

CITIZEN CHARTER



ELECTRONICS CITY INDUSTRIAL TOWNSHIP AUTHORITY

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1 Introduction

Electronics City Industrial Township Area (Elcita) was setup as a municipality vide Notification No. UDD/69/MLR/2010 dated 18th March 2013, with perpetual succession and a common seal to acquire, hold and dispose of property and to enter contracts and may by that name sue or be sued. The Authority will have powers of a municipality to raise revenue to meet its objectives in its area of operation.

Elcita's mandate includes:

- a) Maintenance of municipal services of estate including: maintenance, safety, traffic management, and regulation.
- b) Granting approvals relating to building, Khata, and trade licenses.
- c) Town planning & ensuring a 'future safe' estate.
- d) Collect all statutory and other levies such as property tax and service charges for Safety & Traffic Management and other services.

1.1 Constitution

The Authority governance structure has a Council with 5 elected and 5 nominated members, as per the Karnataka Municipalities Act, 1964. The Term of Office of Chairperson and Members shall be three years. The Authority will appoint a CEO for the Township Authority and other officials to take carry out its functions.

1.2 Vision

"To build and maintain a model industrial township that will focus on providing industrial infrastructure to facilitate innovation, enterprise, growth and high productivity. We will do this in a spirit of empathy & inclusiveness while maintaining transparency, mutual trust and respect in all our interactions".

1.3 Principles

- a) Collaboration – We will collaborate on projects for the benefit of all members in the estate.
- b) Inclusion – We will be governed by inclusive processes that take into consideration the needs of all our stakeholders through consultative processes.
- c) Fair play & Dignity – We will conduct ourselves with Dignity and uphold ethical practices.
- d) Chatham House Rules – We will govern the confidentiality of individuals and information exchanged at meetings with a view to allow free expression and discussion.
- e) Excellence – We will ensure excellence in all our interactions and projects.

CITIZEN INTERFACE

2 Grievance Redressal

Members can raise any issues or complaints through the Elcita Grievance Redressal Tool. The “Listen” application is available on the Elcita website. All complaints have an SLA of 3 working days. Issues are escalated to higher authorities in case of delays.

3 Right to Information

3.1 RTI Process

3.1.1 Introduction

Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 may make a request to the **Public Information Officer/Assistant Public Information Officer**, preferably in the **application format**, in writing or through electronic means.

3.1.2 Application Fee

The application for obtaining information under sub-section (1) of Section 6 of RTI Act, 2005, must be accompanied by prescribed application fee drawn in favour of “e-city Industrial Township Authority”, payable at ELCITA office. At present the application fee, which is subject to change from time to time, is as given below:

Application Fee: Rs. 10/- (Rupees Ten Only)

Mode of Payment: By cash against proper receipt or by demand draft/banker's cheque/Indian Postal Order drawn in favour of ‘e-city Industrial Township Authority’, payable at ELCITA Office. Persons who belong to BPL category are not required to pay the application fee provided necessary documents in support are produced.

3.1.3 Additional Fee

In case it is decided to provide the information, the applicant shall be informed of the additional fees required to be deposited by him/her for the information sought and information shall be furnished after the deposit of the fee by the Requester, as per the Act.

In accordance to directives given in the above mentioned Gazette notification dated 16/09/2005, for providing the information under sub-section (1) of Section 7 of RTI Act, 2005, an additional fee shall be charged. At present, the applicable rates, which are subject to change from time to time, are given as follows:

A	For each page (in A-4 or A-3 size paper)	Rs 2/- per page
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	created or copied	
B	For a copy in larger size paper	Actual charge or cost price
C	For samples or models	Actual cost or price
D	For inspection of records	No fee for the first hour; Rs.5/hr. thereafter

Further, for providing the information, the fee shall be charged at the following rates:

A	For information provided in CD/ DVD	□ 50/-(Rupees fifty only) per CD/ DVD
B	For information provided in printed form	At the price fixed for such publication or □2/- per page of photocopy for extracts from the publication

The mode of payment of above mentioned additional fees shall be the same as application fee.

3.1.4 RTI Appeal

In case the applicant does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7 of RTI Act, 2005, or is aggrieved by a decision of the PIO, as the case may be, may within thirty days from the expiry of such period from the receipt of such a decision, prefer an appeal to the Departmental **Appellate Authority**.

3.2 RTI Act 2005 – Application Format

To

Electronics Industrial Township Authority, Electronic City

- 1) Full Name of the Applicant (in capital letters) _____
- 2) Complete address _____

- Pin code _____
- 3) Telephone No. Office _____ Res. _____ Mobile _____
- 4) Whether belong to BPL category? (if yes, please attach a copy of the BPL/Antyodaya ration card (please tick) Yes ___ No ___ to claim waiver of the application fee)
- 5) Details of Application Fee/Addl. Fee:
(Application Fee - ₹10/-; Addl. Fee - @₹2/- per page for A-4 size paper created or copied, by Cash, DD/BC/IPO to be drawn in favour of 'e-city Industrial Township Authority.' payable at ELCITA office)

Cash Receipt/DD/Banker's cheque/IPO No.	Date	Name of the issuing Bank/Authority	Amount (₹)

- 6) Particulars of information required (*please enclose separate sheet, if required, indicating specific details of information required and the preferred medium i.e. inspection, photocopy, softcopy, etc.*)
- _____
- _____

- 7) Mode of Delivery (Additional fee may be charged to cover the cost of Delivery)

Ordinary Post Speed Post Courier by Hand Internet/Email

Fax Others (Specify)

DECLARATION

I state that the information sought does not fall within the restriction contained in Section 8 & 9 of the RTI Act and to the best of my knowledge it pertains to your office.

Place: _____

Date: _____

4 Security and Traffic

ELCITA has a sound security management system to ensure a safe and secure industrial estate in collaboration with CISF, Company Security and Local Police. ELCITA manages the smooth flow of traffic within Electronics City in partnership with Traffic Police.

ELCITA carries out Security and Traffic management tasks by outsourcing the personnel from various security agencies.

The appointed security agency provides the following services:

- (i) Maintain a safe and secured atmosphere in Electronics City in coordination with CISF and local Police to enable employees of various industries to work fearlessly
- (ii) Keep an eye on all the activities within Electronics City taking preventive and corrective actions
- (iii) Dominate the entire areas of Electronics City by vehicle patrol, foot patrol and static sentries
- (iv) Regulate the traffic within Electronics City with the help of Traffic Police, Electronics City
- (v) To work in close coordination with CISF and support them in their mission as first responder while dealing with terrorist threats.
- (vi) Be part of disaster management team and coordinate various security issues and disaster management drills amongst the agencies involved
- (vii) Keep a good rapport and relation with the local police to muster their full support in ELCITA activities
- (viii) Reach out to the industries and employees in Electronics City for any help at any time of the hour
- (ix) Ensure no parking on Electronics City roads
- (x) Enforce orders issued by the Town Vending Committee from time to time
- (xi) Ensure strict enforcement of Notification with regard to Solid Waste Management
- (xii) Ensure strict enforcement of Notification with regard to Advertisements and Promotional Activities
- (xiii) Man the ELCITA Security Control Room 24 x 7
- (xiv) Man the Remote Video Surveillance system at ELCITA Security Control Room 24 x 7
- (xv) Keep one QRT ready at all times at ELCITA Security Control Room

5 Property Tax

Property Tax should be paid in full till date for Khata issue. A property who has not yet paid their dues have to provide particulars in the "Elcita- Self Declaration Form" and submit to Revenue/Accounts Dept.

Accounts Dept raises a Property Tax Demand Note once a year during April. Those who have dues can be asked to pay at any time.

Property Owners who miss the due date (June 30th) will have to pay interest at 24% per annum. Interest Demand Note is sent monthly.

Member/Industry are sent monthly water bills. They need to pay the dues by 20th of each month. Water supply will be disconnected for defaulters.

When a property has to be assessed and property tax has to be fixed for it, the following procedures are to be followed.

SELF DECLARATION FORMS AVAILABLE AT	ELCITA, # 7, West Phase, Electronics City, Bangalore – 560100.
DOCUMENTS TO BE ENCLOSED	<ul style="list-style-type: none">i. Title deed and Approved Plan copy.ii. Copy of Receipt of Tax last paid.iii. For lease Lands, a NOC from the owner of the Land for the Assessment.
CONTACT OFFICER	Accounts Manager

5.1.1 Appeal

DOCUMENTS TO BE ENCLOSED	<ul style="list-style-type: none">i. Application to enclose any documents based on the Appeal.ii. Application to be submitted in person in duplicate.iii. Copy of receipt showing existing tax + 50% of the Enhanced Tax.
OTHER DETAILS	On receipt of Assessment report, any particulars found to be contrary regarding - Age of Building, Usage of Building (Commercial / Residential), Objection petition, may be referred to the Authority. After verification, final notice will be issued on receipt of New Assessment of Tax. If it is found unsatisfactory, Applicant may Appeal by paying 50% of New Assessment of Tax to the Chairman, ELCITA. After hearing by Authority, the final order will be Passed.

5.1.2 Self-Declaration Form

ELCITA

Self Declaration Form -1.0

This Self Declaration Form is mandatory for all Enterprises in Electronics City coming under ELCITA. This DATA will help ELCITA to serve you better and move towards model Township.

		Date ___ / ___ / ___
1.0.	PID (will be provided by ELCITA)	
2.0.	Year of Assessment	
3.0.	Name of the Company / Industry / Unit / Enterprise	
3.1.	Nature of Business / Operations	
3.2.	Micro / Small / Medium/ Large	
3.3.	Address of the Company / Industry/ Unit / Enterprise	
3.4.	Number of units in e-City	
3.5.	Address of the Registered Office	
3.6.	Year of Incorporation	
3.7.	Turnover of the Company (₹) (Unit in e-City)	
3.8.	Value of Capital equipments (₹) (In e-city unit)	
4.0.	Name of the Owner (Owner / Promoter / Managing Director / Head of the unit)	
4.1.	Designation (Designation of the Owner / Promoter / Managing Director / Head of the unit)	
4.2.	Telephone 1 (Telephone Number of the Owner / Promoter / Managing Director / Head of the unit)	

4.3.	Telephone2 (Telephone Number of the Owner / Promoter / Managing Director / Head of the unit)	
4.4.	Fax (Fax Number of the Owner / Promoter / Managing Director / Head of the unit)	
4.5.	Mobile (Mobile Number of the Owner / Promoter / Managing Director / Head of the unit)	
4.6.	E-mail ID (Email ID of the Owner / Promoter / Managing Director / Head of the unit)	
5.0.	Name of the authorised contact person	
5.1.	Designation (Designation of the authorised contact person)	
5.2.	Telephone 1 (Telephone 1 of the authorised Contact Person)	
5.3.	Telephone 2 (Telephone 2 of the authorised Contact Person)	
5.4.	Fax number (Fax number of the authorised Contact Person)	
5.5.	Mobile number (Mobile number of the authorised Contact Person)	
5.6.	E- mail ID (E- mail ID of the authorised Contact Person)	
6.0.	Name of second authorised contact person	
6.1.	Designation (Designation of the second authorised contact person)	
6.2.	Telephone 1 (Telephone 1 of the second authorised contact person)	
6.3.	Telephone 2 (Telephone 2 of the second authorised contact person)	
6.4.	FaxNumber (Fax number of the second authorised contact person)	
6.5.	Mobile (Mobile number of the second authorised contact person)	

6.6.	E- mail ID (E- mail ID of the second authorised contact person)	
7.0.	Total Built up area – (sq ft) In e-City - unit wise	
7.1.	Blocks / Buildings (sqft)	
7.2.	Basement (sq ft)	
7.3.	Food courts / canteen (sq ft)	
7.4.	Four wheeler parking (closed) (sq ft)	
7.5.	Two wheeler parking (closed) (sq ft)	
7.6.	Employee Welfare Centre (sq ft)	
7.7.	Any other amenities (sq ft)	
8.0.	Vacant land area (sq ft)	
8.1.	Land survey # and area (Survey number and area)	
8.2.	Garden (sq ft) (Vacant land area)	
8.3.	Four wheeler parking (open) (sq ft) (Vacant land area)	
8.4.	Two wheeler parking (open) (sq ft) (Vacant land area)	
8.5.	Bus parking (sq ft) (Vacant land area)	
8.6.	Open land for any other purpose (sq ft) (Vacant land area)	
8.7.	Unused vacant land (sq ft) (Vacant land area)	
9.0.	Total Tax / AMC Paid: Year 2012-13 (₹) (Payment details: Year 2012-13)	
9.1.	Property tax to Panchayat: Year 2012-13 (₹) (Payment details: Year 2012-13)	
9.2.	AMC to ELCIA: Year 2012-13 (₹) (Payment details: Year 2012-13)	
9.3.	AMF to ELCIA: Year 2012-13 (₹)(Payment details: Year 2012-13)	

9.4.	CISF to ELCITA: Year 2012-13 (a) (Payment details: Year 2012-13)	
9.5.	Road Naming (a)(Payment details: Year 2012-13)	
10.0.	Total Number of Employees at e-City as on 31.03.2013	
10.1.	Male employees as on 31.03.2013 (Number of permanent Male employees)	
10.2.	Female employees as on 31.03.2013 (Number of permanent female employees)	
10.3.	Contract male employees as on 31.03.2013 (Number of contract male employees)	
10.4.	Contract female employees as on 31.03.2013 (Number of Contract female employees)	
10.5.	Number of Shifts	
11.0.	Building approvals (Indicate approval status: Approved/Under Process/To be applied)	
11.1.	FSI used	
11.2.	KSPCB approvals (If any) Yes/No/Under Process)	
11.3.	List of licenses with expiry dates	
12.0.	What is the BESCO Contract Demand (KVA)	
12.1.	DG back up capacity (KVA)	
12.2.	Units consumed from BESCO Grid (During 2012-13)	
12.3.	Unit consumed from self generated using DG sets (During 2012-13)	
12.4.	Unit consumed from other sources (During 2012- 13: Solar/Wind/Hydro)	
13.0.	Average water consumption / day (kL)	
13.1.	Water storage capacity (kL)	
13.2.	Rain water storage if any (kL)	

13.3.	Water from BWSSB (kL)	
13.4.	Water from ELCITA (kL)	
13.5.	Water from borewells / tankers (kL)	
13.6.	Water from in-house borewells (kL)	
13.7.	Number of borewells in the campus	
14.0.	Water per person per month (L)(Rate of consumption)	
14.1.	Power per person per month (Units)	
15.0.	STP capacity (kL)	
15.1.	STP inflow per day (kL)	
15.2.	STP outflow per day (kL)	
15.3.	STP water for gardening (kL)	
15.4.	STP water for flushing (kL)	
15.5.	Septic tank capacity (kL)	
15.6.	Septic tank clearing frequency / Year (#)	
16.0.	Paper waste / day (kg)(Waste Management)	
16.1.	Plastic waste / day (Kg)(Waste Management)	
16.2.	Wood waste /day (kg)(Waste Management)	
16.3.	Metal waste / day (Kg)(Waste Management)	
16.4.	Oil waste / day (litre)(Waste Management)	
16.5.	Medical / sanitary waste / day (Kg)(Waste Management)	
16.6.	Hazardous waste /day (Kg)(Waste Management)	
16.7.	E- waste / day (Kg)(Waste Management)	
17.0.	Company contracted buses - BMTC (#)(Commute Pattern of Employees)	
17.1.	Company contracted buses - private (#)(Commute Pattern	

	of Employees)	
17.2.	Vehicles other than buses (#) (Commute Pattern of Employees)	
17.3.	Number of employees using two wheelers (Commute Pattern of Employees)	
17.4.	Number of employees using four wheelers (Commute Pattern of Employees)	
17.5.	Number of employees using public transport (Commute Pattern of Employees)	
17.6.	Other arrangements - Cycle / Walk (#) (Commute Pattern of Employees)	
18.0.	Trees in the campus (#) (Environment related)	
18.1.	Rain water storing capacity (kL) (Environment related)	
18.2.	Rain water harvesting units in the company (#) (Environment related)	
18.3.	Any other Initiatives to conserve water (Environment related)	

6 Trade License

6.1 Issuing / Renewal of Trade license

ELCITA is the civic agency that issues trade licenses to various retail and services establishment within its jurisdiction. The health officers of ELCITA have powers to close an unlicensed commercial premise.

- 8) If a person has multiple trades in the same premises, then he/she needs to pay a compounded fee equal to twice the highest fee payable for the trades or commodities he/she is dealing in.
- 9) Apart from trade licence fee, a separate fee needs to be paid for using power or generator. One needs to pay either for the sanctioned power load or generator whichever is of higher capacity.
- 10) The various trades and industries are mentioned in Schedule X of the Act and the applicable fees are also mentioned.

Issue of Trade License:

The documents required for the issuing trade license are as follows:

- Property owner's consent letter or rental/lease agreement.
- Property tax paid receipt.
- NOC from neighbours .
- Copy of Building Plan of trade premises.
- Occupancy Certificate.
- Khata Certificate.

Normally the inspection of the premises will be done within 3 working days. Maximum time period for the issuance/ renewal of trade license is 7 days.

Application for Trade License

Applicants can submit form and necessary documents online or in person. Elcita will scrutinize the application and inspect the site. Elcita will consider aspects such as cleanliness, waste segregation and disposal plan, child labour laws, condition of premises etc. The document verification process will involve checking if the property tax of the premises has been paid up to date, and property papers including Khata are in order. Applicants can pay the license fee through DD or by online payment.

Renewal of Trade License

The license issued expires on 31st March every year. The application for renewal needs to be done before the last day of February each year. For trade renewal license, an affidavit of Rs 100/- on a stamp paper needs to be filed. This affidavit shall state that trade will continue to be carried on as per regulations and other laws in force.

