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# <sup>1</sup>[The Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963 (Punjab Act No. 41 of 1963)]

*Received the assent of the President of India on November 22, 1963 was published in the Punjab Government Gazette (Extraordinary), Legislative Supplement, Part I, dated November 30, 1963 / Agrahayana 9, 1885, Saka*

*An Act to prevent haphazard and sub-standard development along scheduled roads and in controlled areas in the State of <sup>2</sup>[Haryana]*

Be it enacted by the Legislature of the State of Punjab in the Fourteenth year of the Republic of India as follows:-

## **1. Short title and extent.—**

- (1) This Act may be called the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963.
- (2) It extends to the whole of the State of <sup>2</sup>[Haryana]

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## **2. Definitions.—** In this Act, unless the context otherwise requires,-

- (1) “Agriculture” includes horticulture, dairy farming, poultry farming and the planting and upkeep of an orchard;

<sup>3</sup>[(1a) “abadi deh” means the area falling within circular road around village abadi also commonly known as phirni, fixed at the time of consolidation under the East Punjab Holdings (Consolidation and Prevention of Fragmentation) rules, 1949 framed under the East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948 (East Punjab Act 50 of 1948):

Provided that in case phirni as mentioned above has not been fixed under the said Act, then abadi-deh shall mean the area falling within lal dora.]

- (2) “Amenity” includes roads, water supply, street lighting, drainage, sewerage, public parks and any other convenience which the Government may by notification specify for the purposes of this Act;
- (3) “Bye-pass” means a road provided as a permanent diversion to a scheduled road, whether such diversion is situated within or without the limits of a local authority and whether it is constructed before or after the commencement of this Act;

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<sup>1</sup> See Punjab Govt. Gaz. (Extra) 1963 at page 1018

<sup>2</sup> Substituted for the word “Punjab” by Haryana Adaptation of Laws Order, 1968

<sup>3</sup> Inserted by Haryana Act. No. 16 of 2014 published on 4.4.2014

- <sup>1</sup>[(4) “Commissioner” means Commissioner and Secretary to Government, Haryana, Town and Country Planning Department;]
- (5) “Controlled Area” means an area declared under section 4 to be a controlled area
- (6) “Director” means the Director of Town and Country Planning [Haryana], and includes any person for the time being appointed by the Government by notification to exercise and perform all or any of the powers and functions of the Director under this Act and the rules made there under in respect of any scheduled road or controlled area;
- (7) “the Government” means the Government of the State of <sup>2</sup>[Haryana].
- (8) “Prescribed” means prescribed by rules made under this Act;
- (9) “Road reservation, in relation to a scheduled road” means the land, whether metalled or unmetalled, which vests in the Government or the Central Government or a local authority for the purposes of such road and the boundaries of which are demarcated by pillars, posts or wires or in any other manner;
- <sup>3</sup>[(10) “scheduled road” means a road specified in the Schedule to this Act which is wholly situated within the State of Haryana, and, where, any road so specified is not so situated, the portion of such road, which is situated in the State of Haryana and includes a bye-pass or expressway but does not include any part of such road or portion, not being a bye pass or expressway, which is situated in the limits of a local authority;
- Explanation* – For the purposes of this clause “local authority” means a cantonment board, municipal committee, notified area committee or an improvement trust.]
- (11) “Building” means any shop, house, hut, outhouse, shed or stable, whether used for the purpose of human habitation or otherwise and whether of masonry, bricks, wood mud thatch, metal or any other material whatever; and includes “wall” and “a well”;
- (12) “erect or re-erect any building” includes-
- (a) any material alteration or enlargement of any building;
  - (b) the conversion by structural alteration into a place for human habitation of any building not originally constructed for

<sup>1</sup> Substituted by Haryana Act No. 8 of 2001 published on 7.6.2001

<sup>2</sup> Substituted for the word “Punjab” by Haryana Adaptation of Laws Order, 1968

<sup>3</sup> Substituted by Haryana Act No. 7 of 2004 published on dated 11.3.2004

human habitation;

- (c) the conversion into more than one place for human habitation of a building originally constructed as one such place;
- (d) the conversion of two or more places of human habitation into a greater number of such places;
- (e) such alternations of a building as affect an alteration of its drainage or sanitary arrangements, or materially affect its security,
- (f) the addition of any rooms, building, outhouses, or other structures to any building; and
- (g) the constructions in a wall adjoining any street or land not belonging to the owner of the wall, of a door opening on to such street or land;

<sup>1</sup>[(13) “expressway” means a road as may be notified by the Government from time to time in the Official Gazette, and includes the portion of such road which is situated in the State of Haryana, within or outside the limits of a local authority.]

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**3. *Prohibition to erect or re-erect buildings along scheduled roads. –***

<sup>2</sup>[No person shall erect or re-erect any building or make or extend any excavation or lay out any means of access to a road within one hundred meters of either side of the road reservation of a bye-pass or expressway, or, within thirty meters on either side of the road reservation of any scheduled road not being bye-pass or expressway.]

Provided that nothing in this section shall apply to-

- (a) the repair to a building which was in existence immediately before the commencement of this Act or any erection or re-erection of such a building which does not involve any structural alteration or addition therein; or
  - (b) the erection or re-erection of a building, which was in existence immediately before the commencement of this Act and which involves any structural alteration or addition with the permission of the Director; or
- <sup>3</sup>[(bb) a building, which was in existence, immediately before the commencement of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development (Haryana Amendment) Ordinance, 2009 (Haryana Ordinance No. 1 of

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<sup>1</sup> Added by Haryana Act No. 7 of 2004 published on dated 11.3.2004

<sup>2</sup> Substituted by Haryana Act No. 7 of 2004 published on dated 11.3.2004

<sup>3</sup> Inserted by Haryana Act No. 13 of 2009 dated 19.3.2009

2009), or to any repair, erection or re-erection of such a building which does not involve any structural alteration or addition therein, on payment of such fee, as may be prescribed; or”.

- (c) the laying out of any means of access to a road with the permission of the Director; <sup>1</sup>[or]
- (d) the erection or re-erection of a motor-fuel-filling station or a bus queue-shelter with the permission of the Director <sup>2</sup>[;or]
- <sup>2</sup>[(e) “the public utility buildings” and “community assets” which were in existence immediately before the commencement of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development (Haryana Second Amendment & Validations) Act, 1996.

*Explanation.*—(1) “Public utility buildings” means buildings belonging to Government, Government controlled Organizations, Local Bodies, Voluntary Organisations and individuals which are being used for the benefit of public at large without profit motive; and

(2) “Community assets” means assets belonging to Government, Government Controlled Organizations, Local bodies, Voluntary Organizations, and individuals which are created for the beneficial use of public at large without profit motive.]

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4. ***Declaration of controlled area.***—<sup>3</sup>[(1)The Government may, by notification in the Official Gazette, declare any area outside the limits of municipal town or any other area, which in its opinion has the potential for building activities, industrial, commercial, institutional, recreational estates/ activities and uses subservient to the above, to be a controlled area for the purposes of this Act.]

(2) The Government shall also cause the contents of the declaration made under sub-section (1) to be published in at least two newspapers printed in a language other than English.

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5. ***Publication of plans etc. in controlled area.*** – (1) The Director shall, not later than <sup>4</sup>[one year] from the declaration under sub-section (1) of section 4 or within such further period as the Government may allow,

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<sup>1</sup> Substituted by Haryana Act No. 16 of 1996 dated 13.12.1996

<sup>2</sup> Added by Haryana Act No. 16 of 1996 dated 13.12.1996

<sup>3</sup> Substituted by Haryana Act No. 6 of 2007 published on dated 3.4.2007

<sup>4</sup> Substituted for the words “three months” by Haryana Act No. 15 of 2010 published on dt. 29.9.2010



prepare plans in the prescribed manner showing the controlled area and signifying therein the nature of restrictions and conditions proposed to be made applicable to the controlled area and submit the plans to the Government.

(2) Without prejudice to the generality of the powers specified in subsection (1), the plans may provide for any one or more of the following matters, namely:-

- (a) the division of any site into plots for the erection or re-erection of any building and the manner in which such plots may be transferred to intending purchasers or lessees;
- (b) the allotment or reservation of land for roads, open spaces, gardens, recreation grounds, schools, markets and other public purposes;
- (c) the development of any site into a town ship or colony and the restrictions and conditions subject to which such development may be undertaken or carried out;
- (d) the erection or re-erection of buildings on any site and the restrictions and conditions in regard to the open spaces to be maintained in or around buildings and the height and character of buildings;
- (e) the alignment of buildings on any site;
- (f) the architectural features of the elevation or frontage of buildings to be built on any site;
- (g) the amenities to be provided in relation to any site or buildings on such site whether before or after the erection or re-erection of buildings and the person or authority by whom such amenities are to be provided;
- (h) the prohibition or restrictions regarding erection or re-erection of shops, workshops, where houses or factories or buildings of a specified architectural feature or buildings designed for particular purposes in any locality;
- (i) the maintenance of walls, fences, hedges, or any other structural or architectural construction and the height at which they shall be maintained;
- (j) the restrictions regarding the use of any site for purposes other than the erection or re-erection of buildings;
- (k) any other matter which is necessary for the proper planning of any controlled area and for preventing building being erected or re-erected haphazardly in such area.

- (3) The Government may either approve the plans without modifications with such modifications as it may consider necessary or reject the plans with directions to the Director to prepare fresh plans according to such directions.
- (4) The Government shall cause to be published by notification the plans approved by it under sub-section (3) for the purpose of inviting objections thereon.
- (5) Any person may, within thirty days from the date of publication of the notification under sub-section (4), send to the Director his objection and suggestion in writing, if any, in respect of such plans and the Director shall consider the same and forward them with his recommendations to the Government within a period of sixty days from the aforesaid date.
- (6) The Director shall also give reasonable opportunities to every local authority, within whose local limits any land included in the controlled area is situated, to make any representation with respect to the plans.
- (7) After considering the objections, suggestions and representations, if any, and the recommendations of the Director thereon, the Government shall decide as to the final plans showing the controlled area and signifying therein the nature of restrictions and conditions applicable to the controlled area and publish the same in the Official Gazette and in such other manner as may be prescribed.
- (8) Provision may be made by rules made in this behalf with respect to the form and content of the plans and with respect to the procedure to be followed, and any other matter in connection with the preparation, submission and approval of the plans.
- (9) Subject to the foregoing provisions of this section, the Government may direct the Director to furnish such information as the Government may require for the purpose of approving the plans submitted to it under this section.

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- 6. *Erection or re-erection of buildings etc. in controlled areas.*—**  
Except as provided hereinafter, no person shall erect or re-erect any building or make or extend any excavation or lay out any means or access to a road in a controlled area save in accordance with the plans and the restrictions and conditions referred to in section 5 and with the previous permission of the Director:

Provided that no such permission shall be necessary for erection or re-erection of any building if such building is used or is to be used for agricultural purpose or purposes subservient to agriculture:

<sup>1</sup>[Provided further that nothing in this section shall apply to a building constructed along the extension of the scheduled road located in the limit of the local authority and which was in existence immediately before the commencement of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development (Haryana Amendment) Ordinance, 2009, on payment of such fee, as may be prescribed.]

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**7. *Prohibition on use of land in controlled areas.***— (1) No land within the controlled area shall, except with the permission of the Director, <sup>2</sup>[and on payment of such conversion charges as may be prescribed by the Government from time to time] be used for purposes other than those for which it was used on the date of publication of the notification under sub-section (1) of Section 4, and no land within such controlled area shall be used for the purposes of a charcoal-kiln, pottery kiln, lime-kiln, brick-kiln or bricks field or for quarrying stone, bajri, surkhi, kankar or for other similar extractive or ancillary operation except under and in accordance with the conditions of a licence from the Director on payment of such fees and under such conditions as may be prescribed:

<sup>3</sup>[Provided that any fee or charges leviable, if not paid within the specified period, shall be recoverable as arrears of land revenue.]

<sup>4</sup>[(IA) Local authorities, firms and undertakings of Government, colonisers and persons exempted from obtaining a licence under the Haryana Development and Regulations or Urban Areas Act, 1975, and authorities involved in land development will also be liable to pay conversion charges but they shall be exempt from making an application under section 8 of this Act.]

(2) The renewal of such licences may be made <sup>5</sup>[after three years] on payment of such fees as may be prescribed.

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<sup>1</sup>**[7A. *Power of relaxation.***— The Government may, in public interest, relax

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<sup>1</sup> Added by Haryana Act No. 13 of 2009 dated 19.3.2009 L.S. Pt. I dated 24.3.2009

<sup>2</sup> Substituted for the words “except with permission of the Director” inserted by Haryana Act No. 16 of 1996 dated 13.12.1996

<sup>3</sup> Added by Haryana Act No. 7 of 2004 published on dated 11.3.2004

<sup>4</sup> Inserted by Haryana Act No. 16 of 1996 dated 13.12.1996

<sup>5</sup> Substituted for the words “annually” by Har. Act. No. 11 of 1995 dated 7.7.1995

- . any restrictions or conditions in so far as they relate to land use prescribed in the controlled area in exceptional circumstances.]

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**8. *Application for permission etc. and the grant or refusal thereof.* –**

(1) Every person desiring to obtain the permission referred to in Section 3 or Section 6 or Section 7 or licence under Section 7 shall make an application in writing to the Director in such form and containing such information in respect of the land, building, excavation or means of access to a road to which the application relates as may be prescribed.

(2) On receipt of such application the Director, after making such enquiry as he considers necessary, shall by order in writing either:-

- (a) grant the permission or licence subject to such conditions if any, as may be specified in the order, or
- (b) refuse to grant such permission or license.

(3) The Director shall not refuse permission to the erection or re-erection of a building which was in existence in a controlled area on the date on which the notification under sub-section (1) of Section 4 was published, nor shall he impose any condition in respect of such erection or re-erection unless he is satisfied, after affording to the applicant an opportunity of being heard, that there is a probability that the building will be used for a purpose, or is designed in a manner, other than that for which it was used or designed on the date on which the said notification was published.

(4) If, at the expiration of period of three months after an application under sub-section (1) has been made to the Director, no order in writing has been passed by the Director, the permission shall, without prejudice to the restrictions and conditions signified in the plans published in the official Gazette under sub-section (7) of Section 5, be deemed to have been given without the imposition of any conditions:

<sup>2</sup>[Provided that such time limit of three months shall not be applicable to the cases where directions have been issued by the Government under section 11 of the Act and require approval of the Government accordingly.]

<sup>3</sup>[Provided further that where an application is made for change of land use for industrial purpose and orders are to be passed by the Director, the time limit for granting permission shall be two months.]

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<sup>1</sup> Inserted by Haryana Act No. 16 of 1996 dated 13.12.1996

<sup>2</sup> Added by Haryana Act No. 17 of 2004 published on dated 20.7.2004

<sup>3</sup> Added by Haryana Act No. 4 of 2010 published on dated 5.4.2010

(5) The Director shall maintain such register as may be prescribed with sufficient particulars of all such cases in which permission or license is given or deemed to have been given or refused by him under this section, and the said register shall be available for inspection without charge by all persons interested and such persons shall be entitled to take extracts therefrom.

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**9. *Power of entry on land or building for survey, etc.-*** The Director may authorize any person to enter into or upon any land or building with or without assistants or workman for the purpose of making any enquiry, inspection, measurement or survey or taking levels:

Provided that no entry shall be made except between, the hours of sunrise and sunset and without giving twenty-four hours notice to the occupier or owner of such land or building.

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**10. *Appeals.-*** Any person aggrieved or affected by an order of the Directors under sub-section (2) of section 8 granting permission or license subject to conditions or refusing permission or licence may, within sixty days from the date of such order, prefer an appeal to the <sup>1</sup>[Commissioner and Secretary to Government, Haryana, Town and Country Planning Department whose orders] on such appeal shall be final.

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<sup>2</sup>[**10A *Revision.-***The Government may call for the record of any case pending before, or disposed of by any subordinate authority for the purpose of satisfying itself as to the legality or propriety of any proceedings or of any order made therein and may pass such order in relation thereto as it may think fit.

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**10B. *Review.-***The Director may, either of his own motion or on an application of any party interested, review, and on so reviewing modify, reverse or confirm any order passed by himself or by any of his predecessors in office-

Provided that-

- (a) When the Director proposes to review any order passed by his predecessor in office, he shall first obtain the sanction of the Government;
- (b) No application for review of an order shall be entertained unless it is made within a period of sixty days from the date of passing of the

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<sup>1</sup> Substituted by Haryana Act No. 16 of 1996 dated 13.12.1996

<sup>2</sup> Inserted by Haryana Act No. 8 of 2001 published on dated 7.6.2001

- order, or unless the applicant satisfies the Director that he had sufficient cause for not making the application within that period;
- (c) No order shall be modified or reversed unless the parties concerned have been afforded a reasonable opportunity of being heard;
  - (d) No order against which an appeal has been preferred shall be reviewed.]

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- 11. Control by Government.-** The Director shall carry out such directions as may be issued to him from time to time by the Government for the efficient administration of this Act.

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- 12. Offence and penalties.-** (1) Any person who-
- (a) erects or re-erects any building or make or extends any excavation or lays out any means of access to a road in contravention of the provisions of Section 3 or Section 6 or in contravention of any conditions imposed by an order under Section 8 or Section 10, or
  - (b) Uses any land in contravention of the provision of sub section (1) of Section 7 or Section 10.

shall be punishable with <sup>1</sup>[imprisonment of either description for a term which may extend to three years and shall also be liable] to fine which may extend to <sup>2</sup>[fifty thousand rupees but not less than ten thousand rupees] and, in the case of a continuing contravention, with a further fine which may extend to <sup>3</sup>[one thousand rupees] for every day after the date of the first conviction during which he is proved to have persisted in the contravention.

<sup>4</sup>[(2) Without prejudice to the provisions of sub-section (1), the Director may, by notice, served by post and if a person avoids service, or is not available for service of notice, or refuses to accept service, then by affixing a copy of it on the outer door or some other conspicuous part of such premises, or in such other manner as may be prescribed, call upon any person who has committed a breach of the provisions referred to in the said sub-section to stop further construction and to appear and show cause why he should not be ordered to restore to its original state or to bring it in conformity with the provisions of the Act or the rules, as the case may be, any building or land in respect of which a contravention such

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<sup>1</sup> Inserted by Haryana Act No. 7 of 1989

<sup>2</sup> Substituted for "ten thousand rupees" by Haryana Act No. 11 of 1999 dated 12.3.1999 at page 37

<sup>3</sup> Substituted for "five hundred rupees" by Haryana Act No. 11 of 1999 dated 12.3.1999 at page 37

<sup>4</sup> Sub-sections (2) and (3) substituted by Haryana Act No. 11 of 1999 dated 12.3.1999

as described in the said sub-section has been committed, and if such person fails to show cause to the satisfaction of the Director within a period of seven days, the Director may pass an order requiring him to restore such land or building to its original state or to bring it in conformity with the provisions of the Act or the rules, as the case may be, within a further period of seven days.

- (3) If the order made under sub-section (2) is not carried out, within the specified period, the Director may himself at the expiry of the period of this order, take such measures as may appear necessary to give effect to the order and the cost of such measures shall, if not paid on demand being made to him, be recoverable from such person as arrears of land revenue:

Provided that even before the expiry of seven days period mentioned in the order under sub-section (2) , if the Director is satisfied that instead of stopping the erection or re-erection of the building or making or extending of the excavation or laying out of the means of access to a road, as the case may be, the person continues with the contravention, the Director may himself take such measures as may appear necessary to give effect to the order and the cost of such measures, shall, if not paid on demand being made to him, be recoverable from such person as arrears of land revenue.]

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<sup>1</sup>[12-A. ***Duty of police officers.- It shall be the duty of every police officer:-***

- (1) to communicate without delay to the Director of any other officer authorized in writing by him, in this behalf, any information which he receives of a design to commit or of the commission of any offence against this Act or any rule or regulation made thereunder.
- (2) to assist the Director any other officer authorized in writing, by him, in this behalf, in the lawful exercise of any power vested in the Director or any other officer authorized in writing by him, in this behalf, under this Act or any rule or regulation made thereunder.

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**12-B. Power to arrest.**—(1) A police officer not below the rank of sub-inspector shall arrest any person who commits, in his view, any offence against this Act or any rule made thereunder, if the name and address of such person be unknown to him and if such person, on demand declines to give his name and address, or gives such name or address which such officer has reason to believe to be false.

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<sup>1</sup> Inserted by Haryana Act No. 7 of 1989

(2) The person so arrested shall, without unavoidable delay be produced before the Magistrate authorized to try the office for which the arrest has been made and no person, so arrested, shall be detained in custody for a period exceeding twenty-four hours without an order from the above mentioned Magistrate.]

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<sup>1</sup>[<sup>2</sup>{**12-C. Constitution of Tribunal** – (1) The Government shall, by notification, constitute a Tribunal consisting of a Chairman, who shall be retired judge of the High Court and two other members, of whom one shall be of the rank of Chief Engineer, having special knowledge about roads and highways and the other member shall be a professional from the fields like Law, Town Planning, Industry, Management or such other field, as may be decided by the Government. If the members of the Tribunal are divided over some issue, the decision of the Chairman shall prevail.]

(2) The Tribunal shall have its sitting at Chandigarh or at any other place as per its convenience.

(3) A person aggrieved by the orders of Director passed under sub-section (2) or sub-section (3), as the case may be, of section 12 of the Act, may file an appeal to the Tribunal within a period of sixty days and the decision of the Tribunal on such appeal shall be final. The Tribunal shall also hear the cases involving constructions made up to 28<sup>th</sup> April, 1995 in violation of the Act along scheduled roads and otherwise as if these were appeals against the order of Director. Any case against the orders of Director passed under sub-section (2) or sub-section (3) of section 12 of the Act pending in any court of law except High Court or Supreme Court shall be transferred to the Tribunal. }

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**13. Offences of companies.-** (1) Where an offence under this Act has been committed by a company, the company as well as every person incharge of, and responsible to, the company for the conduct of its business at the time of the commission of the offence shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly;

Provided that nothing contained in this sub-section shall render any such person liable to any punishment if he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company and it is proved

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<sup>1</sup> Sub Section 1 of Section 12-C substituted by Haryana Bill No. 4 – HLA of 2017 dated 25.2.2017

<sup>2</sup> Section 12-C inserted by Haryana Act No. 11 of 1999 dated 12.3.1999 at page 37



that the offence has been committed with the consent or connivance of, or that the commission of the offence as attributable to any neglect on the part of, any Director, Manager, Secretary or other officer of the company, such director, manager, secretary or other officer shall also be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

*Explanation:-* For the purposes of this section-

- (a) “company” means anybody corporate and includes a firm or other association of individuals, and
- (b) “director” in relation to a firm is a partner in the firm.

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- 14. *Composition of offence.***- (1) The Director or any person authorized by the Director by general or special order in this behalf may either before or after the institution of the proceedings compound any offence made punishable by or under this Act.

(2) Where an offence has been compounded the offender, if in custody shall be discharged and no further proceedings shall be taken against him in respect of the offence compounded.

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- 15. *Trial of offence and special provision regarding fine.***- (1) No court inferior to that of <sup>1</sup> [Judicial Magistrate] of the First Class shall be competent to try any offence punishable under this Act.

(2) Notwithstanding anything contained in section 32 of the Code of Criminal Procedure, 1898, it shall be lawful for any <sup>1</sup> [Judicial Magistrate] of the First Class to pass a sentence of fine not exceeding the pecuniary limit specified in the section as in force in any part of the State on any person convicted of an offence punishable under this Act.

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- 16. *Sanction of prosecution.***— No prosecution for any offence punishable under this Act shall be instituted except with the previous sanction of the Director or any officer authorized in writing by the Director in this behalf.

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- 17. *Officer to be public servants.***— The Director and every other officer or employee acting under this Act or the rules made thereunder shall be deemed to be a public servant within the meaning of section 21 of the Indian Penal Code.

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<sup>1</sup> Substituted for the word “Magistrate” by Punjab Act No. 25 of 1964

- 18. Power to amend the schedule.**— The Government may by notification add to the schedule to this Act any other road not specified therein or omit therefrom any road specified therein, and on the issue of such a notification the Schedule shall be deemed to be amended accordingly.

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- 19. Delegation.**—The Government may by notification direct that any power exercisable by it under this Act, except the power specified in sub-section (1) of section 4, sub-sections (3) and (7) of section 5, section 18 and section 25, shall, in relation to such matters and subject to such conditions, if any, as may be specified in the notification, be exercisable also by such officer or authority subordinate to the Government as may be specified in the notification.

(2) The Director may, with the approval of the Government, by an order in writing delegate any of his powers and functions under this Act or the rules made thereunder to such other officer subordinate to him as may be specified in such order.

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- 20. Indemnity.**—(1) No suit, prosecution or other legal proceedings shall lie against any person in respect of anything which is in good faith done or intended to be done in pursuance of this Act or the rules made thereunder.

(2) No suit or other legal proceeding shall lie against the government for any damage caused by anything which is in good faith done or intended to be done in pursuance of this Act or the rules made thereunder.

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- 21. Bar of jurisdiction of civil courts.**— No civil court shall have any jurisdiction to entertain or decide any question relating to matters falling under this Act or the rules made thereunder.

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- 22. Exemption.**— Nothing in this Act shall apply to—

(a) the area comprised in the *abadi deh* of any village;

<sup>1</sup> [(aa) the area adjacent to the *abadi deh* of any village which the government identifies for village expansion through a notification, published in the Official Gazette, specifically to this effect subject to the condition that this area shall not exceed 60% of the existing

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<sup>1</sup> Omitted by Haryana Act No. 28 of 2012 dated 30.10.2012 for [(aa) the area adjacent to the *abadi deh* of any village expansion through a notification, published in the Official Gazette, specifically to this effect subject to the condition that this area shall not exceed sixty percent of the existing village *abadi deh*;] Earlier Sub-section (aa) inserted by Haryana Act No. 25 of 2003 dated 13.10.2003

village abadi deh;]

- (b) the erection or re-erection of a place of worship or a tomb or cenotaph or of a wall enclosing a graveyard, place worship, cenotaph or samadhi on land which, on the date of publication, of the notification under sub-section (1) of section 4, is occupied by or for the purpose of such worship, tomb, cenotaph, graveyard or samadhi;
- (c) Excavations (including wells) or other operations made in the ordinary course of agriculture; and
- (d) The construction of an unmetalled road intended to give access to land for agricultural purposes or purposes subservient to agriculture.

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**23. *Effect of other laws.—***

- (1) Nothing in this Act shall affect the operation of -
  - (a) the Punjab New Capital (periphery) Control Act, 1952 (Punjab Act of 1953);
  - (b) <sup>1</sup>[\* \* \* \* \*]
  - (c) the Punjab Slum Areas (Improvement and Clearance) Act, 1961 (Punjab Act 24 of 1961);
  - (d) <sup>2</sup>[\* \* \* \* \*]
- (2) Save as aforesaid, the provisions of this Act and the rules made thereunder shall effect notwithstanding anything inconsistent therewith contained in any other law.
- (3) Notwithstanding anything contained in any such other law - -
  - (a) when permission required under this Act for doing any act or taking any action in respect of any land has been obtained, such act or action shall not be deemed to be unlawfully done or taken by reason only of the fact that permission, approval or sanction required under such other law for doing such act or taking such action has not been obtained;
  - (b) when permission required under this Act for doing such act or taking such action has not been obtained, such act or action shall not be deemed to be lawfully done or taken by reason only of the fact that permission, approval or sanction required

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<sup>1</sup> Omitted by Haryana Adaptation of Laws Order, 1968

<sup>2</sup> Omitted by Haryana Adaptation of Laws Order, 1968

under such other law for the doing of such act or the taking of such action has been obtained.

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- 24. *Saving.***—Nothing in this Act shall affect the power of the Government or any other authority to acquire land or to impose restriction upon the use and development of land comprised in the controlled area under any other law for the time being in force , or to permit the settlement of a claim arising out of the exercise of powers under this Act by mutual agreement.

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- 25. *Power to make rules.***<sup>1</sup>[(1) The Government may, by notification in the Official Gazette, subject to the condition of previous publication, make rules for carrying out the purposes of this Act and may give them prospective or retrospective effect.]

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:-

- (a) the manner, in which the plans in respect of controlled area shall be prepared under sub-section (1) of section 5;
- (b) the other manner in which the final plans in respect of a controlled area shall be published;
- (c) the Form and contents of the plans in respect of a controlled area and the procedure to be followed and any other matter in connection with the preparation, submission and approval of the plan;
- (d) the conditions on which the licences under section 7 shall be granted or renewed and the fees to be charged for the grant and renewal thereof;
- (e) the form in which application for permission or licence shall be made under sub-section (1) of section 8 and the information which shall be furnished therein;
- (f) the principles and condition under which application for permission or licence under this Act may be granted or refused;
- <sup>2</sup>[(ff) the recovery of arrears of fee and charges under section 7;]
- (g) the form and manner in which the register referred to in sub-section (5) of section 8 shall be maintained;
- (h) the procedure to be followed in hearing appeals under <sup>1</sup>[sections 10 and 12C], the fees to be paid in respect of, and the document which

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<sup>1</sup> Substituted by Haryana Act No. 28 of 2012 published on dated 30.10.2012

<sup>2</sup> Inserted by Haryana Act No. 7 of 2004 published on dated 11.3.2004

- shall accompany such appeals; and  
(i) any other matter which may be prescribed.

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## **THE SCHEDULE**

*[See section 2 (10) and 18]*

- (1) Grand Trunk Road (from Delhi to Amritsar and on the border with Pakistan)
- (2) <sup>2</sup>[ \* \* \* \* \* ]
- (3) Delhi-Mathura Road,
- (4) Delhi-Alwar Road,
- (5) Delhi-hisar –Sulebanki Road,.
- (6) Ambala-Kalka Road.
- (7) <sup>3</sup>[ \* \* \* \* \* ]
- (8) <sup>4</sup>[ \* \* \* \* \* ]
- (9) <sup>5</sup>[ \* \* \* \* \* ]
- (10) Panipat-Rohtak-Bhiwani Road,
- (11) <sup>6</sup>[ \* \* \* \* \* ]
- (12) Gurgaon-Delhi Road via Qutab.
- (13) Sonapat-rohtak Road
- (14) Kharkhauda-Delhi border Road,
- (15) Sonapat-Murthal Road
- (16) Sonapat-Rathdana Road,
- (17) <sup>7</sup>[ \* \* \* \* \* ]
- (18) Sonapat-Gohana Road,
- (19) <sup>8</sup>[ \* \* \* \* \* ]
- <sup>9</sup>{(20 <sup>10</sup>[ \* \* \* \* \* ]  
)
- (21) <sup>11</sup>[ \* \* \* \* \* ]

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<sup>1</sup> Substituted by Haryana Act No. 8 of 2001 published on dated 7.6.2001

<sup>2</sup> Omitted by Haryana Adaptation of Laws Order, 1968

<sup>3</sup> Omitted by Haryana Adaptation of Laws Order, 1968

<sup>4</sup> Omitted by Haryana Adaptation of Laws Order, 1968

<sup>5</sup> Omitted by Haryana Adaptation of Laws Order, 1968

<sup>6</sup> Omitted by Haryana Adaptation of Laws Order, 1968

<sup>7</sup> Omitted by Haryana Adaptation of Laws Order, 1968

<sup>8</sup> Omitted by Haryana Adaptation of Laws Order, 1968

<sup>9</sup> Item Nos. 20 to 28 added by Notification Pb. Govt. Gaz. Pt.-I dated 27.3.1964

<sup>10</sup> Omitted by Haryana Adaptation of Laws Order, 1968

<sup>11</sup> Omitted by Haryana Adaptation of Laws Order, 1968

- (22) <sup>1</sup>[ \* \* \* \* \* ]
- (23) Ambala-Patiala-Sangrur-Barnala-Bhatinda-Malout-Abohar-Rajasthan Border towards Hanumangarh Road.
- (24) <sup>2</sup>[ \* \* \* \* \* ]
- (25) <sup>3</sup>[ \* \* \* \* \* ]
- (26) <sup>4</sup>[ \* \* \* \* \* ]
- (27) <sup>5</sup>[ \* \* \* \* \* ]
- (28) Patiala-Patran-Narwana-Jind road.}
- <sup>6</sup>[(29) Sonepat-Bahalgarh Road starting from Sonepat upto Haryana U.P. Border.]
- 9) <sup>7</sup>[(30) Delhi-Jaipur road (Portion falling in Haryana State from Gurgaon to State boundary with Rajasthan)<sup>8</sup>.
- (31) New Haryana State Highway direct from mile No. 8 of Ambala-Jagadhri Road to Panchkula through Haryana Territory.
- (32) Jind Gohana Road.
- (33) Yamuna nagar Billaspur-Sadhaura-Naraingarh-Raipur Rani-barwala Road
- (34) Ambala-Pehowa – Kaithal – Narwana – Uklana – Fatehabad Road
- (35) Ambala – Jagadhri Road.
- (36) Saharanpur-yumuna nagar-ladwa Pipli-Pehowa-Guhla Road.
- (37) Karnal-Kaithal Road.
- (38) Kaithal-Deoban-Nikuran-Jind Road (Section Deoban to Nikuran).
- (39) Panipat-Assandh-Deoban-Kaithal
- (40) Karnal-Assandh Jind-Hansi Road.
- (41) Jind-rohtak-Jhahhar-Riwari road.
- (42) Narnaul-Mohindergarh-Dadri-Bhiwani-Hansi-Barwala-Tohana Road.
- (43) Hissar-Sewani-Singhni Road.
- (44) Bhiwani-Laharu Road.
- (45) Hissar-Tosham-Bhiwani Road
- (46) Bhadurgarh – Jhajjar – Kosli – Kanina – Mohindergarh Road
- (47) Jhajjar – Dadri – Laharu Road.
- (48) Bhadurgarh – Badli- Gurgaon – Pali – Ballabgarh Road

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<sup>1</sup> Omitted by Haryana Adaptation of Laws Order, 1968

<sup>2</sup> Omitted by Haryana Adaptation of Laws Order, 1968

<sup>3</sup> Omitted by Haryana Adaptation of Laws Order, 1968

<sup>4</sup> Omitted by Haryana Adaptation of Laws Order, 1968

<sup>5</sup> Omitted by Haryana Adaptation of Laws Order, 1968

<sup>6</sup> Added by Notification Haryana Govt. Gaz. L.S. Pt-III dated 3.6.1969

<sup>7</sup> Item Nos. 30 to 53 added by Haryana Govt. Notification dated 31.12.1971

<sup>8</sup> Item 30 substituted by Notification Haryana. Govt. Gaz. (Extra) dated 6.5.1988

- (49) Palwal – Sohna – Rewari – Narnaul Road.
- (50) Uklana – Hissar Road
- (51) Gohana – Meham – Bhiwani Road
- (52) Jind – Safidon Road.
- (53) Jhajjar-Sampla – Kharkhauda Road]
- (54) <sup>1</sup>[Gurgaon – Faridabad Road]
- [<sup>2</sup>(55) Delhi – Gurgaon (via Dunda-Hera) Road
- 5) Kala-Amb- Ambala Road.
- (56) Kala-Amb-Sadhaura Shahbad Thol Road.
- (57) Jagadhri-Paonta Road.
- (58) Kunjpura to Karnal Road
- (59) Kaithal to Khanauri upto State Border.
- (60) Jind – Barwala – Agroha – Adampur – Bhadra (Upto Rajasthan Border)
- (61) Hansi-Tosham Satnali,
- (62) Jind-Mundhal – Bhiwani Road.
- (63) Rewari – Dahina – Kanina Road
- (64) Mohindergarh – Satnali – Loharu.
- (65) Gurgaon – Rewari Road via pataudi (Upto Rajasthan Border)
- (66) Narnaul – Singhana (Upto State Boundary).
- (67) Karnal-Kaur – Peohwa – Patiala
- (68) Karnal – Ladwa – Shahbad
- (69) Gohana – Safidon (via Jagsi)
- (70) Kaithal-Patiala Road (Upto Haryana Border.)
- (71) Shahajahanpur to Rewari.
- (72) Jhajjar – Farukhnagar Chandu Road.
- (73) Nizampur – Narnaul
- (74) Sewani Jhumpa – Rajgarh
- (75) Budhlana – Ratia – Fatehabad – Bhattu – Bhadra
- (76) Sardulgarh- Sirsa – Ellenabad
- (77) Mile 8 from Saha on Ambala – jagadhri Road to Shahbad
- (78) Panipat to Sanauli upto U.P.Border
- (79) Faridabad to Dankaur upto U.P.Border.
- (80) Dabwali – Chautala ( Upto State Border).
- (81)

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<sup>1</sup> Added by Notification dated 28.1.1981 published in Haryana Govt. Gaz. Dated 17.2.1981

<sup>2</sup> Item Nos. 55 to 94 added by Noti. published in Haryana Govt. Gaz. (Extra) dated 31.12.1990

- (82) Pinjore – Nalagarh (Upto State Border)
- (83) Panchkula – Morni Road.
- (84) Jhajjar – Badli to Delhi Border
- (85) Satnali – Bhadra jui-Kairu – Tosham
- (86) Dadri – Jhajju Kalan – kadam Satnali
- (87) Nizampur – Nangal – Durgu - Nangal Chaudhry
- (88) Narnaul – Nangal Chaudhry – badhwal
- (89) Hodel – Punhana – Nagina
- (90) Hodel – Utwar – Nuh – Taoru – Pataudi – Patauda
- (91) Pali – Dhauj – Sohna
- (92) Palwal – Hathin – Utwar – Bhadas
- (93) Palwal – Mandokoula Nuh Road
- (94) Mahrauli – Gurgaon Road of Faridabad]
- <sup>1</sup>[(95) Karnal – Meerut Road (Upto Border)
- (96) Approach road from Panipat Sanauli Road to village Kala Amb (Historical Place).]

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<sup>1</sup> Added by Notification published in Haryana Govt. Gaz. Part I dated 1.9.1992



# **The Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Rules, 1965**

## **NOTIFICATION**

The 26<sup>th</sup> May, 1965

**No. G.S.R. 105/P.A. 41/63/S. 25/65**—With reference to Punjab Government notification No. GSR 8/P.A. 41/63/S.25/65, dated the 22<sup>nd</sup> January, 1965, and in exercise of the powers conferred by section 25 of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963, the Governor of Punjab is pleased to make the following rules, namely:-

## **RULES**

### **PART I**

1. ***Short title and commencement.***—(1) These rules may be called the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Rules, 1965.

(2) They shall come into force at once.

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2. ***Definitions.***— In these rules unless the context otherwise requires:-
- (a) “Act” means the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963;
  - (b) “Colony” means an area of land, within a controlled area, which is developed or proposed to be developed for the purpose of subdividing it into plots for residential, commercial, industrial or other purposes;
  - (c) “Coloniser” means an individual, company or association or body of individuals whether incorporated or not including a Co-operative Society owing or acquiring or agreeing to own or acquire, whether by purchase or otherwise, land for the purpose of setting up a colony;
  - (d) “Development Plan” means the final plan notified in the official Gazette under sub-section (7) of section 5;
  - (e) “Form” means a form appended to these rules;
  - (f) “Section” means a section of the Act;
  - (g) “Sector” means any part of the controlled area indicated as such in the Development Plan;
  - (h) “Sector Plan” shall mean the Plan as proposed under rule 8 and kept in the office of the Director showing the layout of a sector and in particular defining the main road system and approximate location of sites for shopping centre, schools and other public buildings and major open spaces within the sector.

<sup>1</sup>[(i) “title to land” or “title deed” means a document evidencing applicant’s ownership or lease right for such period, as may be specified by the Government for different purpose.]

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## PART II

### **CONTROL ALONG SCHEDULED ROADS AND BYE PASSES OUTSIDE THE CONTROLLED AREAS**

3. ***Registration of existing building along Schedule Roads and bye-pass.***[Section 3 and 25 (1)].—(1) The Director shall, as soon as may be cause a survey of all scheduled roads including bye-passes thereof to be carried out and prepare a liner map on a scale of 200 feet to 1 inch indicating all such buildings, excavations and means of access to the aforesaid road and bye-passes which were within 100 meters on either-side of the road reservation in the case of bye-pass and within 30 meters on either side of the road reservation in the case of a scheduled road.
- (2) The Director shall maintain a register in Form SRI showing all the buildings, excavations and means of access to roads indicated in the map prepared under sub-rule (1).
- (3) The Director as well as the official conducting the survey referred to in sub rule (1) shall sign each page of the register maintained under sub-rule (2) in token of correctness of the entries made therein.
- (4) The Director shall, on application by any member of public make, available, the map referred to in sub-rule (1) and the register referred to in sub rule(2), for inspection free of cost.
- (5) The Director may after making such enquiries as he considers necessary, amend such map or register, as the case may be, if it is found to be wrong in any particulars.

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- <sup>2</sup>[3A. ***Exclusion of building which was in existence, immediately before commencement of Haryana Ordinance No. 1 of 2009.*** [Section 3, 25(1) and 25(2)(i)].—(1) Every owner of a building, which was existence immediately before commencement of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development (Haryana Amendment) Ordinance, 2009 (Haryana Ordinance No. 1 of 2009), shall make an application in Form SR-IV to District Town Planner of respective district, within six months of the publication of these rules for exclusion of

<sup>1</sup> Added by Haryana Govt. Gaz. (Extra) Notification No. M-6/JE(SS)2010/5911 dated 7.5.2010 at page 1768

<sup>2</sup> Rule 3A inserted by Haryana Govt. Gaz. Notification No. C-620(B).STP(EV)/2012/428 dated 21.3.2012 at page 912

such building form the provisions of section 3 of the Act.

(2) Every application shall be made in Form SR-IV and shall be accompanied by the requisite plans, documents/photographs (hard copy) on Compact Disk. In case of failure, to furnish the application together with the plans, documents/photographs and Compact Disk, the same shall be returned to the applicant for submission in accordance with the rules.

(3) The Committee consisting of the following officers shall scrutinize the application, namely:-

- (i) District Town Planner/District Town Planner, Enforcement;
- (ii) a representative of the Deputy Commissioner (not below the status of HCS officer);
- (iii) Executive Officer of the concerned Municipal Corporation/Municipal Committee, Municipal Council;
- (iv) Concerned Executive Engineer, Public Works Department (Building and Roads Branch), Haryana.

(4) (a) After scrutiny of the application if the Committee is satisfied it shall, call upon the applicant to deposit the amount at the rate of Rs. 600/- per square metre for the structure/buildings located on National Highway and Rs. 350/- per square metre for the structures/buildings on Scheduled road other than National Highway, within a period of thirty days from the date of notice given to him under a registered cover and the building shall be deemed to have been excluded from the provisions of section 3 of the Act on payment of aforesaid charges.

(b) If the applicant fails to submit application within period specified in sub-rule (1) above or deposit the said charges within the period as specified in clause (a), such building shall not be deemed to be excluded.]

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**4. *Application for permission under section 3.***[Sections 3, 8 (1) and 25(2) (e)].—(1) Every person requiring permission of the Director for—

- (a) Erection or re-erection of a building which was in existence immediately before the commencement of the Act and which involves any structural alteration or addition.
- (b) laying out any means of access to a road; or
- (c) erection or re-erection of a motor fuel-filling station or a bus queue-shelter within 30 meters on either side of a road reservation of a scheduled road, or within 100 meters on either side of a road reservation of a bye-pass, lying outside a controlled area, shall make an application to the Director in Form SR II accompanied by Plans and documents mentioned therein.

- (2) The site plans mentioned in the application shall be drawn to a scale of not less than 40 feet to 1 inch and indicate;—
  - (a) the boundaries of the site;
  - (b) the outline of the proposed building with outer dimensions mentioning therein the total area to be covered;
  - (c) existing building, if any, by distinct notation.
- (3) The building plans mentioned in the application shall be drawn to a scale of not less than 1/8 inches to a foot and indicate;—
  - (a) the plan of all the floors of the building;
  - (b) elevations in typical sections (only in case of motor fuel-filling stations or bus queue shelter); and
  - (c) the plinth level with reference to the level of the center line of the scheduled road or bye-pass, as the case may be.

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**5. *Principles and conditions under which application under rule 4 may be granted or refused [Sections 3,8(1) and 25(2)(f)]***—No permission shall be granted on an application submitted under rule 4, unless:

- (a) the erection or re-erection of the building conforms to the building rules contained in Part VII of these rules;
- (b) means of access takes off from an existing road or revenue rasta already adjoining the scheduled road or conforms to traffic requirements of the scheduled road as determined from time to time by the Director; and
- (c) erection or re-erection of a fuel filling stations or bus-queue-shelter is in accordance with the designs and specifications laid down by the Director, from time to time.

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**6. *Information necessary to validate application under rule 4 [Sections 3,8 (1) and 25(2)(e)]***—No application under rule 4 shall be considered to be valid unless:

- (i) it is made on the prescribed form and all the necessary information required to be filled in that form is given: and
- (ii) where necessary, it is accompanied by the requisite number of the site plans, building plans and other documents.

In case of failure to submit the application in the aforesaid manner the application together with the plans and documents shall be returned to the applicant for resubmission in accordance with the rules.

