an affidavit of undertaking about availability of piped water supply facility.
11.	An affidavit of undertaking about actual availability of underground drainage facility when seeking exemption from providing sewage treatment plant (STP).
12.	No structure can be permitted within a distance of 500 meter from the boundary of a quarry / stone crusher. However, if the quarry / stone crusher is claimed as abandoned, a certificate from the local body or licensing authority to that effect.
13.	Legal opinion (in original) on the land ownership by Government Pleader/ Additional Government Pleader/ Special Government Pleader/ Government Advocate/ Public Prosecutor/ Advocate on panel of a local body/ Advocate on panel of any Nationalized Bank.
14.	Affidavit of undertaking by the applicant about the ownership of land clearly stating the document-wise extent of each survey number of land.
15.	Name, Registration Number of the registered professional to be engaged for the project along with a copy of registration certificate for: Registered Developer (RD), Registered Architect (RA) or Registered Engineer (RE), Registered Structural Engineer (RSE), Registered Construction Engineer (RCE), Registered Geotechnical Engineer and Registered Quality Auditor.
16.	No objection Certificate from the Director of Fire Safety and Rescue department
17.	Key plan as prescribed in rule 8(1)(i) of Tamil Nadu Combined Development and Building Rules, 2019.
18.	Topo plan as prescribed in rule 8(1)(ii) of Tamil Nadu Combined Development and Building Rules, 2019.
19.	Site plan as prescribed in rule 8(1)(iii) of Tamil Nadu Combined Development and Building Rules, 2019.
20.	Building plan as prescribed in rule 8(1)(iv) of Tamil Nadu Combined Development and Building Rules, 2019.
21.	Additional information which shall be furnished or indicated in the building plan as prescribed in rule 8(3) of Tamil Nadu Combined Development and Building Rules, 2019.
22.	Rainwater harvesting provisions as prescribed in the Annexure – XXII of Tamil Nadu Combined Development and Building Rules, 2019.
23.	Solar energy capture provisions prescribed as per regulations given in rule 44 of Tamil Nadu Combined Development and Building Rules, 2019.
24.	No objection Certificate from the authority concerned, if the site lies in: (i) Regulated area as notified by Archeological Survey of India; (ii) Area under sterilized zone of nuclear installation area; (iii) Costal Regulation Zone; (iv) Civil Aviation and Defence area regulation zone.

25.	<p>If the site lies in the area falling under the purview of Hill Area Conservation Authority, then following shall also be submitted:</p> <ul style="list-style-type: none"> (i) No objection Certificate from the Principal Chief Conservator of Forests. (ii) No objection Certificate from the Chief Engineer (Agricultural Engineering). (iii) No objection Certificate from Assistant Director/ Deputy Director of Geology and Mining department of the respective district. (iv) Site inspection remarks and specific recommendation of the District Collector. (v) Contour plan of the site.
26.	Project Report Detailing the raw materials used, process of manufacturing, number of employees and HP requirement in case of Industries.
27.	Copy of Property Tax or vacant land tax receipt (Latest).
#	Item
	Check list for industrial buildings (Other than Multi-storeyed Buildings) - If the plot/ land is in an approved industrial layout by SIPCOT/ SIDCO:
1.	Copy of documents (sale deed/ lease deed/ power of attorney) self-attested by the applicant.
2.	Encumbrance certificate for 13 years (in original obtained up to the date which is not prior to 7 days from the date of submitting application).
3.	If the applicant proposes to put up a culvert across the channel/ water course, then No objection Certificate of the concerned Government agency which is responsible for maintaining the water course has to be obtained.
4.	Structural stability certificate in Form A,B,C (enclosed in Annexure 1.1) duly signed by the owner and including the architect & structural design engineer along with their seal and registration number.
5.	No objection Certificate from Fire and Rescue Services department has to be obtained.
6.	<p>Affidavit of undertaking in Rs.20/- non judicial paper of the following as per the templates in Annexure 1.2:</p> <ul style="list-style-type: none"> (i) Form duly filled in for certificate for structural design sufficiency. (ii) Form duly filled in for supervision. (iii) Form duly filled in for certificate of work as per structural safety requirements.
7.	Affidavit of Undertaking by developer, architect and structural engineer about the structural stability aspects as per the template enclosed in Annexure 1.4.
8.	<p>Drawing related checklist points:</p> <ul style="list-style-type: none"> (i) Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility: <ul style="list-style-type: none"> (a) In case of Urban Local Bodies: Certificate obtained from the Executive Officer or Commissioner, as the case may be. (b) In case of Rural Local Bodies: Certificate obtained from Block Development Officer (BDO) of Block Panchayats / Village Panchayats as the case may be; <p style="text-align: center;">or</p> (c) Certificate from SIPCOT/SIDCO about common affidavit treatment plant provided by them, if any. <ul style="list-style-type: none"> (ii) Rain water harvesting system shown in the drawing. (iii) Site plan in any scale between 1:400 to 1:800. (iv) Detailed plan, elevation, sectional details in scale not less than 1:100. (v) Detailed drawing/ plan showing design calculations for the columns including the position of the columns (vi) A copy of the approved layout promoted by SIPCOT/SIDCO.

9.	<p>If the site lies in the area falling within the purview of HACA, then the following shall be submitted:</p> <p>(i) No objection Certificate from the Principal Chief Conservator of Forests.</p> <p>(ii) No objection Certificate from the Chief Engineer (Agricultural Engineering).</p> <p>(iii) No objection Certificate from Assistant Director/ Deputy Director of Geology and Mining department of respective district level.</p> <p>(iv) District Collector Site inspection remarks and specific recommendations.</p> <p>(v) Contour plan of the site.</p>
10.	Copy of previously approved plan by Directorate of Town and Country Planning for the site, (if any).
#	Item
	Check list for industrial buildings (Other than Multi-storeyed Buildings) – If the plot/ land is in an area other than approved industrial layout by SIPCOT/ SIDCO:
1.	Copy of documents (sale deed/ lease deed/ power of attorney) self-attested by the applicant
2.	<p>Patta and Adangal details should be verified by the Department by accessing the database of the Revenue Department.</p> <p>If the details are not available in the database of Revenue Department then, upload No objection Certificate in original from Tahsildar about the Patta and Adangal details.</p>
3.	FMB/ Town Survey sketch attested by competent official of concerned department.
4.	Patta/ Chitta/ Town Survey Land Records (TSLR) in owner's name.
5.	Encumbrance certificate for 13 years (in original obtained up to the date which is not prior to 7 days from the date of submitting application).
6.	<p>Approach road: Details of type, width and survey number of access road which is available for at least about 250 meter along the length of the road abutting the site should be indicated by the applicant and which shall be verified by the Department by accessing the database of the Revenue Department.</p> <p>If the details are not available in the database of Revenue Department:</p> <p>(a) In case of Urban Local Bodies: Certificate of ownership, maintenance, type, width of access road obtained from the Executive Officer, Town Panchayat or Commissioner, Municipality/ Corporation, as the case may be.</p> <p>(b) In case of Rural Local Bodies: Certificate obtained from the Block Development Officer (BDO) of Block Panchayats/ Village Panchayats as the case may be, who would issue such certificate based on the Road Register maintained by the Local Body.</p>
7.	If the building is proposed to be located within 15 meter distance from the boundary of a water body or any channel (or) any type of water course, the applicant shall submit an undertaking (as per Annexure 1.3) in Rs.20/- non-judicial paper that necessary satisfactory arrangements would be made not to discharge any effluent into the nearby water body and contaminate it.
8.	If the applicant proposes to put up a culvert across the channel/ water course, then No objection Certificate of the concerned Government agency which is responsible for maintaining the water course has to be obtained.
9.	If the site lies within a distance of 30 m from Railway property boundary, No objection Certificate from Railways must be obtained.
10.	No objection Certificate from Civil Aviation department (if required as per special rules for the vicinity of Civil Aerodromes)
11.	No objection Certificate from the competent authority of Air Force (if required as per the notification/ order of the concerned Air Force Authority in respect of the area in the vicinity of Air Force stations).
12.	Legal opinion (in original) on the land ownership by an advocate.
13.	If the applicant is not availing water connection from the concerned local body, an affidavit of undertaking in Rs.20 non-judicial paper by the applicant must be submitted with the details of own water supply arrangement and ownership of land, clearly stating the document wise extent of each survey number of land.

14.	Structural stability certificate in Form A, B, C (enclosed in Annexure 1.1) duly signed by the owner and including the architect & structural design engineer along with their seal and registration number.
15.	No objection Certificate from Fire and Rescue Services department has to be obtained.
16.	Affidavit of undertaking in Rs.20/- non-judicial paper of the following as per the templates in Annexure 1.2: (i) Form duly filled in for certificate for structural design sufficiency (ii) Form duly filled in for supervision (iii) Form duly filled in for certificate of work as per structural safety requirements.
17.	Affidavit of Undertaking by developer, architect and structural engineer about the structural stability aspects as per the template enclosed in Annexure 1.4
18.	Drawing related checklist points: (i) If the site is a wet or dry agriculture land, then proper drainage plan incorporated in the site plan shall be submitted. (ii) Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility: (a) In case of Urban Local Bodies: Submit certificate obtained from the Executive Officer or Commissioner as the case may be. (b) In case of rural local bodies: Submit certificate obtained from the Block Development Officer (BDO) of Block Panchayats / Village Panchayats as the case may be. (iii) Rain water harvesting system shown in the drawing. (iv) Site plan in any scale between 1:400 to 1:800. (v) Detailed plan, elevation, sectional details in scale not less than 1:100. (vi) Detailed drawing/ plan showing design calculations for the columns including the position of the columns.
19.	Topo sketch showing all existing developments surrounding the site for 100 meter radius, indicating all features & details as available in the village map and along with colour notation of master plan land use, if any, of the surrounding survey numbers. In case, if the site/ plot lies in an approved industrial layout, submission of a copy of the layout is sufficient.
20.	If the site lies in the area falling within the purview of Hill Area Conservation Authority, then the following shall be submitted: (i) No objection Certificate from the Principal Chief Conservator of Forests. (ii) No objection Certificate from the Chief Engineer (Agricultural Engineering). (iii) No objection Certificate from Assistant Director/ Deputy Director of Geology and Mining department of respective district level. (iv) District Collector Site inspection remarks and specific recommendations. (v) Contour plan of the site.
21.	If the site lies between 100 meter and up to 300 meter from the boundary of the area notified by Archaeological Survey of India, then No objection Certificate of the Archeological Survey India shall be obtained and produced.
22.	Copy of previously approved plan by Directorate of Town and Country Planning for the site, if any.

Annexure 1.1:

THE SCHEDULE FORM A

From

To

The Authority Concern,

Sir,

1. I intend/to use the building/to continue to use the existing public building/to use the existing building not at present used as a public building/which is situated in the site or plot of Land Town or Revenue Survey No (or), in the ward of division /village /taluk/ district and specified in the Statement enclosed, as a public building for a period of from the to

2. The year of construction and the present approximate cost of construction and the purpose for which it is to be used or is being used as Public building are also furnished in the statement accompanying this application.

3. I enclose a challan for Rs.....

4. I also enclose a certificate of structural soundness in the prescribed form furnished by the Engineer

Dated:

The Signature of the owner of the building

Enclosures:

(1) Statement.

STATEMENT ACCOMPANYING FORM -A

- | | |
|--|---|
| 1) Name of the Building | : |
| 2) Name of the owner/In-charge | : |
| 3) Door No. of the Building, Location,
Municipality / Panchayat | : |
| 4) Year of construction | : |
| 5) Details of building | : |
| 6) Approximate cost of construction | : |
| 7) Purpose for which the building is
proposed to be used | : |
| 8) Purpose for which the building
has hitherto been used | : |
| 9) Type of structure | : |
| 10) Details of construction of the building
(Particulars the foundation soils,
Specification of the various parts under) | : |
| i) Foundation | : |
| ii) Basement | : |
| iii) Superstructure | : |
| iv) Roof & Flooring | : |
| v) Doors and Windows | : |
| vi) No of Storey's | : |
| 11) Period for which licence is required | : |
| 12) No of persons to be accommodated | : |
| 13) Date of inspection | : |
| 14) Condition of Building (At Present) | : |
| 15) Authority Who have approved the
Site for the construction of Buildings | : |
| 16) Whether the Building are Structurally
Sound | : |
| 17) Any Partition walls intermediate Floor
Floor which do not have proper support | : |
| 18) Electrical Installation | : |
| 19) Any Adequate complied with Buildings | : |
| 20) Remarks | : |

BUILT UP AREA DETAILS:-

THE AREA DETAILS CAN REFERED FROM THE BASIC BUILDING PLAN

Dated:

Certified that no addition or alteration has been made to the existing building or portion of a building for which this application has been made. I under take to obtain a fresh license in case any addition or alteration is made to the existing building or portion of building. I also under take to obtain a fresh license if the purpose for which the license was granted for the use of the building or a portion of the building originally is changed or altered subsequently.

Signature of the owner of the building

Signature of the Engineer

FORM – B

I certify that; I have inspected the building mentioned in the statement and furnish below its salient technical features.

1. Foundation

- (i) Depth below ground level :
- (ii) Nature of soil met with at foundation level :
- (iii) Over burden Pressure at foundation :
- (iv) Probable safe bearing capacity of
Soil State met with at foundation :

2. Super structure

- 1. Maximum stress in the most
Critical section column :
- 2. Nature of masonry and concrete
it's safe permissible stress :

The structural soundness of the building has been verified by me with reference to ISI loading standards 875 (latest version) and other relevant Indian standards code of practice and I declare that the building is structurally sound to be used as a public building for the purpose noted in the statement. A license may be granted for the period from to inclusive.

Date:

Signature of the Engineer

Note: Enclose similar details for other building also if necessary.

FORM – C

I have inspected the building specified in the statement above and I have satisfied myself that the building is structurally sound to be used as public buildings for the purpose specified in the statement. The structural soundness of the buildings has been verified taking into account the loading as per the latest Indian Standard 875. I am therefore of the opinion that a license may be granted for a period of three years

STATEMENT ACCOMPANYING THE CERTIFICATE OF STRUCTURAL SOUNDNESS

<i>Location of building Door no. and street</i>	<i>Age of building</i>	<i>Purpose for which the building is certified for use</i>	<i>The period for which the building will be structurally sound</i>	<i>No of persons to accommodated</i>	<i>Remarks</i>
					Periodical maintenance should be done
Whether the compound wall and nearby buildings is stable or not stable					No, Adjoining compound walls near to this buildings, nearby buildings are stable
Nearby there is fire able materials, hut houses , any inflammable items like (petrol bunk, gas godowns) within the limits					There is no fire able materials, hut houses, any inflammable items within the limits

Date:

Signature of the Engineer.

Annexure 1.2:

FORM FOR CERTIFICATE FOR STRUCTURAL DESIGN SUFFICIENCY

(To be submitted before issue of Planning Permission)

With respect to the building proposed/ construction (Door No....., Road at S.No/T.S.No , Block No....., Village,..... Taluk), We certify that the structural plans of the building meet the structural safety requirements for all situations including natural disasters, as applicable, as stipulated under Part 6 Structural Design of the National Building Code of India and other relevant Codes; The design has been done after detailed soil test and we are satisfied as to the adequacy of soil test carried out and the information given therein is factually correct to the best of our knowledge understanding.

The land is fit for the proposed construction, it has been tested vide soil test report, No.....dt done by

*Signature of Owner/
Builder with date*

*Signature of the Registered
Engineer/ Structural
Engineer Regn. No.*

*Signature of Architect & Regn.
No*

*Signature of soil expert with
Regn. No. of the Company or
ST Regn. No.*

Name:

Address:

Mobile No.

E mail ID.

FORM FOR SUPERVISION

(To be submitted before issue of Planning Permission)

I hereby certify that the development, erection, re-erection or for making alteration in the building No. (Door No Road at S. No /T.S No Block No., Village, Taluk, shall be carried out under our supervision and we certify that all the materials (type and grade) and the workmanship of the work shall be generally in accordance with the general and detailed specifications, as per NBC standards and to meet out the structural design of the proposed building.

We undertake not to continue construction without any supervision by our Site Engineer and submit the report to the local body.

1. Signature of Architect

Name of Architect with Reg No

Address of the Architect.....