6.1.1 Trade License Application Format

APPLICATION FOR TRADE LICENCE RENEWAL

<i>If you have multiple licenses at present (Please specify):</i>			
Box 1 – Basic Information			
Name of the Applicant:			
Applicant representing as:			
Name and Address of the Trade Premises:			
Contact Number:			
Proposed Nature of the trade/trades: (Attach additional sheet, in your letterhead, to enter all product line mentioned in part I to VII)of Schedule X)			
Trade classification as per Schedule X	Main trade/Commodity	Schedule X Part No.	Sl. No
Trade Licence No. 11			Zone from where issued:
Date of issue of Trade licence:			
Date of Commencement of Trade :			
Additional Branch/gown address:			
Sl. No.	Name of the trade		License No
1	Provision Stores		
2	Bakery		
3	Toilet goods		
Box 2 – Zonal Classification			

For Zonal classification, please refer Annexure C of the handbook for renewal of trade license.	ZoneCode	Code	Sl. No.
	Residential	A	
	Commercial Retail Business	B	
	Commercial WholesaleBusiness	C	
	Light Industrial	D	
	Medium Industrial	E	
	Heavy Industrial	F	

Box 3 – Details of 5 years renewals

Have you availed the scheme to pay 5 years renewal license fee in the past? <i>Note: From 2007-08 all renewals will be annually only.</i>		Yes	No
For the current year 2007-08 do you wish to pay the difference of the revised fee for the balance years?		Yes	No
If Yes	(a) Amount paid for the last 3years ,(i.e. 04-05,05-06&06-07)		
	(b) Amount at credit		
	(c) Total Amount at revised to pay for 07-08 & 08-09 years		
	(d) Difference of revised fee to be paid for the years 07-08 & 08-09 years (c-b)		
	(e) Balance at credit		
If No,	Amount paid as on date		
	Difference of revised fee to be paid for current years		
	Balance to be carried forward to 08-09		

Box 4 : Compounded license fee(Please see note below [Schedule X Part VI](#)) and also FAQ No.18

If you are dealing in multiple trade / commodity which one attracts the highest fee payable – State thefollowing:

Description of the Trade / commodity	Schedule X Part No.	Sl. No.	License Fee prescribed
--------------------------------------	---------------------	---------	------------------------

Provision stores			
The compounded renewal license fee at 2 times the highest fee payable is			
Box 5 – Old arrears and total license fee payable for the current year			
1. No. of years license fee has not been renewed(Enclose copy of last paid receipt)	Nil From: To.....years		
2.Total Arrears of license fee payable(at old rates)			
3.Total Penalty for arrears (50% of fee at old rates)			
4.Renewal fee for current year (at new rates applicable)			
5. Total due and current renewal fees payable			
6. Demand draft/cheque drawn ondated			
Box 6 – Power License renewal			
Are you seeking of power license			
Have you installed a generator			
Fee payable for power / generator (whichever HP/KVA is higher)			
Demand draft drawn on (bank)			

6.1.2 Trade License Certificate Format

Trade License

This license is granted to _____ run _____. This license is in subject to condition to obtain necessary permission firm the concerned department to run the mentioned business.

This license will expire on _____ and is subject to the provisions of the bye-laws.

Fee of _____ is received on _____ in the form of DD bearing number: _____ drawn in favour of e-city Industrial Township Authority vide provisional receipt no _____.

The details of the break up is as below

Fees for the year () : _____

Arrears from the year () : _____

Penalty @ ₹15/ day : _____

Generator Usage fees : _____

Total : _____

For ELCITA

(Committee Member)

Place: e-city

Date:

6.1.3 Trade License Fee Structure

SCHEDULE X		
Sl. no	Part 1 Articles of food and beverages All Food articles referred in Schedule X of the KMC Act	License Fees in INR
1	Bread, Biscuits, Pastry Confectionery and Savouries	
	(i) Preparation with power of 10HP and above	1000
	(ii) Other including preparation without power	1000
	(iii) Retail stores where the storing and service area exceeds 2000 square feet	1000
	(iv) Retail stores where the storing and service area less 2000 than 500 Sq Ft	500
	(v) Retail stores where the storing and service area less 500 Square feet but below 100 square feet.	500
	(vi) Retail where the storing and service area is less than 100 Square feet.	500
2	Edible Oil storing, packing, pressing, cleaning, preparing or Manufacturing	
	(i) Edible and non-edible oil mills manufacturing/refining	5,000
	(ii) Stock lists/ wholesale of edible and non-edible oil	3,000
	(i) Retail sales of edible and non-edible oils (Exclusive)	2,000
	(iv) All other oil other than manufacturing / extracting, storing for sale	1,000
3	All Food articles including spices, condiments storing, packing, pressing, cleaning, preparing or manufacturing or sale (Provision stores)	
	(i) Manufacturers of ready to eat food or processed food	20,000
	(ii) Super market (Self-service stores)	10,000
	(iii) Retail stores where the storing and service area is above 2000 square feet	5,000
	(iv) Retail stores where the storing and service area is more than 1000 but	3,000

	less than 2000 square feet	
	(v) Retail shops where the storing and service area is more than 500 square feet but less than 100 square feet	1,000
	(vi) Retail shops where the storing and service area is less than 100 square feet	1,000
4	Preparing storing and packing of Ghee	
	(i) Preparing of Ghee under Factories Act	10,000
	(ii) Others home made	1,000
	(iii) Storing, Packing and selling of ghee where the storing and service area is more than 1000 square feet	1,000
	(iv) Storing Packing and selling of Ghee where the storing and service area is less than 1000 square feet.	1,000
5	Hotels, Restaurant and all Establishments serving/Selling/Storing food, Beverages or Alcohol	
	(i) All Star Hotels	1,00,000
	(ii) Air conditioned Hotels attached with Bar	25,000
	(iii) Hotels without air conditioned attached with Bar	15,000
	(iv) Hotels with air conditioning	10,000
	(v) Hotels without air conditioning including Darshini type hotels	5,000
	(vi) Canteens at factories, nursing homes and cinemas	2,000
	(vii) Small coffee/tea stalls less than 200 square feet	1,000
	(viii) Eating Mess more than 200 sq ft	1,000
	(ix) Eating mess less than 200 square feet	1,000
6	Packed Foods	
	(i) Jam preparation, packing, storing for sale by industry under Factories Act	10,000
	(ii) Jam preparation, packing, storing for sale homemade	1,000
	(iii) Pickle, pappad, condiments preparation, packing storing under Factories Act	10,000

	(iv) Pickle, pappad, condiments preparation, packing storing by home industry	1,000
7	Milk and milk products storing and Sale	
	(i) Milk dairy under Factories Act	10,000
	(ii) Other milk dairy	1,000
	(iii) Retail sale of milk in counters less than 100 square feet	1,000
	(iv) Retail sale of milk in counters exceeding 100 square feet	1,000
8	Meat, Chicken, Fish, Pork, Beef	
	(i) Meat of all kind kept in cold storage	5,000
	(ii) Meat of all kind fresh cut and sold	1,000
9	Aerated Water, Soft Drinks and Bottled water	
	(i) Manufacturing of aerated water and soft drinks in bottles containers and the like	1,00,000
	(ii) Manufacturing of all kinds of fruits drinks whether aerated or not and packaged in bottle canned and other containers	1,00,000
	(iii) Manufacturing of only aerated water (Soda) by power and under Factories Act	5,000
	(iv) Manufacturing/Processing of bottled water (mineral water)	25,000
	(v) Stockist or C&F Agent for Aerated water, Soft drinks and bottled water.	10,000
	(vi) Storing and selling of Aerated water, soft drinks and bottled water wholesale	10,000
	(vii) Retail sales where the storing and service area more than 2000 square feet	5,000
	(viii) Retail sales where the storing and service area more than 1000 square feet but less than 500 square feet	2,000
	(ix) Retail sales where the storing and service area less than 500	1,000
10	Alcohol and Spirits	
	(i) Manufacturing of Industrial alcohol	1,00,000
	(ii) Manufacturing of all kinds of alcohol for human consumption including manufacturing of beer	2,00,000

	(iii) Wholesale stockists of alcohol	25,000
	(iv) Retail sale of alcohol	5,000
11	TEA	
	(i) Blending and processing factory	10,000
	(ii) Storing and for sale of loose tea	5000
12	Ice, Ice Cream & Ice Candy	
	(i) Ice Cream	5,000
	(ii) Iceand Ice Candy Manufacturers	3,000
	(iii) Retail sales	1,000

Sl. No.	PART II Trade License for Commercial Accommodation	License Fees in INR
1	Boarding and Lodging to which the public are admitted for repose or let with or without consumption of any food or drink	
	(a) Boarding and lodging	
	(i) Above 50 rooms	25,000
	(ii) Above 20 rooms but less than 50 rooms	15,000
	(iii) Less than 20 rooms	5,000
	(b) Lodging only	
	(i) Above 50 rooms	15,000
	(ii) Above 20 rooms but less than 50 rooms	7,500
	(iii) Less than 20 rooms	5,000
	(c) Service Apartments and the like	
	(i) Above 10 rooms	10,000
	(ii) Less than 10 rooms	5,000
	(d) Paying guest accommodation and the like with or without food	3,000
	(e) Students and sports hostel with or without service of food	1,000

2	Choultries, Marriage halls, convention centre	
	(a)(i)The total built up area exceeds 15000 square feet	30,000
	(ii)where the total built up area exceeds 15000 square feet but less than 10000 square feet	20,000
	(iii)Where the total built up area is less than 10000 square feet	15,000
	(b) Community halls, party hall and the like	
	(i) Where the total built up area is more than 2000 square feet	10,000
	(ii)Where the total built up area is more than 1000 square feet but less than 2000 square feet.	5,000

Sl. No.	PART III TRADE- Non Food Items – Medical	License Fees in INR
1	Blood Storing, Packing, processing etc.,	1,000
2	Catgut, fat, bones, tallow, meat fish oil and like	1,000
2	<u>Nursing homes and Hospitals</u>	
	a) With more than 200 beds	10,000
	b) With more than 100 beds but less than 200 beds	5,000
3	c) With more than 50 beds but less than 100 beds	3,000
	d) With less than 50 beds	2,000
4	Diagnostic laboratories	2,000
5	Barber shops, Hair Dressing Salon, Beauty Parlour, Massage Parlour	
	(i) Where the commercial premises is more than 300 square feet	3,000
	(ii) Where the commercial premises is more than 200 square feet but less than 300 square feet	1,000
	(iii) Where commercial premises is less than 200 square feet	1,000
Sl. No.	PART IV Trade – Non Food items – Industrial	License Fees in INR
1	Beedis processed in factory	2,000
2	Automobile battery manufacturing and storing	10,000

3	Ammunition and firework manufacturing & storing	10,000
4	(i) Battery reconditioning and servicing where the built up area exceeds 200 square feet	1,000
	(ii) Battery reconditioning and servicing where the built up area is less than 200 square feet	1,000
5	Candle preparation, storage or sale	1,000
6	Carpet manufacturing	1,000
7	Camphor preparation, manufacturing	1,000
8	(i) Cotton, Wool Jute wholesale	1,000
9	<u>Cattle feed</u>	
	(i) Under Factory's Act	2,000
	(ii) Others	1,000
10	Charcoal, Firewood	1,000
11	Chemicals & Pesticides of all kinds manufacturing, mixing, storing, selling with	
	(i) 1 to 25 workers	3,000
	(ii) 26 to 50 workers	5,000
	(iii) Stocking and selling wholesale	2,000
	(iv) Stocking and selling retail	1,000
12	<u>Dry cleaning and Laundry</u>	
	(i) Laundry by machine	1,000
	(ii) Laundry by hand	1,000
13	Dyeing & Printing units	
	(i) Under factory's Act	2,000
	(ii) Others	1,000
14	Foundry of all kinds where number of employed	
	(i) Up to 30 workers	1,000
	(ii) Above 30 workers	1,000
15	Furnace oil, transformer oil, lubricating oil, grease solvent oil coolants	
	(i) Manufacturing or processing	5,000

	(ii)	Stocking and sale where the commercial space is more than 200 sq feet	2,000
	(iii)	Stocking and sale where the commercial space is less than 200 sq. feet	1,000
16	(i)	Gold and silver refining where the commercial space is more than 200 sq ft	1,000
	(ii)	Gold and silver refining the commercial space is more than 200 sq ft	1,000
17	<u>Gas storage filling for retail distribution</u>		
	(i)	Where the storage area is exceeds 500 sq ft	3,000
	(ii)	The storage area is less than 500 sq ft	2,000
18	Soaps, detergents manufacturing and disinfectants including Shikakai storage or sale or distribution		5,000
	(i)	Stockists for where the storage space is more than 1000 sq ft	3,000
	(ii)	Less than 1000 sq ft	2,000
	(iii)	Retail Sales more than 500 sq ft	1,000
	(iv)	Retail sales less than 500 sq ft	1,000
19	Welding and electroplating		1000
20	Water tankers		1,000
Sl. No.	PART V Trade- Non Food items – Construction/ Materials		License Fees in INR
1	(i)	Brick mouldings or burning	5,000
	(ii)	Cement bricks manufacturing	5,000
	(iii)	Roofing tiles and sheets of all kinds manufacturing by using power	5,000
	(iv)	Roofing tiles and sheets of all kinds manufacturing by hand made	5,000
	(v)	Stocking of roofing tiles and sheets of all kinds whether handmade or by use of power where the built up area and storage space exceeds 5000 sq ft	3,000
	(vi)	Stocking of roofing tiles and sheets of all kinds whether handmade or by use of power where the built up area and storage space exceeds 2000 sq ft but less than 5000 sq ft	2,000
	(vii)	Stocking of roofing tiles and sheets of all kinds whether handmade or by use of power where the built up area and storage space is less than 1000 sq ft	1,000
	(viii)	Lime storage	1,000
	(ix)	Mortar storage	1,000

	(x) Cement wholesale	2,000
	(xi) Cement retail	1,000
2	Granite, marble and Cuddapah stone process and cutting units or stocking	
	(i) Where the built up area and storage area exceeds 5000 sq ft	10,000
	(ii) Where the built up area and storage area exceeds 3000 sq ft but less than 5000	5,000
	(iii) Where the built up area and storage area exceeds 2000 square feet but less than 1000 sq ft	3,000
	(iv) Less than ₹ 1000	1,000
3	Manufacture of Paint, Lacquers and shellac	
	(a) Paint, Lacquers and shellac of all kind colour varnish turpentine, putty and the like used for furniture	10,000
	(b) Hardware used for furniture	
	(i) Manufacturers engaging 100 or more workers	7,500
	(ii) More than 50 but less than 100 workers	5,000
	(iii) more than 25 but less than 50 workers	3,000
	(iv) less than 10 workers	1,000
	(v) stocking (wholesaler)	1,000
4	Tar storage for sale	1000
5	<u>Timber storing and sale</u>	
	(i) In logs	2,000
	(ii) Cut sizes storing and for sale	1,000
	(iii) Casuarina poles, cane, and bamboos	1,000
Sl. No.	PART VI Trade - All Food & Non Food items not specifically mentioned under Part I to Part V	License Fees in INR
1	Manufacturing, processing, storage, selling	10,000
	(xvi) Retail stores where the storing and service area is above 2000 sq ft	5,000

	(xvii) Retail stores where the storing and service area is more than 1000 but less than 2000 sq ft	3,000
	(xviii) Retail shops where the storing and service area is more than 500 sq ft but less than 100 sq ft	1,000
	(xix) Retail shops where the storing and service area is less than 100 sq ft	1,000

Explanation: Compounded fee rate in case of multiple trade: In Part I to VI, if more than one trade is being carried on in the same premises and by the same grantee, the licence fee at twice the rate of the highest fee applicable shall be levied.

SL. Nos.	PART VII License to Use Power Driven Machinery for Industrial & Commercial purposes using Electricity/ Generator	License Fees in INR
<u>HORSE POWER</u>		
1	1 to 5 HP (per each HP)	20
2	6 to 10 HP (per each HP)	40
3	11 to 25 HP (per each HP)	60
4	26 to 50 HP (per each HP)	80
5	51 and above (per each HP)	100
<u>PART VIII Issue Of No Objection Certificates forentertainment & Trade Fairs/Fuel Stations And Fuel Storage/Theatres and the like</u>		
1	<u>ENTERTAINMENT</u>	
	(i) Circus per week or fraction thereof	1,000
	(ii) Trade fair per week or fraction thereof (conducted outdoor)	15,000
	(iii) Trade fair per week or fraction thereof (conducted indoor)	10,000
	(iv) Outdoor Music and the like shows per week or fraction thereof	15,000
2	<u>FIREWORKS</u>	
	(i) Wholesale sales	10,000
	(ii) Retail sales	5,000

3	License renewal for theatres	1,000
4	Fuel stations and fuel storage	5,000
5	Other not included in this list but requiring BBMPs NOCs	2,000

7 Estate Management

7.1 Vendor Empanelment

It is mandatory to be an “Approved Vendor” to carry out business with ELCITA. The Authority will carry out the scrutiny of the documents received from the vendors and select those who are found suitable. The vendors who gets selected after scrutiny , will be treated as “ Approved Vendors “ for carrying out business with ELCITA.

7.1.1 Vendor Registration Form

7.1.2 Instructions and List of Documents to be Attached

Note: Originals not required. All documents should be attested by Director / Partner / Trustee of the Applicant (as applicable).

7.1.2.1 Instructions

- Do not strike off any portion of the application. In such cases, the application will be rejected.
- Use separate sheets wherever required and mention in the form that the details are in the annexure.
- Incomplete forms will not be accepted.
- The application should be submitted in full with all documents and annexure. Submission of data in parts will not be accepted and the application will be resulted.
- The application should be filled-up in English language only.
- ELCITA reserves the right to seek additional information during the course of review of the application.
- Receipt of the application by ELCITA does not amount to granting registration and empanelment of the applicant.
- ELCITA reserves the right to reject any applicant without providing any reasons whatsoever.
- Any false statements / concealment of facts or information in this form shall result in cancellation and disqualification of the Applicant permanently.
- Applicants who have been debarred or black-listed by any Client or Government body or Government Company are not eligible.