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7. ***Form in which other under Section 8(2) is to be passed.*** [Sections 8(2) and 25(1)]— After an application on the prescribed form containing the requisite information and accompanied by necessary documents as mentioned in rule 4 is received, the Director shall, after making such inquiry as he considers necessary, pass an order under sub-section(2) of Section 8 in Form SR-III.

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### **PART III**

#### **PREPARATION OF DEVELOPMENT PLANS**

8. ***Contents of Plans of Controlled area.*** [Section 5(1) and 25(2)(e)].— Plans of a controlled area prepared under sub-section 5 shall consist of:-

- (i) a map showing existing land use including existing building;
- (ii) a map showing:-
  - (a) areas reserved for major land uses such as residential, industrial, commercial and warehousing;
  - (b) areas reserved for public and community amenities, such as civic centres and educational, recreational and social institutions and major open spaces;
  - (c) main lines of roads, railways, airports and areas reserved for major public utility services, such as treatment of water supply, disposal of drainage and electricity and gas installations;
  - (d) lands reserved for major green rural belts;
  - (e) special areas of aesthetic, sentimental or historic value which require protection;
  - (f) lands liable to flooding or subsidence; and
  - (g) stages in which areas reserved for major land uses and the sectors will be permitted to be developed having regard to compact and economical development.

*Explanation.-* This map may show the above reservations required for the controlled area as a whole and may not show the above reservations within a sector for which a sector plan shall be prepared as and when required;

- (iii) A note explaining the proposals illustrated on the map; and
- (iv) Zoning regulations containing:-
  - (a) types of buildings and ancillary and allied uses which may be permitted within a major land use referred to in clause (ii)(a) above; and

- (b) any special or general restrictions applicable to a specific part or parts of the controlled area.

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9. ***Publications of development plans for inviting objections*** [Sections 5(4) and (6)]— A copy of the development plan notified by Government under sub section(4) of section 5 shall be sent by the Director to every local authority within whose limits any land included in the controlled areas is situated so as to enable it to <sup>1</sup>[make any representation within a period of three months it may like] to make with respect to the plan.

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10. ***Publication of final development plans.*** [Sections 5(7) and 25(2) (b)]— The development plan as notified by the Government under sub-section (7) of Section 5 shall in addition to its publication in the official gazette be published by displaying copy thereof at a conspicuous place at the office of the-

- (i) Director;
- (ii) Estate Officer, if any, having jurisdiction in the controlled area;
- (iii) Deputy Commissioner of the district in which the controlled area is situated; and
- (iv) Panchayat Samiti or Samitis in which the controlled area is situated.

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#### **PART IV**

#### **DEVELOPMENT OF COLONIES IN CONTROLLED AREAS**

11. ***Application for permission under Section 7 in case of colonizer*** [Section 8 and 25(2)] (e)—(1) Every colonizer intending to change the existing use of the land in a controlled area for the purpose of setting up a colony by sub dividing and developing the said land into building plots for residential, industrial, commercial or other purpose shall make an application in writing to the Director in Form CL-1, accompanied by the following plans and documents in triplicate:-

- (i) Copy or copies of all title deeds and/or other documents showing the interest of the colonizer in the land under the proposed colony alongwith a list of such deed and or other documents.
- (ii) A copy of the Shajra plan showing the location of the colony alongwith the name of the revenue estate, Khasra number of each field and the area of each field.

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<sup>1</sup> Substitute for the words “make any representation it may like” by Haryana Govt. az. (Extra) Notification No. 19996 dated 22.12.1997 at page 2825

- (iii) A guide map on a scale of not less than 6" to a mile showing the location of the colony in relation to surrounding geographical features to enable the identification of the land.
  - (iv) A survey plan of the land under the colony on a scale of 1" to one hundred feet showing the spot levels at a distance of 100 feet and where, contour plans. The survey will also show the boundaries and dimension of the said land, the location of streets, buildings and premises within a distance of at least 100 feet of the said land and existing means of access to it from existing roads.
  - (v) Layout plan of the colony on a scale of 1" to one hundred feet, showing the existing and proposed means of access to the colony, the width of streets, sizes and types of plots, sites reserved for open spaces community buildings and schools with area under each and proposed building lines on the front and sides of plots.
  - (vi) An explanatory note explaining the salient features of the proposed colony, in particular the sources of water supply, arrangement for disposal and treatment of storm and sullage water and sites for disposal and treatment of storm and sullage water,
  - (vii) Plans showing the cross-sections of the proposed roads showing in particular width of the proposed carriageways, cycle tracks and footpaths green verges, position of electric pole and or any other works connected with such roads.
  - (viii) Plans as required under clause (vii) indicating, in addition, the position of sewers, storm water channels, water supply and any other public health services.
  - (ix) Detailed specifications and design of road work under clause viii above estimated costs thereof.
  - (x) Detailed specification and design of sewerage, storm water and water supply schemes with estimated costs of each.
  - (xi) Detailed specifications and designs for disposal and treatment of storm and sullage water and estimated costs of works.
- (2) The triplicate plans mentioned in sub rule (1) shall be clear and legible A0 prints, with one set mounted on cloth.
- (3) Where a colonizer, before submitting an application under sub-rule (1), wants to ascertain if the proposed change in the use of land in the controlled area for the purpose of setting up a colony, is in conformity with the development plan and the lay-out of the sector plans, and that such land provides for satisfactory arrangements for disposal and treatment of sewage and storm water and does not conflict with any programme of acquisition of land and its development to be undertaken by

the Director, he may submit to the Director a preliminary application giving information only in respect of clause (ii), (iii), (iv), (v) and (vi) of sub-rule (1). On receipt of the preliminary application, the Director shall after making such enquiry as he considers necessary, intimate to the applicant the information on the above points.

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- 12. *Percentage of area under roads and open spaces in the lay-out plans [(Section 25(2)(f)).—*** In the layout plan of the colony, the land reserved for roads, open spaces, schools, public and community building and other common use shall not be less than forty-five per centum of the gross area of the land under the colony; provided that the Director may reduced this percentage to a figure not below thirty five where in his opinion the planning requirements and the size of the colony so justify.

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- 13. *Development works to be provided in the colony.[(Section 25(2)(f)).—***The designs and specifications of the development works to be provided in a colony shall include—

- (i) metalling of roads and paving footpaths;
- (ii) turfing and plantation with trees of open spaces;
- (iii) street lighting;
- (iv) adequate and wholesome water-supply;
- (v) sewers and drains both for storm and sullage water and necessary provision for their treatment and disposal; and
- (vi) any other works that the Director may think necessary in the interest of proper development of the colony.

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- 14. *Conformity of layout plans with the Development Plan [Section 25(2)].—*** The plans and documents mentioned in rule 11 to be submitted alongwith the application shall conform to the provisions, restrictions and conditions laid in the Development Plan.

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- 15. *Preparation of layout on payment of fees [Section 25(1)].—*** A colonizer intending to make an application under rule 11 may request that any or all the plans and documents referred to in clauses (iv) to (xi) of sub-rule (1) of rule 11 may be got prepared for him by the Director on payment of such fees as may be assessed by the Director.

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- 16. Information necessary to validate application under rule 11** [Section 3(f) and 25(2)].— No application under rule 11 shall be considered to be valid until plans and documents required by sub-rule (1) of that rule have been furnished to the satisfaction of the Director. In case of failure of such compliance, the application together with the plans and documents shall be returned to the colonizer for resubmission in accordance with the rules.

\*\*\*

- <sup>1</sup>[16A.] **Earnest Money.**— (1) Before proceeding under rule 17 or rule 18, the Director shall, by order in writing, require the colonizer to furnish, within a period of thirty days from the date of service of such order, an earnest money at the rate of <sup>2</sup>{one rupee} per square yard calculated for the gross area of the land under the proposed colony in the form of a demand draft in favour of the Director and drawn on any Scheduled Bank at Chandigarh.

Provided that the Director may, for reasons to be recorded in writing, extend such time by a period not exceeding thirty days.

- (2) If the colonizer fails to furnish the earnest money as provided in sub-rule (1), the Director shall reject his application.]

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- 17. Rejection of application** [Sections 8(2) and 25(2)(b)].— On receipt of an application under rule 11, the Director shall, after making such inquiry, as he considers necessary and after giving reasonable opportunity of being heard to the applicant by an order in writing refuse to grant permission, if-

- (a) it does not conform to the requirements of rules 12, 13 and 14;
- (b) he is satisfied that the plans and designs of the development works submitted with application are not technically sound and workable; or he is satisfied that the estimated expenditure on water supply mains or
- (c) extramural and outfall sewer at the stage of the development of that part of the controlled area is incommensurate with the size of the colony.

\*\*\*

- 18. Applicant to be called upon to fulfill certain conditions.** [(Sections 8(2) and 25(2)(f)].—(1) If, after scrutiny of the plans and other necessary enquiry which the Director may deem fit, he is satisfied that the application is fit for the grant of permission, he shall, before granting

<sup>1</sup> Rule 16A. inserted by GSR 89/PA-41/63/S.125/Amd(1)/66 dated 21.4.1966

<sup>2</sup> Substituted for “five paisa” by Haryana Govt. Gaz. (Extra) Notification No. 19996 dated 22.12.1997 at page 2825

permission, call upon the colonizer to fulfill the conditions laid down in rule 19 within a period of thirty days from the date of notice given to him under a registered cover.

- (2) If the colonizer fails to fulfill these conditions within the period specified in sub rule (1), the permission shall be refused.

\*\*\*

**19. *Conditions required to be fulfilled by colonizer [Section 8(3) and 25(2)(f)].—*** The colonizer shall-

- <sup>1</sup>[(a) furnish to the Director a bank guarantee equal to 25 per centum of the estimated cost of the development of any one or more of the works as mentioned in rule 13, which the colonizer wishes to undertake first, as certified by the Director and he shall enter into agreement in Form CL-II for carrying out and completion of development works in accordance with the permission finally granted, provided that the colonizer shall undertake any such development work only after the permission for such a work has been given by the Director after the colonizer has furnished a bank guarantee equal to twenty five percent of the estimated cost of said development work/works.]
- (b) <sup>2</sup>[.....]
- (c) undertake to pay proportionate development charges as and when required and as determined by the Director in respect of laying out and construction of main lines of roads, drainage, sewerage, water-supply and electricity, if any when so laid by the Government or any other local authority;
- (d) undertake to be responsible for the maintenance and upkeep of all roads, open spaces, public parks and public health services for a period of five years from the date of issue of the completion certificate under rule 22 unless earlier relieved of this responsibility by the Government or a local authority, as the case may be, and there upon to transfer all such roads, open spaces, public parks and public health services free of costs to the Government or the local authority, as the case may be;
- (e) undertake to construct at his own cost or get constructed by any other institution or individual at its own cost, schools, hospitals, community centres and other community building on the land set apart for this purpose or undertake to transfer to the State

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<sup>1</sup> Substituted by Haryana Govt. Gaz. (Extra) Notification No. GSR/119PA-41/63/S.25/70 dated 12.11.1970

<sup>2</sup> Omitted by Haryana Govt. Notification No. GSR 89/PA-41/63/S.125/Amd(1)/66 dated 21.4.1966

Government at any time it may desire free of costs the land set apart for schools, hospitals, community buildings, in which case the Government shall at liberty to transfer such land to any person or institution including a local authority on such terms and conditions as it may deem fit, and

- (f) undertake to permit the Director or any other officer authorized by him in this behalf to inspect the execution of the layout and the development works in the colony and to carry out all directions issued by him for ensuring due compliance of the execution of layout and development works in accordance to the permission granted.

\*\*\*

- 20. *Grant of permission and form of order of grant or refusal to grant permission.***[Sections 8(2) and 25(1)].—(1) After the colonizer has fulfilled all the conditions laid down in rule 19 to the satisfaction of the Director, the Director shall grant the permission.
- (2) Every order passed under sub section (2) of Section 8 on an application submitted under rule 11 shall be in Form CL-III.

\*\*\*

- 21. *Duration of sanction*** [Section 8(2)and25(2)(f)]—(1)The permission granted under rule 20 shall remain valid for a period of three years from the date of order during which period all works in connection with the laying out and development of colony shall be completed and a certificate of completion obtained from the Director as provided in rule 22:

Provided that permission may be renewed upto further period of two years if the Director is satisfied that the delay in execution of layout and development works was for reasons beyond the control of the colonizer:

<sup>1</sup>[Provided further that if the permission granted under rule 20 is based on the colonizer's furnishing guarantee for one development work, or more one development work separately, the permission granted for rule work or works shall remain valid for a period of one year from the date of order, during which period such work/works shall be completed and a certificate to that effect obtained from the Director.]

- (2) The colonizer shall commence the laying out of the colony and development works within three months of the issue of order under sub-rule (1) of rule 20.

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<sup>1</sup> Added by Haryana Govt. Gaz. (Extra.) Notification No. GSR/119PA-41/63/S.25/70 dated 12.11.1970

**22.        *Completion certificate* [Sections 25(1)(2)(f)].—**(1) After the colony has been laid out according to the approved layout plans and development works have been executed according to the designs and specifications as approved in the order granting permission, the colonizer shall make an application to the Director in Form CL-IV.

(2) After such scrutiny, as may be necessary, the Director may issue a completion certificate in Form CL-V or refuse to issue such certificate stating the reasons for such refusal.

\*\*\*

**23.        *Transfer of sanction* [Section 25(2) (f)].—** The colonizer shall not be entitled to transfer the permission granted to him under sub-rule (1) of rule 20 to any other person or persons without the prior permission in writing of the Director.

\*\*\*

**24.        *Revocation of permission* [Section 25(2)(f)].—**(1) Should the Director determine at any time that the execution of the layout plans and the construction of other work is not proceeding according to the permission granted under sub-rule(1) of rule 20 or is below specifications or is in violation of any provision of these rules or of any law or rules for the time being in force, he shall by a notice in form CL-VI notify the colonizer, to whom permission was granted, requiring to remove the various defects within the time specified in the notice.

(2) Should the colonizer fail to comply with the requirements detailed in the notice issued under sub rule (1), the Director shall issue him a further notice in Form CL-VII to afford him an opportunity to show cause why the permission granted should not be revoked.

(3) After hearing the colonizer or considering such representation as he may make, the Director may either revoke the permission or may grant him further time for complying, with the requirements of the notice issued under sub rule (1). If, however, the colonizer does not comply with the said requirements within such extend period, the Director shall revoke the permission.

(4) On the revocation of the permission no further works shall be undertaken or carried out by the colonizer unless fresh, permission has been obtained.

(5) After revocation of the permission, the Director may himself carry out or cause to be carried out the development works in the colony and recover such charges as he may incur on the said development works from the earnest money deposited by the colonizer and the bank guarantee furnished by him under rule 19.

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<sup>1</sup>[25 ***Refund of Earnest money [Section 25(2) (f)].***— Such charges as may be determined by the Director for the scrutiny of the plans, estimates and works in respect of colony shall be deducted from the earnest money deposited by a colonizer under rule 16-A and the balance, if any, shall be refunded to him within six months of the rejection under rule 17 or grant of permission under rule 20.]

\*\*\*

**26. *Release of Bank Guarantee [Section 25(2)(f)].***—After the layout and development works or part thereof in respect of the colony or part thereof have been completed and a completion certificate in respect thereof issued, the Director may, on an application in this behalf from the colonizer, release within a period of six months of the date of the application, the bank guarantee or part thereof, as the case may be, after adjusting the expenditure, if any, incurred as provided under Rule 24 (5): provided that if the completion of the colony is taken in part only the part of the bank guarantee corresponding to the part of the colony completed shall be released: and provided further that always 1/5<sup>th</sup> bank guarantee shall be kept unreleased to ensure upkeep and maintenance of the colony or the part thereof, as the case may be for a period of 5 years from the date of issue of the completion certificate under rule 22 or earlier till such time as the colonizer is earlier relieved of the responsibilities in this behalf by the Government or a local authority, as the case may be.

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## <sup>2</sup>{PART IV – A

### CHANGE OF LAND USE IN CONTROLLED AREAS

**26A. *Application for permission under Section 7 in case of a person other than colonizer.***— Every person other than colonizer intending to change the existing use of the land in a controlled area for the purpose of developing the said land into buildings for residential, industrial, commercial or other purposes shall make <sup>3</sup>[an application in writing alongwith scrutiny fee of Rs. 10 (ten rupees only) per square meter in the form of bank draft to the Director] in Form CLU-I, accompanied by-

- (1) a survey plan of the land on scale of 1" to forty feet showing the existing means of access to the land for the nearest public road and building and their nature falling within 100 yards of the said land on its four sides; and

<sup>1</sup> Substituted by Haryana Govt. Notification No. GSR 89/PA-41/63/S.125/Amd(1)/66 dated 21.4.1966

<sup>2</sup> Part IV-A added by Notification GSR 65/PA-41/63/S-25 Amend. (1) 68 dated 31.7.1968

<sup>3</sup> Substituted by Haryana Govt. Gaz. Notification No. 10DP-99/14217 dated 1.10.1999 at page 2217

- (2) a copy of the deed showing the title of the applicant to the said land.

\*\*\*

**26B.** *Information necessary to validate application under rule 26-A.-* No application under rule 26-A shall be considered to be valid until a plan and a copy of the deed required by rule 26-A have been furnished to the satisfaction of the Director. In case of failure of such compliance, the application together with the plan and copy of the deed shall be returned to the applicant for resubmission in accordance with these rules.

\*\*\*

**26C.** *Applicant to be called upon to fulfill certain conditions.* –(1) If, after scrutiny of the plan and other necessary enquiry which the Director may deem fit, he is satisfied that the application is fit for the grant of permission, he shall before granting permissions, call upon the applicant to fulfill the conditions laid down in rule 26-D within a period of thirty days from the date of notice given to him under a registered cover.  
(2) If the applicant fails to fulfill these conditions within the period specified in sub-rule (1), the permission shall be refused.

\*\*\*

**26D.** *Conditions required to be fulfilled by the applicant.* –The applicant shall –

- (a) furnish to the Director a bank guarantee in the <sup>1</sup>[amount equal to twenty five percent] of proportionate estimated cost of the development works as certified by the Director and enter into an agreement in Form CLU-II for fulfilling the conditions contained herein in accordance with the permission finally granted.
- (b) undertake to pay proportionate development charges which shall be a first charge of the said land as and when required and as determined by the Director in respect of external development works which may be carried out in the area for the benefit of the said land.
- (c) undertake to be responsible for making arrangement for the disposal of effluent to the satisfaction of the Director.
- (d) undertake to get the plan approved from the Director before commencing any construction on the said land.
- (e) undertake not to sell the said land or portion thereof unless the said land has been put to use permitted by the Director and to use the said land only for the purposes permitted by the Director; and

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<sup>1</sup> Added by Haryana Govt. Notification No. GSR 65/PA-41/63/S.25/69 dated 24.4.1969

- (f) undertake to start construction on the said land within a period of six months and complete the construction within a period of <sup>1</sup>[two years] from the date of issue of order permitting the change of land use:

<sup>2</sup>[Provided that where the existing use of the land in a Controlled Area is to be changed for the purpose of developing the said land into buildings for industrial purposes, no bank guarantee referred to change (a) shall be required to be furnished and in such a case paragraph 3 of the agreement in Form CLU-II shall not apply.]

- <sup>3</sup>[(g) furnish to the Director a demand draft on account of conversion charges as per rates prescribed in the Schedule IV to these rules.]

\*\*\*

**26E. *Grant of permission and form of order of grant or refusal to grant permissions.***-(1) if the applicant has fulfilled all the conditions laid down in rule 26-D to the satisfaction of the Director, the Director shall grant the permission.

- (2) Every order passed under sub-section (2) of section 8 on an application submitted under rule 26-A shall be in form CLU-III.

\*\*\*

<sup>4</sup>**[26F. *Duration of sanction.***— The permission granted under rule 26-E shall remain valid for a period of two years from the date of order during which period works for putting the said land to the permitted use shall be completed:

Provided that if the owner makes an application in writing for further renewal of the change of land use permissions and if the Director is satisfied for the reasons mentioned by the applicant, such permission may be further renewed upto a period of two years where building plans for multi-storied buildings (more than four storied or fifteen metres in height as the case may be) are approved and for permission granted other than multi-storied buildings mentioned above renewal may be allowed, upto a period of one year, on payment of ten percentum of conversion charges applicable as on date in the form of a demand draft in favour of Director:

Provided further that the Director with the approval of Government may extend the permission by another one year if he is satisfied that the

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<sup>1</sup> Substituted by Haryana Govt. Gaz. (Extra.) dated 25.3.1997 published on 26.3.1997

<sup>2</sup> Added by Notification No. GSR/59PA-41/63/S.25/70 dated 17.4.1970

<sup>3</sup> Inserted by Haryana Govt. Gaz. Notification No. 10DP-99/14217 dated 1.10.1999 at page 2217

<sup>4</sup> Substituted by Haryana govt. Gaz. Notification No. M-6/JE(S)/2012/17932 dated 11.9.2012 at page 3208

delay in execution of works is beyond the control of applicant, inspite of granting renewal of permission as per the first proviso. The extension shall be granted on payment of fifteen percentum of conversion charges applicable as on the date and shall be deposited in the form of demand draft in favour of the Director.]

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## **PART V**

### **LAYING OUT MEANS OF ACCESS TO A ROAD WITHIN CONTROLLED AREA**

**27.**      *Application for permission under section 8 for lying out means of access to a road in a controlled area [Section 3,8, and 25(2)(e)].*— (1) Every person requiring permission of the Director for laying out means of the access to a road within a controlled area shall submit an application in Form AC-I.

(2) The site plan mentioned in Form AC-1 shall be drawn to a scale of not less than 1" to 40' and indicate:-

(i) the name of the road to which access is desired indicating the number of milestone or furlong stone, and

(ii) the details of the proposed junction.

(3) The cross-section of the proposed access shall be drawn to a scale 1" to 1' and shall show all elements constituting the road e.g. the metalled portion, footpaths, position of electric poles, green verges, etc.

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**28.**      *Restriction governing the grant of permission for laying out means of access in a controlled area [Sections 3,8(1) and 25(2)(f)].*—No permission for application made under rule 27 shall be granted, unless-

(a) the proposed means of access are in conformity with the provisions of the development plan, and

(b) the applicant undertakes to construct the proposed access in the manner specified in the order granting permission.

\*\*\*

**29.**      *Information necessary to validate application under rule 27 [Sections 3, 8 and 25 (2)(e)].*— No application under rule 27 shall be considered to be valid unless it is made on the prescribed form and is accompanied by the requisite number of plan and documents required to be furnished along with the application. In case of failure of such compliance, the application together with the plans and documents shall be returned to the applicant for submission in accordance with the rules.

\*\*\*



- 30.**        *Form in which Order under Section 8 (2) is to be passed* [Sections 8 (2) and 25(f)].- After an application of the prescribed form containing the requisite information and accompanied by necessary, documents as mentioned in rule 27 is received, the Director shall, after making such inquiry as he considers necessary, pass an order under sub-section (2) of section 8 in Form AC-II.

\*\*\*

- 31.**        *Duration of permission* [Sections 8(2) and 25(2)(e)].- Every permissions granted under rule 30 shall remain in force for a period of one year and if the means of access are not laid out within the aforesaid period according to the conditions attached with the order granting permission, the permission shall be deemed to have lapsed and in that case fresh permission will be necessary.

\*\*\*

## **PART VI**

### **LICENSING OF BRICK-KILNS WITHIN CONTROLLED AREAS**

- 32.**        *Application for licence under section 8 for setting up a brick kiln or brick field* [sections 8 and 25 (2) (e)].- Any person intending to use land within a controlled area for purpose of a charcoal-kiln, pottery-kiln, lime-kiln, brick-kiln or brick-field or for quarrying stone, bajri, surkhi, kankar or for other similar extractive and ancillary operation shall make an application in writing to the Director in Form BK-I accompanied by the following plans and documents in triplicate:-

- (i) A guide map on scale of not less than 6" to a mile showing the location of the site in relation to the main geographical features to enable its identifications within the controlled area, and
- (ii) a site plan on a scale of not less than 1" to 40" showing thereon-
  - (b) the boundaries of the site proposed to be used for the aforesaid purpose;
  - (c) the portion of the site which is to be excavated;
  - (d) portion of the site in which kiln or machinery is to be installed; and
  - (e) cross section through the portion of the site proposed for excavation showing,-
    - (i) existing levels;
    - (ii) and the average levels to which it is to be excavated.

\*\*\*

- 33. *Information necessary to validate application under rule 32 [Section 8 and 25(2)(e)].***—No application under rule 32 shall be considered to be valid unless it is made on the prescribed form and accompanied by the requisite number of plans and documents required to be furnished alongwith the application. In case of failure of such compliance, the application together with the plans and documents shall be returned to the applicant for resubmission in accordance with the rules.

\*\*\*

- 34. *Restriction governing the grant of licenses [Section 8 and 25(1)].***— No licence under rule 32 shall be granted unless-
- (a) the land is situated within an area indicated for the purpose for which the licence is sought in the development plan;
  - (b) The portion of the land earmarked for excavation does not exceed 50 per cent of the land sought to be licensed;
  - (c) proposed excavation does not exceed the depth of five feet; and
  - (d) no permanent buildings are proposed to be constructed on the land.

\*\*\*

- 35. *Form in which licence under Section 8 (2) is to be given [Section 8(1) and 25 (2)(f)].***— After an application on the prescribed form containing the requisite information and accompanied by necessary documents as mentioned in rule 32 is received the Director shall, after making such inquiry as he considers necessary; grant a licence in Form BK-II or refuse to grant the same.

\*\*\*

- 36. *Duration of licence [Section 8 (1) and 25 (2)(f)].***— Every licence issued under rule 35 shall remain valid for <sup>1</sup>[<sup>2</sup>{three calendar years} or a part thereof] as the case may be, and will be renewable annually;

Provided that if at any time or at the time of the renewal, any extension of land for the required purpose is necessary, the applicant shall make a fresh application for the same as required under rule 32:

Provided further that no fresh licence shall be necessary in case of extension and necessary amendment shall be made in the license already issued.

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- 37. *Fees for licence [Section 7 and (2)(d)].***— Fees for every issue or renewal of a licence under rule 35 shall be <sup>2</sup>{one thousand five hundred rupees}.

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<sup>1</sup> Substituted by Haryana Govt. Gaz. Part I dated 23.3.1982 at page 749

<sup>2</sup> Substituted by Haryana Govt. Gaz. (Extra.) dated 9.10.1996

<sup>1</sup>**[PART VII  
BUILDING RULES  
THE HARYANA BUILDING CODE 2017**

*Circulated vide PSTCP memo no. Misc-138-A-Loose/7/5/2006-2TCP dated: 07/03/2017*

**Preface**

Whereas the Government of Haryana observed that the different Development Agencies, Authorities/ Departments were implementing Building Rules as per their present Statute/ Rules and it is also observed that the different provisions in Building Rules makes difficult for common man/ Entrepreneur/ Industrialist to carry out building work throughout State of Haryana uniformly. In order to streamline the provisions of Building Rules and to facilitate citizens, the Building Rules being followed by the different Agencies/ Departments/ Authorities were then repealed by the Government and the Haryana Building Code, 2016 was made applicable to entire State of Haryana from 30.06.2016. Thereafter, considering and examining several representations/ suggestions received on the Code the Code has been revised as the Haryana Building Code, 2017.

*Original published on 30.06.2016*

*1<sup>st</sup> Revision: 06.01.2017*

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<sup>1</sup> Sections 38-125 substituted by Haryana Govt. Gaz. (Extra.) No. Misc-138-A/SD(BS)/2017/4451 dated 8.3.2017

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## **Chapter -1: Title and Definitions**

### **1.1. Short title and extent.**

- (1) This Code shall be called the Haryana Building Code, 2017.
- (2) This shall be applicable to entire State of Haryana with effect from 06 January 2017.

### **1.2. Definitions**

- (1) In this Code, unless the context otherwise requires,-
  - (i) “abut” in relation to a building means when it is on a street and the outer face of any of its external walls is on the street boundary;
  - (ii) “Act” means the respective Act of Competent Authority;
  - (iii) “ancillary zone” in the industrial/ commercial/ institutional plot means the building ancillary to and serving the main industrial building and includes meter-room, security room, Sewerage Treatment Plant, godown, guard room, cycle-shed, dispensary, canteen, electric substation and labour quarters for watch and ward staff but shall not include residential accommodation for supervisory staff;
  - (iv) “apartment” means a part of a property, intended for any type of independent use, including building having one or more rooms with enclosed spaces located on one or more floors or any part or parts thereof, to be used for residence, office or for practicing any profession or for carrying on any occupation, trade, business or manufacturing or other uses relating to Information Technology or for such other type of independent use, as may be prescribed, with a direct exit to a public street, road or highway or to a common area leading to such street, road or highway and includes any garage or room (whether or not adjacent to the building in which such apartment is located) provided by the colonizer/ owner of such property for use by the owner of such apartment for parking any vehicle or for the residence of any person employed in such apartment, as the case may be.

- (v) “applicant” means a person(s) including legal heirs who is owner(s) of the site and who applies to the Competent Authority, of his/ her intention to erect or re-erect a building under this Code and includes his/ her legal heirs;
- (vi) "apparel industry" means the industrial unit primarily engaged in the design, cutting and sewing of garments from fabrics, processed leather and its variant;
- (vii) “approved” means approved by the Competent Authority;
- (viii) “Architect” shall mean a person registered with valid membership of the Council of Architecture, India as prescribed under the Architect Act 1972 (Please see Appendix “A”);
- (ix) “Architectural Control Sheet” shall mean sheet of drawing with directions signed by the Competent Authority and kept in his office showing the measures of architectural control;
- (x) “area” means area under the jurisdiction of Competent Authority;
- (xi) “atrium” means a high open area or central court within multi-storeyed building, covered with transparent material at the terrace;
- (xii) “authorized officer” or “officer authorized” means an officer authorized by the Competent Authority;
- (xiii) “balcony” means a horizontal projection, cantilevered or otherwise, not more than 1.8 metres, including a parapet or railing to serve as a passage or sit out place, open to air at least on one side.
- (xiv) “basement or cellar” means the storey of a building, which is next below the ground storey of such building or which is in any part more than half of its height below the mean level of the street or ground adjoining the building, with one or more than one levels;
- (xv) “big-box retail stores” means a large retails establishments, generally two or more floors structure with roof generally flat and sell general goods as department store, or may be limited to a particular speciality or sell groceries;
- (xvi) "bio-technology industry" means the industrial unit primarily engaged in research in micro-organisms and its software developments. No hardware manufacturing unit of pharmaceutical industry will be included;
- (xvii) “building” means any shop, house, hut , outhouse, shed or stable whether used for the purpose of human habitation or otherwise and whether of masonry, bricks, wood, mud, thatch, metal or any other material whatever;        and includes “wall” and “a well”;

- (xviii) “building line” shall mean a fixed line, if any specified for a site beyond which no building shall project within that site other than balcony, canopy and compound wall;
- (xix) "carpet area" shall mean the net usable area of an apartment, excluding the area covered by the external walls, areas under service shafts, exclusive balcony or verandah area and exclusive open terrace area, but includes the area covered by the internal partition walls of the apartment;
- Explanation.- For the purpose of this sub-Code, the expression “exclusive balcony or verandah area” means the area of the balcony or verandah, as the case may be, which is appurtenant to the net usable floor area of an apartment, meant for the exclusive use of the allottee; and “exclusive open terrace area” means the area of open terrace which is appurtenant to the net usable floor area of an apartment, meant for the exclusive use of the allottee.
- (xx) “canopy”- shall mean a cantilevered projection from the face of the wall over an entrance to the building at the lintel or slab level provided that:
- (a) It shall not project beyond the plot line.
  - (b) It shall not be lower than 2.3 metres (clear height) when measured from the ground.
  - (c) There shall be no structure on it and the top shall remain open to sky.
- (xxi) “chimney” means the ventilating shaft/ absorber provided in the building for intake and disposal of smoke;
- (xxii) “class of building” shall mean a building in one of the following categories:-
- (a) Assembly building;
  - (b) Commercial and mercantile building;
  - (c) Educational building;
  - (d) Industrial building;
  - (e) Information Technology building;
  - (f) Inland Container Depot/ Custom bounded area;
  - (g) Institutional building;
  - (h) Mixed land-use building;
  - (i) Residential building;
  - (j) Storage building;
  - (a) “**Assembly Building**”- A building or part thereof, where groups of people (not less than 50) congregate or gather for amusement, recreation, social, religious, patriotic, civil, travel and similar purposes;



- (b) **“Commercial and Mercantile Building”**- includes a building or complex or part thereof used as shops, stores or market for display and sale of wholesale and/ or retail goods or merchandise, including office, Restaurant, Banquet Hall, Hotel, Motel, Resort, Dhaba, Boarding house, Guest house, Amusement Park, office establishments and service facilities incidental thereto and located in the same building;
- (c) **“Educational Building”**- includes a building exclusively used for a school, college, training/ research institute, vocational institute & University including quarters for essential staff required to reside in the premises, and building used as a hostel captive to such educational institution in its campus;
- (d) **“Industrial Building”**- includes a building or part thereof wherein products or material are fabricated, assembled or processed, such as assembly plant, cold storage, laboratory, power plant, refinery, gas plant, mill, dairy and factory etc.;
- (e) **“Information Technology building”**- includes building for software development activities, and IT enabled services and/ or IT related manufacturing;
- (f) **“Inland/ Freight Container Depot/ Custom bounded area”**- includes a building being used as an inland intermodal terminal directly connected by road or rail to a seaport/ airport and involved as operating centre for the transshipment of a sea/ air cargo to inland destination, which may include temporary storage;
- (g) **“Institutional Building”**- includes a building constructed by Government, Semi- Government Organization or Registered Trust/ Society and used for medical or other treatment and care for persons suffering from physical or mental illness, disease or infirmity, care of orphans, differently-abled persons, abandoned women, children and infants, convalescents, destitute or aged persons and for penal or correctional detention with restricted liberty of the inmates ordinarily providing sleeping accommodation. It shall also includes an auditorium or complex for cultural, social, religious, patriotic and allied activities or for an hospice, assembly halls, city halls, town halls, exhibition halls, museums, places of worship, dharamshala, hospital, sanatoria, custodial and penal institutions such as jail, prison, Government office, Secretariat, road or railway or air or sea or other public transportation station, etc.;

- (h) **“Mixed land-use building”**- includes a building consisting of one or more conforming uses/ activities duly allowed by competent authority;
- (i) **“Residential Building”**- includes a building in which sleeping and living accommodation is provided for residential purposes, with cooking facilities and includes one or more family dwellings, residential apartments, flats and garages used by occupants of such building;
- (j) **“Storage Building”**- includes a building or part thereof used primarily for storage or shelter of goods, wares, merchandise, freight depot includes a building used as a warehouse, godown, freight depot, transit shed, store house, public garage, hanger, truck terminal, grain elevator/ silos, barn and stables.
- (xxiii) **“clear height”** means height from the top surface of ground or any floor to the soffit of beam or ceiling, as the case may be;
- (xxiv) **“colony”** means colony as defined in the Haryana Development and Regulation of Urban Areas Act, 1975;
- (xxv) **“Competent Authority”** shall mean an officer/ agency duly authorized;
- (xxvi) **“core area”** means thickly built up area of the old town, lal dora/ phirni of villages included in the municipalities or area shown as existing land-use in the Development Plan of the town;
- (xxvii) **“courtyard”** means a space permanently open to sky, enclosed fully or partially by buildings and may be at ground level or any other level within or adjacent to a building.
- (xxviii) **“covered area”** means the area covered immediately above the plinth level by the building but does not include the space covered by –
  - (a) soakpit, rain water harvesting tank, sewage treatment plant, swimming pool (uncovered);
  - (b) cantilevered porch (without any storey above) and areas covered by canopy and portico, open staircases for fire escape;
  - (c) area under solar panel, service floor and service shaft, atrium;
- (xxix) **“damp proof course (DPC)”** means a course consisting of some appropriate water proofing material provided to prevent seepage/ penetration of dampness or moisture from any part of the structure to any other part;
- (xxx) **“drain”** means a conduit or channel for the carriage of storm water, sewage, waste water or other waterborne wastes in a building drainage system.

- (xxxi) “drainage system” means a system or a line of pipes, with their fittings and accessories, such as manholes, inspection chambers, traps, gullies, floor traps used for drainage of building or yards appurtenant to the buildings within the same cartilage; and includes an open channel for conveying surface water or a system for the removal of any waste water.
- (xxxii) “dwelling unit” means a building or a part thereof which is used or is intended to be used by a person or family for habitation comprising of Kitchen, toilet and room;  
**Note:** Size (Number of occupants) of a dwelling unit shall be declared by the competent authority from time to time.
- (xxxiii) “electronic signature” or “e-signature” means “digital signature” defined in the Information Technology Act, 2008.
- (xxxiv) “Engineer” means a person graduate in civil engineering from recognised Indian or Foreign University or Associate Membership of the Institute of Engineers (India) with a minimum 3 years experience in Civil Engineering practice in designing structures and field work and/ or registered as such with the Competent Authority, engaged for the supervision, construction or for the preparation of structural design/ drawing or both for residential and commercial building upto plot area 1000 square metres and 15 metres height (including stilt), as per the requirements of the relevant **Form BR-V(A1)** (Please see **Appendix “A”**);
- (xxxv) “erection or re-erection of building” means and includes any material addition, alteration or enlargement of any building including sub-division of the existing covered area;
- (xxxvi) “exit” means a passage channel or means of egress from the building, its storey or floor to a street or, other open spaces;
- (xxxvii) “external wall” means an outer wall or vertical enclosure of any building not being a party wall, even though adjoining to a wall of another building and also includes a wall abutting on an interior open space of any building but shall not include an outer verandah wall;
- (xxxviii) “factory” shall have the same meaning as defined in the Factories Act, 1948 (Act LXIII of 1948);
- (xxxix) “flat” means a part of any property, intended to be used for residential purposes, including one or more rooms with enclosed spaces located on one or more floors, with direct exit to a common area leading to such streets or roads;

- (xl) “floor” means the lower surface in a storey on which one normally walks in a building, and does not include a mezzanine floor. The floor at ground level with direct access to a street or open space shall be called the ground floor; the floor above it shall be termed as floor-1, with the next higher floor being termed as floor-2, and so on upwards.
- (xli) “floor area ratio (FAR)” mean a quotient obtained by dividing the multiple of the total covered area of all floors and hundred, by the area of plot i.e.

$$\text{FAR} = \frac{\text{total covered area} \times 100}{\text{plot area}};$$

For the purpose of calculating FAR, cantilevered, permitted roof projections, lift room, mumty, balcony, basement or any floor if used for parking, services and storage, stilt area (unenclosed) proposed to be used for parking/ pedestrian plaza only, open staircase (without mumty), terrace with or without access, fire staircase, atrium, water tank, open courtyard of permitted size shall not be counted towards FAR:

Provided, area under shaft, chutes, lift well and staircase from stilt to next floor shall be counted towards FAR only at once on ground floor:

Provided in case the ventilation shaft area is more than 3 square metres, it shall not be counted in FAR;

- (xlii) “form” means a form appended to this Code;
- (xliii) “footwear manufacturing industry” means the industrial units primarily engaged in the design, cutting, assembly and manufacturing of footwear from finished leather, fabric, rubber and their variants and shall include other similar products such as belts, purses, bags, suit-cases, brief cases etc. but shall not include the processing and tanning of leather and its variants;
- (xliv) “foundation” means a part of a structure which is below the lower most floor and which provides support for superstructure and which transmit load of the superstructure to the bearing surface;
- (xlv) “framed building” shall mean a building, the external walls of which are constructed of a frame of timber, iron, reinforced cement concrete or steel and such framing consisting of posts or columns and beams, filled in, wholly or partially covered with bricks, stones, iron plates or other materials and the stability of which depends upon such framing;

- (xlvi) “front” as applied to a building shall mean generally the portion facing the street from which it has access and in case of doubt as determined by the Competent Authority;
- (xlvii) “garage” shall mean a building or portion thereof used or intended to be used for shelter, storage or parking of a wheeled vehicle;
- (xlviii) “ground coverage” means built up area covered at ground level:  
For the purpose of calculating ground coverage area under shaft, chute, lift well and staircase shall be counted towards ground coverage:  
Provided ventilation shaft area more than 3 square metres, fire staircase, atrium and open courtyard of permitted size, shall not be counted in ground coverage;
- (xlix) “group housing” means a building designed and developed in the form of flats for residential purpose or any building ancillary to group housing;
  - (1) “habitable room” means a room occupied or designed for occupancy by one or more persons for study, living, sleeping, eating, but not including bathrooms, water-closet compartments, laundries, serving and store pantries, corridors, cellars, attics, and spaces that are not used frequently or during extended periods.
  - (li) “height” as applied to a building means vertical measurement of the building measured from the finished mean level of the street where such street exists or from the mean level of the ground adjoining the outside of the external walls to half the height of the roof in the case of sloping roofs and to the highest level of the building in case of building with flat roof, excluding the projected portions of munties, flues, ducts, building maintenance unit, machine room, minarets, water tank and parapets not exceeding 1.2 metre in height. Architectural features serving no other functions except that of the decoration shall be excluded for the purpose of taking heights. Height as applied to a room shall mean the vertical measurement from the top surface of the floor to the lowest surface of the ceiling of the same room, joist and beams being allowed to project beneath the ceiling, and in the case of a sloping ceiling, the height shall be the mean height of any such room;
  - (lii) “integrated commercial complex” means building containing apartments sharing common services and facilities and having their undivided share in the land and meant to be used for office or for practicing of any profession or for carrying on any occupation, trade, business or such other type of independent use as may be prescribed;

- (liii) “layout plan” means a plan of the entire site showing location of plots/ building blocks, roads, open spaces, entry/ exit, parking, landscaping etc. indicating activity of all land or partial;
- (liv) “load” includes,-
  - (a) ‘dead load’ i.e. weight of all permanent stationary construction becoming a part of the structure; and
  - (b) ‘live load’ i.e. all load except dead load that may be imposed on a structure including wind loads shall be considered as live upon it;
- (lv) “loft” shall mean an intermediate space between two floors on a residual space with maximum height of 1.5 metres and which is constructed or adopted for storage purposes only;
- (lvi) “material change of use” shall mean a change from one class building to another;
- (lvii) “mean level of street” means the average level of all points on the surface of the street from which the site derives its access measured at the centre line of street;
- (lviii) “mezzanine floor” means an intermediate floor, between two floors, with area restricted to 1/2(half) of the area of the lower floor and with a minimum clear height of 2.3 metres and shall not be lower than 2.3 metres (clear height) above floor level;
- (lix) “mumti” means a small structure erected on the roof of a building to protect such staircase from weather;
- (lx) "non-nuisance professional consultancy services" shall include Doctors (without nursing home), Lawyers, Tax Consultants, Architects & Town Planners (without studio), Contractor Consultants, Chartered Accountants, Company Secretaries, Property Consultants, Ayurvedic and Homeopathic Practitioner, Psychiatrist, Clinical Psychologist and Tourist Guides;
- (lxi) “occupancy” means the main purpose for which a building or a part of building is used or intended to be used;
- (lxii) “open space” means a space forming an integral part of the plot left open to sky;
- (lxiii) “parapet” means a low wall built along the edge of a roof or a floor not more than 1.2 metre in height for buildings upto 15 metres and 1.5 metres for buildings above 15 metres;
- (lxiv) “parking” means a space enclosed or unenclosed, to park vehicles together with a driveway connecting the parking space with a street permitting ingress and egress of the vehicles;
- (lxv) “partition” means a wall which bears no load other than its own weight;

- (lxvi) “party wall” means a common wall partly constructed on the plot of land, and partly on the adjoining plot and serving both structurally or otherwise;
- (lxvii) “plinth” means the portion or structure between the surface of the surrounding ground and surface of the floor immediately above the ground;
- (lxviii) “plinth area” means the built up covered area measured at floor level on the basement or of any storey;
- (lxix) “plinth height” means the level of ground floor above the street level surface of the surrounding ground and surface of the floor immediately above the ground;
- (lxx) “plinth level” means the level of the ground floor of building;
- (lxxi) “plot” means piece of land or site enclosed by definite boundaries;
- (lxxii) “porch” means a covered surface supported on pillars or otherwise for the purpose of pedestrian or vehicular approach to a building.
- (lxxiii) “premises” means messuages, buildings, land easements and hereditaments of any tenure;
- (lxxiv) “proof consultant” shall be a person who is a Structural Engineer or a Group/ Firm of Structural Engineers having post-graduate qualification in structural engineering with ten years experience in structural design and evaluation thereof, for multi-storeyed and specialized structure, and/ or an institute of the following type, employed for evaluation/ checking of the structural design of the buildings referred to in the relevant **Form BR-V(A2)** for all buildings above 15 metres height (including stilt)(Please see **Appendix “A”**):-
  - (a) Institute of Structural Engineers (India).
  - (b) Central Building Research Institute, Roorkee.
  - (c) Various engineering institutes, like
    - I. Indian Institute of Technology;
    - II. Punjab Engineering College, Chandigarh;
    - III. National Institute of Technology;
    - IV. Any other institute of repute;
- (lxxv) “public sewer” means a sewer line owned and maintained by competent authority for carrying out the sewage;
- (lxxvi) “public street” means any street heretofore levelled, paved, metalled, channelled, sewerred or repaired out of municipal or other public funds, unless before such work was carried out, there was an agreement with the proprietor that the street shall not thereby become a public street, or unless such work was done without the

implied or express consent of the proprietor.