2. Signature of Structural Engineer.....

Name of Structural Engineer with Reg No

Address of the Structural Engineer

3. Signature of Construction Engineer.....

Name of Construction Engineer with Reg No

Address of the Construction Engineer

Date:

Place:

(Address must also contain valid e-mail id and mobile number)

I certify to engage the above mentioned Engineers for the active period of building execution and I hereby assure to give revised certificate, In case of any change of Engineer, I would ensure no work is taken up in this period till required engineers are engaged by me.

In cases construction work is entrusted by a builder's agreement to 3rd Party. I would undertake to include condition as part of the agreement

Signature of Land Owner / Builder

FORM FOR CERTIFICATE FOR EXECUTION OF WORK AS PER STRUCTURAL SAFETY REQUIREMENTS

(To be submitted to Local body quarterly)

With respect to the building work of erection, re-erection or for making alteration in the bidding No.....
Or on / in Plot No.....Colony / Street (Door NoRoad
at S. No/ T.S.No.....Block No
.....Village,
Taluk),

We certify that:

- a) That the building has been constructed according to the sanctioned plan and structural design thereof, which incorporates the provisions of structural safety as specified in Part 6 'Structural Design' of the National Building Code of India and other relevant Codes: and
- b) That the construction has been done under our supervision and guidance and adheres to the drawings and specifications submitted and records of supervision has been maintained.

*Signature of owner/ builder with date**Signature of the Structural Engineer / Site Engineer
with Date and Registration No.*

Name:

Address:

Mobile No:

E mail ID:

2.	Building permit from local body (Greater Chennai Corporation) under Municipal Administration and Water Supply (MA & WS) Department for Chennai Metropolitan Development Authority (CMDA) approved plan
#	Item
1.	Documents relating to the plot [Sale Deed/ Settlement Deed/ Release Deed/ Power of Attorney (POA) Deed].
2.	Copy of "A" Register.
3.	Parent documents since 1975 in case of subdivision of land, if applicable.
4.	FMB sketch prior to 05/08/1975, if applicable.
5.	Up to date Patta Copy.
6.	Up to date FMB Sketch of the Proposed Plot.
7.	Up to date Chitta copy.
8.	Up to date Adangal copy.
9.	Up to date Encumbrance Certificate (EC) - for past 13 years.
10.	Death Certificate, if applicable.
11.	Legal heirship Certificate, if applicable.
12.	Will copy, if applicable.
13.	Probated Will copy, if applicable.
14.	Approved Layout copy.
15.	Approved Sub-Division Copy.
16.	Gift Deed for Street alignment (Draft), if applicable.
17.	Court Orders if any [regarding any disputes in the land], if applicable.
18.	Enjoyment Certificate, if applicable.
19.	Affidavit - Undertaking Deed as per Annexure 1.4.
20.	Certificate of Undertaking by Architect / Engineer.
21.	Certificate of Undertaking by Applicant.
22.	Structural Stability certificate issued by the authorised licensed Engineer .
23.	Aadhar Card of the Applicant.
24.	Previously approved Building Plan copy, if any.
25.	Latest copy of vacant land tax receipt (in case of new construction) or property tax receipt (in case of expansion/ additional construction).
26.	Building Drawings (in case of expansion/ additional construction).
27.	Project Report Detailing the raw materials used, process of manufacturing, number of employees and Horse Power (HP) requirement in case of Industries, if applicable (in case of expansion/ additional construction)
3.	Building permit from local body (other than Greater Chennai Corporation) under Municipal Administration and Water Supp
#	Item
1.	Copy of the Sale deed document/Gift Deed/Lease Deed.
2.	Copy of Parent documents since 1975.
3.	Up to date Encumbrance Certificate (EC) – for past 13 years period.

4.	Town Survey Land Records (TSLR) copy along with Chitta, Adangal.
5.	Building Drawings.
6.	Structural Stability certificate issued by the authorised licensed Engineer.
7.	Copy of Property Tax or vacant land tax receipt (Latest)
8.	Previous approved building plan copy, if available (in case of expansion/ additional construction)
9.	No objection Certificate from the following (Where ever required): (a) Railway. (b) Archaeological Survey of India (ASI). (c) Housing board. (d) Airport Authority of India (AAI). (e) Pollution Control Board. (f) Fire and Rescue Services Department. (g) Indian Airforce. (h) Revenue Department.
10.	Topo Maps.
11.	Affidavits as per Annexure 1.3 and 1.4.
12.	Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility from the Executive Officer or Commissioner in case of urban local bodies.
13.	If the site lies in the area falling within the purview of Hill Area Conservation Authority (HACA), then the copies of the following shall also be submitted: (i) No objection Certificate from the Principal Chief Conservator of Forests. (ii) NOC from the Chief Engineer (Agricultural Engineering); (ii) No objection Certificate from Assistant Director/ Deputy Director of Geology and Mining department of respective district level; and (iii) Contour plan of the site.
14.	Project Report Detailing the raw materials used, process of manufacturing
15.	No objection Certificate from appropriate authorities (required if the land falls within 15 meter from any tank/ reservoir/ Water course/ river/ fresh water channel or well)
16.	Copy of estimation for Labour Work (applicable only in case of Cottage Industries)
4.	Planning Permission and Building permit from Greater Chennai Corporation under Municipal Administration and Water Supply (MA & WS) Department
#	Item
	Checklist of documents to be submitted if the plot / land is in approved industrial layout by SIPCOT / SIDCO:
1.	Copy of documents (sale deed / lease deed / power of attorney) self - attested by the applicant.
2.	Encumbrance certificate for 13 years (in copy obtained upto the date which is not prior to 7 days from the date of submitting application).
3.	Death and Legal heirship certificate, if any.
4.	Will document or probated will copy, if applicable.
5.	If the applicant proposes to put up a culvert across the channel / water course, then No objection Certificate of the concerned Government agency which is responsible for maintaining the water course has to be obtained
6.	Structural stability certificate in Form A,B,C (enclosed in Annexure 1.1) duly signed by the owner and including the architect & structural design engineer along with their seal and registration number.
7.	No objection Certificate from Fire Service department has to be obtained.

8.	If the site lies within a distance of 50 meter on either side of Chennai Metro Rail Limited (CMRL) alignment No objection Certificate from Chennai Metro Rail Limited.
9.	Affidavit of undertaking in Rs.20/- non-judicial paper of the following as per the templates in Annexure 1.2: (i) Form duly filled in for certificate for structural design sufficiency (ii) Form duly filled in for supervision (iii) Form duly filled in for certificate of work as per structural safety requirements.
10.	Affidavit of Undertaking by developer, architect and structural engineer about the structural stability aspects as per the template enclosed in Annexure 1.4
11.	Drawing related checklist points: (i) Rain water harvesting system shown in the Building Plan. (ii) Sewage treatment plan details shown in the Building Plan.
12.	Copy of previously approved plan, if any
#	Item
	Checklist of documents to be submitted if the plot / land is in an area other than approved industrial layout by SIPCOT / SIDCO
1.	Copy of documents (sale deed / lease deed / power of attorney) self-attested by the applicant.
2.	Patta and adangal details attested by Deputy Tahsildar, if the details are not available in the database of revenue department.
3.	FMB / Town Survey sketch attested by competent official of concerned department.
4.	Copy of Patta / Chitta / Town Survey Land Records (TSLR) in owner's name.
5.	Encumbrance certificate for 13 years (in copy obtained upto the date which is not prior to 7 days from the date of submitting application).
6.	Death and Legal heirship certificate, if any.
7.	Will Document or probated will copy, if applicable.
8.	If the building is proposed to be located within 15 meter distance from the boundary of a water body or any channel (or) any type of water course the applicant shall submit an undertaking (as per Annexure 1.3) that necessary satisfactory arrangements would be made not to discharge any effluent into the nearby water body and contaminate it.
9	If the applicant proposes to put up a culvert across the channel / water course, then No objection Certificate of the concerned Government agency which is responsible for maintaining the water course has to be obtained.
10	If the site lies within a distance of 30 meter from Railway property boundary, No objection Certificate from Railways has to be obtained.
11	If the site lies within a distance of 50 meter on either side of Chennai Metro Rail Limited (CMRL) alignment, No objection Certificate from CMRL is required.
12	No objection Certificate from Civil Aviation department (if required as per special rules for the vicinity of Civil Aerodromes)
13	No objection Certificate from the competent authority of Air Force (if required as per the notification / order of the concerned Air Force Authority in respect of the area in the vicinity of Air Force Stations).
14	Structural stability certificate in Form A, B, C (enclosed in Annexure 1.1) duly signed by the owner and including the architect & structural design engineer along with their seal and registration number.
15	No objection Certificate from Fire Service department has to be obtained.
16	Affidavit of undertaking in Rs.20/- non-judicial paper of the following as per the templates in Annexure 1.2: (i) Form duly filled in for certificate for structural design sufficiency. (ii) Form duly filled in for supervision. (iii) Form duly filled in for certificate of work as per structural safety requirements.
17	Affidavit of Undertaking by developer, architect and structural engineer about the structural stability aspects as per the template enclosed in Annexure 1.4

18	Drawing related checklist points (i) Sewage treatment plan details shown in the Building Plan.
5.	Planning Permission and Building permit from local body (other than Greater Chennai Corporation) under Municipal Administration and Water Supply (MA & WS) Department
#	Item
1	Form A duly filled as per template in Annexure 1.5, scanned and uploaded.
2	Form B duly filled as per template in Annexure 1.6, scanned and uploaded.
3	Copy of the Sale deed document/Gift Deed/Lease Deed
4	Copy of Parent documents since 1975.
5	Up to date Encumbrance Certificate (EC) – for past 13 years period
6	Town Survey Land Records (TSLR) copy along with Chitta, Adangal.
7	Structural Stability certificate issued by the authorised licensed Engineer
8	Copy of Property Tax or vacant land tax receipt (latest)
9	Previous approved building plan copy, if available (in case of expansion/ additional construction).
10	No objection Certificate from the following (Where ever required): (a) Railway. (b) Archaeological Survey of India (ASI). (c) Housing board. (d) Airport Authority of India (AAI). (e) Pollution Control Board. (f) Fire and Rescue Services Department. (g) Indian Airforce. (h) Revenue Department.
11	Statistics forms duly filled by applicant as per template in Annexure 1.7.
12	Topo maps (if required- in case of plot sub division or layout).
13	Affidavit as per Annexure 1.3 and 1.4 duly filled and signed.
14	Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility from the Executive Officer or Commissioner in case of urban local bodies as the case may be.
15	If the site lies in the area falling within the purview of Hill Area Conservation Authority, then the following shall also be submitted: (a) No objection Certificate from the Principal Chief Conservator of Forests. (b) No objection Certificate from the Chief Engineer (Agricultural Engineering) (c) No objection Certificate from Assistant Director/ Deputy Director of Geology and Mining department of respective district level. (d) Contour plan of the site.
16	Project Report Detailing the raw materials used, process of manufacturing (in case of industries)
17	Reconstitution deed, if two plots are being reconstituted into a single plot.
18	Demolition deed, if an existing structure has to be demolished.
19	No objection Certificate from appropriate authorities (if required) (needed if the land falls within 15 meter from any tank/reservoir/Water course/river/fresh water channel or well)
20	Copy of estimation for Labour Work (applicable only in case of Cottage Industries).

Annexure 1.3:

Affidavit of Undertaking for effluent release

(If the building is proposed to be located within 15 meter distance from the boundary of a water body)

This deed of undertaking executed at Chennai on the day of month of year by Thiru./ Tmt / Selvi Son/Daughter / Wife of aged years residing at ..
..... in favour of the Greater Chennai Corporation witness as follows:

1. I have applied for the planning permission for construction at by submitting application. The proposed building is located within 15 meters from the boundary of water body / channel / water course.
2. I assure that I will make necessary satisfactory arrangements and would not discharge any effluent into the nearby water body / channel / water course and contaminate it.

DEPONENT

WITNESSES:-

Duly attested by the Notary Public.

Annexure 1.4:

AFFIDAVIT

Form of undertaking to be executed by (1) Land Owner or (2) Registered Power of Attorney Holder as applicant and Licensed Building surveyor.

This deed of undertaking executed at the day by Thiru./Tmt./Selvi..... Son / Daughter ofaged and residing at No.
..... in favour of the Corporation / Municipality witnesses as follows:-

- 1) I have applied for the Planning and building permission for construction of building in survey ward no..... block no. T.S. No. or S.F.No..... Street / Road in Locality by submitting an application to the Corporation / Municipality street, in accordance with the Planning & building norms prescribed under prevailing Development & Building Rules. I am associated with project as Land Owner / Power or Attorney Holder / Builder / promoter. I assure that I will put up the construction only in accordance with the approved plan without any deviation and if any construction is later on found not in accordance with the approved plan and any unauthorized addition is made. I agree for the forfeiture of the fees collected when issuing Planning Permission, and also agree to demolish such a deviation

marked by the Corporation / Municipality failing which apart from forfeiture of fees, Corporation / Municipality may demolish or cause to demolish such unauthorized or deviated constructions at the site under reference and recover the cost of demolition from me.

- 2) I am associated with this building as Applicant / Registered Power of Attorney. I am fully aware of the procedure through my Licensed building surveyor. I also assure that the Open Space around the building to be left for the usage of the building, including the car parking in ground floor will be kept as specified in the approved plan, and it will not be converted into any other use except for the purpose for which it is to be kept open. If any Structural modification or usage differ from the approved plan, the Commissioner, Corporation / Municipality is at liberty at any time to take action to remove any structural modification or usage and the expenses incurred by the Corporation / Municipality is recoverable from me for noncompliance of their request or order.
- 3) I further assure that I will not convert any place of the construction in contravention to approved plan, especially in respect of car parking as specified in the sanctioned plan. At any time in future, I will not convert the car parking on stilts by covering them fully, and use the car parking space for any other purposes. If any construction work in car parking place, converting it either as a flat or for any other purposes, is done either by me or by successor or by any other person to whom the said construction is transferred in future, without getting appropriate permission for doing so from the competent Authority, the Corporation / Municipality is at liberty at any time to take action to remove any structural modification or usage and the expenses incurred by the corporation is recoverable from me / my successor or from any other person to whom the said construction is transferred in future.
- 4) I hereby undertake that I am jointly responsible with the land Owner / Power of Attorney Holder / Builder / Promoter to carry out the development in accordance with the permission granted and also for payment or development charges, security deposit, scrutiny fee and for all other charges levied from time to time by the Corporation and also liable for penal provisions for developments made in contravention of the Development Control Rules and any other rule in force. I assure that I will not deviate / violate the space / setback / open space around the building.
- 5) I assure that I will put up the construction only in accordance with the approved plan without any deviation and violation and if it is found later on, that the construction is not in accordance with the plan and any unauthorized addition is made or any violation is noticed, I agree to the cancellation of the permission so granted, forfeiture of the fees, charges, whatever it may be remitted by me, and also agree to demolish the deviation portion at my cost by the City Municipal Corporation/ Municipality.
- 6) I am fully aware that if any information submitted by me is found incorrect and if any fraudulent activity is noticed by the Corporation / Municipality subsequently. I agree to the cancellation of the permissions so granted apart from taking action against me and the Licensed Building Surveyor.

This deed of Undertaking is executed by me on the day of 20..... with the full knowledge of the contents of this document.

DEPONENT

WITNESSES:-

Duly attested by the Notary Public.

1.

2.

Annexure 1.5:

MF.No.1

Planning Permission Form [For Corporation /Municipality]

Application under section 49 of the Tamil Nadu Town and Country Planning Act, 1971 and the rules made there under the Tamil Nadu Combined Development and Building Rules, 2019 for obtaining Permission for development of lands/building.

