

COMMON APPLICATION FORM FOR SINGLE WINDOW CLEARANCE

(Please read instructions before filling up this form)

To be submitted to Documentation and Clearance Centre (DCC) for obtaining Composite No Objection from the following agencies:-	Project promoters should fill this common application form for Single Window – Composite No Objection and send 10 copies duly signed to
<ol style="list-style-type: none"> 1. Planning permission (In Principle) 2. Fire Service clearance 3. Environmental Clearance from TNPCB 4. Water Supply 5. Power supply from TNEB 6. Electrical safety certificate from CEI 7. Drawing Approval under Factories Act 8. Registration under Boilers act 	The Documentation & Clearance Centre (DCC), GUIDANCE BUREAU 19A, Rukmani Lakshmi pathy Salai Egmore, Chennai 600 008, INDIA Tel: 91-44-2855-3118, 2858-8364. Fax: 91-44-2858-8364 e-mail: tnguidancebureau@gmail.com & guidancebureau@gmail.com

PROJECT INFORMATION

**1. Name and Address of Industrial Project
(proposed to be set up)**

Telephone and Fax

STD Code	Phone No.	Fax No.
Nearest Police Station		

2. Nature of your Organization

<input type="checkbox"/> Proprietary	<input type="checkbox"/> Partnership	<input type="checkbox"/> Private Limited
<input type="checkbox"/> Public Limited	<input type="checkbox"/> Co-Operative	<input type="checkbox"/> Others
Project Status <input type="checkbox"/> New Project	<input type="checkbox"/> Expansion	<input type="checkbox"/> Diversification

2.1 Name and Address of Project Promoters

2.2 Name and Address of the Local Contact Person

3. Line of manufacture

Sl. No	Item of Description	Item Code (ITC/NIC)	Installed Capacity	Unit Capacity

3.1 Names of the Byproducts:

Sl. No	Item of Description	Item Code (ITC/NIC)	Output based on Annual Capacity of Main Product	Unit of Output

3.2 ROC Registration No.

4.0 Estimated Project Cost (Rs. in Million)

Plant and Machinery	Land	<input type="text"/>
	Building	<input type="text"/>
	Imported (Landed Cost)	<input type="text"/>
	Indigenous	<input type="text"/>
	Misc. Assets	<input type="text"/>
	Contingencies, etc.,	<input type="text"/>
	Others (IDC)	<input type="text"/>
	TOTAL	<input type="text"/>

4.1 Means of Finance (Rs. in Million)

Equity from Promoters	<input type="checkbox"/> Domestic	<input type="text"/>
	<input type="checkbox"/> Foreign	<input type="text"/>
Loans from Financial Institutions		<input type="text"/>
TIDCO's equity if any		<input type="text"/>
Others (Pl. Specify)		<input type="text"/>
TOTAL		<input type="text"/>

5.0 Registration (please fill the one applicable)

FIPB / RBI Approval No Date

IEM No Date

EOU Regn. No Date

LOI No Date

5.1 Amount of Foreign Investment: (in rupees)

Foreign Equity (%)

5.2 Expected date of commencement of construction:

5.3 Expected date of commencement of commercial production:

6.0 Employment

Skilled Labour Supervisory Male

Unskilled Labour Management Female

Total (Direct) (Indirect)

6.1 Maximum number of workers proposed to be employed in the factory on any one day

6.2 Whether factory will be having any process vessels ? If yes, number of such vessels may be indicated:

6.3 Whether the factory is engaged in Dangerous Operations as indicated under rule 95 of Tamilnadu Factory Rules 1950 ? (please see enclosed handbook)

7.0 Raw Material Consumption

Sl. No	Item of Description	Item Code (ITC/NIC)	Daily Consumption at full Capacity	Unit Capacity

8.0 Manufacturing Process

8.1 Please give a brief description of process technology used along with a flow chart (to be enclosed)

Flow chart (Please enclose a flow chart in a separate sheet)

8.2 Do you have any foreign technical collaboration ?

Yes No

8.3 If the process technology involves usage of steam, the details of steam generator, i.e., Boiler details and capacity may be furnished.