- (lxxvii) “rain water pipe” means a pipe or drain used or constructed to be used solely for carrying off rain water directly from roof surfaces;
- (lxxviii) “rear” as applied to a building means that portion which is on the opposite side of the ‘front’;
- (lxxix) “self-certification” means seeking approval of building plans duly prepared and certified by Architect as per relevant building Code, zoning plan and as per parameters/ policies issued by the Competent Authority from time to time;
- (lxxx) “service floor” means the floor of a building with maximum height of 2.4 metres, where service equipment, utility lines and various machinery are located;
- (lxxx i) “setback” means a line usually parallel to the plot boundary as laid down in each case by the Competent Authority beyond which nothing can be constructed towards the plot boundary unless specifically allowed by Competent Authority;
- (lxxx ii) “site” same as “plot” defined at **Code 1.2(1)(lxxi)**;
- (lxxx iii) “site plan” means a detailed plan showing the proposed placement of structures, parking areas, open space, landscaping, and other development features, on a parcel of land, as required by specific sections of the building Code;
- (lxxx iv) “storage tank” means a tank or a cistern for storage of water which is connected to water main by means of a supply pipe;
- (lxxx v) “storey” mean the portion of a building included between the surface of any floor and the surface of the floor next above it, or if there be no floor above it, then the space between any floor and the ceiling next above it;
- (lxxx vi) “stilt” means poles, posts or pillars or columns used to allow a structure or building to stand at a distance above the ground;
- (lxxx vii) “street line” means the line defining the side limits of a street;
- (lxxx viii) "Structural Engineer" means a person who is a post graduate in structural engineering from a recognized Indian or Foreign University or Corporate Member of Civil Engineering Division of the Institute of Engineers of India or equivalent Institute with a minimum of three years experience in structural engineering practice in designing structures and field work and/ or registered as such with the Competent Authority, employed for preparation of structural design of buildings upto 15 metres height. However, only the Structural Engineer Possessing post graduate qualification in structural engineering along with a minimum of 3 years experience



in the design of multi storey and specialized structure and/ or registered with Competent Authority shall be employed to undertake and submit the structural design of buildings other than residential and commercial buildings upto 15 metres height (including stilt), as per the requirements of the relevant **Form BR-V(A2)** (Please see **Appendix “A”**).

- (lxxxix) “structural wall” means a load bearing wall or wall that carries load in addition to its own load;
- (xc) “sub-soil drain” mean a drain used or constructed to be used solely for conveying to any sewer (either directly or through another drain) any water that may percolate, through the subsoil;
- (xci) “sun-shade” means a slope or horizontal or vertical structure over hanging, usually provided over openings on external wall to provide protection from sun and rain and shall not be used for human habitation;
- (xcii) “temporary building” mean a building built of unburnt bricks, burnt bricks without mortar, corrugated iron, bamboo, thatch, wood, board or plywood but shall not include a building built of burnt bricks, cement blocks or stones laid in mortar;
- (xciii) “Town Planner” means a person holding valid Associate Membership of the Institute of Town Planners or Graduate or Post-Graduate Degree in Town and Country Planning from a recognized Indian or Foreign Institute/ University.
- (xciv) “verandah” means a covered area with at least one side open to the outside with the exception of 1.2 metre high parapet on the upper floors to be provided on the open side;
- (xcv) “water closet” means a privy with arrangement for flushing the pan with water. It does not include a bathroom;
- (xcvi) “zoning plan” mean the detailed layout plan of the sector or municipal area or a part thereof or of individual sites to whom permission for CLU has been granted, maintained in the office of the Competent Authority showing the sub division of plots, open spaces, streets and other features and in respect of each plot, permitted land use, building lines and restrictions with regard to use and development of each plot in addition to those laid down in the building Code, further same can also be prepared/ maintained for industrial plots, if need arises.

## Chapter-2: Building Plan Application Procedure

### 2.1. Application for erection or re-erection of building

- (1) Any person who intends to erect, re-erect or make alternation in any place in a building or demolish any building shall give notice in writing to the Competent Authority of his/ her intention in the **Form BR-I**, accompanied by the following documents:-
  - (i) Ownership documents-lease deed/ sale deed or possession letter in the name of owner issued by the allotment authority or permission to use the land issued by Competent Authority;
  - (ii) a site plan as required by **Code 3.2**;
  - (iii) a building plan or plans along with an un-editable Compact Disc/ DVD or any other electronic medium permissible by the Competent Authority from time to time containing the drawings in “.DWG” format as required by **Code 3.4**;
  - (iv) details of specifications of the work to be executed in **Form BR-II**;
  - (v) Structural drawings (for record) as per **Form BR-V(A1) or BR-V(A2)**;
  - (vi) fire safety design as required under National Building Code or under Haryana Fire Services Act, 2009, if applicable;
  - (vii) Heating, Ventilation, Air-Conditioning (H.V.A.C.) service plan wherever required;
  - (viii) Certificate of conformity to regulation and structural safety for the relevant buildings (depending upon type and height) in the **relevant Form BR-V(A1) or BR-V(A2)**;
  - (ix) Public health services plan in un-editable compact Disc/ DVD or any other electronic medium, containing drawings in “.DWG” Format;
  - (x) scrutiny fees (non-refundable) at the rate of ten rupees per square metre of the covered area achieved, shall be deposited in favour of Competent Authority through any prescribed payment mode.

**Note:** The applicant shall submit all kind of plans in electronic format on the online portal of Competent Authority. The Competent Authority shall convey objections/ observations or sanction/ refusal through online portal or prescribed mode.
- (2) Every person applying under **Code 2.1(1)** shall appoint an Architect/ Engineer for drawing up of building plans/ structural drawings and for the supervision of erection or re-erection of the building. The supervision of erection or re-erection of residential or commercial building upto 15 metres height (G+3 floors) (including stilt) may be

undertaken by the Architect or the Engineer. However, in case of buildings more than 15 metres height (including stilt), the supervision shall be undertaken by both the Architect and the Engineer. During construction if appointed Architect/ Engineer notices that violation (except compoundable) are going on he shall intimate the owner and advise him to stop further construction and remove the violation, will also intimate to the concerned authority.

- (3) The applicant, the Architect and Engineer shall digitally sign the application, plans, structural drawings, specifications and the certificates as required in the relevant forms and documents, before making submission to Competent Authority.
- (4) In case the building application is returned, it may be re-submitted within 60 days from the date of such return without fresh scrutiny fees. Such re-submission, however may not be allowed more than two times in 60 days from the date of first return.

## **2.2. Procedure for submitting application through self-certification.**

- (1) Any person intending to erect or re-erect building shall apply on **Form BRS-I** along with documents stated in **Code 2.1** to the Competent Authority for approval of building plans of architectural controlled commercial booths, Shop-cum-Office (SCO), Shop-cum-Flat (SCF), Shop-cum-Office-cum Flat (SCOF), Double Storey Shop (DSS), plots (all sizes) of industrial plotted colony & residences (upto 500 square metres), under self-certification by giving fifteen day notice to the Competent Authority for approval of building plans intimating the date of start of construction. The construction can be started after fifteen days, in case any objection is not conveyed to the applicant.
- (2) Certificate of conformity to regulation and structural safety for the relevant buildings (depending upon type and height) in the relevant **Form BRS-II. ~~along with Form BRS-IV.~~**
- (3) Competent Authority or any other person authorized by him reserves the right to check the building plans and construction at any stage and violations (except compoundable ones), if found shall have to be rectified by the owner/ applicant. In case the owner/ applicant fail to rectify violations, the Competent Authority may take necessary steps to remove the violations. Action shall also be taken against the defaulting Architect by referring his case to the Council of Architecture of misconduct and debarring/ blacklisting the Architect from doing practice in State Government Departments/ Authorities. All rectifications shall be at the risk and cost of the owner and no plea

of the owner shall be entertained for any default committed by the Architect engaged by him. In all such cases the procedure of self-certification shall stand aborted.

- (4) If a building is erected or re-erected or construction work is commenced in contravention to any of the building regulations, the Competent Authority or any other person authorized by him shall be competent to require the building to be altered or demolished, by a written notice delivered to the owner. Such notice shall also specify the period during which such alteration or demolition has to be completed and if the notice is not complied with, the Competent Authority or any other person authorized by him may demolish the said building at the expense of the owner.

**Note:-**

- (i) The decision of Competent Authority, in case of any dispute shall be final and binding on all concerned.
- (ii) At any stage during construction, if an Architect notices that violations (except sanctionable ones) are taking place, he shall intimate to the concerned authority of such violations and stop further supervision. He/ She shall also intimate the allottee about the violations and advise him to stop further construction. Complete details along with photographs shall be submitted to the concerned authority. The Competent Authority shall immediately issue a notice to the owner on the basis of the Architect's certificate to suspend further work and rectify violations. In such cases the owner shall be held responsible for further additions in violations. Such a situation shall automatically annul the process of self certification and the owner may, after removal of violations, engage an Architect for preparing the revised drawings. In such cases completion shall be given only after scrutiny of revised drawings and inspection of site.
- (iii) Sanctionable changes shall be allowed to be done, provided that at the completion stage all changes are incorporated by the Architect in the completion drawings to be submitted by the owner to the Competent Authority. While seeking occupation certificate, the Architect shall give a certificate that all changes done are as per Code and policies of the Government from time to time.
- (iv) After submitting of application or during the construction of building if the Owner/ Architect/ Structural Engineer are changed, he shall intimate the Competent Authority by email or online building plan approval system that he is no longer responsible for

the project from the date of actual dispatch of the letter. The information must be sent within seven days of occurrence of the change to the Competent Authority by the respective owner/ Architect/ Engineer. The construction work shall have to be suspended until the new owner/ Architect/ Structural Engineer, as case may be, undertakes the full responsibility of the project vide forms and documents submitted at the time of applying for erection/ re-erection of the building within seven days of his taking over. Owner's intimation regarding change of name of professionals shall be considered to be final by the Competent Authority or any other person authorized by him.

### **2.3. Online receipt and approval.**

- (1) All functions performed under this building Code be performed through electronic form.
- (2) Without prejudice to the generality of **Code 2.3(1)** above, the functions shall include all or any of the followings:-
  - (i) receipt or acknowledgement of applications and payments;
  - (ii) issue of approvals, orders or directions;
  - (iii) scrutiny, enquiry or correspondence for approval of building plans or grant of occupation certificates, etc.;
  - (iv) filing of documents;
  - (v) issue of notices for recoveries;
  - (vi) maintenance of registers and records;
  - (vii) any other function that the Competent Authority may deem fit in public interest.

### **2.4. Preparation of building plans by Government Departments.**

The Government Departments shall prepare the building plans of all Government buildings conforming to this building code and shall issue a certificate specifying that the provisions of this building Code have been followed in all respects. Such plans shall be sent to the Competent Authority, for information and record before commencement of erection or re-erection of the building.

### **2.5. Constitution of committees**

The Competent Authority shall constitute committees for-

- (i) Preparation of zoning plans.
- (ii) Approval of building plans;
- (iii) Composition of violation of building plans;
- (iv) Grant of Occupation Certificate; and

- (v) Any other Committee with such powers and functions, as may deem proper.

### **Chapter -3: Building Drawing Norms**

#### **3.1. Size of drawing sheets and colouring of plans**

- (1) The size of drawing sheets shall be any of those specified as below:

<b>Sr. no.</b>	<b>Sheet name</b>	<b>Sheet size (in mm)</b>
1	A0	841 x 1189
2	A1	594 x 841
3	A2	420 x 594
4	A3	297 x 420
5	A4	210 x 297
6	A5	148 x 210

- (2) All dimensions in plan shall be indicated in metric units.  
(3) Various elements of plans (site and building), elevation, section and details shall be shown in different colors and thickness/ type of line, etc., and shall be preferably prepared in layers and as per BIS Code.  
(4) The prints of drawings shall be on one side of paper only.

#### **3.2. Site Plan**

The site plan to be submitted along with the application for seeking permission shall be drawn to a scale of 1: 100 for plots upto 500 square metres in size and on a scale of 1:500 for plots upto 1acre in size. For plots above one acre in size the site plan may be submitted at any readable scale. The plan shall show as below:

- (i) the boundaries of the site and any contiguous features.
- (ii) the position of the site in relation to neighbouring street/ revenue rasta.
- (iii) the names and width of the streets on which the building is proposed to be situated, if any.
- (iv) all existing buildings standing on, over or under the site.
- (v) the position of the building and of all other buildings, if any, which the applicant intends to erect upon his contiguous land referred to in (i).
- (vi) the means of access from the street to the building, and to all other buildings, if any which the applicant intends to erect upon his contiguous land, referred to in (i)
- (vii) the width of the street, in front, if any at the sides or rear of building.
- (viii) the direction of north point relative to the plan of the buildings.

- (ix) any existing physical features such as well, drains, trees, overhead/ underground electric supply lines including its capacity, etc.
- (x) the site area of the property and the covered area on each floor along with its percentage covered to the total area of the site.
- (xi) such other particulars as may be prescribed by the Competent Authority; and
- (xii) plot number or revenue particulars of the property on which the building is intended to be erected.

### 3.3. Clearance zone for buildings near High Tension electrical line.

Building shall not be constructed within the clearance zone. The clearance zone shall be provided as per table below:

Type of supply line	Horizontal clearance (in metres) (including both sides and from the center line of the tower)
a. High voltage lines upto and including 11 KV.	11.50
b. High voltage lines above 11 KV and upto and including 33KV.	15.00
c. High voltage lines above 33 KV and upto and including 66KV.	18.00
d. High voltage lines above 66 KV and upto and including 132KV.	27.00
e. High voltage lines above 132 KV and upto and including 220KV.	35.00
f. High voltage lines above 220 KV and upto and including 440KV.	52.00

### 3.4. Building Plan

- (1) The plans, elevations and sections of the building accompanying the notice with dimensions shall be drawn to a scale of:-
  - (i) 1:50 for plots measuring upto 500 square metres;
  - (ii) 1:100 for plots measuring from 500 square metres to 1000 square metres;
  - (iii) 1:200 for plots measuring more than 1000 square metres.
- (2) These shall show:
  - (i) the plans of all the floors including basements and all external elevations and cross sections illustrating distinctly all the different levels and minimum one section through stair case, water closet, bath, kitchen and garage;
  - (ii) the plinth level of the building with reference to the level of the mean level of street from where approach to the site is taken;

- (iii) the schedule indicating the size of the doors, windows, openings and other methods of ventilation of each room/ area;
- (iv) the means of access to the buildings and to its various floors as well as the means of escape in case of fire, if required under the specific law/ Code; along with ramps and steps with respect to the building;
- (v) in case of proposed additions and alterations in the existing building, all new works shall be shown on the drawings in distinctive colours along with index;
- (vi) the method of disposal of waste water, sewage, storm water and water supply in detail;
- (vii) provision of rain water harvesting system as per **Code 8.1**;
- (viii) provision for photo voltaic solar power plant as per **Code 8.2**;
- (ix) provision for differently-abled person as per **Chapter 9**;

### **3.5. Constructing building as per Architectural Control Sheet**

- (1) The applicant shall obtain Architectural Control Sheet approved by an authorized officer of the Competent Authority, by applying on plain paper and as per rate fixed by Competent Authority. The applicant is not required to get the building plan sanctioned from the Competent Authority in the Architectural Control Sheet is adopted for execution in total.

Provided the applicant constructs the building strictly in accordance with the standard design.

- (2) The applicant shall, however, have to obtain formal permission from the Competent Authority for starting construction of the building and shall also intimate date of commencement of construction of building to the Competent Authority.

## **Chapter-4: Building Plan Approval Procedure**

### **4.1. Validity of building plan application**

All building plan application submitted under **Code 2.1** shall not be considered valid, unless made on the prescribed form and is accompanied with the requisite number of plans and documents, along with scrutiny fee and other charges (as prescribed by the Competent Authority). In case of non- compliance, the application together with plans and documents shall be returned to the applicant for resubmission in accordance with this Code.



#### **4.2. Scrutinize and sanction of building plan**

- (1) The Competent Authority shall constitute such Committees for the purpose specified in **Code 2.5**, for scrutiny of applications received as specified under **Code 2.1** and for submission of recommendations for sanction/ refusal of such applications.
- (2) The Committee shall consist of officer/ official as decided by the Competent Authority and shall meet every week or as may be decided by the Competent Authority;
- (3) The recommendations of the members of the committee shall be forwarded to the Competent Authority for consideration and approval, with or without change.
- (4) The committee or any officer authorized shall pass on order and convey the decision of sanction or rejection in **Form BR-III**.

#### **4.3. Validity of sanctioned plans**

- (1) Every sanction for the erection or re-erection of any building shall remain valid for two years in case of building height is less than 15 metres and for multi-storeyed buildings (fifteen metres or above in height) the sanction shall remain valid for five years from the date of sanction.
- (2) If a building is not completed within two years (or five years, as the case may be) of the date of permission, the sanction will be deemed to have lapsed with respect to that portion of the building which has not been completed. In regard to the incomplete portion of a building, a fresh application shall be submitted in accordance with **Code 2.1** and prescribed scrutiny fee.
- (3) The temporary buildings, permitted by Competent Authority, shall not be allowed to stand three months beyond the validity of the sanctioned plans.

#### **4.4. Re-validation of building plans**

After sanction of building plan, in case the construction could not be started within two years (or five years, as the case may be) or has been started but could not be completed within the stipulated period, the owner/ applicant may apply for the revalidation of building plans before the sanction has lapsed simply by submitting re-validation fee @ Rs 10/- (rupees ten only) per square metre for the proposed covered area requested for re-validation. This revalidation of building plans be automatically considered from the date of submission of revalidation fee.

#### **4.5. Deemed sanction**

The Competent Authority shall pass an order within a period of sixty days of submission of building plans, accompanied by all necessary documents as mentioned in **Code 2.1**, either sanctioning or rejecting it. The building plan shall be deemed to be sanctioned, if it is in conformity with building Code and in accordance with the permitted land use of the area and all leviable fee/ charges have been deposited by the applicant but no orders have been passed by the Competent Authority within the specified time.

#### **4.6. Submission of revised building plans during the validity period of sanction**

- (1) If during the construction of a building, any deviation from the sanctioned plan is intended to be made, approval of the Competent Authority for the same may be obtained before the change is made. The revised plan showing the deviations shall be submitted and the procedure laid down for the sanction of building plan as stated in **Code No. 2.1 and 2.2**, shall be followed for all revised plans, along with the depositing balance scrutiny fee, if any.
- (2) Any notice and building approval is not necessary for compoundable alterations/ violations, which do not otherwise violate any provisions regarding general building requirements, structural stability and fire safety requirements of this building Code.

#### **4.7. Revocation of sanction**

The sanction granted under **Code 4.2** can be revoked by the Competent Authority, if it is found that such sanction has been obtained by the owner by misrepresentation of material facts or fraudulent document submitted along with the building plan application or otherwise or the construction is not being done in accordance with the sanction granted.

#### **4.8. Maintenance of E-Register for sanction/ Registration of Building Plans**

An online E-register shall be maintained for all building applications received, permissions given or deemed to have been given or refused or returned under this Code. The said register shall be available online to public for inspection on Departmental website.

#### **4.9. Damp Proof Course certificate**

The owner (or the Architect, in case of self certification) shall submit a certification from an Architect (or by himself, in case of self certification) that the construction of building upto DPC level is as per sanctioned plan.

The Competent Authority shall verify the certification and shall issue consent/ comments within 15 days of receiving the certification. The DPC certificate shall be deemed to be accepted, if it is in conformity with Code, but no consent/ comments have been passed by Competent Authority within specified time.

#### **4.10. Occupation Certificate**

- (1) Every person who intends to occupy such a building or part thereof shall apply for the occupation certificate in Form **BR-IV(A) or BR-IV(B)**, which shall be accompanied by certificates in relevant Form **BR-V(1) or BR-V(2)** duly signed by the Architect and/ or the Engineer and along with following documents:
  - (i) Detail of sanctionable violations from the approved building plans, if any in the building, jointly signed by the owner, Architect and Engineer.
  - (ii) Complete Completion drawings or as-built drawings along with completion certificate from Architect as per **Form BR-VI**.
  - (iii) Photographs of front, side, rear setbacks, front and rear elevation of the building shall be submitted along with photographs of essential areas like cut outs and shafts from the roof top. An un-editable compact disc/ DVD/ any other electronic media containing all photographs shall also be submitted.
  - (iv) Completion certificate from Bureau of Energy Efficiency (BEE) Certified Energy Auditor for installation of Rooftop Solar Photo Voltaic Power Plant in accordance to orders/ policies issued by the Renewable Energy Department from time to time.
  - (v) Completion Certificate from HAREDA or Bureau of Energy Efficiency (BEE) Certified Energy Auditor for constructing building in accordance to the provision of ECBC, wherever applicable.
  - (vi) No Objection Certificate (NOC) of fire safety of building from concerned Chief Fire Officer or an officer authorized for the purpose.
- (2) No owner/ applicant shall occupy or allow any other person to occupy new building or part of a new building or any portion whatsoever, until such building or part thereof has been certified by the Competent Authority or by any officer authorized by him in this behalf as having been completed in accordance with the permission granted and an 'Occupation Certificate' has been issued in **Form BR-VII**. However,

Competent Authority may also seek composition charges of compoundable violations which are compoundable before issuance of **Form BR-VII**. Further, the water, sewer and electricity connection be released only after issuance of said occupation certificate by the Competent Authority.

- (3) The 'Occupation Certificate' shall be issued on the basis of parameters mentioned below:-
- (i) Minimum 25% of total permissible ground coverage, excluding ancillary zone, shall be essential for issue of occupation certificate (except for industrial buildings) for the first time or as specified by the Government:  
Provided, in case of residential plotted, minimum 50% of the total permissible ground coverage shall be essential to be constructed to obtain occupation certificate, where one habitable room, a kitchen and a toilet forming a part of submitted building is completed.
  - (ii) The debris and rubbish consequent upon the construction has been cleared from the site and its surroundings.
- (4) After receipt of application, the Competent Authority shall communicate in writing within 60 days, his decision for grant/ refusal of such permission for occupation of the building in **Form BR-VII**. The E-register shall be maintained as specified in **Code-4.8** for maintaining record in respect of Occupation Certificate.
- (5) If no communication is received from the Competent Authority within 60 days of submitting the application for "Occupation Certificate", the owner is permitted to occupy building, considering deemed issuance of "Occupation certificate" and the application **Form BR-IV (A) or BR-IV(B)** shall act as "Occupation Certificate". However, the competent authority may check the violations made by the owner and take suitable action.
- (6) If the owner or Architect or Engineer or Consultant as mentioned in **Code 4.10(1)(i), (iv) and (v)** as the case may be, submits a wrong report while making application under this Code or if any additional construction or violation is reported to exist at site or has concealed any fact or mis-represented regarding completion of construction of building along with its eligibility for seeking occupation certificate or before the completion of such report, he shall be jointly and severally held responsible for such omission and complaint against the Architect for suspension of his registration and the owner shall be liable to pay for the penalty as may be decided by the competent authority after

giving an opportunity of hearing. Further, if it is emerged that the information is concealed by Engineer/ Consultant/ Owner, necessary penal proceedings will be initiated along with debarring Engineer/ Consultant/ Architect from practicing in the State of Haryana.

#### **4.11. Occupation Certificate through Self Certification from industria buildings**

- (1) The owner who had applied under **Code 2.2**, shall submit an application to competent authority for grant of occupation certificate on **Form BRS-III** and along with completion drawings, Completion Certificate on **Form BRS-IV** and along with the following documents:-
  - (i) Detail of compoundable violations from the approved building plans, if any in the building, jointly signed by the owner, Architect and Structural Engineer, along with demand draft of the due payment for composition charges of such violations at the rates determined by the Competent Authority shall be submitted along with **Form BRS-III**.
  - (ii) Both the Owner and Architect shall give an affidavit that no provision of the Haryana Building Code, 2017 has been violated excluding compoundable violations.
  - (iii) Photographs of front, side, rear setbacks, front and rear elevation of the building shall be submitted along with photographs of essential areas like cut outs and shafts from the roof top. An uneditable compact disc/ DVD containing all photographs shall also be submitted.
- (2) The competent authority shall issue an occupation certificate in **Form BRS-V** within ten working days of receipt of the **Form BRS-III** duly complete in all respect and accompanied with the required completion drawings forms and affidavits. The occupation certificate shall be issued provided that the documents submitted along with **Form BRS-IV** are in order.

Provided, if any violation found within time prescribed above during inspection, which is not listed in compoundable violations stated at **Code 4.11(1)(i)**, then the violation be compounded (or demolished if it is non-compoundable), as per composition charges prescribed by the Competent Authority.

- (3) If no communication is received from the Competent Authority within ten working days of submitting the application for “Occupation Certificate”, the owner is permitted to occupy building, considering

deemed issuance of “Occupation certificate” and the application **Form BRS-III** shall act as “Occupation Certificate”:

Provided violations, if found at any subsequent stage, shall result in cancellation of the occupation certificate issued and the same shall be restored only after removal of violations. Further, action against the Architect shall also be taken for furnishing a wrong certificate/affidavit.

- (4) No person shall occupy or allow any other person to occupy any other person to occupy any new building or a part thereof for any purpose whatsoever until such building or a part thereof has been certified by the Competent Authority as having been completed and an occupation certificate has been issued in his favour in **Form BRS-V** within the above mentioned period. However, minimum permissible covered area as mentioned below shall have to be constructed to obtain occupation certificate.

Sr. no.	Area of site	Percentage of permissible covered area
1	Upto 2 acre	25%
2	Above 2 acre upto 5 acres	20%
3	Above 5 acres & upto 10 acres	15%
4	Above 10 acres	10%

- (5) No occupation certificate shall be issued unless debris and rubbish consequent upon the construction has been cleared from the site and its surroundings.

#### **4.12. Revocation of Occupation certificate**

In case, after the issuance of occupation certificate, if found at any stage that the building is used for some other purpose against the permission or make any addition/ alteration in the building then, after affording personal hearing to the owner, the Competent Authority may pass orders for revocation of occupation permission and the same shall be restored only after removal of violations.

### **Chapter-5: Risk Based Classification**

#### **5.1. Risk based classification of building applications.**

- (1) For fast track building plan approval, the competent authority shall approve building plans considering the risk based classification of buildings depending upon height.
- (2) The buildings are categorized in two risk categories:
- (i) Low Risk consist of residential buildings and industrial buildings

upto 15 metres height including the buildings covered under Architectural Control Sheet.

- (ii) High Risk consist of buildings other than stated above at (i).
- (3) Since the buildings as stated in **Code 5.1(2)(i)** above are under the low risk category, therefore, the building shall be approved under **Code 2.2**.
- (4) The building under high risk category shall be approved under **Code 2.1**.

## **Chapter-6: Siting, Planning and Architectural Control**

### **6.1. Use of site, type and character of building.**

- (1) Type and character of building, including ancillary buildings, that may be erected or re-erected on a site and the purpose for which these may be used shall not be other than that shown in the Development Plan or the approved layout plan or sector plan or zoning plan.
- (2) Where the site does not form part of such layout or sector plan or zoning plan, the use shall be in conformity with the use of the surrounding area, or use prescribed in development plan and the decision of the Competent Authority shall be final in this respect.
- (3) Every building that may be erected or re-erected on a site shall, in addition to the foregoing restriction, comply with the restriction shown in the Architectural Control Sheets, wherever applicable, shall have precedence over the zoning plan or the building Code.
- (4) Every building that may be erected or re-erected on site shall, in addition to other restrictions under this Code, comply with the provisions made in the National Building Code of India (amended from time to time), wherever this building Code is silent.

### **6.2. Sub-division and amalgamation of plots**

- (1) Division of plot into smaller units is permissible in core areas with the prior approval of the Competent Authority. Each such plot shall be accessible separately and independently through a public road laid out and constructed to the satisfaction of the Competent Authority.
- (2) Except as otherwise expressly provided at the time of sale or the colony approved under specific scheme by the Competent Authority, not more than one building unit shall be erected on any one plot, but in any case two or more plots may be combined for purposes of erection of one “building unit”.

**Note:-**“Building unit” means a self-contained building with such out buildings as are ordinarily ancillary to the main building used in connection therewith and physically incapable of sub-division into two or more independent building units. A building unit may, however, be owned by an individual or may be jointly and severally owned, provided it remains in a single indivisible ownership

- (3) The Competent Authority shall be competent to refuse permission for construction on consideration of compact and economical development of the area till such time as availability of water supply, drainage arrangement, and other facilities are ensured to his satisfaction.
- (4) In case plots which are to be amalgamated are back to back, then rear setback shall be maintained as per already approved zoning plan.
- (5) In case plots adjacent plots are to be amalgamated, then setbacks shall be maintained as per zoning plan approved by the Competent Authority for whole amalgamated plot.
- (6) Amalgamation of adjacent plots (side by side or back to back or both) where building stand constructed is permitted, subject to the condition that the constructed buildings shall not violate the provisions of zoning plan issued by the competent authority for the amalgamated plot.

### **6.3. Proportion of the site which may be covered with buildings.**

- (1) The proportions of covered area of a building, including ancillary buildings, shall be in accordance with the plot categories given in following sub-Codes and the remaining portion shall be left open in the form of open space around the building.

#### **(2) Core Areas**

##### **(i) Residential**

Sr. no.	Plot area slabs	Maximum permissible Ground Coverage	Permissible basement	Maximum permissible Floor Area Ratio (FAR)	Maximum permissible Height (G+3 Floor) (including stilt (S+4 Floor) (in metres)
1	Upto 60 square metres	85%	Single level	220 %	15.0
2	Above 60 to 150 square metres	80%	Single level	200 %	15.0



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(Haryana Building Code)**

3	Above 150 to 225 square metres	70%	Single level	180%	15.0
4	Above 225 to 450 square metres	60%	Single level	160 %	15.0
5	Above 450 square metres	50%	Single level	140 %	15.0

**(ii) Commercial**

Sr. no.	Plot area slabs	Maximum permissible Ground Coverage	Permissible basement	Maximum permissible Floor Area Ratio (FAR)	Maximum permissible Height
1	upto 50 square metres	100%	Single level	200 %	Unrestricted
2	Above 50 to 150 square metres	85%	Single level	200 %	Unrestricted
3	Above 150 to 225 square metres	75 %	Single level	200 %	Unrestricted
4	Above 225 to 450 square metres	60 %	Single level	175 %	Unrestricted
5	Above 450 to 1000 square metres	40%	Single level	175 %	Unrestricted

**Note:** Example for calculating FAR and ground coverage as per plot area slabs for 14 marla and 1 Kanal plot:

Calculations for Ground Coverage				
Plot area slabs	Area in each slab (in square metres)	Maximum permissible Ground Coverage	14 marla plot (354.1 square metres)	1 Kanal plot (505.86 square metres)
Upto 75	75	66	49.5	49.5
76-100	24	66	15.84	15.84
101-150	49	60	29.4	29.4
151-250	99	60	59.4	59.4
251-350	99	50	49.5	49.5
351-500	149	50	4.05	74.5
501-1000	499	45		4.8861
			207.69	283.0261
		Actual permissible ground coverage	58.6529229	55.94971316

Calculations for Floor Area Ratio (FAR)				
Plot area slabs	Area in each slab (in square metres)	Maximum permissible Floor Area Ratio (FAR)	14 marla(354.1 square metres)	1 Kanal (505.86 square metres)
Upto 75	75	165	123.75	123.75
76-100	24	165	39.6	39.6
101-150	49	145	71.05	71.05
151-250	99	145	143.55	143.55
251-350	99	125	123.75	123.75
351-500	149	120	9.72	178.8
501-1000	499	100		10.858
			511.42	691.358
Actual permissible FAR			144.4281276	136.6703699

(iii) **Plot setbacks (core areas)**

The buildings shall not project beyond the building lines as shown in the zoning plan of respective schemes. However, in case where zoning plans are not prepared, the minimum setbacks shall be provided as below:-

Sr. No.	Area of plot (in square metres)	Minimum Front Setback (in metres)	Minimum Rear Setback (in metres)
1.	Upto 60 square metres	0.5	0.5
2.	Above 60 to 150 square metres	1.5	1.0
3.	Above 150 to 225 square metres	2.5	2.0
4.	Above 225 to 450 square metres	3.0	3.0
5.	Above 450 square metres	4.5	4.0

(a) The front setbacks can be adjusted to achieve permissible Ground Coverage subject to the condition that rear setbacks are fixed.

(b) In core areas single level basement may be allowed upto the maximum roof height of not more than 1.5 metres from the ground level for the area of maximum permissible coverage and after that till the zoned area, the roof of basement shall flush with the ground level.

(3) **Areas other than core areas**

(i) **Residential**

(a) **Plotted**

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<b>Sr. no.</b>	<b>Plot area</b>	<b>Maximum permissible Ground Coverage</b>	<b>Permissible Basement</b>	<b>Maximum permissible Floor Area Ratio (FAR)</b>	<b>Maximum permissible Height (G+3 Floor) (including stilt (S+4 Floor)) (in metres)</b>
1	Upto 100 square metres	66%	Single level	165 %	15.0
2	Above 100 to 250 square metres	66%	Single level	145 %	15.0
3	Above 250 to 350 square metres	60%	Single level	130 %	15.0
4	Above 350 to 500 square metres	60 %	Single level	120 %	15.0
5	Above 500 to 1000 square metres	60 %	Single level	100 %	15.0

**Note:**

- I. The additional FAR is allowed on payment of charges as approved by Government from time to time.
- II. Provided that the building shall conform to the restriction contained in the zoning plans or the architectural control sheets of respective area of sector.
- III. Provided further that in case of sites measuring 100 square metres or less under any scheme relating to houses for economically weaker section framed by the Government, Housing Board, Improvement Trust or any other authority, the Competent Authority may relax the above condition.
- IV. Provided further that the 25% of the built up area of the building or upto 50 square metres, whichever is less, can be used for non-nuisance professional consultancy services, after getting permission from Competent Authority in writing. The applicant shall apply for specific use of consultancy services as

mentioned in **Code 1.2(1)(ix)** in **Form N-I** along with fee as mentioned in **Schedule IV-A**. The permission shall be granted in **Form N-II**".

- V. The stilts are permitted for parking purposes in residential and commercial plots of all sizes, subject to the condition that maximum permissible height of building shall not exceed 15 metres.

**(b) Group Housing**

Sr. No.	Maximum permissible ground coverage	Permissible Basement	Floor Area Ratio	Maximum Permissible height
1.	35%	Upto four levels	175%	Unrestricted

**Note:**

- I. The height of mumti/ lift room/ water tank/ Building Maintenance Unit shall be exclusive of building height;
- II. The parking requirement of group housing shall be governed by **Code 7.1** or any other policy issued by the Government in this regard, from time to time.

**(ii) Commercial**

Sr. no.	Type of building	<u>Area norm</u>	Maximum permissible Ground Coverage	Permissible Basement	Maximum permissible Floor Area Ratio (FAR)	Maximum permissible Height
1	Shop-cum-Flat (SCF) or Shop-cum-Office (SCO) or Shop-cum-Office-cum-Flat (SCOF) or Double Storey Shop (DSS) purposes or for shopping booths	Unrestricted	As per the Architectural Control Sheets			
2	<b>Commercial colony:</b> includes shopping mall, multiplex, Departmental store, Integrated commercial Complex, Service Apartment,	Unrestricted	60 %	Unrestricted	175 %	Unrestricted

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	starred Hotel/ Unstarred Hotel, offices.					
3	Dhabas	1000 square metres to 1 acres	40 %	Unrestrict ed	40 % (maximum 50 sqm for kiosks like STD, Books, Cassettes, CDs etc.)	5 metres
4	Banquet Hall	Minim um 2.5 acres	<u>50 %</u>	Unrestrict ed	50% (10% FAR allowed for gift shop/STD Booths, Toy Centre and flower shops etc.)	Unrestrict ed
5	Starred Hotels, Restaurants	Unrest ricted	40 %	Unrestrict ed	175 % (with permissible 15% commercial component)	Unrestrict ed
6	Amusement Park	Unrest ricted	30 %	Unrestrict ed	50 % (with permissible 15% commercial component)	Unrestrict ed
7	Resort, 5 star Hotels, Motel (with/ without banquet hall facilities)	Unrest ricted	30%	Unrestrict ed	175 %	Unrestrict ed
<u>8</u>	Big box retail stores	Unrest ricted	<u>60%</u>	Unrestrict ed	<u>175%</u>	<u>Unrestrict ed</u>
<u>9</u>	<b>Petrol Stations</b>	Unrest ricted	As per terms and conditions of Oil companies.			

**(iii) Institutional and Educational**

<b>Plot slabs</b>	<b>Maximum permissible Ground Coverage</b>	<b>Permissible Basement</b>	<b>Maximum permissible Floor Area Ratio (FAR)</b>	<b>Maximum permissible Height</b>
Upto 10000 Square	35 %	Upto four levels	150%	Unrestricted

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metres				
Above 10000 square metres	25 % of such portion of site	Upto four levels	150 %	Unrestricted

**(iv) Industrial and IT**

Sr. No.	Type of Industry	Maximum Ground Coverage	Permissible Basement	Maximum Permissible Floor Area Ratio	Maximum Permissible Height	Remarks
1.	General	60%	Twin level	150 %	30 Metres	--
2.	Apparel and Footwear	40%	Unrestricted	250 %	Unrestricted	To be located on roads with a Right Of Way of 15 metres and above.
3.	Bio-technology other than Pharmaceuticals					
4.	Information Technology/ Information Technology Enable Services					
5.	Information Technology Park, Cyber Park, Cyber City, Technology Park	40%	Unrestricted	250 %	Unrestricted	Subject to condition that the plot must be located on roads with a Right Of Way of 30 metres and above.

**Note for above Code 6.3(3)(ii), (iii) and (iv):**

- Unrestricted basement means as many numbers of basements subject to fulfilment of parking norms and/ or storage requirements and/ or use of maximum permissible FAR (in case of habitable use of basement) required in accordance to use of building.
- Four levels basement shall be allowed only on site having area more than 8000 square metres & in other cases as decided by Competent Authority.

- c. The facility of enhanced FAR beyond the General level of 125% in industrial use shall be permissible on payment of proportionate charges/ infrastructure strengthening charges as prescribed by the Government/ Development Agency.
- d. The facility of enhanced FAR of 25% beyond the General level of 150% in resorts, five star hotels, motels (with/without banquet hall facilities) shall be permissible on payment of proportionate charges/ infrastructure strengthening charges as prescribed by the Government/ Development Agency.
- e. The facility of enhanced FAR of 50% beyond the general level of 100% in institutional and educational use shall be permissible subject to payment of proportionate increasing EDC & conversion charges at existing rates (in the form of augmentation charges) for the existing buildings i.e. Building Plans are approved before 30.06.2016. However, no such payment is required for such buildings whose building plans are approved by competent authority after 30.06.2016.

**(v) Ware house/ Storage/ Godown**

Sr. no.	Type of building	Maximum permissible Ground coverage	Maximum permissible Floor Area Ratio (FAR)	Setbacks all around the plot (in metres)
1	Integrated Inland Container Depots/ Custom Bounded Areas	60%	75 %	15
2	Warehouse other than agricultural produces/ Grain Godowns/ Silos			9
3	Warehouse For Agricultural Produces/ Grain Godowns/ Silos			6
4	Gas Go-down			As per zoning plan

**Note:**

If a warehouse contains storage of agro produce and also products other than agriculture produce, then the setbacks of 9 metres shall be followed.

(vi) **Recreational**

Sr. no.	Type of building	Area norms	Maximum permissible Ground coverage	Permissible basement	Maximum permissible Floor Area Ratio (FAR)	Maximum permissible height
1	Recreational site in residential zone such as Club/ Community Centre including swimming pools, Badminton/ Tennis/ Squash Court, Indoor Games, Canteen/ Restaurant (not exceeding 200 square metres area) and related uses. <b>Note:</b> a. Not more than 10% of the permitted FAR to be allowed for rooms. b. Maximum 10% of the total FAR can be utilized for commercial use viz, Canteen/ Restaurants.	0.5 acre to 2 acres	35 %	Single level	100 %	Unrestricted
2	Open Space Zone such as Mini Amusement Park, Outdoor games facility, Canteen (not exceeding 200 square metres area) and related infrastructure requiring minimal construction activity <b>Note:</b> The overall character of the site shall be maintained as open with minimum construction to be permitted at site. However, Joy rides/	2 acres to 5 acres	10%	Single level	10%	Unrestricted



	water parks etc. Installed in such projects, which are open to sky shall not be considered to be part of covered area/ FAR.					
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(vii) **Mixed land use**

In case of mixed land use site/ plot, the ground coverage, FAR, setback and other norms shall be in accordance with the zoning plan issued by Competent Authority.

(viii) **General note:-**

- (a) The unrestricted height shall only be allowed subject to submission of No Objection Certificate from the appropriate authority (i.e. Defence Establishment, Air Force Establishment, Airport Authority of India, etc.), if any in the area.

**Note:** It is the responsibility of the competent authority to procure the zoning map/ instructions issued by the appropriate authority (i.e. Defence Establishment, Air Force Establishment, Airport Authority of India, etc.), if any present in its jurisdiction.

- (b) The basement may be allowed to the maximum roof height of not more than 1.5 metres from the ground level for the foot print of the building and after that till the zoned area, the roof of basement shall be flush with the ground level.

#### 6.4. **Architectural/ Frame Control and siting of building.**

- (1) In the case of building sites where architectural control is considered necessary by the Competent Authority, he shall cause to be prepared Architectural Control Sheets for this purpose showing the extent of architectural control on the various units of the buildings or on a portion of such buildings, among others in the following respects:-

- (i) Compulsory elevations for a particular building or a row of buildings.
- (ii) Compulsory height on the front or on any side exposed to view from a street upon which building shall have to be erected and completed within a certain period.
- (iii) Compulsory height of floors.
- (iv) Compulsory height and design of cornices, sills and top of windows in the first and higher storeys.
- (v) Compulsory building line along which the building shall have to be erected and completed within a certain period.

- (vi) Compulsory type designs of balconies.
- (vii) Compulsory use of materials texture and colour.
- (2) Building line in front, rear and side shall be as per the zoning plan approved by the Competent Authority.
- (3) **Special zoning:**  
In case competent authority decides that it is not feasible to keep setbacks/ spaces as prescribed above due to peculiar shape and condition of the site, then the competent authority after recording reasons in writing may issue special zoning plan, keeping in view the fire safety.
- (4) **Frame Control:**  
No frame control shall be applicable on residential plotted buildings.

## 6.5. Green building measures and incentives

- (1) For reducing consumption of total energy, fresh potable water and reduction in total waste generation by modern buildings, the green building measures are to be adopted by all building on various plot sizes above 500 square metres.
- (2) The applicant shall be awarded benefits of additional Floor Area Ratio (on plot area) for adopting either green norms specified in sub-Code (3) or by getting his building/ site/ project certified from Green Rating for Integrated Habitat Assessment (GRIHA) and achieving rating as specified in **Code 6.5 (4)**:
- (3) The details of green norms and additional Floor Area Ratio (FAR):

### (i) For installing solar photovoltaic power plant:

Generating power in respect of total connected load of building from solar photovoltaic power plant	15 to 25%	26 to 50%	51 to 75%	76 to 100%
Additional FAR for all building uses (except plotted residential)	3%	6%	9%	12%

### (ii) For installing Solid Waste Management Plant:

Installing Solid Waste Management Plant for treatment of total generated waste.	
Additional FAR for all building uses (except plotted residential)	3%

- (4) The details of rating achieved from GRIHA and Additional Floor Area

Ratio (FAR) is as under:

<b>Additional FAR for all building uses (except plotted residential)</b>	<b>3%</b>	<b>6%</b>	<b>9%</b>	<b>12%</b>	<b>15%</b>
GRIHA rating	1 star	2 star	3 star	4 star	5 star

**Note:**

- The additional FAR shall be given over and above the maximum permissible FAR as stated in **Code 6.3**.
- The incentive of additional FAR for achieving GRIHA rating shall be applicable only on new buildings.
- The applicant has to pay only Infrastructure Development Charges on additional FAR granted as incentive under **Code 6.5**.

**(5) Procedure for availing incentive:**

- The applicant is required to submit provisional rating from GRIHA at the time of submission of building plan application to the Competent Authority (**Code 4.1 and 4.2**) for claiming incentive of additional FAR stated at **Code 6.5 (4)**.
- At the time of applying for Occupation Certificate of building, the applicant is required to submit final rating from GRIHA.
- The Competent Authority only after verifying that the GRIHA rating achieved in final rating is same as provisional rating submitted at the time of building plan application, shall issue the Occupation Certificate:

Provided, in case the final rating achieved is lesser than the provisional rating, the occupation certificate shall be issued after compounding the additional FAR (i.e. difference of additional FAR from provisional rating and final rating) acquired by the applicant, at ten times the rates of EDC applicable at the time of submission of occupation certificate application.