From

Name of owner/The applicant

Address

:

:

:

To

The Member Secretary Local Planning Authority

Local Planning Area/

The Commissioner

----- Municipality/Corporation

Date:

Sir,

I/We intend to develop land and /or to construct or reconstruct/make alterations or addition to a building in Town/ Revenue Survey No. Door No. Extent Street or road name in the ward or Division and in accordance with the provisions under section 19 of the Tamil Nadu Town and Country Planning Act 1971, and the rules made there under the Tamil Nadu Combined Development and Building Rules, 2019. I forward herewith the triplicate

- (a) A layout plan or site plan of the land proposed to be developed and /or on which the building is to be constructed/ reconstructed/ altered or added showing the following particulars
- (i) The correct boundaries of the lands for which the layout is prepared;
 - (ii) The Positions and dimensions of the individual building sites with their extent;
 - (iii) The extent, Survey numbers and the position of the lands in relation to neighboring streets and lands with information as to their respective names of numbers and widths and whether they are Public or Private;
 - (iv) The Principle and Secondary means of access from the existing Streets to the site or sites for building construction which I/We intend to provide;
 - (v) The direction, intended level and width of such street access and lane with sections;
 - (vi) The proposed street alignment and building lines for the existing and new streets to be formed;
 - (vii) The width of carriage way and street margin intended to be left and the arrangements to be made for leveling, paving metalling, flagging, channeling, Serving, draining, lighting the street and lanes and the period within which the works will be executed;
 - (viii) The Purpose for which each site is to be used, and
 - (ix) The reservations proposed for common amenities and facilities.
- (b) The reservations proposed for common amenities and facilities -

A Plan or Plans of the building showing a ground plan, Plan of each floor and elevations and drawn to a scale of 1 centimeter to one meter (or any other scale of permitted by appropriate planning authority) and the character of utilization of the building whether pucca buildings or huts, residential buildings or shops, business premises, warehouses, religious buildings, factories, public buildings or any other buildings meant for particular uses.

- (c) A key plan indicating the site in question in relation to surrounding area.

I/ We request that the development proposed may be approved and that permission may be accorded.

Signature of the Licensed Surveyor/ Chartered Engineer or Architect.

Signature of the Land Owner or Building Surveyor or the applicant.

L.B.S.No.

CONDITIONS

1. I/We agree not to proceed with the development of my site/building until permission is issued by the appropriate planning authority
2. I/We agree not to do any work otherwise than in accordance with the plan which have been approved by the appropriate planning authority
3. I/We agree to furnish any further information which has not already been given whenever the appropriate planning authority requires and provide such particulars to satisfy it that there are no objections they may lawfully be taken for the grant of permission
4. I/We agree to keep one of the approved plan at the site of the development at all times such plans are available at all times for the inspection of the appropriate planning authority or any officer authorized by him in that behalf.
5. I/We agree not to start execution of work unless/ I/ We obtained permit for laying out roads/ or building permit under the City Municipal Corporation Acts, Tamil Nadu District Municipalities Act, 1920 / Tamil Nadu Panchayats Act, 1994 or any other act regulating such developments or construction, as the case may be from the concerned local authority

Signature of the owner of the land and building
or the applicant.

Annexure 1.6:

BUILDING LICENCE APPLICATION FORM -MUNICIPALITY

APPENDIX A

..... Municipality

*Application under Section 197, 204, 208, 213 or 215 as the case may be,
of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920).*

From

Name of the owner or the applicant

Address

Sir,

I intend to construct/reconstruct/make alterations or addition to a building other than a hut, in the site or plot of land..... Town or Revenue Survey No..... Street or road name..... in the ward of division and in accordance with the provisions of section 197, 204, 208, 213 or 215 as the case may be and the rules made there under the Tamil Nadu Combined Development and Building Rules, 2019 I forward herewith in triplicate.

(a) A site plan of the land on which the building is to be constructed / reconstructed / altered or added (complying with the requirements of Appendix C of the rules); and

(b) A plan or plans of the building showing a ground plan of each floor, elevations and section (complying with the requirements of Appendix C of the rules); and

(c) A specification of work (complying with the requirements of Appendix D of the rules).

I intend to use the building only as a house/not as dwelling house but for the purpose of.....

I request that the site may be approved and that permission may be accorded to execute the said work.

Signature of the owner of the land and building or the applicant.

Signature of the licensed builder.

Surveyor, architect or engineer.

CONDITIONS

(i) I agree not to proceed with the execution of the work until approval is signified by the Executive Authority under section 200 of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920) or permissions is granted by the said authority under section 201 or section 210, as the case may be, or by the Municipal Council under section 202 or section 211 of the said Act.

(ii) I agree not to do any work otherwise than in accordance with the site and building plans and specifications which have been approved or in contravention of any of the provisions of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920) or any rule, byelaw, order or other declaration made thereunder or of any direction or requisition lawfully given or made under the said Act, rules or byelaws.

(iii) I agree to make any alterations which may be required by any notice issued or by any order confirmed by the Executive Authority under section 205 or section 216 of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920), as the case may be.

(iv) I agree to keep one of the approved site plan and one set of copies of the sanctioned plans of the buildings at the site of the building at all times when the work is in progress and also agree to see that such plans are available and the building is open at all time for the inspection of the Executive Authority or any officer authorized by him in that behalf.

(v) I agree to give notice to the Executive Authority in accordance with section 89 of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920) and furnish a set of completion plans within fifteen days from the date of completion or occupation of the building., whichever is earlier".

(vi) I also agree not to occupy the building that will be constructed or reconstructed by me, or cause or permit it to be occupied until I have obtained a certificate from an officer of the Public Health Department of the Municipality as required by sections 26 and 33 of the Tamil Nadu Public Health Act, 1939 (Tamil Nadu Act III of 1939).

Signature of the owner of the land and building or the applicant.

Annexure 1.7:

SCHEDULE FOR PUBLIC AND PRIVATE SECTOR

Government of India

Ministry of Urban Employment and Poverty Alleviation

Schedule I/II – Return for the year ending 31st March..... (Schedule I is to filled by all field units of Central / State Construction Agencies and Central / State PSUs if the total cost of the projects undertaken, new or Continuing, costing Rs. 25,00,000 or more. Schedule II is to filled by all builders in the Class, I, II and selected Class III to VI towns)

1. Identification
 - I) Sector – Public / Private
 - II) Name of Project:
2. Location: Place
 - Dist.
 - Town
 - State: Tamil Nadu Rural / Urban
3. (I) Date of Commencement
(II) Total approved cost of the project:
4. Executing Agency (Codes):
5. Nature of Construction (Codes):
6. Type of Buildings (Codes):
7. Total Plinth Area of all the floors in Projects in Sq. Mt:
8. Total floor Area of all the floors in Sq.Mt.:
9. If Code I in item 6, than total No. of dwelling units in the project:
10. No. of dwelling units in the project by:
 - (I) Economically Weaker Sections
 - (II) Lower Income Group
 - (III) Middle Income Group
 - (IV) Higher Income Group
11. Whether project is completed (Codes):
12. If Code 1 & 2 in item 11, the date of completion of work:
13. Total Investment made in the project:

Item	Latest Approved Cost		Value of work Done During the Current year		Value of work done since beginning of work	
	Material	Labour	Material	Labour	Material	Labour
Building Portion						
Sanitary & Water Supply						
Electrical Fittings						

14. Remarks

Codes for:

- Item 4: Central Public Works Department -1, Military Engineer Services – 2, Railways-3, P & T-4, Central PSU-5, State PSU-6, State PWD / Development Authority / Deptt.-7, Builder / Contractor-8, Private Individual – 9
- Item 5: New 1, Additions-2, Alterations-3, Repairs-4.
- Item 6: Family Residential-1, Non- Family Residential- 2, Industrial -3, Commercial -4, Institutional – 4, Institutional – 5, Others – 6.
- Item 11: Started and Completed current year-1, Started in earlier year and Completed in current year-2, Ongoing from previous years-3, Started in Current year and continuing -4.

6.	Factory Plan Approval under the Factories Act, 1948 from Directorate of Industrial Safety and Health (DISH)
#	Item
1	Blue prints of Topo Plan, Site plan (1:400 Scale) , Detailed plan (1:100 Scale) of buildings along with the machinery installation details in triplicate
2	Process Flow Chart
3	Copy of supporting document for occupation of premises (Sale deed / Lease deed / Rental deed etc.)
4	Proof of Identity of Occupier (Issued by a Government Authority)
5	Proof of Address of Occupier (Issued by a Government Authority)
7.	Obtaining the Fire Safety – No Objection Certificate for Multi Storied Building (MSB) and Non-MSB from the Fire & Rescue Services Department
#	Item
1	Land ownership document copy (Rental Agreement/ Sale Deed including patta, chitta copy / Lease Deed)
2	Proposed Building Plan (Certified by a Panel Engineer approved by the Local Body) consisting of the following: (i) Site Plan. (ii) Topo Plan. (iii) Elevation plan. (iv) Typical Floor plan. (v) Section drawing.
3	Proposed Fire Plan (Certified by a Panel Engineer approved by the Local Body)
8.	Obtaining statutory approval for drawings from the Tamil Nadu Electrical Inspectorate
#	Item
1	Identification Proof. In case of Proprietorship firm, Aadhaar card of the Proprietor and GST Registration Certificate of the firm. In case of Partnership firm, Partnership Deed. In case of Private/Public Ltd. company, Memorandum and Article of association of Company. In case of Trust, Trust Deed. In case of Registered Society, Registration Certificate from Government.
2	Brief write-up on the proposal of setting up new enterprise or expansion of existing enterprise
3	Site plan showing point of supply, factory & other buildings, location of transformer(s), generator(s), power house, H.T. installation routes of main (Over Head & Under Ground) & Topo plan with adjacent plot details, main road approach, route of TANGEDCO's lines, etc.,

4	All switchyard layouts, Substation layouts showing the working clearances around transformer / switchgear / DG / equipment, safety working clearances to nearest structure/ building, clearance from ground in case of open air terminal installations, adopted creepage and air clearances, oil drain and containment arrangement, bill of materials used, factor of safety, applicable design calculations, etc.,
5	Single line diagram of the complete electrical installation from the origin of installation to final power and lighting circuits with complete details of transformer/generator/ motor/equipment, wiring, control & protection, method of laying, starting methods, earthing details, etc.,
6	a) High Voltage /Mains Panel room layout showing the plan, sectional, elevation & general arrangement drawings with clearances marked on all sides and ventilation arrangement b) Physical layout drawings of the factory showing the location of switchboard assemblies, DBs, control panels, equipment, motors, zone of explosive atmosphere if any, stairway approach, emergency exits, etc.,
7	Type of earthing system adopted with details of neutral earthing, protective earthing, etc., and complete earthing design arrangement with applicable calculations
8	In case of electrical installations receiving supply at 110kV or more, the following documents have to be sent additionally. a) Soil resistivity test reports with polar graph of arriving average soil resistivity. b) Earth mat design calculations for tolerable & attainable step & touch voltages, ground potential rise, transfer potential along with drawings as per IEEE 80/ IEC 61936. c) Short circuit current calculations at each system of voltage as per IS 13234/IEC 60909 standards. d) Calculations for the anticipated mechanical stresses of switchyard equipment & supporting structures in respect of normal load conditions (dead, tension, erection, wind, etc.,) and abnormal conditions (switching forces, short-circuit current forces, loss of conductor tension, etc.,) e) Calculations for the temperature rise and ampacity of switchyard busbars / HV busducts. f) Lightning protection system design details with zone of protection coverage drawings. g) Earth flat sizing calculations for functional earthing of transformer / NGT/NGR design, etc., and other relevant design calculations @ EHV.
9	For all building installations, Upload the approved planning permit and approved drawing obtained from the Directorate of Town and Country Planning/ Chennai Metropolitan Development Authority.
10	If the installation is in a building with Ground +3 floors and above, Elevation drawing indicating the total height of the building.
9.	Obtaining HT Connection from Tamil Nadu Generation and Distribution Corporation
#	Item
If applicant is the owner of premise:	
1	Certified copy of proof of ownership such as sale deed/ partition deed/ gift settlement executed in favour of the applicant/ certified copy of court judgement/ Recent property tax receipt for the premises in name of applicant.
2	Partnership deed in case the applicant is a partnership firm or Memorandum/ Articles of Association in case of companies registered under Companies Act and Letter/ Resolution authorising the signatory.
If applicant is not the owner of premise:	
1	Consent letter from the owner of the premises; or Valid proof of occupancy along with the following: • Indemnity bond in Form 6 (as per template in Annexure 1.8) • Letter of acceptance to pay enhanced security deposit.
2	Partnership deed in case the applicant is a partnership firm or Memorandum/ Articles of Association in case of companies registered under the Companies Act and Letter/ Resolution authorising the signatory.

Annexure 1.8:

FORM-6

(To be obtained in a stamped paper)

Indemnity Bond from the occupier when there is no consent letter from owner

Indemnity Bond to be furnished by an intending consumer who is not the owner of the premises and applies without the consent of the owner

DEED OF INDEMNITY

THIS DEED OF INDEMNITY EXECUTED ON THIS, THE DAY OF TWO THOUSAND by Thiru / Tmt. S/o. D/o. W/o. residing at Having office / workshop at hereinafter called the indemnifier (which terms shall mean and include executors, administrators, heirs, successors and assigns) to and in favour of the (name of Licensee and address), a body corporate, hereinafter called the Licensee (which terms shall mean and include its successors in office and assigns).

WHEREAS the consumer has taken on lease the premises in Door No. For the purpose of From Thiru / Tmt. S/o. D/o. W/o. residing at who is the owner of the above said premises.

AND WHEREAS the consumer has approached the said owner of the premises to give his / her consent in writing to avail of a service connection in his/her name for the purpose of his / her business.

AND WHEREAS the said owner is not available / has refused to give his/her consent in writing for the purpose.

AND WHEREAS the indemnifier has requested the Licensee to give a service connection in his/her name subject to execution of an indemnity bond by him / her indemnifying the Licensee against any damage or loss caused to the Licensee in respect of the service connection in his/her name.

AND WHEREAS in consideration of the acceptance of the above for a service connection in his/her name, the indemnifier hereby agrees to indemnify the Licensee against all proceedings, claims, demands, costs, damages, expenses which the Licensee may incur by reason of a fresh service connection given to the indemnifier without the consent of the owner of the premises. The indemnifier further undertakes to make good any sum that may be found to be and become payable to the Licensee with regard to all liabilities and claims personally as well as by means of both movable and immovable properties. The indemnifier agrees that the enhanced Security Deposit paid by him shall be adjusted against the arrears of current consumption charges but also against any claim that may arise in the event of termination of the agreement prior to the expiry of the contracted period. The indemnifier further undertakes that the Licensee shall be at liberty to disconnect the service connection given to him/her, and also for loading the dues remaining unpaid by him/her to other service connection(s) that may stand in his/her name.

NOW THE CONDITION OF THE above written bond is such that if the indemnifier shall duly and faithfully observe and perform the above said conditions, then the above written bond shall be void, otherwise the same shall remain in full force.

10.	Obtaining LT Connection from Tamil Nadu Generation and Distribution Corporation
#	Item
1	Certified copy of proof of ownership such as sale deed/ partition deed/ gift settlement executed in favour of the applicant/ certified copy of court judgement/ Recent property tax receipt for the premises in name of applicant/ computer patta/ allotment letter/ ownership certificate issued by revenue department officials.
2	In case of joint property, certified copies of proof of ownership such as legal heir certificate along with parent documents specified in (1) above and consent letters from co-owners. If consent letter is not produced, an indemnity bond with enhanced security deposit.
3	If the applicant is not the owner, consent letter from owner in Form 5 (template given in Annexure 1.9) or valid proof of occupancy and indemnity bond in Form 6 (template given in Annexure 1.8).

Annexure 1.9

FORM-5

Owner Consent Letter for getting New Supply

To
The Designated Engineer
(Address of the Licensee)

OWNER'S CONSENT LETTER

I have being the legal owner of the premises No. hereby agree as follows:-

I consent to the installation by you at the above mentioned premises tenanted by Thiru / Thirumathi of electric service cables, meters, wiring, fittings and other equipment for the supply of electricity (hereinafter called "The Installation") under the terms of an agreement between you and the tenant of the above said premises.

In the event of the above said tenant vacating the aforesaid premises, I shall give you due notice fifteen days advance to enable you to arrange for the termination of your contract with the aforesaid tenant failing which I shall be responsible for any loss that may accrue on that account.

Signed by the said

In the presence of

Witness Name

Address

11.	Consent to Establish under the Water (Prevention and Control of Pollution) Act, 1974 from Tamil Nadu Pollution Control Board
#	Item
1	A covering requisition letter stating the project status of the industry and activities clearly.
2	Copy of attested sale Deed /Lease Deed or any other relevant documents as proof to ensure possession of the site/factory for which application is made by the applicant.
3	Copy of attested Memorandum of Articles in case of Public/Private sectors or registered partnership deed in case of partnership company.
4	Layout plan showing the location of various process equipment, utilities like boiler, generator etc., effluent treatment plant, outlet location, non-hazardous and hazardous waste storage yard.

