

APPENDIX-A1/PDA
Application for Development Permission under Section 44 of the
Goa Town and Country Planning Act, 1974

Date: _____

From: _____
(Full name and address of the Owner/Owners of Land)

To,
The Member Secretary,
_____ Planning and Development Authority,
_____, Goa.

Sir,

I/We intend to carry out the under mentioned development in the site or plot of land bearing Chalta No. ___ of P.T. Sheet No. ___/Survey No. ___/Sub-divided Plot No. _____ of _____ City/Village on _____ road, in _____ ward.

Particulars of proposed development:- _____

I/We forward herewith the following:- *strike out which is not applicable.

1. Drawings:

- | | | |
|---|----------|-----|
| (a) Site Plan | 5 copies | () |
| (b) Detailed Plans, Elevations and Sections | 5 sets | () |
| (c) Location Plan | 5 copies | () |
| (d) *Parking Layout Plan | 5 copies | () |
| (e) *Contour Plans in case of sloping sites | 3 copies | () |

2. Documents duly authenticated/signed as prescribed:

- | | | |
|---|----------|-----|
| (a) Questionnaire | 3 copies | () |
| (b)*Survey Plan | 1 copy | () |
| (c) Copy of Index of Land (Form-III/I & XIV/Form-B/D) | 1 copy | () |
| (d) Document showing ownership of land | 1 copy | () |
| (e) Certificate from the Architect/Engineer who has planned the project and has signed the drawings | 1 copy | () |
| (f) Structural Liability Certificate from the Engineer responsible for the Structural Design of the Project | 1 copy | () |
| (g) Affidavit from the Owner | 1 copy | () |
| (h) *Power of Attorney (if applicable) | 1 copy | () |
| (i) Conversion Sanad/Application for recommendation for conversion | 1 copy | () |
| (j) *NOC from other agencies, if applicable:- | | |
| (i) _____ | | |
| (ii) _____ | | |
| (iii) _____ | 1 copy | () |

I/We request that the proposed development may be approved and that development permission may be accorded.

Yours faithfully,

Name & Signature of Owner

Signature of the Architect/Engineer/
Town Planner
(Seal with Name, Address, Reg. No.)

APPENDIX-A1/TCP
Application for Technical Clearance

Date: _____

From:- _____
(Name and address of Owner)

To,
The Deputy/Town Planner,
Town & Country Planning Department.
_____, Goa.

Sir,

I/We intend to carry out the under mentioned development in the site or plot of land bearing Chalta No.____ of P.T. Sheet No. ____/Survey No.____/Sub-divided Plot No.____of _____ City/Village on _____ road, in _____ ward.

Particulars of proposed development:- _____

I/We forward herewith the following:- * strike out which is not applicable.

1. Drawings:

- | | | |
|---|----------|-----|
| (a) Site Plan | 5 copies | () |
| (b) Detailed Plans, Elevations and Sections | 5 sets | () |
| (c) Location Plan | 5 copies | () |
| (d) *Parking Layout Plan | 5 copies | () |
| (e) *Contour Plans in case of sloping sites | 3 copies | () |

2. Documents duly authenticated/signed as prescribed:

- | | | |
|---|----------|-----|
| (a) Questionnaire | 3 copies | () |
| (b) *Survey Plan | 1 copy | () |
| (c) Copy of Index of Land (Form-III/I & XIV/Form-B/D) | 1 copy | () |
| (d) Document showing ownership of land | 1 copy | () |
| (e) Certificate from the Architect/Engineer who has planned the project and has signed the drawings | 1 copy | () |
| (f) Structural Liability Certificate from the Engineer responsible for the Structural Design of the Project | 1 copy | () |
| (g) Affidavit from the Owner | 1 copy | () |
| (h) *Power of Attorney (if applicable) | 1 copy | () |
| (i) Conversion Sanad/Application for recommendation for conversion | 1 copy | () |
| (j) *NOC from other agencies, if applicable:- | | |
| (i) _____ | | |
| (ii) _____ | | |
| (iii) _____ | 1 copy | () |

I/We request that the proposed development may be approved and that development permission may be accorded.

Yours faithfully,

Name & Signature of Owner

Signature of the Architect/Engineer/
Town Planner
(Seal with Name, Address, Reg. No.)

APPENDIX-A2
Application to Municipal Council for Building Licence

Date: _____

From:- _____
(Name and address of Owner)

To,
The Chief Officer,
_____ Municipal Council,
_____, Goa.

Sir,

I/We hereby give notice that I/We intend to erect/re-erect/add to/alter/execute the following works in the site or plot of land bearing Chalta No.____ of P.T. Sheet No. ____/Survey No.____/Sub- divided Plot No.____ of _____ City/Village on _____ road, in _____ ward.