Provided, the applicant may claim additional FAR, if final rating is higher than the provisional rating.

- The applicant has to submit a rating certificate for the building from GRIHA/ Compliance Certificate with respect to clause 6.5 (3) [duly issued by Architect or Engineer or Bureau of Energy Efficiency Certified Energy Auditors as the case may be] is to be submitted after every 5 years. In case, he fails to submit this certificate, the authority, after giving him one month notice may charge the compounding fee or may take appropriate action on case to case basis by recording the reasons in writing, thereof.

## Chapter-7: Building Design Norms

### 7.1. Parking

- (1) In plots situated in plotted colony, minimum 1.5 Equivalent Car Space (ECS) for each dwelling unit shall be required.
- (2) In Group Housing minimum 1.5 Equivalent Car Space (ECS) for each dwelling unit shall be required. Further minimum 5% of the total car parking area shall be made available to the EWS category flats.
- (3) In Integrated/ Multi Storey Commercial Building, Big Box Retail Stores and shopping mall 1.0 ECS for every 50 square metres of covered area shall be required.
- (4) In offices, Cyber Park/ IT Park/ Cyber Cities, 1.0 ECS for every 40 square metres of covered area shall be required.
- (5) In shopping area and designated shopping markets being developed by competent authority, 65% of total site area shall be kept for parking purpose.
- (6) In hospital, parking is to be provided as 1.0 ECS for every 2 beds and visitors parking as 1 ECS for every 4 beds.
- (7) For industries and institutions, 1.0 ECS for every 100 square metres of permissible FAR of plot.
- (8) For restaurant, parking shall be provided as 1.0 ECS for every 2 seats and for multiplex/ cinema/ theatre 1 ECS for every 4 seats.
- (9) For hotels and Motels:

Type	Minimum Guests parking requirement	Minimum employees and visitors' parking requirement
4 Star and above	One ECS for each guest room	One ECS for every three guest rooms
3 Star	Two ECS for every three guest rooms	One ECS for every four guest rooms
2 Star	Two ECS for every five guest rooms	One ECS for every five guest rooms
Motels	One ECS for each guest room	25% of the site area

- (10) The covered parking in the basement or in the form of multi-level parking above ground level or stilt shall not be counted towards Floor Area Ratio (FAR). However, the footprint of separate parking building blocks shall be counted towards ground coverage.
- (11) In case of provision of mechanical parking in the basement floor/ upper stories, the floor to ceiling clear height of the basement/ floor may be maximum of 4.75 metres.

- (12) No storage and commercial activities shall be permitted in the covered parking areas.
- (13) The misuse of the covered parking space shall immediately attract levy of three times the penalty of the composition fee prescribed for the excess covered area in the respective category.

**Note:**

For sites other than residential plots, 1ECS = 23 square metres for open parking, 28 square metres for parking on stilts and 32 square metres for basement parking.

## **7.2. Courtyard**

- (1) The courtyard shall have a minimum area, throughout its height, of not less than the square of one-fifth the height of the highest wall abutting the courtyard. Provided that when any room (excluding staircase bay, bathroom and water-closet) is dependent for its light and ventilation on an inner courtyard, the dimension shall be such as is required for each wing of the building.
- (2) Provided that such courtyard shall not be less than 12.0 square metres in area and the minimum width of every such courtyard in any direction shall not be less than 3.0 metres. In determining the said aggregate, floor area of the rooms and verandah abutting on the courtyard, following shall be considered:-
  - (i) Only one half of the floor area of such rooms and verandahs as abut on another courtyard or an open space or road not less than 6 metres in width shall be taken in account;
  - (ii) The area of the courtyard for the purposes of this Code shall be the area open to sky, clear of all projections.

## **7.3. Plinth**

- (1) The plinth of the main building shall be so located with respect to surrounding ground level that proper drainage of the site is assured. The height of the plinth shall not be less than 450 mm and more than 1.5 metres.
- (2) The plinth of court-yard shall be at least 150 mm above the level of the street from where entry to plot has been taken and shall be satisfactorily drained.
- (3) In no case, any part of the ramp/ steps connecting building plinth to street/ road shall lie on street/ road and obstruct traffic movement. However, the ramp/ step from the plot boundary to the entry of house building, if required shall be provided.

#### 7.4. Minimum area, size, height and light and ventilation of different components of Residential premises

(1) Minimum area for a habitable room, kitchen and water closet shall be followed in accordance to table given as under:

Sr. no.	Room type	Minimum area (in square metres)	Size (minimum width) (in metres)	Minimum Height (in metres)	Light and Ventilation (area of open-able windows, ventilators)
1	Habitable room	9.5	2.4	2.75	Total area not less than $1/8^{\text{th}}$ of the total floor area of the room.
2	Kitchen	5.5	1.8	2.75 (except for the portion accommodate floor trap of above floor)	Total area not less than $1/8^{\text{th}}$ of the total floor area of the room.
3	Pantry	3.00	1.40	2.75	Not applicable
4	Bathroom	1.80	1.20	2.45	
5	Water Closet	1.1	0.90	2.45	
6	Combined Bath and Water Closet	2.8	1.2	2.45	0.3 square metres on wall not less than 0.3 metres wide.
7	Store	No restriction	No restriction	2.10	Not applicable
10	Garage	14.85	2.75 x 5.40	2.40	
11	Doorways Habitable room	Not applicable	0.90	2.10	
12	Doorways for kitchen, bath, W.C	Not applicable	0.75	2.00	

#### (2) Habitable room

- In case of Group Housing Scheme the dwelling unit having more than one room may have one of the rooms with a clear floor area not less than 7.5 sq. metres with one side not less than 2.4 metres.
- In case of air conditioned rooms, the height shall not be less than 2.4 metres measured from the surface of the floor to the lowest point of air conditioning duct or false ceiling; and

- (iii) All doors and windows shall open directly or through a verandah or to a permanent open space or an open space abutting the building not less than 1.8 metres in width. No portion of a room shall be assumed to be lighted, if it is more than 3 metres or as stated in National Building Code 2005, away from the opening provided for lighting that portion.

### **(3) Kitchen**

- (i) In case there is a separate store, the floor area of the kitchen shall be reduced to 4.5 square metres.
- (ii) In case of houses constructed on plots up to 100 square metres, the size of the kitchen shall be reduced to 3.8 square metres.
- (iii) The kitchen which is intended for use as a dining space also shall have a floor area of not less than 9.5 square metres with a minimum width of 2.45 metres.
- (iv) For the purpose of this regulation, a kitchen shall be deemed to be a habitable room and all the aforementioned requirements regarding ventilation shall apply to it provided that the minimum area of the kitchen shall not be less than 5.5 square metres with a minimum width of 1.8 metres.
- (v) In case of Group Housing Scheme the minimum area of the kitchen shall not be less than 5.5 square metres with a minimum width of 1.8 metres.

### **(4) Bathroom and Water Closet (W.C):**

- (i) Every bathroom and water closet shall:-
  - (a) preferably be so situated that at least one of its walls shall have opening for circulation of external air, with provision of exhaust fan.
  - (b) not be directly over any room other than another W.C, washing place, bath or terrace unless it has a water-tight floor;
  - (c) have a platform or seat made of water tight non-absorbent materials;
  - (d) preferably be enclosed by walls and partitions and the surface of every such walls or partition, shall be finished with a smooth impervious material to a height not less than 1.5 metres above the floor of such room; and
  - (e) be provided with impervious floor covering sloping towards the drain with a suitable gradient and not towards verandah or any other room.

- (ii) Where the water-closet room in a building is not connected to exterior, it shall be ventilated by mechanical means or through a vertical shaft open to sky of a minimum size of 1.25 metre X 1.50 metre for ventilation to toilet, bath and water closet, but it shall be counted towards covered area.
- (iii) No room containing water-closet shall be used for any other purposes except as lavatory and no such room shall open directly into any kitchen or cooking space by a door/ window or another opening. Every room containing water-closet shall have a door completely closing the entrance to it.
- (iv) Soil or ventilating pipes shall not be allowed on the exterior face of any building, provided these shall either be embedded in the walls or pipe ducts to be provided to accommodate them.
- (5) Security rooms each measuring maximum area of 3.0 square metres is permitted only at the entry and exit gates of premises.

## **7.5. Boundary Wall, Fence, Gate and Porch**

- (1) The location of gate/ gates shall be as per zoning plan.
- (2) Maximum permissible height of front side boundary wall shall be not more than 1.2 metres from the mean level of abutting street in front of the plot from where entry to the plot has been taken.  
**Note:** The owner/ applicant if desires, is permitted to not construct boundary wall in front of plot, so that the said area can be utilized for parking.
- (3) Maximum height of boundary wall at rear and side of plot shall not be more than 1.8 metres from the mean level of abutting street in front of the plot from where entry to the plot has been taken.  
**Note:** In case of plots above 2000 square metres, maximum height of boundary wall at the rear and side of plot shall not be more than 1.8 metres from the abutting ground level.
- (4) A railing/ grill with or without poly carbonate/ fibre glass sheet covering of 0.75 metre height shall be permitted over and above the maximum height of boundary wall at all sides.
- (5) The temporary porches of polycarbonate sheets/ fibre glass roof or any other temporary material covering on suitable structure, shall be allowed in residential plots with the condition that these shall be open on sides in the driveway area within the plot.
- (6) The provisions of above **Code 7.5(2), (3), (4) and (5)** are not applicable to boundary walls of jails.



- (7) Boundary wall upto the height of 2.4 metres may be permitted by the Competent Authority in industrial buildings, electric sub-stations, transformer stations, institutional buildings like hospitals, industrial buildings like workshops, factories and educational buildings like schools, colleges, including hostels and other uses of public utility undertakings and strategically sensitive buildings.

## 7.6. Staircase

- (1) Every building intended to be used as multiple residential building or commercial or educational and institutional or industrial building shall be provided with required number of staircases (accessible from a maximum distance of 30 metres (45 metres, if building has automatic sprinklers for fire fighting) from any part of the building, extending from ground floor level to the highest floor, having following specifications:

Sr. no.	Type of building		Minimum permissible clear width of staircase (in metres)	Minimum permissible width of tread (in metres)	Maximum permissible height of riser (in metres)
1	Residential	Plots upto 15 metres height	0.9	0.25 (without nosing)	0.19
		Plots above 15 metres height	1.2		
2	Commercial	Plots upto 50 square metres area	0.9	0.30 (without nosing)	0.15
		Plots above 51 square metres area	1.2		
3	Assembly building		2.0	0.30 (without nosing)	0.15
4	Educational building		1.5	0.30 (without nosing)	0.15
5	Institutional building		2.0	0.30 (without nosing)	0.15
6	Inland Container Depot & Custom bounded area		1.5	0.30 (without nosing)	0.15
7	Industrial building;		1.5	0.30 (without nosing)	0.15
8	Any other buildings		1.5	0.30 (without nosing)	0.15

- (2) The minimum head-room in a passage under the landing of a staircase shall be 2.1 metres. The minimum clear head-room in any staircase shall be 2.1 metres.
- (3) The maximum numbers of risers in single flight are limited to 14.
- (4) If a service or a spiral staircase is provided, its width shall not be less than 1.0 metre and its average tread width shall not be less than mention in table of sub-Code (1).
- (5) Notwithstanding anything contained in sub-Code (1), the staircases in the private portion of a public building and industrial building not open to the general public, may be of the sizes mentioned for residential building.
- (6) For residential plot sizes upto 100 square metres, there is no restriction for maximum permissible height of riser, subject to the condition that it shall not cause inconvenience to user.

#### **7.7. Ramps and Lifts**

- (1) Every building having more than 15 metres height shall be provided with a lift or a ramp with an inclination of 1:10 in addition to the staircases. In all residential building having more than 15 metres height, lift is mandatory to install in numbers depending on the occupancy of building.
- (2) In case of public building with only ground floor, ramp shall be provided for reaching its plinth level. Further, in case of public building is more than one storey lift or ramp shall be provided.
- (3) **Ramps:**
  - (i) The ramp to basement and parking floors shall not be less than 7.2 metres wide for two way traffic and 4 metres wide for one way traffic, provided with minimum gradient of 1:10.
  - (ii) The minimum width of the ramps in hospitals shall be 2.4 metres for movement of stretcher and for public use. In no case, the hospital ramps shall be used for vehicular movement, except at entry gate to the building.
  - (iii) Ramps may also be provided in the setbacks which can be sloped considering unhindered movement of fire engine and in no case the gradient shall be less than 1:10. (to be read with basement)
  - (iv) All structural design/ safety aspects as per latest Bureau of Indian Standards Codes and National Building Code, 2005 (as amended from time to time) shall be complied along with consideration of weight of Fire Engine & its manoeuvring.

- (v) The minimum width of the ramps in hospitals shall be 2.4 m for stretcher and not for vehicular movement
  - (vi) A ramp shall have handrail on at least one side, and preferably two sides with minimum height of 0.90 metres, measured from the surface of the ramp. The handrails shall be smooth and extend to 0.30 metres beyond the top and bottom of the ramp. Where major traffic is predominantly children, the extra handrail shall be placed 0.76 metre height.
- (4) Where ramps with gradients are necessary or desired, they shall conform to the following requirements:  
A ramp when provided shall not have a slope greater than 1:20 or maximum of 1:12 for short distance up to 9 metres.

**(5) Lifts:-**

Wherever lift is required as per Code, provision of at least one lift shall be made for the wheel chair users, with the following cage dimensions, recommended for passenger lift of 13 persons capacity by the Bureau of Indian Standards:-

- Clear internal depth 1.1 metres.
  - Clear internal width 2.0 metres.
  - Entrance door width 0.9 metre.
- (i) a handrail not less than 0.6 metre long and 1 metre above floor level shall be fixed adjacent to the control panel.
  - (ii) the minimum size of lift lobby shall be 1.8 metres x 2.0 metres or more.
  - (iii) the interior of the cage shall be provided with Braille symbols and auditor signage that audibly indicates the floor. When the cage reached on floor, it shall indicate that the door of the cage for entrance/ exit is either open or closed.

**7.8. Passages and corridors**

- (1) The minimum width of corridors and passages in a residential building shall be at least 1.25 metres and these shall be of fire resistant material.
- (2) Minimum width of any corridor and passage in case of residential building with multiple dwelling units and for other type of building, shall be as given below:

Sr. no.	Building type	Minimum permissible width of passage and corridor (in metres)
1	Residential	1.25
2	Commercial	1.25
3	Assembly Buildings	2.0

4	Educational building	2.0
5	Institutional building	2.0
6	Inland Container Depot & Custom bounded area	1.5
7	Industrial building	1.5
8	Hospital, nursing homes, etc.	2.4
9	All other building including hostels.	1.5

- (3) The clear headroom height of passage and corridors shall, in no case, be less than 2.15 metres.
- (4) All surfaces including ceiling shall be of fire resistance materials.
- (5) All the passages and corridors shall be naturally lighted and ventilated and if not possible, provision for artificial lighting and mechanical ventilation shall be made.

## 7.9. Exit

- (1) The requisite number and size of various exits shall be provided, based on the occupants in each room and floor based on the occupant load, capacity of exits, travel distance and height of buildings as per provisions of Part 4- Fire and Life Safety, National Building Code as amended from time to time.
- (2) At least one primary entrance and exit to each building shall be usable by individuals in wheelchairs, indicated by a sign and on a level that would make the elevators accessible.
- (3) **Arrangement of Exits**
  - (i) Exits shall be so located so that the travel distance on the floor shall not exceed 22.50 metres for residential, educational, institutional and hazardous occupancies and 30.0 metres for assembly, business, mercantile, industrial and storage occupancies. Whenever more than one exit is required for a floor of a building they shall be placed as remote from each other as possible. All the exits shall be accessible from the entire floor area at all floor levels.
  - (ii) The travel distance to an exit from the remote point shall not exceed half the distance as stated above.  
**Note:** Provided for fully sprinklered building, the travel distance may be increased by 50 percent of the values specified.
- (4) **Width of Exit**
  - (i) No exit doorways shall be less than 1 metre in width except assembly and institutional buildings where it shall not be less than 2 metres.

- (ii) Exit doors shall open outwards, that is away from the room but shall not obstruct the travel along any exit. No door when opened shall reduce the required width of stairway or landing to less than 0.90 metre. Overhead door shall not be installed.

#### **7.10. Means of Access**

- (1) No Building shall be erected as to deprive any other building of its means of access.
- (2) If there are any bends or curves in the approach road, sufficient width shall be permitted at the curve to enable the fire tenders to turn, the turning circle shall be at least of 9.0 metres radius.
- (3) Other provisions of means of access for buildings other than plotted residential and commercial:
  - (i) The approach to the building and open spaces on its all sides upto 6.0 metres width, shall have composition of hard surface capable of taking the weight of fire tender, weighing upto 22 tonnes for low rise building and 45 tonnes for building 15 metres and above in height. The said open space shall be kept free of obstructions and shall be motor-able.
  - (ii) Main entrance to the premises shall be of adequate width to allow easy access to the fire tender and in no case it shall measure less than 6.0 metres. The entrance gate shall fold/ slide back against the compound wall of the premises, thus leaving the exterior access way within the plot free for movement of the fire service vehicles. If archway is provided over the main entrance, the height of the archway shall not be of height less than 5.0 metres.
  - (iii) In case of basement extending beyond the building line, it shall be capable of taking load of 45 tonnes for a building of height 15.0 metres and above and 22 tonnes for building height less than 15.0 metres.
- (4) Every person who applies for permission for erection or re-erection of building shall also submit NOC for accessing the road (whether National Highway, State Highway) if applicable from the concerned authority.

#### **7.11. Light and Ventilation of building**

- (1) Every room that is intended for human habitation shall abut on an interior or exterior open space or on to a verandah open to such interior or exterior open space.

- (2) The setback area can be sunk for light, ventilation and access to basement, provided fire tender movement is not hindered.
- (3) The whole or part of one side of one or more rooms intended for human habitation and not abutting on either the front, rear or side open spaces shall abut on an interior open space whose minimum width in all directions shall be 3.0 metres in case of buildings not more than 15 metres in height, and in case of buildings above 15 metres, the provision of **Code 7.2 (1)** shall apply.
- (4) Sunken courtyard up to the lowest floor of basement(s) shall be allowed as 'light well' within building envelop for light and ventilation for basement area.
- (5) Other provisions of light and ventilation for buildings other than plotted residential and commercial:

If exterior open air space is intended to be used for the benefit of more than one building on same plot/ site, then the width of such open air space shall be the one specified for the tallest building abutting on such open air space, shall be as given below:

Sr. no.	Height of Building (in metres) upto	Exterior open spaces to be left on all sides of building blocks (in metres) (front, rear and sides in each plot)
1.	10	3
2.	15	5
3.	18	6
4.	21	7
5.	24	8
6.	27	9
7.	30	10
8.	35	11
9.	40	12
10.	45	13
11.	50	14
12.	55 and above	16

(6) **Ventilation shaft:**

For ventilating the spaces for water closets and bathrooms, if not opening on the front side, rear and interior open spaces, shall open on the ventilation shaft, the size of which shall not be less than the values given below:

Sr. no.	Height of Building (in metres)	Minimum size of Ventilation Shaft (in square metres)	Minimum width of Shaft (in metres)
1.	Upto 10.0	1.2	0.9

2.	Upto 12.0	2.8	1.2
3.	Upto 18.0	4.0	1.5
4.	Upto 24.0	5.4	1.8
5.	Upto 30.0	8.0	2.4
6.	Above 30.0	9.0	3.0

**Note:**

- (i) For buildings above 30.0 metres height, mechanical ventilation system shall be installed on ventilation shaft.
- (ii) For fully air-conditioned buildings the ventilation shaft shall not be required, provided the air-conditioning system works on uninterrupted source of power supply.
- (iii) Horizontal ducting for ventilation may be installed in building with exhaust fan of appropriate capacity for discharging used air to external face of building.

## **7.12. Cantilevered roof and chajja projections**

- (1) No building verandah, chajja or other projections from the face of the building shall be allowed to be erected or re-erected on or over a road or beyond the boundaries of the applicants own land/ plot.
- (2) Balcony of a width of maximum 1.80 metres in front and rear sides of a plot can be permitted within the plot, provided the width of balcony do not exceed half of the width of setback.
- (3) On plots of the size of 300 square metres or above, where side setback has been provided, a balcony of maximum width of 1.0 metre, in side set back shall be permitted.
- (4) Sun-shades over opening shall be allowed subject to the following:-
  - (i) Sun-shade of 0.23 metre width is permitted over any road/ over any park/ public place.
  - (ii) Sun-shade if provided, shall be at a height of 2.3 metres from the ground level shall be permitted to project up to a maximum of 0.45 metre within the applicants own land, provided it does not exceed half of the width of setback/open space.

## **7.13. Mezzanine floor**

- (1) A mezzanine floor or internal balcony shall not be permitted unless the height of the room is at least 5.0 metres and such mezzanine floor or balcony do not cover more than 1/2 of the room area. The area of such mezzanine floor shall be counted towards FAR.
- (2) The clear height of such mezzanine floor or internal balcony shall not be less than 2.3 metres from the floor level to the soffit of ceiling.

#### **7.14. Motor Garage**

- (1) The minimum size of a private motor garage shall be 2.75 metres X 5.0 metres. The clear height of the garage shall not be less than 2.40 metres. The plinth of the motor garage shall not be less than 150 mm above the average ground level.
- (2) A garage shall be permitted within zoned area and shall be counted towards covered area.
- (3) Garage shall not be used for habitable purposes.

#### **7.15. Minimum provisions with regard to dwelling unit**

Each dwelling unit shall have following minimum provisions, for granting permission to construct or use/ occupy:

<b>Economic Weaker Section (EWS)</b>	<b>Other than EWS</b>
(i) Living/ bedrooms; (ii) One Pantry; (iii) One Bathroom and water closet (W.C) integrated	(i) Living/ bedrooms; (ii) One kitchen; (iii) One Bathroom and One latrine or W.C integrated.

#### **7.16. Basement**

- (1) The construction of the basement shall be allowed by the Competent Authority in accordance with the provisions of Zoning Plan.
- (2) The basement shall be constructed within the zoned area and may be put to following uses:
  - (i) Storage of household or other goods of ordinarily non-combustible material;
  - (ii) Strong rooms, bank cellars, etc.;
  - (iii) Air-conditioning equipment and other machines used for services and utilities of the building.
  - (iv) Modern automated laundry shall be allowed only in the basement of Hotel and Hospital/ Nursing Home sites, group housing, service apartment, as an ancillary services for the purpose for which permission is granted by Competent Authority and meant for in-house services only subject to the condition that the effluent of the laundry shall be properly pumped up to ground floor inspection chambers and discharged to the main sewer;
  - (v) Car wash, security room, ticketing booth, driver waiting room, toilets, loading/ unloading activities, lift/ escalator lobbies and parking.



- (3) The basement may be used for habitable purpose subject to fulfilment of fire safety, light & ventilation and exit provisions on opposite directions. However, in case basement is used for habitable purpose, the area utilized will be counted towards total covered area of building i.e. FAR. The basement is used for uses other than specified in **Code 7.16(2)** above, shall be considered for habitable use and shall be counted towards FAR, subject to fulfilment of fire safety, light and ventilation and exit provisions on opposite directions.
- (4) The use of basement shall be specified in the building plans at the time of submission, stated in **Code 2.1 and 2.2**.
- (5) The basement shall have the following provisions:
- (i) **Light and ventilation of basement:**
- (a) An open area of a minimum width of 1.8 metres shall be provided across the full length and/ or width of the basement storey. This area shall be within the limits of the site and shall be paved with impervious material above a concrete bed. It shall be completely unobstructed except that in this area steps may be allowed for access to it, if considered necessary.
- (b) In the case of buildings governed by the zoning, basement storeys shall be lighted and ventilated by means of windows of the minimum area within  $1/10^{\text{th}}$  to  $1/25^{\text{th}}$  of the total floor area, at least half of which must open subject to the condition that the deficit of light and ventilation shall be made up by providing artificial lighting and mechanical ventilation as per provision of National Building Code of India.
- In case of buildings governed by Architectural Control and the basement are for storage/ services, the provisions of light and ventilation shall be as shown on the control sheets. In case the basement is extended, the deficit in light and ventilation be proportionately increased subject to fulfilment of fire safety norms and structural stability is ensured by the Structural Engineer.
- In the second basement and basement below the lower ground floor where it is to be used for parking/ services, the provisions contained in National Building Code and Fire Safety Codes as applicable shall be followed. The basement story for any other purpose conforming to the land of the site can be allowed.
- (c) Adequate ventilation shall be provided for the basement. The ventilation requirements shall be the same as required by the particular occupancy according to Code. Any deficiency may be

met by providing adequate mechanical ventilation in the form of blowers, exhaust fans, air-conditioning systems, etc.;

(ii) **Damp proofing of basement:**

The walls of the basement story shall be properly damp proofed and if in contact with the soil, they must be effectively secured against dampness from the soil with the approved vertical and horizontal damp proof course.

(iii) **Height of the basement:**

(a) The minimum clear height of the basement shall be 2.4 metres and maximum clear height of the basement shall be up to 4.75 metres from floor to the underside of the roof slab or ceiling subject to structural stability to be certified by the Structural Engineer.

(b) The minimum height of the roof of basement shall be 0.9 metre and maximum 1.5 metres above the average surrounding ground level for plots upto 1000 square metres.

(c) For plots above 1000 square metres, the roof of basement shall be either flushed with ground or the maximum height shall be 1.5 metres above the average surrounding ground level.

(iv) **Drainage of basement:**

(a) Open area adjoining a basement story, if any, shall be effectively drained to the satisfaction of the Competent Authority:

(b) The responsibility of draining a basement storey and for protecting it from rain shall be that of the owner.

(c) The access to the basement shall be separate from the main and alternative staircase providing access and exit from higher floors.

(d) Where the staircase is continuous in the case of buildings served by more than one staircase, the same shall be of enclosed type serving as a fire separation from the basement floor and higher floors. Open ramps shall be permitted if they are constructed within the building line subject to the provision of **Code 7.9**.

(e) The “Exit” requirements in basements shall comply with the provisions of Part 4 ‘Fire and Life Safety’ of National Building Code of India.

(6) Basement shall not be constructed beyond the zoned area or in case existing adjacent building, setback of 2.4 metres shall be taken from the existing adjacent building.

### **7.17. Fire**

- (1) Fire protection measures provided in Part IV of National Building Code of India, dealing with the fire protection measures as amended from time to time, shall be followed.
- (2) The fire provisions made in the building wherever applicable, shall have to be got verified from the Competent Authority or office authorized from fire safety point of view and accordingly a certificate shall be submitted by the owner.

## **Chapter-8: Sustainable Measures**

### **8.1. Rain Water Harvesting**

- (1) In the areas specified by the Competent Authority, through a notification arrangement of roof rain-water harvesting within the plot shall have to be made by the plot owner, constructing the building on the plot where the area of the rooftop is 100 square metres or more.
- (2) **Ground Water Recharge:**
  - (i) Recharging of ground water shall be mandatory not only for residential buildings but for all types of buildings, including Group Housing Societies having a plot area more than 500 square metres and above.
  - (ii) The Ground Water Recharge shall be mandatory for open spaces like parks, parking, plazas, playgrounds and other common areas. The harvesting and recharge structures could be constructed by the Authority with the involvement of community based organizations like Resident Welfare Associations.
- (3) **Rain Water Harvesting System Measures:**
  - (i) The system of collection, conveyance and dispersion of rain-water for harvesting shall be made in such a manner that only clear water is able to enter and no contaminated waste water from the building or surrounding area finds its way in this system.
  - (ii) The entry points of the rain-water for harvesting shall be designed in such a manner that, in normal days, these remain covered. Arrangements of segregation of the rain-water from the first shower (Containing wash water) shall also be made.
  - (iii) The arrangement of quick filtration of rain-water shall also be made in the rain-water harvesting well/ tubewell so that rain-water does not pollute or choke the strata.
  - (iv) The complete system of rain-water harvesting shall be constructed within the plot area available with the owner.

- (v) The recharge well shall be located at a distance of not less than 10 metres away from any structure handling sewage or industrial waste water (such as septic tank or effluent treatment plant etc.). This minimum distance of 10 metres shall not be applicable to manholes or sewer lines although it shall be ensured that they are leak proof.
  - (vi) The detailed proposal of the system comprising collection, conveyance and dispersion of rain-water harvesting well/ tube well shall have to be shown on the building plan submitted for approval.
  - (vii) An Architect/ Engineer duly engaged for supervision and execution of the construction of the building shall submit the certificate stating that the rain water harvesting system is functional at site and same conforms to the provisions of this code. However, if the Architect/ Engineer found guilty of misrepresentation of the facts, penal proceedings shall be initiated along with debarring the concerned Architect/ Engineer from practicing in the State of Haryana.
  - (viii) The provision of Water (Prevention and Control of Pollution) Act, 1974 (Act 6 of 1974), with all amendments made from time to time, shall be applicable.
  - (ix) The construction of the building as laid down in sub-clause (1) shall be the part of occupation certificate. Unless such construction is completed as per the approval, no occupation certificate shall be issued.
  - (x) The owner of every building in the code shall ensure that the rain water harvesting structure is maintained in good repair for storage of water of Non-potable purposes and recharge of ground water at all time.
- (4) The above said provisions of Rain Water Harvesting shall be strictly implemented in following districts/ towns:
- (i) Panchkula
  - (ii) Kurukshetra
  - (iii) Shahabad
  - (iv) Karnal
  - (v) Panipat
  - (vi) Sonapat
  - (vii) Gohana
  - (viii) Faridabad
  - (ix) Yamuna Nagar
  - (x) Gurgaon

## **8.2. Provision of Rooftop Solar Photo Voltaic Power Plant**

- (1) The mandatory installation of Rooftop Solar Photovoltaic Power Plant for the buildings/ areas shall be in accordance with the order bearing no. 22/52/2005-5 Power, dated 21<sup>st</sup> March 2016 notified by Renewable Energy Department, Haryana and as amended from time to time.
- (2) Installation of Solar Photovoltaic Power Plant as laid down in **Code 8.2(1)** above, shall be part of the occupation certificate.
- (3) The Competent Authority shall empanel consultants (experts in solar photo voltaic power plant installations) for inspecting, verifying and issuing certification for installation of Rooftop Solar Photovoltaic Power Plant.

## **8.3. Provision of Energy Conservation Building Code**

- (1) The provision for Energy Conservation Building Code shall be mandatory applicable on buildings/ areas in accordance to the direction no. 19/6/2016-5P, dated 31<sup>st</sup> March 2016 notified by Renewable Energy Department, Haryana and as amended from time to time.
- (2) The applicant/ owner along with building plan application shall submit a certificate from an Architect confirming that the building plans confirms to the Energy Conservation Building Code.
- (3) Occupation certificate of building shall be issued by the Competent Authority only after the applicant/ owner submit a certificate from an Architect (who has supervised the construction of building) that the building has been constructed in accordance with the provision of the Energy Conservation Building Code.

## **8.4. Water Re-Use and Recycling**

- (1) All buildings having a minimum discharge of 50,000 litres and above per day shall incorporate waste-water recycling system. The recycled water shall be used for horticultural, flushing and cooling tower purposes.
- (2) The dual pipe system shall be adopted for these buildings.

## **8.5. Sustainable Building Materials**

The following supplementary building materials (derived or processed waste) may be suitably used while constructing building in combination with conventional resources:

- (i) Panels, hollow slabs, hollow blocks - Conservation of materials, less water requirement.

- (ii) Fly Ash bricks, Portland Pozzolana cement, Fly ash concrete, phosphor gypsum based walling & roofing panels, particle wood – Recycled use of industrial/ agricultural by-products.
- (iii) Fly ash/ AAC (Autoclaved Aerated light weight Concrete) panels/ CLC (Cellular Light weight Concrete) panels- Ensures thermal comfort (significant reduction in air-conditioning requirement)
- (iv) Use of bamboo & rapidly growing plantation timbers- Environmental benefits.
- (v) Compressed Soil Earth Block and Rammed Earth Walls and Vaults- Environmental friendly.

## **Chapter-9: Norms for Differently-abled Persons**

### **9.1. Provision/ facilities for Differently-abled Persons**

- (1) In all public buildings/ places of public gathering, the level of the roads, access paths and parking areas shall be described in the plan, along with specification of the materials.
- (2) The specified facilities in public buildings for differently-abled persons shall be as follows:-
  - (i) **Parking-** For parking of vehicles of differently-abled people the following provisions shall be made:-
    - (a) surface parking for two car spaces shall be provided, near the entrance, for the differently-abled persons, with maximum travel distance of 30 metres from building entrance;
    - (b) the width of parking bay shall be minimum 3.6 metres;
    - (c) information stating that the space is reserved for wheel chair users shall be conspicuously displayed; and
    - (d) guiding floor materials shall be provided or a device which guides the visually impaired persons, with audible signals or other devices which serve the same purpose, shall be provided.
  - (ii) Every building shall have at least one entrance accessible to the differently-abled and shall be indicated by proper signage. This entrance shall be approachable through a ramp together with the stepped entry.
    - (a) **Ramped approach-** Ramp shall be finished with non slippery material to enter the building. Minimum width of ramp shall be 1.5 metres with maximum gradient 1:12, length of ramp shall not exceed 9.0 metres having 0.8 metres high handrail on both sides extending 0.3 metres beyond top and bottom of the ramp. Minimum gap from the adjacent wall to the handrail shall be 5

cms.

- (b) **Stepped approach-** For stepped approach size of tread shall not be less than 0.3 metres and maximum riser shall be 0.15 metres. Provision of 0.8 metres high handrail on both sides of the stepped approach similar to the ramped approach shall be made.
  - (c) **Exit/ entrance door-** Minimum clear opening of the entrance door shall be 0.9 metres and it shall not be provided with a step that obstructs the passage of a wheel chair user.
  - (d) **Entrance landing-** Entrance landing shall be provided adjacent to the ramp, with the minimum dimension 1.8 metres x 2.0 metres. The entrance landing that adjoin the top end of a slope shall be provided with floor materials to attract the attention of the visually impaired persons (limited to coloured floor material whose colour and brightness is conspicuously surrounding floor material that emit different sound to guide visually impaired persons, hereinafter referred to as “guiding floor material”). Finishes shall have a nonslip surface with a texture traversable by a wheel chair. Kerbs, wherever provided shall blend to a common level.
- (iii) **Corridor connecting the entrance/exit for the differently-abled-** The corridor connecting the entrance/exit for differently-abled leading directly outdoor to a place where information concerning the overall use of the specified building can be provided to visually impaired persons either by a person or by signs, shall be provided as follows:-
- (a) guiding floor materials shall be provided or devices that emit sound to guide visually impaired persons;
  - (b) the minimum width of corridor shall not be less than 1.5 metres;
  - (c) in case there is a difference of level, slope-ways shall be provided with a slope of 1:12;
  - (d) handrails shall be provided for ramps/slope-ways.
- (iv) **Stair-ways-** One of the stair-ways near the entrance/ exit, for the use of differently-abled, shall have the following provisions:-
- (a) the minimum width shall be 1.35 metres;
  - (b) height of the riser shall not be more than 0.15 metres and width of the tread 0.30 metre. The steps shall not have abrupt (square) nosing;
  - (c) maximum number of risers on a flight shall be limited to 12;
  - (d) handrails shall be provided on both sides. ‘

- (v) **Lifts-** Wherever lift is required as per Code, provision of at least one lift shall be made for the wheel chair users, with the following cage dimensions, recommended for passenger lift of 13 persons capacity by the Bureau of Indian Standards:-
- . Clear internal depth 1.1. metres.
  - . Clear internal width 2.0 metres.
  - . Entrance door width 0.9 metre.
- (a) a handrail not less than 0.6 metre long and 1.0 metre above floor level shall be fixed adjacent to the control panel;
- (b) the lift lobby shall be of an inside measurement of 1.8 metres x 2.0 metres or more;
- (c) the time of an automatically closing door shall be minimum 5 seconds and the closing speed shall not exceed 0.25 metre/ second;
- (d) the interior of the cage shall be provided with a device that audibly indicates the floor. When the cage reaches on floor, it shall indicate that the door of the cage for entrance/ exit is either open or closed.
- (vi) **Toilets:-** One special water closet in a set of toilets shall be provided for the use of differently-abled, with essential provision of wash basin inside toilet near the entrance for the differently-abled. It shall have-
- (a) the minimum size of 1.50 metres x 1.75 metres;
  - (b) minimum clear opening of the door of 0.90 metre and it shall swing out;
  - (c) suitable arrangement of vertical/horizontal handrails with 50mm clearance from the wall;
  - (d) at least 0.50 metre distance between the water closet seat and the floor.
- (vii) **Drinking Water-** Suitable provision of drinking water shall be made for the differently-abled persons near the special toilet provided for them.
- (viii) **Designing for Children-** In the building meant for the predominant use of children, the height of the handrail and other fittings and fixtures, shall suit the requirements of children.



## **Chapter-10: Structural Materials**

### **10.1. Materials**

The requirement of building materials to be used in construction shall conform to Part V Building Materials of the National Building Code of India, as amended from time to time.

### **10.2. Foundations**

- (1) The loads and forces on buildings shall be calculated in accordance with Part VI-Structural Design Section on Loads in the National Building Code of India, as amended from time to time.
- (2) The structural design of foundations and elements of substructures and superstructures of wood, masonry, reinforced, or pre-stressed concrete shall be in accordance with Part VI- Structural Design, Section 1- Loads, Section 2- Foundations, Section 3- Wood, Section 4- Masonry, Section 5- Concrete, Section 6- Steel and Section 7- Prefabrication and Systems Building, of the National Building Code of India, as amended from time to time.
- (3) After obtaining Occupation Certificate, the building shall not be modified or any additional structure be erected, which may induce such loads on foundation which may cause in stability of such settlements of the building or any part of the building.
- (4) For building more than three storeys high, foundations shall be designed after making standard tests and establishing the safe bearing capacity of the soil.

### **10.3. Building Services**

The planning, design and installation of air-conditioning and heating installations of the building shall be in accordance with Part VIII, Building Services, Section 2-Electrical Installations and Section 3- Air-conditioning and Heating of the National Building Code of India, as amended from time to time.

### **10.4. Plumbing Services**

The planning design and installation of water supply systems, drainage, sanitary installations and gas supply installations in buildings, shall be in accordance with Part IX- Plumbing Services, Section 1- Water Supply, Section 2- Drainage and Sanitation and Section 3- Gas supply of the National Building Code of India, as amended from time to time.

### **10.5. Construction Practices and Safety**

- (1) The various construction activities like: demolition, excavation, blasting, actual construction from foundation level upto completion shall be in accordance with Part VII – Construction Practices and Safety of the National Building Code of India, as amended from time to time.
- (2) The Safety Measures to be adopted during the various construction operations, including storage of materials on the construction site and Corporation/ public land shall be in accordance with Part VII- Construction Practices and Safety of the National Building Code of India, as amended from time to time.

### **10.6. Damp Proof Course**

- (1) Wall of a building including a pier forming a part of the wall or a compound wall shall be provided with a damp proof course, except when built up of materials such as cement concrete known as 1:2:4 cement concrete with or without the addition of any damp proofing material.
- (2) The materials specified as Damp Proof Course shall be as indicated in the Haryana Public Works Department or as per the Indian Standard Institution specifications, specified for this purpose and as amended from time to time.
- (3) In external wall, the horizontal Damp Proof Course shall be laid immediately above the plinth protection and a vertical damp proof course shall be provided on the interior face of the wall extending between the horizontal Damp Proof Course and the level of the upper surface of the concrete in finished floor.
- (4) In an internal wall, the horizontal Damp Proof Course shall be laid in level with the upper surface of the concrete in the finished floor. The section continuity of damp proof course between the internal and external wall shall be secured by the insertion any damp proof material.

## **Chapter-11: Public Health Installations**

### **11.1. Two pipe system in drainage**

- (1) The drainage system of building shall be of two pipe system in which the soil and waste pipes are distinct and separate. The soil pipes being connected to the drain direct and waste pipes through a trapped gully. All traps of all appliances are completely ventilated in this system.

- (2) In Group housing, commercial complexes, commercial (other than plotted), institutional, industrial, other building specified by the competent authority in accordance with **Code 8.4**, the water from waste pipes shall be treated within the premises from appropriate treatment plant. The treated water shall be used for flushing, horticulture and cooling tower purposes. Further, no soil/ waste pipe shall be allowed in common wall.

## **11.2. Minimum sanitary facilities required for various type of buildings**

- (1) Dwellings with individual convenience shall have at least the following fitments namely:-

- (i) one bath room provided with a tap;
- (ii) one water closet; and
- (iii) for kitchen wash basin, one nahani trap in the floor or a sink trap raised from the floor shall be provided.

Where only one water closet is provided in a dwelling, the bath and water closet shall be separately provided.

All waste water outlets shall be provided with suitable traps for preventing back flow of water or foul smell or both.

- (2) Dwellings (tenements) without individual conveniences shall have the following fitments namely: -

- (i) one water tap with draining arrangements in each tenement;
- (ii) one water closet and one bath for every two tenements; and
- (iii) water tap in common bath room and common water closet.

- (3) The requirements for fitments for drainage and sanitation, in case of buildings other than residences such as office buildings, factories, cinemas, concert halls, theatres, hospitals, hotels, restaurants, schools and hostels shall be in accordance with relevant Bureau of Indian Standards of “Basic Requirements for Water Supply, Drainage and Sanitation” with such modifications as may be made from time to time.

## **11.3. Method of disposal**

- (1) Every water borne drainage installation shall be connected with the public sewer, but in case no public sewer exists in the vicinity of the said premises the drainage system may as a temporary measure and subject to the previous written approval of the Competent Authority be connected to a septic tank from which the effluent shall be drained off—
- (i) into absorption pits; or
  - (ii) by sub-soil drain:

Provided that no absorption pit shall be allowed in the case of any premises or area in which domestic supply is taken from sub soil water:

Provided further that if in future a public sewer is constructed in the nearby area, which can serve the premises, the owner shall at his own expense cause the said drainage system to be connected to the sewer.

- (2) Effective arrangements shall be made to treat the effluents upto the parameters/ guidelines issued from time to time by Central Pollution Control Board (CPCB) or Haryana State Pollution Control Board from the sewer system so as to ensure that the untreated effluents do not enter any canal, river or water body.

#### **11.4. Septic tank**

- (1) No septic tank shall be located -
  - (i) at a distance of less than 25 metres from a dwelling unit or any other building used for human habitation or for work or recreation;
  - (ii) within a public through fare;
  - (iii) within 60 (sixty) metres from any percolation well, watercourse or stream used or likely to be used for drinking or domestic purposes or for manufacture or preparation of any article of food or drink for human consumption and it shall be readily accessible so as to permit cleaning operation being carried out without interference with the operation of any water borne sanitary installation as a whole.
- (2) Every septic tank intended to serve a population of 24 (twenty four) or more persons shall be constructed into two separate compartments so that one compartment when required can be put out of use for cleaning purposes. The capacity of every compartment of the septic tank shall be 2½ (two and half) times the total water supply allowances for the total number of residents of the buildings in premises.
- (3) Every inlet pipe into a septic tank shall be effectively trapped.
- (4) The design of septic tank shall be in accordance with the National Building Code and guidelines issued by Public Works Department, Haryana.

#### **11.5. Absorption pit**

- (1) In the matter of location, every absorption pit shall conform to same restrictions as are laid down for a septic tank in **Code 11.4.**

- (2) No absorption pit shall have any outlet into, a means of communication with any sewer, storm water drain and surface drain.
- (3) The walls of every absorption pit shall be at least 0.5 metres above ground level so as to exclude effectively the entry of storm water into the absorption pit.
- (4) The absorption pits shall be constructed in duplicate so that one pit can be put out of use for cleaning purposes. The capacity of the absorption pit shall be as approved by the Competent Authority.
- (5) Other details shall conform to the National Building Code.

#### **11.6. Sub-soil irrigation for disposal of effluent**

- (1) No Sub-soil irrigation work for disposal of effluent from a septic tank shall be laid out within a premise till a suitable area of open land, the situation and extent and sub-soil of which is previously approved by the Competent Authority, is set apart within the premises to be used as a farm or a garden.
- (2) The area set apart shall be one hectare for every 25,000 liters of effluent per day.
- (3) No part of any area reserved for sub soil irrigation, shall be within a distance of 25 metres from the nearest point of any dwelling unit or any other building used for human habitation or for work or for recreation and of any canal or irrigation well.
- (4) No such works shall be laid out within a distance of 75 metres from any percolation well, tube well, or water-course or stream used or likely to be used for drinking or domestic purposes or for the manufacture or preparation of any articles of food or drink for human consumption.

#### **11.7. Zero waste water discharge**

- (1) The group housings, industries, commercial, institutions and any other building specified by the competent authority shall ensure zero waste water discharge to main sewer line and shall install suitable treatment plant for treatment of waste water. The applicant shall submit completion certificate of installation of treatment plant from independent expert agency along with the application of Occupation Certificate.
- (2) For water conservation in the building, provision shall be made whereby the waste water generated from the sources such as dishwashing or washing machines, is used for sub-surface irrigation, or if treated, for non-potable purposes e.g. to flush toilets and for washing

cars.

