



THE KOLKATA MUNICIPAL CORPORATION

Name :
Address :
Phone No. :
Date :

To
The Municipal Commissioner
The Kolkata Municipal Corporation

Subject : Application U/s 421 of the KMC Act 1980 for approval
of a site to establish a Ceremonial House.

I/We hereby apply under the section specified above of my/our intention
to establish a Ceremonial house in conformity with regulations contained
in the notification dated 22nd September 2004 and the KMC Act, 1980.

In support of this application, I/We wish to make the following statements
about the site:

1. Assessee# Borough# Ward#.....

2. Premises #.....
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(a) Total area of Plot:

(i) as per documentsq.m.

(ii) as per physical measurement.....sq.m

(b) Boundaries on the;

North

South.....

East.....

West

(c) Existing Covered area in ground floor of the site: sqm.

(d) Layout Plan of the structure existing at site along with detailed floor wise area of the structures, their sanctioned use, required car parking as per prevailing building rules and existing car parking facilities in the premises.

(e) Existing total open area in site being sq.m. out of which sq.m. is proposed to be used for assembly of people, sq.m. is proposed to be used for pathways/ passages/ driveways and sq.m. is proposed to be used for parking of cars as per the attached layout plan wherein it is also shown that Nos. of car parks are required for the other sanctioned use/requirement of the building and Nos. car parks are provided for use by the persons visiting the ceremonial house.

3. I/We confirm that the site is legally owned by me/us and the ownership particulars are confirmed by the records of assessment of KMC (Copy of tax Bill or Assessment Register to be enclosed): ☐ Yes ☐ No
4. Copy of Building Sanction Plan enclosed: (If a building exists at the site) ☐ Yes ☐ No
5. Site Plan of the proposed site for ceremonial use annexed in six copies: ☐ Yes ☐ No
6. Space proposed to be used as a Ceremonial House in the premises identified in RED on the enclosed plan: ☐ Yes ☐ No
7. Number of Hospitals within 500m. identified in GREEN on the enclosed planNumbers
8. Number of places of worship within 500m. identified in YELLOW on the enclosed planNumbers
9. Number of Educational Institute within 500m. identified in BROWN on the enclosed planNumbers
10. Nature and/or type of the building as per Municipal records:

11. Number of car parks dedicated for the ceremonial house:Numbers
12. Capacity of the Ceremonial House:Persons
13. Brief descriptions of the equipment installed at site regarding treatment of the gaseous discharge and the effluent generated:
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14. Characters and width of the means of access to the site on its
- (i) North:
- (ii) South:
- (iii) East:
- (iv) West:
15. Number of Dwelling units situated within 300 mtrs. radius:Numbers
16. Maximum quantity of water required for each day of ceremony:Litres

17. Brief description of the Fire detection
and prevention facilities available at site:

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18. Any other submission:

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Signature of the Applicant(s)

Instructions for Applicants and Necessary Enclosures:

- (A) The application should be submitted in six copies alongwith;
 - (i) Plans drawn on the following scales;
 - a. Layout Plan(s) - 1:100
 - b. Site Plan - 1:600
 - c. Location Plan - 1:4000
 - (ii) Attested / Notarised photocopy of sanction plan
 - (iii) Photocopy of Current Municipal Tax Bill/Assessment Book copy
 - (iv) Attested copy of the Purchase Deed of the Applicant(s).
- (B) The Applicant(s) should carefully read the enclosed notification and apply in terms of the notification.
- (C) The procedure for permission u/s 421 for approval of a site for Ceremonial use forms a part of this application.