9.0 Energy Consumption (Power required for the project)

9.1 Source: Energy

In plant Generation TNEB Supply

9.2 If energy is generated in plant, fuel used for consumption

Fuel : Coal Oil / Diesel Natural Gas Wood Others (Please Specify)
Qty. Required (annual) Coal Oil / Diesel Natural Gas Wood Others (Please Specify)

Power Requirements from TNEB (in KVA)

Temporary (during construction)

Permanent (production phase)

9.3 Contracted maximum demand in KVA

9.3.1 Required power supply line

11 KV or 22 KV 33 KV 110 KV 220 KV

9.3.2 Voltage rating at which HT supply is required:

9.4 Connected load in kW

9.4.1 Load Factor

Data on Consumer load: (for both new supply and additions to be connected to existing load or if maximum demand exceeds 50 kW)

	As on date	Additional sanction	Estimated required now applied for	Total	No of Shifts	Probable date of load maturing
Maximum Demand in KVA						
Notified connected load in kw/HP						

9.5 Aggregate installed capacity of the transformers to be installed by the entrepreneur in case of HT/EHT

9.6 Proposed maximum working hours

9.7 Expected month of trial production

9.8 Probable date of requirement of power supply

Construction Phase

Commercial Production

9.9 Details of Plant and Machinery with HP of prime movers (please enclose list)

Total HP of Prime movers

9.10 Chief Electrical Inspectorate (for approval of drawings showing the method of construction and layout of HV/EHV installations)

9.10.1 Names of contractors (with Licence details) carrying out the installation and the name and the certificate number of supervisor under whose supervision the work will be executed:

9.10.2 Technical

Details of the HV/EHV installation

[a] Sub-Station Indoor Outdoor

[b] Transformer

Serial No	KVA Voltage Ratio
1.	
2.	
3.	

[c] Generator (fuel used) KVA Voltage Ratio

[d] Switch gear (details of normal and rupturing capacity should be furnished)

[e] Whether parallel operation of generator with TNEB grid proposed. How is excess energy, if any, proposed to be disposed ?

[f] Are all equipment constructed in accordance with the specification and code of practices of the Bureau of Indian Standards ?

[h] Other equipment:

(i) Overhead Distribution mains, if any (details of line support and conductor size to be furnished)

(ii) Are these to be erected entirely within the premises of consumer ?

9.10.2 Drawing in (in triplicate)

(i) Site plan showing point of commencement of supply, Location of Sub station, Generator Room, Building Housing other equipments:

(ii) Schematic layout of equipment:

(iii) Physical layout of equipment:

(iv) Plan and elevation of Sub-Station and Generator Room:

(v) Earthing Arrangements:

Medium Voltage Installations

(i) Name of the Contractor (with license details) carrying out the installation:

(ii) Name and Address:

(iii) SSC No. and Validity Consent letter in the format to be enclosed:

9.10.3 Remittance of fee towards the inspection under Rule 63 of Indian Electricity Rule 1956. (Original Challan to be enclosed and details furnished)

Amount Rs.

Challan No.

Date:

9.10.4 Original manufacturer's Test Certificate (for HV Test Results) for EHV/HV equipments and HV cables are to be enclosed
(Original with 2 copies to be sent)

Enclosures:

- * Land ownership / Lease deed or allotment letter from SIPCOT etc.
- * Copy of NOC / Consent from TNPCB if already obtained
- * Authorization from company to signatory to sign HT application etc
- * Split up details of connected load

10.0 Land Allotment

(Please fill in this sub part if allotment of land/shed with land required in any industrial park/estate of SIPCOT/TIDCO/ SIDCO)

