

INSTRUCTIONS TO THE APPLICANTS UNDER BPS

1. Read the Guidelines, FAQs and other details provided in the Hand Book carefully.
2. Ensure that your building falls in the applicable categories for penalization and regulation of unauthorized constructions.
3. Read the Application Form carefully and fill up all the columns correctly.
4. Read the Penalization Charges payable as provided in the Rules and correctly fill up the concerned Self-Computation Table for payment of penalization charges.
5. The Application requires a list of documents to be enclosed. Ensure that all the documents required are enclosed to the Application.
6. If you need any assistance, you may take the help of the Licensed Technical Personnel authorized by the Competent Authority or Registered Architects to guide you in filling up the Application Form, calculation of the penalization charges payable and preparation of the required plans.
7. In respect of buildings with a height of above 15m, a certificate from Licensed Structural Engineer shall be submitted.
8. Prior clearance is required from Fire Services Department and Airport Authority of India as per para 10 of the Guidelines. Ensure that these NOCs are submitted within the stipulated time.
9. Enclose the Demand Draft/Bank Pay Order obtained from any one of the schedule Banks in favour of the Competent Authority to the Application.
10. Fill up the Acknowledgement & Check List in duplicate by ticking the list of documents enclosed.
11. Ensure that the Application is submitted before the last date fixed for receipt of Applications.
12. Before submitting the Application at the places designated by the Competent Authority make sure that you have made a photostat copy of filled in Application Form for your record.
13. Submit the filled in Application in the Counters set up in the Circle /Zone /Head Office of the concerned Municipal Corporation /Municipality /UDA and obtain and retain the Acknowledgement.
14. For future Correspondence with the Competent Authority the File Number on the Acknowledgement may be quoted.