5	Topo sketch showing the distance of water bodies, roads, existing/proposed residential areas, agricultural lands, important religious locations, educational institutions, ancient monuments, archaeological places and other sensitive areas for 1 Kilo Meter radius from the units.
6	Detailed manufacturing process for each product along with detailed process flow chart.
7	Details of Water Balance and wastewater balance for process.
8	Details of Material balance for each products and process.
9	Land use classification certificate as obtained from CMDA/ DTCP/LPA.
10	Auditor's Certificate with break up details for the proposed Gross fixed Assets duly certified by a Chartered Accountant in the prescribed format.
11	Ground water clearance obtained from the competent Authority (If applicable).
12	Sewage Treatment Plant (STP) proposal which must contain details of design characteristics of sewage, treatment methodology, mode of disposal, design criteria for various units, detailed drawing of STP and its layout, diagram showing the hydraulic profile and mode of disposal of treated sewage and its adequacy(If applicable).
13	Effluent Treatment Plant (ETP) proposal which must contain details including breakup quantity of water requirement with sources, breakup quantity of trade effluent, sources of trade effluent, characteristics of wastewater, treatment methodology, mode of disposal, design criteria for various units, detailed drawing of ETP and its layout, diagram showing the hydraulic profile and mode of disposal of treated effluent and its adequacy (If applicable).
14	Air pollution control (APC) measures proposal which must contain the details regarding fuels used, sources of emission, characteristics, concentration and quality of pollutant, proposal along with design criteria and drawing for the proposed APC measures, adequacy of APC measures and stack, odour/noise causing operations and its specific odour/noise control measures (If applicable).
15	In case of hazardous chemicals used as raw materials, the Material Safety Data Sheets (MSDS) should be enclosed for each and every item. If the quantity of the hazardous chemicals handled is more than the threshold limit, the unit shall furnish any one or combination of the following documents as required under the Manufacture, Storage, and Import of. Hazardous Chemicals (MSIHC) Rules, 1989 (If applicable): (i) Risk assessment report/Onsite emergency preparedness plan/Off site emergency preparedness plan.
16	In case of transport of hazardous chemicals, details of chemicals transported, method of transport and its safety measures (If applicable).
17	Industries attracting Environment Impact Assessment (EIA) Notification shall submit Environmental Clearance obtained from the Ministry of Environment & Forest (MOEF)/ State Environment Impact Assessment Authority (SEIAA) along with the EIA Report (If applicable).
18	Coastal Regulation Zone (CRZ) clearance obtained from the competent Authority (If applicable).
12.	Consent to Establish under the Air (Prevention and Control of Pollution) Act, 1981 from Tamil Nadu Pollution Control Board
#	Item
1	A covering requisition letter stating the project status of the industry and activities clearly.
2	Copy of attested sale Deed /Lease Deed or any other relevant documents as proof to ensure possession of the site/factory for which application is made by the applicant.

3	Copy of attested Memorandum of Articles in case of Public/Private sectors or registered partnership deed in case of partnership company
4	Layout plan showing the location of various process equipment, utilities like boiler, generator etc., effluent treatment plant, outlet location, non-hazardous and hazardous waste storage yard
5	Topo sketch showing the distance of water bodies, roads, existing/proposed residential areas, agricultural lands, important religious locations, educational institutions, ancient monuments, archaeological places and other sensitive areas for 1 Kilo Meter radius from the units.
6	Detailed manufacturing process for each product along with detailed process flow chart.
7	Details of Water Balance and wastewater balance for process.
8	Details of Material balance for each products and process.
9	Land use classification certificate as obtained from CMDA/ DTCP/LPA.
10	Auditor's Certificate with break up details for the proposed Gross fixed Assets duly certified by a Chartered Accountant in the prescribed format.
11	Ground water clearance obtained from the competent Authority (If applicable).
12	Sewage Treatment Plant(STP) proposal which must contain details of design characteristics of sewage, treatment methodology, mode of disposal, design criteria for various units, detailed drawing of STP and its layout, diagram showing the hydraulic profile and mode of disposal of treated sewage and its adequacy(If applicable).
13	Effluent Treatment Plant (ETP) proposal which must contain details including breakup quantity of water requirement with sources, breakup quantity of trade effluent, sources of trade effluent, characteristics of wastewater, treatment methodology, mode of disposal, design criteria for various units, detailed drawing of ETP and its layout, diagram showing the hydraulic profile and mode of disposal of treated effluent and its adequacy (If applicable).
14	Air pollution control (APC) measures proposal which must contain the details regarding fuels used, sources of emission, characteristics, concentration and quality of pollutant, proposal along with design criteria and drawing for the proposed APC measures, adequacy of APC measures and stack, odour/noise causing operations and its specific odour/noise control measures(If applicable).
15	In case of hazardous chemicals used as raw materials, the Material Safety Data Sheets (MSDS) should be enclosed for each and every item. If the quantity of the hazardous chemicals handled is more than the threshold limit, the unit shall furnish any one or combination of the following documents as required under the Manufacture, Storage, and Import of. Hazardous, Chemicals (MSIHC) Rules, 1989 (If applicable): Risk assessment report/Onsite emergency preparedness plan/Off site emergency preparedness plan.
16	In case of transport of hazardous chemicals, details of chemicals transported, method of transport and its safety measures (If applicable).
17	Industries attracting Environment Impact Assessment Notification shall submit Environmental Clearance obtained from the Ministry of Environment & Forest (MOEF)/ State Environment Impact Assessment Authority (SEIAA) along with the Environmental Impact Assessment Report (If applicable).
18	Coastal Regulation Zone (CRZ) clearance obtained from the competent Authority (If applicable).

13.	Registration of establishments deploying building and other construction workers under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 with Directorate of Industrial Safety and Health
#	Item
1	Supporting documents for possession of premises (Sale deed / Lease deed / Rental deed etc.).
2	Proof for Employer Identity (Issued by a Government Authority).
3	Proof for Employer Address (Issued by a Government Authority).
4	Proof for Site in-charge Identity (Issued by a Government Authority).
5	Proof for Site in-charge Address (Issued by a Government Authority).
6	Memorandum and articles of Association under Companies Act / Partnership Deed.
7	List of Directors or Partners, as applicable.
8	Copy of local body approval for construction.
14.	Obtaining permission for development of land located in non-planned areas from Local Body/ DT&CP
#	Item
1	Sale deed/lease deed/power of attorney (self-attested by the applicant.)
2	Approach Road: Certificate of ownership, maintenance, type and the width of access road abutting the site should be obtained from the Executive Officer, Town Panchayat or Commissioner, Municipality/ Corporation in case of urban local bodies, as the case may be. In case of rural local bodies, certificate to be obtained from the Block Development Officer (BDO) of Block Panchayats/ Village Panchayats as the case may be, who would issue such certificate based on the Road Register maintained by the local body
3	Documents attested by competent official of concerned department: (a) Field Measurement Book (FMB)/ Town Survey sketch. (b) Patta/ Chitta/ Town Survey Land Records (TSLR) in owner's name.
4	Site plan in appropriate scale 1:400/800/1600.
5	Proposed layout/sub-division plan. (In case of layout/sub-division proposal).
6	Topo plan showing all existing developments surrounding the site for 500 metre radius, indicating all features and details as available in the village map and along with colour notation of master plan land use, if any, of the surrounding survey numbers drawn to a scale not less than 1:2000.
7	Encumbrance certificate for 13 years issued not prior to 30 days from the date of submitting the application.
8	If there any water body like Kulam, Kuttai, Eri, Tank, channel, canal or any water course lying within the site and/or adjacent to the site channel as per the revenue records and/or as per the site conditions then, : (a) it should be marked in the site plan and the topo plan; (b) If the water body is held under the private ownership of the applicant and if an alternative alignment is proposed for the canal/channel/water course shall be shown in the site plan and which shall not obstruct the free flow of water to the adjacent lands; (c) if the water body is held under the ownership of the Government and if an alternative alignment is proposed for the canal/channel/water course it shall be shown in the site plan and which shall not obstruct the free flow of water to the adjacent lands and in such cases No objection certificate (NOC) from the concerned department has to be obtained for proposing such an alternative alignment; (d) If the water body is held under the ownership of the Government and if the applicant proposes to put up a culvert across the Canal/Channel/water course, then No objection certificate (NOC) of the concerned Government agency has to be obtained; (e) if the applicant proposes to locate any plot for a building within 15 metre from the boundary of the canal/channel/water course, then No objection certificate (NOC) of the Commissioner/Executive Officer/Executive Authority of the local body has to be obtained and which shall be issued by the appropriate authority taking into consideration of various aspects and upon satisfying itself about the proposed arrangement for making the likely effluent discharge into the water body does not contaminate the water body.

9	If the site lies within a distance of 30 metre from Railway property boundary and the applicant proposes to have plot for building within the area then No Objection Certificate (NOC) from Railways.
10	<p>If the site lies within a distance of 90 metre from the boundary of burial ground/burning ground and the applicant proposes to have plot for building within the area:</p> <p>(a) In case of urban local bodies viz., Corporation/Municipality/ Town Panchayat, No Objection Certificate (NOC) of Health officer of the local body has to be obtained for plots for building of use other than residential. In case of residential use, certificate from the Health officer of the local body has to be obtained stating that the burial ground/burning ground is not in use and is closed (for burial/burning) for the past five years;</p> <p>(b) In case of rural local bodies viz., Village Panchayat, No Objection Certificate (NOC) of Executive Authority of the local body has to be obtained for plots for building of use other than residential. In case of residential use, certificate from the Executive Authority of the local body has to be obtained stating that the burial ground/burning ground is not in use and so closed (for burial/ burning) for the past five years.</p>
11	If the site lies within a distance of 300 metres from the boundary of a live stone quarry or an abandoned stone quarry and the applicant proposes to locate plot for building in the area, then a certificate from the local body or the licensing authority concerned to that effect has to be obtained.
12	Site lies within a distance of 500 metres from the boundary of live stone crusher unit and the applicant proposes to locate plot for building in the area, then a certificate from the local body or the licensing authority concerned to that effect has to be obtained.
13	No Objection Certificate (NOC) from Civil Aviation department (if required as per special rules for the vicinity of Civil Aerodromes), No Objection Certificate (NOC) from the competent authority of Air Force (if required as per the notification/ order of the concerned Air Force Authority in respect of the area in the vicinity of Air Force stations). (In case of buildings other than ordinary building).
14	Legal opinion (in original) on the land ownership by Government Pleader/ Additional Government Pleader/ Special Government Pleader/ Government Advocate/ Public Prosecutor/ Advocate on panel of a local body/ Advocate on panel of any Nationalised Bank.
15	Affidavit of undertaking in Rs.20/- stamp paper by the applicant about the ownership of land clearly stating the document-wise, survey number-wise extent of each survey number of land.
16	If electric/telephone line passes through the site, undertaking in Rs.20/-stamp paper for realignment.
17	Structural stability certificate duly signed by the owner and including the architect & structural design engineer along with their seal and registration number. (In case of buildings other than ordinary building).
18	Certificate for structural design sufficiency, Affidavit of Undertaking by developer, architect, structural engineer about the structural stability aspects, Certificate for effective supervision of the works, Certificate for the work to be carried out as per structural safety requirements. (In case of buildings other than ordinary building).
19	<p>No Objection Certificate (NOC) from Fire Service department has to be obtained only in the cases of:</p> <p>(a) Public buildings as defined under section 2(33) of the Tamil Nadu Town and Country Planning Act, 1971, commercial complex/mall, cinema theatre, kalyanamandapam, community hall;</p> <p>(b) All categories of multi-storeyed buildings, industries and warehouses;</p> <p>(c) Commercial buildings where explosives, fire crackers and other similar inflammable materials are handled/traded.</p>
20	Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility from the Executive Officer or Commissioner in case of urban local bodies as the case may be, and in case of rural local bodies certificate of Block Development Officer (BDO) of Block Panchayats / Village Panchayats, as the case may be. (In case of buildings other than ordinary building)
21	Affidavit of undertaking in Rs.20/- stamp paper by the applicant about sufficient arrangement would be made by his own expenses through engaging a reputed firm for providing water supply and waste water disposal.(In case of buildings other than ordinary building)
22	Detailed structural design report with drawings and stability certificate duly considering seismic forces from a class I structural engineer and Affidavit in Rs.100/- stamp paper in format given in Annexure 1.10 to be provided by the owner and including the architect and structural design engineer along with their seal and registration number). (In case of Multi-storeyed buildings (MSB))

23	No Objection Certificate (NOC) from Civil Aviation department, if the height of the building exceeds 30 metre and the site is lying within 20 kilo meter radius from the boundary of the Aerodrome. (In case of Multi-storeyed buildings)
24	In case of Multi-storeyed buildings and if the height of the building exceeds 60 metres (measured from the ground level), then structural stability certificate has to be obtained from any one of the following institutions: (a) Indian Institute of Technology. (b) Anna University. (c) National Institute of Technology, Tiruchirappalli. (d) Structural Engineering Research Centre (SERC), Chennai.
25	Rain water harvesting system shown in the drawing. (In case of buildings other than ordinary building).
26	Solar water heating system shown in the drawing. (In case of buildings other than ordinary building).
27	Detailed drawing/plan including design calculations for the columns, beams and all structural members of the structure including the position of the columns. (In case of Multi-storeyed buildings).
28	Complete Report including relevant drawings obtained from a competent Soil mechanics/Geo-technical Engineer of a reputed firm giving all the details of the soil investigations / tests carried out at the site necessary for the proposed MSB, details of suggested type of foundation, details of calculations for arriving at the adequacy of the safe bearing capacity of the soil for the proposed structure. (In case of Multi-storeyed buildings)
29	If the site lies in the Coastal Regulation Zone (CRZ), area notified by the Archaeological Survey of India (ASI) and any other declared prohibited area, then No Objection Certificate (NOC) of the concerned department has to be obtained.
30	If the site lies in area falling within the purview of Hill Area Conservation Authority (HACA), then the following shall also be submitted: (a) No Objection Certificate (NOC) from the Principal Chief Conservator of Forests. (b) No Objection Certificate (NOC) from the Chief Engineer (Agricultural Engineering). (c) No Objection Certificate (NOC) from Assistant Director/ Deputy Director of Geology and Mining department of respective district level. (d) Specific recommendation and Site inspection remarks of the concerned Regional Deputy Director of the Town and Country Planning. (e) Site inspection report and specific recommendation of the District Collector. (f) Recommendation of the Architectural, Aesthetics Aspects (AAA) Committee. (In case of site falling under the hill stations notified in the districts, namely, the Nilgiris, Dindigul and Salem). (g) Contour plan of the site.
15	Concurrence from District Collector for development in Wet Land in non-planned areas
#	Item
1	Encumbrance Certificate.
2	Aadhar Card of the Applicant.
3	Applicant's photograph.
4	Adangal Certificate (from Village Administrative officer).
5	Company Registration document (in case of firm registration).
6	Letter of Authorization for Authorized Signatory (if applicable).
7	Land ownership document (Rental Agreement/ Sale Deed including patta, chitta copy / Lease Deed).
8	Concurrence from Tamil Nadu Generation and Distribution Corporation (TANGEDCO). In case of any high tension or extra voltage electric line is passing through the land.
9	Concurrence from Forest Department. In case the land is located adjoining to Forest Land.
10	In case the land is applied under Joint Patta – Proof of concurrence from other parties.

16.	Report from Joint Director, Agriculture for development in Dry Land in non-planned areas
#	Item
1	Adangal certificate from Village Administrative Officer for recent past 3 fasali (harvest) including current fasali.
2	Copy of existing conversion certificate (If any part of the land already converted).
3	Patta / Chitta Document.
4	Layout drawing.
5	Aadhar Card of the owner.
6	Field Measurement Book (FMB) sketch.
7	Encumbrance Certificate.

Annexure 1.10

Format of Affidavit regarding stability of the building to be duly signed by the Architect, Owner and Structural Design Engineer in Rs.100/- stamp paper.

Structural designs are made after conducting due soil test of the site as per National Building Code, 2005 so as to be safe against all natural calamities like earthquake etc., and the structure will be safe in all respects and we all are held responsible for the structural safety/ stability.