**Note:** The above restriction shall not apply in case of plots upto 4000 square metres.

### **11.8. Notice and certificate of completion of work**

No connection to any public sewer shall be made nor any water borne sanitary and drainage installations intended to be connected through the connection, shall be brought into use until a certificate after completion of these works, has been applied for by the applicant to the Competent Authority and a certificate has been issued by the letter to the effect that the sanitary installations and drainage have been satisfactorily completed in compliance with this Code. If no decision is communicated on the application for a certificate within 30 days of the receipt of the application, the certificate shall be deemed to have been granted.

### **11.9. Application for connection with public sewer**

- (1) After the grant of a certificate referred to in the building Code or in the event of the said certificate having been deemed to have been granted, every person intending to connect a drain to a public sewer shall apply to the Competent Authority at least seven days before the date on which such connection is required.
- (2) The application shall be accompanied by a certificate referred to the **Code 11.8** and such amount as may be laid down from time to time by the Competent Authority and calculated on the basis of the current schedule of rates to meet the cost of the proposed connection.
- (3) On receipt of the application and subject to the requirement of the foregoing clauses, the Competent Authority shall sanction or reject the request.
- (4) In the event of the required connection having been sanctioned, it shall be made only under the supervision of an officer authorized by the Competent Authority.

### **11.10. Sewer connection**

- (1) Every drain discharging into a public sewer shall join the sewer obliquely in the direction of the flow of the sewer.
- (2) If practicable, the connection shall be made at an existing junction in the sewer and if not possible, then there shall be an intercepting manhole before the connection.

### **11.11. Drainage of roof**

The roof of every building shall drain rain water into gutters, chutes or trough and shall be carried down through adequate number of down pipes without causing dampness in any part of the wall or foundation of the building or any adjacent building:

Provided that in the case of detached or semidetached building not exceeding one storey, in height, rain water pipe, khasi or exposed parnalas may be provided for so long as these do not discharge into any public roadway, footpath or on private land of adjoining owner.

### **11.12. Inspection of work**

Every person by or for whom any water borne sanitary installation or drainage installation or any other work in connection therewith is carried out for any existing or new building or any other premises, shall at all reasonable times, afford the Competent Authority or any other officer/official duly authorised by him, free access to such water borne sanitary installations or drainage installations or work in connection therewith, for the purpose of inspection.

### **11.13. Effect on the transferred areas**

Where the planned areas are transferred to the Competent Authority then the norms/ bye-laws/ zoning bye-laws applicable to them at the time of transfer of these areas shall remain same, as defined by the concerned Department/ Authority.

## **Chapter 12 – Environmental Clearance**

### **12.1. Environmental clearances for building and construction.**

(1) The Competent Authority shall approve and certify the compliance of environmental clearances requirements for following categories building:

<b>Sr. No.</b>	<b>Building Category</b>	<b>Built up area (in square metres)</b>
1	Category A	5000- 20000
2	Category B	Above 20000-50000
3	Category C	Above 50000-150000

(2) The Competent Authority shall approve and certify the compliance of environmental clearances by ensuring the conditions stated below are fulfilled:

### **Environmental conditions for Category A buildings:**

<b>Sr. No.</b>	<b>Medium</b>	<b>Environmental conditions</b>	<b>Schedule for submitting self-certification</b>
1	Natural Drainage.	The inlet and outlet point of natural drain system should be maintained with adequate size of channel for ensuring unrestricted flow of water.	Along with Occupation Certificate application.
2	Water Conservation - Rain Water Harvesting and Ground Water Recharge.	A rain water harvesting plan needs to be designed where the recharge bores (minimum one per 5000 sqm of built-up area) shall be provided. The rain water harvested should be stored in a tank for reuse in household through a provision of separate water tank and pipeline to avoid mixing with potable municipal water supply. The excess rain water harvested be linked to the tube well bore in the premise through a pipeline after filtration in the installed filters.	Along with Occupation Certificate application.
2a		The unpaved area shall be more than or equal to 20% of the recreational open spaces.	Along with Occupation Certificate application.
3	Solid Waste Management	Separate wet and dry bins must be provided at the ground level for facilitating segregation of waste.	Along with Occupation Certificate application.
4	Energy	In common areas, LED/ solar lights must be provided.	Along with Occupation Certificate application.
5	Air Quality and Noise	Dust, smoke and debris prevention measures such as screens, barricading shall be installed at the site during construction. Plastic/ tarpaulin sheet covers must be used for trucks bringing in sand and material at the site.	Along with notice of commencement of construction
5a		The exhaust pipe of the DG set, if installed, must be minimum 10 metres away from the building. In case it is less than 10 metres away, the exhaust pipe shall be taken up to 3 metres above the building.	Along with Occupation Certificate application.
6	Green cover	A minimum of 1 tree for every 80 square metres of land shall be planted and maintained. The existing trees will be	Along with notice of commencement



		counted for this purpose. Preference should be given to planting native species.	ent of construction.
6a		Where the trees need to be cut, compensatory plantation in the ratio of 1:3 (i.e. planting of 3 trees for every 1 tree that is cut) shall be done with the obligation to provide continued maintenance for such plantations.	Along with notice of commencement of construction.

### **Environmental conditions for Category B buildings:**

<b>Sr. No.</b>	<b>Medium</b>	<b>Environmental conditions</b>	<b>Schedule for submitting self-certification</b>
1	Natural Drainage.	The inlet and outlet point of natural drain system should be maintained with adequate size of channel for ensuring unrestricted flow of water.	Along with Occupation Certificate application.
2	Water Conservation - Rain Water Harvesting and Ground Water Recharge.	A rain water harvesting plan needs to be designed where the recharge bores (minimum one per 5000 sqm of built-up area) shall be provided. The rain water harvested should be stored in a tank for reuse in household through a provision of separate water tank and pipeline to avoid mixing with potable municipal water supply. The excess rain water harvested be linked to the tube well bore in the premise through a pipeline after filtration in the installed filters.	Along with Occupation Certificate application.
2a		The unpaved area shall be more than or equal to 20% of the recreational open spaces.	Along with Occupation Certificate application.
3	Solid Waste Management	Separate wet and dry bins must be provided at the ground level for facilitating segregation of waste.	Along with Occupation Certificate application.
4	Energy	In common areas, LED/ solar lights must be provided.	Along with Occupation Certificate application.
4a		At least 1% of connected applied load generated from renewable energy source such as photovoltaic cells or wind mills or hybrid should be provided.	Along with Occupation Certificate application.
4b		As per the provisions of the Ministry of New and Renewable energy solar water	Along with Occupation

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		heater of minimum capacity 10 litres/4 persons (2.5 litres per capita) shall be installed.	Certificate application.
4c		Use of flyash bricks: Fly ash should be used as building material in the construction as per the provisions of Fly Ash Notification of September, 1999 and as amended from time to time.	Along with notice of commencement of construction.
5	Air Quality and Noise	Dust, smoke and debris prevention measures such as screens, barricading shall be installed at the site during construction. Plastic/ tarpaulin sheet covers must be used for trucks bringing in sand and material at the site.	Along with notice of commencement of construction.
5a		The exhaust pipe of the DG set, if installed, must be minimum 10 metres away from the building. In case it is less than 10 metres away, the exhaust pipe shall be taken up to 3 metres above the building.	Along with Occupation Certificate application.
6	Green cover	A minimum of 1 tree for every 80 square metres of land shall be planted and maintained. The existing trees will be counted for this purpose. Preference should be given to planting native species.	Along with notice of commencement of construction.
6a		Where the trees need to be cut, compensatory plantation in the ratio of 1:3 (i.e. planting of 3 trees for every 1 tree that is cut) shall be done with the obligation to provide continued maintenance for such plantations.	Along with notice of commencement of construction.

**Environmental conditions for Category C buildings:**

<b>Sr. No.</b>	<b>Medium</b>	<b>Environmental conditions</b>	<b>Schedule submitting for self-certification</b>
1	Natural Drainage.	The inlet and outlet point of natural drain system should be maintained with adequate size of channel for ensuring unrestricted flow of water.	Along with Occupation Certificate application.
2	Water Conservation- Rain Water Harvesting and Ground Water Recharge.	A rain water harvesting plan needs to be designed where the recharge bores (minimum one per 5000 sqm of built-up area) shall be provided. The rain water harvested should be stored in a tank for reuse in household through a provision of separate water tank and pipeline to avoid mixing with potable municipal water supply. The excess rain water	Along with Occupation Certificate application.

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(Haryana Building Code)**

		harvested be linked to the tube well bore in the premise through a pipeline after filtration in the installed filters.	
2a		The unpaved area shall be more than or equal to 20% of the recreational open spaces.	Along with Occupation Certificate application.
2b		The ground water shall not be withdrawn without approval from the competent authority.	Along with notice of commencement of construction.
2c		Use of potable water in construction should be minimized.	Along with notice of commencement of construction.
2d		Low flow fixtures and sensors must be used to promote water conservation.	Along with notice of commencement of construction.
2e		Separation of grey and black water should be done by the use of dual plumbing system.	Along with notice of commencement of construction.
3	Solid Waste Management	Separate wet and dry bins must be provided at the ground level for facilitating segregation of waste.	Along with Occupation Certificate application.
3a		All non-biodegradable waste shall be handed over to authorized recyclers for which a written tie-up must be done with the authorized recyclers.	Along with Occupation Certificate application.
3b		Organic waste composter/ vermiculture pit with a minimum capacity of 0.3 Kg/tenement/day must be installed wherein the STP sludge may be used to be converted to manure which could be used at the site or handed over to authorized recyclers for which a written tie-up must be done with the authorized recyclers.	Along with Occupation Certificate application.
4	Energy	In common areas, LED/ solar lights must be provided.	Along with Occupation Certificate application.
4a		At least 1% of connected applied load generated from renewable energy source such as photovoltaic cells or wind mills or hybrid should be provided.	Along with Occupation Certificate application.
4b		As per the provisions of the Ministry of New and Renewable energy solar water heater of minimum capacity 10 litres/4	Along with Occupation Certificate

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		persons (2.5 litres per capita) shall be installed.	application.
4c		Use of flyash bricks: Fly ash should be used as building material in the construction as per the provisions of Fly Ash Notification of September, 1999 and as amended from time to time.	Along with notice of commencement of construction.
4d		Use of concept of passive solar design of buildings using architectural design approaches that minimize energy consumption in buildings by integrating conventional energy-efficient devices, such as mechanical and electric pumps, fans, lighting fixtures and other equipment, with the passive design elements, such as building orientation, landscaping, efficient building envelope, appropriate fenestration, increased day lighting design and thermal mass.	Along with Occupation Certificate application.
4e		Optimize use of energy systems in buildings that should maintain a specific indoor environment conducive to the functional requirements of the building by following mandatory compliance measures (for all applicable buildings) as recommended in the Energy Conservation Building Code (ECBC) 2007 of the Bureau of Energy Efficiency, Government of India.	Along with Occupation Certificate application.
5	Air Quality and Noise	Dust, smoke and debris prevention measures such as screens, barricading shall be installed at the site during construction. Plastic/ tarpaulin sheet covers must be used for trucks bringing in sand and material at the site.	Along with notice of commencement of construction.
5a		The exhaust pipe of the DG set, if installed, must be minimum 10 metres away from the building. In case it is less than 10 metres away, the exhaust pipe shall be taken up to 3 metres above the building.	Along with Occupation Certificate application.
6	Green cover	A minimum of 1 tree for every 80 square metres of land shall be planted and maintained. The existing trees will be counted for this purpose. Preference should be given to planting native species.	Along with notice of commencement of construction.

6a		Where the trees need to be cut, compensatory plantation in the ratio of 1:3 (i.e. planting of 3 trees for every 1 tree that is cut) shall be done with the obligation to provide continued maintenance for such plantations.	Along with notice of commencement of construction.
7	Sewage Treatment Plant	Sewage treatment plant with capacity of treating 100% waste water shall be installed. Treated water must be recycled for gardening and flushing.	Along with Occupation Certificate application.
8	Environment Management Plan	The environment infrastructure like Sewage Treatment Plant, Landscaping, Rain Water Harvesting, Power backup for environment, Infrastructure, Environment Monitoring, Solid Waste Management and Solar and Energy conservation, should be kept operational through Environment Monitoring Committee with defined functions and responsibility.	Along with Occupation Certificate application.

- (3) The applicant shall self-certify the above stated environmental conditions with the certification of supervision/ completion from the Architect or Engineer or Bureau of Energy Efficiency Certified Energy Auditors, as the case may be, responsible for supervising the construction of building and/ or installing the solar photovoltaic power plant. Sewage Treatment Plant, Solid waste management system, ECBC Code & others.
- (4) The applicant shall submit the self-certification of environmental conditions to the Competent Authority as per schedule given in **Code 12.1(2)**.
- (5) The Competent Authority shall verify the certification and shall issue consent/ comments within 10 (Ten) working days of receiving the certification. The Environmental Clearance certificate shall be deemed to be accepted, if it is in conformity with conditions stated above, but no consent/ comments have been passed by Competent Authority within specified time.
- (6) If the owner or Architect or Engineer or Consultant as mentioned in **Code 12.1(3)** as the case may be, submits a wrong/ false self-certification or if any additional construction or violation is reported to exist at site or has concealed any fact or mis-represented regarding environmental conditions stated in **Code 12.1(2)**, he shall be jointly and severally held responsible for such omission and complaint against the Architect for suspension of his registration and the owner shall be

liable to pay for the penalty as may be decided by the Competent Authority after giving an opportunity of hearing. Further, if it is emerged that the information is concealed by Engineer/ Consultant/ Owner, necessary penal proceedings will be initiated along with debarring Engineer/ Consultant/ Architect from practicing in the State of Haryana.

- (7) In case environmental clearance is issued by Competent Authority, no separate prior environmental clearance shall be required.
- (8) In case the building is certified from GRIHA, there is no requirement for issue environmental clearance.

## **Chapter-13: Code Applicability**

### **13.1. Applicability of this Code**

Where any building permit which has been issued by the Competent Authority before the commencement of the this Code and where construction is in progress and has not been completed within the specified period from the date of such approval, the said permission shall be deemed to be sanctioned under this Code and shall only be eligible for revalidation there under. Accordingly, where the validity of sanction has expired and construction has not commenced, construction shall be governed by the provisions of this Building Code.

### **13.2. Power of relaxation**

The Government may relax any restrictions or conditions or norms stated in the Code or may issue direction to revise the Code, if the relaxation or revision is in public interest at large.

### **Appendix “A”- Qualification and Competence of Architect/ Engineer/ Structural Engineer/ Proof Consultant**

<b>Sr. no.</b>	<b>Professional</b>	<b>Qualification</b>	<b>Competency/ Functions</b>
1.	Architect	Registered with valid membership of the Council of Architecture, India as prescribed under the Architect's Act 1972.	The prepare, sign all plans and submissions of building plans under Code 4 Further supervise construction of any building and issue certificate of supervision and completion of all buildings pertaining to Architectural aspects, as stated in this code.

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2.	Engi- neer	Graduate in Civil Engineering from recognized Indian or foreign university, having Associate membership of Institute of Engineer, India.	Supervise all building construction including preparation of service plans, structural drawings, details and calculations of buildings upto 1000 square metres plot area and 15.0 metres height referred in <b>Form BR-V(A1)</b> .
3.	Structur al Engi- neer	Post-Graduate in Structural engineering from recognized Indian or Foreign University, having Associate membership of Institute of Engineer, India with minimum three years experience in structural engineering practice with designing and field work.	The Structural Engineer shall be competent to prepare the structural design, calculations and details for all buildings and undertake their supervision referred in <b>Form BR-V(A2)</b> .
4.	Proof Consul- tant	Structural Engineer or a group/ firm of Structural Engineers having post-graduate qualification in structural engineering, having Associate membership of Institute of Engineer, India with ten years experience in structural design and evaluation thereof, for multi-storeyed and specialized structure, and/ or an institute of the following type: (a) Institute of Structural Engineers (India). (b) Central Building Research Institute, Roorkee. (c) Various engineering institutes, like: I. Indian Institute of Technology; II. Punjab Engineering College, Chandigarh; III. National Institute of Technology; IV. Any other institute of repute;	Evaluation/ checking of the structural design of the buildings referred in relevant Form <b>BR-V(A2)</b> .

**FORM BR-I**

[See Code 2.1(1)]

*Form of application*

Class of Building –

Residential	<input type="checkbox"/>	Warehousing	<input type="checkbox"/>
Commercial	<input type="checkbox"/>	Industrial	<input type="checkbox"/>
Educational	<input type="checkbox"/>	Any other	<input type="checkbox"/>
Institutional	<input type="checkbox"/>		

From

.....

.....

To

.....

.....

Sir,

I/We apply for permission to erect/re-erect/add/alter a building/wall in accordance with the plans submitted herewith on Site no. \_\_\_\_\_; Street no. \_\_\_\_\_; at \_\_\_\_\_/Khasra no. \_\_\_\_\_, Village \_\_\_\_\_ (strike out whichever is not applicable)

2. I/We attach:

- Site plan (in triplicate) showing the position of site proposed to be built upon as required by the Code along with an un-editable Compact Disc/DVD or any other electronic medium permissible by competent authority from time to time containing the drawings so submitted;
- Plans, elevations and sections (in triplicate) as required by the Code along with an un-editable compact Disc/DVD or any, other electronic medium permissible by Director from time to time containing the drawings so submitted;
- Drainage plans (in triplicate), as required by Code along with an un-editable compact Disc/DVD or any, other electronic medium permissible by Director from time to time containing the drawings so submitted;
- Structural drawings (for record) as per **Form BR-V(A1)/BR-V(A2)**, as may be applicable;
- Specifications of the proposed building (in triplicate) in **Form BR-II**;
- Certificate of conformity to regulation and structural safety for the relevant buildings (depending upon type and height) in **Form BR-V(A1) or BR-IV(A2)**; and
- Scrutiny fee @ Rs. 10 per square metre deposited as per prescribed mode

- The construction of the building will be undertaken as per the approved building plans, structural design given by the Structural Engineer, and got supervised through the following Architect/Engineer:



**A. Architect:**

- i. Name of Architect:
- ii. Council of Architecture Registration No. \_\_\_\_\_, valid upto \_\_\_\_\_.
- iii. Complete Address
- iv. E-Mail
- v. Mobile no.

**B. Engineer:**

- i. Name of Engineer:
- ii. Qualifications:
- iii. Complete Address
- vi. E-Mail
- vii. Mobile no.

Dated \_\_\_\_\_

Enclosures

Signature of applicant

(No digital signatures are required)

- i. Complete Address
- ii. E-Mail
- iii. Mobile no.

**FORM BR-II**

See Code 2.1(1)(iv))

**Specifications**

The materials to be used in the construction to be clearly specified under the following heads:-

Items	Specifications
(a) Foundations	
(b) Walls	
(c) Damp-proof course	
(d) Floors	
(e) Roofs	
(f) Windows and Doors and other wood-work	
(g) Steel work	
(h) Internal finish	
(i) External finish.	

Signature of applicant

(No digital signatures are required)

Signature of Architect/Engineer

- i. Complete Address
- ii. E-Mail
- iii. Mobile no.

**FORM BR-V (A1)**

*(See code 1.2(1)(lxxi), (lxxxv), 2.1(1)(vii))*

**Certificate of conformity to Code and structural safety for Residential and Commercial Buildings upto 15 metres height.**

Certificate to be submitted along with the building application in **Form BR-1** duly signed by the Architect and the Structural Engineer.

**Details of the building for which the certificate is issued**

Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Colony \_\_\_\_\_

City/Town \_\_\_\_\_.

Name of the owner \_\_\_\_\_.

Complete address of the owner \_\_\_\_\_.

**A. Building Plan :**

i. Name of Architect:

ii. Council of Architecture Registration No. \_\_\_\_\_, valid up to \_\_\_\_\_.

iii. Complete Address

iv. E-Mail

v. Mobile no.

**B. Structural Design:**

i. Name of Engineer:

ii. Qualifications:

iii. Complete Address

iv. E-Mail

v. Mobile no.

**Certificate**

It is hereby certified that the plans submitted in Form BR-1 for the building detailed above, are in accordance with the Haryana Building Code – 2017 and the approved zoning plan of the plot. The structure has been designed in accordance with the provisions of the National Building Code and the relevant Indian Standard Code (with latest amendments) including Bureau of Indian Standard Codes for structures resistant to earthquakes and other natural hazards. The local soil conditions, its load bearing capacity and the underground water table etc. have been kept in view while designing the same.

Dated \_\_\_\_\_

Signature of Owner

(No digital signatures are  
required)

Mobile no.

E-mail

Signature of  
Architect

Signature of Engineer/  
Structural Engineer

**FORM BR-V (A2)**

[See code 2.1 (1) (vii)]

**Certificate of conformity to rules and structural safety for all buildings except as stated in Form BR-V(A1).**

Certificate to be submitted along with the building application in Form BR-1 duly signed by the Architect and Structural Engineer and the Proof Consultant.

**Details of the building for which the certificate is issued**

Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Colony \_\_\_\_\_

City/Town \_\_\_\_\_.

Name of the owner \_\_\_\_\_.

Complete address of the owner \_\_\_\_\_

**A. Building Plan :**

vi. Name of Architect:

vii. Council of Architecture Registration No. \_\_\_\_\_, valid up to \_\_\_\_\_.

viii. Complete Address

ix. E-Mail

x. Mobile no.

**B. Structural Design:**

vi. Name of Engineer:

vii. Qualifications:

viii. Complete Address

ix. E-Mail

x. Mobile no.

**Certificate**

It is hereby certified that the plans submitted in Form BR-1 for the building detailed above, are in accordance with the Code and the approved zoning plan of the plot. The structure has been designed in accordance with the provisions of the National Building Code and the relevant Bureau of Indian Standard Codes (with latest amendments) including Bureau of Indian Standard Codes for structures resistant to earthquakes and other natural hazards. The local soil conditions, its load bearing capacity and the underground water table etc. have been kept in view while designing the same.

Dated \_\_\_\_\_

Signature of Owner  
(No digital signatures are  
required)

Mobile no.

— ..

Signature of Architect

Signature of Structural  
Engineer

The structural design has been checked and has been found to be in order. The design is in accordance with the provisions of the National Building Code and the relevant Bureau of Indian Standard Codes (with latest amendments) including Bureau of Indian Standard Codes for structures resistant to earthquakes and other natural hazards. The local soil conditions, its load bearing capacity and the underground water table etc. have been kept in view while designing the same.

Dated \_\_\_\_\_

Signature of Proof Consultant  
along with Mob. No. & E-mail

**FORM BR-III**  
(See Code 4.2(4))  
**Form of Sanction**

From

\_\_\_\_\_  
\_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_

Memo No.

Dated the .....

Reference you application for permission to erect/re-erect-add to/alter a building on plot No. \_\_\_\_\_/ Khasra no. \_\_\_\_\_, Village \_\_\_\_\_ in accordance with the plans submitted with it.

Permission is hereby-

(i) granted/sanctioned for the aforesaid construction subject to the provisions of the respective Acts and Haryana Building Code -2017 subject to the following amendments, terms and conditions;

(ii) rejected for reasons given below :-

\_\_\_\_\_  
\_\_\_\_\_

Enclosures

Competent Authority,

**FORM BR-IV (A)**  
(See Code 4.10(1))  
**For Residential and Commercial Buildings upto 15 metres height.**  
**Application for permission to occupy**

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_

Sir,

I/We hereby give you notice that the building/part-of-building described below and sanctioned vide your order No.\_\_\_\_\_, dated \_\_\_\_\_, has been completed on \_\_\_\_\_ in all respects according to the sanctioned plans and the structural design made for the same and the suggested modifications have been carried out.

**Description of Building**

Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Colony \_\_\_\_\_

City/Town \_\_\_\_\_.(or)

Khasra no.\_\_\_\_\_, Village\_\_\_\_\_

1. Name of the owner along with mob. no. and E-mail\_\_\_\_\_.

Complete address of the owner \_\_\_\_\_.

2. The modifications made to the building plans and carried out at site during the course of construction are submitted herewith:

\_\_\_\_\_  
\_\_\_\_\_

3. Corresponding to the above modifications made in the building plans, the necessary amendments were also carried out in the structural design and implemented a site.
4. Completion certificate from the architect/engineer who supervised the construction of the building is submitted herewith.
5. Kindly issue an occupation certificate as required by Haryana Building Code - 2017

Dated \_\_\_\_\_

Signature of applicant

(No digital signatures are required)

Signature of Architect/Engineer  
supervising the construction at site

i. Complete Address

ii. E-Mail

iii. Mobile no.

**FORM BR-IV (B)**

(See Code 4.10(1))

**For all Buildings except as stated in Form BR-IV(A)**

**Application for permission to occupy**

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_

Sir,

I/We hereby give you notice that the building/ part-of-building described below and sanctioned vide your order No. \_\_\_\_\_, dated \_\_\_\_\_, has been completed on \_\_\_\_\_ in all respects according to the sanctioned plans and the structural design made for the same and the suggested modifications have been carried out.

**Description of Building**

Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Colony \_\_\_\_\_

City/Town \_\_\_\_\_.(or)

Khasra no. \_\_\_\_\_, Village \_\_\_\_\_

1. Name of the owner along with mob. no. and E-mail \_\_\_\_\_.

Complete address of the owner \_\_\_\_\_.

2. The modifications made to the building plans and carried out at site during the course of construction are submitted herewith:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Corresponding to the above modifications made in the building plans, the necessary amendments were also carried out in the structural design and implemented a site.
4. Completion certificate (**Form BR-VI**) from the Architect/Engineer who supervised the construction of the building is submitted herewith.
5. Kindly issue an occupation certificate as required under Haryana Building Code -2017

Dated \_\_\_\_\_

Signature of applicant

(No digital signatures are required)

Signature of

- i) Architect:
  - a. Complete Address
  - b. E-Mail
  - c. Mobile no.
  
- ii) Engineer supervising the construction at site
  - a. Complete Address
  - b. E-Mail
  - c. Mobile no.

**FORM BR-V (1)**

[See Code 4.10(1)]

**For Residential and Commercial Buildings upto 15 metres height.  
Completion certificate by an Architect/Engineer in respect of building on :**

Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Colony \_\_\_\_\_  
City/Town \_\_\_\_\_.  
Name of the owner \_\_\_\_\_.  
Complete address of the owner \_\_\_\_\_.

It is hereby certified that the above work has been supervised by us and has been completed to my satisfaction in accordance with the sanctioned building plans and its structural design. The workmanship and all the material used for construction meet the specifications laid down in the National Building Code. No provision of the Haryana Building Code -2017 and no rules made, conditions prescribed or order issued thereunder has been transgressed in the course of the work.

Dated\_\_\_\_\_

Signature of

- i) Architect:
  - a. Complete Address
  - b. E-Mail
  - c. Mobile no.
- “or”**
- ii) Engineer supervising the construction at site
  - a. Complete Address
  - b. E-Mail
  - c. Mobile no.

**FORM BR-V (2)**

(See Code 4.10(1))

**For all Buildings except as stated in Form BR-V(1)**

**Completion certificate by the Architect and the Structural Engineer in respect of building on:**

Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Colony \_\_\_\_\_

City/Town \_\_\_\_\_.

Name of the owner \_\_\_\_\_.

Complete address of the owner \_\_\_\_\_.

It is hereby certified that the above work has been supervised by us and has been completed to our satisfaction in accordance with the sanctioned building plans and its structural design as checked and certified by the proof consultant. The workmanship and all the material used for construction meet the specifications laid down in the National Building Code. No provision of the Haryana Building Code -2017 and no rules made, conditions prescribed or order issued there under has been transgressed in the course of the work.

Dated \_\_\_\_\_

Signature of

- i) Architect:
  - a. Complete Address
  - b. E-Mail
  - c. Mobile no.
- ii) Structural Engineer supervising the construction at site
  - a. Complete Address
  - b. E-Mail
  - c. Mobile no.

**FORM BR-VI**

(See Code 4.10(1)(ii))

**Completion Certificate by an Architect**

I do hereby certify-

- i) that the following work has been supervised by me and has been completed to my satisfaction in accordance with the sanctioned plan.
- ii) that no deviation from sanctioned plan is made while constructing the building/ deviation from sanction plan is made (details as below) and these deviations are duly shown on completion drawings. Due to these deviations, human safety has not been compromised (strike off whichever is not applicable).



- iii) that the workmanship and the whole of the materials used are good; that no provision of the Haryana Building Code, 2017 and no requisition made, conditions prescribed or order issued there under has been violated in the course of the work.

Details of construction on (floor-wise along with covered area on each floor)

City \_\_\_\_\_ Street \_\_\_\_\_  
Plot No. \_\_\_\_\_ House No. (if any) \_\_\_\_\_ (or)  
Khasra no. \_\_\_\_\_, Village \_\_\_\_\_

Dated

Signature of Architect

- i. Complete Address  
ii. E-Mail  
iii. Mobile no.

### FORM BR-VII

(See Code 4.10(2), (4) and (5))

#### Form of Occupation Certificate

From

\_\_\_\_\_,  
\_\_\_\_\_

To

\_\_\_\_\_,  
\_\_\_\_\_

Memo No.....

Dated .....

Whereas Shri/ Smt/ M/s ..... has applied for the issue of an occupation certificate in respect of the building described below:-

City \_\_\_\_\_ Street \_\_\_\_\_  
Site No. \_\_\_\_\_ House No.(if any) \_\_\_\_\_  
(or) Khasra no. \_\_\_\_\_, Village \_\_\_\_\_

Indicating description of the building, covered area, towers, nature of buildings etc.

I hereby:-

- (i) grant permission for the occupation of the said building with following conditions; or  
(ii) refuse permission for the occupation of the said building for reason given below:-

Competent Authority

**Form-BRS-I**  
(See Code 2.2(1))

**Form of application under self-certification**

Class of Building –

Residential ☐

Commercial ☐

Educational ☐

Institutional ☐

Warehousing ☐

Industrial ☐

Any other ☐

From

.....

.....

To

.....

.....

Sir,

I/We apply for permission to erect/re-erect/add/alter a building/wall in accordance with the plans submitted herewith on Site No.\_\_\_\_\_; Street No.\_\_\_\_\_; at \_\_\_\_\_.

2. I/We attach:

- a. a site plan showing the position of site proposed to be built upon as required by the Code (in triplicate) an un-editable Compact Disc/DVD or any other electronic medium permissible by Competent Authority from time to time containing the drawings as required by **Code 2.1**;
- b. Plans, elevations and sections as required by the Code (in triplicate) an un-editable Compact Disc/DVD or any other electronic medium permissible by Competent Authority from time to time containing the drawing as required by **Code 2.2**;
- c. Drainage plans (in triplicate), as required by Code along with an un-editable Compact Disc/DVD or any other electronic medium permissible by Competent Authority from time to time containing the drawings as required under this code;
- d. Structural drawings (for record) along with structure Certificate as per **Form BRS-II**;
- e. Fire Safety design as required in the National Building Code as approved by the State Fire Authority. Alternatively an undertaking to the effect that the fire safety plans duly approved by the State Fire Authority will be submitted within sixty days;
- f. Heating, Ventilation, Air conditioning (H.V.A.C.) service plans, wherever required;
- g. Specifications of the proposed building (in triplicate) in **Form BR-II**;

- h. Certificate of conformity to regulation and structural safety for the relevant buildings;
  - i. An affidavit from the owner and architect, as required under **Code 2.2**;
  - j. Scrutiny fee through an electronic transfer
- 3 The construction of the building will be undertaken as per the approved building plans, structural design given by the Structural Engineer, fire safety design as approved by the Competent Authority and got supervised through the following Architect/Engineer;

Signature of

- i) Architect:
  - a. Complete Address
  - b. E-Mail
  - c. Mobile no.
- ii) Structural Engineer supervising the construction at site
  - a. Complete Address
  - b. E-Mail
  - c. Mobile no.

### **Form BRS-II**

(See Code 2.2(2))

### **Certificate for structure conforming under self-certification**

Plot No.\_\_\_\_\_Sector\_\_\_\_\_Colony\_\_\_\_\_  
City/Town\_\_\_\_\_  
Name of the Owner\_\_\_\_\_.  
Complete address of the owner\_\_\_\_\_.

It is hereby certified that the plans submitted in **Form BRS-I** for the building detailed above are in conformity with the Haryana Building Code-2017 and the approved zoning plan of the plot. The structure has been designed in accordance with the provision of National Building Code for structures resistance to earthquakes and other natural hazards. The local soil conditions, its load bearing capacity and the underground water table etc have been kept in view while designing the same.

Dated\_\_\_\_\_

Signature of Owner  
(No digital signatures are required)  
Mobile no.  
E-mail

Signature of  
Architect

Signature of Structural  
Engineer

**FORM BRS-III**

[see Code 4.11(1), (2) and (3)]

**For Buildings Residential and Industrial Buildings applied under Code 2.2**

**Application for permission to occupy**

From

.....  
.....

To

.....  
.....

Sir,

I/We hereby give you notice that the building/part of building described below and sanctioned vide your order No. \_\_\_\_\_, dated \_\_\_\_\_, has been completed on \_\_\_\_\_ in all respect according to the sanctioned plans and the structural design made for the same and suggested medications have been carried out.

**Description of Building**

Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Colony \_\_\_\_\_

City/Town \_\_\_\_\_.(or)

Khasra no. \_\_\_\_\_, Village \_\_\_\_\_

1. Name of the owner along with mob. No \_\_\_\_\_ and E-mail \_\_\_\_\_.

Complete address of the owner \_\_\_\_\_.

2. The modifications made to the building plans and carried out at site during the course of construction are submitted herewith:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Corresponding to the above modifications made in the building plans, the necessary amendments were also carried out in the structural design and implemented a site.
4. Completion certificate from the architect/engineer who supervised the construction of the building is submitted herewith.
5. Kindly issue an occupation certificate as required by Haryana Building Code - 2017

Dated \_\_\_\_\_

Signature of applicant

(No digital signatures are required)

Signature of

- i) Architect:
  - a. Complete Address
  - b. E-Mail
  - c. Mobile no.
  
- ii) Engineer supervising the construction at site
  - a. Complete Address
  - b. E-Mail
  - c. Mobile no.

**FORM BRS-IV**

(See Code 4.11(1) and (2))

**Certificate of conformity to rules and structural safety Industrial Buildings.**

Certificate to be submitted along with the building application in **Form BRS-III** duly signed by the Architect and the Structural Engineer.

**Details of the building for which the certificate is issued**

Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Colony \_\_\_\_\_  
City/Town \_\_\_\_\_.  
Name of the owner \_\_\_\_\_.  
Complete address of the owner \_\_\_\_\_.

**A. Building Plan :**

- i. Name of Architect:
- ii. Council of Architecture Registration No. \_\_\_\_\_, valid up to \_\_\_\_\_.
- iii. Complete Address
- iv. E-Mail
- v. Mobile no.

**B. Structural Design:**

- i. Name of Engineer:
- ii. Qualifications:
- iii. Complete Address
- iv. E-Mail
- v. Mobile no.

### **Certificate**

It is hereby certified that the plans submitted in **Form BRS-I** for the building detailed above, are in accordance with the Haryana Building Code-2017 and the approved zoning plan of the plot. The structure has been designed in accordance with the provisions of the National Building Code and the relevant Bureau of Indian Standard Codes (with latest amendments) including Bureau of Indian Standard Codes for structures resistant to earthquakes and other natural hazards. The local soil conditions, its load bearing capacity and the underground water table etc. have been kept in view while designing the same.

Dated\_\_\_\_\_

Signature of

- i) Architect:
  - a. Complete Address
  - b. E-Mail
  - c. Mobile no.
- ii) Engineer/ Structural Engineer supervising the construction at site
  - a. Complete Address
  - b. E-Mail
  - c. Mobile no.

**In case of the building is above 15 metres height, the certificate shall be signed by the proof consultant, as followed:**

The structural design has been checked and has been found to be in order. The design is in accordance with the provisions of the National Building Code and the relevant Bureau of Indian Standard Codes (with latest amendments) including Bureau of Indian Standard Codes for structures resistant to earthquakes and other natural hazards. The local soil conditions, its load bearing capacity and the underground water table etc. have been kept in view while designing the same.

Dated\_\_\_\_\_

Signature of Proof Consultant  
along with Mob. No. & E-mail

**FORM BRS-V**

[see Code 4.11(4)]

**Occupation Certificate for Industrial Buildings applied under Code 4.11**

From

\_\_\_\_\_,  
\_\_\_\_\_,

To

\_\_\_\_\_,  
\_\_\_\_\_,

Memo No.....

Dated .....

Whereas Shri/ Smt/ M/s ..... has applied for the issue of an occupation certificate in respect of the building described below:-

City\_\_\_\_\_Street\_\_\_\_\_

Site No.\_\_\_\_\_House No. (if any)\_\_\_\_\_

(or) Khasra no. \_\_\_\_\_, Village \_\_\_\_\_

Indicating description of the building, covered area, towers, nature of buildings etc.

I hereby:-

(i) grant permission for the occupation of the said building with following conditions; or

(ii) refuse permission for the occupation of the said building for reason given below:-

Competent Authority

**Form-N-I**

(See Code 1.2(1)(lx), 6.3(3)(i)(a)IV)

**Application form for rendering non-nuisance professional consultancy in residential premises.**

To

\_\_\_\_\_  
\_\_\_\_\_

1. Name of applicant\_\_\_\_\_
2. Premises Number and size\_\_\_\_\_
3. Name of colony/change of land use site\_\_\_\_\_
4. Sector\_\_\_\_\_
5. Detail of floor-wise built up area\_\_\_\_\_ (Square metres)
6. Copy of approved building plan showing duly marked area upon which mixed land use is applicable.

7. Whether occupation certificate has been issued, if so, attested copy thereof to be attached.
8. Details of profession\_\_\_\_\_
9. Numbers of anticipated visitors\_\_\_\_\_
10. Working hours of consultancy\_\_\_\_\_
11. Detail of fee\_\_\_\_\_ through electronic transfer as per **Schedule IV A.**
12. Affidavit to the effect that he shall abide by all the terms and conditions, which shall be imposed by Director from time to time.

Place:

Date:

Signature of Owner  
(No digital signatures are required)  
Mobile no.  
E-mail

**Form-N-II**

(See Code 1.2(1)(lx), 6.3(3)(i)(a)IV))

From

\_\_\_\_\_

To

\_\_\_\_\_

Memo No.

Dated:

**Subject: Permission to provide non-nuisance consultancy services in the residential premises.**

This is with reference to your application dated\_\_\_\_\_.

2. Permission is hereby granted to provide \_\_\_\_\_services, within the premises of your land/house bearing number\_\_\_\_\_Sector\_\_\_\_\_town/ city\_\_\_\_\_. The above permission shall be subject to the following terms and conditions:-

- (1) You can use the premises of your house upto 25% of the covered area of the premises or 50 square metres, whichever is less for the purpose.
- (2) Total charges paid i.e. Rupees\_\_\_\_\_is for a period of five years.
- (3) Water, sewerage and electricity charges for such premises to the extent that is being used for non-residential use would be charged at commercial rates by the service providing agency.



- (4) The permission given by Competent Authority shall be valid for a period of five years which may be renewed thereafter for a period of five years and further in block of five years on payment of renewal fee @ 10% of updated commercial charges.
- (5) The owners of a premises where mixed land is used is permitted should accept any other condition such as restriction with respect of provision of parking advertisement etc.
- (6) Competent Authority can withdraw the permission give for mixed land use at any point of time, if the percentage area permitted under mixed land use is found to exceed the stipulated limit or for any other reason in the public interest.
- (7) That the permission shall also be governed by the provision of this code.
- (8) That the owners of building shall not further sublet/lease out the premises for which permission is being granted.

Signatures of Permission Issuing Authority along with seal.

#### **SCHEDULE IV-A**

(See Code 1.2(1)(lx), 6.3(3)(i)(a)IV)

**Rates of conversion of residential premises into non-nuisance professional services for 25% of the covered area of the premises or 50 square metres whichever is less.**

Potential Zone as notified under the Punjab Scheduled Roads and Controlled area Restriction on Unregulated Development Act, 1963 and Rules, 1965	<b>Hyper potential</b>	<b>High potential</b>	<b>Medium potential</b>	<b>Low potential</b>
	Rs. 0.60 Lac	Rs. 0.50 Lac	Rs. 0.30 Lac	Rs. 0.20 Lac.

#### **SPECIMEN**

##### **MODEL ZONING CLAUSES FOR DIFFERENT BUILDING TYPES**

##### **1. Model Zoning Clauses for Residential Building**

**i. Code referred in the clause is Haryana Building Code, 2017, amended from time to time.**

**ii. SHAPE & SIZE OF SITE.**



The shape and size of site is in accordance with the demarcation plan shown as ‘ ’ to ‘ ’, as confirmed by Competent Authority, vide drawing no....., issued on DD/MM/YYYY.

**iii. LAND USE.**

The type of buildings use permissible is residential and under no circumstance, the use of building shall be changed.

#### iv. TYPE OF BUILDING PERMITTED AND LAND USE ZONES.

The site shall be developed and building constructed thereon as indicated in and explained in the table below:

Notation	Land Use Zone	Type of Building permitted/ permissible structure
	Open Space Zone	Open parking, garden, landscaping features, underground services etc.
	Building Zone	Building as per permissible land use in clause-iii above and uses permissible in the open space zone.

#### v. SITE COVERAGE AND FLOOR AREA RATIO (FAR).

- The building or buildings shall be constructed only within the portion of the site marked as Building zone as explained above, and nowhere else.
- The proportion up to which the site can be covered with building or buildings on the ground floor and subsequent floors shall be as per **Code 6.3(3)(i)(a)**.
- Maximum permissible FAR shall be as per **Code 6.3(3)(i)(a)**.

#### vi. HEIGHT OF BUILDING.

The height of the building block, subject of course to the provisions of the site coverage and FAR, shall be governed by the following:-

- The maximum height of the buildings shall be as **Code 6.3(3)(i)(a) and Code 6.3(3)(vii)**.
- If a building abuts on two or more streets of different widths, the buildings shall be deemed to face upon the street that has the greater width and the height of the buildings shall be regulated by the width of that street and may be continued to this height to a depth of 24 metres, along the narrow street.
- The plinth height of building shall be as per **Code 7.3**.
- All building block(s) shall be constructed so as to maintain an inter-se distance as per **Code 7.11(5)**.
- If such interior or exterior open space is intended to be used for the benefit of more than one building belonging to the same owner, then the width of such open air space shall be the one specified for the tallest building as specified in (c) above.

#### vii. PARKING.

- Adequate parking spaces, covered, open or in the basement shall be provided for vehicles of users and occupiers, within the site as per **Code 7.1**.

- (b) In no circumstance, the vehicle(s) belonging to the plot shall be parked outside the plot area.

**viii. APPROACH TO SITE.**

- (a) The vehicular approach to the site shall be planned and provided giving due consideration to the junctions of and the junctions with the surrounding roads to the satisfaction of the Competent Authority.
- (b) The approach to the site shall be shown on the zoning plan.

**ix. BAR ON SUB-DIVISION OF SITE.**

Sub-division of the site shall not be permitted, in any circumstances.

**x. APPROVAL OF BUILDING PLANS.**

The building plans of the buildings to be constructed at site shall have to be got approved from the Competent Authority/ any other persons authorized by him, under the provisions of the respective Acts, before starting up the construction.

**xi. BASEMENT.**

Basements within the building zone of the site shall be provided as per **Code 6.3(3)(i)(a)** and shall be constructed, used and maintained as per **Code 7.16**.

**xii. BOUNDARY WALL.**

The boundary wall shall be constructed as per **Code 7.5**.

**xiii. PLANNING NORMS.**

The building to be constructed shall be planned and designed to the norms and standards as per **Chapter-7 of the Haryana Building Code, 2017**, and as approved by the Competent Authority.

**xiv. PROVISIONS OF PUBLIC HEALTH FACILITIES.**

The W.C. and urinals provided in the buildings shall conform to **Chapter 11** of the Haryana Building Code, 2017 and National Building Code, 2005.

**xv. EXTERNAL FINISHES.**

- (a) The external wall finishes, so far as possible shall be in natural or permanent type of materials like bricks, stone, concrete, terracotta, grits, marble, chips, class metals or any other finish which may be allowed by the Competent Authority.
- (b) The water storage tanks and plumbing works shall not be visible on any face of the building and shall be suitably encased.
- (c) All sign boards and names shall be written on the spaces provided on buildings as per approved buildings plans specifically for this purpose and at no other places, whatsoever.
- (d) For building services, plumbing services, construction practice, building material, foundation and Damp Proof Course **Chapter 10** of

the Haryana Building Code, 2017 shall be followed.

**xvi. LIFTS AND RAMPS:**

- (a) Lift and Ramps in building shall be provided as per **Code 7.7**.
- (b) Lift shall be preferably with 100% standby generators along with automatic switchover along with staircase of required width and number.
- (c) If lift cannot be provided as per (b) above, ramps shall be provided conforming to the requirement of clause-3 of Annexure D-3 of Part-3 of National Building Code, 2005

**xvii. BUILDING BYE-LAWS:**

The construction of the building/ buildings shall be governed by provisions of the Haryana Building Code, 2017.