7.1.2.2 Documents to be attached

Sl. No.	Particulars	Yes / No
1	<i>Incorporation documents</i> <ul style="list-style-type: none">• In case of Proprietary firm, attach the professional tax registration• In case of Partnership firm, attach the copy of registration certificate• In case of Company, attach the MOA & AOA, Certificate of Incorporation, CIN Number• In case of Trust, attach the Trust Deed Bye-Laws• In case of Co-operative Society, attach the Bye-Laws	
2	<i>Tax Registration Documents</i>	

	<ul style="list-style-type: none"> • PAN • TAN • VAT • Service Tax • CST • Any other registration documents 	
3	Quality and Other Accreditations certificates	
4	Empanelment Letters from clients / government companies	
5	Audited Financial Statements of last 2 years with auditors' report, notes to accounts	
6	Profile of the Applicant	

7.1.3 Company Profile and Organization Information

Sl.No.	Particulars	Details
1	Name of the Company	
2	Type of Entity (strike off those which are not applicable)	Private Company / Public Company / Section 25 Company / Sole Proprietary Firm, Government Company / Partnership Firm / Co-operative Society / Private Trust / Public Trust / Any Other (please specify)
3	Work Description / Assignment for which registration is sought	
4	Date of Incorporation / Registration of the entity	
5	<u>Address:</u> Registered Office: Address for Correspondence:	
6	<u>Contact Details</u> Telephone Numbers (with area code) E-Mail ID Fax Number	

	Website URL	
7	Preferred mailing address and mode of communication	
8	List of all Directors / Partners / Trustees	
9	Name and Contact Details of Key Personnel (contact details to include designation, Telephone No, E-Mail ID)	
10	Details of Branch Offices, if any (please provide address, e-mail ID, Telephone number, contact person)	
11	<p>Details of Group Companies (companies / firms where the directors / partners own more than 51% of the shareholding / partnership share of profit OR where majority of directors / partners of the Company / Partners are Directors / Partners of the other entity)</p> <p>Details to include Company Name, Contact persons, Address, E-Mail ID, Telephone Number</p>	
12	Are any of the above personnel related to any employee or Trustee or Governing Council Member in ELCITA (whether Spouse, Parents, Children or as Director / Partner / Trustee in another entity)	Yes/ No.If Yes, please specify details of the relationship
13	Details of personnel who shall be the point of contact / relationship manager for ELCITA (Name, Designation, Telephone number, E-Mail ID)	

7.1.4 Business Details

Sl. No.	Particulars	Details
1	Nature of the Products / Services offered of the Applicant	
2	Numbers of Years such businesses are in operation and services being	

	provided to various customers	
3	<u>Registration Details</u> Income Tax PAN Number Service Tax Registration Number VAT Registration Number CST Registration Number Contract License Number Any other business specific licenses held by the Applicant	
4	List of government companies and other Parties where the Applicant is empanelled as an approved vendor / service provider (please provide names and registration / vendor number and Validity)	
5	<u>Total Manpower</u> On rolls Contract	
6	Details of Bank Account(s) where remittances are to be made towards Supplies / Services (Name of Bank, Branch, Account Number, Account Type IFSC Code, MICR Code of the bank branch)	
7	Quality and Business Accreditations held along with validity date (e.g.: ISO, etc)	
8	List of top 10 clients of the Applicant and volume of business done during the previous 2 (two) financial years	
9	Whether the Applicant has been referred to BIFR or is it a potentially Sick Company	
10	Has the Applicant been debarred by or Vendor empanelment / registration cancelled by any Company or government body	
11	Has the Applicant and / or any of its directors / partners / trustees been convicted by any court or are there any pending civil or criminal proceedings in any court	

12	<i>Financial Information</i>	
A	Turnover for the last 2 (two) financial years	
B	Profit after Tax for the last 2 (two) financial years	
C	Plant and Machinery (at cost) as on the date of latest audited financial statements	
13	Annual executed Contract Value of single largest client of the applicant (please provide the client name, contract value)	
14	Name and contact details of 3 (three) clients as references <i>(please provide Name of the Client, Designation of Contact person, Telephone Number, E-Mail ID, Number of Years that the applicant is servicing the client, nature of services rendered, annual value of service rendered)</i>	

7.1.5 Capabilities of the Applicant

Please explain why your application should be accepted for Vendor Empanelment and Registration (list down your key resources in terms of Man and Machinery, capabilities, key strengths).

7.2 Maintenance Services

Elcita ensures public spaces are maintained well. It maintains street lights, roads, footpaths and drains, as well as water supply. Elcita also supports power and telecom services – all members requiring such services from telecom infrastructure vendors/Bescom need to get permission for road cutting and other requirements, and pay the necessary fees.

The municipality shall provide the sanitation and housekeeping services and shall ensure hygienic atmosphere and clean environment in Electronic City Area. House Keeping works includes cleaning of roads and pavements, kerb stones, storm water drains, public toilet maintenance and ELCITA office cleanliness maintenance.

7.2.1 Solid Waste Management Implementation

Industries and Establishments must abide by the E-waste (Management & Handling) Rules¹ 2011, The Hazardous waste (Management, Handling and Trans boundary Movement) Rules² 2008, Biomedical Waste (Management & Handling) Rules³, 2000 and Batteries (Management and Handling) Rules, 2001⁴.

7.2.1.1 Process for Implementation of Solid Waste Rules and Regulations

- a) In further to the ELCIA Notification no. [006/2013-14](#), dated 2nd Jan 2014, ELCITA will be issuing Certification for all the organizations that need to follow the SWM rules and regulations as per the above notification. [Solid Waste Data format- Audit Report](#) needs to be filled and sent once in every 6 months.
- b) All the waste collecting vendors will have to get [NOC from ELCITA](#) to operate out of Electronic City Industrial Township Area. Vendors not having NOC will not be allowed in the township area. NOC will have to be reviews every 6 months once.
- c) ELCITA SWM officer will conduct regular checks and collect the data from all the companies, and the [certificate](#) will be issued based on the audit report. If found to be faulting on any of the points, certificate will not issue and a notice period of 5- 20 days will be given to improve their process. A written letter will be sent out informing on the defaulted points. Post repeat audit, certificate will be issued.
- d) Once the vendor approaches ELCITA, SWM Officer will collect all the details as to which all companies they are serving and what are they doing with waste and understand their whole process and recommend for NOC. If found to be defaulting, then a notice period of 20 -30 days will be given in writing and the companies he/she is catering. Failing which he/she will be stopped from operating out of township area. NOC will be issued only after 2 -3 spot inspection carried during the collection of waste from the companies.

¹http://moef.nic.in/downloads/rules-and-regulations/1035e_eng.pdf

²http://moef.nic.in/legis/hsm/HAZMAT_2265_eng.pdf

³<http://envfor.nic.in/legis/hsm/biomed.html>

⁴<http://www.envfor.nic.in/legis/hsm/leadbat.html>

7.2.1.1.1 Solid Waste Management – No Objection Certificate

Ref: ELCITA NOTIFICATION/006- NOC/2003-04

Date:

ELCITA Solid Waste Management – No Objection Certificate

M/s _____

This is to notify that M/S _____ has
adhered to the following as per the above referred ELCITA Notification.

- | | |
|---|----------|
| 1) KSPCB Certification | Yes / No |
| 2) ELCITA Certification | Yes / No |
| 3) Collects only Segregated waste – Dry/ Wet | Yes / No |
| 4) Collects Hazardous Waste | Yes / No |
| 5) Collects Medical Waste | Yes / No |
| 6) Owns in-house secondary waste Segregation unit | Yes / No |
| 7) Records to prove | |
| a. Scientific waste disposal for all kind of waste being collected | Yes / No |
| b. Delivery Records from all the recyclers | Yes / No |
| 8) Waste Collection Vehicles to comply by all the norms | Yes / No |
| 9) Half yearly records (details regarding collected waste and it disposal)
submitted to ELCITA | Yes / No |

As the vendor is found to be following the ELCITA Solid Waste Management regulations, NOC is issued hereby which is valid till _____

As the vendor is found not to be adhering to following mentioned regulations, Application for NOC has been rejected.

The vendor is hereby allowed to operate in Electronics City Industrial Township Area.

Remarks:

CEO
Electronic City Industrial Township Authority

8 Town Planning

8.1 Khata Registration, Transfer, Bifurcation and Amalgamation

8.1.1 Introduction

a) What is Khata?

Khata, in common terms, is an account of property assessment. This statement records details like the size of the property, built-up area, location, etc. It not only identifies your property but also determines the person who is liable to pay the specified property taxes. Obtaining a Khata is important if you need to secure a loan or trade license.

b) Why is Khata acquisition important?

A **Khata document** is necessary in cases where you need to obtain a building license, trade license or loan from banks or other financial institutions. Paying property taxes is compulsory; therefore having a Khata document, for this purpose, is a must.

c) Who is eligible to obtain a Khata?

Anyone (property owners/property holders/landlords) who owns a property which is under the e-city Industrial Township jurisdiction is eligible to obtain a Khata Certificate. Obtaining a Khata Certificate makes the holder liable to pay the property taxes.

d) What is the difference between 'Khata' and a 'Title Deed'?

A Khata is an account of assessment of the property for the purpose of tax payments. A Khata does not confer ownership. The title deed, on the other hand, is a document which confers ownership or title of a given property to the holder or owner.

e) What is a Khata Certificate?

A certificate issued by the ECLITA for the registration of a new property or for the transfer of a property is called as a Khata certificate. A fee of ₹25 per property is levied for preparing a Khata.

f) What is a Khata Extract?

The Khata Extract holds the property related details like the size of the property, purpose of the property, date of last assessment, annual value, etc. A fee of ₹ 100/- is charged for issuing the Khata Extract.

g) What are the Documents required for property registration in Bangalore?

For Khata registration the following documents have to be submitted along with the filled in registration form (for properties which come under the jurisdiction of e-city Industrial Township Area):

- i. *For Land type – Revenue pockets / BDA Reconvened Areas/ Gramathana*
 - Title Deed or allotment order or possession certificate.
 - Tax paid receipts and Khata details.
 - Sketch of the property with the site location and boundaries.
 - Improvement charges.
 - Encumbrance certificate for vacant sites.
 - Flow Chart of Title.
- ii. *For Land type – KSSIDC/ KEONICS/ KAIDB Layouts*
 - Possession certificate/Title deed.
 - Encumbrance certificate for vacant sites.
 - Flow Chart of Title.
- iii. *In case of agricultural land submit the following documents for Khata registration*
 - RTC.
 - An affidavit.
 - NOC from designated authorities under section 6 of Karnataka SC/ST Act.
 - Declaration under the Karnataka Stamps Rules 1977.
 - Permanent Account Number (PAN card) issued by the Government.

Other documents required for Khata registration include an affidavit, Sanction Plan (or) Conversion Certificate and Permanent Account Number (PAN card) issued by the Government and Declaration under the Karnataka Stamps Rules 1977 in form 1.

h) What is Khata Transfer?

When the title of the property is transferred from one person to another by way of sale, gift, will or in case of the death of the property owner, is termed as a '**Khata Transfer**'.

i) Following are the important documents required for Khata Transfer:

- Title deed.
- Tax paid receipts.
- Death certificate if application is happening due to death.
- Affidavit declaring that applicant is a legal heir of the deceased Khatedar.
- Paid up improvement charges receipt.

j) What is Khata bifurcation or amalgamation of Khata?

The process wherein the property is divided into two or more parts is called as 'Bifurcation of Khata'.

k) Following are the important documents needed for Khata Bifurcation:

- Title deed.
- Tax paid receipts – up to date.
- Sketch showing the to-be amalgamated or bifurcated property with boundaries and measurement.
- Paid up improvement charges receipt.

- Flow chart of title.

l) *What are the procedures in Khata – Registration, Transfer, and Bifurcation?*

- Obtain a notarized copy of your sales deed which is attested by a noteworthy notary.
- Obtain an encumbrance certificate for the property by carrying a copy of the sales deed.
- Obtain and fill a Khata registration form.
- Fill in the Khata registration form and submit it ELCITA Office along with essential documents.
- Every 15 days check the status of your application at the ELCITA Office.
- If your application has been processed then ELCITA officer will give a personal visit to your property for verification and evaluation.
- After assessment you are liable to pay a 2% fee (on registration value) towards Khata registration. You will receive a formal statement specifying details of the property like the dimension, tax payable, value as determined by the ELCITA, etc.

Note:

- The Notary charges for attestation will cost somewhere around ₹80-100.
- An Extract Copy is discharged to the applicant within 7 working days.
- Application cost for a Khata is ₹10.
- Forms for Khata Transfer and Bifurcation are similar to that of Khata registration.
- Apart from the documents listed above, no other document is required to be submitted to the ELCITA for property registration.
- A Commercial property is charged twice the tax amount as that of the normal property.
- Within 1-2 week of paying the Khata registration fee, you are entitled to pay the pending property tax as well.

m) *What is the Fee for Khata Registration in Bangalore?*

A 2% admin fee on the stamp paper value is chargeable for Khata registration.

n) *What are the working hours of the property registration offices in Bangalore?*

The Khata registration offices function from 10.00 am – 1.00 pm in the morning and from 2.00 pm – 4.00 pm in the evening.

8.1.2 Process for Khata Registration

The following documents are required for registration of Khata for the first time.

Category of Property	Documents to be enclosed with the Application
(a) Properties allotted by KEONICS /	Application in prescribed form

KAIDB/ KSSIDC	<ul style="list-style-type: none"> ✓ Attested copy of the title deed ✓ Copies of previous tax paid receipts ✓ Possession certificate ✓ Sketch showing the location of Property
(b) Revenue Pockets, Gramathana, high rise Buildings	<p>Application in prescribed form</p> <ul style="list-style-type: none"> ✓ Title documents, flow chart of the title ✓ Copies of previous tax paid receipts ✓ Proof of improvement charges paid ✓ Khata extract issued by previous authority / local body. ✓ Sketch showing the location and measurements of the property

Note: In case of revenue properties where conversion has not been obtained and approval of the competent authority for formation of layout has not been obtained, Khata Registration will not be done unless they are regularized by the Government. However for the said properties assessment will be made for property tax and entered in the 'B' Register.

8.1.3 Khata Transfer

The following documents are required for Transfer of Khata from one person to another based on the documents like sale deed, will, gift deed, family partition, release deed, in respect of properties already having Khata:

- Application in prescribed form.
- Title documents, flow chart of the title.
- Copy of up to date tax paid receipt.
- Affidavit regarding / inheritance / gift / court decree.
- Original Death certificate in case of Khatedar's death.

8.1.4 Khata Bifurcation

The following documents are required in the case of Bifurcation:

- Application in prescribed form.
- Copies of Registered title deed.
- Tax paid receipts.
- Sketch showing the bifurcation of the property and its measurements.
- NOC from KEONICS / KAIDB if the property is located in KEONICS / KAIDB (for vacant lands).

8.1.5 Khata Amalgamation

The following documents are required for amalgamation of Khata:

- Application in prescribed form.

- Copies of Registered title deed.
- Tax paid receipts.
- Sketch showing the amalgamation of the property and its measurements.
- Affidavit regarding proof of blood relationship.
- NOC from KEONICS / KAIDB/ KSSIDC if the property is located in KEONICS / KAIDB (for vacant lands).

8.1.6 Khata Application Format

Application for Khata Registration/Transfer/Bifurcation/Amalgamation

Chairman

No.

ELCITA

Electronics City

Bangalore

We M/s. _____ here by give notice of transfer of property / registration / bifurcation / amalgamation Under Sec 114 of the KMC Act 1976.

1. Date of Notice	
2. In whose Name is the Khata currently registered in Panchayat records?	
3. In whose Name is the Khata to be transferred	
4. Allotment no. in case the property is allotted by KEONICS/ KAIDB / other Government authority	
5. Details of sale deed/title of ancestral property	
6. Location of property with No.	
7. Ward No./ Name	9. Please tick the relevant box
Cross / Main Road,	(i) KEONICS <input type="checkbox"/>
Stage / Phase/Extension	(ii) KAIDB <input type="checkbox"/>
Bangalore	(iii) Revenue Pockets <input type="checkbox"/>
	(iv) Gramathana <input type="checkbox"/>

8. Applicant's Postal Address ----- ----- -----	10. State whether the site is vacant or built	Vacant	Built
	11. Total area of the vacant site (in sq ft)		
Phone No.	12. Total built up area (in sq ft)		
Signature of the Existing Khatedar / Person who sold the property	Purchaser / Transferee Signature		

For Office Use only

Date of receipt of application form

Date Month Year

.....

Date set for inspection

Date Month Year

.....

Important Note

As per sec 114 of KMC act 1976 Whenever a transfer of property is effect, the transferor & transferee shall within 3 months after said transfer is effected intimate the Commissioner, of such transfer in the prescribed form duly signed by both the transferor & transferee.

However, in respect of allotment of site/house made by the KEONICS/ KAIDB or by any other State Government authorities need not obtain the signature of the transferor in the prescribed application form.

Legal Declaration

I/ We hereby declare that the information furnished in the application are true and correct and to the best of my knowledge, belief and faith.

I/ We further declare that the property for which I am applying for registration / transfer / bifurcation / amalgamation/modification of Khata is not a public property.

I/ We understand and have no objection to the revoking of my Khata in case any discrepancy / dispute/false information in any documentation provided by me or stated in the application form.

As an affirmation of the above statements I affix my signature hereunder.

Name of the applicant

Signature

Date:

Place:

Received through DD's related to taxes of above properties

1) Property Tax..... D. D. No..... Date.....

☐ Bank.....

2) Improvement Charges..... D. D. No.....Date.....

☐ Bank.....

3) Khata Transfer Charges..... D. D. No..... Date.....

☐ Bank.....

8.2 Process for Building License Application

- a) **Licence** – Every person who intends to erect or re-erect a building or make material alterations or causes the same to be done, is required to obtain a licence from the Authority.
- b) **Documents to be submitted with the application** – Every person who intends to erect or re-erect or alter a building, including temporary structures for the purpose of exhibitions, trade fair or circus or execute any of the works other than repairs, as specified in Sections 299, 304 or 312, of the Act, shall give an application in writing to the Authority and such application shall be accompanied by plans, documents and information as required hereunder. The plans and documents shall be submitted in electronic form in addition to hard copy.