Signature of the applicant/ owner:

Signature of the Architect with seal and registration number:

Signature of the structural design engineer with seal and registration number:

17.	Obtaining Water Connection from Chennai Metro Water Supply and Sewerage Board
#	Item
1	Site plan
2	Sump drawing specifying height of sump
3	Ownership details (lease deed/ rent agreement/ sale deed/ etc.)

Enclosures for Pre-Operation Stage approvals / clearances

1.	Obtaining Safety certificate from Tamil Nadu Electrical Inspectorate
#	Item
1	Letter requesting for inspection and issue of Safety Certificate (on Applicant's Letter Head).
2	Contractor's work completion report as per IS 732: 1989.
3	Manufacturer's Test certificates of E.H.V / H.V Transformer / Generator/ Motor/ Switchgear/ cable / equipment, if applicable.
4	Invoice of H.T. cable if applicable.
5	Copy of appointment order of Supervisory Competency Certificate (SCC) holder.
6	Copy of consent letter from SCC holder.
7	Item-wise compliance report as stipulated in the drawing scrutiny report, if any.
8	Load sanction letter from TANGEDCO, if not provided during the drawing approval stage.
9	Document (if any) raised in the drawing scrutiny report.
2.	Obtaining Factory Registration and Licensing under The Factories Act, 1948 from Directorate of Industrial Safety and Health
#	Item
1	Copy of supporting documents for occupation of premises (Sale deed / Lease deed / Rental deed etc.)
2	Proof for Manager Identity (Issued by a Government Authority).
3	Proof for Manager Address (Issued by a Government Authority).
4	Copy of Memorandum and Articles of Association under Companies Act / Partnership Deed .
5	List of Directors or Partners, as applicable.
6	List of Machinery with Horse Power Details.
3.	Obtaining the Compliance Certificate from Fire and Rescue Services Department for MSB
#	Item
	Height of building above 18.30 metre/Building with more than single basement and height may be less than 18.30 metre (MSB).
1	Copy of NOC received during Pre Establishment.
2	Copy of sale deed or rental or lease agreement .
3	Copy of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA).
4.	Obtaining the Fire And Rescue services License - from the Fire & Rescue Services Department
#	Item
	Height of building up to 18.3 metres (Non MSB)
1	Copy of NOC received during Pre Establishment.
2	Copy of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA).
3	Copy of sale deed or rental or lease agreement.

	Height of building above 18.3 metres /Building with more than single basement and height may be less than 18.3 metres (MSB)
1	Copy of Compliance Certification issued by Fire and Rescue Services Department
2	Copy of sale deed or rental or lease agreement
3	Copy of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA)
5.	Consent to Operate under the Water (Prevention and Control of Pollution) Act, 1974
#	Item
1	A covering requisition letter stating the project status of the industry and activities clearly.
2	Compliance statement on the Consent To Establish special conditions stipulated under Water and Air Acts.
3	Auditor's Certificate with break up details for the actual Gross fixed Assets (final cost) duly certified by a Chartered Accountant in the prescribed format.
4	Photographs of the provided measures of Effluent Treatment Plant/Air Pollution Control/ other compliances of conditions (If applicable).
5	Compliance statement on the Environment Clearance conditions stipulated under Environment Protection Act, 1986 (If applicable).
6	Agreement with Common Treatment Storage and Disposal Facility (TSDF)/ Common Bio Medical Waste Treatment Facility (CBMWTF) (If applicable).
6.	Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981
#	Item
1	A covering requisition letter stating the project status of the industry and activities clearly.
2	Compliance statement on the Consent To Establish special conditions stipulated under Water & Air Acts.
3	Auditor's Certificate with break up details for the actual Gross fixed Assets (final cost) duly certified by a Chartered Accountant in the prescribed format.
4	Photographs of the provided measures of Effluent Treatment Plant/Air Pollution Control/ other compliances of conditions (If applicable).
5	Compliance statement on the Environmental Clearance conditions stipulated under the Environment Protection Act, 1986 (If applicable).
6	Agreement with Common Treatment Storage and Disposal Facility (TSDF)/ Common Bio Medical Waste Treatment Facility (CBMWTF) (If applicable).
7.	Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016
#	Item
1	Covering letter.
2	Manufacturing process with flow sheet indicating Input, Output and sources of generation of hazardous waste.
3	Copy of Agreement made with the Treatment Storage and Disposal Facility (TSDF).
4	Copy of the latest Consent order/renewal issued .
5	Installed capacity as per registration issued by the District Industries Centre or any other authorised Government agency-For Actual Users.
6	Process description including process flow sheet indicating equipment details, inputs and outputs (input wastes,chemicals, products, by-products, waste generated, emissions, waste water, etc.)- For Actual Users.

7	Compliance report on the Central Pollution Control Board guidelines for setting up the Actual user facility- For Actual Users.
8	Emergency Response Plan (ERP) which should address procedures for dealing with emergency situations (viz. Spillage or release or fire) as specified in the guidelines of Central Pollution Control Board.
9	Undertaking or declaration to comply with all provisions including the scope of submitting bank guarantee in the event of spillage, leakage or fire while handling the hazardous and other waste.
10	Annual returns furnished for last three years in case of Renewal of Authorisation.
11	Layout map of the Treatment Storage and Disposal Facility - For TSDF.
12	Copy of prior Environmental Clearance along with compliance report- For Treatment Storage and Disposal Facility.
8.	Boiler registration: Provisional Certificate for use of Boiler under The Boilers Act, 1923 – Directorate of Boilers
#	Item
1	Form No. II or Form No. XVII issued by Directorate of Boilers to Boiler Manufacturer.
2	Form No. III issued by Directorate of Boilers to Boiler Manufacturer.
3	Form No. III A issued by Directorate of Boilers to Boiler Manufacturer.
4	Form No. III B issued by Directorate of Boilers to Boiler Manufacturer.
5	Form No. III C issued by Directorate of Boilers to Boiler Manufacturer.
6	Form No. IV or IV A issued by Directorate of Boilers to Boiler Manufacturer.
7	Main Assembly Drawing of Boiler.
8	Feed Piping/Blow Down Piping Drawing of Boiler.
9	Steam Pipeline Drawing.
10	Strength Calculation Sheets for Steam Pipeline.
11	Erector Engagement Letter.
12	Test Certificate for Steam Pipelines.
13	Erection Commencement Letter from Erector.
14	Erection Completion Letter from Erector.
15	Owner's Inspection Readiness Letter.
9.	Boiler registration: Final Certificate for use of Boiler under The Boilers Act, 1923 – Directorate of Boilers
#	Item
1	Last issued provisional certificate for use of Boilers.
2	Boiler Attendants Certificate issued to the boiler-in-charge (in case of small boilers) or Boiler Operation Engineers Certificate issued to the boiler-in-charge (in case of big boilers) .
10.	Registration of establishments deploying contractual workmen under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 with Directorate of Industrial Safety and Health
#	Item
1	Contract agreement between employer and contractors.

11.	Registration of establishments deploying inter-State migrant workmen under the Inter State Migrant Workmen (RE&CS) Act,1979 with Directorate of Industrial Safety and Health
#	Item
1	Contract/ Agreement between employer and contractors.
2	Contractor licence issued by concerned authority in the home state from where migrant workmen is recruited
12.	License for dealer of weights and measures under Legal Metrology Act, 2009 from Labour Department
1	Duly self-attested identity Proof (Pan Card/Aadhaar Card/Voter I.D./Driving Licence, etc.) of the dealer.
2	Rental agreement or sale deed (in case of own building).
3	No objection certificate from the owner in case of rental building.
4	Blueprint for building prepared by Surveyor registered with local body .
5	GST Certificate/ PAN Card.
6	Dealership letter from Manufacturing Company.
7	Partnership Deed (if applicable).
8	Letter of Authorization (in case there is any Managing Agent or Director (s) Appointed for Establishment).
9	List of Directors certified by Chartered Accountant (if applicable).
10	Shareholding pattern of the company certified by a Chartered Accountant (if applicable).
13.	License for repairer of weights and measures under Legal Metrology Act, 2009 from Labour Department
#	Item
1	Details of machinery, tools, accessories, owned and used for manufacturing weights, measures, etc.
2	Invoice for Test Equipment /Certificate of Verification for Test Weights/Test Weighing Instruments.
3	Rental agreement or Building Ownership document.
4	Blue print for building prepared by Surveyor registered with local body .
5	Electricity Board (EB) card.
6	No objection certificate from rental building owner.
7	Previously applied repairers' Licence (if previously applied for a License).
9	Partnership Deed (if applicable).
10	List of Directors certified by the Chartered accountant (if applicable).
11	GST certificate/PAN Card.
12	Letter of Authorization (in case there is any Managing Agent or Director (s) Appointed for Establishment).
13	Shareholding pattern of the company certified by a Chartered Accountant (if applicable).
14	Technical Qualification of the Repairer. (i) Educational Qualification Certificate (ITI in Instrumentation) (Or) (ii) Work Experience Certificate (Minimum 1 year in the related technical field)
14.	License for Manufacturer of weights and measures under Legal Metrology Act, 2009 from Labour Department
#	Item
1	Duly self-attested identity Proof of the Promoter (Pan Card/Aadhaar Card/Voter I.D./Driving License etc.).

2	Rental Agreement/Lease Agreement/ sale deed (in case of Own Building).
3	No objection certificate from owner of in case of Rental/Leased Building.
4	Blue print for building by registered surveyor/registered with local body.
5	Tools List invoice & List of tools.
6	Invoice for Test Equipments/Certificate of Verification for Test Weights/Test Weighing Instruments.
7	Technical Qualification (B.E/Diploma Certificate)/Experience Certificate.
8	The monogram or trade mark intended to be imprinted on weights and measures to be manufactured.
9	Facilities of steel casting and hardness testing file.
10	Attach latest Electricity bill receipt.
11	GST Certificate/ PAN Card of the Company.
12	Details of Model Approval received from Government of India.
13	Shareholding pattern of the company certified by a Chartered Accountant (if applicable).
14	Letter of Authorization (in case there is any Managing Agent or Director (s) Appointed for Establishment).
15	List of Directors certified by the Chartered accountant (if applicable).
16	Partnership Deed (if applicable).
15.	Importer Registration under the Legal Metrology (Packaged Commodities) Rules, 2011
#	Item
1	Duly self-attested identity Proof (Pan Card/Aadhaar Card/Voter I.D./Driving Licence etc.) of the Importer.
2	Goods and Services Tax Certificate/ PAN Card of the Company.
3	Certificate of Importer-Exporter Code.
4	Shareholding pattern of the company certified by a Chartered Accountant (if applicable).
5	Letter of Authorization (in case there is any Managing Agent or Director (s) appointed for Establishment).
6	List of Directors certified by the Chartered accountant (if applicable).
7	Partnership Deed (if applicable).
Enclosures for Renewal Stage Clearances	
1.	Renewal of Consent for Operation/Authorization (Air, Water & Hazardous Waste Act)
#	Item
1	A covering requisition letter stating the project status of the industry and activities clearly.
2	Details of production capacity, actual products manufactured in month wise during the previous financial year.
3	Details of changes if any in the quantity of sewage/trade effluent generated and mode of disposal of the same indicated against in the original consent order (If applicable).
4	Details of changes if any in the quantity of emission and number and height of chimney/stacks indicated against the original consent order (if applicable).
5	Details of changes if any in the name or in the management of the company (if applicable).
6	A consolidated report of analysis of the treated sewage/ trade effluent samples collected by Tamil Nadu Pollution Control Board Officials during the previous financial year (if applicable).

7	Latest Report of Ambient Air Quality, Stack Monitoring and Noise Level Survey conducted through Tamil Nadu Pollution Control Board lab during the previous financial year (if applicable).
8	Compliance report on the conditions of latest Hazardous waste Authorisation/Biomedical Waste Authorisation issued to the unit (If applicable)
9	Compliance report on the latest consent/renewal of consent order conditions stipulated under Water and Air Acts issued to the unit.
10	The latest Audited Balance Sheet/Auditor's certificate showing the Gross Fixed Assets (GFA) without depreciation of the unit in the prescribed format.
11	Consent fee under Water and Air Acts and water Cess fee under Water Cess Act payable to the Board.
12	Copy of Latest Environmental Statement (If Applicable).
2.	Renewal of Boiler Registration Certificate under the Boilers Act, 1923 with Directorate of Boilers
#	Item
1	Previous Boiler Registration Certificate.
3.	Renewal of Factory License under The Factories Act, 1948 with Directorate of Industrial Safety and Health
#	Item
1	Supporting documents for occupation of premises (Sale deed / Lease deed / Rental deed etc).
2	Proof for Occupier Identity (Issued by a Government Authority) in case of change in Occupier .
3	Proof for Occupier Address(Issued by a Government Authority) in case of change in Occupier.
4	Proof for Manager Identity (Issued by a Government Authority) in case of change in Manager .
5	Proof for Manager Address (Issued by a Government Authority) in case of change in Manager.
6	Memorandum and Articles of Association under the Companies Act / Partnership Deed (In case of amendment in Company Details).
7	List of Directors (In case of amendment in Director Details).
8	List of Machinery with Horse Power details (In case of amendment in machinery details).
9	List of Partners, if applicable.
4.	Renewal of Dealer / Repairer / manufacturer License under the Legal Metrology Act, 2009 from Labour Department
#	Item
1	Copy of previous License.
5.	Fire and Rescue Services License - Renewal
#	Item
1.	Copy of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA).
2.	Existing Fire Licence due for renewal.
Enclosures for Other Clearances	
1.	Grant of Recognition as Manufacturer of Boilers by Directorate of Boilers
#	Item
1.	Manpower Details (List of Technical Persons i.e. Supervisors, Engineers, Managers, etc. employed, with designation, educational qualification, and relevant experience) & Organization Chart depicting hierarchy and reporting structure of the organization.

2.	List of Equipment and Machinery (Name and Capacity).
3.	Firm Registration Document (Certificate of Incorporation, MSME Registration, etc.).
4.	Partnership documents (in case of a Partnership Firm).
5.	Land Ownership Document (Rental / Lease Agreement / Sale Deed).
6.	Factory Site Layout.
7.	Self-Declaration Letter stating that the information provided in the application is true.
2.	Renewal of Recognition as Manufacturer of Boiler by Directorate of Boilers
#	Item
1.	Manpower Details (List of Technical Persons i.e. Supervisors, Engineers, Managers, etc. employed with designation, educational qualification, and relevant experience) & Organization Chart depicting hierarchy and reporting structure of the organization.
2.	List of Equipment and Machinery (Name and Capacity).
3.	Firm Registration Document (Certificate of Incorporation, MSME Registration, etc.).
4.	Partnership documents (in case of a Partnership Firm).
5.	Land Ownership Document (Rental / Lease Agreement / Ownership Document).
6.	Factory Site Layout.
7.	Self-Declaration Letter stating that the information provided in the application is true.
8.	Last issued Recognition / Renewal Letter.
9.	Welder Certificate.
3.	License for Contractor employing Contractual Workmen under Contract Labour (Regulation and Abolition) Act, 1970 by Directorate of Industrial Safety and Health (DISH)
#	Item
1.	Contract / agreement between employer and contractors.
4.	Renewal of Contractor's License employing Contractual Workmen under Contract Labour (Regulation and Abolition) Act, 1970 by Directorate of Industrial Safety and Health (DISH)
#	Item
1.	Contract / agreement between employer and contractors.
2.	Previous Licence copy.
5.	License to Sell, Stock or Exhibit or offer for Sale or Distribute Allopathic Drugs from Food Safety and Drug Administration Department
#	Item
1.	Photograph of the Applicant (s) .
2.	Form 19 (Other than Schedule C & C1) – Retail (if applicable) (Template enclosed in Annexure 1.11).
3.	Form 19 (Other than Schedule C & C1) – Wholesale (if applicable) (Template enclosed in Annexure 1.12).
4.	Form 19 (Schedule C & C1) – Retail (if applicable) (Template enclosed in Annexure 1.13).
5.	Form 19 (Schedule C & C1) – Wholesale (if applicable) (Template enclosed in Annexure 1.14).
6.	Encumbrance Certificate or Property Tax Receipt or Sale Deed Copy of Building or Equivalent Document.
7.	Proof of address of the business owner (Rental Agreement or Lease Agreement, Passport, Aadhaar Card (UID)).