**xviii. FIRE SAFETY MEASURES:**

- (a) The owner will ensure the provision of proper fire safety measures in the multi storied buildings conforming to the provisions of The Haryana Building Code, 2017/ National Building Code of India and the same should be got certified from the Competent Authority.
- (b) Electric Sub Station/ generator room if provided should be on solid ground near DG/ LT. Control panel on ground floor or in upper basement and it should be located on outer periphery of the building, the same should be got approved from the Chief Electrical Inspector, Haryana.
- (c) To ensure fire fighting scheme shall be got approved from the Director, Urban Local Bodies, Haryana or any person authorized by the Director, Urban Local Bodies, Haryana. This approval shall be obtained prior to starting the construction work at site.

**xix. The rain water harvesting system shall be provided as per Code 8.1.**

**xx. That the owner shall ensure the installation of Light-Emitting Diode lamps (LED) for its building.**

**xxi. That the owner shall strictly comply with the Code 8.3 for enforcement of the Energy Conservation Building Codes.**

**xxii. That the owner shall ensure the installation of Solar Power Plant as per Code 8.2.**

**2. Model Zoning Clauses FOR Commercial Building**

**i. Code referred in the clause is Haryana Building Code, 2017, amended from time to time.**

**ii. SHAPE & SIZE OF SITE.**

The shape and size of site is in accordance with the demarcation plan shown as ‘ ’ to ‘ ’, as confirmed by Competent Authority, vide drawing no....., issued on DD/MM/YYYY.

### iii. LAND USE.

The type of buildings use permissible is commercial for retail outlet/ showroom/ shop/ etc. and under no circumstance, the use of building shall be changed.

### iv. TYPE OF BUILDING PERMITTED AND LAND USE ZONES.



(a) The type of buildings permitted on this site shall be buildings designated and intended to be used for:

(i) retail outlet including saleroom for lubricants, office room, toilet, store installation of fuel pumps, air filling pumps, underground storage of petrol/ diesel, canopy and way side amenities, like repairs/services shop, ATMs & small eating place (Dhaba/ Fast Food Joint). Fuel tanks shall be provided underground within the site after leaving 1.5 mtrs from the boundary.

(ii) Showroom/ shops including sale of goods.

(b) No other building use shall not be permitted.

(c) The site shall be developed and building constructed thereon as indicated in and explained in the table below:

Notation	Land Use Zone	Type of Building permitted/ permissible structure
	Open Space Zone	Open parking, garden, landscaping features, underground services etc.
	Building Zone	Building as per permissible land use in clause-iii above and uses permissible in the open space zone.

### v. SITE COVERAGE AND FLOOR AREA RATIO (FAR).

(a) The building or buildings shall be constructed only within the portion of the site marked as Building zone as explained above, and nowhere else.

(b) The proportion up to which the site can be covered with building or buildings on the ground floor and subsequent floors shall be as per **Code 6.3(3)(ii)**.

(c) Maximum permissible FAR shall be as per **Code 6.3(3)(ii)**.

### vi. HEIGHT OF BUILDING.

The height of the building block, subject of course to the provisions of the site coverage and FAR, shall be governed by the following:-

(a) The maximum height of the buildings shall be as **Code 6.3(3)(ii)** and **Code 6.3(3)(vii)**.

(b) If a building abuts on two or more streets of different widths, the buildings shall be deemed to face upon the street that has the greater

width and the height of the buildings shall be regulated by the width of that street and may be continued to this height to a depth of 24 metres, along the narrow street.

- (c) The plinth height of building shall be as per **Code 7.3**.
- (d) All building block(s) shall be constructed so as to maintain an inter-se distance as per **Code 7.11(5)**.
- (e) If such interior or exterior open space is intended to be used for the benefit of more than one building belonging to the same owner, then the width of such open air space shall be the one specified for the tallest building as specified in (c) above.

**vii. PARKING.**

- (a) Adequate parking spaces, covered, open or in the basement shall be provided for vehicles of users and occupiers, within the site as per **Code 7.1**.
- (b) In no circumstance, the vehicle(s) belonging/ related to the plot/ premises shall be parked outside the plot area.

**viii. APPROACH TO SITE.**

- (a) The vehicular approach to the site shall be planned and provided giving due consideration to the junctions of and the junctions with the surrounding roads to the satisfaction of the Competent Authority.
- (b) The approach to the site shall be shown on the zoning plan.
- (c) Entry and Exit shall be permitted as indicated/ marked on the plan.
- (d) In case of retail outlet no gate and gatepost shall be permitted.

**ix. BAR ON SUB-DIVISION OF SITE.**

Sub-division of the site shall not be permitted, in any circumstances.

**x. APPROVAL OF BUILDING PLANS.**

The building plans of the buildings to be constructed at site shall have to be got approved from the Competent Authority/ any other persons authorized by him, under the provisions of the respective Acts, before starting up the construction.

**xi. BASEMENT.**

- (a) Basements within the building zone of the site shall be provided as per **Code 6.3(3)(ii)** and shall be constructed, used and maintained as per **Code 7.16**.
- (b) In case of retail outlet basement is not permitted.

**xii. PLANNING NORMS.**

The building to be constructed shall be planned and designed to the norms and standards as per **Chapter-7 of the Haryana Building Code, 2017**, and as approved by the Competent Authority.

**xiii. PROVISIONS OF PUBLIC HEALTH FACILITIES.**

The W.C. and urinals provided in the buildings shall conform to **Chapter 11** of the Haryana Building Code, 2017 and National Building Code, 2005.

**xiv. EXTERNAL FINISHES.**

- (a) The external wall finishes, so far as possible shall be in natural or permanent type of materials like bricks, stone, concrete, terracotta, grits, marble, chips, class metals or any other finish which may be allowed by the Competent Authority.
- (b) The water storage tanks and plumbing works shall not be visible on any face of the building and shall be suitably encased.
- (c) All sign boards and names shall be written on the spaces provided on buildings as per approved buildings plans specifically for this purpose and at no other places, whatsoever.
- (d) For building services, plumbing services, construction practice, building material, foundation and Damp Proof Course **Chapter 10** of the Haryana Building Code, 2017 shall be followed.

**xv. LIFTS AND RAMPS:**

- (a) Lift and Ramps in building shall be provided as per **Code 7.7**.
- (b) Lift shall be preferably with 100% standby generators along with automatic switchover along with staircase of required width and number.
- (c) If lift cannot be provided as per (b) above, ramps shall be provided conforming to the requirement of clause-3 of Annexure D-3 of Part-3 of National Building Code, 2005
- (d) Not applicable in case of retail outlet.

**xvi. BUILDING BYE-LAWS:**

The construction of the building/ buildings shall be governed by provisions of the Haryana Building Code, 2017.

**xvii. FIRE SAFETY MEASURES:**

- (a) The owner will ensure the provision of proper fire safety measures in the multi storied buildings conforming to the provisions of The Haryana Building Code, 2017/ National Building Code of India and the same should be got certified from the Competent Authority.
- (b) Electric Sub Station/ generator room if provided should be on solid ground near DG/ LT. Control panel on ground floor or in upper basement and it should be located on outer periphery of the building, the same should be got approved from the Chief Electrical Inspector, Haryana.
- (c) To ensure fire fighting scheme shall be got approved from the Director, Urban Local Bodies, Haryana or any person authorized by

the Director, Urban Local Bodies, Haryana. This approval shall be obtained prior to starting the construction work at site.

- xviii. **The rain water harvesting system shall be provided as per Code 8.1.**
- xix. **That the owner shall ensure the installation of Light-Emitting Diode lamps (LED) for its building.**
- xx. **That the owner shall strictly comply with the Code 8.3 for enforcement of the Energy Conservation Building Codes.**
- xxi. **That the owner shall ensure the installation of Solar Power Plant as per Code 8.2.**
- xxii. **GENERAL**

- (a) Among other plans and papers detailed elevations of buildings along all sides exposed to public view shall be drawn according to scale as mentioned in the Haryana Building Code-2017.
- (b) The water storage tanks and other plumbing works etc. shall not be exposed to view each face of building but shall be suitably encased.
- (c) No applied decoration like inscription, crosses, names of persons or buildings are permitted on any external face of the building.
- (d) The building design for the permissible covered area shall be submitted as a whole and not in parts.
- (e) Provision for flickering amber light shall be as approved in the building plans for the retail outlet site the petrol pump is commissioned (in case of retail Outlet only).
- (f) Sign boards for entry or exit shall be displayed within the site and shall be provided with proper lighting i.e. green light for entry board and red light for exit board (in case of retail Outlet only).
- (g) The owner of the retail outlet shall not utilize the portion of the road reservation in front of the site for any purpose whatsoever (in case of retail Outlet only).
- (h) Garbage collection center of appropriate size shall be provided within the site.
- (i) Color trade emblem and other symbols shall be subject to the approval of the Competent Authority.
- (j) No advertisement shall be permitted (in case of retail Outlet only).

### **3. Model Zoning Clauses for Educational and Institutional Building**

- i. **Code referred in the clause is Haryana Building Code, 2017, amended from time to time.**
- ii. **SHAPE & SIZE OF SITE.**

The shape and size of site is in accordance with the demarcation plan shown as ‘ ’ to ‘ ’, as confirmed by Competent Authority, vide drawing no....., issued on DD/MM/YYYY.



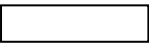

### iii. LAND USE.

The type of buildings use permissible is Primary/ Higher/ Secondary School/ College in accordance to permission granted by Competent Authority. and under no circumstance, the use of building shall be changed.

### iv. TYPE OF BUILDING PERMITTED AND LAND USE ZONES.

(a) The type of buildings permitted on this site shall be buildings designated and intended to be used for imparting education through day or evening classes. It may include residence for Principal/ Warden/ or other teaching staff, watch and ward staff and other administrative staff along with hostels for students, extension counter of post office and bank as may be permitted by Competent Authority, subject to maximum limit of 15% of the permissible FAR..

(b) The site shall be developed and building constructed thereon as indicated in and explained in the table below:

Notation	Land Use Zone	Type of Building permitted/ permissible structure
	Open Space Zone	Open parking, garden, landscaping features, underground services etc.
	Building Zone	Building as per permissible land use in clause-iii above and uses permissible in the open space zone.

### v. SITE COVERAGE AND FLOOR AREA RATIO (FAR).

(a) The building or buildings shall be constructed only within the portion of the site marked as Building zone as explained above, and nowhere else.

(b) The proportion up to which the site can be covered with building or buildings on the ground floor and subsequent floors shall be as per **Code 6.3(3)(iii)**.

(c) Maximum permissible FAR shall be as per **Code 6.3(3)(iii)**.

### vi. HEIGHT OF BUILDING.

The height of the building block, subject of course to the provisions of the site coverage and FAR, shall be governed by the following:-

(a) The maximum height of the buildings shall be as **Code 6.3(3)(iii)** and **Code 6.3(3)(vii)**.

(b) If a building abuts on two or more streets of different widths, the buildings shall be deemed to face upon the street that has the greater width and the height of the buildings shall be regulated by the width of that street and may be continued to this height to a depth of 24 metres, along the narrow street.

- (c) The plinth height of building shall be as per **Code 7.3**.
- (d) All building block(s) shall be constructed so as to maintain an inter-se distance as per **Code 7.11(5)**.
- (e) If such interior or exterior open space is intended to be used for the benefit of more than one building belonging to the same owner, then the width of such open air space shall be the one specified for the tallest building as specified in (c) above.

**vii. PARKING.**

- (a) Adequate parking spaces, covered, open or in the basement shall be provided for vehicles of users and occupiers, within the site as per **Code 7.1**.
- (b) In no circumstance, the vehicle(s) belonging/ related to the plot/ premises shall be parked outside the plot area.

**viii. APPROACH TO SITE.**

- (a) The vehicular approach to the site shall be planned and provided giving due consideration to the junctions of and the junctions with the surrounding roads to the satisfaction of the Competent Authority.
- (b) The approach to the site shall be shown on the zoning plan.
- (c) Entry and Exit shall be permitted as indicated/ marked on the plan.

**ix. BAR ON SUB-DIVISION OF SITE.**

Sub-division of the site shall not be permitted, in any circumstances.

**x. APPROVAL OF BUILDING PLANS.**

The building plans of the buildings to be constructed at site shall have to be got approved from the Competent Authority/ any other persons authorized by him, under the provisions of the respective Acts, before starting up the construction.

**xi. BASEMENT.**

Basements within the building zone of the site shall be provided as per **Code 6.3(3)(iii)** and shall be constructed, used and maintained as per **Code 7.16**.

**xii. PLANNING NORMS.**

The building to be constructed shall be planned and designed to the norms and standards as per **Chapter-7 of the Haryana Building Code, 2017**, and as approved by the Competent Authority.

**xiii. PROVISIONS OF PUBLIC HEALTH FACILITIES.**

The W.C. and urinals provided in the buildings shall conform to the National Building Code, 2005.

**xiv. EXTERNAL FINISHES.**

- (a) The external wall finishes, so far as possible shall be in natural or permanent type of materials like bricks, stone, concrete, terracotta,

grits, marble, chips, class metals or any other finish which may be allowed by the Competent Authority.

- (b) The water storage tanks and plumbing works shall not be visible on any face of the building and shall be suitably encased.
- (c) All sign boards and names shall be written on the spaces provided on buildings as per approved buildings plans specifically for this purpose and at no other places, whatsoever.
- (d) For building services, plumbing services, construction practice, building material, foundation and Damp Proof Course **Chapter 10** of the Haryana Building Code, 2017 shall be followed.

**xv. LIFTS AND RAMPS:**

- (a) Lift and Ramps in building shall be provided as per **Code 7.7**.
- (b) Lift shall be with 100% standby generators along with automatic switchover along with staircase of required width and number.
- (c) If lift cannot be provided as per (b) above, ramps shall be provided conforming to the requirement of clause-3 of Annexure D-3 of Part-3 of National Building Code, 2005

**xvi. BUILDING BYE-LAWS:**

The construction of the building/ buildings shall be governed by provisions of the Haryana Building Code, 2017.

**xvii. FIRE SAFETY MEASURES:**

- (a) The owner will ensure the provision of proper fire safety measures in the multi storeyed buildings conforming to the provisions of The Haryana Building Code, 2017/ National Building Code of India and the same should be got certified from the Competent Authority.
- (b) Electric Sub Station/ generator room if provided should be on solid ground near DG/ LT. Control panel on ground floor or in upper basement and it should be located on outer periphery of the building, the same should be got approved from the Chief Electrical Inspector, Haryana.
- (c) To ensure fire fighting scheme shall be got approved from the Director, Urban Local Bodies, Haryana or any person authorized by the Director, Urban Local Bodies, Haryana. This approval shall be obtained prior to starting the construction work at site.

**xviii. The rain water harvesting system shall be provided as per Code 8.1.**

**xix. That the owner shall ensure the installation of Light-Emitting Diode lamps (LED) for its building.**

**xx. That the owner shall strictly comply with the Code 8.3 for enforcement of the Energy Conservation Building Codes.**

**xxi. That the owner shall ensure the installation of Solar Power Plant as per Code 8.2.**

**xxii. GENERAL**

- (a) Among other plans and papers detailed elevations of buildings along all sides exposed to public view shall be drawn according to scale as mentioned in the Haryana Building Code-2017.
- (b) No applied decoration like inscription, crosses, names of persons or buildings are permitted on any external face of the building.
- (c) The water storage tanks and other plumbing works etc. shall not be exposed to view each face of building but shall be suitably encased.
- (d) The building design for the permissible covered area shall be submitted as a whole and not in parts.
- (e) Garbage collection center of appropriate size shall be provided within the site.
- (f) No advertisement shall be permitted.

**4. Model Zoning Clauses for Storage/ Godown Building**

**i. Code referred in the clause is Haryana Building Code, 2017, amended from time to time.**

**ii. SHAPE & SIZE OF SITE.**

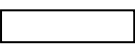

The shape and size of site is in accordance with the demarcation plan shown as ' ' to ' ', as confirmed by Competent Authority, vide drawing no....., issued on DD/MM/YYYY.

**iii. LAND USE.**

The site shall be used for Warehouse (For storage of non agro/ agro produce) in accordance with the permission of change of land use granted and its use for any other purpose shall not be permitted in any case.

**iv. TYPE OF BUILDING PERMITTED AND LAND USE ZONES.**

- (a) The type of buildings permitted on the site shall be buildings meant for Ware House purpose and their use for any other purposes shall not be permitted. The Building for ware house purposes shall include Ware House and ancillary uses. Ticketing Machine Room/ Cloak Room/Toilets/ Wireless Stations/ Canteen/ Security Rooms/ Generator Room will be allowed. Security Room, Ticketing Machine and Toilets may be allowed in the setback with the condition that whenever the land is required for widening of roads, the same can be acquired by the developing agency. These facilities may be provided at a distance of 9.00 metres from the main building.
- (b) The site shall be developed and building constructed thereon as indicated in and explained in the table below:

Notation	Land Use Zone	Type of Building permitted/ permissible structure
	Open Space Zone	Open parking, garden, landscaping features, underground services etc.
	Building Zone	Building as per permissible land use in clause-iii above and uses permissible in the open space zone.

**v. SITE COVERAGE AND FLOOR AREA RATIO (FAR).**

- The building or buildings shall be constructed only within the portion of the site marked as Building zone as explained above, and nowhere else.
- The proportion up to which the site can be covered with building or buildings on the ground floor and subsequent floors shall be as per **Code 6.3(3)(v)**.
- Maximum permissible FAR shall be as per **Code 6.3(3)(v)**.

**vi. HEIGHT OF BUILDING.**

The height of the building block, subject of course to the provisions of the site coverage and FAR, shall be governed by the following:-

- The maximum height of the building shall not be more than 21 meters and shall not exceed 1.5 times (the width of the roads abutting) plus the front open space.
- If a building abuts on two or more streets of different widths, the buildings shall be deemed to face upon the street that has the greater width and the height of the buildings shall be regulated by the width of that street and may be continued to this height to a depth of 24 metres, along the narrow street.
- All building block(s) shall be constructed so as to maintain an inter-se distance as per **Code 7.11(5)**.
- If such interior or exterior open space is intended to be used for the benefit of more than one building belonging to the same owner, then the width of such open air space shall be the one specified for the tallest building as specified in (c) above.

**vii. SETBACK:**

Setbacks shall be provided as per **Code 6.3(3)(v)**.

**viii. PARKING.**

15% of the site area shall be reserved for idle parking. To avoid nuisance to the vehicular traffic, no idle parking will be made on the approach road. The segregated area of idle parking of trucks should be located by providing gate in a receded position vis-a-vis the plot boundary.

**ix. APPROACH TO SITE.**

- (a) The vehicular approach to the site shall be planned and provided giving due consideration to the junctions of and the junctions with the surrounding roads to the satisfaction of the Competent Authority.
- (b) The approach to the site shall be shown on the zoning plan.
- (c) Entry and Exit shall be permitted as indicated/ marked on the plan.

**x. BAR ON SUB-DIVISION OF SITE.**

Sub-division of the site shall not be permitted, in any circumstances.

**xi. APPROVAL OF BUILDING PLANS.**

The building plans of the buildings to be constructed at site shall have to be got approved from the Competent Authority/ any other persons authorized by him, under the provisions of the respective Acts, before starting up the construction.

**xii. BASEMENT.**

No basement permitted.

**xiii. PROVISIONS OF PUBLIC HEALTH FACILITIES.**

The W.C. and urinals provided in the buildings shall conform to the National Building Code, 2005.

**xiv. EXTERNAL FINISHES.**

- (a) All sign boards and names shall be written on the spaces provided on buildings as per approved buildings plans specifically for this purpose and at no other places, whatsoever.
- (b) For building services, plumbing services, construction practice, building material, foundation and Damp Proof Course **Chapter 10** of the Haryana Building Code, 2017 shall be followed.

**xv. LIFTS AND RAMPS:**

- (a) Lift and Ramps in building shall be provided as per **Code 7.7**.

**xvi. BUILDING BYE-LAWS:**

The construction of the building/ buildings shall be governed by provisions of the Haryana Building Code, 2017.

**xvii. FIRE SAFETY MEASURES:**

- (a) The owner will ensure the provision of proper fire safety measures in the multi storied buildings conforming to the provisions of The Haryana Building Code, 2017/ National Building Code of India and the same should be got certified form the Competent Authority.
- (b) Electric Sub Station/ generator room if provided should be on solid ground near DG/ LT. Control panel on ground floor or in upper basement and it should be located on outer periphery of the building, the same should be got approved from the Chief Electrical Inspector, Haryana.

(c) The fire fighting scheme shall be got approved from the Director, Urban Local Bodies, Haryana or any person authorized by the Director, Urban Local Bodies, Haryana. This approval shall be obtained prior to starting the construction work at site.

**xviii. The rain water harvesting system shall be provided as per Code 8.1.**

**xix. That the owner shall ensure the installation of Light-Emitting Diode lamps (LED) for its building.**

**xx. That the owner shall strictly comply with the Code 8.3 for enforcement of the Energy Conservation Building Codes.**

**xxi. That the owner shall ensure the installation of Solar Power Plant as per Code 8.2.**

**xxii. GENERAL**

(a) Among other plans and papers detailed elevations of buildings along all sides exposed to public view shall be drawn according to scale as mentioned in the Haryana Building Code-2017.

(b) The water storage tanks and other plumbing works etc. shall not be exposed to view each face of building but shall be suitably encased.

(c) No applied decoration like inscription, crosses, names of persons or buildings are permitted on any external face of the building.

(d) The building design for the permissible covered area shall be submitted as a whole and not in parts.

(e) Garbage collection center of appropriate size shall be provided within the site.

## **5. Model Zoning Clauses for Group Housing**

**i. Code referred in the clause is Haryana Building Code, 2017, amended from time to time.**

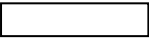

**ii. SHAPE & SIZE OF SITE.**

The shape and size of site is in accordance with the demarcation plan shown as ' ' to ' ', as confirmed by Competent Authority, vide drawing no....., issued on DD/MM/YYYY.

**iii. TYPE OF BUILDING PERMITTED AND LAND USE ZONES.**

(a) The type of building permitted on this site shall be buildings designated in the form of flatted development for residential purpose or any ancillary or appurtenant building including community facilities, public amenities and public utility as may be prescribed and approved by Competent Authority.

(b) The site shall be developed and building constructed thereon as indicated in and explained in the table below:

Notation	Land Use Zone	Type of Building permitted/ permissible structure
	Open Space Zone	Open parking, garden, landscaping features, underground services etc.
	Building Zone	Building as per permissible land use in clause-iii above and uses permissible in the open space zone.

#### iv. SITE COVERAGE AND FLOOR AREA RATIO (FAR).

- The building or buildings shall be constructed only within the portion of the site marked as Building zone as explained above, and nowhere else.
- The proportion up to which the site can be covered with building or buildings on the ground floor and subsequent floors shall be as per **Code 6.3(3)(i)(b)**.
- Maximum permissible FAR shall be as per **Code 6.3(3)(i)(b)**.

#### v. HEIGHT OF BUILDING.

The height of the building block, subject of course to the provisions of the site coverage and FAR, shall be governed by the following:-

- The maximum height of the building shall be as per **Code 6.3(3)(i)(b)**.
- If a building abuts on two or more streets of different widths, the buildings shall be deemed to face upon the street that has the greater width and the height of the buildings shall be regulated by the width of that street and may be continued to this height to a depth of 24 metres, along the narrow street.
- All building block(s) shall be constructed so as to maintain an inter-se distance as per **Code 7.11(5)**.
- If such interior or exterior open space is intended to be used for the benefit of more than one building belonging to the same owner, then the width of such open air space shall be the one specified for the tallest building as specified in (c) above.

#### vi. PARKING.

- The parking spaces in group housing shall be as per **Code 7.1**.
- In no circumstance, the vehicle(s) belonging/ related to the plot/ premises shall be parked outside the plot area.

#### vii. APPROACH TO SITE.

- The vehicular approach to the site shall be planned and provided giving due consideration to the junctions of and the junctions with the surrounding roads to the satisfaction of the Competent Authority.
- The approach to the site shall be shown on the zoning plan.
- Entry and Exit shall be permitted as indicated/ marked on the plan.



**viii. GATE POST AND BOUNDARY WALL**

- (a) Such Boundary wall, railings or their combination, hedges or fences along with gates and gate posts shall be constructed as per design approved by Competent Authority. In addition to the gate/ gates an additional wicket gate not exceeding 1.25 meters width may be allowed in the front and side boundary wall provided that no main gate or wicket gate shall be allowed to open on the sector road/public open space.
- (b) The boundary wall shall be constructed as per **Code 7.5.**

**ix. DENSITY**

- (a) The minimum density of the population provided in the colony shall be 100 PPA and the maximum be 300 PPA.
- For computing the density, the occupancy per main dwelling unit shall be taken as five persons and for service dwelling unit two persons per room or one person per 7.5 square metres of living area, whichever is more.

**x. ACCOMMODATION FOR SERVICE POPULATION**

Adequate accommodation shall be provided for domestic servants and other service population of EWS. The number of such dwelling units for domestic servants shall not be less than 10% of the number of main dwelling units and the carpet area of such a unit if attached to the main units shall not be less than 13 square metres. In addition 15% of the total number of dwelling units having a minimum area of 20 square metres shall be earmarked for E.W.S category.

**xi. OPEN SPACES**

While all the open spaces including those between the blocks and wings of buildings shall be developed, equipped and landscaped according to the plan approved by the Competent Authority. At least 15% of the total site area shall be developed as organized open space i.e. tot-lots and play ground.

**xii. CONVENIENT SHOPPING**

0.5% of the total site area shall be reserved to cater for essential convenient shopping with the following conditions:

- (a) The ground coverage of 100% with FAR of 100 will be permissible. However this will be a part of the permissible ground coverage and FAR of the Group Housing Colony.
- (b) The size and height of Kiosk/ Shops/ Departmental Store shall be as specified by the Competent Authority.

**xiii. PROVISION OF COMMUNITY BUILDINGS**

The community buildings shall be provided as per the composite norms in the Group Housing Colony.

**xiv. BAR ON SUB-DIVISION OF SITE.**

- (a) The site of the Group Housing Colony shall be governed by the Haryana Apartment Ownership Act-1983 and Rules framed thereunder.
- (b) Sub-division of the site shall not be permitted, in any circumstances.

**xv. APPROVAL OF BUILDING PLANS.**

The building plans of the buildings to be constructed at site shall have to be got approved from the Competent Authority/ any other persons authorized by him, under the provisions of the respective Acts, before starting up the construction.

**xvi. BASEMENT.**

- (a) The number of basement storeys in Group Housing shall be as per **Code 6.3(3)(i)(b).**
- (b) The construction of basement shall be executed as per **Code 7.16.**

**xvii. PROVISIONS OF PUBLIC HEALTH FACILITIES.**

The W.C. and urinals provided in the buildings shall conform to the National Building Code, 2005.

**xviii. EXTERNAL FINISHES.**

- (a) All sign boards and names shall be written on the spaces provided on buildings as per approved buildings plans specifically for this purpose and at no other places, whatsoever.
- (b) For building services, plumbing services, construction practice, building material, foundation and Damp Proof Course **Chapter 10** of the Haryana Building Code, 2017 shall be followed.

**xix. LIFTS AND RAMPS:**

Lift and Ramps in building shall be provided as per **Code 7.7.**

**xx. BUILDING BYE-LAWS:**

The construction of the building/ buildings shall be governed by provisions of the Haryana Building Code, 2017. On the points where such rules are silent and stipulate no condition or norm, the model building byelaw issued by the Indian Standards, and as given in the National Building Code of India shall be followed.

**xxi. FIRE SAFETY MEASURES:**

- (a) The owner will ensure the provision of proper fire safety measures in the multi storied buildings conforming to the provisions of The Haryana Building Code, 2017/ National Building Code of India and the same should be got certified form the Competent Authority.
- (b) Electric Sub Station/ generator room if provided should be on solid ground near DG/ LT. Control panel on ground floor or in upper basement and it should be located on outer periphery of the building,

the same should be got approved from the Chief Electrical Inspector, Haryana.

- (c) The fire fighting scheme shall be got approved from the Director, Urban Local Bodies, Haryana or any person authorized by the Director, Urban Local Bodies, Haryana. This approval shall be obtained prior to starting the construction work at site.

**xxii. The rain water harvesting system shall be provided as per Code 8.1.**

**xxiii. That the owner shall ensure the installation of Light-Emitting Diode lamps (LED) for its building.**

**xxiv. That the owner shall strictly comply with the Code 8.3 for enforcement of the Energy Conservation Building Codes.**

**xxv. That the owner shall ensure the installation of Solar Power Plant as per Code 8.2.**

**xxvi. GENERAL**

- (a) Among other plans and papers detailed elevations of buildings along all sides exposed to public view shall be drawn according to scale as mentioned in the Haryana Building Code-2017.
- (b) The water storage tanks and other plumbing works etc. shall not be exposed to view each face of building but shall be suitably encased.
- (c) No applied decoration like inscription, crosses, names of persons or buildings are permitted on any external face of the building.
- (d) The building design for the permissible covered area shall be submitted as a whole and not in parts.
- (e) Garbage collection center of appropriate size shall be provided within the site.

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## PART VIII

## MISCELLANEOUS

## Demolition, Appeal and Maintenance of Record

**126.** *Register of applications for permission and licences [Section 8 (2) and 25 (2) (f)].*— The Director shall maintain the following registers in the form noted against each in respect of permissions or licences granted or refused by him under section 8 and in respect of orders of demolition issued under sub-section (2) of section 12 of the Act:-

- (a) A register in Form M-1 showing particulars of all cases in which permission to erect or re-erect a building in existence immediately before the commencement of the Act and involving structural alteration or addition, within 30 metres of a scheduled road or 100 meters of by-pass or for laying out of a means of access to a scheduled road under clauses (b) and (c) of the provision to section 3 respectively is granted or refused.
- (b) A register in Form M-II in which particulars of all cases in which permission to erect or re-erect a building or make or extend an excavation or to lay out means in a controlled area is granted or refused.
- (c) A register in Form M-III in which particulars of all cases in which permission for change of use of land within a controlled area for the purpose of setting up a private colony is granted or refused.
- (d) A register in Form M-IV in which particulars of all cases in which licence is a controlled area for charcoal-kiln, potter-kiln, lime-kiln, brick-kiln or brick field or for quarrying stone, bajri, surkhi, kankar or for some other similar extractive or ancillary operation is granted or refused.
- (e) A register in Form M-V showing particulars of all cases in which orders of demolition under sub-section (2) of section 12 are issued.

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**127.** *Copies and fees [Section 8 (2) and 25 (2) (f)].*— Copies of survey record, field book, plans, orders and other documents prepared under the Act shall be available on payment of the fees mentioned below:-

- (1) For copies of entries in the register or linear map prepared under rule 3.-
- |     |                     |  |
|-----|---------------------|--|
| (a) | Entries in register | Rs.1.00 per entry  |
| (b) | Linear map          | Rs.10.00 for every one mile of the road or part thereof indicated in the map |

- |   |                    |
|---|--------------------|
| (2) Copy of entries in the registers mentioned in rule 126                                    | Rs. 1.00 per entry |
| (3) Copy of orders of the Director granting or refusing permission under section 8 of the Act | Rs. 2.00 per order |
| (4) Copy of development plan drawing of a controlled area                                     | Rs.10.00 per order |
| (5) Copy of development plan including all enclosures   | Rs.30.00           |
| (6) Duplicate licence   | Rs.2.00            |
| (7) Other records   | Rs.1.00 per page.  |

**Note.-** (1) Preparation of copies of documents shall not be undertaken unless the prescribed fees have been deposited by the applicant in advance in the office concerned.

(2) Copying fee once paid shall not be refunded.

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**128. *Order of demolition under section 12 (2) [Sections 12(2) and 25(i)].***—Where a person erects or re-erects any building or makes or extends any excavation or lays out any means of access to a road, in contravention of provision of section 3 or section 6 or in contravention of any conditions imposed by these rules or by an order under section 8 or section 10, or uses any land in contravention of these provisions of sub-section (1) of section 7 or section 10, the Director shall issue an order under sub-section (2) of section 12 of the said person in Form M-VII:

Provided that reasonable opportunity shall be given to the defaulter to show cause by notice in Form M-VI before issuing the said order of demolition.

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**129. *Procedure for hearing appeals [Section 25(2)(h)].***—(1) an appeal instituted before the Commissioner under section 10 shall bear a court fee stamp of ten rupees.

(2) The memorandum of appeal containing grounds of appeal shall be accompanied by a copy of order appealed against and a sketch/plan of the building/site in question.

(3) The Commissioner shall hear the appellant and call for the comments of the Director, Town and Country Planning, <sup>1</sup>[Haryana], Chandigarh as also of the Director who passed the order appealed against, in case he is a

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<sup>1</sup> Substituted by Har. Govt. Gaz. (Extra.) notification No. 19996 dated 22.12.1997 at page 2825

different officer, and shall consider these comments before final disposal of the appeal.

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[<sup>1</sup>130. *Salary and other allowances and terms and conditions of Chairman, Member and staff of the Tribunal [Sections-12C and 25].—*

(1) Chairman of the Tribunal shall receive the salary and other allowances of the Judge of the High Court and the Member shall receive the salary from his own department to which he belongs.

(2) The Chairman and Member of the Tribunal shall be eligible for such traveling allowances and daily allowance on official tours as are admissible to them while working as Judge of the High Court and the Chief Engineer.

(3) The salary and other allowances to the Chairman and other staff of the Tribunal shall be defrayed out of Major Head-“2217-Urban Development”.

(4) Chairman of the Tribunal shall hold office for a term of <sup>2</sup>{one} year and shall be eligible for reappointment for another term and the Member shall hold office for a period of <sup>3</sup>{one} year or upto the age of superannuation, whichever is earlier:

Provided that the Chairman and the member may-

(a) by writing under his hand and addressed to the Government resign his office at any time; and

(b) be removed from his office in accordance with the provisions of sub-rule (5).

(5) the government may remove from office, Chairman or a member of the Tribunal who-

(a) has been judged as an insolvent; or

(b) has been convicted of an offence which in the opinion of the Government, involves moral turpitude; or

(c) has become physically and mentally incapable of acting as such; or

(d) has acquired such financial or other interest as is likely to affect prejudicially his functions as such; or

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<sup>1</sup> Rules 130 and 131 added by Haryana Govt. Gaz. (Extra.) Notification dated 26.8.2002 at page 1706-08

<sup>2</sup> The word “three” substituted by Haryana Govt. Gaz. (Extra.) Notification No. C-215/JE(BR)/2017/9021 dated 9.5.2017

<sup>3</sup> The word “three” substituted by Haryana Govt. Gaz. (Extra.) Notification No. C-215/JE(BR)/2017/9021 dated 9.5.2017

(e) has so abused his position as to render his continuance in office prejudicial to the public interest:

Provided that the Chairman or Member shall not be removed from his office on the ground specified in clause (d) & (e) of sub-rule (5) except on enquiry held by the Govt. with such procedure as it may specify in this behalf and find the chairman/member to be guilty on such ground.

(6) Before appointment, the Chairman or member of the Tribunal shall have to take an undertaking that he does not and will not have any such financial or other interest as is likely to affect prejudicially his functions as such.

(7) The terms and conditions of service of Chairman, member of the Tribunal or staff shall not be varied to their disadvantage during their tenure of office.

(8) Every vacancy caused by resignation and removal of the Chairman or Member of the Tribunal under sub-rule (4) or otherwise shall be filled in by fresh appointment.

(9) The Chairman or Member ceasing to hold office as such shall not hold any appointment in or be connected with the management or administration of an organisation which have been the subject of any proceeding under the Act during his tenure for a period of five years from the date on which he ceases to hold such office.

(10) The staff for the Tribunal shall be provided by the Town and Country Planning Department, Haryana and shall draw the salary and allowances from the department and their services shall be governed by the departmental service rules and will be on cadre of the Department.

(11) The casual and other leaves of the Chairman of the Tribunal shall be sanctioned by the Governor of Haryana.

(12) All kind of leave shall be admissible to the Chairman of the Tribunal which is admissible to a sitting Judge of the High Court. The Governor of Haryana shall have full powers to sanction the leaves of the Chairman.

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**131.**        *Procedure for hearing appeal by Tribunal [Section 12-C and 25(2)(h)].*—(1) Memorandum of appeal shall be presented by the appellant or his authorized agent to the Tribunal in person or by registered post addressed to the Tribunal.

(2) Every memorandum filed under sub-rule(1) shall be in legible hand writing preferably typed and shall set forth concisely under distinct heads, the grounds of appeal without any argument or narrative and such grounds shall be numbered consecutively and shall be accompanied by a copy of order appealed against, a sketch/plan of the building/site in question and other documents as may be required to support the grounds of appeal.

(3) The memorandum of appeal shall be accompanied by a fee of Rs.100 in the form of revenue stamp or treasury challan deposited in the Haryana Government Treasury under head “2217-Urban Development (i), 60, other Urban Development Schemes, 800-Other Receipts”.

(4) When the appeal is presented after the expiry of period of limitation as specified in the Act, the memorandum shall be accompanied by an application supported by an affidavit setting forth the facts on which the appellant wants to satisfy the Tribunal that he has sufficient cause for not preferring the appeal within the period of limitation.

(5) The appellant shall submit minimum four copies of memorandum of appeal to the Tribunal for official purposes.

(6) The Tribunal shall call for the records and the comments of the District Town planner/Executive Engineer, Public Works Department (Building and Roads) concerned whose orders are appealed against and shall consider their comments before final disposal of the appeal.

(7) On the date of hearing or on any other day to which hearing may be adjourned, it shall be obligatory for the parties or their authorized agents to appear before the Tribunal. If appellant or his authorized agent fails to appear on such date, the Tribunal may, in its discretion, either dismiss the appeal in default or decide it on merits of the case. If respondent or his authorized agent fails to appear on such date the Tribunal may proceed ex-parte and may decide the appeal ex-parte on the merits of the case.

(8) The appellant shall not except by leave of the Tribunal urge or be heard in support of any ground of objection set forth in the memorandum of appeal but the Tribunal, in deciding the appeal, shall not continue to the grounds of objections set forth in the memorandum of appeal or taken by leave of the Tribunal under this sub-rule:

Provided that the Tribunal shall not rest its decision on any other grounds unless the party who may be affected thereby, has been given, at least one opportunity of being heard by the Tribunal.

(9) Tribunal may, on such terms as it may think fit and at any stage, adjourn the hearing of the appeal, but not more than one adjournment



shall ordinarily be given and the appeal shall be decided preferably within ninety days from the first date of hearing.

(10) Order of the Tribunal on appeal shall be signed and dated by the Chairman and Member constituting the Tribunal and shall be communicated to the parties free of cost.

(11) That in case the Member of Tribunal is not present on any day and appeal for arguments are fixed then only Chairman shall hear the appeal and decide them and his decision shall be final.

(12) That if Chairman is on leave or on vacations then the urgent matters shall be heard by the member of the Tribunal.

(13) For the purpose of this rule, the Tribunal shall have the same powers as are vested in Civil Court under the Code of Civil Procedure, 1908 (Act 5 of 1908).

(14) Every proceeding before the Tribunal shall be deemed to be a judicial proceeding within the meaning of Sections 193 and 228 the Indian Penal Code, 1860 (Act 45 of 1860), and shall also be deemed to be a proceeding of Civil Court for the purposes of Section 195 and Chapter XXVI of the Code of Criminal procedure, 1973 (Act 2 of 1974).]

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## FORM SR-I

[See rule 3(2)]

Register of buildings, excavations and means of access to roads within 100 metres on either side of road reservation of bye-pass, or within 30 metres of the road reservation on either side of a scheduled road.

- (i) District\_\_\_\_\_
- (ii) From mile/kilometer\_\_\_\_\_
- (iii) to mile/kilometer\_\_\_\_\_

Name of scheduled road/bye-pass\_\_\_\_\_

Sr. No.	Date of survey	Location of building, excavation of access of road	Right hand side or left hand side	Description of building excavation or access to road	Purpose for which the building mentioned in column	Reference no. to survey which entry in Column 5 relates
1.	2.	3.	4.	5.	6.	7.

Signature with designation  
of Official conducting survey

Signature of Director

\*\*\*

**FORM SR-II**

[See rule 4]

**Form of application for permission under Clauses (b), (c) or (d) of the proviso to section 3 of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act. 1963.**

To

\_\_\_\_\_  
\_\_\_\_\_

Sir,

As my/our request for permissions pertains to a site lying within 30 meters of a scheduled road or 100 meters of a bye-pass I /We beg to apply for permission as under:-

\* (A) For erection or re-erection of a building which was in existence immediately before the commencement of the Act and which involves structural alterations or additions the details whereof have been given below:-

- (i) Exact location of the building indicating name of the road or bye-pass and milestone;
- (ii) Since when existing;
- (iii) Purpose for which the present building is used;
- (iv) Reason why erection or re-erection with structural alterations or additions, necessary.

The following plans are enclosed:-

- (i) Site plan in triplicate indicating location of the building.
- (ii) Building plan in triplicate.

(B) For laying out means of access to a scheduled road or bye-pass with particulars as under:-

- (i) Name of road/or bye-pass to which access desired.
- (ii) Point at which access desired indicating number of mile stone or furlong stone etc.
- (iii) Layout of the junction of the access with the road or by-pass.
- (iv) Reason for which access required.
- (v) Applicant's title to land under the proposed access.
- (vi) Revenue particulars of the land under the proposed access.

I/We enclose a site plan indicating the proposed access.

\*(C) For erecting or re-erecting a motor-fuel-filling station or a bus queue-shelter.

The following plans are enclosed:-

- (i) site plan in triplicate indicating location of the proposed station or shelter with reference to the mile stone or furlong stone.
- (ii) building plan in triplicate.

Yours faithfully,  
Name and Full Address.

\* strike off whichever is inapplicable

\*\*\*

**FORM SR-III**

(See rule 7)

**Form of order of grant or refusal to grant permission under section 3 of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963.**

To

\_\_\_\_\_  
\_\_\_\_\_

Sir,

Reference your application dated ..... for permission to .....

- (a) erect or re-erect building;
- (b) laying out means of access to a road;
- (c) erection or re-erection of motor-fuel-filling stations or bus queue-shelter; in accordance with the plans submitted by you, permission is hereby \_\_\_\_\_

- \*(a) granted for the aforesaid work;
- (b) refused for reasons given on the reverse;
- (c) granted subject to the conditions given below:-

\_\_\_\_\_  
\_\_\_\_\_

Yours faithfully  
Director

\* strike off whichever is inapplicable

\*\*\*

<sup>1</sup>[FORM SR-IV

(see Rule 3A)

- A. Name of the Schedule Road and/or National Highway on which property is situated alongwith details of nearest kilometre stone:-
- B. Name of the Controlled Area:-
- C. Name of the District:-
- D. Particulars of the applicant
  - 1. Name of the applicant/s:-
  - 2. Contact address alongwith telephone number and e-mail ID:-

<sup>1</sup> Form SR-III inserted by Haryana Govt. Gaz. No. C-620(B)/STP (E&V)/2012/428 dated 21.3.2012 at page 912

3. Name of the village/revenue estate (Hadbast No.)  
where site is situated:-
4. The Khasra numbers of the site applied for exclusion:-
5. Area of the site in square metres:-
6. I/we want to get excluded the building as per rule 3A  
and enclose the following documents in triplicate duly  
notarized by Oath Commissioner/Magistrate, First Class:-
  - (a) Revenue documents (authenticated copies):-
  - (b) Registration deed
  - (c) Intkal duly verified by Halka Patwari
  - (d) Shijra plan duly verified by Halka Patwari
  - (e) Jamabandi duly verified by Halka Patwari
7. Site plan showing the covered area in hatches, detailed  
building plans for the covered area which are duly  
authenticated by an Architect/Engineer.
8. Use of the building.
9. Photographs of the building applied for, duly  
authenticated by owner.
10. Videography of the building applied for, in the  
form of Compact Disk.

Signatures of the owner alongwith  
address & e-mail ID]

\*\*\*

**FORM CL-I**

(See rule 11)

**Form of application by a coloniser for permission under section 8 of the Punjab  
Scheduled Roads and Controlled Areas Restriction of Unregulated Development  
Act, 1963.**

To

The Director,  
Town and Country Planning Department, Haryana  
Chandigarh  
Controlled Area.\_\_\_\_\_

Sir,

I/We beg to apply for permission to change the existing use of land for  
the purpose of setting up a colony by sub-dividing and developing into  
building plots for residential/Industrial /commercial/Other purpose.

2. I/We enclose the following documents in triplicate:-

(i) Copy or copies of all title deeds and/or other documents showing the

interest as coloniser in the land under the proposed colony, along with a list of such deeds and/or other documents.