Sl. No.	Documents	Details
1	Title deed/possession certificate	A copy of the title deed or possession certificate of the property, issued by a competent authority.
2	Latest assessment book extract (Khata extract)	A copy latest assessment book extract issued by the Authority indicating the measurements of the property
3	Revenue Survey Sketch / village map / conversion order	Revenue survey sketch / village map issued by the Department of City Survey and land Records / conversion order issued by Revenue department
4	Upto date tax paid receipt	The receipt for having paid up to date property tax to the Authority shall be enclosed
5	Previously sanctioned plan	Attested copy of the previously sanctioned plan if the application is for addition/ alteration/modification to the existing building. If the applicant for any reason cannot produce the previously sanctioned plan of the existing building, then in such cases the plan of the existing building along with site plan, etc., will have to be submitted along with an affidavit stating so.
6	Drawings	The following drawings in ammonia prints. One drawing on polyester tracing film shall be enclosed in addition to the ammonia prints
	Key Plan	A key plan drawn to a scale of not less than 1 in 10,000 showing the boundary locations of the site with respect to neighbourhood landmarks
	Site Plan	Site plan drawn to a scale of 1:500 for sites of area up to one hectare and 1:1000 for sites of area more than one hectare. The site plan shall indicate the following: <ul style="list-style-type: none"> i. Title of drawing consisting of the property number of the site, name of the block, street or road in which the site is situated, number of the site if situated in an approved layout, and reference number of such approval with the use of the building. ii. The boundaries of the site and of any contiguous land belonging to the owner thereof. iii. The north direction relative to the plan of the building. iv. The name and description of the abutting roads, street, or lanes, if any, with the width thereof. v. The schedule of the property.

Sl. No.	Documents	Details
		<ul style="list-style-type: none"> vi. The area to be occupied by the proposed building and the setbacks proposed for proper air and ventilation. vii. In case of sloping ground where the gradient exceeds 5% (1:20) block levels have to be furnished in the site plan for site areas exceeding 500 sq m. viii. Any physical features such as wells, drains, transmission lines, etc. ix. Natural features like existing trees, ridges, valleys etc. x. 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 land. xi. The position of the building and of all other buildings (if any) which the applicant intends to erect upon his site. xii. All existing buildings standing on, over the site including service lines. xiii. Block levels in cases where basement / cellar floors are proposed below ground level. xiv. Such other particulars, as may be specified by the Authority.
	Building Plan	<p>Building plan drawn to a scale of 1:100 or 1:200 showing the following particulars:</p> <ul style="list-style-type: none"> i. Floor plans of all floors indicating north line and the various parts of the building, sizes / spacing of all framing members, sizes of rooms, position of stair-cases and lifts, machine rooms, ramps etc., in detail. ii. Use or occupancy of all parts of the building. iii. Exact location of essential services viz., water closets, baths, sinks, etc. iv. A terrace plan indicating the drainage and slope of roof, position and extent of stair case head rooms, lift machine rooms, over head tanks, solar equipments and such other facilities permissible by the Authority. v. Sectional drawing showing sizes of footing, thickness of walls, spacing of columns, thickness of roof slab, height of rooms, height of parapet, drainage and slope of the terrace roof, details of staircase showing tread, rise and landing width, railing, etc. vi. Elevations of the building from the road side showing height of the building. vii. Details of ventilation of all rooms. viii. Open spaces or yards inside or surrounding the buildings. ix. The schedule of all doors, windows, and ventilators showing sizes and numbers. x. Dimensions of projected portions beyond the walls like chajja, balcony, canopy, etc. xi. In case of basement floor, position of the ramp with respect to the entrance, ground level and building, with a slope not

Sl. No.	Documents	Details
		<p>exceeding 1 to 10 or 1:8 (as specified by the Authority), the drainage arrangements in the basement floor, etc.</p> <p>xii. Arrangements for vehicular parking as per standards in Section 3.2.5 indicating the entry, exit of vehicles, drive way, etc.</p> <p>xiii. Such other particulars like, site area, plinth area of all buildings, areas of each floor and total floor area, Floor area ratio (FAR), building coverage, total height of building, etc shall be indicated with detailed drawings and calculation sheets.</p> <p>The drawing must be fully dimensioned so as to have easy, quick and accurate measurements.</p>
7	Services Plans	Services plan indicating all details of building sewage disposal system and rain water harvesting system.
8	Form of Supervision/ affidavit	Affidavit in the form given in Section 7.14 by the competent Registered Architect / Engineer / Supervisor registered with BBMP/ BDA/ AUTHORITY who shall be undertaking the supervision.
9	Schedule II of the National Buildings Organization	Duly filled in duplicate as per Section 7.18
10	Structural safety certificate	Structural safety certificate in the form given in Section 7.8 from structural engineer registered with BBMP/ BDA/ AUTHORITY in case of buildings above 15.00 m high or more than one basement.
11	Scrutiny fee receipt	<p>Receipt for having paid to the Corporation fund Scrutiny fee as prescribed below:</p> <p>Scrutiny fee, which is equivalent to 2% of the Licence fee shall be paid at the time of submitting the application subject to a minimum of ₹ 25,000/- (Rupees Twenty Five Thousand only), which is non refundable.</p>
12	Affidavit	Affidavit by the Applicant on stamp paper of Rs.100/- as given in Section 7.16
13	Indemnity bond	On stamp paper of ₹ 100/- as per Section 7.9
14	Foundation certificate	Foundation certificate which certifies the fitness of foundation to bear the additional building load in respect of old buildings above which new floors are proposed to be added which is issued by a Registered Architect / Engineer / Structural Engineer / Supervisor registered with BBMP/ BDA/ AUTHORITY as given in Section 7.15
15	Other certificates	Certificates from the following authorities, wherever applicable
	Bangalore Development Authority	<p>i. Commencement certificate for the change of land use in the Master Plan of Bangalore as per section 14 & 15 of the Karnataka Town and Country Planning Act, 1961.</p> <p>ii. Bifurcation or amalgamation of plot as per Section 17 of KTCP Act 1961.</p> <p>iii. Approval of Development plans where sital area exceeds 20,000 sq m in case of residential buildings and 12,000 sq m</p>

Sl. No.	Documents	Details
		in case of non-residential buildings (as per Section 7.20). iv. In case of civic amenity site, leased out by the Bangalore Development Authority, commencement certificate under sections 14 and 15 of the Karnataka Town and Country Planning Act, 1961 for construction of the building. v. In case of areas coming under the sensitive zone as per RMP – 2015, permission from Bangalore Development Authority.
	Karnataka State Pollution Control Board (KSPCB)	NOC for buildings which come under the category stipulated by KSPCB and environment clearance as per norms.
	Fire Services Department	N.O.C. in case of buildings 24m and above in height.
	Airport Authority of India	N.O.C. in case of buildings above 15m height.
	Karnataka Slum Clearance and Improvement Board	N.O.C. with regard to non-interference with improvement schemes, in respect of areas notified under Section 3 of the Karnataka Slum Areas (Improvement & Clearance) Act, 1973.
	District Magistrate	N.O.C. in case of permanent and semi permanent cinema theatres including drive in theatres and multiplex.
	Director of Factories and Boilers	N.O.C. in case of industrial buildings that includes boilers etc.
	Controller of Explosives	N.O.C. in case of buildings proposed for storage or sale of combustible articles.
	Railways	N.O.C. in case of buildings abutting railway property.
	BMRC	N.O.C. in case of buildings abutting BMRC property.
	Lake Development Authority	N.O.C. in case of buildings in the proximity of lakes, tanks.

- c) **Preparation and signing of plans** – All the plans shall be duly signed by the owner or his legally authorized agent or attorney and also by the Registered Architect / Engineer / Supervisor and shall indicate their names and addresses, qualification and the registration number allotted by BBMP/ BDA/ AUTHORITY. Architect / Engineer / Supervisor who prepares the plan or supervises the development works or who does both the jobs shall submit an affidavit duly notarized to the extent that the safety of the building in terms of fire and resistance to earthquake are taken care while preparing the plan. Also, he/she shall undertake to acknowledge that he/she will intimate the Competent Authority within 7 days of any violations with regard to sanctioned plan. Copy of the affidavit is at [Section 7.14](#).
- d) **Size of drawing sheets** – The sizes shall be adopted for the drawings to be submitted as per the following table:

Sl. No.	Standard	Trimmed size (mm)	Untrimmed size (min) in mm
1	A0	841 x 1189	880 x 1230
2	A1	594 x 841	625 x 880
3	A2	420 x 594	450 x 625
4	A3	297 x 420	330 x 450

Sl. No.	Standard	Trimmed size (mm)	Untrimmed size (min) in mm
5	A4	210 x 297	240 x 330
6	A5	148 x 210	165 x 240

e) **Colouring of plans** – All the plans should be coloured as specified in the following table and folded to A4 size.

Sl. No.	Item	Site Plan			Building Plan		
		White Plan	Blue Print	Ammonia Print	White Plan	Blue Print	Ammonia Print
1	Plot lines	Thick Black	Thick Black	Thick Black	Thick Black	Thick Black	Thick Black
2	Existing Street	Green	Green	Green	-	-	-
3	Future street if any	Green dotted	Green dotted	Green dotted	-	-	-
4	Permissible building line	Thick dotted black	Thick dotted black	Thick dotted black	-	-	-
5	Open Space	No Colour	No Colour	No Colour	No Colour	No Colour	No Colour
6	Existing Work	Black outline	White	Blue	Black	White	Blue
7	Work proposed to be demolished	Yellow hatched	Yellow hatched	Yellow hatched	Yellow hatched	Yellow hatched	Yellow hatched
8	Proposed work (see Note 1)	Red filled in	Red filled in	Red	Red	Red	Red
9	Drainage & Sewerage work	Red dotted thin	Red dotted thin	Red dotted thin	Red dotted thin	Red dotted thin	Red dotted thin
10	Water Supply work	Black dotted thin	Black dotted thin	Black dotted thin	Black dotted thin	Black dotted thin	Black dotted thin

Note:

1. Item No.8 does not apply, in case of an entirely new construction on the site.
2. For land development, sub-division, layout, suitable colouring notations shall be used which shall be indexed.

f) **Registration of Architects / Engineers / Structural Engineers / Supervisors** – The Architects/ Engineers/ Structural Engineers/ Supervisors registered with BBMP/ BDA/ Council of Architecture/ AUTHORITY shall be eligible for submission of plans. A copy of the registration certificate issued by BBMP/ BDA/ Council of Architecture/ AUTHORITY shall be enclosed along with every application.

8.2.1 Building License Fee

- a) Every person intending to construct or reconstruct or alter any building under Sections 299, 304 and 312, of the KMC Act shall pay to the Authority, the building licence fee as prescribed by the Authority subject to a minimum of ₹ 1000/- (Rupees Thousand only).
- b) Provided that no licence fee shall be payable by the Central and the State Governments for the construction of buildings by them on their lands.

Note: The fixation of licence fee shall be governed by the following:

- 1) For re-erection of existing buildings, the fees chargeable shall be the same as for the erection of new buildings.
- 2) For additions / alterations / modifications in the existing buildings the fees shall be chargeable on the added /modified portions only at the same rate applicable to the new building.

License Fee for compound wall per running meter as determined by the Authority shall be paid on receipt of demand notice.

8.2.2 Ground Rent

- a) The ground rent for transportation of building materials shall be paid as prescribed by the Authority.

Note:

- 1) The ground rent charges shall be based on the total floor area of all the floors in the buildings.
 - 2) The ground rent shall apply to transportation of building materials and not for any other purpose.
 - 3) If the public land is utilised for storing of excavated materials and debris, separate charges will have to be paid at four times the rate fixed as ground rent.
 - 4) **Ground rent for high rise building**– High rise buildings are not exempted from payment of ground rent irrespective of the setbacks and coverage.
- b) **Exemptions for ground rent**– Ground rent may be exempted in the following cases:
 - i. Individual residential bungalows with front set back of 6 metres and more with coverage of not more than 55 per cent.
 - ii. Schools, colleges and other institutions with a front set back of 8 meters and more with coverage of not more than 45 per cent.
 - iii. Religious and cultural buildings with a front set back of 8 meters and more with coverage of not more than 45 per cent.
 - iv. Heavy industries and Government buildings with large extents of land capable of storing the building materials within the periphery of the property.

Note: Exemption shall be granted only on production of undertaking from the applicant on a stamped paper of Rs. 100 that the Authority land, footpath and road will not be used for stocking building materials as well as depositing debris and in case of violation of this condition, they

shall be liable to pay the ground rent at the normal rates in addition to the penalty of 50 % of the amount specified which will be recovered as arrears of tax on land and buildings, etc.

8.2.3 Security Deposit

- a) The applicant shall deposit a refundable security deposit at the rate of ₹ 100/- per sq m. of floor area for the following category of buildings:
 - i. Residential group housing / multi dwellings / apartments having more than 4 dwelling units.
 - ii. Commercial buildings.
- b) The security deposit shall be refunded within 3 years or ninety days from the date on which completion certificate is produced, whichever is earlier. If the construction is not as per approved plan and having more than 5% deviation then the deposit amount would be forfeited and separate action initiated as per the provisions of KTCP Act, 1961 and KM Act, 1964. If the deviation is less than 5% of the sanctioned plan, the security deposit may be adjusted against the compounding fine.

Other Fees / Cess – The Authority may charge any other fees / cess chargeable from time to time as specified by the Government.

Demand notice– The demand notice for the payment of licence fee, ground rent and such other fee for the issue of building licence will be valid for a period of forty five days only from the date of issue of the notice. After the expiry of the above period, fees shall be paid as per the revalidated demand notice. The revalidation shall be subject to the fee then in force at the time of such revalidation.

Revision of licence fee and ground rent– The Licence fee and ground rent are subject to revision from time to time by the Authority.

8.2.4 Construction of temporary sheds and structures

- a) **Construction of temporary shed** – Temporary shed to be used as construction shed may be permitted in that plot (excluding public land) along with the sanction to a building and may be put up not earlier than a month before the commencement of the work and shall be removed immediately after the completion of the work. Occupancy certificate for the building shall be issued only after the removal of the temporary shed/ structures.
- b) **Temporary Structures** – Temporary Structures used for running establishments of commercial nature, Religious and Cultural Programmes etc., shall be permitted according to the purpose for which these are used by the special permission of the Authority for a limited period and subject to such conditions as may be imposed in the permission. Such temporary structures shall be completely removed on the expiry of period specified in it.

8.2.5 Parking requirements for various uses

Sl. No.	Type of use	One car parking space of 2.5m x 5.5m shall be provided for every
1	Theatres and Auditoriums except educational institutions;	25 seats of accommodation subject to a minimum of 20

2	Retail business (Shops, Shopping complexes, Malls etc.)	50 sq m of floor area
3	Multiplex integrated with shopping	40 sqm of floor area plus requirement of parking according to Cinematography Act
4	Wholesale and warehouse buildings	150 sq. m of floor area plus 1 lorry parking space measuring 3.5 x 7.5 m. One additional for every 500 sqm or part thereof.
5	Restaurant establishments serving food and drinks and such other establishments	75 sqm of floor area
6	Lodging establishments, Hotels and tourist homes	80 sqm of floor area
7	For Star Hotels	For every 2 rooms. Additional 10% of the total requirement shall be reserved as parking for visitors.
8	Office-buildings (Govt/Semi-Govt. & Pvt.)	50sqm of floor area
9	Hostels	Professional college hostels: 1 for every 5 rooms and others : 1 for every 10 rooms
10	Industrial (Factory/ Manufacturing) buildings	100 sqm of floor area plus 1 lorry space measuring 3.5 m x 7.5 m. For every 1000 sqm or part thereof.
11	Nursing homes	50 sqm of floor area
12	Hospitals	100 sqm of floor area
13	Multi Dwelling Units	a) Dwelling Unit measuring more than 50 sqm upto 150 sqm of floor area. Additional 1 car park for part of thereof, when it is more than 50% of the prescribed limit. b) Car parking for each 2 dwelling units, if the dwelling unit is less than 50 sqm. c) 10% of additional parking shall be kept for visitors' car parking.
14	Kalyana mantapas, Convention centres	50 sqm of floor area.
15	Recreation clubs	50 sqm of floor area.
16	Educational buildings	150 sqm of floor area.
17	Other public and semi-public buildings	100 sqm of floor area.
Note: <i>Additional parking for part area shall be provided when the part area exceeds 50% of the prescribed limits / standards.</i>		

8.2.6 Process for Grant / Refusal of License

- a) The Authority, after having examined the application for licence, and collecting debris bond from applicant as per the pro forma in [Section 7.12](#) and necessary fees, may either grant the licence as per the proposal or with such modifications or conditions as it may deem necessary in the pro forma given in [Section 7.3](#) or refuse licence citing the reasons and thereupon shall communicate its decision to the applicant within 30 days as per KM Act.1964.
- b) The Authority may require the owner, builder, or any other person responsible for construction of a building to erect and maintain during construction such barricading as considered necessary to prevent dust, debris and other materials endangering the safety of people/structures, etc., in and around the site.

- c) **Revised plans**– Where plans have been scrutinized and modifications or objections have been pointed out by the Authority, the applicant shall modify the plans to comply with the modifications or objections raised and resubmit the plans. The plans submitted for approval shall not contain superimposed corrections.

Note: A plan once sanctioned may be revised or modified by the Authority on payment of additional fee for scrutiny, and additional fee, if any, to be paid, due to the increase in the permissible floor area. If the modified plan is sanctioned after the commencement of work, penalty at the rates prescribed by the Authority shall be paid by the applicant for the extent of the incremental area constructed before obtaining sanction plan.

- d) **Validity of licence**– The building licence, issued by the Authority under these bye-laws is valid for a period of 2 years, within which time the work needs to commence. If the work is not commenced within this period, the said permission shall be deemed to be lapsed and fresh sanction shall be obtained in accordance with these bye-laws before commencement of work. The construction period valid under the licence shall be 3 years and has to be renewed thereafter.

8.2.6.1 Process for Regular Building Plan Sanction

1	Name of the Department	Town Planning Section, ELCITA.
2	Name of the Service	Sanction of Building Plan for residential Dwelling houses / Apartments / Non-Residential Buildings. i. Consisting of More than Single Basement Floor irrespective of Number of Floors. ii. Consisting of BF+GF+4 and above Upper Floors. For all the cases where Development Plan is approved by Bangalore Development Authority (Computerized).
3	Who is to be approached for this service (Designated Officer)?	CEO, ELCITA.
4	Procedure involved to get this service	i. Filing application through online and submitting hard copy consisting of relevant records and drawings. ii. 5 % of licence fee towards scrutiny / processing charges. iii. Issue of Receipt / Acknowledgement. iv. Inspection of the Site by Engineer. v. Verification of Documents and Drawing. vi. Approval/Rejection by the competent authority.

