

**LETTER OF DECLARATION.**

To,

The Member Secretary,  
Khasi Hills Building and Structure Regulatory Authority,  
Khasi Hills Autonomous District Council,  
Shillong.

I Shri/Smti. \_\_\_\_\_ son/daughter  
of \_\_\_\_\_ resident of \_\_\_\_\_  
do hereby declare that the construction of my building located at  
\_\_\_\_\_ was started on  
\_\_\_\_\_ and was duly completed on \_\_\_\_\_.

Certified that the above statement are true to the best of my knowledge and belief.

Signature of applicant.

Dated: \_\_\_\_\_

The: \_\_\_\_\_

Signature and seal of the Rangbah Shnong.

**OFFICE OF THE EXECUTIVE COMMITTEE  
KHASI HILLS AUTONOMOUS DISTRICT COUNCIL  
SHILLONG**

**Application form for Registration of RTP.**



1. Name of Applicant :-
2. Sex :-
3. Date of Birth :-
4. Qualification & Qualifying year :-  
(Enclose Degree Certificate and Marksheets).
5. License Number with MUDA (if available)\_\_\_\_\_ valid upto  
\_\_\_\_\_.
6. Address and Contact No. :-
7. Details of Experience :-  
(Nature & Duration)

Signature of Applicant.

DOCUMENTS NA KA BYNTA BUILDING PERMISSION.

1. Application form I bad I (A)
2. Original Drawings ha ka A3 size ba la draw bad sign da uno uno u Architect ba don COA registration bad/lane u Registered Technical Personnel (U Engineer/Firm ba la register bad ka KHADC/MUDA.
3. Land documents/Patta
4. NOC ban shna iing na ka Shnong
5. Voter ID (EPIC)

**Form of Notice of Completion**

To

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

Sir,

I/We hereby give notice that I / We have completed the erection of building/execution of my building situated at ..... in pursuance of the sanction granted by the Authority vide BPS No. ....dated ..... I/We are attaching the Certificate of the Architect / Registered Technical Personnel.

Permission to occupy or use the building may be granted.

Yours faithfully,

**Signature of owner(s) with date .....**

**Name of owner .....**

**Address of the owner .....**

**Form For Certificate of AR / RTP/CMAR/**

(To be submitted along with notice of completion above)

To

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

Sir,

We hereby certify that the erection, re-erection or material alteration in/at building of Shri/Smt.....situated at ..... has been supervised by me and has been completed on ..... according to the plans sanctioned, vide BPS No .....dated ..... The work has been completed to our best satisfaction, the workmanship and all the materials (type & grade) have been used strictly in accordance with general and detailed specifications. No provisions of the Building Bye-Laws and condition prescribed or order issued thereunder 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/constructed and enlarged.

1. Certificate:

- (i) Certified that the building(s) has been constructed according to the sanctioned plan and structural design which incorporate the provisions of structural safety as specified in relevant prevailing IS codes standards/Guidelines.
- (ii) Further certified that green buildings & sustainability/energy conservation provisions have been provided as per the sanctioned building plan.

2. Permission to occupy the building may be granted.

3. Any subsequent change from the completed building & use will be the responsibility of the owner(s)

**Signature of the RTP/AR/CMAR with date  
Seal and Address.**

**FORM FOR NOTICE FOR COMMENCEMENT OF BUILDING WORK**

To,

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

Sir,

I/We hereby certify that the erection, re-erection or material alteration in/of building belonging to ..... situated .....at will be commenced on ..... at ..... AM / PM as per your building permission sanction No.....dated .....

- (a) The construction shall be carried out in accordance with the approved building plans and I shall be completely accountable for any lapse on my part after obtaining Occupancy Certificate of the building.
- (b) I am aware that in the event of building being constructed in violation of the approved building plan, the Authority shall have the right to take action against me as it may deem fit.

Signature of Owner (s) \_\_\_\_\_

Name (s) of the Owners (in block letters) \_\_\_\_\_

Address \_\_\_\_\_

**CERTIFICATE OF UNDERTAKING OF ARCHITECT / CONSTRUCTION ENGINEER ON RECORD / CMAR**

1. Certified that I am appointed as Registered Technical Personnel / AR / CER / CMAR for the above mentioned work and that all the works under my charge shall be executed in accordance with the sanctioned building plans and specifications prepared for the work.
2. I am fully conversant with the provisions of the Building Bye-Laws which are in force and about the duties and responsibilities under the same and I undertake to fulfil them in all respect, and in case of any deviation in the sanctioned building plans or the owner dispenses with my services at any stage whatsoever, I shall inform the authority within 48 hours.
3. I shall be present at site on the above date and time and alignment will be given as per the approved building setbacks.
4. That I have personally inspected the site. The plot has been demarcated at site and the size, shape and area of plot available at site tallies with the land document.
5. That no construction shall be started without submission of this Form to the Authority.
6. That there is no encroachment on the Public property / road / other property.
7. That in case anything contrary to the above is found or established at any stage of construction, the Authority shall be at liberty to take any action as it may deem fit including revocation of sanction of building plans and debarring me from supervising the construction work.

Signature of AR / CER / CMAR \_\_\_\_\_

Name and Registration No. \_\_\_\_\_

**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. ....  
(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.....

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.....