Description of construction:- _____

I/We forward herewith the following:- *strike out which is not applicable.

1. Drawings duly approved/technically cleared by PDA/TCPD:

- | | | |
|---|----------|-----|
| (a) Site Plan | 3 copies | () |
| (b) Detailed Plans, Elevations and Sections | 3 sets | () |
| (c) Location Plan | 3 copies | () |
| (d) *Parking Layout Plan | 3 copies | () |
| (e) *Contour Plans in case of sloping sites | 1 copy | () |

2. Documents duly authenticated/signed as prescribed:

- | | | |
|---|----------|-----|
| (a) Questionnaire duly authenticated by PDA/TCPD | 2 copies | () |
| (b) *Survey Plan | 1 copy | () |
| (c) Copy of Index of Land (Form-III/I & XIV/Form-B/D) | 1 copy | () |
| (d) Document showing ownership of land | 1 copy | () |
| (e) Certificate from the Architect/Engineer who has planned the project and has signed the drawings | 1 copy | () |
| (f) Structural Liability Certificate from the Engineer responsible for the Structural Design of the Project | 1 copy | () |
| (g) Affidavit from the Owner | 1 copy | () |
| (h) *Power of Attorney (if applicable) | 1 copy | () |
| (i) Conversion Sanad/Application for recommendation for conversion. | 1 copy | () |
| (j) *NOC from other agencies, if applicable:- | | |
| (i) _____ | | |
| (ii) _____ | | |
| (iii) _____ | 1 copy | () |

I/We hereby declare that I/We am/are the owner/owners/authorized agent of the property to be built upon.

Yours faithfully,

Name & Signature of Owner

Signature of the Architect/Engineer/
/Town Planner
(Seal with Name, Address, Reg. No.)

APPENDIX-A3
Application to Village Panchayat for Building Licence

Date: _____

From:- _____
(Name and address of Owner)

To,
The Sarpanch,
Village Panchayat of _____,
_____, Goa.

Sir,

I/We hereby give notice that I/We intend to erect/re-erect/add to/alter/execute the following works in the site or plot of land bearing Survey No.____/Sub-divided Plot No.____ of _____ Village on _____ road, in _____ ward.

Description of construction:- _____

I/We forward herewith the following:- *strike out which is not applicable.

1. Drawings duly approved/technically cleared by PDA/TCPD:

- | | | |
|---|----------|-----|
| (a) Site Plan | 3 copies | () |
| (b) Detailed Plans, Elevations and Sections | 3 sets | () |
| (c) Location Plan | 3 copies | () |
| (d) *Parking Layout Plan | 3 copies | () |
| (e) *Contour Plans in case of sloping sites | 1 copy | () |

2. Documents duly authenticated/signed as prescribed:

- | | | |
|---|----------|-----|
| (a) Questionnaire duly authenticated by PDA/TCPD | 2 copies | () |
| (b) *Survey Plan | 1 copy | () |
| (c) Copy of Index of Land (Form-III/I & XIV/Form-B/D) | 1 copy | () |
| (d) Document showing ownership of land | 1 copy | () |
| (e) Certificate from the Architect/Engineer who has planned the project and has signed the drawings | 1 copy | () |
| (f) Structural Liability Certificate from the Engineer responsible for the Structural Design of the Project | 1 copy | () |
| (g) Affidavit from the Owner | 1 copy | () |
| (h) *Power of Attorney (if applicable) | 1 copy | () |
| (i) Conversion Sanad/Application for recommendation for conversion | 1 copy | () |
| (j) *NOC from other agencies, if applicable:- | | |
| (i) _____ | | |
| (ii) _____ | | |
| (iii) _____ | 1 copy | () |

I/We hereby declare that I/We am/are the owner/owners/authorized agent of the property to be built upon.

Yours faithfully,

Name & Signature of Owner

Signature of the Architect/Engineer/Town
Planner/
/Landscape Architect/Urban Designer
(Seal with Name, Address, Reg. No.)

APPENDIX-A4

Application for recommendation for conversion sanad

Date: _____

From:- _____

(Name and address of Owner)

To,

The Member Secretary,

_____ Planning and Development Authority,

_____, Goa.

OR

To,

_____ Town Planner,

_____ Taluka Office, Town and Country Planning Dept.,

_____, Goa.

Sir,

I/We intend to carry out the under mentioned development in the site or plot of land bearing Chalta No.____ of P.T.Sheet No. ____/Survey No.____/Sub-divided Plot No.____of _____ City/Village on _____ road, in _____ ward.