		<ul style="list-style-type: none"> vii. Issue of Demand Note to the party for payment of Requisite Fee. viii. Receipt of Requisite Fee. ix. Issue of Building Plan approval.
5	Form to be submitted to get this service	Application form , Schedule II , Indemnity bond , and Affidavit
6	Who are eligible to get this service?	<p>Any owner of the property in the jurisdiction of electronic city area who has:</p> <ul style="list-style-type: none"> i. Sale deed. ii. Panchayat/ or any Govt. Khata certificate.
7	Documents to be enclosed with the request	<ul style="list-style-type: none"> i. Latest valid Khata certificate. ii. Latest Khata extract. iii. Latest Tax paid receipt. iv. Sale/title deed. v. Encumbrance certificate. vi. Conversion copy (Wherever applicable). vii. Change of Land Use copy (Wherever applicable). viii. Revenue Sketch. ix. NOC from Fire Force Department (Wherever applicable). x. NOC from BWSSB (Wherever applicable). xi. NOC from KSPCB (Wherever applicable). xii. NOC from Airport Authority of India (Wherever applicable). xiii. NOC from SEIAA (Wherever applicable). xiv. NOC from BESCOM (Wherever applicable). xv. NOC from BSNL (Wherever applicable). xvi. NOC from BMRCL (Wherever applicable). xvii. Detail building plan to required scale. xviii. Architect license copy.
8	Fee/Charges to be paid to get this service	License fee, development charges, ground rent, Security Deposit, Compound Wall fee, plan copy, Fine if any and labour cess.
9	Maximum number days to get this service delivered	Thirty working days from date all relevant documents have been submitted.

8.2.6.2 *Limitations of building sanction*

The building plan sanction by the Authority shall not mean responsibility or clearance of the following aspects.

- a) Title or Ownership of the site or building.
- b) Easement rights.
- c) Variation in area from recorded areas of plot and actual area on the ground.
- d) Structural reports, Structural drawings and Structural aspects.
- e) Workmanship, soundness of structure and materials used.
- f) Quality of building services and amenities in the construction of building.
- g) The site / area liable to flooding as a result of not making proper drainage arrangements as per the topography of the land.
- h) Other requirements / licences / clearances required for the site / premises or activity under various other laws.

8.2.6.3 *Special powers of the Authority*

- a) The Authority may direct the owner
 - i. To change the location of the proposed building.
 - ii. To provide open space or ventilation.
 - iii. To use specified materials for construction.
 - iv. To implement effective sustainable practices in the township.
 - v. To implement water and waste management practices.
 - vi. To implement construction dust prevention measures.
 - vii. To implement rainwater harvesting, renewable energy measures.

If such measures are considered necessary keeping in view the existing or proposed power lines, water and sewage lines passing through the site, or due to any proposed widening of the road or formation of new roads passing through the site; which shall not be inconsistent with the Act and the Master plan.

- b) **Revocation of Licence** – The Authority may revoke the building licence issued under these by-laws where ever there has been any false statement, misrepresentation of any material fact in the application / documents or violations of sanctioned plan or non compliance thereof, and shall state the reasons for revoking the licence.

8.2.7 **Process after Grant of License**

Responsibility of owner – The granting of licence, approval of the plan and specifications, or inspections made by the Authority shall not in any way relieve the owner of a building from full responsibility for carrying out the work in accordance with the requirements of the sanctioned building plan along with such conditions as have been imposed while sanctioning the licence.

8.2.7.1 *Commencement of work*

- a) The construction or reconstruction of a building shall be commenced within a period of two years from the date of issue of licence. Before the expiry of two years, the owner shall give intimation to the Authority of the intention to start work in the form prescribed in [Section 7.5](#).

Further, the owner shall apply for Commencement Certificate to the Authority on completion of the foundation or footings, as in the form prescribed in [Section 7.6](#).

- b) After the expiry of two years from the date of licence, construction or reconstruction of a building shall not be commenced without obtaining a fresh licence from the Authority.

Inspection – Generally all construction and work for which a licence is required shall be subject to inspection by the Authority and certain types of construction involving unusual hazards or requiring constant inspection, shall have continuous inspections by the Authority.

8.2.7.2 Commencement Certificate

- a) Within 15 days from the date of the receipt of intimation as per [Section 3.4.1](#), the Authority shall inspect the site to verify the line out marked for the building according to the sanctioned plan. The owner shall commence the work after the grant of commencement certificate in the form prescribed in [Section 7.6](#).
- b) If the commencement certificate is not issued within a period of 15 days from the date of intimation by the owner, the construction may proceed according to the sanctioned plan.

8.2.7.3 Process for Regular Building Commencement Certificate Issuing

1	Name of the Department	Town Planning Section, ELCITA.
2	Name of the Service	Issue of Commencement Certificate for residential Dwelling houses / Apartments / Non-Residential Buildings. i. Consisting of More than Single Basement Floor irrespective of Number of Floors. ii. Consisting of BF+GF+4 and above Upper Floors. For all the cases where Development Plan is approved by Bangalore Development Authority (Computerized).
3	Who is to be approached for this service (Designated Officer)?	CEO, ELCITA.
4	Procedure involved to get this service	i. Filing application through online and submitting hard copy consisting of photographs. ii. Inspection of the Site by Engineer. iii. Verification of Casting of Columns w. r. t. Sanctioned Plan. iv. Approval / Rejection by the competent authority v. Issue of Demand Note to the party for payment of Requisite Fee and Fine if any vi. Receipt of Requisite Fee and Fine vii. Issue of Commencement Certificate.

5	Who are eligible to get this service?	Any owner of the property in the jurisdiction of electronic city area.
6	Documents to be enclosed with the request	<ul style="list-style-type: none"> i. Latest valid Khata certificate. ii. Latest Tax paid receipt. iii. Photographs. iv. NOC from SEIAA (Wherever applicable).
7	Fee/Charges to be paid to get this service	Commencement certificate charges and fine if any
8	Maximum number days to get this service delivered	15 working days from date all relevant documents have been submitted.

8.2.7.4 Documents at sites

- a) Where tests of any materials are required to be in conformity with the requirements of these bye-laws, or conditions of licence, records of the test data shall at all times be kept for inspection during the construction of the building and for such period thereafter as may be required by the Authority.
- b) **Display of sanctioned plan and licence at construction site**
 - i. The owner/builder/contractor shall during the construction, display the following documents in a conspicuous place of the licensed premises.
 - A copy of the building licence.
 - A copy of the approved plans of the property in respect of which the licence was issued and the specifications of the building to be constructed.
 - ii. The building licence and the copies of sanctioned plans with specifications shall be mounted on a frame and displayed and they shall be made available during inspections.

If the owner or developer is failed to follow the above conditions then authority may impose a penalty of ₹ 1000/- for first notice, ₹ 2000/- for second notice, if he fails then licence may be withdrawn.

8.2.8 Process for Regular Building Occupancy Certificate

1	Name of the Department	Town Planning Section, ELCITA.
2	Name of the Service	<p>Issue - of Occupancy Certificate for residential Dwelling houses / Apartments / Non-Residential Buildings.</p> <ul style="list-style-type: none"> i. Consisting of More than Single Basement Floor irrespective of Number of Floors. ii. Consisting of BF+GF+4 and above Upper Floors. <p>For all the cases where Development Plan is approved by Bangalore Development Authority (Computerized).</p>
3	Who is to be approached for this service (Designated Officer)?	CEO, ELCITA.

4	Procedure involved to get this service	<ul style="list-style-type: none"> i. Filing application through online and submitting hard copy consisting of Schedule - VII, As built drawings & Photographs and CFO from KSPCB (Wherever applicable) ii. Inspection of the Site by Engineer. iii. Verification of As built with Sanctioned Drawing iv. Approval / Rejection by the competent authority v. Issue of Demand Note to the party for payment of Compounding Fee vi. Receipt of Compounding Fee vii. Issue of Occupancy Certificate.
5	Form to be submitted to get this service	Schedule – VII
6	Who are eligible to get this service?	Any owner of the property in the jurisdiction of electronic city area who has obtained plan sanction.
7	Documents to be enclosed with the request	<ul style="list-style-type: none"> i. Latest valid Khata certificate. ii. Latest Khata extract. iii. Latest Tax paid receipt. iv. CFO from KSPCB and Fire Clearance (Wherever applicable). v. As Built Drawings. vi. Photographs.
8	Fee/Charges to be paid to get this service	Compounding Fee
9	Maximum number days to get this service delivered	Thirty working days from date all relevant documents have been submitted.

8.2.9 Formats

8.2.9.1 Building License Application Format

Form of application to erect, re-erect or to make alternations in any place in a building to obtain building license of the Karnataka Municipalities Act, 1961.

To

The Chief Executive Officer,

Electronics City Industrial Township Authority

Bangalore

Sir,

I hereby give notice that I intend to erect/re-erect/to make alterations in the building bearing property No____, plot No_____, ward No _____, locality / street , in accordance with the Building Bye-laws-2013 of Electronics City Industrial Township Authority, I forward herewith the following plans and specifications (15 numbers) duly signed by me _____(Specify name in block letters).

The registered Architect / Engineer / Supervisor Sri/Smt _____ bearing the registration No _____ will supervise the construction.

The following certified copies of documents are enclosed herewith:

Sl. No.	Particulars	Tick (v) Wherever applicable
1	Copy of Title deed / possession certificate.	
2	(a) copy of Property card (b) Latest Assessment book extract (c) Revenue survey map	
3	Copy of up to date tax paid receipt	
4	Previously sanctioned plan (for addition/alteration/ modification to existing building)/layout plan (in case of sites coming within approved layouts)	
5	Plans: Location / Key plan Site Plan Detailed building plans including sections and elevations & specification of work	
6	Receipt for having remitted the licence fee.	
7	Supervision Certificate / Affidavit as in Section 7.14	

8	Schedule-II of National Buildings Organization (NBO) as in Section 7.18	
9	Structural safety certificate as in Section 7.8	
10	Affidavit by Applicant as in Section 7.16	
11	Indemnity Bond as in Section 7.9	
12	Foundation certificate as in Section 7.15 (for old buildings above which new floors are proposed or in case of any additions / alterations)	
13	No objection certificate from agencies like: BDA KSPCB / SEIAA / MoEF Fire Force Department Airport Authority of India District Magistrate Director of Factories and Boilers Controller of Explosives Railways BMRCL Government Health Department and any other Authority (wherever applicable).	
14	Any other information	
15	I further give the following information: a) The occupancy of building is intended to use b) The source of water for the construction c) The duration of stocking of building materials d) Estimated cost of construction is ₹ /-	

I request that the plans submitted are approved and permission is accorded to execute the work.

Signature of the owner

Name of the owner (in block letters)

Address of the owner

.....

Date:

8.2.9.2 Sanction of License Format

From

The Chief Executive Officer,
Electronics City Industrial Township Area
Bangalore

To

.....
.....
.....

Sir/Madam,

With reference to your application No dated for grant of licence for the erection/re-erection/alteration of the building bearing property No., plot No....., ward No..... and locality / street..... sanction has been granted by the Authority subject to the following conditions:

1. A copy of the sanctioned plan should be displayed in the work spot.
2. A note book should be maintained in the work spot and should invariably be produced to the inspecting officers of the Authority for recording instructions.
3. The building shall not be occupied without obtaining occupancy certification after completion of the building of KM Act, 1964.
4. Other conditions.

Signature of the Authority

8.2.9.3 Commencement Certificate Application Format

The Chief Executive Officer,
 Electronics City Industrial Township Authority
 Bangalore.

I, Shri / Smt..... hereby certify that the erection/re-erection of the building bearing property No. plot No....., ward No....., locality / street under the supervision of Sri / Smt, registered Architect /Engineer / Supervisor, bearing registration No.....is in accordance with plans sanctioned as per your permission vide LP No..... dated I hereby certify that the building is constructed up to plinth level as per sanctioned plan.

I herewith enclose the following documents.

Sl. No.	Document/Particulars	Tick (✓)
1	Notice for Commencement of work as per Section 7.5	
2	Photographs of erected columns signed by Owner and the authorized Architect.	
3	Plan showing the column positions as erected on site with the Signature of the Owner and Architect.	

..... Signature of the Owner/Applicant Name (In block letters) Address Place: Date: Signature of the Architect/Engineer/Supervisor Name (In block letters) Address Registration No..... Place: Date:
---	---

8.2.9.4 Notice for Commencement of Work Format

To

ELCITA

Electronics City

Bangalore

I hereby certify that the erection / re-erection / material alteration of the building bearing property No. plot No....., City Survey No., ward No....., locality / street..... under the supervision ofregistered Architect / Engineer/ Supervisor bearing registration No.....in accordance with plans sanctioned as per your permission vide No..... LP..... dated is to commence on

Signature of the owner

Name of the owner (in
block letters)

Address of the owner

.....

Date:

8.2.9.5 Commencement Certificate Format

To:

.....
.....
.....

Sir,

Subject: Issue of permission for the commencement of work of the building sanctioned in License No..... LP..... Dated.....

Ref: Your application dated

The property No..... of Ward No..... was inspected onand the foundation marked / lay / columns marked / fixed is verified with reference to the building plan sanctioned by the Authority in LP No. and found that the same is as per the sanctioned plan and hence permission is hereby accorded to proceed with the work subject to the following conditions:

1. The work should be carried out strictly as per the sanctioned plan and Building Bye-Laws without any deviations, alterations or violations.
2. Other conditions, if any.

Office Stamp.....

Office Communication No.....

Dated:

The Chief Executive Officer,
Electronics City Industrial Township Authority
Bangalore

.....

8.2.9.6 Completion Certificate Format

Electronics City Industrial Township Authority

Bangalore

I hereby certify that the erection/re-erection/material alteration of the building bearing property No., plot No....., ward No....., locality / street..... has been supervised by me and has been completed on According to the plans sanctioned vide LP No.....dated..... The work has been completed to my best satisfaction. The workmanship and all the materials (types and grade) have been used strictly in accordance with the general and detailed specifications. No provisions of the Building Bye-laws, sanctioned plan and conditions prescribed or orders issued there under have been transgressed in the course of the work. The building is fit for use for which it has been erected, re-erected, or altered with or without additions. I request that the occupancy certificate for the premises may be issued.

I also certify that the building has been designed as per the specifications prescribed in the National Building Code and the publication of the Bureau of Indian Standard 1893 - 2002 for making the building resistant to earthquake.

Signature of registered Architect/ Engineer / Supervisor

Name of registered Architect/ Engineer / Supervisor (in block letters)

Reg. No. of registered Architect/ Engineer / Supervisor (Copy of certification enclosed)

Dated.....

8.2.9.7 Structural Safety Certificate Format

Electronics City Industrial Township Authority

Bangalore

I hereby certify that the erection, re erection, material alteration in the building bearing property No., plot No....., ward No..... and locality / street..... consisting of B+G+.....floors has been designed for structural safety as per National Building Code 2005.

Adequate safety measures have been taken to ensure safety of neighbouring property during the course of erection of basement and superstructure.

Signature of registered Structural Engineer

Name of registered Structural Engineer(in block letters)

Reg. No. of registered Structural Engineer (Copy of registration certificate issued by BBMP to be enclosed)

Address of the registered Structural Engineer

.....

.....

Dated.....

8.2.9.8 Indemnity Bond Application Format

Electronics City Industrial Township Authority

Bangalore

THIS DEED OF INDEMNITY is made this day by Sri/Smt....., owner of the property No. Bangalore.

Where I am the holder of Plot No....., Bangalore measuringsq m and whereas I propose to construct a building over the said plot of land.

And whereas I have submitted the building plan for the construction of the building over the said land in accordance with Karnataka Municipalities Act, 1964.

And whereas for sanctioning of the building plan, I had given an under taking in the form of an affidavit copy (enclosed) to the Authority. And whereas the Electronics City Industrial Township Authority has agreed to process for sanction the building plan on the aforesaid undertaking.

Now this Deed Witnesseth that in purpose of the aforesaid affidavit and in consideration of the e-city Industrial Authority having agreed to sanction the building plan submitted in respect of land situated at No....., Bangalore and referred above, I hereby undertake to indemnify and keep harmless the Authority from all proceeding on Courts and before other authorities including the competent authority and all expenses / losses claim which the Authority may incur or become liable to pay as a result or in consequence of the sanction accorded by it to the building plan in respect of the aforesaid plot.

I further state that I and all my successors-in-interest shall abide by the aforesaid terms and conditions of this deed of indemnity.

Strike out which is not applicable.

Place: Bangalore

INDEMNIFIER

Date:

8.2.9.9 Debris Bond Removal Format

Electronics City Industrial Township Authority

Bangalore

This bond is made on this day by Sri. / Smt. owner of the property No. Bangalore.

Whereas, I am the owner of property bearing No..... Bangalore.

Whereas a plan has been sanctioned for the construction of residential/commercial/industrial /Public & Semi Public building over the said plots of land for sanction vide LP No. Dated

Whereas the said plan has been sanctioned subject to the condition that the debris collected as the result of the demolition of the existing building and the construction of the building should be removed from the building site as per the direction of the competent officers of the Electronics City Industrial Township Authority and that I should pay to the Authority, charges as may be determined and fixed by the Authority towards the cost of removal of the debris and;

This bond witnesseth:

That I shall pay to the Authority the charges for removal of the debris as may be fixed by the Electronics City Industrial Township Authority and in the event of my not so paying the amount as determined by the Authority, as and when called upon to do so, the Authority on is at liberty to cancel the plan sanctioned and to prevent me from proceeding with the further construction of the building and take such other action as the Authority may deem fit to recover the cost of removal of the debris.

That I and all my successors in interest are also bound by the conditions of the bond.