- (ii) A copy of the Shajra Plan showing the location of the colony along with the name of the revenue estate, Khasra number of each field and area of each field.
  - (iii) A guide map on a scale of not less than 1 Kilometre to 10 centimetre showing the location of the colony in relation to surrounding geographical features to enable the identification of the site.
  - (iv) A survey plan of the land under the colony on a scale of 1" to one hundred feet showing the spot levels at a distance of 100 feet and, where necessary, contour plans. The survey will also show the boundaries and dimensions of the said land, the location of streets, buildings, and premises within a distance of at least 100 feet of the said land and existing means of access to it from existing roads.
  - (v) Layout plan of the colony on a scale of 1" to one hundred feet, showing the existing and proposed means of access to the colony, the width of streets, sizes and types of plots, sites reserved for open spaces, community buildings and schools with area under each and proposed building lines on the front and sides of plots.
  - (vi) An explanatory note explaining the salient feature of the proposed colony, in particular the sources of water supply arrangement for disposal and treatment of storm and sullage water and sites for disposal and treatment of storm and sullage water.
  - (vii) Plans showing the cross-sections of the proposed roads showing in particular width of the proposed carriage ways, cycle tracks and footpaths, green verges, position of electric poles and of any other works connected with such roads.
  - (viii) Plans referred to in clause (vii) above indicating, in addition the position of sewers, storm water channels, water supply and any other public health services.
  - (ix) Detailed specifications and designs of road works shown in clause (vii) above and estimated costs thereof;
  - (x) Detailed specifications and designs of sewerage, storm, water and water supply schemes with estimated cost of each;
  - (xi) Detailed specification and design for disposal and treatment of storm and sullage water and estimated costs of works.
3. The names and qualification of the Engineers responsible for the execution of the development works of the colony are given below and the engineer has also signed below in token of his engagement:-

Name of Engineer	Qualification of Engineer mentioned in column 1	Signature of Engineer mentioned in column 1
1.		
2.		
3.		

Dated

Yours faithfully  
(Name and full address)

\*\*\*

## FORM CL-II

(See Rule 19)

### Agreement by a coloniser intending to set up a colony

This AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_ one thousand nine hundred and sixty \_\_\_\_\_ between Shri \_\_\_\_\_ son of Shri \_\_\_\_\_ resident of \_\_\_\_\_ (hereinafter called “the Coloniser”) of the one part AND the Governor of Punjab acting through the DIRECTOR, TOWN AND COUNTRY PLANNING DEPARTMENT, Haryana, of the other part (hereinafter referred to as the “Government”).

(i) WHEREAS the coloniser is seized of or otherwise well entitled to the land mentioned in Annexure hereto, which said land is within the controlled area of \_\_\_\_\_ and is affected by the provision of Punjab Scheduled roads and Controlled Areas Restrictions of Unregulated Development Act, 1963, and rules made thereunder, hereinafter, referred to as the Act and rules.

(ii) AND WHEREAS under rule 19 of the said rules one of the conditions for the grant for permission is that the coloniser shall enter into an agreement for carrying out and completion of development works in accordance with the permission finally granted.

### NOW THIS DEED WITNESSTH AS FOLLOWS:-

1. In consideration of the Director agreeing to grant permission to the coloniser to set up the said colony on the land mentioned in Annexure here to on the fulfillment of all the conditions laid down in rule 19 by the coloniser, the coloniser hereby covenants as follows:-

(a) That the coloniser shall be responsible for the maintenance and upkeep of all roads, open spaces, public parks and public health services for a period of five years from the date of issue of the completion certificate under rule 22, unless earlier relieved of this responsibility, by the Government or a local authority, as the case may be, when the coloniser shall transfer all such roads, open spaces, public parks and public health services free of cost to the Government or the local authority, as the case may be;

- (b) That the coloniser shall at his own cost construct or get constructed by any other institution or individual at its cost, schools, hospitals, community centers and other community buildings on the land set apart for this purpose, or if so desired by the Government, shall transfer to it at any time it may desired free of cost and thus set apart for schools, hospitals, community centers and other community buildings, in which case the Government shall be at liberty to transfer such land to any person or institution including a local authority on such terms and conditions as it may lay down.
  - (c) That the coloniser shall permit the Director or other officer authorized by him in this behalf to inspect the execution of the layout and the development works in the colony and the coloniser shall carry out all directions issued by them for ensuring due compliance of the execution of the layout and development works in accordance with the permission granted.
  - (d) That the coloniser shall pay proportionate development charges as and when, required and as determined by the Director in respect of laying out and construction of main lines of roads, sewerage, drainage, water supply and electricity if and when laid by the Government, or any other local authority.
  - (e) That without prejudice to anything contained in this agreement all the mandatory provisions contained in the Act and the rules shall be binding on the coloniser.
2. Provided always and it is hereby agreed that if the coloniser shall commit any breach of the terms and conditions of this agreement or violate any mandatory provision of the Act or rules, then and in any such case, and notwithstanding the waiver of any previous cause of right, the Director, may revoke the permission granted to him.
3. Upon revocation of the permission under clause 2 above and Director may carry out and complete or cause to be carried out or completed the development works in the colony and recover such charges as may be incurred on the said development works from the Bank standing at guarantee for the carrying out of the works by the coloniser (to the extent of the guarantee).
4. That the coloniser shall be entitled to the refund of the earnest money deposited by him within six months of the grant of permission under rule 20 subject to deductions of such charges therefrom as may be determined by the Director for the security of the plans, estimates and works in respect of the colony.
5. The stamp and registration charges on this deed shall be borne by the coloniser.
6. The expression the "Coloniser" hereinafter used shall include his heirs, legal representatives, successors and permitted assigns.
7. After the layout and development works or part thereof in respect of the colony or part thereof have been completed and a completion certificate in respect thereof issued, the Director may, on an application in this behalf from the coloniser, release within a period of six months of the date of the application the Bank guarantee or part thereof as the case may be, after adjusting the expenditure, if any, incurred as

provided under rule 24(5); provided that if the completion of the colony is taken in parts only the part of bank guarantee corresponding to the part of the colony completed shall be released and provided further that always  $\frac{1}{5}^{\text{th}}$  of the bank guarantee shall be kept unreleased to ensure upkeep and maintenance of the colony or the part thereof as the case may be for a period of five years from the date of issue of the completion certificate under rule 22, or earlier, till such time as the coloniser is earlier relieved of the responsibilities in this behalf by the Government or a local authority.

**IN WITNESS WHEREOF THE COLONISER AND THE DIRECTOR** have signed this deed on the day and year first above written.

Signed by  
Witnesses

The Director

The coloniser

\*\*\*

### **FORM CL-III**

(See Rule 20 (2))

#### **Form of refusal or grant of permission for setting up a colony**

Reference your application dated ..... for setting up a residential/industrial/commercial colony in the controlled area at .....

(1) Permission is hereby refused for reasons mentioned below:-

---

---

---

(2) Permission is hereby granted subject to the conditions:-

- (a) that the colony is laid out to conform to the approved layout plans and development works are executed according to the designs and specifications shown in the approved plan accompanying this permission.
- (b) that the conditions of the agreement already executed are duly fulfilled and the provisions of the Punjab Scheduled Roads and Controlled Area Restriction of Unregulated Development Rules, 1965, duly complied with.

Director,

Town and Country Planning , Haryana

\*\*\*

### **FORM CL-IV**

[See Rule 22 (1)]

To,

The Director,

Town and Country Planning Department, Haryana,  
Chandigarh.



Dear Sir,

Kindly refer to your order No.....dated ..... granting permission to the setting up of a colony in the controlled area.....

I/We have to intimate that the said colony has been laid out and completed/part of the colony as shown on the enclosed plan has been completed in all respects as per permission accorded by you. I/We, therefore, request that a completion certificate in respect of the whole colony/ the said part of the colony may kindly be issued to us as required under rule 22(1).

As required I/We enclose the layout plan of the colony in triplicate showing the whole Area/part thereof over which the aforesaid works have been completed.

Date:

Yours faithfully  
(Name and address of Coloniser)

\*\*\*

**FORM CL-V**

[ See rule 22(2)]

To

\_\_\_\_\_  
\_\_\_\_\_

Reference your application requesting for completion certificate in respect of your colony/part of colony for which permission was granted, vide this office No. ....dated.....

2. It is hereby certified that the required development works on the whole of the colony/part of the colony as indicated in the enclosed layout, duly signed by me.

(1) have been completed to my satisfaction.

or

(2) have not been completed as per details given below:-

- 1.
- 2.
- 3.

Director,  
Town and Country Planning ,  
Haryana, Chandigarh

\*\*\*

**FORM CL-VI**

(See Rule 24(1))

To

\_\_\_\_\_  
\_\_\_\_\_

Whereas it has come to my notice that:-

- (a) the execution of the layout plan and the development works have not been commenced within three months of the order granting permission to you.
- (b) layout of the colony has not been done as per approved layout plan and is deficient in following respects:-
  - 1.
  - 2.
  - 3.
- (c) Development works are not being executed as per permission granted in this behalf and are deficient in following respects:-
  - 1.
  - 2.
  - 3.
- 2. You are hereby required to set the aforesaid deficiencies and deviations in order within a period of \_\_\_\_\_

Director,  
Town and Country Planning, Haryana

\*\*\*

**FORM CL-VII**

(See Rule 24(2))

Whereas a notice under rule 24(1) was issued to you, vide No.....  
dated.....

And whereas despite this notice you have failed to comply with that notice.

You are hereby required to show cause within one month why the permission already granted to you under rule 20 in respect of the aforesaid colony should not be cancelled. If no reply is received within one month it will be presumed that you have no cause to show, and further action will be taken in accordance with the rules.

Director,  
Town and Country Planning, Haryana

\*\*\*

**FORM CLU-I**

(See rule 26-A)

Form of application by a person other than coloniser for permission under section 8 of the Punjab Scheduled Roads and Controlled Area Restriction of Unregulated Development Act, 1963,

To

The Director,  
Town and Country Planning Department,  
Haryana, Chandigarh.

Controlled Area.....

Sir,

I/We beg to apply for permission to change the existing use of land for the purpose of developing the land into buildings for \*residential/ industrial/ commercial/ other purposes.

I/We enclose the following documents in triplicate.

- (1) A survey of the land on a scale of 1" to forty feet showing the existing means of access to the said land.
- (2) Copy of the deed showing the title of the applicant to the land.

Dated:-

Yours faithfully,  
Name and full address

\*\*\*

**FORM CLU-II**

(See Rule 26-D)

**Agreement by a person other than coloniser intending to change the existing use of the land in a controlled area.**

THIS AGREEMENT made on the ..... day of.....one thousand, nine hundred and sixty ..... between Shri ....., son of shri ..... resident of .....(hereinafter called the 'Promisee') of the one part and the Governor of Haryana acting through the Director, Town and Country Planning Department, Haryana (hereinafter referred to as the "Government") of the other part.

(i) WHEREAS the promisee is seized of or otherwise shall entitled to the land mentioned in Annexure hereto, which said land is within the controlled area of ..... and is affected by the provisions of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963, and the rule made thereunder, hereinafter referred as the Act and Rule;

(ii) AND WHEREAS under rule 26-D of the said rules one of the conditions for the grant of permission is that the promisee shall enter into an agreement for fulfilling the conditions in accordance with the permission finally granted. Now This Deed Witnessst As Follows:-

1. In consideration of the director agreeing to grant permission to the promisee to build..... on the land mentioned in Annexure, hereto on the fulfillment of all the condition of rule 26-D by the Promisee, the Promisee hereby covenant as follows:-
  - a. That the promisee shall pay proportionate development charges which shall be a first charge on the said land as and when required and as determined by the Director in respect of external development works which may be carried out in the area for, the benefit of the said land.
  - b. That the promisee shall be responsible for making arrangement for the disposal of affluent to the satisfaction of the Director.
  - c. That the promisee shall get the plan approved from the Director before commencing any construction on the said land.
  - d. That the promisee shall not except with the previous permission of the Director sell the said land or portion thereof unless the said land has been put to use permitted by the Director and to use the said land only for the purpose permitted by the Director.
  - e. That the Promisee shall start the construction on the said land within a period of six months from the date of issue of orders permitting the change of land use.
2. Provided always and it is hereby agreed that if the Promisee shall commit any breach of the terms and conditions of this agreement then, notwithstanding the waiver of any previous cause or rights, the Director may revoke the permission granted to him.
3. Upon revocation of the permission under clause 2 above the Director may recover the proportionate development charges incurred on the said development works pertaining to the said land, as may be determined by the Director from the Bank Standing as Guarantee.
4. The stamp and registration charges on this deed shall be borne by the Promisee.
5. The expression the "Promisee" herein before used shall include his heirs legal representatives, successors and permitted assigns.

Signed by witnesses

The Director

The Promisee

\*\*\*

### **FORM CLU-III**

(See Rule 26-E)

#### **Form of refusal or grant of permission to change the existing use of the land.**

Reference your application dated ..... for constructing residential/ industrial/ commercial building in the controlled are at .....

(1) Permission is hereby refused for reasons mentioned below:-

\_\_\_\_\_  
\_\_\_\_\_

(2) Permission is hereby granted subject to the following conditions:-

- (a) that the building is constructed to conform to the approved plans accompanying this permission: and
- (b) that the conditions of the agreement already executed are dully fulfilled and the provisions of the Punjab Scheduled roads and Controlled Area Restrictions of Unregulated Development Rules, 1965, are duly complied with.

Director,

Town and Country Planning, Haryana.

\*\*\*

**FORM AC-I**

(See rule 27)

To

\_\_\_\_\_  
\_\_\_\_\_

Sir,

I/We beg to apply for permission for laying out means of access in the controlled area ..... of which details are given below:-

- (i) Name of the road to which access desired
- (ii) Points at which access desired indicating the number of milestone/furlong stone.
- (iii) Reasons for access.
- (iv) Applicant's title to land under the proposed access.
- (v) Revenue particulars of the land under the proposed access.

2. As required, I/We enclose a site plan in triplicate indicating the proposed access and details of the proposed junctions.

3. I/We also enclose a plan showing the cross-section in triplicate of the proposed access road indicating thereon the width proposed to be metalled and the specifications thereof and hereby undertake to construct the same accordingly.

Dated

Yours faithfully

Name and Address

\*\*\*

**FORM AC-II**

(See Rule 30)

**Form of grant/refusal to grant permission for laying out means of access to a road within a controlled area.**

To

\_\_\_\_\_  
\_\_\_\_\_

Sir,

Reference your application, dated \_\_\_\_\_ for permission to layout means of access to road.

In accordance with the plan submitted with it, permission is hereby:-

(a) refused for reasons given below:-

\_\_\_\_\_  
\_\_\_\_\_

(b) granted subject to the conditions given below:-

\_\_\_\_\_  
\_\_\_\_\_

Note.- This sanction will remain valid for a period of the one year during which the access should be laid and completed in all respects.

(In case of (b) above).

Yours faithfully,  
Director

\*\*\*

**FORM BK-I**

(See Rule-32)

***Application for a licence for setting up charcoal kiln/ pottery kiln, lime/kiln, brick-kiln or brick field or for quarrying stone, bajri, surkhi, kankar in a controlled area under Section 8 of the Act.***

To

\_\_\_\_\_  
\_\_\_\_\_

Sir,

I/We beg to apply for grant/renewal of licence for the setting up of charcoal-kiln/ pottery kiln, lime/kiln, brick-kiln or brick field or for quarrying stone, bajri, surkhi, kankar in a Controlled Area.....

2. As required, I/We submit the following in triplicate:-

- (i) a guide map on a scale of not less than 6" to a mile showing the location of the site within the controlled area.
- (ii) a site plan on a scale of not less than 1" to 40" showing the boundaries of the land, the portion of the land which is to be excavated and portion in which kiln or machinery is to be installed.
- (iii) a cross-section through the portion of the land proposed for excavation showing:-
  - (a) existing levels, and
  - (b) the average levels to which it is to be excavated.

3. I/We enclose a demand draft for <sup>1</sup>[Rs.1500] in lieu of the prescribed fees.  
<sup>2</sup>[4. Copy of the deed showing the title of the applicant to land.]

Dated;

Yours faithfully,  
Address

\*\*\*

## FORM BK-II

(See Rule-35)

***Form of licence under Section 8 of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963, for setting up a charcoal-kiln/ pottery kiln, lime/kiln, brick-kiln or brick field or for quarrying stone, bajri, surkhi, kankar in a controlled Areas.***

Name and address of licence.....

Purpose of licence.....

Description of land covered by licence.....

1. Licence is hereby granted under Section 8 of the Punjab Scheduled Roads and Controlled Area Restriction of Unregulated Development Act, 1963 with particulars given below:-

2. This licence is applicable only to the land indicated in the attached site plan bearing my signature and seal of office.

3. This licence is valid upto .....31st December, 19

Renewed up to.....31st December, 19

Renewed up to.....31st December, 19

Renewed up to.....31st December, 19

4. This licence is subject to the following conditions:-

(i) The position of the land earmarked for excavation as shown in the site plan shall alone be excavated.

(ii) The excavation shall not exceed a depth on 5 feet.

(iii) No permanent building shall be constructed on the site.

Dated.....

Director

\*\*\*

<sup>1</sup> Substituted by Haryana Gaz. (Extra) Notification No. 19996 dated 9.10.1996

<sup>2</sup> Substituted by Notification dated 15.3.1982 See Haryana Govt. Gaz. (Extra) dated 23.3.1983

<sup>1</sup>[**SCHEDULE IV**[*See rule 26-D (g)*]**Rate of conversion charges in the Controlled Areas in the States**

(Rates Rupees per square meter)

<b>Potential Zone</b>	<b>Hyper Potential</b>			<b>High Potential</b>			<b>Medium Potential</b>			<b>Low Potential</b>		
1	2			3			4			5		
Name of Controlled Area	Controlled areas forming part of the Development Plan Gurgaon-Manesar Urban Complex.			Controlled areas declared in Gurgaon District excluding the controlled areas forming part of the Development Plan Gurgaon-Manesar Urban Complex and controlled area forming part of Development Plan of Pataudi and Farukhnagar but including part of Sohna Development Plan, controlled areas of Faridabad-Ballabgarh Complex, controlled areas of Sonipat-Kundli Multifunctional Urban Complex, Panipat and periphery controlled area of Panchkula.			Controlled areas around towns i.e. Karnal, Kurukshetra, Ambala City, Ambala Cantt., Yamuna Nagar, Jagadhri, Bahadurgarh, Hisar, Rohtak, Rewari, Bawal-Dharuhera Complex, Gannaur, Palwal, Hodel, controlled areas declared in Faridabad District (excluding the controlled areas of Faridabad-Ballabgarh Complex), Oil refinery Panipat (Beholi) and Controlled Areas forming part of the Development Plan, Prithla.			All other controlled areas declared in the State.		
	Abutting on			Abutting on			Abutting on			Abutting on		
Use	NH	SR/ Sector Road	Other Road	NH	SR/ Sector Road	Other Road	NH	SR/ Sector Road	Other Road	NH	SR/ Sector Road	Other Road
Residential	210	158	105	158	125	105	100	80	60	30	20	15
Low density Eco friendly colonies	420	316	210	316	250	210	200	160	120	60	40	30

<sup>1</sup> Schedule IV substituted by Haryana Govt. Final Notification No. Misc-1A/JE(VA)/2015/14650 dated 10.8.2015



Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Rules, 1965

Commercial												
(i) Commercial Projects like Motel with Banquet facility, 5-Star Hotel, Resort for 150% Floor Area Ratio(FAR) permission granted under provisions of Act No.41 of 1963	4700	4500	4300	2600	2400	2200	1200	1100	800	350	300	250
(ii) Other Commercial Projects, which are not mentioned above.												
(a) upto 150% FAR	1470	1260	1050	1260	1050	840	700	600	350	200	150	100
(b) above 150%FAR	1715	1470	1225	1470	1225	980	816	700	408	235	175	116
Industrial	100	100	100	80	80	80	50	50	50	30	30	30
Integrated Inland Container Depots/Custom Bounded Areas	200	200	200	160	160	160	100	100	100	60	60	60
Warehouses for agro produces	100	100	100	80	80	80	50	50	50	30	30	30
Warehouses other than agricultural produces	150	150	150	120	120	120	75	75	75	45	45	45
Institutional	158	126	105	105	84	63	60	40	30	20	15	10
Recreational	200	200	200	160	160	160	100	100	100	60	60	60

**Notes:**

1. Abbreviations used indicate NH: National Highway; SR: Scheduled Road.
2. Sector Road is the Sector dividing road as indicated on the Development Plan.
3. Where a piece of land falls in more than one category, the Higher/Highest rate shall apply.
4. 50 percent conversion charges shall be charged for food processing unit located in industrially backward area declared by the Industries Department, Haryana.
5. No conversion charges and scrutiny fee shall be charged for renewable energy power projects in the State of Haryana.
6. The commercial components like hotels, exhibition centers, restaurants, convention centers etc. shall be charged at applicable commercial rates within the recreational projects.]
- <sup>1</sup>[7. 50% conversion charges shall be levied in B,C & D category blocks as notified by the Government, for Micro, Small, and Medium Enterprise as defined in the Enterprises Promotion Policy-2015.
8. In case of Institutions/Organisations imparting religious/spiritual preaching/moral education, the conversion charges be levied as per covered area/FAR approved.]
- <sup>2</sup>[9. In case of Transit Oriented Development, the conversion charges shall be levied on pro-rata basis i.e. for every increased slab of 0.25 FAR, the additional charges equivalent to the charges applicable for FAR of 25% as per the rates prescribed for respective use in Schedule – IV shall be applicable. However, full payment of conversion charges shall be payable for fresh licences under Transit Oriented Development Policy.
10. The conversion charges shall be levied proportionate to the uses in case of mixed land use projects
11. For New Integrated Licencing Policy, the conversion charges shall be levied 1.5 times of the rate prescribed for residential plotted colony in case of 1.0 FAR and 2.0 times in case of 1.25 FAR.
12. For Affordable Plotted Residential Colonies permitted under Deen Dayal Jan Awas Yojana, the conversion charges are exempted.]

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<sup>1</sup> Added by Haryana Govt. Final Notification No. Misc-1A/JE(VA)/2016/4446 dated 03.03.2016

<sup>2</sup> Added by Haryana Govt. Final Notification No. MISC-1A/JE(BR)/2017/3203 dated 22.02.2017

<sup>1</sup>[**SCHEDULE IV-A****[See Rule 49 Sixth proviso]**

**Rates of conversion of residential premises into non-nuisance professional services for 25% of the covered area of the premises or 50 square meter whichever is less**

Potential	Hyper Potential	High Potential	Medium Potential	Low
Name of Controlled Area	Controlled Areas forming part of the Development Plan Gurgaon Manesar Urban Complex-2021	Controlled areas declared under Section 4(1)(b) in Gurgaon District (excluding the controlled areas) forming part of the Development Plan Gurgaon-Manesar Urban Complex-2021) including controlled areas around Sohna town, controlled areas of Faridabad-Ballabgarh Complex, Controlled areas of Sonipat-Kundli Multifunctional Urban Complex, Panipat and periphery controlled area of Panchkula.	Controlled areas around towns i.e. Karnal, Kurukshetra, Ambala Cantt., Yamuna Nagar, Jagadhri, Bahadurgarh, Hissar, Rohtak, Rewari, Bawal-Dharuhera Complex, Gannaru, Palwal, Hodel, Controlled areas declared under section 4(1)(b) in Faridabad Distt. Oil Refinery Panipat (Beholi).	All other controlled areas declared in the state.
	Rs. 0.60 Lac	Rs. 0.50 Lac	Rs. 0.30 Lac	Rs. 0.20 Lac]

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**FORM M-II****(See Rule 126 (b) )**

Register showing particulars of all cases in which permission to erect or re-erect a building or make or extend an excavation or lay out means of access in a controlled area is granted or refused relating to the controlled area at \_\_\_\_\_

1	2	3	4	5	6	7	8
Sr. No.	File No.	Name & full address	Date of Application	Particulars of applications, e.g., whether the request is to erect or re-erect a building or make or extend an excavation or layout a means of access to a road within in a Controlled area in accordance with plan	Brief specification of the erection or re-erect a building or make or of means of access mentioned in column 5	Date and brief particulars of the final orders passed by the Director granting or refusing the permission	Remarks

\*\*\*

<sup>1</sup> Added by Haryana Govt. Gaz. Notification No. PA-2008/2977 dated 6.2.2008 at page 420

**FORM M-III**

(See Rule 126 (c) )

Register showing particulars of all cases in which permission for change of use of land within a controlled area for the purposes of setting up a private colony is granted or refused relating to the controlled area at .....

1	2	3	4	5	
Serial No.	File No.	Name of the person or society or firm applying for permission with full address.	Date of Application	Particulars of applicant's experience in the line, if any	
6	7	8	9	10	11
Area of land proposed to be covered by the colony & name of village with the nearest number of mile-stones/furlong stones.	Date or dates of acquisition i.e purchase or agreements to purchase the land wholly or partly.	Date on which the applicant is informed of the likelihood of his request, if any	Date on which the land under the colony was notified under section 4 of the land Acquisition Act.	Date and brief particulars of the final orders passed by the Director granting or refusing Permission	Remarks

\*\*\*

**FORM M-IV**

(See Rule 126 (d))

Register showing particulars of all cases in which licence in a controlled area for charcoal-kiln, pottery kiln, lime-kiln, brick-kiln, or brick field or for quarrying stone, bajri, surkhi, kankar or for some similar extractive or ancillary operation is granted or refused.

1	2	3	4	5
Serial No.	File No.	Name and address of the person or Society or firm applying for licence	Date of application	Purpose of licence e.g for charcoal kiln, pottery kiln, lime-kiln, brick kiln, or brick-field or for quarrying stone, bajri, surkhi, kankar or for some other similar extractive or ancillary operation

6	7	8	9	10	11	12
Particulars of Brief past experience of the applicant in the line	Brief description of land, its location & area on which operation is to be carried out.	Date & brief particulars of the final orders passed by Director granting or refusing permission.	Amount of licence fee paid	Date on which the licence expires	Date of renewal	Remarks

\*\*\*

**FORM M-V**

(See Rule 126 (e))

Register showing particulars of all cases in which order of demolition under section 12 (2) of the Act are issued in the controlled area at \_\_\_\_\_ outside controlled area in District \_\_\_\_\_

1	2	3	4	5	6
Serial No.	File No.	Particular of reporting or detecting officer of or Agency	Name and address of unauthorised builder or defaulter	Location and particulars of site where construction has taken place.	Description of unauthorized construction in detail given measurements

7	8	9	10	11	12
Date of Issue of Demolition order	Date of compliance by defaulter	Date of demolition departmentally in case of non-compliance by defaulter	Labour charges incurred & realised with number and date of receipt.	Whether prosecution launched and if so, results	Remarks

\*\*\*

**FORM M-VI**

( See Rule 128)

Show cause notice in respect of alleged erection or re-erection/extension of excavation/laying out of means of access/ change of use of land.

No.....

Dated.....

To

Whereas it has been reported to me that an order of demolition under Section 12(2) should be issued against you on account of your having-

- (i) erected/re-erected a building at .....

- (ii) made or extended excavation at .....
- (iii) laid out a means of access to ..... road in contravention of section 3 or section 6 or in contravention of the conditions imposed by an order under Section 8/Section 10 of the Act by you.<sup>1</sup>
- (iv) Used land situated at ..... in contravention of provisions of sub-section (1) of section 7 by .....<sup>2</sup>

2. You are, therefore, required to show cause within a period of ..... days why the said order be not issued.

Director

\*\*\*

### **FORM M-VII**

( See Rule 128)

#### **Order under Section 12(2) of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963.**

No..... Dated.....

To

\_\_\_\_\_  
\_\_\_\_\_

Whereas you have-

- (i) erected/re-erected a building at.....
- (ii) made or extended excavation at.....
- (iii) laid out a means of access to ..... Road in contravention of section 3 or section 6 or in contravention of the conditions imposed by an order under section 8/section 10 of the Act by you<sup>3</sup>.
- (iv) used land situated at .....in contravention of the provision of sub-section (1) of section 7 by.....<sup>4</sup>

2. You are hereby required to restore the said land to its original state including the demolition of any building/means of access wherever constructed and you fail to do so within a period of 3 months of the date of this order, I may take such measures including demolition of any building/means of access as may appear to me to be necessary, to give effect to this order, and to recover the cost of such measures from you as arrears of land revenue.

Director.

<sup>1</sup> Herein mention the use to which put

<sup>2</sup> Herein mention the condition violated

<sup>3</sup> Herein mention the use to which put

<sup>4</sup> Herein mention the condition violated

\*\*\*

<sup>1</sup>[FORM N-1

( See Rule 49 sixth proviso)

Application form to be made for rendering non-nuisance professional consultancy.

To

\_\_\_\_\_  
\_\_\_\_\_

1. Name of the applicant\_\_\_\_\_
2. Premises Number and size\_\_\_\_\_
3. Name of colony/change of land use site\_\_\_\_\_
4. Sector\_\_\_\_\_
5. Detail of built up area\_\_\_\_\_
6. Copy of approved building plan showing duly marked area upon which mixed land use is applicable \_\_\_\_\_
7. Whether occupation certificate has been issued, if so, attested copy thereof to be attached\_\_\_\_\_
8. Details of profession\_\_\_\_\_
9. Details of anticipated visitors\_\_\_\_\_
10. Working hours of consultancy\_\_\_\_\_
11. Detail of fee ..... Demand Draft Number .....  
Name of Bank .....
12. Affidavit to the effect that he shall abide by all the terms and conditions, which shall be imposed by Director from time to time.

Place:

Date:

Signature of applicant.

\*\*\*

<sup>1</sup> Form N-I and N-II added by Haryana Govt. Gaz. Notification No. PA-2008/2977 dated 6.2.2008 at page 420

**FORM N-II**  
( See Rule 49 sixth proviso)

From \_\_\_\_\_

To \_\_\_\_\_

Memo Number \_\_\_\_\_

dated \_\_\_\_\_

**Subject:- Permission to provide non-nuisance consultancy services in the residential premises.**

This is with reference to you application dated .....

2. Permission is hereby granted to provide \_\_\_\_\_ service, within the premises of you land/house bearing number \_\_\_\_\_sector \_\_\_\_\_ control area\_\_\_\_\_. The above permission shall be subject to the following terms and conditions:-

- (1) You can use the premises of your house upto 25% of the covered area of the premises or 50 square meters, whichever is less for the purpose.
- (2) Total charges paid i.e. Rupees is for a period of five years.
- (3) Water, sewerage and electricity charges for such premises to the extent that is being used for non-residential use would be charged at commercial rates by the service providing agency.
- (4) The permission given by Director shall be valid for a period of five years which may be renewed thereafter for a period of five years and further in block of five years on payment of renewal fee @ 10% of updated commercial charges.
- (5) The owners of a premises where mixed land is used is permitted should accept any other condition such as restriction with respect of provision of parking advertisement etc.
- (6) Director can withdraw the permission given for mixed land use at any point of time, if the percentage area permitted under mixed land use is found to exceed the stipulated limit or for any other reason in the public interest.
- (7) That the permission shall also be governed by the r provision of the Punjab Scheduled Roads and Controlled areas Restriction of Unregulated Development Act, 1963 (Punjab Act 41 of 1963) and the rules framed thereunder and the Haryana Development and Regulation of Urban Areas Act, 1975 (8 of 1975) and the rules framed thereunder.
- (8) That the owners of building shall not further sublet/lease out the premises for which permission is being granted.

Signature of Permission, Issuing Authority.].

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## **NOTIFICATIONS**

**1. Powers of Director delegated to Administrator under Pb. Schedule Roads Act.-** The Governor of Haryana by virtue of the powers vested in him under section 2(6) of the Punjab Schedule Roads and Controlled Area Restriction of Unregulated Development Act, 1963, is pleased to appoint the Administrator Haryana Urban Development Authority at Faridabad, Gurgaon, Hisar and Panchkula as Director, Town and Country Planning Department to exercise and perform the powers and functions of the Director under Section 9,12 and 16 of the said Act, for their respective jurisdictions. (*Noti. No. 5 DP-91/2001- dated 14.2.91*)

**2. Powers of Director delegated to Administrators under Haryana Development and Regulation or Urban Area Act.-** The Governor of Haryana, by virtue of the powers vested in him under Section 2(f) of the Haryana Development and Regulation of Urban Areas Act, 1975, is pleased to appoint the Administrator, Haryana Urban Development Authority, at Faridabad, Gurgaon, Hisar and Panchkula as Director, town and Country Planning Department to exercise and perform the powers and functions of the Director under Sections 10 and 12 of the said Act. (*Notification No. 5 DP-91) 2008-dated 14.2.1991*)

**3. Powers of Director delegated to Chief Administrator, Faridabad Complex, Faridabad under the Punjab. Scheduled Roads Act, 1963.-** In exercise of the power conferred by clause (6) of section 2 of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963 (Punjab Act 41 of 1963) the Governor of Haryana hereby appoint the Chief Administrator, Faridabad Complex, to exercise and perform all the powers and functions of Director in respect of Scheduled Roads within his jurisdiction for the purpose of sections 3,8,9,12 and 16 of the said Act. (*No. 3413/21 CP-78/11062 dated 11.9.78*)

**4. Powers and functions of Director.-** In exercise of the powers conferred by clause (f) of section 2 of the Haryana Development and Regulation of Urban Areas Act, 1975 (8 of 1975) and all other powers enabling him in this behalf, the Governor of Haryana hereby appoints the Director, Urban Development, Haryana, as the Director, Town and Country Planning, Haryana, to exercise and perform all the powers and functions of the Director under sections 3,4,5,6,7,7A,8,9,10,11,11A,13,17 and 21 of the said Act within the existing Municipal limits of the State of Haryana (*No. 5DP-2001/7615 dated 4-6-2001*)

**5. Powers and functions of Director General.**- In exercise of the powers conferred by clause (f) of Section 2 of the Haryana Development and Regulation of Urban Areas Act, 1975 (8 of 1975), the Governor of Haryana hereby appoints the Director General, Town and Country Planning Department to exercise and perform all the powers and functions of the Director under the Act and Rules framed thereunder. (Notification No. Misc-105/5DP(R)/2010/17757. dated 22.12.2010)

**6. Powers and functions of Director General.**- In exercise of the powers conferred by Clause (6) of Section 2 of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963 (Act 41 of 1963), the Governor of Haryana hereby appoints the Director General, Town and Country Planning Department to exercise and perform all the powers and functions of the Director under the Act and Rules framed thereunder. (Notification No. Misc-502/5DP(R)/2010/17759. dated 22.12.2010)

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## **THE PUNJAB SCHEDULED ROADS AND CONTROLLED AREAS RESTRICTION OF UNREGULATED DEVELOPMENT (HARYANA VALIDATION) ACT, 2014**

**No. Leg-I/2015.**—The following Act of the Legislature of the State of Haryana received the assent of the Governor of Haryana on 8th August, 2014 and is hereby published for general information:—

AN  
ACT

To validate the declaration of the controlled area of Hisar and all the acts, proceedings, things done and action taken in connection therewith in the said controlled area under the Punjab Scheduled Roads, and Controlled Areas Restriction of Unregulated Development Act, 1963, in its application to the State of Haryana.

Be it enacted by the Legislature of the State of Haryana in the Sixty-fifth Year of the Republic of India as follows:—

1. This Act may be called the Punjab Scheduled Roads, and Controlled Areas Restriction of Unregulated Development (Haryana Validation) Act, 2014.

2. Notwithstanding any judgment, decree or order of any court or tribunal or authority to the contrary and notwithstanding that the notification for declaration of the controlled area of Hisar published in the Haryana Government Gazette, Extraordinary, dated the 28th August, 1971, which was published late

in newspapers in accordance with the provisions of sub-section (2) of section 4 of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963 (Punjab Act 41 of 1963) *i.e.* was published in the newspapers in accordance with the said provision in the Patriot on the 17th March, 1991, in Jan Sandesh on the 18th March, 1991 and in Nab Chhor on the 13th April, 1991 and the notification for declaration of the controlled area of Hisar published in the Haryana Government Gazette, Extraordinary, dated the 9th March, 1982 which was held to be not published in accordance with the provisions of sub-section (2) of section 4 of the Act *ibid* by the Additional District Judge, Hisar and was thereafter published in newspapers in accordance with the said provisions in The Tribune and Dainik Bhaskar on the 15th July, 2013 and in the Dainik Tribune on the 20th October, 2013, the said notifications though published late in the newspaper shall be deemed to be valid and effective from the date of their publication in the Official Gazette and any executive instructions or notices issued or bilateral agreement executed or demolition done or permission granted for change of land use or undertaking obtained or recovery made in connection thereto in the said controlled areas in view of the said notifications shall be deemed to be valid and effective as if such executive instructions or notices were issued, bilateral agreements were executed or demolition done or permission for change of land use granted or undertakings obtained or recoveries made in accordance with the provisions as validated by this Act and shall not be called in question before any court, tribunal or authority and accordingly—

(i) all acts, proceedings or things done or action taken by the Government or any official of the Government or by any authority, after the publication of notification of controlled area of Hisar in the Haryana Government Gazette, Extraordinary, dated the 28th August, 1971 and the 9th March, 1982 for all purposes be deemed to be, and to have always been done or taken in accordance with law;

(ii) no suit or other proceedings shall be maintained or continued in any court or tribunal or authority for the refund of any amount already deposited or any executive instructions or notices issued or for any bilateral agreements executed, demolitions done or permission granted for change of land use, any undertakings obtained or any recovery made; and

(iii) no court or tribunal or authority shall enforce a decree or order directing the refund of any amount so charged or for nullification of bilateral agreement executed or any executive instructions or notices issued or any undertaking obtained in this regard.

## PART VIII

## MISCELLANEOUS

## Demolition, Appeal and Maintenance of Record

**126.** *Register of applications for permission and licences [Section 8 (2) and 25 (2) (f)].*— The Director shall maintain the following registers in the form noted against each in respect of permissions or licences granted or refused by him under section 8 and in respect of orders of demolition issued under sub-section (2) of section 12 of the Act:-

- (a) A register in Form M-1 showing particulars of all cases in which permission to erect or re-erect a building in existence immediately before the commencement of the Act and involving structural alteration or addition, within 30 metres of a scheduled road or 100 meters of by-pass or for laying out of a means of access to a scheduled road under clauses (b) and (c) of the provision to section 3 respectively is granted or refused.
- (b) A register in Form M-II in which particulars of all cases in which permission to erect or re-erect a building or make or extend an excavation or to lay out means in a controlled area is granted or refused.
- (c) A register in Form M-III in which particulars of all cases in which permission for change of use of land within a controlled area for the purpose of setting up a private colony is granted or refused.
- (d) A register in Form M-IV in which particulars of all cases in which licence is a controlled area for charcoal-kiln, potter-kiln, lime-kiln, brick-kiln or brick field or for quarrying stone, bajri, surkhi, kankar or for some other similar extractive or ancillary operation is granted or refused.
- (e) A register in Form M-V showing particulars of all cases in which orders of demolition under sub-section (2) of section 12 are issued.

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**127.** *Copies and fees [Section 8 (2) and 25 (2) (f)].*— Copies of survey record, field book, plans, orders and other documents prepared under the Act shall be available on payment of the fees mentioned below:-

- (1) For copies of entries in the register or linear map prepared under rule 3.-
- |     |                     |  |
|-----|---------------------|--|
| (a) | Entries in register | Rs.1.00 per entry  |
| (b) | Linear map          | Rs.10.00 for every one mile of the road or part thereof indicated in the map |

- |   |                    |
|---|--------------------|
| (2) Copy of entries in the registers mentioned in rule 126                                    | Rs. 1.00 per entry |
| (3) Copy of orders of the Director granting or refusing permission under section 8 of the Act | Rs. 2.00 per order |
| (4) Copy of development plan drawing of a controlled area                                     | Rs.10.00 per order |
| (5) Copy of development plan including all enclosures   | Rs.30.00           |
| (6) Duplicate licence   | Rs.2.00            |
| (7) Other records   | Rs.1.00 per page.  |

**Note.-** (1) Preparation of copies of documents shall not be undertaken unless the prescribed fees have been deposited by the applicant in advance in the office concerned.

(2) Copying fee once paid shall not be refunded.

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**128. *Order of demolition under section 12 (2) [Sections 12(2) and 25(i)].***—Where a person erects or re-erects any building or makes or extends any excavation or lays out any means of access to a road, in contravention of provision of section 3 or section 6 or in contravention of any conditions imposed by these rules or by an order under section 8 or section 10, or uses any land in contravention of these provisions of sub-section (1) of section 7 or section 10, the Director shall issue an order under sub-section (2) of section 12 of the said person in Form M-VII:

Provided that reasonable opportunity shall be given to the defaulter to show cause by notice in Form M-VI before issuing the said order of demolition.

\*\*\*

**129. *Procedure for hearing appeals [Section 25(2)(h)].***—(1) an appeal instituted before the Commissioner under section 10 shall bear a court fee stamp of ten rupees.

(2) The memorandum of appeal containing grounds of appeal shall be accompanied by a copy of order appealed against and a sketch/plan of the building/site in question.

(3) The Commissioner shall hear the appellant and call for the comments of the Director, Town and Country Planning, <sup>1</sup>[Haryana], Chandigarh as also of the Director who passed the order appealed against, in case he is a

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<sup>1</sup> Substituted by Har. Govt. Gaz. (Extra.) notification No. 19996 dated 22.12.1997 at page 2825

different officer, and shall consider these comments before final disposal of the appeal.

\*\*\*

[<sup>1</sup>130. *Salary and other allowances and terms and conditions of Chairman, Member and staff of the Tribunal [Sections-12C and 25].—*

(1) Chairman of the Tribunal shall receive the salary and other allowances of the Judge of the High Court and the Member shall receive the salary from his own department to which he belongs.

(2) The Chairman and Member of the Tribunal shall be eligible for such traveling allowances and daily allowance on official tours as are admissible to them while working as Judge of the High Court and the Chief Engineer.

(3) The salary and other allowances to the Chairman and other staff of the Tribunal shall be defrayed out of Major Head-“2217-Urban Development”.

(4) Chairman of the Tribunal shall hold office for a term of <sup>2</sup>{one} year and shall be eligible for reappointment for another term and the Member shall hold office for a period of <sup>3</sup>{one} year or upto the age of superannuation, whichever is earlier:

Provided that the Chairman and the member may-

(a) by writing under his hand and addressed to the Government resign his office at any time; and

(b) be removed from his office in accordance with the provisions of sub-rule (5).

(5) the government may remove from office, Chairman or a member of the Tribunal who-

(a) has been judged as an insolvent; or

(b) has been convicted of an offence which in the opinion of the Government, involves moral turpitude; or

(c) has become physically and mentally incapable of acting as such; or

(d) has acquired such financial or other interest as is likely to affect prejudicially his functions as such; or

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<sup>1</sup> Rules 130 and 131 added by Haryana Govt. Gaz. (Extra.) Notification dated 26.8.2002 at page 1706-08

<sup>2</sup> The word “three” substituted by Haryana Govt. Gaz. (Extra.) Notification No. C-215/JE(BR)/2017/9021 dated 9.5.2017

<sup>3</sup> The word “three” substituted by Haryana Govt. Gaz. (Extra.) Notification No. C-215/JE(BR)/2017/9021 dated 9.5.2017

(e) has so abused his position as to render his continuance in office prejudicial to the public interest:

Provided that the Chairman or Member shall not be removed from his office on the ground specified in clause (d) & (e) of sub-rule (5) except on enquiry held by the Govt. with such procedure as it may specify in this behalf and find the chairman/member to be guilty on such ground.

(6) Before appointment, the Chairman or member of the Tribunal shall have to take an undertaking that he does not and will not have any such financial or other interest as is likely to affect prejudicially his functions as such.

(7) The terms and conditions of service of Chairman, member of the Tribunal or staff shall not be varied to their disadvantage during their tenure of office.

(8) Every vacancy caused by resignation and removal of the Chairman or Member of the Tribunal under sub-rule (4) or otherwise shall be filled in by fresh appointment.

(9) The Chairman or Member ceasing to hold office as such shall not hold any appointment in or be connected with the management or administration of an organisation which have been the subject of any proceeding under the Act during his tenure for a period of five years from the date on which he ceases to hold such office.

(10) The staff for the Tribunal shall be provided by the Town and Country Planning Department, Haryana and shall draw the salary and allowances from the department and their services shall be governed by the departmental service rules and will be on cadre of the Department.

(11) The casual and other leaves of the Chairman of the Tribunal shall be sanctioned by the Governor of Haryana.

(12) All kind of leave shall be admissible to the Chairman of the Tribunal which is admissible to a sitting Judge of the High Court. The Governor of Haryana shall have full powers to sanction the leaves of the Chairman.

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**131.**        *Procedure for hearing appeal by Tribunal [Section 12-C and 25(2)(h)].*—(1) Memorandum of appeal shall be presented by the appellant or his authorized agent to the Tribunal in person or by registered post addressed to the Tribunal.

(2) Every memorandum filed under sub-rule(1) shall be in legible hand writing preferably typed and shall set forth concisely under distinct heads, the grounds of appeal without any argument or narrative and such grounds shall be numbered consecutively and shall be accompanied by a copy of order appealed against, a sketch/plan of the building/site in question and other documents as may be required to support the grounds of appeal.

(3) The memorandum of appeal shall be accompanied by a fee of Rs.100 in the form of revenue stamp or treasury challan deposited in the Haryana Government Treasury under head “2217-Urban Development (i), 60, other Urban Development Schemes, 800-Other Receipts”.