8.	Letter of Authorisation or Board Resolution (if applicable).
9.	Copy of Pharmacy Council Registration Certificate of the Pharmacist (if applicable).
10.	Education Qualification (Highest Qualification) and Experience Certificate of the Pharmacist / Competent Person.
11.	Legal Tenancy Affidavit (Template enclosed in Annexure 1.17).
12.	Declaration Form (Template enclosed in Annexure 1.15).
13.	Purchase Bill of Refrigerator, Air Conditioner and Generator and its working condition or installation certificate.
14.	Existing Licence Copy (in case of Change in Premise / Constitution / Name Style) .
15.	Blue Print of the Plan of the Premises Duly Signed by Licensed Surveyor and the Applicant.
16.	Rental Agreement (in case of rental property).
6.	License Renewal (Payment of Retention Fee) to Sell, Stock or Exhibit or offer for Sale or Distribute Allopathic Drugs from Food Safety and Drug Administration Department
#	Item
1.	No documents required.
7.	Grant and Renewals of a License to Sell, Stock or Exhibit or offer for Sale or Distribute Homeopathic Drugs by Food Safety and Drug Administration Department
1.	Photograph of the business owner (s).
2.	Proof of address of the business owner (Rental Agreement or Lease Agreement, Passport, Aadhaar Card (UID).
3.	Form 19 –B (Template enclosed in Annexure 1.16).
4.	Encumbrance Certificate (EC) or Property Tax Receipt or Sale Deed Copy of Building or Equivalent Document.
5.	Rental Agreement (in case of rental property).
6.	Letter of Authorisation or Board Resolution (if applicable).
7.	Copy of Pharmacy Council Registration Certificate of the Pharmacist .
8.	Education Qualification and Experience Certificate of the Pharmacist.
9.	Legal Tenancy Affidavit (Template enclosed in Annexure 1.17).
10.	Declaration Form (Template enclosed in Annexure 1.15).
11.	Purchase Bill of Refrigerator, Air Conditioner and Generator and its working condition or installation certificate.
12.	Memorandum of Association & Article of Association of the Firm or Partnership Deed.
13.	Existing Licence Copy (Required for Change in Premise / Constitution).
14.	Blue Print of the Plan of the Premises Duly Signed by Licensed Surveyor and the Applicant.
8.	Issue of Duplicate License to Sell, Stock or Exhibit or offer for Sale or Distribute Homeopathic / Allopathic Drugs by Food Safety and Drug Administration Department
#	Item
1.	Photograph of the business owner (s).
2.	Copy of Licence.
3.	Letter of Authorisation or Board Resolution (if applicable).

9.	License to Manufacture Allopathic Drugs for Sale or for Distribution of Drugs from Food Safety and Drug Administration Department
#	Item
1.	Address or ID proof of the applicant.
2.	Address proof and ID proof of the manufacturing Chemist or analytical Chemist.
3.	Authorization of the signatory of the application form.
4.	Brand name declaration in case of the products manufactured exclusively for the purpose of export.
5.	Declaration of the manufacturing Chemist or analytical Chemist(Template enclosed in Annexure 1.22).
6.	List of Directors or partners and their Bio-data with their residential addresses and Photo, in case of proprietorship, bio-data with their residential addresses and Photo of proprietor.
7.	List of analytical instruments and equipment for analysis.
8.	List of machineries and equipment, Air Handling Unit (AHU), and water system provided Section wise for the manufacturing.
9.	List of manufacturing Chemists or Analytical Chemist along with their Bio-data, Passport size photo and photocopies of Qualification Certificate and experience certificate.
10.	List of products with composition.
11.	Method of manufacture of bulk drug along with specification of the intermediates and the Material Safety data sheet of each and every material used during manufacture and finished product.
12.	Ownership document of the premises.
13.	Plan of the premises- with details of partitions, measurements - Section wise with location of machineries.
14.	Specification and method of analysis for Raw Materials and Finished Products.
15.	Specimen label.
16.	Stability data, if required.
17.	Therapeutic justification in case of patent and proprietary medicines.
18.	Consent letter from approved laboratory if applicable.
19.	Copies of Drugs Controller General (India) approvals, if required.
20.	The photocopies of purchase invoices with the details like production capacity, make etc. wherever applicable.
21.	Test Licenses in Form 29.
22.	Document relating to Constitution of Concerned Firm / Company / LLP and Others .
23.	Form 24 (if applicable)(Template enclosed in Annexure 1.18).
24.	Form 24F (if applicable)(Template enclosed in Annexure 1.19).
25.	Form 27 (if applicable)(Template enclosed in Annexure 1.20).
26.	Form 27B (if applicable)(Template enclosed in Annexure 1.21).
10.	License Renewal (Payment of Retention Fee) to Manufacture Allopathic Drugs for Sale or for Distribution of Drugs from Food Safety and Drug Administration Department
#	Item
1.	No documents required.

Annexure 1.11

Form 19 (Other than Schedule C & C1) – Retail

FORM 19

[See rule 59 (2) of the Drugs and Cosmetics Rules, 1945]

Affix Court-
fee
Stamp

*Application for grant of a licence to sell, stock or exhibit or offer for sale,
or distribute of drugs other than those specified in Schedule X*

1. We (Name of the Applicant, Designation, and Organisation Name) hereby apply for licence to sell by ~~wholesale~~/retail ~~drugs specified in Schedules C and C(1) excluding those specified in Schedule X and/or~~ drugs other than those specified in Schedules C, C(1) and X to the Drugs and Cosmetics Rules, 1945 and ~~also to operate a pharmacy~~ on the premises situated at (Address of the Premise).

2. The sale and dispensing of drugs will be made under the personal supervision of the qualified persons, namely:-

Name	Qualification	Registration Number

3. Categories of drugs to be sold : Drugs other than those specified in schedules C, C(1) and X to the Drugs and Cosmetics Rules, 1945, including medical devices as specified under the Medical Devices Rules, 2017.

4. Particulars of special storage accommodation (Items to be Auto-Populated based on User Input)

5. A fee of rupees _____ (Auto-Calculated Amount to be filled) has been credited to the Government under the head of account

Date: _____ (Auto-Populated)

Signature: _____

Annexure 1.12

Form 19 (Other than Schedule C & C1) – Wholesale

FORM 19

[See rule 59 (2) of the Drugs and Cosmetics Rules, 1945]

Affix Court-
fee
Stamp

*Application for grant of a licence to sell, stock or exhibit or offer for sale,
or distribute of drugs other than those specified in Schedule X*

1. We (*Name of the Applicant, Designation, and Organisation Name*) hereby apply for licence to sell by wholesale/~~retail~~ drugs ~~specified in Schedules C and C(1) excluding those specified in Schedule X~~ and/or drugs other than those specified in Schedules C, C(1) and X to the Drugs and Cosmetics Rules, 1945 on the premises situated at (*Address of the Premise*).

2. The sale and dispensing of drugs will be made under the personal supervision of the qualified persons, namely:-

Name	Qualification	Registration Number

3. Categories of drugs to be sold : Drugs other than those specified in schedules C, C(1) and X to the Drugs and Cosmetics Rules, 1945, including medical devices as specified under the Medical Devices Rules, 2017.

4. Particulars of special storage accommodation (*Items to be Auto-Populated based on User Input*)

5. A fee of rupees _____ (*Auto-Calculated Amount to be filled*) has been credited to the Government under the head of account

Date: _____ (*Auto-Populated*)

Signature: _____

Annexure 1.13

Form 19 (Schedule C & C1) – Retail

FORM 19

[See rule 59 (2) of the Drugs and Cosmetics Rules, 1945]

Affix Court-
fee
Stamp

*Application for grant of a licence to sell, stock or exhibit or offer for sale,
or distribute of drugs other than those specified in Schedule X*

1. We (*Name of the Applicant, Designation, and Organisation Name*) hereby apply for licence to sell by ~~wholesale~~/retail drugs specified in Schedules C and C(1) excluding those specified in Schedule X and/or ~~drugs other than those specified in Schedules C, C(1) and X~~ to the Drugs and Cosmetics Rules, 1945 and ~~also to operate a pharmacy~~ on the premises situated at (*Address of the Premise*).

2. The sale and dispensing of drugs will be made under the personal supervision of the qualified persons, namely:-

Name	Qualification	Registration Number

3. Categories of drugs to be sold Drugs other than those specified in schedules C, C(1) and X to the Drugs and Cosmetics Rules, 1945, including medical devices as specified under the Medical Devices Rules, 2017.

4. Particulars of special storage accommodation (*Items to be Auto-Populated based on User Input*)

5. A fee of rupees _____ (*Auto-Calculated Amount to be filled*) has been credited to the Government under the head of account

Date: _____ (*Auto-Populated*)

Signature: _____

Annexure 1.14

Form 19 (Schedule C & C1) – Wholesale

FORM 19

[See rule 59 (2) of the Drugs and Cosmetics Rules, 1945]

Affix Court-
fee
Stamp

*Application for grant of a licence to sell, stock or exhibit or offer for sale,
or distribute of drugs other than those specified in Schedule X*

1. We (*Name of the Applicant, Designation, and Organisation Name*) hereby apply for licence to sell by wholesale/~~retail~~ drugs specified in Schedules C and C(1) excluding those specified in Schedule X and/or ~~drugs other than those specified in Schedules C, C(1) and X~~ to the Drugs and Cosmetics Rules, 1945 and ~~also to operate a pharmacy~~ on the premises situated at (*Address of the Premise*).

2. The sale and dispensing of drugs will be made under the personal supervision of the qualified persons, namely:-

Name	Qualification	Registration Number

3. Categories of drugs to be sold Drugs other than those specified in Schedules C, C(1) and X to the Drugs and Cosmetics Rules, 1945, including medical devices as specified under the Medical Devices Rules, 2017.

4. Particulars of special storage accommodation (*Items to be Auto-Populated based on User Input*)

5. A fee of rupees _____ (*Auto-Calculated Amount to be filled*) has been credited to the Government under the head of account

Date: _____ (*Auto-Populated*)

Signature: _____

Annexure 1.15**Declaration Form****DECLARATION FORM**

(This must be filled in and returned to the Assistant Director of Drugs Control along with application form)

(Note: No column should be left blank or with a dash)

1. Name and Complete address of the firm for which application is made.

2. Name(s) and residential address(es) of the Proprietor/all Partners/all Directors/Managers.

3. Applicant's previous occupation.

4. Applicant's present occupation.

5. Applicant's experience ,if any in drug trade.

6. Is the application for fresh license or renewal .

7. Was there any change in the Proprietorship/ Partnership of the concern since the issue of Previous licensees and if so, from what date? (A true copy of the sale deed should be sent)

8. Was there any change in the premises of the concern since the issue of previous licenses and if so, from what date?

9. Particulars of licenses held by the applicant In respect of the premises for which the present application is made under the Drugs and Cosmetics Act, 1940.

Form	Licence No.	Date of Issue
20/21		
20A/21A		
20B/21B		
20C/21D		

10. Addresses of the premises where the Drugs are stocked or sold or office is maintained by the applicant. The Drugs licenses number, form of license and date of issue of each license pertaining to the above should be stated

11. What category the firm come under:

- (a) General Merchant
- (b) Chemist and Druggists
- (c) Pharmacy
- (d) Wholesale Dealer (Mention the name of the Company)
- (e) Importers (Mention the name of the country, Drugs to be imported)
- (f) Distributing Agency (State the name of the manufactures for whom you are the distributor or agency and furnish a true copy of the agreement)

12. Is there a separate cupboard or drawer reserved solely for the storage of Schedule X drugs?

13. Nature of Cold Storage Provided

Mention the company (Maker Name)	Capacity	Whether the Equipment is in working Condition (Yes / No)

14. If running a pharmacy whether the requirements of Schedule "N" To the Drugs Rules have been provided (A list of equipment and books available should be enclosed)

15. Particulars of qualified person(s) employed

Name	Cert/Reg.No	Validity

16. Hours of business and working days

17. Have you ever convicted under the drug act or any other act?

18. Was the application ever rejected/cancelled/suspended/surrendered previously?

19. Are you the legal tenant of the premises occupied by you?

I declare that the above statements are true. I further declare that I am conversant with the provisions of the Drugs Act, 1940 and the drugs and Cosmetics Rules, 1945 and I will abide by the conditions of the licences.

Station:

Date:

Signature of the Applicant.

Annexure 1.16

Form 19-B

FORM 19-B

[See Rule 67-A of the Drugs and Cosmetics Rules, 1945]

Affix Court-
fee
Stamp

*Application for licence to sell, stock or exhibit or offer for sale, or distribute
Homoeopathic Medicines.*

1. I/We.....(*Name of the Applicant, Designation*) of.....(*Organisation Name*) hereby apply for a licence to sell by *wholesale / *retail Homoeopathic Medicine (One to be stroked-off based on business type) on the premises situated at.....(*Address of the Premise*).

2. The sale and dispensing of Homoeopathic medicines shall be made under the personal supervision of the following competent person in-charge. (*Only for Retail Outlets*)

Name	Qualification	Registration Number
(<i>To be Prefilled based on User Input</i>)	(<i>To be Prefilled based on User Input</i>)	(<i>To be Prefilled based on User Input</i>)

1. A fee of rupees _____ (*Auto-Calculated Amount to be filled*) has been credited to the Government under the head of account

Date: _____ (*Auto-Populated*)

Signature: _____

Annexure 1.17

LEGAL TENANCY AFFIDAVIT (OWN PROPERTY)

On this _____ day of _____ month, _____ year, I/We, _____

_____ residing at _____

solemnly declare to the Assistant Director of Drugs Control, (Zone Name), (City Name) that

the premises situated at

_____ is my/our own property.

LEGAL TENANCY AFFIDAVIT (RENTED PREMISES)

On this _____ day of _____ month, _____ year, I/We, _____

_____ residing at _____

Solemnly declare to the Assistant Director of Drugs Control, (Zone Name), (City Name) that

I have taken the premises situated at

on rental basis to run a medical shop named _____.

Annexure 1.18

Form 24

FORM 24

[See rule 69 of the Drugs and Cosmetics Rules, 1945]

Affix Court-
fee
Stamp

Application for the grant of or renewal of a licence to manufacture for sale or for
distribution of drugs other than those specified in [Schedule C, C (1) and X]

1. I/We(Name of the Applicant, Designation) of.....
..... (Organisation Name) hereby apply for the grant/renewal of a licence to manufacture on the premises situated
at..... (Address of the Premise) the following drugs being drugs other than those
specified in Schedules C, C(1) and X to the Drugs and Cosmetics Rules, 1945.
2. Names of Drugs categorized according to Schedule M (To be Prefilled based on User Input)
3. Names, qualifications and experience of technical staff employed for manufacture and testing.

Name	Qualification	Experience
(To be Prefilled based on User Input)	(To be Prefilled based on User Input)	(To be Prefilled based on User Input)

4. A fee of rupees..... (Auto-Calculated Amount to be filled) has been credited to Government under the
Head of account

Date: _____ (Auto-Populated)

Signature: _____

Annexure 1.19

Form 24F

FORM 24F

[See rule 69 of the Drugs and Cosmetics Rules, 1945]

Affix Court-
fee
Stamp

Application for grant or renewal of a licence to manufacture for sale or for distribution of drugs specified in Schedule X and not specified in Schedule C and C(1).

1. I/We(Name of the Applicant, Designation) of.....(Organisation Name) hereby apply for the grant/renewal of a licence to manufacture on the premises situated at..... (Address of the Premise) the under mentioned drugs, specified in Schedule X to the Drugs and Cosmetics Rules, 1945.

2. Names of Drugs: (To be Prefilled based on User Input)

3. Names, qualifications and experience of technical staff employed for manufacture and testing.

Name	Qualification	Experience
(To be Prefilled based on User Input)	(To be Prefilled based on User Input)	(To be Prefilled based on User Input)

4. A fee of rupees..... (Auto-Calculated Amount to be filled) has been credited to Government under the Head of account

Date:.....(Auto-Populated)

Signature:.....

Annexure 1.20

Form 27

FORM 27

[See rule 75(1) of the Drugs and Cosmetics Rules, 1945]

Affix Court-
fee
Stamp

Application for grant or renewal of a license to manufacture for sale or for distribution of drugs specified in Schedule C and C (1) excluding those specified in part XB and Schedule X.