PARTY

8.2.9.10 Occupancy Certificate Application Format

The Chief Executive Officer,
Electronics City Industrial Township Authority
Bangalore

I, Sri/Smt....., hereby certify that the building bearing property No., Plot No....., Ward No....., locality / street is completed on under the supervision of Shri/Smt.....registered Architect / Engineer / Supervisor bearing registration No.....in accordance with plans sanctioned as per your permission vide, LP No..... dated

I herewith enclose the following documents:

Sl. No.	Document/Particulars	Tick (✓)
1	Commencement Certificate copy obtained as per Section 7.6	
2	Completion Certificate as per Section 7.7 signed by the Architect/Engineer/Supervisor	
3	Photographs of the building signed by owner and Architect/ Engineer/ Supervisor	
4	Copy of building tax paid / assessed	
5	As built plan (deviations / additions /modifications, if any shall be indicated clearly in different colours) along with section / elevation / site plan	
6	Area calculation sheet of each floor signed by the Architect	
7	Clearance from Fire Force Department (if applicable)	
8	CFO from KSPCB	

Signature of the owner

Name of the owner (in block letters)

Address of the owner

Place:

Date:

8.2.9.11 Occupancy Certificate Format

Electronics City Industrial Township Authority

Bangalore

A plan was sanctioned for construction of apartment building consisting of at Vide LP No /..... Dated:

On receipt of the intimation of the completion of the building from the Registered Architect /Engineer / Supervisor, the building was inspected by theand it was found that the applicant has built the building according to the sanctioned plan/effectuated certain changes from the sanctioned plan. These changes were regularized by the Chief Executive Officer in his note dated as recommended by theby levying a penalty of Rs.....after ensuring that the deviations are within the permissible limit of 5% from the sanctioned plan.

The applicant has paid a sum of Rupees.....) vide Challan nodated.....towards the compounding fine. Hence, the deviations affected by the applicant are regularized. Therefore, permission is granted to occupy the building for Purpose atvide LP..... consisting of with the following details.

Floor Description	Area	No. of Units / Use of the floor	Remarks

And subject to the following conditions:

The structure or a part of the structure there off shall not be added or altered materially without specific permission of Authority. In the event of the applicant violating, the Authority has the right to demolish the deviated/alterated/added portion without any prior notice.

Toilet facilities for the visitors, drivers and servants shall be constructed at Ground floor Level within the plinth area of the building within 3 months from the date of issue of O.C.

Area reserved for car parking must be used for car parking only as per sanctioned plan.

Other conditions, if any

On default of the above conditions, the O.C. issued will be withdrawn.

Office Stamp.....

Office communication No.....

Dated

Signature of Authority

Name, designation and Address of the Authority

.....

The Chief Executive Officer,
Electronics City Industrial Township Authority

8.2.9.12 Development Rights Certificate Format

**Office of the Chief Executive Officer,
Electronics City Industrial Township Authority
Bangalore**

I,Chief Executive Officer, Electronics City Industrial Township Authority Bangalore ,
certify that the person(s) within named in this certificate is / are the registered holder(s) of the
Development Rights Certificate issued subject to the provision of Section 14-B of the Karnataka Town
and Country planning Act, 1961 and Rules there under:

- (1) Location and details of the land surrendered.
 - (a) Area of the land in sq m.
 - (b) Land handed over the Authority / Government Vide Possession Receipt No.
and Date.
- (2) Zone of land surrendered.
- (3) Reservation of land surrendered.
- (4) The area where D.R.C can be utilized.

D.R.C will be allowed to be used as provided under Regulations.

Folio No:	Certified No:
TDR / W/ SWARD	
Name of the DRC Holder (s) (1)	(2) (3)
FAR Credit of built-up area sq m	(In figures)
	(In words)

Given under common seal Day of Year

The Chief Executive Officer,
Electronics City Industrial Township Authority
Bangalore

8.2.9.13 Development Rights Certificate Utilization Format

Office of the Chief Executive Officer,
Electronics City Industrial Township Authority
Bangalore

Date of issue.....

Sl. No.....

We, the undersigned hereby request to allow utilizing the built-up area measuring (in words sq m, in figures sq m) out of the total built-up area available in the Development Rights Certificate No. Dated Folio And permit the said built-up area to be utilized by the persons named below:

PARTICULARS OF D.R.C HOLDERS

Development Rights Certificate No.

Folio No.

Name (s) in Full	Signature (s)
(1)	(1)
(2)	(2)
(3)	(3)
(4)	(4)

Attestation: I hereby attest the signature of the D.R.C Holder’s herein mentioned

Signature of Witness

.....

Name and address of Witness

.....

.....

.....Pin

(A) Details of property where D.R.C is proposed to be used i.e., Location and Building.

(B) Area to be utilized in sq m (In fig.)

(In words)

(C) Balance built-up area as per D.R.C in sq m (In fig.)

(In words)

(D) Balance area in the D.R.C after utilization (D = C-B) (In fig.)

(In words)

8.2.9.14 Particulars of Person (s) Utilizing D.R.C

Office of the Chief Executive Officer,
 Electronics City Industrial Township Authority
 Bangalore

Name & Address in Full	Signature (s)
(1)	(1)
(2)	(2)
(3)	(3)
(4)	(4)

Dated this Day of Two thousand Place

Signature of magistrate / Public Notary with Seal

Date:

For Office Use Checked by Signature tallied by Entered in the register of Transfer No. Approval date & No.	Specimen Signature of person's utilizing D.R.C	Folio No.
---	---	--

Development Rights Certificates to be returned

To (Fill in the name and address to which the certificates are required to be returned)

.....

.....

Fees for utilization paid ₹.....

Vide Receipt No.

Date

Signature

8.2.9.15 Register of Utilization of Development Rights Certificate

Office of the Chief Executive Officer,

Electronics City Industrial Township Authority

Bangalore

Sl. No.	Folio No.	DRC No	Date and Sanction No.	Name of the Transferor	Built area in sq m as per DRC	Transfer / Utilisation of DRC area in sq m
1	2	3	4	5	6	7

Balance area of DRC in sq m	Name & Address of the Transferees(s)	Details Property where DRC is proposed to be used (recording plot)	Transfer fee paid	Utilisation Form No. & Date	Signature of the sanctioning Authority
7	8	9	10	11	12

8.2.9.16 Development Rights Certificate conditions

<p>1. The conditions imposed by various concerned authorities mentioned in their NOC's granted shall be strictly followed.</p>	<p>13. If any owner / builder contravene the provisions of Building Bye-laws and rules in force, immediately this license issued is liable for cancellation and further action will be taken as per KM Act.</p>
<p>2. Necessary ducts for running telephone cables, cubicles at ground level for postal services & space for dumping garbage within the premises shall be provided.</p>	<p>14. Technical personnel, applicant or owner as the case may be shall strictly adhere to the duties and responsibilities as per Registration of Architects / Engineers / Structural Engineers. If the Architect / Engineer / Supervisor fail to inform the Authority of such violations, his / her registration is liable to be cancelled.</p>
<p>3. The applicant shall construct temporary toilets for the use of construction workers and it should be demolished after the construction.</p>	<p>15. Construction of high rise building shall be undertaken by engaging registered structural engineer.</p>
<p>4. The applicant shall insure all workmen involved in the construction work against any accident / untoward incidents arising during the time of construction, & shall take necessary measures for human safety.</p>	<p>16. The Commencement Certificate shall be obtained immediately after the completion of the foundation or the erection of columns up to ground level.</p>
<p>5. The applicant shall not stock any building materials / debris on footpath or on roads or on drains. The debris shall be removed and transported to nearby dumping yard.</p>	<p>17. Construction or reconstruction of the building should be <u>FORM OF SANCTION OF LICENCE</u></p> <p>From</p> <p>The Chief Executive Officer,</p> <p>Electronics City Industrial Township Authority</p> <p>Bangalore</p> <p>To</p>

	<p>.....</p> <p>.....</p> <p>.....</p> <p>Sir/Madam,</p> <p>With reference to your application No dated for grant of licence for the erection/re-erection/alteration of the building bearing property No., plot No....., ward No, locality / street..... sanction has been granted by the Authority subject to the following conditions:</p> <ul style="list-style-type: none"> a) A copy of the sanctioned plan should be displayed in the work spot. b) A note book should be maintained in the work spot and should invariably be produced to the inspecting officers of the Authority for recording instructions. c) The building shall not be occupied without obtaining occupancy certification after completion of the building of KM Act, 1964. d) Other conditions. <p>Signature of the Authority</p> <p>Completed before the expiry of five years from the date of issue of license & within one month after completion shall apply for permission to occupy the building.</p>
<p>6. The applicant/builder is prohibited from selling the setback area / open spaces and the common facility areas, which shall be</p>	<p>18. The building should not be occupied without obtaining "OCCUPANCY CERTIFICATE".</p>

accessible to all the tenants and occupants.	
7. The applicant shall provide a space for locating the distribution transformers & associated equipment as per K.E.R.C (ES & O) Code.	19. Drinking water supplied by BWSSB should not be used for the construction activity of the building.
8. The applicant shall provide a separate space in his / her premises for installation of telecom equipment and also to make provisions for telecom services.	20. The applicant shall ensure that the Rain Water Harvesting Structures are provided & maintained in good condition for storage of water for non potable purposes or recharge of ground water at all times having a minimum total capacity as mentioned in ScheduleIV .
9. The applicant shall maintain during construction such barricading as considered necessary to prevent dust, debris & other materials endangering the safety of people / structures etc. in & around the site.	21. The building shall be designed and constructed adopting the norms prescribed in National Building Code and in the “Criteria for earthquake resistant design of structures”, bearing no. IS 1893-2002 published by the Bureau of Indian Standards, and this makes the building earthquake-resistant.
10. The applicant shall plant at least two trees in the premises.	22. The applicant should provide solar water heaters as per Section 7.15.6 .
11. Permission shall be obtained from forest department for cutting trees before the commencement of the work.	23. The applicant shall provide at least one common toilet in the ground floor for the use of the visitors / servants / drivers and security men and also entrance shall be approached through a ramp together with the stepped entry for the Physically Handicapped persons.
12. License and approved plans shall be displayed in a conspicuous place of the licensed premises and they shall be made available during inspections for recording instructions.	24. The applicant shall ensure that no inconvenience is caused to the neighbours in the vicinity of construction and that the construction activities shall stop before 10.00 PM to avoid hindrance during late hours.
25. The owner / builder shall ensure for the safety of neighbouring properties during the course of construction.	

Note:

- 1) Accommodation shall be provided for setting up of schools for imparting education to the children of construction workers in the labour camps / construction sites.
- 2) List of children of workers shall be furnished by the builder / contractor to the Labour Department Education Department and is mandatory. Obtaining NOC from the Labour Department and Education Department before commencing the construction work is a must.
- 3) Employment of child labour in the construction activities is strictly prohibited.

8.2.9.17 Solar lighting and water heater requirements

Sl. No.	Type of use	100 litres per day shall be provided for every unit
1	Restaurants serving food and drinks with seating / serving area of more than 100 sq m and above	40 sq. m. of seating or serving area
2	Lodging establishments and Tourist Homes	3 rooms
3	Hostel and guest houses	6 beds / persons capacity
4	Industrial canteens	50 workers
5	Nursing homes and hospitals	4 beds
6	Kalyana Mandira, Community Hall, and Convention hall (with dining hall and kitchen)	30 sq m of floor area
7	Recreational clubs	100 sq m of floor area
8	Residential buildings:	
	a) Single dwelling unit measuring 200 sq m of floor area or site area of more than 400 sq m whichever is more	
	b) Solar photovoltaic lighting systems shall be installed in multi unit residential buildings (with more than five units) for lighting the set back areas and drive ways	

8.2.9.18 Form of Supervision / Affidavit

Electronics City Industrial Township Authority

Bangalore

I hereby certify that the erection, re erection, material alteration in the building bearing property No., plot No....., ward No....., locality / street..... will be carried out under my supervision and I certify that all the materials (type and grade) and the workmanship of the work will be in accordance with the general and detailed specifications submitted along with this certificate and that the work will be carried out according to the sanctioned plan.

I hereby undertake to report to the authority within 7 days of any deviation from the sanctioned plan, or violation of Building Bye-laws / Zoning Regulations, observed during the construction of the aforesaid building.

I also certify that the building has been designed as per the specifications prescribed in the National Building Code 2005 and publication of the Bureau of the Indian Standard 1893 - 2002 for making the building resistant to earthquake, structurally safe and also as per Fire safety norms.

I hereby agree that if any of the above statements are found false, then Electronics City Industrial Township Authority is at liberty to cancel the licence for practice.

Signature of registered Architect / Engineer / Supervisor

Name of registered Architect / Engineer / Supervisor (in block letters)

Reg. No. of registered Architect/Engineer/ Supervisor (Copy of registration certificate issued by concerned authority to be enclosed)

Address of the registered Architect / Engineer / Supervisor

.....

.....

Dated.....

8.2.9.19 Foundation Certificate

Electronics City Industrial Township Authority

Bangalore

I hereby certify that the existing building on plot No. ----- Khata No. ----- Street -----
----- Bangalore ----- comprises of B+G+ ----- Floors. Additions / Alterations are proposed on
the existing building with ----- additional Floors.

I have personally visited the site and verified the foundation for its stability.

The existing foundation is capable to take up the load of the additional floors without affecting the
stability of the structure.

This certificate is issued for the additions and alterations for the existing building on the said plot.

Signature of registered Structural Engineer

Name of registered Structural Engineer(in block letters)

Reg. No. of registered Structural Engineer (Copy of
registration certificate issued by concerned authority to
be enclosed)

Address of the registered Structural Engineer

.....

.....

Dated.....

8.2.9.20 Affidavit Format

Electronics City Industrial Township Authority

Bangalore

Affidavit of Sri/Smt Son/Daughter of agedyears, Resident of No.
.....

Ido hereby solemnly Affirm and declare as under:

That I am the owner of the Plot No..... situated at
..... measuring square meters.

That I propose to construct a building over the aforesaid plot of land

That I have submitted the building plan for the construction of residential / commercial / industrial /
Public & Semi Public building over the said plots of land for sanction vide letter No.....
Dated

That I have filled the statement before the concerned competent authority and that the building shall
be constructed in the aforesaid plots of land for the purpose specified above and that in case the
aforesaid portion of land is declared as excess land / illegal by the competent authority, I shall abide by
the decision of the Competent Authority.

Place: Bangalore

Date:

DECLARANT

8.2.9.21 Pro forma for affidavit to be given by owner/s

Electronics City Industrial Township Authority

Bangalore

I / Weaged, of Indian inhabitant residing at

I / We, am / are the Properties / Partner(s) of the firm

Having is registered office at is / am the owner(s) of the land bearing C. S. No. / C.T.S No. / K. No. ofvillage Hobli Taluk..... Bangalore.

State on affirmation as under:

The aforesaid land is partly / fully reserved for the purpose of as per the sanctioned Revised Master Plan-2015.

I / We have neither taken any monetary compensation or Compensatory FAR not claimed Transfer of Development Right in lieu of the said land earlier. I / We, am / are, entitled for TDR and grant of Development Rights Certificate under Section 14-B of the Karnataka and Country Planning Act, 1961 and Rules there under.

Dated this date of the year

Identified by me:

Advocate:

Name:

Address

.....

.....

Before me:

Notary / Magistrate

8.2.9.22 Schedule – National Buildings Organisation

GOVERNMENT OF INDIA

MINISTRY OF WORKS AND HOUSING

NATIONAL BUILDINGS ORGANISATION

Housing and Building Construction activity in Private Sector

(Karnataka State)

Name of Corporation: Electronics City Industrial Township Authority

District: Bangalore

Taluk..... for the quarter ending

Note: For items (A) and (B), please fill in the appropriate code number in

1) Nature of Construction		Code No.	
• New Construction	(A)	<input type="text"/>	
• Additions to existing buildings	(B)	<input type="text"/>	
2) Type of Construction	Code No.	Total Plinth area (sq m)	Total Floor area (sq m)
• Residential Buildings			
i. Dwellings	1		
ii. Other residential places (such as Hostels, Dormitories/ Lodging Hotels and Clubs)	2		
• Industrial buildings (Factories/Plants, Workshops etc.,)	3		
• Commercial buildings(Shops, Ware-house, Offices, Public- Garden etc.,)	4		
• Institutional buildings(Schools, Hospitals and dispensaries, Religious buildings, etc.,)	5		
• Other buildings(Public buildings, Public Libraries, Amusement Buildings etc.,)	6		

3) Number of Storeys in the building.....

4) Number and Type of dwelling in the constructions

Type of Dwelling	Number of Dwellings		
	New Construction	Additions to existing buildings	Total Plinth area (sq m)

One Room Unit			
Two Room Unit			
Three Room Unit			
Four or more Room Unit			

Particulars for the following items should be given while applying for 'Occupancy Certificate' only

- 5) Estimated Construction Cost (if available)Rs.....
- 6) Number and date of issue of authorization Certificate
- 7) Date of Commencement of Construction
- 8) Date of completion of Construction

Date:

(Signature of applicant)

Name and Address of Applicant (in block letters)

.....

.....

.....

.....

(For Office Use Only)

Reference Number of application:

Number and date of issue of authorization/ Occupation Certificate.....

8.2.9.23 Undertaking by the applicant

To

The Chief Executive Officer,
Electronics City Industrial Township Authority
Bangalore

Sir,

Subject:

I/We, Smt/Shri.....residing at / carrying on business atare the owners/developers of the property bearing Sy. No. / K. No. of Village HobliTaluk Bangalore, do hereby agree and undertaken as under.

Whereas, I am / we are absolutely the owner of the property bearing Sy. No. / K. No. of Village Hobli..... Taluk..... Bangalore.

And whereas, the owner / developers have requested the Authority to grant of Development Rights Certificate.

And whereas, the Chief Executive Officer, Electronics City Industrial Township Authority, Bangalore, has intended to grant Development Rights Certificate on compliance of various terms and conditions vide letter under No....., dated

I/We, hereby agree and undertaken as under:

I/we have levelled the aforesaid land up to the formation level as stipulated by the authority. I/we hereby agree and undertake to rectify any defects in respect of filling and levelling of the aforesaid land within period of one year from the date of handing over possession of the said land.

This undertaking is binding upon me / us by my / our heirs, executors and administrators and assignees.