(4) When the appeal is presented after the expiry of period of limitation as specified in the Act, the memorandum shall be accompanied by an application supported by an affidavit setting forth the facts on which the appellant wants to satisfy the Tribunal that he has sufficient cause for not preferring the appeal within the period of limitation.

(5) The appellant shall submit minimum four copies of memorandum of appeal to the Tribunal for official purposes.

(6) The Tribunal shall call for the records and the comments of the District Town planner/Executive Engineer, Public Works Department (Building and Roads) concerned whose orders are appealed against and shall consider their comments before final disposal of the appeal.

(7) On the date of hearing or on any other day to which hearing may be adjourned, it shall be obligatory for the parties or their authorized agents to appear before the Tribunal. If appellant or his authorized agent fails to appear on such date, the Tribunal may, in its discretion, either dismiss the appeal in default or decide it on merits of the case. If respondent or his authorized agent fails to appear on such date the Tribunal may proceed ex-parte and may decide the appeal ex-parte on the merits of the case.

(8) The appellant shall not except by leave of the Tribunal urge or be heard in support of any ground of objection set forth in the memorandum of appeal but the Tribunal, in deciding the appeal, shall not continue to the grounds of objections set forth in the memorandum of appeal or taken by leave of the Tribunal under this sub-rule:

Provided that the Tribunal shall not rest its decision on any other grounds unless the party who may be affected thereby, has been given, at least one opportunity of being heard by the Tribunal.

(9) Tribunal may, on such terms as it may think fit and at any stage, adjourn the hearing of the appeal, but not more than one adjournment



shall ordinarily be given and the appeal shall be decided preferably within ninety days from the first date of hearing.

(10) Order of the Tribunal on appeal shall be signed and dated by the Chairman and Member constituting the Tribunal and shall be communicated to the parties free of cost.

(11) That in case the Member of Tribunal is not present on any day and appeal for arguments are fixed then only Chairman shall hear the appeal and decide them and his decision shall be final.

(12) That if Chairman is on leave or on vacations then the urgent matters shall be heard by the member of the Tribunal.

(13) For the purpose of this rule, the Tribunal shall have the same powers as are vested in Civil Court under the Code of Civil Procedure, 1908 (Act 5 of 1908).

(14) Every proceeding before the Tribunal shall be deemed to be a judicial proceeding within the meaning of Sections 193 and 228 the Indian Penal Code, 1860 (Act 45 of 1860), and shall also be deemed to be a proceeding of Civil Court for the purposes of Section 195 and Chapter XXVI of the Code of Criminal procedure, 1973 (Act 2 of 1974).]

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## FORM SR-I

[See rule 3(2)]

Register of buildings, excavations and means of access to roads within 100 metres on either side of road reservation of bye-pass, or within 30 metres of the road reservation on either side of a scheduled road.

- (i) District\_\_\_\_\_
- (ii) From mile/kilometer\_\_\_\_\_
- (iii) to mile/kilometer\_\_\_\_\_

Name of scheduled road/bye-pass\_\_\_\_\_

Sr. No.	Date of survey	Location of building, excavation of access of road	Right hand side or left hand side	Description of building excavation or access to road	Purpose for which the building mentioned in column	Reference no. to survey which entry in Column 5 relates
1.	2.	3.	4.	5.	6.	7.

Signature with designation  
of Official conducting survey

Signature of Director

\*\*\*

**FORM SR-II**

[See rule 4]

**Form of application for permission under Clauses (b), (c) or (d) of the proviso to section 3 of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act. 1963.**

To

\_\_\_\_\_  
\_\_\_\_\_

Sir,

As my/our request for permissions pertains to a site lying within 30 meters of a scheduled road or 100 meters of a bye-pass I /We beg to apply for permission as under:-

\* (A) For erection or re-erection of a building which was in existence immediately before the commencement of the Act and which involves structural alterations or additions the details whereof have been given below:-

- (i) Exact location of the building indicating name of the road or bye-pass and milestone;
- (ii) Since when existing;
- (iii) Purpose for which the present building is used;
- (iv) Reason why erection or re-erection with structural alterations or additions, necessary.

The following plans are enclosed:-

- (i) Site plan in triplicate indicating location of the building.
  - (ii) Building plan in triplicate.
- (B) For laying out means of access to a scheduled road or bye-pass with particulars as under:-
- (i) Name of road/or bye-pass to which access desired.
  - (ii) Point at which access desired indicating number of mile stone or furlong stone etc.
  - (iii) Layout of the junction of the access with the road or by-pass.
  - (iv) Reason for which access required.
  - (v) Applicant's title to land under the proposed access.
  - (vi) Revenue particulars of the land under the proposed access.

I/We enclose a site plan indicating the proposed access.

\*(C) For erecting or re-erecting a motor-fuel-filling station or a bus queue-shelter.

The following plans are enclosed:-

- (i) site plan in triplicate indicating location of the proposed station or shelter with reference to the mile stone or furlong stone.
- (ii) building plan in triplicate.

Yours faithfully,  
Name and Full Address.

\* strike off whichever is inapplicable

\*\*\*

**FORM SR-III**

(See rule 7)

**Form of order of grant or refusal to grant permission under section 3 of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963.**

To

\_\_\_\_\_  
\_\_\_\_\_

Sir,

Reference your application dated ..... for permission to .....

- (a) erect or re-erect building;
- (b) laying out means of access to a road;
- (c) erection or re-erection of motor-fuel-filling stations or bus queue-shelter; in accordance with the plans submitted by you, permission is hereby \_\_\_\_\_
- \*(a) granted for the aforesaid work;
- (b) refused for reasons given on the reverse;
- (c) granted subject to the conditions given below:-

\_\_\_\_\_  
\_\_\_\_\_

Yours faithfully  
Director

\* strike off whichever is inapplicable

\*\*\*

<sup>1</sup>[FORM SR-IV

(see Rule 3A)

- A. Name of the Schedule Road and/or National Highway on which property is situated alongwith details of nearest kilometre stone:-
- B. Name of the Controlled Area:-
- C. Name of the District:-
- D. Particulars of the applicant
  - 1. Name of the applicant/s:-
  - 2. Contact address alongwith telephone number and e-mail ID:-

<sup>1</sup> Form SR-III inserted by Haryana Govt. Gaz. No. C-620(B)/STP (E&V)/2012/428 dated 21.3.2012 at page 912

3. Name of the village/revenue estate (Hadbast No.) where site is situated:-
4. The Khasra numbers of the site applied for exclusion:-
5. Area of the site in square metres:-
6. I/we want to get excluded the building as per rule 3A and enclose the following documents in triplicate duly notarized by Oath Commissioner/Magistrate, First Class:-
  - (a) Revenue documents (authenticated copies):-
  - (b) Registration deed
  - (c) Intkal duly verified by Halka Patwari
  - (d) Shijra plan duly verified by Halka Patwari
  - (e) Jamabandi duly verified by Halka Patwari
7. Site plan showing the covered area in hatches, detailed building plans for the covered area which are duly authenticated by an Architect/Engineer.
8. Use of the building.
9. Photographs of the building applied for, duly authenticated by owner.
10. Videography of the building applied for, in the form of Compact Disk.

Signatures of the owner alongwith  
address & e-mail ID]

\*\*\*

**FORM CL-I**

(See rule 11)

**Form of application by a coloniser for permission under section 8 of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963.**

To

The Director,  
Town and Country Planning Department, Haryana  
Chandigarh  
Controlled Area.\_\_\_\_\_

Sir,

I/We beg to apply for permission to change the existing use of land for the purpose of setting up a colony by sub-dividing and developing into building plots for residential/Industrial /commercial/Other purpose.

2. I/We enclose the following documents in triplicate:-

- (i) Copy or copies of all title deeds and/or other documents showing the

interest as coloniser in the land under the proposed colony, along with a list of such deeds and/or other documents.

- (ii) A copy of the Shajra Plan showing the location of the colony along with the name of the revenue estate, Khasra number of each field and area of each field.
  - (iii) A guide map on a scale of not less than 1 Kilometre to 10 centimetre showing the location of the colony in relation to surrounding geographical features to enable the identification of the site.
  - (iv) A survey plan of the land under the colony on a scale of 1" to one hundred feet showing the spot levels at a distance of 100 feet and, where necessary, contour plans. The survey will also show the boundaries and dimensions of the said land, the location of streets, buildings, and premises within a distance of at least 100 feet of the said land and existing means of access to it from existing roads.
  - (v) Layout plan of the colony on a scale of 1" to one hundred feet, showing the existing and proposed means of access to the colony, the width of streets, sizes and types of plots, sites reserved for open spaces, community buildings and schools with area under each and proposed building lines on the front and sides of plots.
  - (vi) An explanatory note explaining the salient feature of the proposed colony, in particular the sources of water supply arrangement for disposal and treatment of storm and sullage water and sites for disposal and treatment of storm and sullage water.
  - (vii) Plans showing the cross-sections of the proposed roads showing in particular width of the proposed carriage ways, cycle tracks and footpaths, green verges, position of electric poles and of any other works connected with such roads.
  - (viii) Plans referred to in clause (vii) above indicating, in addition the position of sewers, storm water channels, water supply and any other public health services.
  - (ix) Detailed specifications and designs of road works shown in clause (vii) above and estimated costs thereof;
  - (x) Detailed specifications and designs of sewerage, storm, water and water supply schemes with estimated cost of each;
  - (xi) Detailed specification and design for disposal and treatment of storm and sullage water and estimated costs of works.
3. The names and qualification of the Engineers responsible for the execution of the development works of the colony are given below and the engineer has also signed below in token of his engagement:-

Name of Engineer	Qualification of Engineer mentioned in column 1	Signature of Engineer mentioned in column 1
1.		
2.		
3.		

Dated

Yours faithfully  
(Name and full address)

\*\*\*

## FORM CL-II

(See Rule 19)

### Agreement by a coloniser intending to set up a colony

This AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_ one thousand nine hundred and sixty \_\_\_\_\_ between Shri \_\_\_\_\_ son of Shri \_\_\_\_\_ resident of \_\_\_\_\_ (hereinafter called “the Coloniser”) of the one part AND the Governor of Punjab acting through the DIRECTOR, TOWN AND COUNTRY PLANNING DEPARTMENT, Haryana, of the other part (hereinafter referred to as the “Government”).

(i) WHEREAS the coloniser is seized of or otherwise well entitled to the land mentioned in Annexure hereto, which said land is within the controlled area of \_\_\_\_\_ and is affected by the provision of Punjab Scheduled roads and Controlled Areas Restrictions of Unregulated Development Act, 1963, and rules made thereunder, hereinafter, referred to as the Act and rules.

(ii) AND WHEREAS under rule 19 of the said rules one of the conditions for the grant for permission is that the coloniser shall enter into an agreement for carrying out and completion of development works in accordance with the permission finally granted.

### NOW THIS DEED WITNESSTH AS FOLLOWS:-

1. In consideration of the Director agreeing to grant permission to the coloniser to set up the said colony on the land mentioned in Annexure here to on the fulfillment of all the conditions laid down in rule 19 by the coloniser, the coloniser hereby covenants as follows:-

(a) That the coloniser shall be responsible for the maintenance and upkeep of all roads, open spaces, public parks and public health services for a period of five years from the date of issue of the completion certificate under rule 22, unless earlier relieved of this responsibility, by the Government or a local authority, as the case may be, when the coloniser shall transfer all such roads, open spaces, public parks and public health services free of cost to the Government or the local authority, as the case may be;

- (b) That the coloniser shall at his own cost construct or get constructed by any other institution or individual at its cost, schools, hospitals, community centers and other community buildings on the land set apart for this purpose, or if so desired by the Government, shall transfer to it at any time it may desired free of cost and thus set apart for schools, hospitals, community centers and other community buildings, in which case the Government shall be at liberty to transfer such land to any person or institution including a local authority on such terms and conditions as it may lay down.
  - (c) That the coloniser shall permit the Director or other officer authorized by him in this behalf to inspect the execution of the layout and the development works in the colony and the coloniser shall carry out all directions issued by them for ensuring due compliance of the execution of the layout and development works in accordance with the permission granted.
  - (d) That the coloniser shall pay proportionate development charges as and when, required and as determined by the Director in respect of laying out and construction of main lines of roads, sewerage, drainage, water supply and electricity if and when laid by the Government, or any other local authority.
  - (e) That without prejudice to anything contained in this agreement all the mandatory provisions contained in the Act and the rules shall be binding on the coloniser.
2. Provided always and it is hereby agreed that if the coloniser shall commit any breach of the terms and conditions of this agreement or violate any mandatory provision of the Act or rules, then and in any such case, and notwithstanding the waiver of any previous cause of right, the Director, may revoke the permission granted to him.
3. Upon revocation of the permission under clause 2 above and Director may carry out and complete or cause to be carried out or completed the development works in the colony and recover such charges as may be incurred on the said development works from the Bank standing at guarantee for the carrying out of the works by the coloniser (to the extent of the guarantee).
4. That the coloniser shall be entitled to the refund of the earnest money deposited by him within six months of the grant of permission under rule 20 subject to deductions of such charges therefrom as may be determined by the Director for the security of the plans, estimates and works in respect of the colony.
5. The stamp and registration charges on this deed shall be borne by the coloniser.
6. The expression the "Coloniser" hereinafter used shall include his heirs, legal representatives, successors and permitted assigns.
7. After the layout and development works or part thereof in respect of the colony or part thereof have been completed and a completion certificate in respect thereof issued, the Director may, on an application in this behalf from the coloniser, release within a period of six months of the date of the application the Bank guarantee or part thereof as the case may be, after adjusting the expenditure, if any, incurred as

provided under rule 24(5); provided that if the completion of the colony is taken in parts only the part of bank guarantee corresponding to the part of the colony completed shall be released and provided further that always  $\frac{1}{5}^{\text{th}}$  of the bank guarantee shall be kept unreleased to ensure upkeep and maintenance of the colony or the part thereof as the case may be for a period of five years from the date of issue of the completion certificate under rule 22, or earlier, till such time as the coloniser is earlier relieved of the responsibilities in this behalf by the Government or a local authority.

**IN WITNESS WHEREOF THE COLONISER AND THE DIRECTOR** have signed this deed on the day and year first above written.

Signed by  
Witnesses

The Director

The coloniser

\*\*\*

### **FORM CL-III**

(See Rule 20 (2))

#### **Form of refusal or grant of permission for setting up a colony**

Reference your application dated ..... for setting up a residential/industrial/commercial colony in the controlled area at .....

(1) Permission is hereby refused for reasons mentioned below:-

---

---

---

(2) Permission is hereby granted subject to the conditions:-

- (a) that the colony is laid out to conform to the approved layout plans and development works are executed according to the designs and specifications shown in the approved plan accompanying this permission.
- (b) that the conditions of the agreement already executed are duly fulfilled and the provisions of the Punjab Scheduled Roads and Controlled Area Restriction of Unregulated Development Rules, 1965, duly complied with.

Director,

Town and Country Planning , Haryana

\*\*\*

### **FORM CL-IV**

[See Rule 22 (1)]

To,

The Director,

Town and Country Planning Department, Haryana,  
Chandigarh.



Dear Sir,

Kindly refer to your order No.....dated ..... granting permission to the setting up of a colony in the controlled area.....

I/We have to intimate that the said colony has been laid out and completed/part of the colony as shown on the enclosed plan has been completed in all respects as per permission accorded by you. I/We, therefore, request that a completion certificate in respect of the whole colony/ the said part of the colony may kindly be issued to us as required under rule 22(1).

As required I/We enclose the layout plan of the colony in triplicate showing the whole Area/part thereof over which the aforesaid works have been completed.

Date:

Yours faithfully  
(Name and address of Coloniser)

\*\*\*

**FORM CL-V**

[ See rule 22(2)]

To

\_\_\_\_\_  
\_\_\_\_\_

Reference your application requesting for completion certificate in respect of your colony/part of colony for which permission was granted, vide this office No. ....dated.....

2. It is hereby certified that the required development works on the whole of the colony/part of the colony as indicated in the enclosed layout, duly signed by me.

(1) have been completed to my satisfaction.

or

(2) have not been completed as per details given below:-

- 1.
- 2.
- 3.

Director,  
Town and Country Planning ,  
Haryana, Chandigarh

\*\*\*

**FORM CL-VI**

(See Rule 24(1))

To

\_\_\_\_\_  
\_\_\_\_\_

Whereas it has come to my notice that:-

- (a) the execution of the layout plan and the development works have not been commenced within three months of the order granting permission to you.
- (b) layout of the colony has not been done as per approved layout plan and is deficient in following respects:-
  - 1.
  - 2.
  - 3.
- (c) Development works are not being executed as per permission granted in this behalf and are deficient in following respects:-
  - 1.
  - 2.
  - 3.
- 2. You are hereby required to set the aforesaid deficiencies and deviations in order within a period of \_\_\_\_\_

Director,  
Town and Country Planning, Haryana

\*\*\*

**FORM CL-VII**

(See Rule 24(2))

Whereas a notice under rule 24(1) was issued to you, vide No.....  
dated.....

And whereas despite this notice you have failed to comply with that notice.

You are hereby required to show cause within one month why the permission already granted to you under rule 20 in respect of the aforesaid colony should not be cancelled. If no reply is received within one month it will be presumed that you have no cause to show, and further action will be taken in accordance with the rules.

Director,  
Town and Country Planning, Haryana

\*\*\*

**FORM CLU-I**

(See rule 26-A)

Form of application by a person other than coloniser for permission under section 8 of the Punjab Scheduled Roads and Controlled Area Restriction of Unregulated Development Act, 1963,

To

The Director,  
Town and Country Planning Department,  
Haryana, Chandigarh.  
Controlled Area.....

Sir,

I/We beg to apply for permission to change the existing use of land for the purpose of developing the land into buildings for \*residential/ industrial/ commercial/ other purposes.

I/We enclose the following documents in triplicate.

- (1) A survey of the land on a scale of 1" to forty feet showing the existing means of access to the said land.
- (2) Copy of the deed showing the title of the applicant to the land.

Dated:-

Yours faithfully,  
Name and full address

\*\*\*

**FORM CLU-II**

(See Rule 26-D)

**Agreement by a person other than coloniser intending to change the existing use of the land in a controlled area.**

THIS AGREEMENT made on the ..... day of.....one thousand, nine hundred and sixty ..... between Shri ....., son of shri ..... resident of .....(hereinafter called the 'Promisee') of the one part and the Governor of Haryana acting through the Director, Town and Country Planning Department, Haryana (hereinafter referred to as the "Government") of the other part.

(i) WHEREAS the promisee is seized of or otherwise shall entitled to the land mentioned in Annexure hereto, which said land is within the controlled area of ..... and is affected by the provisions of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963, and the rule made thereunder, hereinafter referred as the Act and Rule;

(ii) AND WHEREAS under rule 26-D of the said rules one of the conditions for the grant of permission is that the promisee shall enter into an agreement for fulfilling the conditions in accordance with the permission finally granted. Now This Deed Witnessst As Follows:-

1. In consideration of the director agreeing to grant permission to the promisee to build..... on the land mentioned in Annexure, hereto on the fulfillment of all the condition of rule 26-D by the Promisee, the Promisee hereby covenant as follows:-
  - a. That the promisee shall pay proportionate development charges which shall be a first charge on the said land as and when required and as determined by the Director in respect of external development works which may be carried out in the area for, the benefit of the said land.
  - b. That the promisee shall be responsible for making arrangement for the disposal of affluent to the satisfaction of the Director.
  - c. That the promisee shall get the plan approved from the Director before commencing any construction on the said land.
  - d. That the promisee shall not except with the previous permission of the Director sell the said land or portion thereof unless the said land has been put to use permitted by the Director and to use the said land only for the purpose permitted by the Director.
  - e. That the Promisee shall start the construction on the said land within a period of six months from the date of issue of orders permitting the change of land use.
2. Provided always and it is hereby agreed that if the Promisee shall commit any breach of the terms and conditions of this agreement then, notwithstanding the waiver of any previous cause or rights, the Director may revoke the permission granted to him.
3. Upon revocation of the permission under clause 2 above the Director may recover the proportionate development charges incurred on the said development works pertaining to the said land, as may be determined by the Director from the Bank Standing as Guarantee.
4. The stamp and registration charges on this deed shall be borne by the Promisee.
5. The expression the "Promisee" herein before used shall include his heirs legal representatives, successors and permitted assigns.

Signed by witnesses

The Director

The Promisee

\*\*\*

### **FORM CLU-III**

(See Rule 26-E)

#### **Form of refusal or grant of permission to change the existing use of the land.**

Reference your application dated ..... for constructing residential/ industrial/ commercial building in the controlled are at .....

(1) Permission is hereby refused for reasons mentioned below:-

\_\_\_\_\_  
\_\_\_\_\_

(2) Permission is hereby granted subject to the following conditions:-

- (a) that the building is constructed to conform to the approved plans accompanying this permission: and
- (b) that the conditions of the agreement already executed are dully fulfilled and the provisions of the Punjab Scheduled roads and Controlled Area Restrictions of Unregulated Development Rules, 1965, are duly complied with.

Director,  
Town and Country Planning, Haryana.

\*\*\*

**FORM AC-I**

(See rule 27)

To

\_\_\_\_\_  
\_\_\_\_\_

Sir,

I/We beg to apply for permission for laying out means of access in the controlled area ..... of which details are given below:-

- (i) Name of the road to which access desired
- (ii) Points at which access desired indicating the number of milestone/furlong stone.
- (iii) Reasons for access.
- (iv) Applicant's title to land under the proposed access.
- (v) Revenue particulars of the land under the proposed access.

2. As required, I/We enclose a site plan in triplicate indicating the proposed access and details of the proposed junctions.

3. I/We also enclose a plan showing the cross-section in triplicate of the proposed access road indicating thereon the width proposed to be metalled and the specifications thereof and hereby undertake to construct the same accordingly.

Dated

Yours faithfully  
Name and Address

\*\*\*

**FORM AC-II**

(See Rule 30)

**Form of grant/refusal to grant permission for laying out means of  
access to a road within a controlled area.**

To

\_\_\_\_\_  
\_\_\_\_\_

Sir,

Reference your application, dated \_\_\_\_\_ for permission to layout means of access to road.

In accordance with the plan submitted with it, permission is hereby:-

(a) refused for reasons given below:-

\_\_\_\_\_  
\_\_\_\_\_

(b) granted subject to the conditions given below:-

\_\_\_\_\_  
\_\_\_\_\_

Note.- This sanction will remain valid for a period of the one year during which the access should be laid and completed in all respects.

(In case of (b) above).

Yours faithfully,  
Director

\*\*\*

**FORM BK-I**

(See Rule-32)

***Application for a licence for setting up charcoal kiln/ pottery kiln, lime/kiln, brick-kiln or brick field or for quarrying stone, bajri, surkhi, kankar in a controlled area under Section 8 of the Act.***

To

\_\_\_\_\_  
\_\_\_\_\_

Sir,

I/We beg to apply for grant/renewal of licence for the setting up of charcoal-kiln/ pottery kiln, lime/kiln, brick-kiln or brick field or for quarrying stone, bajri, surkhi, kankar in a Controlled Area.....

2. As required, I/We submit the following in triplicate:-

- (i) a guide map on a scale of not less than 6" to a mile showing the location of the site within the controlled area.
- (ii) a site plan on a scale of not less than 1" to 40" showing the boundaries of the land, the portion of the land which is to be excavated and portion in which kiln or machinery is to be installed.
- (iii) a cross-section through the portion of the land proposed for excavation showing:-
  - (a) existing levels, and
  - (b) the average levels to which it is to be excavated.

3. I/We enclose a demand draft for <sup>1</sup>[Rs.1500] in lieu of the prescribed fees.  
<sup>2</sup>[4. Copy of the deed showing the title of the applicant to land.]

Dated;

Yours faithfully,  
Address

\*\*\*

## FORM BK-II

(See Rule-35)

***Form of licence under Section 8 of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963, for setting up a charcoal-kiln/ pottery kiln, lime/kiln, brick-kiln or brick field or for quarrying stone, bajri, surkhi, kankar in a controlled Areas.***

Name and address of licence.....

Purpose of licence.....

Description of land covered by licence.....

1. Licence is hereby granted under Section 8 of the Punjab Scheduled Roads and Controlled Area Restriction of Unregulated Development Act, 1963 with particulars given below:-

2. This licence is applicable only to the land indicated in the attached site plan bearing my signature and seal of office.

3. This licence is valid upto .....31st December, 19

Renewed up to.....31st December, 19

Renewed up to.....31st December, 19

Renewed up to.....31st December, 19

4. This licence is subject to the following conditions:-

(i) The position of the land earmarked for excavation as shown in the site plan shall alone be excavated.

(ii) The excavation shall not exceed a depth on 5 feet.

(iii) No permanent building shall be constructed on the site.

Dated.....

Director

\*\*\*

<sup>1</sup> Substituted by Haryana Gaz. (Extra) Notification No. 19996 dated 9.10.1996

<sup>2</sup> Substituted by Notification dated 15.3.1982 See Haryana Govt. Gaz. (Extra) dated 23.3.1983

<sup>1</sup>[**SCHEDULE IV**[*See rule 26-D (g)*]**Rate of conversion charges in the Controlled Areas in the States**

(Rates Rupees per square meter)

<b>Potential Zone</b>	<b>Hyper Potential</b>			<b>High Potential</b>			<b>Medium Potential</b>			<b>Low Potential</b>		
1	2			3			4			5		
Name of Controlled Area	Controlled areas forming part of the Development Plan Gurgaon-Manesar Urban Complex.			Controlled areas declared in Gurgaon District excluding the controlled areas forming part of the Development Plan Gurgaon-Manesar Urban Complex and controlled area forming part of Development Plan of Pataudi and Farukhnagar but including part of Sohna Development Plan, controlled areas of Faridabad-Ballabgarh Complex, controlled areas of Sonipat-Kundli Multifunctional Urban Complex, Panipat and periphery controlled area of Panchkula.			Controlled areas around towns i.e. Karnal, Kurukshetra, Ambala City, Ambala Cantt., Yamuna Nagar, Jagadhri, Bahadurgarh, Hisar, Rohtak, Rewari, Bawal-Dharuhera Complex, Gannaur, Palwal, Hodel, controlled areas declared in Faridabad District (excluding the controlled areas of Faridabad-Ballabgarh Complex), Oil refinery Panipat (Beholi) and Controlled Areas forming part of the Development Plan, Prithla.			All other controlled areas declared in the State.		
	Abutting on			Abutting on			Abutting on			Abutting on		
Use	NH	SR/ Sector Road	Other Road	NH	SR/ Sector Road	Other Road	NH	SR/ Sector Road	Other Road	NH	SR/ Sector Road	Other Road
Residential	210	158	105	158	125	105	100	80	60	30	20	15
Low density Eco friendly colonies	420	316	210	316	250	210	200	160	120	60	40	30

<sup>1</sup> Schedule IV substituted by Haryana Govt. Final Notification No. Misc-1A/JE(VA)/2015/14650 dated 10.8.2015



Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Rules, 1965

Commercial												
(i) Commercial Projects like Motel with Banquet facility, 5-Star Hotel, Resort for 150% Floor Area Ratio(FAR) permission granted under provisions of Act No.41 of 1963	4700	4500	4300	2600	2400	2200	1200	1100	800	350	300	250
(ii) Other Commercial Projects, which are not mentioned above.												
(a) upto 150% FAR	1470	1260	1050	1260	1050	840	700	600	350	200	150	100
(b) above 150%FAR	1715	1470	1225	1470	1225	980	816	700	408	235	175	116
Industrial	100	100	100	80	80	80	50	50	50	30	30	30
Integrated Inland Container Depots/Custom Bounded Areas	200	200	200	160	160	160	100	100	100	60	60	60
Warehouses for agro produces	100	100	100	80	80	80	50	50	50	30	30	30
Warehouses other than agricultural produces	150	150	150	120	120	120	75	75	75	45	45	45
Institutional	158	126	105	105	84	63	60	40	30	20	15	10
Recreational	200	200	200	160	160	160	100	100	100	60	60	60

**Notes:**

1. Abbreviations used indicate NH: National Highway; SR: Scheduled Road.
2. Sector Road is the Sector dividing road as indicated on the Development Plan.
3. Where a piece of land falls in more than one category, the Higher/Highest rate shall apply.
4. 50 percent conversion charges shall be charged for food processing unit located in industrially backward area declared by the Industries Department, Haryana.
5. No conversion charges and scrutiny fee shall be charged for renewable energy power projects in the State of Haryana.
6. The commercial components like hotels, exhibition centers, restaurants, convention centers etc. shall be charged at applicable commercial rates within the recreational projects.]
- <sup>1</sup>[7. 50% conversion charges shall be levied in B,C & D category blocks as notified by the Government, for Micro, Small, and Medium Enterprise as defined in the Enterprises Promotion Policy-2015.
8. In case of Institutions/Organisations imparting religious/spiritual preaching/moral education, the conversion charges be levied as per covered area/FAR approved.]
- <sup>2</sup>[9. In case of Transit Oriented Development, the conversion charges shall be levied on pro-rata basis i.e. for every increased slab of 0.25 FAR, the additional charges equivalent to the charges applicable for FAR of 25% as per the rates prescribed for respective use in Schedule – IV shall be applicable. However, full payment of conversion charges shall be payable for fresh licences under Transit Oriented Development Policy.
10. The conversion charges shall be levied proportionate to the uses in case of mixed land use projects
11. For New Integrated Licencing Policy, the conversion charges shall be levied 1.5 times of the rate prescribed for residential plotted colony in case of 1.0 FAR and 2.0 times in case of 1.25 FAR.
12. For Affordable Plotted Residential Colonies permitted under Deen Dayal Jan Awas Yojana, the conversion charges are exempted.]

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<sup>1</sup> Added by Haryana Govt. Final Notification No. Misc-1A/JE(VA)/2016/4446 dated 03.03.2016

<sup>2</sup> Added by Haryana Govt. Final Notification No. MISC-1A/JE(BR)/2017/3203 dated 22.02.2017

<sup>1</sup>[SCHEDULE IV-A

[See Rule 49 Sixth proviso]

**Rates of conversion of residential premises into non-nuisance professional services for 25% of the covered area of the premises or 50 square meter whichever is less**

Potential	Hyper Potential	High Potential	Medium Potential	Low
Name of Controlled Area	Controlled Areas forming part of the Development Plan Gurgaon Manesar Urban Complex-2021	Controlled areas declared under Section 4(1)(b) in Gurgaon District (excluding the controlled areas) forming part of the Development Plan Gurgaon-Manesar Urban Complex-2021) including controlled areas around Sohna town, controlled areas of Faridabad-Ballabgarh Complex, Controlled areas of Sonipat-Kundli Multifunctional Urban Complex, Panipat and periphery controlled area of Panchkula.	Controlled areas around towns i.e. Karnal, Kurukshetra, Ambala Cantt., Yamuna Nagar, Jagadhri, Bahadurgarh, Hissar, Rohtak, Rewari, Bawal-Dharuhera Complex, Gannaru, Palwal, Hodel, Controlled areas declared under section 4(1)(b) in Faridabad Distt. Oil Refinery Panipat (Beholi).	All other controlled areas declared in the state.
	Rs. 0.60 Lac	Rs. 0.50 Lac	Rs. 0.30 Lac	Rs. 0.20 Lac]

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**FORM M-II**

(See Rule 126 (b) )

Register showing particulars of all cases in which permission to erect or re-erect a building or make or extend an excavation or lay out means of access in a controlled area is granted or refused relating to the controlled area at \_\_\_\_\_

1	2	3	4	5	6	7	8
Sr. No.	File No.	Name & full address	Date of Application	Particulars of applications, e.g., whether the request is to erect or re-erect a building or make or extend an excavation or layout a means of access to a road within in a Controlled area in accordance with plan	Brief specification of the erection or re-erect a building or make or of means of access mentioned in column 5	Date and brief particulars of the final orders passed by the Director granting or refusing the permission	Remarks

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<sup>1</sup> Added by Haryana Govt. Gaz. Notification No. PA-2008/2977 dated 6.2.2008 at page 420

**FORM M-III**

(See Rule 126 (c) )

Register showing particulars of all cases in which permission for change of use of land within a controlled area for the purposes of setting up a private colony is granted or refused relating to the controlled area at .....

1	2	3	4	5	
Serial No.	File No.	Name of the person or society or firm applying for permission with full address.	Date of Application	Particulars of applicant's experience in the line, if any	
6	7	8	9	10	11
Area of land proposed to be covered by the colony & name of village with the nearest number of mile-stones/furlong stones.	Date or dates of acquisition i.e purchase or agreements to purchase the land under the colony wholly or partly.	Date on which the applicant is informed of the likelihood of his request, if any	Date on which the land under the colony was notified under section 4 of the land Acquisition Act.	Date and brief particulars of the final orders passed by the Director granting or refusing Permission	Remarks

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**FORM M-IV**

(See Rule 126 (d))

Register showing particulars of all cases in which licence in a controlled area for charcoal-kiln, pottery kiln, lime-kiln, brick-kiln, or brick field or for quarrying stone, bajri, surkhi, kankar or for some similar extractive or ancillary operation is granted or refused.

1	2	3	4	5		
Serial No.	File No.	Name and address of the person or Society or firm applying for licence	Date of application	Purpose of licence e.g for charcoal kiln, pottery kiln, lime-kiln, brick kiln, or brick-field or for quarrying stone, bajri, surkhi, kankar or for some other similar extractive or ancillary operation		
6	7	8	9	10	11	12

Particulars of Brief past experience of the applicant in the line	Brief description of land, its location & area on which operation is to be carried out.	Date & brief particulars of the final orders passed by Director granting or refusing permission.	Amount of licence fee paid	Date on which the licence expires	Date of renewal	Remarks
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**FORM M-V**

(See Rule 126 (e))

Register showing particulars of all cases in which order of demolition under section 12 (2) of the Act are issued in the controlled area at \_\_\_\_\_ outside controlled area in District \_\_\_\_\_

1	2	3	4	5	6
Serial No.	File No.	Particular of reporting or detecting officer of or Agency	Name and address of unauthorised builder or defaulter	Location and particulars of site where construction has taken place.	Description of unauthorized construction in detail given measurements

7	8	9	10	11	12
Date of Issue of Demolition order	Date of compliance by defaulter	Date of demolition departmentally in case of non-compliance by defaulter	Labour charges incurred & realised with number and date of receipt.	Whether prosecution launched and if so, results	Remarks

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**FORM M-VI**

( See Rule 128)

Show cause notice in respect of alleged erection or re-erection/extension of excavation/laying out of means of access/ change of use of land.

No.....

Dated.....

To

Whereas it has been reported to me that an order of demolition under Section 12(2) should be issued against you on account of your having-

- (i) erected/re-erected a building at .....
- (ii) made or extended excavation at .....
- (iii) laid out a means of access to ..... road in contravention of section 3 or

section 6 or in contravention of the conditions imposed by an order under Section 8/Section 10 of the Act by you.<sup>1</sup>

- (iv) Used land situated at ..... in contravention of provisions of sub-section (1) of section 7 by .....<sup>2</sup>

2. You are, therefore, required to show cause within a period of ..... days why the said order be not issued.

Director

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### **FORM M-VII**

( See Rule 128)

#### **Order under Section 12(2) of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963.**

No..... Dated.....

To

\_\_\_\_\_  
\_\_\_\_\_

Whereas you have-

- (i) erected/re-erected a building at.....
- (ii) made or extended excavation at.....
- (iii) laid out a means of access to ..... Road in contravention of section 3 or section 6 or in contravention of the conditions imposed by an order under section 8/section 10 of the Act by you<sup>3</sup>.
- (iv) used land situated at .....in contravention of the provision of sub-section (1) of section 7 by.....<sup>4</sup>

2. You are hereby required to restore the said land to its original state including the demolition of any building/means of access wherever constructed and you fail to do so within a period of 3 months of the date of this order, I may take such measures including demolition of any building/means of access as may appear to me to be necessary, to give effect to this order, and to recover the cost of such measures from you as arrears of land revenue.

Director.

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<sup>1</sup> Herein mention the use to which put

<sup>2</sup> Herein mention the condition violated

<sup>3</sup> Herein mention the use to which put

<sup>4</sup> Herein mention the condition violated

**<sup>1</sup>[FORM N-1**

( See Rule 49 sixth proviso)

Application form to be made for rendering non-nuisance professional consultancy.

To

\_\_\_\_\_  
\_\_\_\_\_

1. Name of the applicant\_\_\_\_\_
2. Premises Number and size\_\_\_\_\_
3. Name of colony/change of land use site\_\_\_\_\_
4. Sector\_\_\_\_\_
5. Detail of built up area\_\_\_\_\_
6. Copy of approved building plan showing duly marked area upon which mixed land use is applicable \_\_\_\_\_
7. Whether occupation certificate has been issued, if so, attested copy thereof to be attached\_\_\_\_\_
8. Details of profession\_\_\_\_\_
9. Details of anticipated visitors\_\_\_\_\_
10. Working hours of consultancy\_\_\_\_\_
11. Detail of fee ..... Demand Draft Number ..... Name of Bank .....
12. Affidavit to the effect that he shall abide by all the terms and conditions, which shall be imposed by Director from time to time.

Place:

Date:

Signature of applicant.

\*\*\*

**FORM N-II**

( See Rule 49 sixth proviso)

From

\_\_\_\_\_  
\_\_\_\_\_

To

Memo Number

dated

**Subject:- Permission to provide non-nuisance consultancy services in the residential premises.**

This is with reference to you application dated .....

2. Permission is hereby granted to provide \_\_\_\_\_ service, within the premises of you land/house bearing number \_\_\_\_\_sector \_\_\_\_\_ control area\_\_\_\_\_. The above permission shall be subject to the following terms and conditions:-

<sup>1</sup> Form N-I and N-II added by Haryana Govt. Gaz. Notification No. PA-2008/2977 dated 6.2.2008 at page 420

- (1) You can use the premises of your house upto 25% of the covered area of the premises or 50 square meters, whichever is less for the purpose.
- (2) Total charges paid i.e. Rupees is for a period of five years.
- (3) Water, sewerage and electricity charges for such premises to the extent that is being used for non-residential use would be charged at commercial rates by the service providing agency.
- (4) The permission given by Director shall be valid for a period of five years which may be renewed thereafter for a period of five years and further in block of five years on payment of renewal fee @ 10% of updated commercial charges.
- (5) The owners of a premises where mixed land is used is permitted should accept any other condition such as restriction with respect of provision of parking advertisement etc.
- (6) Director can withdraw the permission given for mixed land use at any point of time, if the percentage area permitted under mixed land use is found to exceed the stipulated limit or for any other reason in the public interest.
- (7) That the permission shall also be governed by the provision of the Punjab Scheduled Roads and Controlled areas Restriction of Unregulated Development Act, 1963 (Punjab Act 41 of 1963) and the rules framed thereunder and the Haryana Development and Regulation of Urban Areas Act, 1975 (8 of 1975) and the rules framed thereunder.
- (8) That the owners of building shall not further sublet/lease out the premises for which permission is being granted.

Signature of Permission, Issuing Authority.].

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### **NOTIFICATIONS**

#### **1. Powers of Director delegated to Administrator under Pb. Schedule Roads Act.-**

The Governor of Haryana by virtue of the powers vested in him under section 2(6) of the Punjab Schedule Roads and Controlled Area Restriction of Unregulated Development Act, 1963, is pleased to appoint the Administrator Haryana Urban Development Authority at Faridabad, Gurgaon, Hisar and Panchkula as Director, Town and Country Planning Department to exercise and perform the powers and functions of the Director under Section 9,12 and 16 of the said Act, for their respective jurisdictions. (*Noti. No. 5 DP- 91/2001-dated 14.2.91*)

**2. Powers of Director delegated to Administrators under Haryana Development and Regulation or Urban Area Act.** – The Governor of Haryana, by virtue of the powers vested in him under Section 2(f) of the Haryana Development and Regulation of Urban Areas Act, 1975, is pleased to appoint the Administrator, Haryana Urban Development Authority, at Faridabad, Gurgaon, Hisar and Panchkula as Director, town and Country Planning Department to exercise and perform the powers and functions of the Director under Sections 10 and 12 of the said Act. (*Notification No. 5 DP-91) 2008-dated 14.2.1991*)



**3. Powers of Director delegated to Chief Administrator, Faridabad Complex, Faridabad under the Punjab. Scheduled Roads Act, 1963.**- In exercise of the power conferred by clause (6) of section 2 of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963 (Punjab Act 41 of 1963) the Governor of Haryana hereby appoint the Chief Administrator, Faridabad Complex, to exercise and perform all the powers and functions of Director in respect of Scheduled Roads within his jurisdiction for the purpose of sections 3,8,9,12 and 16 of the said Act. (*No. 3413/21 CP-78/11062 dated 11.9.78*)

**4. Powers and functions of Director.**- In exercise of the powers conferred by clause (f) of section 2 of the Haryana Development and Regulation of Urban Areas Act, 1975 (8 of 1975) and all other powers enabling him in this behalf, the Governor of Haryana hereby appoints the Director, Urban Development, Haryana, as the Director, Town and Country Planning, Haryana, to exercise and perform all the powers and functions of the Director under sections 3,4,5,6,7,7A,8,9,10,11,11A,13,17 and 21 of the said Act within the existing Municipal limits of the State of Haryana (*No. 5DP-2001/7615 dated 4-6-2001*)

**5. Powers and functions of Director General.**- In exercise of the powers conferred by clause (f) of Section 2 of the Haryana Development and Regulation of Urban Areas Act, 1975 (8 of 1975), the Governor of Haryana hereby appoints the Director General, Town and Country Planning Department to exercise and perform all the powers and functions of the Director under the Act and Rules framed thereunder. (Notification *No. Misc-105/5DP(R)/2010/17757. dated 22.12.2010*)

**6. Powers and functions of Director General.**- In exercise of the powers conferred by Clause (6) of Section 2 of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963 (Act 41 of 1963), the Governor of Haryana hereby appoints the Director General, Town and Country Planning Department to exercise and perform all the powers and functions of the Director under the Act and Rules framed thereunder. (Notification *No. Misc-502/5DP(R)/2010/17759. dated 22.12.2010*)

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## **THE PUNJAB SCHEDULED ROADS AND CONTROLLED AREAS RESTRICTION OF UNREGULATED DEVELOPMENT (HARYANA VALIDATION) ACT, 2014**

**No. Leg-I/2015.**—The following Act of the Legislature of the State of Haryana received the assent of the Governor of Haryana on 8th August, 2014 and is hereby published for general information:—

AN  
ACT

To validate the declaration of the controlled area of Hisar and all the acts, proceedings, things done and action taken in connection therewith in the said controlled area under the Punjab Scheduled Roads, and Controlled Areas Restriction of Unregulated Development Act, 1963, in its application to the State of Haryana.

Be it enacted by the Legislature of the State of Haryana in the Sixty-fifth Year of the Republic of India as follows:—

1. This Act may be called the Punjab Scheduled Roads, and Controlled Areas Restriction of Unregulated Development (Haryana Validation) Act, 2014.

2. Notwithstanding any judgment, decree or order of any court or tribunal or authority to the contrary and notwithstanding that the notification for declaration of the controlled area of Hisar published in the Haryana Government Gazette, Extraordinary, dated the 28th August, 1971, which was published late in newspapers in accordance with the provisions of sub-section (2) of section 4 of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963 (Punjab Act 41 of 1963) *i.e.* was published in the newspapers in accordance with the said provision in the Patriot on the 17th March, 1991, in Jan Sandesh on the 18th March, 1991 and in Nab Chhor on the 13th April, 1991 and the notification for declaration of the controlled area of Hisar published in the Haryana Government Gazette, Extraordinary, dated the 9th March, 1982 which was held to be not published in accordance with the provisions of sub-section (2) of section 4 of the Act *ibid* by the Additional District Judge, Hisar and was thereafter published in newspapers in accordance with the said provisions in The Tribune and Dainik Bhaskar on the 15th July, 2013 and in the Dainik Tribune on the 20th October, 2013, the said notifications though published late in the newspaper shall be deemed to be valid and effective from the date of their publication in the Official Gazette and any executive instructions or notices issued or bilateral agreement executed or demolition done or permission granted for change of land use or undertaking obtained or recovery made in connection thereto in the said controlled areas in view of the said notifications shall be deemed to be valid and effective as if such executive instructions or notices were issued, bilateral agreements were executed or demolition done or permission for change of land use granted or undertakings obtained or recoveries made in accordance with the provisions as validated by this Act and shall not be called in question before any court, tribunal or authority and accordingly—

(i) all acts, proceedings or things done or action taken by the Government or any official of the Government or by any authority, after the publication of notification of controlled area of Hisar in the Haryana Government Gazette, Extraordinary, dated the 28th August, 1971 and the 9th March, 1982 for all purposes be deemed to be, and to have always been done or taken in accordance with law;

(ii) no suit or other proceedings shall be maintained or continued in any court or tribunal or authority for the refund of any amount already deposited or any executive instructions or notices issued or for any bilateral agreements executed, demolitions done or permission granted for change of land use, any undertakings obtained or any recovery made; and

(iii) no court or tribunal or authority shall enforce a decree or order directing the refund of any amount so charged or for nullification of bilateral agreement executed or any executive instructions or notices issued or any undertaking obtained in this regard.