1. I/We (Name of the Applicant, Designation) of..... (Organisation Name) hereby apply for the grant/renewal of a licence to manufacture on the premises situated at..... (Address of the Premise) the under mentioned drugs, being drugs specified in Schedule C and C(1), excluding those specified in Part XB and Schedule X to the Drugs and Cosmetics Rules, 1945.

2. Names of Drugs: (To be Prefilled based on User Input)(Each item to be separately Specified)

3. Names, qualifications and experience of the expert staff responsible for the manufacture and testing of the above-mentioned drugs:

(a) Name(s) of staff responsible for analytical chemist:

Name	Qualification	Experience
(To be Prefilled based on User Input)		

(b) Name(s) of staff responsible for manufacture:

Name	Qualification	Experience

4. A fee of rupees..... (Auto-Calculated Amount to be filled) has been credited to Government under the Head of account

Date:..... (Auto-Populated)

Signature:.....

Annexure 1.21

Form 27B

FORM 27B

[The Drugs and Cosmetics Rules, 1945]

Affix Court-
fee
Stamp

**Application for grant or renewal of a licence to manufacture for sale or
for distribution of drugs specified in Schedules C, C (1) and X.**

1. I/We (*Name of the Applicant, Designation*) of.....(*Organisation Name*) hereby apply for the grant/renewal of a licence to manufacture on the premises situated at..... (*Address of the Premise*) the under mentioned drugs, specified in Schedules C, C(1) and X to the Drugs and Cosmetics Rules, 1945.
2. Names of Drugs: (*To be Prefilled based on User Input*)
3. Names, qualifications and experience of the expert staff responsible for the manufacture and testing of the above-mentioned drugs:

(a) Name(s) of staff responsible for analytical chemist:

Name	Qualification	Experience
(To be Prefilled based on User Input)		

(b) Name(s) of staff responsible for manufacture:

Name	Qualification	Experience

4. (*Auto-Calculated Amount to be filled*) has been credited to Government under the Head of account

Date: _____ (*Auto-Populated*)

Signature: _____

Annexure 1.22

Declaration of the manufacturing Chemist or analytical Chemist

I.....(Full Name) aged.....(age) Son of / Daughter of/ Wife of.....
residing at.....(Complete Address with Pin Code) holder of.....
(Qualification), having.....Years.....Months experience in.....(Profession Name) hereby declare that
I am working as.....(Designation) at.....(Name of the Manufacturing Unit and
its address) under the Drugs and Cosmetics Rules, 1945.

I am not engaged in any other service.

Place:

Full Name:

Date:

Signature

11.	Allotment of Land by State Industries Promotion Corporation of Tamil Nadu (SIPCOT)
#	Item
1.	Brief Project Report.
2.	Certificate of Incorporation (in case of a Company).
1.	Firm Registration Certificate (in case of a Partnership Firm).
2.	Partnership deed (in case of a Partnership Firm).
3.	Memorandum of Association (in case of a Company).
4.	Articles of Association (in case of a Company).
5.	List of directors (with shareholding Pattern) duly certified by a Chartered Accountant (CA) (in case of a Company)/ partners (with shareholding Pattern) up to individual level duly certified by a Chartered Accountant (CA) (in case of a Partnership Firm).
6.	Latest audited annual report / balance sheet & profit & loss account (in case of Existing Concerns / Firms / Companies).
7.	GST Registration Certificate.
8.	Rough Building Layout duly certified by a Civil Engineer.
9.	CTE/ CTO letter from TNPCB (applicable to existing firms involved in manufacturing).
10.	Proof of term loan sanction / Financial Assistance.
11.	In case of Foreign Direct Investment, copy of approval from Reserve Bank of India
12.	Capital Subsidy from Commissionerate of Commerce and Industries
#	Item
1.	Copy of Udyam Registration Certificate.
2.	Copy of Partnership Deed, If Partnership Concern; in case Limited Company copy of Memorandum and Articles of Association duly signed by the Managing Director.
3.	If the Enterprise is functioning in its own land, copy of land purchase deed duly signed by the applicant.
4.	If the Enterprise is functioning in a leased land/ building, copy of lease agreement deed executed in stamp paper minimum of Rs.10/- , for a minimum period of 5 years from the date of commencement of commercial production .
5.	Copy of Loan Sanction letter from the Bank / Financial Institution in respect of Bank / Institutional financed Enterprises.
6.	Copy of sanction order from TANGEDCO for power supply with copy of Meter card.
7.	Copy of the invoices of Plant and Machinery.
8.	Cash bills or stamped receipt duly self-attested (in case machinery is bought on loan, Bank Manager attestation is required). In case of non-availability of receipts, the bank scroll which shows the payment, with the details of the machinery supplier, should be furnished, in original, with the attestation of the Bank Manager.
9.	Certificate of Chartered Accountant for fixed assets created as on date of commencement of commercial production in the prescribed form (<i>Template shall be given as help for this document</i>)
10.	Certificate of commencement of commercial production duly signed by Chartered Accountant.
11.	Tax receipt.

For self-fabricated Plant and Machinery items	
12.	<ul style="list-style-type: none"> Chartered Engineer's Certificate for the value of the plant and machinery. Chartered Accountant Certificate for the expenses incurred for the purchase of Plant and machinery to be furnished. Copy of the invoices for components bought Cash bills or stamped receipt duly attested (Self attested; in case machinery is bought on loan, Bank Manager attestation is required) Job work bills duly self-attested (in case job is carried out on loan, Bank Manager attestation is required)
13.	Copy of the first sale invoice raised after commencement of Commercial Production or copy of first delivery challan, in case of enterprises manufacturing on job work basis.
Additional Capital Subsidy for Employment Intensive Subsidy:	
14.	Self-declaration for having employed more than 25 workers.
15.	Copy of returns to Labour Department / Inspector of Factories Department etc.
Additional Capital Subsidy for Select Category of Entrepreneurs:	
16.	Social/clinical status Certificate from authorities concerned in respect of select category of entrepreneurs like SC/ST / Physically Handicapped and Transgender: <ul style="list-style-type: none"> SC/ST – Community Certificate from Tahsildar. Physically Handicapped – Certificate from District Differently Abled Welfare Office. Transgender - Detail to be captured from UAM.
Additional Capital Subsidy for Promotion of Cleaner and Environment Friendly Technologies:	
17.	Letter from Tamil Nadu Pollution Control Board regarding promotion of Cleaner and Environment friendly technologies in the unit.
Additional documents in respect of existing enterprises taking up expansion / diversification. Certificate from Chartered Accountant on the following:	
18.	Date of commencement of commercial production after expansion / diversification .
19.	Value of fixed assets before Expansion/diversification and after Expansion / diversification % increase of fixed assets due to Expansion / diversification.
20.	Production capacity and Turnover (both in terms of units and value in Rs.) before expansion/ diversification (for minimum 3 years), after expansion/diversification (for minimum 3 months) and % increase of production capacity and Turnover due to expansion/diversification.
13.	Permission for Movie Shooting in Government owned places from Department of Information and Public Relations (DIPR)
#	Item
1.	No Objection Certificate from the following departments based on the location / jurisdiction. <ul style="list-style-type: none"> (i) In case of Heritage Buildings/Places under the control of the Director of Archaeology Department: Director of Archaeology. (ii) In case of Institute of Mental Health, Government Hospitals: concerned Hospital Dean. (iii) In case of Government Schools: Director of School Education. (iv) In case of Government Colleges: Director of Collegiate Education. (v) In case of Bryant Park, Kodaikanal and Sims Park, Coonoor: Director of Horticulture. (vi) In case of National Parks, Wild life Sanctuaries, Reserve Forests: Principal Chief Conservator of Forests.

	<p>(vii) In case of Koyambedu Market, Thalamuthu Natarasan Maligai (Chennai Metropolitan Development Authority (CMDA) Building): Member - Secretary, CMDA.</p> <p>(viii) In case of Panagal Building, Saidapet: Director, District Rural Development Agency.</p> <p>(ix) In case of Ripon Building: Commissioner, Greater Chennai Corporation.</p> <p>(x) In case of Places under the Horticulture and Plantations crops department: Director of Horticulture and Plantations crops.</p> <p>(xi) In case of Animal Husbandry Farms: Director of Animal Husbandry.</p> <p>(xii) In case of Helipad, Ooty: Collector, Ooty.</p> <p>(xiii) In case of Fish Farms: Director of Fisheries department.</p> <p>(xiv) In case of Government Buildings: Chief Engineer, PWD.</p> <p>(xv) In case of Irrigation Schemes places under the Control of Chief Engineer, Water resources Organisation: Chief Engineer, Water resources Department.</p> <p>(xvi) In case of Highways, streets and buildings under the control of Chief Engineer, Highways Department: Chief Engineer, Highways.</p> <p>(xvii) In case of Prisons, Central Prisons under the Control of Director General of Prisons (Exterior): Director General of Police, Prisons.</p> <p>(xviii) In case of locations (Jail, Road, Court, Police Station within MGR Film Institute, Public places which do not come in any of the above category, Beach Road, Public Places: Director of Information and Public Relations (DIPR).</p>
2.	Guild Certificate (in case of TV Serial shooting for availing 50% off Original Fee)
14.	Registration of Partnership Firms under The Indian Partnership Act, 1932 by Registration Department
#	Item
1.	Application for Registration of Firm in Form No. I (Template enclosed in Annexure 1.23 of the Indian Partnership Act, 1932, duly filled in.
2.	Government Issued ID Proofs of the proposed partners of the firm.
3.	Partnership Deed.
4.	Government Approval Order for the exemption of using reserved words (if applicable)
15.	Registration of Societies under the Tamil Nadu Societies Registration Act, 1975 by Registration Department
#	Item
1.	Application for the issue of Certificate of Registration in Form No. I (Template enclosed in Annexure 1.24) of Tamil Nadu Societies Registration Act, 1975, duly filled in.
2.	Notice of Situation of Registered office in Form No. V (Template enclosed in Annexure 1.25) of Tamil Nadu Societies Registration Act, 1975, duly filled in.
3.	Register of members of the society in Form No. VI (Template enclosed in Annexure 1.26) of Tamil Nadu Societies Registration Act, 1975, duly filled in.
4.	Memorandum and Bye-Law for Registration of Societies (Please refer to Section 6 of the Tamil Nadu Societies Registration Act, 1975 for mandates to be present in memorandum and Bye-Laws)
5.	Property Ownership document (if the society owns property as per Bye-Law for Registration of Societies)
6.	Government Approval Order for the exemption of using reserved words (If Applicable)

Annexure 1.23

FORM No. 1

(See Rule 3 of the Indian Partnership Act, 1932)

APPLICATION FOR REGISTRATION OF FIRM

BY THE NAME

Presented or forwarded to the Registrar of Firms for filling by

We, the undersigned, being the partners of the firm hereby apply for registration of the said firm and that for purpose supply the following particulars, in pursuance of Section 58 of the Indian Partnership Act, 1932.

- (i) The Firm name
- (ii) Places of business
- (a) Principal place
- (b) Other places:

- (iii) Details of Partners

(a) Name of Partners in full	(b) Date of joining the firm	(c) Permanent address in full
1.		
2.		
3.		
4.		
5.		
6.		

- (iv) Duration of the firm:

- (v) Station:

- (vi) Date:

Signature of the partner or of the specifically authorised agents

I, -----Son of-----Years of age, of -----religion, do hereby declare that the above statement is true and correct to the best of my knowledge and belief.

Date

Signature

1.

Witness:

I, -----Son of-----Years of age, of -----religion, do hereby declare that the above statement is true and correct to the best of my knowledge and belief.

Date

Signature

2.

Witness:

I, -----Son of-----Years of age, of -----religion, do hereby declare that the above statement is true and correct to the best of my knowledge and belief.

Date

Signature

3.

Witness:

I, -----Son of-----Years of age, of -----religion, do hereby declare that the above statement is true and correct to the best of my knowledge and belief.

Date

Signature

4.

Witness:

I, -----Son of-----Years of age, of -----religion, do hereby declare that the above statement is true and correct to the best of my knowledge and belief.

Date

Signature

5

Witness:

I, -----Son of-----Years of age, of -----religion, do hereby declare that the above statement is true and correct to the best of my knowledge and belief.

Date

Signature

Annexure 1.24

FORM No. I

(See Rule 7 of the Tamil Nadu societies Registration Rules, 1978)

Application for the issue of certificate of Registration Under Section 10 of the Tamil Nadu Societies Registration Act, 1975. (Tamil Nadu Act 27 of 1975)

FORM:

To

The Registrar of societies,

----- (Station)

Sirs,

A society by Name -----
----- has been formed on -----

2. I enclosed herewithin the memorandum and Bye-Laws of the said society.
3. I remit herewith a sum of Rs. _____ /- being the fee for the registration of the society.
4. I am a member of the Committee of the society.
5. I have been duly authorised in this behalf by the Committee of the Society.
6. The society may be registered and the Certificate of Registration issued.

Signature of the Applicant

Place:

President/

Secretary.

Date:

Annexure 1.25

FORM No . V

(See Rule 15 of the Tamil Nadu Societies Registration Rules, 1978)

Notice of situation of the registered office of the society under sub-section (1) of Section 13 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act, 27 of 1975)

1. Name of the society:
2. Date of Registration:
3. The Registration No. and Year of Registration:
4. Presented by:

To

The Registrar of Societies,

----- (Station).

Sir,

"-----"

hereby given you notice under sub-section (1) of Section 13 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975) that the Registered office of the society.

Situating at No. -----

on the ----- day of -----.

Signature

Dated:

President/ Secretary,

Designation or Position

In Relation to the Society

Place:

Annexure 1.26

FORM NO. VI

(See Rule 16 of the Tamil Nadu Societies Registration Rules, 1978)

Register of Members to be maintained under sub- section (1) of Section 14 of the Tamil Nadu Societies Registration Act, 1975. (Tamil Nadu Act 27 of 1975)

REGISTER OF MEMBERS

1. Name and address of the society :
2. Date of Registration:
3. The Registration Number and Year of registration

S.NO	NAME	OCCUPATION	DATE OF JOINING	ADDRESS

16.	No Objection Certificate from Directorate of Public Health and Preventive Medicine
#	Item
1.	Site Plan.
2.	Topo Sketch.
3.	Machinery installation plan.
4.	Flow chart with detailed write up of processing from raw materials to end product.
5.	Letter of Authorization for applicant from Board of Directors or owner (Applicable in case of sole proprietorship).
6.	Ownership proof for land (Own/Lease).
7.	Previously obtained NoC (If applying for additional installation).
17.	Authorization/Renewal of manufacturer under E-waste (Management and Handling) Rules, 2016 from Tamil Nadu Pollution Control Board
#	Item
1.	Covering Letter.
2.	Copy of the latest Consent order/ Renewal Issued.
3.	Details of facilities for storage/handling/treatment/refurbishing.
18.	Authorization/Renewal of manufacturer under the Plastic Waste (Management and Handling) Rules, 2016 from Tamil Nadu Pollution Control Board
#	Item
1.	Covering Letter.
2.	Copy of the latest Consent order/ Renewal Issued.
3.	Manufacturing Process with Flow Sheet indicating input, output and sources of Plastic waste.
4.	List of Raw Material Supplier to manufacture Compostable carry bags and Plastic sheets or Multi-Layered Packaging.
5.	List of personnel or Brand Owners to whom Products will be Supplied.
6.	Action Plan on Collecting back the Plastic Wastes based on Extended Producers Responsibility.
7.	Copy of the unit registered with the District Industries center of the State government or union Territory (If Applicable).
8.	An undertaking in a judicial stamp paper (value of RS 100/-) stating that the product will be marketed/sold in Tamil Nadu State only.
19.	Permit to import foreign liquor by FL2, FL3, FL3A and FL3AA Licensees from Prohibition and Excise Department
#	Item
1.	Original FL2/FL3 Licence.
2.	Last renewed FL2/FL3 Licence .
3.	Original FL2/FL3 Food Safety and Standards Authority of India (FSSAI) License – Supplier.
4.	Latest FL2/FL3 FSSAI Licence – Supplier.
5.	Valid bonded Warehouse Licence .
6.	Valid bonded Warehouse FSSAI Licence Details.