10.1 Do you propose to locate your project in any SIPCOT/TIDCO/ SIDCO industrial park/estate ?

Yes No

If Yes, Location of Industrial Park/Estate

SIPCOT TIDCO SIDCO Location

10.2 Extent of land required (in acres)

10.3 What is the area of land required by your project (Sq.mts / Acres)

For the Present For future expansion

10.4 If you require ready built shed, then indicate plinth area in Sq. Mts.

10.5 Justification for requirement of land (Give breakup of the total area of plot in Sq. Mts)

for production, buildings etc:

for office and other ancillaries:

for open space garden lawn or road:

for expansion needs:

10.6 Details of Demand Draft (for Land allotment)

Demand Draft No

Amount of DD

Date of DD

Payable at (Name of the Bank and Branch)

Please enclose:

- * Copy of Memorandum and Articles of Association or Company Registration Certificate or Partnership deed.
- * Copy of FIPB letter or Industrial license or SSI Registration Certificate

11.0 Water Requirement

11.1 State your water requirement K.L per day

Temporary (during construction)

Permanent (commercial
Production phase)

11.1.1 Year wise demand Ist Year

IIInd Year

IIIrd Year

11.2 Source of Water

- Public Supply Irrigation Channel Ground River
 Lake Bay Estuary

11.3 Source of supply acceptable from

- Domestic supply Yes No
Recycled Water Yes No
Treated Waste Water Yes No

11.3.1 Point of Tapping

11.3.2 Distance from source of water to point of delivery and lift of water required

11.4 Average daily requirement of water for: (in K. Liters)

Process and Wash
Cooling
Domestic
Sanitation
Total

11.5 Quality standard of water required for

Domestic Use

Industrial Use

(Please specify the quality parameters expected in the enclosed form)

12.0 Locating in Private Land

12.1 If private land is identified outside industrial park, then enclose sketch of identified land Specifying its location

Name of the Panchayat or Village, S.No of the land and name of the village may be given

Is the land situated within any municipality or Municipal Corporation/Cantonment Jurisdiction?

Yes No

If Yes, Name of the Municipality / Municipal Corporation / Cantonment

Whether the land is located near the following:

- Coastal Estuary River / Lakes Landlocked Hilly Terrain Reservoirs
- Burial Ground Railway Boundary Aerodrome Temple / Historical Monument
- Educational Institutions Hospitals

If Yes, then indicate the distance in Kilometers

12.2 Please enclose a topographical plan showing the following details

- Clear demarcation of nearest water source and agricultural lands
- Residential areas and villages nearby
- Name of the abutting road and its status (Public/Private)

12.3 Area proposed to be developed now in first phase (within first 3 years, in acres)

Area proposed to be developed in second phase

12.4 Do you need Government assistance in acquiring land?

Yes No

Land use reclassification

12.5.1 Name of the Local Planning Area:

12.5.2 Approach Road (width/WBM or BT or earthen/ Maintaining Authority:

12.5.3 Extend of land Sl.No. (in acres)

12.5.4

(a) Master Plan

(i) Present Stage

(ii) Proposed land use as per Master Plan

(iii) Present usage of land

(iv) Land use variation requested for

(b) DDP/TP Scheme

(i) Name of the Scheme

(ii) Stage of the Scheme

(iii) Proposed land use as per scheme

(iv) Variation to type of land use requested

12.5.5 (i) Whether site lies in Heritage town

(ii) If yes, distance between the site and heritage site:

12.5.6 (i) Whether site lies in Archeologically important area?:

(ii) If yes, distance between the site and Archaeology declared area in Kms.:

