

**Form for Application to Erect, Re-erect or to make material Alteration in any Place in a Building**

To,

Member Secretary,  
Khasi Hills Building And Structure Regulatory Authority (KHBSRA)  
Khasi Hills Autonomous District Council,  
Shillong.

Sir/Madam,

I hereby give notice on behalf of Shri/Smti. ....  
(owner) that the owner intends to erect/demolish or make alteration the building situated at ..... and in accordance with the building Bye-law No.....and I forward herewith, the following plans and specification duly signed by me and by the owner.

1. Site plan, Building Plan, Section, Elevation.
2. Ownership Title (lease/Conveyance/Sale Deed, etc).
3. Affidavit cum Undertaking of the applicant. (Sample attached to the byelaws).
4. Statement of Proposal and Certificate as per Form 1 (A).
5. Structural Design Basis Report/Structural Drawings.
6. Other document, as required Service Plan, Parking and circulation plan, Landscape Plan.
  - (i) The building plan has been prepared strictly as per the approved building Bye-laws.
  - (ii) Certified that the Building Plans submitted for approval will satisfy the safety requirements as stipulated in the Building Bye-laws & the structural design including safety from hazards based on soil conditions has been duly incorporated in the design of the building.
7. Affidavit cum Undertaking stating my duties and responsibilities as per Bye Law.
8. (i) No objection Certificate (NOC) from Dorbar Shnong where the Building/Apartment is to be constructed.
  - (ii) Voter ID (EPIC) of the applicant or owner of the Building /Apartment etc.

.....	(Signature of Registered
Signature of the Owner(s)	Architect/Technical Personnel).....
Name of owner(s).....	Registration No. of the
Address of the owner(s).....	Architect/Technical Personnel).....
.....	Address of the Technical Personnel.....
Contact No.....	.....
	Contact No.....

Geo-coordinates of proposed building:  
Lat.....  
Long.....

Encl. : As stated above Dated.....

**Statement of the Proposal and Certificate**  
By the Owner and Registered Architect / Technical Personnel

Classification of the Proposal..... (To erect / re-erect / demolition)  
 Building of .....situated at.....  
 Plot Area ..... sq.mt. / feet (Size)

**Area Statement**

Description	Permissible	Existing (sq.mt./ft)	Proposed (sq.mt./ft)	Remarks (sq.mt./ft)
Max.Ground Coverage				
LGF/UGF/Basement				
Ground Floor				
First Floor				
Second Floor				
Third Floor				
Fourth Floor				
Fifth Floor				
Sixth Floor				
Total Floor area				
Floor Area Ratio				
No. of Dwelling Units				

**Maximum height (in meters)**

Setbacks	Permissible (m)	Proposed (m)
Front		
Rear		
Left		
Right		

**Parking spaces**

Open Parking	Covered parking	Total Parking (sq.mt.)

- (a) Approximate number of inhabitants proposed to be accommodated.....
- (b) The number of latrines, Urinals, Kitchens, Baths to be provided.....
- (c) The source of water to be used in the construction.....
- (d) Distance from public drain.....

We hereby certify that

1. Plot is lying vacant and no construction shall be started before sanction.
2. The plot is free from all encumbrances (owner responsibility).

Signature of Owner(s)

Signature of Registered Architect/Technical Personnel

Name.....  
(in block letters)

Name.....  
(in block letters)

Dated.....

Dated.....