7.	Space Lease Certificate.
8.	Route of Transport.
9.	List of Indian-made Foreign Liquor Products to be imported.
20.	Permit to manufacturer for export of beer to other States from Prohibition and Excise Department
#	Item
1.	Manufacturer License (Original).
2.	Manufacturer License (Last Renewed license).
3.	Export License (Previous license Original).
4.	Export License (Last Renewed license).
5.	FSSAI License (Original).
6.	FSSAI License (Last Renewed license), if available.
21.	Renewal of FL2/ FL3/ FL3A/ FL3AA licenses with Prohibition and Excise Department
#	Item
1.	Original FL2/FL3 Licence.
2.	Last renewed FL2/FL3 Licence (Latest).
3.	Original FL2/FL3 FSSAI Licence.
4.	Last renewed FL2/FL3 FSSAI Licence (Latest).
5.	Approved blue print of the property (club/ hotel).
6.	Latest Property tax receipt of the licensed premises (club/ hotel).
7.	Encumbrance certificate of the property.
8.	Licene / Certificate from Fire Services and Rescue Department (NOC).
9.	Structural Stability Certificate (with a current validity) issued by Competent Authority (authorised/ licensed engineer) and authorization given to the Competent Authority issuing Structural Stability Certificate.
22.	Brand and Label Registration with Prohibition & Excise Department
#	Item
1.	License for manufacturing of Alcohol.
2.	Affidavit/ Letter of Authorization for Authorized Signatory.
3.	NOC from Collaborator (if applicable).
4.	Collaborator's license (For manufacturing alcohol) (if applicable).
5.	FSSAI License of Manufacturer (as applicable).
6.	FSSAI License of Collaborator (as applicable).
23.	NOC for film shooting within Chennai city limits from Tamil Nadu Police Department
#	Item
1.	No document required.

24.	Trade License from Greater Chennai Corporation under the Chennai City Municipal Corporation Act, 1919.
#	Item
1.	Identify proof (issued by Government) of the applicant .
2.	Lease Deed/ Legal Occupancy document/ Property tax receipt copy, as applicable in respect to the trade premises .
25.	Renewal of Trade License from Greater Chennai Corporation under the Chennai City Municipal Corporation Act, 1919.
#	Item
1.	No documents required (Trade License shall be renewed automatically upon payment of renewal fees).
26.	Registration for Profession Tax with Greater Chennai Corporation under the Chennai City Municipal Corporation Act, 1919.
#	Item
1.	No document required at the time of online application submission.
27.	NOC from Greater Chennai Corporation for Movie Shooting on Land / Site / Property Owned by Greater Chennai Corporation
#	Item
1.	Certificate of incorporation/ Goods and Service Tax (GST) registration certificate of the production company.
2.	Identify proof of the contact person.
3.	Address proof of the contact person.
4.	Copy of Permission for movie shooting obtained from Information and Public Relations Department (DIPR).
5.	Receipt of shooting fees paid to Directorate of Information and Public Relations.
6.	NOC(s) from the concerned police station limits for all the locations for which shooting permission is sought.
28.	No Objection Certificate for Approval of Location of Permanent Cinemas under the Tamil Nadu Cinemas (Regulation) Rules, 1957 from District Collector
#	Item
1.	Building Plan approval from Directorate of Town and Country Planning / Chennai Metropolitan Development Authority (as applicable).
2.	Patta, Chitta, and A-register.
3.	If own premises, copy of Sale deed.
4.	Encumbrance Certificate for the property.
5.	If Leased land, copy of Registered Lease deed executed by the applicant with the legal land owner.
6.	Confirmation stating that Applicant has exhibited notice (in Tamil language) in Form A1 (enclosed in Annexure 1.27) on board size of at least 1.20 metres x 0.90 metre in the proposed site.
7.	NOC from the Hindu Religious and Charitable Endowments Department, Chennai (If the Land is under the jurisdiction of the Hindu Religious and Charitable Endowments Department).

29.	Permanent License for Cinema Theatres under the Tamil Nadu Cinemas (Regulation) Rules, 1957 from District Collector
#	Item
1.	Form D: Certificate of the cinema apparatus and plant, electric installation, fire-fighting appliances and the fire precautionary measures, issued by Chief Electrical Inspector.
2.	Structural Soundness Certificate issued by Executive Engineer, Public Works Department.
3.	Declaration by the applicant under Rule 41(2) of the Tamil Nadu Cinemas (Regulation) Rules, 1957 stating that all arrangements for obtaining films approved by the State Government under Section 6 of the Act has been completed.
4.	Affidavit regarding ownership of property and the theatre.
5.	Sanitary Certificate from Health Department.
6.	Certificate for Exhibition of Approved films, from Film Division, Ministry of Information and Broadcasting, Government of India, New Delhi.
7.	Insurance Document: Evidence of having insured the cinema building, machinery, audience, etc, against fire hazards.
8.	NoC from Fire and Rescue Department.
9.	Copy of the sale deed in case of own premises.
10.	Encumbrance Certificate.
11.	If Leased land, copy of the registered Lease deed.

Annexure 1.27

Form A-I

Notice under rule 35-A(3) of the Tamil Nadu Cinemas (Regulation) Rules, 1957.

I,, son of, aged residing at (address) have applied to the licensing authority on for the grant of no objection certificate to locate a permanent/ Semi-permanent/[travelling cinema] at this site measuring about (area) and bearing Survey Number measuring of Village Taluk

District belonging to myself/ and in my possession/ belonging to and taken by me on lease for a period of years from

(The inapplicable portions shall be struck out.)

30.	Authorization/Renewal under the Bio-Medical Waste Management Rules, 2016 from Tamil Nadu Pollution Control Board
#	Item
1.	Covering Letter.
2.	Topo sketch showing the location of the facility (Health care facility (HCF)/Common Bio-medical Waste Treatment and Disposal Facility (CBWTF)) and nearby environmental features.
3.	Layout plan of the facility (HCF/CBWTF).
4.	Brief Description of method of segregation, storage, treatment and disposal.
5.	Copy of latest consent order obtained under Water and Air Acts.
6.	Compliance report on the conditions of the previous Authorisation issued in case of renewal of Bio Medical Waste Authorisation (if applicable).
7.	Map with GPS locations of CBWTF and its member units in their area of coverage in case of CBMWTF (if applicable).

(9) in ANNEXURE 2,-

- (i) under the heading "2.1 Pre-Establishment Stage Clearances", for the Tabular Column, the following Tabular Column shall be substituted, namely:-

S.No	Name of the Clearance	Department	Permissible Time Limits
2.1.1	Planning Permission from Chennai Metropolitan Development Authority / Directorate of Town & Country Planning under section 49 of the Tamil Nadu Town and Country Planning Act, 1971 and the provisions of the Tamil Nadu Combined Development and Building Rules, 2019	Chennai Metropolitan Development Authority (CMDA)	Ordinary Building – 15 days Special Building – 21 days Multi-Storied Buildings – 50 days
		Directorate of Town and Country Planning (DT & CP)	Clearances given at Field Office level - 15 days Clearances given at Head Office level – 21 days Multi-Storied Buildings – 50 days Industry in Hilly Areas (HACA) – 50 days
2.1.2	Building Permit from:		
	Under the Tamil Nadu Combined Development and Building Rules, 2019	Greater Chennai Corporation	14 days
	Under the Tamil Nadu Combined Development and Building Rules	Urban Local Body	
	Under the Tamil Nadu Combined Development and Building Rules	Village Panchayat	
2.1.3	Approval for factory Plans from Directorate of Industrial Safety and Health (DISH) under rule 3(3) of the 'Tamil Nadu Factories Rules, 1950'	Directorate of Industrial Safety and Health (DISH)	14 days

S.No	Name of the Clearance	Department	Permissible Time Limits
2.1.4	Fire Safety - No Objection Certificate from Fire and Rescue Services Department under rule 13 of the Tamil Nadu Fire Service Rules, 1990.	Fire and Rescue Services	For Non-Multi Storied Buildings (Non-MSB): 15 days
			For Multi Storied Buildings (MSB): 30 days
2.1.5	Statutory Approval of Electrical Drawings from Tamil Nadu Electrical Inspectorate under regulation 36 and 43 of the Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2010.	Tamil Nadu Electrical Inspectorate	5 days
2.1.6	Registration of Establishments for Employing Building and Other Construction Workers from the Directorate of Industrial Safety and Health under rule 24 of the Tamil Nadu Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2006.	DISH	7 days
2.1.7	Permission / Report / concurrence for development of land located in non-planned areas under section 47-A of the Tamil Nadu Town and Country Planning Act, 1971.	Directorate of Town and Country Planning (DT & CP)	Clearances given at Field Office level - 15 days Clearances given at Head Office level – 21 days Multi-Storied Buildings – 50 days Industry in Hilly Areas (HACA) – 50 days
		Agriculture Department (for getting report)	20 days for dry land
		District Collector (Revenue Department)	30 days for wet land
2.1.8	Grant of permission to industrial or commercial undertakings to acquire or hold land acquired in excess of ceiling under Section 37-A of Tamil Nadu Land Reforms (Fixation of Ceiling on Land) Act, 1961	Revenue and Disaster Management Department	45 days
2.1.9	Power connection from Tamil Nadu Generation and Distribution Corporation under section 43 of The Electricity Act, 2003	Tamil Nadu Generation and Distribution Corporation (TANGEDCO)	Low Tension: (a) Involving no Extension or Improvement work- 7 days - 22 days. (b) Involving Extension & Improvement without Distribution Transformers - 44 days.

S.No	Name of the Clearance	Department	Permissible Time Limits
2.1.9			(c) Involving Extension & Improvement with Distribution Transformers - 66 days. <u>High Tension:</u> (a) Involving Extension & Improvement - 44 days (b) Involving enhancement of Power Transformers / Addition of Power Transformers - 88 days (c) Involving commissioning of new substation - 132 days <u>Extra High Tension:</u> (a) Involving Extension & Improvement - 110 days (b) Involving enhancement of Power Transformers / Addition of Power Transformers - 132 days (c) Involving commissioning of new substation - 198 days
2.1.10	Water Connection from Chennai Metropolitan Water Supply and Sewerage Board under section 42 (3) and 45 (6) (b) of the Chennai Metropolitan Water Supply and Sewerage Act, 1978.	Chennai Metropolitan Water Supply and Sewerage Board	For issue of Sanction order - 7 days. For effecting connection - 21 days.
2.1.11	Consent to Establish from Tamil Nadu Pollution Control Board under section 25 of the Water (Prevention and Control of Pollution) Act, 1974 and under section 21 of the Air (Prevention and Control of Pollution) Act, 1981.	Tamil Nadu Pollution Control Board	Green Category: 30 days Orange Category: 30 days Red Small Category: 30 days Red Medium and Red Large Categories: 45 days

(ii) under the heading "2.2 Pre-Operation Stage Clearances", for the Tabular Column, the following Tabular Column shall be substituted, namely:-

S.No	Name of the Clearance	Department	Permissible Time Limits
2.2.1	Factory Registration and License for non-hazardous industries from Directorate of Industrial Safety and Health under rule 4(6) of the Tamil Nadu Factories Rules, 1950.	Directorate of Industrial Safety and Health (DISH)	14 days
2.2.2	Registration of Principal Employer Establishments for Employing Contractual Workmen from Directorate of Industrial Safety and Health under rule 18 (1) of Tamil Nadu Contract Labour (Regulation and Abolition) Rules, 1975.		7 days
2.2.3	Factory Registration and License for hazardous industries from Directorate of Industrial Safety and Health under rule 4(6) of the Tamil Nadu Factories Rules, 1950.		14 days

S.No	Name of the Clearance	Department	Permissible Time Limits
2.2.4	Final Safety Certificate from Tamil Nadu Electrical Inspectorate under regulation 43 of the Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2010.	Tamil Nadu Electrical Inspectorate	7 days
2.2.5	Fire Services Licence from Fire and Rescue Services Department under rule 13 of the Tamil Nadu Fire Service Rules, 1990.	Fire and Rescue Services	For Non-Multi Storied Buildings (Non-MSB): 15 days For Multi Storied Buildings(MSB): 30 days
2.2.6	Consent to Operate from Tamil Nadu Pollution Control Board under section 25 of the Water (Prevention and Control of Pollution) Act, 1974 and under section 21 of the Air (Prevention and Control of Pollution) Act, 1981.	Tamil Nadu Pollution Control Board	Green Category: 30 days Orange Category: 30 days Red Small Category: 30 days Red Medium and Red Large Categories: 45 days
2.2.7	Authorization for Handling Hazardous Wastes from Tamil Nadu Pollution Control Board under rule 6 of the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016.	Tamil Nadu Pollution Control Board	45 days
2.2.8	Boiler registration and issue of certificate for the use of Boiler from Directorate of Boilers under section 7 of the Boilers Act, 1923.	Directorate of Boilers	15 days
2.2.9	Registration of Principal Employer Establishments for Employing Inter-State Migrant Workmen from Directorate of Industrial Safety and Health under section 4 of the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Services) Act, 1979.	Directorate of Industrial Safety and Health (DISH)	7 days
2.2.10	Licence for Manufacturer/Repairer/Dealer of Weights or Measures from Labour Department under rule 11(1) of the Tamil Nadu Legal Metrology (Enforcement) Rules, 2011.	Labour Department	15 days
2.2.11	Completion of Plinth Inspection under Rule 20 of the Tamil Nadu Combined Development and Building Rules, 2019.	Chennai Metropolitan Development Authority (CMDA) / Directorate of Town and Country Planning (DT & CP)	5 days
2.2.12	Completion Certificate under Rule 20 of the Tamil Nadu Combined Development and Building Rules, 2019.		25 days

- (iii) under the heading "2.5 Other Clearances and Renewals", in the Tabular Column, after item 2.5.42 and the corresponding entries relating thereto, the following entries shall, respectively, be added, namely:-

S.No	Name of the Clearance	Department	Permissible Time Limits
2.5.43	Authorization of manufacturer under Rule 13(2)(ii) of the E-waste (Management and Handling) Rules, 2016	Tamil Nadu Pollution Control Board	30 days
2.5.44	Renewal of authorization under Rule 13(2)(vi) of the E-waste (Management and Handling) Rules, 2016		30 days
2.5.45	Registration under Rule 13(2), 13(3) and 13(4) of the Plastic Waste (Management and Handling) Rules, 2016		30 days
2.5.46	Renewal of registration under Rule 13(2), 13(3) and 13(4) of Plastic Waste (Management and Handling) Rules, 2016		30 days
2.5.47	Registration of Label and Brand under the following rules: Beer: Rule 29 of Tamil Nadu Brewery Rules, 1983. Wine: Rule 12 and 19 of Tamil Nadu Wine Manufacturing Rules 2006. Indian Manufactured Foreign Spirits: Rule 19 of Tamil Nadu Indian Manufactured Foreign Spirits Rules 1981.	Prohibition and Excise	15 days
2.5.48	Permission for Movie Shooting within jurisdiction of:		
	Greater Chennai Corporation.	Greater Chennai Corporation	10 days
		Commissionerate of Police (NOC)	2 days
	Municipal Corporations or Municipalities.	Urban Local Bodies	7 days
	Town Panchayats.	Town Panchayat	2 days
2.5.49	Permission for film/ movie shooting in government owned places	Department of Information and Public Relation	3 days
2.5.50	Registration of Diesel Generator set installation under Section 5 of Tamil Nadu Tax on Consumption or Sale of Electricity Act, 2003.	Tamil Nadu Electrical Inspectorate	30 days
2.5.51	Permission for installation of over-ground telecom infrastructure.	District Collector	15 days
2.5.52	Renewal of permission issued for over-ground telecom infrastructure.		15 days

S.No	Name of the Clearance	Department	Permissible Time Limits
2.5.53	Approval of Location of permanent cinemas under Rule 36 (1) of Tamil Nadu Cinema (Regulation) Rules, 1957.	District Collector	15 days
2.5.54	Approval of Building Constructed and issue of Permanent License for Cinema Theatres under Rule 42 of Tamil Nadu Cinema (Regulation) Rules, 1957.		15 days
2.5.55	Issue of Permanent License for Traveling Cinemas under Rule 108 of Tamil Nadu Cinema (Regulation) Rules, 1957.		15 days
2.5.56	Renewal of Permanent License for Cinema Theatres under Part VI of Tamil Nadu Cinema (Regulation) Rules, 1957.		15 days
2.5.57	Licensing of Hoardings under Rule 3 of Chennai City Municipal Corporation Licensing of Hoarding and Leys and Collection of Advertisement Tax Rules, 2003.	Greater Chennai Corporation	60 days

N.MURUGANANDAM,
Principal Secretary To Government.