12.5.7 (i) Whether site lies in CRZ CRZ1 CRZ2 CRZ3

(ii) If Yes, where it lies

12.5.8 Surrounding land/building use:

12.5.9 Whether Burial ground / Burring ground lines within 90 metre:

12.5.10 Whether site lies in catchment:

12.5.11 Impact on infrastructure due to proposed land use variation:

(i) Transport

(ii) Drinking water

(iii) Drainage

(iv) Electricity

(v) Public Open Space

12.5.12 Authenticated Topo sketch within 500 meter radius:

12.5.13 Authenticated Extract of Master plan/ DD Plan:

12.5.14 Authenticated site plan with measurements:

12.5.15 FMB Sketch:

12.5.16 Copy of Chitta, Patta, document copies:

12.5.17 Objections and Suggestions:

12.5.18 Court action if any:

12.5.19 Details about publication:

12.5.20 Local body resolution

13.0 Local Body Approval and Fire service Clearance and Registration under Factories Act:

PLEASE SEE NOTE APPENDED INDICATING DETAILS OF ENCLOSURES / PLANS TO BE FURNISHED ALONG WITH THIS APPLICATION

Please enclose to this form specified number of copies as mentioned below drawn to a metric scale by a qualified Engineer/ Draftsman duly signed by him and also by the applicant showing:

1. Detailed building plan, elevation and section of the proposed factory sheds, layout and type of machines proposed to be installed in the particular shed with horsepower, drawn to scale 1:100 indicating correct plinth areas indicating the no of workers and installation power.	12 Copies
2. Site plan drawn to a scale of 1:400 showing length and breath of the site, and also location of the road which gives direct access to the site indicating the width of the road. The access is must. The access should be of a minimum width of 12 meters. The site plan should indicate front, rear, and side set-backs clearly along with extent of site purchased for establishing industry. (This plan should indicate surrounding features and deve lopment e.g. road network, electrical lines, water supply lines, sewerage and drainage lines in layout within 100 meters radius in case of sites falling under UDA limits). The site plan should also contain a) RWH Provisions, b) Transformer yard and c) Solar water heating provisions	12 Copies
3. Topo detailed plan, showing the development around the proposed site within a radius of 500 meters and drawing to scale of 1:1500	12 Blueprints
4. Village plan indicating the site with the survey Nos. on which the industry is proposed	12 Blueprints
Drawings to be signed by licensed surveyor / registered architect. (You are advised to keep one copy of each of the plans mentioned above for your record) In addition, following documents also should be furnished	
5. Ownership documents of the site duly authenticated and if the site is taken on lease, the copy of registered lease-deed is to be furnished, in case of private lands and possession certificate in the case of SIPCOT/TIDCO/SIDCO allotment	6 Copies
* Incase of private land, copies of ownership document dating prior to 5.8.1975 * Duly authenticated FMB sketch/Handing over sketch	

Snap shot of the project

1	Address and contact particulars of the Company (with Tel & Fax)	
2	Site Address (with Tel & Fax)	
3	Location of the investment proposal	
4	Land particulars	
5	Products manufactured	
6	Annual manufacturing capacity	
7	Investment proposed	
8	Employment proposed Direct Indirect How many women employees?	
9	Plot Area	
10	Total built up area FSI & Non FSI break up	
11	Floor Space Index (FSI)	
12	Architects of the Company	
13	Power Supply required	
14	Capacity of the DG Sets Is it captive or standby?	
15	Fire Hazard Category of the buildings	
16	Capacity of the Fire Fighting Sump. Is it dedicated for fire fighting purposes?	
17	Fire Fighting duration	
18	Building wise fire protection measures	
19	Building wise provision of fire extinguishers	
20	Capacity of the ETP	

Guidance Bureau

21	Capacity of the STP	
22	Details of Green belt provided (As per TNPCB provisions 400 trees / Hectares required)	
23	Have you started construction? If so, current status	
24	Date of filing single window application	Will be filled up by Guidance Bureau
25	Date of holding of single window meeting	
26	Officials attended	
27	Compliance report filed on	
28	Composite No Objection from Statutory Agencies issued on	

Annexure

A statement on Solid waste – Generation and Method of disposal

Seal

Signature
Name
Designation

Declaration

We hereby declare that we will install and operate pollution control equipment required to meet the standards prescribed by the Board and we will not commence production until such pollution control equipment is installed and ready for operation we will obtain from Board before going into production.