Dated this.....day of 200.....

Witness: (1)
(2)

Yours faithfully

8.2.9.24 Regulations for Residential Development Plans and Non-Residential Development Plans – to be Approved by the Planning Authority (BDA)

8.2.9.24.1 Regulations for residential development plan

- a) 10% of the land shall be reserved for Park & Open space. The open space (park) shall be relinquished to the Authority free of cost and the same may be allowed to be maintained by the local residents association (registered), if the Planning Authority so desires.
- b) A minimum 5% of total plot area shall be provided for Civic amenities and the owner or developer shall develop such civic amenities which finally shall be handed over to the local residents association for maintenance. The mode of such handing over shall be decided by the Authority.
- c) FAR is calculated on the total land area after deducting Civic amenity site.
- d) Parking area requirements shall be as applicable vide [Section 3.2.5](#).
- e) Roads as shown in the Revised Master Plan-2015 shall be incorporated within Plan and shall be handed over to the Authority free of cost.

FAR & Ground coverage for Residential development plan on a site area over 20,000 sq m

Road width (m)	Coverage	FAR
Less than 12.0	60%	2.00
Above 12 and up to 18	55%	2.25
Above 18 and up to 24	55%	2.50
Above 24 and up to 30	50%	3.00
Above 30.0 m	50%	3.25

8.2.9.24.2 Regulations for Non Residential development plan and Flatted Factories

The non residential development plan and flatted industries are approved on the following conditions:

- a) 10% of the total area shall be reserved for Parks & Open spaces, which shall be maintained by the owner to the satisfaction of the Authority.
- b) Parking area requirements shall be as applicable vide [Section 3.2.5](#). An additional 5% of the plot area shall be reserved for surface parking.
- c) FAR is calculated based on entire sital area excluding the area reserved for Park and Open spaces.
- d) Roads as shown in the Revised Master Plan-2015 shall be incorporated within Plan and shall be handed over to the Authority free of cost.
- e) The FAR and coverage shall be as per the following table:

**FAR & Ground coverage for Non-Residential development plan and flatted industries on a site area
over 12,000 sq m**

Road width (m)	Coverage	FAR
Less than 9	60%	1.50
Above 9 and up to 12	55%	1.75
Above 12 and up to 15	55%	2.00
Above 15 to 18.0	50%	2.25
Above 18 and up to 24	50%	2.50
Above 24 and up to 30	45%	3.00
Above 30.0 m	45%	3.25

8.2.9.25 Commencement Certificate Fee Structure

**Electronics City Industrial Township Authority
RATES FOR PLAN SANCTION / CC**

Sl.No	Description	LICENCE FEES			COPIES		Compound wall Fee (Running meter)
		Residential	Commercial	Industrial	Copies (1 to 5) for each copy	Copies (6 & above) for each copy	
1	2	3	4	5	6	7	8
1	Upto 4 units						
	a) 100sqm site area	6.00			100.00	200.00	10.00
	b) 101 to 250 sqm site area	12.00					
	c) 251 to 500 sqm site area	20.00					
	d) 500 sqm and above	30.00					
2	5 units & above						
	a) Upto 4000 sqm sital area	60.00			400.00	600.00	10.00
	b) Above 4000 sqm sital area	80.00					
3	Industrial buildings			75.00			
	Non-residential						
	a) Upto 2000 sqm sital area		60.00		400.00	600.00	10.00
	b) 2001 to 4000 sqm sital area		80.00				
	c) Above 4000 sqm sital area		100.00				
	d) High density development (Star Hotel, Multiplex, Shopping Mall, Commercial Complex & IT, BT)		125.00				

Sl.No	Description	Residential	Commercial	Industrial	Copies (1 to 5) for each copy	Copies (6 & above) for each copy	Compound wall Fee (Running meter)
1	2	3	4	5	6	7	8
4	Ground Rent Charges						
	Apartments	40.00					
	Non-Residential						
	a) 0 to 100 sqm		30.00	30.00			
	b) 101 to 250 sqm		50.00	50.00			
	c) 251 to 500 sqm		80.00	80.00			
	d) Above 500 sqm		100.00	100.00			
5	Development Charges						
	a) For Site	20.00	75.00	40.00			
	b) For Building (for total built up area)	2.00	10.00	4.00			
6	Security Deposit	100.00	100.00	100.00			
7	For Commencement Certificate						
	Residential						
	a) upto 100 sqm (Plinth area)	10.00					
	b) 101 to 250 sqm (Plinth area)	20.00					
	c) 251 to 500 sqm (Plinth area)	30.00					

	d) Above 500 sqm (Plinth area)	40.00					
	Apartments	50.00					
	Non-Residential		80.00	80.00			

8.2.9.26 Occupancy Certificate Fee Structure

Sl. No.	Description	Deviations made within the byelaw limits (per sq m)	Deviations made exceeding the byelaw limits but within regularization limits of 5% (per sq m)
1	2	3	4
	FOR OCCUPANCY CERTIFICATE		
1	Single dwelling units	250.00	1000.00
2	Residential Apartments		
A	2 to 10 units	1500.00	3000.00
B	11 to 50 units	2000.00	3500.00
C	51 to 200 units	2500.00	4000.00
D	Above 200 units	3000.00	5000.00
3	Commercial		
A	Up to 750 sq m of total built up area	2000.00	3000.00
B	Above 750 sq m of total built up area	3000.00	5000.00
4	Industrial		
A	Up to 750 sq m of total built up area	1500.00	3000.00
B	Above 750 sq m of total built up area	2000.00	4000.00
5	Other Buildings except religious buildings		
A	Up to 750 sq m of total built up area	1000.00	2500.00
B	Above 750 sq m of total built up area	1500.00	3000.00
6	Extension of basement floor against the sanctioned plan but within their permissible set back line	3000.00	5000.00

		RESIDENTIAL	NON-RESIDENTIAL
7	Excess built up area exceeding the permissible limits in the Mezzanine floor (If the total deviated area is well within the regularisable limit of 5%) Rate per sq m, for the excess built up area	4000.00	8000.00
8	Excess built up area on the terrace, exceeding permissible limit of 15% of the total terrace area. (If the total deviated area is well within the regularisable limit of 5%) Rate per sq m	4000.00	8000.00
9	Open balconies built against the sanctioned plan. Rate per sq m (Max. limit 25% of the sanctioned plan)	3000.00	4500.00
10	Penalty for building constructed without obtaining commencement certificate	50.00	100.00
11	Though within the bylaw limit, but commencing the works without obtaining the Authorized permission	75.00	150.00
12	Buildings Occupied without obtaining Occupancy Certificate (per sq m occupied built up area)	50.00	100.00

ANNEXURE – SCHEDULES

8.2.10 Schedules

8.2.10.1 Schedule I – Permissible uses within each zone

Various land uses permissible within each zone are listed as follows:

Permissible Land uses in Residential Category

R	Residential Land uses
1	Plotted residential developments
2	Villas, semi detached houses
3	Apartments, Hostels, Dharmashalas
4	Multi Dwelling Housing, Service Apartments
5	Group Housing (Development Plans)

Note: When Service apartments are permitted, fee under Section 18 of KTCP Act, 1961 for Commercial use shall be levied.

Permissible Land uses in Commercial Category

C1	Commercial uses
1	Petty shops, Newspaper, stationery and milk booth, vulcanizing shops
2	Tutorial centres not exceeding 50 sq m
3	STD / FAX / internet centre / ATM centres
4	Hair dressing and beauty parlours
5	Offices / clinics belonging to “Professional services” category and self owned not exceeding 50 sq m.
6	Tailoring, dry cleaners
7	Bakery and sweetmeat shop
8	Pathological labs.
9	Recreational Clubs as per Schedule - II provisions

C2	Commercial uses
1	Eateries such as darshinis, tea stalls and takeaways
2	Gyms, orphanages, old age homes clinics
3	Retail shops & hardware shops
4	Banks, ATMS, insurance and consulting and business offices
5	Mutton and poultry stalls, cold storages
6	Job typing / computer training institutes, cyber café, internet browsing
7	Uses for small repair centres – electronic, mechanical, automobile etc.,
8	Photo Studio
9	Nursing homes and polyclinics / dispensaries / labs subject to minimum 300 sq m plot size and NOC from pollution control board after adequate parking facility is provided.
10	Fuel stations and pumps, LPG storage (as per Schedule -II)
11	All the uses of C1 are permitted

C3	Commercial uses
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1	Commercial and corporate offices
2	Retail Shopping complexes
3	Restaurants and Hotels
4	Convention centres and banquet halls
5	Financial institutions
6	Cinema and multiplexes
7	Places of assembly, exhibition centres
8	Entertainment and amusement centres
9	Hospitals and specialty hospitals
10	Automobile repair and garage centres, spares and stores
11	Kalyana mantapas as per Schedule -II
12	All uses of C1 & C2 are permitted

C4	Commercial uses
1	Sale of second hand junk goods, junk yards
2	Warehouses and storage areas for goods
3	Whole sale and trading
4	All uses of C1, C2 & C3 are permitted

C5	Commercial uses
1	Wholesale and warehouses – business
2	Agro Mandis
3	Heavy goods markets
4	All uses of C1, C2 & C3 are permitted

Permissible land uses in Industrial Uses Category

I-1	House hold industries
1	Tiny and household industries
Above Uses are permitted subject to condition that the zone permits the extent of area and the power consumption does not exceed 5 KW.The activity follows the required space standard given in Schedule -II	
<i>Note:</i> The power required for air conditioners, lifts, & computers shall be excluded while calculating the kilowatt above.	

I-2	Service industries
1	R & D labs, Test centres, IT, BT, BPO activities
2	All uses included in the I – 1 category

I-3	Light industries
1	All uses in I – 1 and I –2 included
Uses permitted subject to condition that the zone permits the extent of area and the power consumption, the activity follows the required space standard, performance characteristics such as Noise, Vibration, Dust, Odour, Effluent, General nuisance	

I -4	Medium industries
1	All uses in I – 1, I –2, and I-3 included
2	Warehousing, loading and unloading platforms to be provided
Uses permitted subject to condition that the zone permits the extent of area and installed power and performance characteristics such as Noise, Vibration, Dust, Odour, Effluent, General nuisance are to be considered.	

I -5	Heavy industries
1	All uses in I – 1, I –2, I-3 and I-4 included
2	Hazardous industries and heavy manufacturing industries
Uses permitted subject to condition that the zone permits the extent of area and installed power and performance characteristics such as Noise, Vibration, Dust, Odour, Effluent, General nuisance are to be considered.	

Illustrative list of uses in the Industrial (I-1) category

I – 1 Industrial land uses	
1) Food products	
Preparation of bakery products & confectionaries	
Candies, sweets, ice & ice creams, biscuit making, huller and flour mills	
Aerated water and food beverages.	
Supari and masala grinding	
Coffee powder, packing, milk and dairy products	
Juice crushers and processing etc.	
2) Textile products	
Embroidery works, handloom and power looms	
Hosiery, netted garments, crepe, cotton and silk printing, tailoring of apparels.	
Bedding material, textile bags, mosquito nets, others;	
3) Wood products and carpentry	
Manufacture of wooden furniture, fixtures, toys, mirrors and photo frames	
Bamboo and cane furniture works, Repair and sale of wood junk, etc.	
4) Paper products and printing	
Manufacturing of cartons for packing	
Printing, publishing, book binding, engraving, etching	
Making of stationery – post cards, mathematical items, block making etc.	
5) Other works such as	
Ornamental jewellery, gold and silver thread	
Repair of kitchen related equipments, porcelain wares	
Medicines, wax polishing & washing soaps, candles and wax products	
Chalk, crayons, and artists colour, musical instruments	
Laundries, bleaching, dyeing, photo processing laboratories	
Cement moulded products, plaster of Paris	

Repacking / mixing of liquids, powder, pastes not involving hazardous materials etc.
6) Tobacco & Agarbathis
Rolling of Beedis, Agarbathis and packing etc.
7) Leather products
Manufacture and repair of finished leather goods
Upholstery, suitcases etc.
8) Rubber and plastic products
Re treading, recapping and vulcanizing, toy making
Rubber/polymer stamp, brush making, conduit pipes fabrication, buckets and household plastic products
Manufacturing of rubber balloons, hand gloves, other products
9) Metal works
Storage of Metal commodities, Painting and finishing works
Fabrication and welding works
Toy making, electro plating, mica plating
Engraving, steel ware products and metal works
Metal polishing, general jobbing machine
Blacksmith, cutlery, door and window fittings
Aluminium and copper wire drawing and winding
Padlocks and pressed locks, button clips
Precision instruments of all kinds, screws, bolts nuts
Pulleys and gears, oil stove, pressure lamps, hand tools
Repair works such as cabinets, furniture, others
10) Electrical goods
Watch repairs, storage of electronic components
Rewinding and re-furbishing works, assembly of computers, others
11) Transport equipment
Servicing of automobiles – garages, storage of automobile parts
Painting and washing works, cycle parts and accessories, etc.
12) Glass works
Glass grinding, cutting and finishing
Etching and art works, manufacture and repair of spectacles
Artificial Glass Jewellery works etc.
13) Job oriented Training activity
Computer & IT training centres and such other activities.

Permissible Land uses in Transportation Category

T1	Transportation zone
1	Bus bays, Auto stand, Bus shelters, information kiosk
2	Metro stations, parking areas
3	Multi level car parking
4	Filling stations, service stations

T2	Transportation zone
1	Transport offices
2	Workshops and garages
3	All uses of T1 are permitted

T3	Transportation zone
1	Automobile spares and services, Godowns
2	Loading and unloading platforms (with/without cold storage facility) weigh bridges.
3	Bus terminals, Road transport uses
4	All uses of T1 & T2 are permitted

T4	Transportation zone
1	Ware houses, storage depots
2	Truck terminals
3	Railway station, yards, depots, airport
4	Special warehousing, cargo terminals
5	All ancillary (complimentary) uses for above categories (decision of the Authority shall be final)
6	All uses of T1, T2 & T3 are permitted

Permissible land uses in Public and Semi public category

P & SP1	Urban amenities
1	Sub offices of utilities up to 50 sq m
2	Police stations, post offices
3	Primary schools subject to space standards
4	Parks, Play grounds, and Maidans
5	Telecommunication / microwave under special case
6	Nursery crèches
7	Spastic rehabilitation centres, Orphanages, Govt. dispensaries
8	Public distribution system shops
9	Fire stations
10	Bill collection centres
11	Traffic and Transport related facilities
12	Places of worship, Dharmashala, Hostels
13	Dhobi Ghat

14	Broadcasting and Transmission stations
15	Public library

P & SP 2	Urban amenities
1	All uses of P&SP1 are permissible
2	Burial grounds, crematorium under special circumstances
3	Nursery school subject to a plot size of min 300 sqm

P & SP 3	Urban amenities
1	All uses of P&SP1 and P&SP2 are permissible
2	High primary schools, Integrated residential schools
3	Health centres and Hospital
4	Research institutions subject to the size
5	Government buildings, auditoriums, cultural complexes
6	Educational Institutions, Colleges

P & SP 4	Urban amenities
1	All uses of P&SP1, P&SP2 and P&SP3 are permissible
2	Meteorological observatories
3	Airport and ancillary uses

8.2.10.2 Schedule II – Space standards for various buildings / uses

Sl. No.	Common to all permissible zones	Min. Road Width	Min. Size of plot in sq m
1	Kalyana Mantapas	18	1000
2	Cinema, game centres, multiplex, convention centres	18	2000
3	Social clubs and amenities	12	1000
4	Multi storey car parking	12	1000
5	Office buildings (C3 and above)	12	300
6	Middle school	15	2000
7	High school with play ground, integrated residential school	18	5000
8	College & higher educational institution	18	2500
9	Petrol pumps / Fuel stations	18	500
10	Hotels and lodges	12	500
11	Service Apartments	12	500
12	LPG storage	12	500
13	Places of congregation	12	500
14	Public libraries	12	300
15	Conference hall	15	500
16	Community hall	12	1000
17	Nursing homes / polyclinics	12	300
19	Star hotels (up to 3 star)	15	2000
20	Star hotels (above 3 star)	18	4000
21	R & D lab	12	1500

8.2.10.3 Schedule III – Facilities in Buildings for Physically Handicapped Persons

These requirements apply to all buildings & facilities used by public, including apartments. It does not apply to private residences. These requirements are concerned with non-ambulatory disabilities, semi-ambulatory disabilities, sight disabilities, hearing disabilities, disabilities of retention, aging, allergies, heart & lung diseases, epilepsy, haemophilia, incontinence & enterostomy.

- a) **Access path / walk way**– Public walks shall be at least 1800 mm wide & should have a gradient not greater than 1 in 20. Walks or drive ways should have a non-slip surface.
- b) **Surface parking / Parking space**– At least two car spaces shall be provided at surface level near entrance with maximum travel distance of 30.00 metres from the building entrance.
 - It shall be open on one side to allow disabled to get in and get out of an automobile on to a level surface.
 - When placed between two conventional parking spaces, the minimum width shall be 3.80 m & length 7.30 m.
- c) **Approach to plinth level**– At least one entrance shall have approach through a ramp. The ramp shall have a minimum width of 1.80 metre with maximum gradient of 1:10.
 - It shall have a non-slip surface.
 - It shall have handrails, 900 mm high, at least on one side & preferably on two sides.
 - The ramp shall have at least 1800 mm of straight clearance at the bottom.
- d) **Entrance landing**– Entrance landing shall be provided adjacent to ramp with the minimum dimension of 1.80 m x 2.00 m.
- e) **Space for wheel chair users**– Adequate space shall be kept for the free movement of wheel chairs. The standard size of wheel chairs shall be taken as 1050 mm x 750 mm. The doors shall have a minimum width of 900 mm, to facilitate the free movement of wheel chairs.
- f) **Corridors**– The minimum width of corridors shall be 1.80 m.
- g) **Staircases**– The minimum width of staircases shall be 1.50 metres. The minimum number of risers on a flight shall be limited to 12. Size of treads shall not be less than 30 cm and the height of risers shall not be more than 15 cm.
- h) **Lifts**
 - i. Wherever lifts are required to be installed as per bye-laws, provision of at least one lift shall be made for the wheel chair users with the following cage dimensions recommended for passenger lifts of 13 persons capacity by Bureau of Indian Standards.
 - Clear internal depth 1100 mm (1.10 m).
 - Clear internal width 2000 mm (2.00 m).
 - Entrance door width 900 mm (0.90 m).
 - ii. The lift lobby shall have a minimum inside measurement of 1.80m x 1.80 m.
- i) **Toilets**– One special water closet in a set of toilets shall be provided for the use of handicapped persons with wash basin keeping in view the following provisions.
 - i. The minimum size of toilet shall be 1.50 m x 1.75 m.
 - ii. The maximum height of the W.C. seat shall be 0.50 m above the floor.