Signature of Promoter or Authorized Person

Place

Date

Topo Plan

Risk Analysis report HAZOP/MCA/ On site * management plan

* (To be submitted by industry manufacturing /handling /storing Hazardous Chemicals listed in the scheduled 1,2 & 3 manufacturer, storage and import of Hazardous Chemicals Rules 1989)

Legal Undertaking

(by project promoters)

_____ I, Mr / Ms
_____ (name of the authorized signatory)

_____ (Designation) of _____
(name of the Industry & address of registered office) hereby declare that the information furnished by to Documentation & Clearance Centre (DCC), GUIDANCE Bureau of Government of Tamilnadu by our company in this application are true to the best of our knowledge and belief. We indemnify DCC of GUIDANCE Bureau or any agency under Government of Tamilnadu from any liabilities whatsoever that may arise due to inaccuracies, errors etc. in this application and our company management assumes complete responsibility in this regard.

Further we undertake to provide any additional information or clarification as required by Government of Tamilnadu agencies while processing our application.

We undertake to pay the fees / charges payable to Government of Tamilnadu agencies as prescribed under rules for according Composite No Objection Certificate.

We understand that this Single Window Facility through DCC of GUIDANCE Bureau is to assist our company in getting statutory clearances (listed in this application) expeditiously. We indemnify DCC of GUIDANCE Bureau from any liabilities whatsoever.

Place

Date

Official Seal of the Company

Acknowledgement from DCC

Documentation and Clearance Centre (DCC) hereby acknowledge the receipt of application form:

(Name of the Industrial Enterprise)

(To be filled by DCC of GUIDANCE)

File Number _____ Date of Receipt _____

The reference number for your application is _____. Please quote this in your future correspondence with us. Please contact Thiru _____ nodal officer (Designation) designated as Escort Officer for your project for progress of action on your application. While we assure you to undertake earnest efforts to expedite clearances for your project, kindly note that DCC of GUIDANCE Bureau, Government of Tamilnadu does not assume any responsibility / liability whatsoever for any delay occurred in getting clearances.

Signature of Director, DCC & GUIDANCE Bureau

Place

Date

NOTE

Along with the main Single Window form (13 pages), please enclose following other documents:

1. **DTCP:** Land allotment letter from SIPCOT / documents of site ownership
2. Building Plan with a certificate from accredited Architect certifying that the building conforms to the building plan rules of Tamil Nadu
3. **Sketch for drawings:-**
For civil drawings: 1: 100 scale
For Topo plans: 1: 400 scale
4. Seismic Certificate and Stability Certificate from accredited Architect.
5. If the ridge height of the project is 14.9 Metres, then an undertaking from the Architect (in Rs.20 stamp paper) that the height of the building will not exceed 14.9 Metres.
6. **Chief Electrical Inspectorate**
 - a) Schematic & sectional drawings signed by the Electrical Contractor
 - b) Site plan
 - c) Transformer Structure, Sub Station, Power House Layout, earthing arrangements
 - d) Single Line Electrical Schematic Layouts for Transformer, generator, switch boards, etc.
 - e) Physical layouts of factory showing location of motors, switchboards, etc.
 - f) Name, address, telephone number of Chairman / Managing Director / Directors and Authorised signatory with a copy of the Memorandum and Articles of Association.
 - g) Fire fighting measures should also be shown in the electrical drawings.
7. **Fire and Rescue Services:-**
 - One separate fire drawing of whole site without scale (but mention area)
 - Separate colour code should be indicated to Hydrants, Sprinklers, Smoke detectors and extinguishers.
 - Mention Nos. of Hydrants, sprinkler heads, detectors and extinguishers.
8. **Inspectorate of Factories:**
 - Signature of Occupier should be obtained in all the drawings
 - A write up on labour welfare and labour safety measures
 - Detailed information needs to be given if the project involves use of hazardous / inflammable chemicals
 - Sufficient number of exits (at a travel distance of not more than 30 metre from the work spot must be provided)

- Plans of mezzanine floor Office
 - Plan of location of the machineries should be provided in 1:100 scale
 - Installation details pertaining to compressor and utility pump and cooling tower
 - E.O.T. Cranes should be provided with the safety provisions as prescribed in the rule 55A (4A) of the Tamil Nadu Factories Rules, 1950
 - Canteen as per the standards prescribed in the rules 65 & 66 of the Tamil Nadu Factories Rules, 1950
 - The detailed plan of the store shed and location of the same.
9. Form I & II for environmental clearance (specimen form attached). However, investor is advised to purchase a printed version from Tamil Nadu Pollution Board, 76, Anna Salai, Guindy, Chennai 6000 032

10. TNPCB:

- Form I & II for environmental clearance – investors are advised to purchase a printed version from Tamil Nadu Pollution Control Board, 76, Anna Salai, Guindy, Chennai 600 032
- EIA Study report (for projects which require EIA Study as per Environment policy).

11. TNEB: Details of:-

- a) Resolution of Board meeting for authentication to sign the EB application with the specimen signature attested by a Director whose name should be available in MoA
- b) Site plan with marking of metering point with security arrangement
- c) An undertaking that (i) the company agrees to provide the metering point as per Board norms (within 30 mtrs of main gate) and that (ii) the company agree to abide by the terms & conditions of power supply

12. Single window Fee:

Projects	Single Window fee
Projects with investment between Rs.10 – 50 crores	Rs.3,00,000/-
Projects with investment between Rs.50 – 100 crores	Rs.5,00,000/-
Projects with investment between Rs.100 - 300 crores	Rs.10,00,000/-
Projects with investment between Rs.300 – 1000 crores	Rs.15,00,000/-
Projects with investment above Rs.1000 crores	Rs.20,00,000/-

The above may be drawn in favour of “**TAMIL NADU INDUSTRIAL GUIDANCE & EXPORT PROMOTION BUREAU**”. Cheque can be given, if the project is Chennai based and DD in case, the project promoter is situated outside Chennai.

13. The Declaration and Legal Undertaking forming part of the Common application form should be signed and office seal affixed.

14. 12 copies of the Common application and related annexures should be submitted for circulation to all the statutory agencies / utility providing agencies.

**DO's and DON'Ts
DTCP**

- 1) Maximum height of building should not exceed 15 mtrs or Ground + 3 floors. If it is more than 15m height or Ground + 3 floors, applicant should obtain MSB declaration from the DTCP with local body council resolution.
- 2) Minimum 1/5th of floor area ventilation is required. (only ventilation for windows and ventilators (doors not included).
- 3) Minimum required drive way within the site is 7.2 m
- 4) If it is more than ground floor minimum required travel distance is 22.5m
- 5) Rain water harvesting arrangement should be provided.
- 6) Solar water heating system to be provided.
- 7) If the height of the building exceeds 15 metres, you must submit 4 sets of drawings along with the Architects Certificate to the Local Panchayat for their resolution for declaration as Multistoreyed Building (MSB). A copy of the resolution of the local body needs to be submitted to us.
- 8) A Certificate from the Architects clearly mentioning the Built up area should also be provided.
- 9) If access gained from approved layouts, roads registered gift deed copy with notary public attestation along with layout plan.
- 10) If access gained from other layouts, details of FMB sketch / town survey map, adangal, copy of A register.

Inspector of Factories

- 11) Matters related to safety, health and welfare amenities are to be dealt with elaborately
- 12) Details of dangerous operations / processes if any is to be mentioned
- 13) Type of hazards if any (fire / explosion) should be mentioned and explained, with respect to even storage of oil / HSD / LSD, etc. if any

Tamil Nadu Pollution Control Board

- 14) STP Proposal – design details and drawings to be provided

- 15) Source of solid waste generation, method of handling, treatment and disposal
- 16) Sources of direct emission, control measures – details
- 17) Water balance & bacterial balance
- 18) Detailed manufacturing process for each product
- 19) Capacity of DG Set, acoustic measures - details

CHECK LIST

1. Certificate from Architects showing the built up area – 5 originals (along with Seismic Certificate and Stability Certificate)
2. Fire Services Drawings – 6 sets
3. Electrical Drawings (Sectional and schematic drawings) – 6 sets
4. Form I & II (in original) - 4 copies
5. Drawings to be signed by the architects and occupier – 12 sets
6. Application to be signed and sealed – 12 sets

PowerPoint Presentation
20 – 25 slides to be made by Applicant Company

Duration for the presentation: 20 Minutes

1. About the Company

2. About the proposed project

- Investment
- Employment
- Products, etc.