- j) **Hand rails**– Hand rails shall be provided for ramps, staircases, lifts and toilets. The height of hand rails shall be normally 800 mm above the floor level.If the building is meant for the predominant use of children, the height of hand rails may be suitably altered.
- k) **Guiding/Warning floor material**– The floor material to guide or to warn the visually impaired persons with a change of colour or material with conspicuously different texture and easily distinguishable from the rest of the surrounding floor materials is called guiding or warning floor material.The material with different texture shall give audible signals with sensory warning when person moves on this surface with walking stick.The guiding/warning floor material is meant to give the directional effect or warn a person at critical places.This floor material shall be provided in the following areas.
 - i. The access path to the building and to the parking area.
 - ii. The landing lobby towards the information board, reception, lifts, staircases and toilets.
 - iii. At the beginning /end of walkway where there is vehicular traffic.
 - iv. At the location abruptly changing in level and at the beginning/end of a ramp.
 - v. At the entrance /exit of the building.
- l) **Proper signage**– Appropriate identification of specific facilities within a building for the handicapped persons should be done with proper signages.Visually impaired persons make use of other senses such as hearing and touch to compensate for the lack of vision; whereas visual signals shall benefit those with hearing disabilities.

Signs should be designed and located such that they are easily legible by using suitable letter size (not less than 20mm size).For visually impaired persons, information board in Braille should be installed on the wall at a suitable height and it should be possible to approach them closely.To ensure safe walking there should not be any protruding sign, which creates obstruction in walking.

The symbols/illustrations should be in contrasting colour and properly illuminated so that with limited vision may be able to differentiate amongst primary colours.

8.2.10.4 Schedule IV – Rain Water Harvesting

Rain water harvesting in a building site includes storage or recharging into ground of rain water falling on the terrace or on any paved or unpaved surface within the building site.

- a) The following systems may be adopted for harvesting the rain water drawn from terrace and the paved surface.
 - i. Open well of a minimum of 1.00 metre diameter and 6 metre in depth into which rain water may be channelled and allowed after filtration for removing silt and floating material. The well shall be provided with ventilating covers. The water from the open well may be used for non potable domestic purposes such as washing, flushing and for watering the garden etc.
 - ii. Rain water harvesting for recharge of ground water may be done through a borewell around which a pit of one metre width may be excavated up to a depth of at least 3.00 metre and refilled with stone aggregate and sand. The filtered rain water may be channelled to the refilled pit for recharging the borewell.
 - iii. An impervious storage tank of required capacity may be constructed in the setback or other space and the rain water may be channelled to the storage tank. The storage tank may be raised to a convenient height above the surface and shall always be provided with ventilating covers and shall have draw-off taps suitably placed so that the rain water may be drawn off for domestic, washing, gardening and such other purposes. The storage tanks shall be provided with an overflow.
 - iv. The surplus rain water after storage may be recharged into ground through percolation pits or trenches or combination of pits and trenches. Depending on the geomorphologic and topographical condition, the pits may be of the size of 1.20 m width x 1.20 m length x 2.00 m to 2.50 metre depth. The trenches can be 0.60 m. width x 2.00 to 6.00 metre length x 1.50 to 2.00 m depth. Terrace water shall be channelled to pits or trenches. Such pits or trenches shall be backfilled with filter media comprising the following materials.
 - 1) 40 mm stone aggregate as bottom layer up to 50% of the depth.
 - 2) 20 mm stone aggregate as lower middle layer up to 20% of the depth.
 - 3) Coarse sand as upper middle layer up to 20% of the depth.
 - 4) A thin layer of fine sand as top layer.
 - 5) Top 10% of the pits/trenches will be empty and a splash is to be provided in this portion in such a way that roof top water falls on the splash pad.
 - 6) Brick masonry wall is to be constructed on the exposed surface of pits/trenches and the cement mortar plastered.

The depth of wall below ground shall be such that the wall prevents loose soil entering into pits/trenches. The projection of the wall above ground shall at least be 15 cm. Perforated concrete slabs shall be provided on the pits/trenches.

- v. If the open space surrounding the building is not paved, the top layer up to a sufficient depth shall be removed and refilled with coarse sand to allow percolation of rain water into ground.
- b) The terrace shall be connected to the open well/bore well/storage tank/recharge pit/trench by means of H.D.P.E./P.V.C. pipes through filter media. A valve system shall be provided to enable the first washings from roof or terrace catchment, as they would contain undesirable dirt. The mouths of all pipes and opening shall be covered with mosquito (insect) proof wire net. For the efficient discharge of rain water, there shall be at least two rain water pipes of 100 mm diameter for a roof area of 100 sq m.
- c) Rain water harvesting structures shall be sited as not to endanger the stability of building or earthwork. The structures shall be designed such that no dampness is caused in any part of the walls or foundation of the building or those of an adjacent building.

8.2.10.5 Schedule V – Transfer of Development Rights

8.2.10.5.1 Transfer of Development Rights (TDR)

When an area within the local planning area is required for public purpose (i.e. road, widening of road, parks etc.) the owner of any site or land which comprises of such area surrenders it free of cost and hands over possession of the same to the Planning Authority / Local Authority free of cost and encumbrance, the Planning Authority / Local Authority permits development rights in the form of additional floor area which shall be equal to one and half times the area surrendered. The development rights so permitted may be utilized either at the remaining portion of the area after surrender or anywhere in the LPA, either by himself or by transfer to any other person.

8.2.10.5.2 Terms and conditions for grant & utilisation of TDR

- 1) The Planning Authority / Local Body shall publish annual programme for road widening or construction of new road or for any other public purpose specified in Section 14(B) of the Act, for granting Transferable Development Rights.
- 2) The land shall be surrendered through a relinquishment deed for which a Development Rights Certificate (hereinafter called “D.R.C”) is to be issued. The land so surrendered shall vest with the Authority / Local body free from all encumbrances.
- 3) D.R.C shall be issued only after the required land is surrendered to the Planning Authority / Local body free of cost and free of encumbrances. In respect of land surrendered for purpose other than road widening, the land has to be fenced to the satisfaction of the Authority / Local Body.
- 4) D.R.C shall be issued under the seal of Planning Authority / Local Body and under the signature of the Chief Officer, Bangalore Development Authority / Chief Officer of Local Body within the LPA of Bangalore.
- 5) The D.R.C shall be valid for a period of five years. However, the same may be revalidated for a further period of five years subject to payment of revalidation fee.
- 6) The D.R.C shall contain details of the floor area credit in square metre of built up area and the area to which the owner of the surrendered land is entitled shall be stated in figures and words. The description of the land from where development rights are generated and the land use zone of the same shall also be stated in the D.R.C.
- 7) The eligible additional floor area may be utilized in the remaining portion of the land after surrender, irrespective of the road width.
- 8) The D.R.C shall not be valid for use on receivable plot / plots abutting a road of less than 9 meters within the LPA of Bangalore subject to condition No. 12.
- 9) In case of Bangalore LPA, if the additional floor area is transferred to another plot, FAR of the receiving plot shall be allowed to be exceeded by not more than 0.60 times the existing FAR, provided the receiving plot abuts a road width of 12m and above. If the receiving plot abuts a road width of 9m to 12 m, then a maximum of 0.40 times the existing FAR shall only be allowed, subject to the limitations prescribed in the Terms and Conditions.
- 10) The Authority may consider relaxing setbacks and coverage to a maximum extent of 50%, when the permissible Floor Area Ratio cannot be achieved, in case of D.R.C arising out of land

- 19) The utilization of D.R.C in favour of Non-Resident of India and Foreign nationals will be subject to rules and regulations “under Foreign Exchange Management Act, 1999 (FEMA) and / or the rules and regulations” made by the Reserve Bank of India / Government of India in this behalf.
- 20) The Authority may decline to allow utilization of D.R.C in the following situations:
 - a. Under direction from a competent court.
 - b. Where the Authority has reason to believe that the transfer for utilization of D.R.C has been obtained by fraudulent means.
 - c. Where the utilization application does not comply with the terms and conditions.
 - d. Where the utilization application is not duly signed by the transferor and transferee.
 - e. Where the utilization application is not accompanied by original D.R.C.
- 21) On full utilization of the D.R.C, the D.R.C shall not be returned to the D.R.C holders but shall be retained with the Authority concerned after cancelling the same.
- 22) In case of death of holders of D.R.C, the D.R.C will be transferred only on production of “Will / Survivors Certificate / Inheritance Certificate / Heir ship Certificate” / succession certificate or letter of Administration and / or probate of a will wherever applicable. On production of aforesaid documents names of the legal heirs will be included in the D.R.C.
- 23) Where the D.R.C holder is, a minor, no permission for transfer for utilization shall be considered unless the application is made by the guardian appointed by the Court.
- 24) If a holder of D.R.C intends to transfer it to any other person, he will submit the D.R.C to the Authority with an application for endorsement of the new holders name, i.e., the transferee, on the said certificate. Without such endorsement by the Authority, the transfer shall not be valid and the Certificate will be available for use only by the earlier original holder.
- 25) D.R.C shall be in prescribed form transferable only after due authentication by the Planning Authority / Local Body.
- 26) The Planning Authority (BDA when the TDR is generated by a plot / land located in BDA jurisdiction and AUTHORITY when the TDR is generated by a plot or land located in AUTHORITY jurisdiction) shall maintain a register in the format annexed to this Notification relating to grant and utilization of Development Rights. Planning Authority / Local Body which issues the D.R.C shall only maintain the account of utilization till it is exhausted.
- 27) If in, or in connection with, the exercise of its powers and discharge of its functions by the Authority, any difficulty arises relating to the interpretation of these regulations, it shall be referred to the Government, whose decision will be final.

8.2.10.6 Schedule VI – Fire Protection Requirements and Safety Measures against Earthquake

General– The planning design and construction of any building shall be such as to ensure safety from fire. For this purpose, unless otherwise specified in these Regulations, the provisions of Part – IV, Fire Protection Chapter of National Building Code shall apply.

For multi-storeyed, high rise and special buildings, additional provisions relating to fire protection contained in Annexure C of NBC shall also apply. The approach to the building and open spaces on all sides upto 6 metre width and their layout shall conform to the requirements of the Chief Officer. They shall be capable of taking the weight of a fire engine weighing up to 18 tonnes. These open spaces shall be free of any obstruction and shall be motorable.

Exits– Every building meant for human occupancy shall be provided with exits sufficient to permit safe escape of its occupants in case of fire or other emergency for which the exit shall conform to the following:

- a) **Types**– Exit should be horizontal or vertical. A horizontal exit may be a door-way, a corridor, a passage-way to an internal stairway or to an adjoining building, a ramp, a verandah, or a terrace which has access to the street or to the roof of a building. A vertical exit may be a staircase or a ramp, but not a lift.
- b) **General requirement**– Exits from all the parts of the building, except those not accessible for general public use, shall –
 - i. provide continuous egress to the exterior of the building or to an exterior open space leading to the street;
 - ii. be so arranged that, except in a residential building, they can be reached without having to cross another occupied unit;
 - iii. be free of obstruction;
 - iv. be adequately illuminated;
 - v. be clearly visible, with the routes reaching them clearly marked and signs posted to guide any person to the floor concerned;
 - vi. be fitted, if necessary with fire fighting equipment suitably located but not as to obstruct the passage, clearly marked and with its location clearly indicated on both sides of the exit way;
 - vii. be fitted with a fire alarm device, if it is either a multi-storeyed, high use or a special building so as to ensure its prompt evacuation;
 - viii. remain unaffected by any alteration of any part of the building so far as their number, width, capacity and protection thereof is concerned;
 - ix. be so located that the travel distance on the floor does not exceed the following limits:
 - 1) Residential, educational, institutional and hazardous occupancies: 22.5 m.
 - 2) Assembly, business, mercantile / commercial, industrial and storage buildings: 30m.

Note: The travel distance to an exit from the dead end of a corridor shall not exceed half the distance specified above, except in assembly and institutional occupancies in which case it shall not exceed 6.0 metres. When more than one exit is required on a floor, the exits shall be as remote from each other as possible; Provided that for all multi-storeyed high rise and special buildings, a minimum of two enclosed type staircases shall be provided, at least one of them directly is opening to the exterior, interior open space or to any open place of safety.

- c) **Safety Measures against Earthquake:** Buildings with ground plus four floors and above or buildings with a height of 15m and above shall be designed and constructed adopting the norms prescribed in the National Building Code and in the “Criteria for earthquake resistant design of structures”, bearing No. IS 1893-2002, and published by the Bureau of Indian Standards. This would make the buildings resistant to earthquake. The supervision certificate and the completion certificate of every such building shall contain a certificate recorded by the Registered Engineer / Architect that the norms of the National Building Code and IS 1893-2002 have been followed in the design and construction of buildings for making the buildings resistant to earthquake.

Width and Number of Exits for Various Occupancies

Sl. No.	Type of Occupancy	Stairway / Corridor			
		Minimum width in meters	Multiplier	Door Minimum width in meters	Exit Multiplier
(1)	(2)	(3)	(4)	(5)	(6)
1	Residential Dwellings Row housing (2 storeys) Hostels	1.2 0.75 1.5	0.145 0.213 0.107		0.053
2	Educational-up to 24.0 m high Over 24.0 m high	1.5 2.0	0.333 0.250		0.667
3	Institutional i.e., Hospitals Up to 10 beds Over 10 beds	1.5 2.0	0.089 0.067		0.044
4	Assembly – fixed seats or loose seats and dance floor. No seating facilities and dining rooms	2.0 2.0	0.694 0.278	1.0	0.926 0.370
5	Mercantile – street floor and basement Upper sales floors	1.5 1.5	0.222 0.111		0.222 0.111
6	Business and Industrial	1.5	0.067		0.067
7	Storage	1.5	0.022		0.22
8	Hazardous	1.5	0.133		0.125

Note: No deductions shall be made in the gross area of the corridors, closets or other sub-divisions; all space serving the particular assembly occupancy shall be reckoned.

8.2.10.6.1 Doorways

- a) Every exit doorway shall open into an enclosed stairway, a horizontal exit, or a corridor or passageway providing continuous and protected means of egress.
- b) No exit doorway shall be less than 1000 mm in width except assembly buildings where door width shall not be less than 2000 mm. Doorways shall be not less than 2000 mm in height.
- c) Exit doorways shall open outwards i.e., 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 900 mm overhead or sliding doors shall not be installed.
- d) Exit doors shall not open immediately upon a flight of stairs; a landing equal to at least the width of the door shall be provided in the stairway at each doorway; level of landing shall be same as that of the floor which it serves.

8.2.10.6.2 Internal Staircases

Interior stairs shall be constructed of non-combustive materials.

Interior staircases of all buildings with the exception of residential buildings up to GF+3 floors shall be constructed as self contained units with at least one side adjacent to an external wall. The staircase shall be completely enclosed in the case of buildings of 15 meters height and above.

- a) A staircase shall not be arranged around a lift shaft.
- b) Hollow combustible construction shall not be permitted.
- c) The minimum width of an internal staircase shall be as per [Width and Number of Exits for Various Occupancies](#).
- d) The minimum width of treads without nosing and the maximum riser shall be as per the following:
 - i. The Minimum clear width of stair-cases for buildings shall be as per table 31. The minimum width of tread shall be 25 cm. for residential buildings (excluding apartments). The minimum width of tread for other buildings shall be 30 cm. Maximum riser shall be 19 cm. for residential buildings (excluding apartments) and 15 cm. for other buildings and they shall be limited to 12 per flight.
 - ii. The minimum clear head room in a stair case shall be 2.2 m.
- e) Handrails shall be provided with a minimum height of 1000 mm. For all buildings and shall be firmly supported.
- f) No windings should be provided in a public building except in the case of emergency exits.
- g) The minimum head room in a passage under the landing of a staircase and under the staircase shall be 2.2 m. Beams / columns and other features shall not reduce the head room / width of the staircase.

8.2.10.6.3 Fire escapes or external stairs

- a) All fire escapes above ground level shall be directly connected to the ground.

- b) All entrances to a fire escape shall be separate and remote from the internal staircase.
- c) The route to fire escape shall be free of obstruction at all times except a door way leading to the fire escape which shall have the required fire resistance.
- d) Fire escapes shall be constructed of non-combustible materials.
- e) External Stairs shall have straight flights not less than 1250 mm. Wide with 250 mm. treads and risers not more than 190 mm. The number of risers shall be limited to 16 per flight.
- f) Handrails shall be of a height of not less than 1000 mm. Balusters shall be provided with maximum gap of 150 mm.

8.2.10.6.4 Spiral stairs (fire escape)

The use of spiral staircases shall be limited to low occupant loads and to buildings of not more than 9 metres height, unless they are connected to platforms such as balconies and terraces to provide for a pause during escape. A spiral fire escape shall be not less than 1500 mm in diameter and shall be designed to give adequate headroom.

8.2.10.6.5 Ramps

Ramps with a slope of not more than 1:10 may be substituted and shall comply with all the applicable requirements of required stairways regarding enclosures, capacity and dimensions. Larger slopes shall be provided for special uses but in no case greater than 1 in 8. For all slopes exceeding, 1:10 and wherever the use is such as to involve danger of slipping, the ramp shall be surfaced with approved non-slipping materials.

8.2.10.6.6 Exit corridors and passage ways

Exit corridors and passage ways shall be of width of not less than the aggregate required width of exit doorways leading from them in the direction of travel to the exits. Where stairways discharge through corridors and passage ways, the height of corridors and passage ways shall be not less than 2.4 m.