3. Land

- Location
- Area
- Present classification of land use as per master plan

4. Building

- Constructed area
- Floor Space Index – FSI
- Front, setback
- Floor coverage ratio
- Building height
- Parking space with break up of parking lots, dimensions, drive way, etc.
- Location of utilities, DG sets, etc.
- Ventilation arrangements
- Rain Water harvesting facilities

5. Fire protection

- Arrangements made to comply with the regulations of Fire Service Manual and National Buildings Code
- Provision of fire alarm systems, sprinklers, sumps, etc.
- Detailed write up about fire mitigation plan.

6. Labour

- Number of workers employed
- Any hazardous materials used / stored / handled by workers

- Details of labour welfare amenities
- Heavy materials handling including cranes, etc.
- Compliance relating to provisions of Factories Act

7. Power

- Power requirements during construction phase / commercial production & timing of power requirements
- Capacity of DG sets
- Voltage lines required – 11 / 33 / 110 KV

8. Water supply

- Water supply required during construction and commercial production phase.

9. Pollution

- Manufacturing technology – process flow chart
- Raw materials used
- Types of waste (solid / liquid) produced by project
- Chemical characteristics
- Methods of treating the waste and safe disposal
- EIA study report (If required)
- Green management plan for the open area
- E Waste management plan (if project produces E-Waste)
- Acoustic measures provided for the DG sets
- Measures for controlling Air emissions
- Input / output water balancing plan (if project is highly water intensive)
- Sewage Treatment (STP) and details of STP
- Measures for waste water recycling & zero discharge

10. Electrical

- Details of electrical contractor
- Sectional and schematic electrical drawings

11. Boilers

- Details of boilers
- Drawings
- Supply details as required under Boilers Act / Rules.

CERTIFICATE BY THE ARCHITECT

- 1) This is to certify that we have inspected the site of (Name of Company) at (Address and Survey Numbers of the Plot) and found that the road abutting the site the road width actually measures (___Mts) as per survey plan.
- 2) We also certify that we have personally verified the site measurements furnished in the actual survey plan on the ground and dimensions given in the plan correspond with the actual on ground.
- 3) We also certify that the site falls in the proper zoning regulation / Non Plan area and does not require any land use reclassification.
- 4) The master plan / building plan prepared and submitted herewith, satisfy the relevant provisions of development control rules viz. planning parameters compliance statement.
- 5) **We further certify that the proposed buildings of this Company comply with the statutory requirements of Development Control Rules / Building Plan Rules of DTCP and there are no deviations / violations.**
- 6) The Total Site area:- (___ acres) (___sq.mts) and the Total Built up area of the proposed building will be (___ Sqmts).

Total plot area	
Total built up area	
FSI Area	
Non FSI Area (FSI Break up to be given)	
Floor Space Index (FSI)	
Plot Coverage Ratio	
Front Setback _____ side	M
Rear Setback _____ side	M
Side Setback _____ side	M
Side Setback _____ side	M
Eaves Height	M
Ridge Height	M
Parking Space	Sq.M
Internal road width	M
For office and other ancillaries	Sq.M
Open Space	Sq.M
For Expansion Needs	Sq.M

Green Belt Area	Sq.M
External Road width	Mtrs
Fire fighting sump capacity	
OHT Capacity	
ETP Capacity	
STP Capacity	

- 7) We undertake to inform the Director of Town and Country Planning before the commencement of crucial stage of construction viz.
 - a) Earth Work for foundation.
 - b) Foundation concreting.
 - c) Laying the roof of each floor level
 - d) After completing the finishing work (white washing, colouring, fixing water supply, drainage or other sanitary fitments) and before obtaining regular connection for water supply / electricity.

- 8) We also undertake to communicate to the Director of Town and Country Planning to the effect that the construction is in conformity with the plan approved by the Director of Town and Country Planning, at the crucial stages mentioned above.
- 9) If any deviation to the approved plan is proposed to be made, we shall advise the client to obtain prior approval of the Director of Town and Country Planning.
- 10) We shall intimate Director of Town and Country Planning immediately if for any reasons our association with the project ceases.
- 11) We also ensure that the site drawing is provided with necessary rain water harvesting system.
- 12) We are also providing a dedicated fire fighting sump (capacity -----) with providing for ----- hours fire fighting.
- 13) We certify that the proposed buildings conform to the fire mitigation standards and procedures prescribed by National Building Code.

For XXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXX

Annex:

1. Break up of built up area
2. Rain water harvesting details
3. Parking area details
4. Building wise fire fighting arrangements
- 5. Building wise ventilation statement**

Annexure list to Single Window application

1. Single window form – common application form with enclosures attached including power point materials. This includes do's and don't's, requirements of various statutory agencies, check list, etc.

The annexure to this application form shall include:-

1. Copy of lease deed
 2. Memorandum and Articles of Association
 3. Copy of certificate of Incorporation – Companies Act
 4. List of Board of Directors
2. Excerpts of Board Resolution for authorized signatory
 3. FIPB Approval / RBI approval
 4. Project write up.
 5. Manufacturing process & flow chart
 6. List of machinery with Horse Power details
 7. **If the land is not part of SIPCOT / TIDCO / SIDCO layout:**
 - a) Land use reclassification certificate from the DTCP
 - b) Encumbrance certificate 13 years (one month prior to date of application)
 - c) Documents from Tahsildar:
 - FMB / Town survey sketch
 - Patta / Chitta / Town survey land records (TSLR)
 - A register abstract
 8. If access gained from approved layouts, roads registered gift deed copy with notary public attestation along with layout plan.
 9. If access gained from other than layouts, details of FMB sketch / Town survey map, adangal, copy of A register.
 10. If it is dry land, NOC from Tahsildar needs to be submitted. If the land is a wet land, then NOC from Collector needs to be submitted.
 11. Certificate from Architects. There is a prescribed form which is also part of the common application form.
 12. Seismic and stability certificate from Architects
 13. Write up on Air Conditioning
 14. Write up on Rain Water Harvesting / dimensions of rain water harvesting pond

15. Building wise ventilation statement
16. Fire protection and mitigation plans – A write up.
17. Building wise fire protection arrangements.
18. DG Sets Acoustic measures & Diesel storage – a write up.
19. Labour Welfare and Safety Measures – A detailed write up.
20. Labour Welfare and Safety Policy
21. Energy Conservation measures. Also, building wise energy conservation measures should be submitted.
22. Certificate from Electrical Contractor. This must include HT & LT questionnaire, copy of licence, copy of the agreement between the company and contractor, Xerox copy of the challan (for payment towards scrutiny fee)
23. Form I & II (3 copies to be submitted separately)
24. Pollution Control Measures
25. Proposal for Sewage Treatment Plant
26. Checklist from DTCP
27. A write up on CSR (Corporate Social Responsibilities) Activities carried out.
28. A legal undertaking (Rs.20/- stamp paper) that your building height will not exceed 15.0 Metres height.
29. A legal undertaking (Rs.20/- stamp paper) that you will undertake to pay the I & A charges
30. Index of Drawings (Civil, Electrical and Fire)
31. **12 sets of Civil Drawings.** The **site plan** should contain provisions of a) RWH Provisions, b) Transformer yard and c) Solar water heating provisions. The **building plan** should indicate no. of workers and installation power.
32. 6 sets of Fire Drawings along with site plan.
33. 6 sets of Electrical Drawings. These electrical drawings should be signed by the Occupier as well as the Electrical Contractor.