Particulars of proposed development:- _____

I/We forward herewith the following:-

- | | | |
|---|----------|-----|
| (a) Survey Plan indicating the area to be converted | 5 copies | () |
| (b) Location Plan | 1 copy | () |
| (c) Copy of Index of Land (Form-III/I & XIV/Form-B/D) | 1 copy | () |
| (d) Document showing ownership of land | 1 copy | () |
| (e) Power of Attorney (if applicable) | 1 copy | () |

I/We request to issue "Recommendation for Conversion" to enable me/us to apply for Conversion Sanad from appropriate Revenue Authorities.

Name & Signature of Owner

APPENDIX-A5

Application for Completion Order

Date: _____

From:- _____

(Name and address of Owner)

To,

Member Secretary,

_____ Planning and Development Authority,

_____, Goa.

OR

To,

_____ Town Planner,

_____ Taluka Office, Town & Country Planning Dept.,

_____, Goa.

Sir,

I/We hereby give notice that I/We have completed the development work situated at _____ in Ward No. _____ in pursuance of the Development Permission/Technical Clearance granted vide letter No. _____ dated _____.

I/We am/are enclosing the following:-

- (a) Completion Certificate issued by Architect/Engineer.
- (b) Revised plans incorporating deviations made during the execution (if applicable).
- (c) Structural Stability Certificate along with a full set of "as built" structural drawings for records.

Kindly issue the Completion Order to enable me/us to obtain Occupancy Certificate.

Yours faithfully,

Signature, name and address of Owner or his authorized agent.

APPENDIX-A6

Application to Municipal Council/Village Panchayat/Corporation for Occupancy Certificate

Date: _____

From:- _____

(Name and address of Owner)

To,

The Chief Officer,

_____ Municipal Council,

_____, Goa.

To,

The Sarpanch,

Village Panchayat of _____,

_____, Goa.

OR

Sir,

I/We hereby give notice that, I/We have completed the construction work situated at _____ in ward No. _____ in pursuance of the sanction granted by the Municipal Council//Village Panchayat vide Licence No. _____ dated _____.

I/We am/are enclosing the following:-

- (a) Completion Order issued by PDA/TCPD.
- (b) Completion Certificate issued by Architect/Engineer/Town Planner/Landscape Architect/Urban Designer.
- (c) Revised plans incorporating deviations made during the execution (if applicable).
- (d) Structural Stability Certificate alongwith a full set of "as built" structural drawings for records.

Kindly issue Occupancy Certificate at the earliest.

Yours faithfully,

Signature, name and address of Owner or his authorized agent.

APPENDIX-A7

Application for Registration/Renewal of *Architect/Engineer/Structural Engineer/Town Planner/
Landscape Architect/Urban Designer

Date: _____

From:- _____
(Name and address of the applicant)

To,
The Chief Town Planner,
Town and Country Planning Department,
Panaji, Goa.

Sir,

I, _____, desiring to be registered as required under the Goa Land Development and Building Construction Regulations, 2010, hereby submit my application alongwith the required processing fee:-

Name:-

Qualifications:-

Office address:-

Office Tel:-

Residence address:-

Residence Tel:-

I am enclosing the following documents in support of my qualifications:

- a)
- b)
- c)

OR

I am already registered under the Goa Land Development and Building Construction Regulations, 2010, under Registration No. _____ dated _____, validity of which is expiring on _____.

Kindly issue Registration Certificate at the earliest/Renewal Order of my Registration Certificate, to enable me to sign plans and documents as required under the Goa Land Development and Building Construction Regulations, 2010.

Yours faithfully,

Signature of the applicant

* Strike out whichever not applicable

APPENDIX-B1

Format of Questionnaire

QUESTIONNAIRE

(To be duly filled and enclosed to the application for
Development Permission/Technical Clearance/Building Licence)

PART-A

1.	Full name and address of the owner:	
2.	Details of the property: (a) Chalta& PTS No./Survey No. (b) Ward Name & No./Vaddo (c) Town/Village (d) Taluka & District	
3.	Is the property sub-divided? If 'Yes', give details of the sub-division, supported by the document	Yes/No
4.	Total area of the property	_____ sq. meters.
5.	Zone of the property as per ODP/ZP/RP	
6.	Intended use proposed in the Development	
7.	If the Zone indicated at (5) above is the result of subsequent change of Zone, give details of approval and enclose certified copy of the approval	
8.	Is the property accessible? If 'Yes', state – (a) Width of the access (b) Area of road widening: _____ sq. meters	Yes/No _____ meters.
9.	If the property is in the vicinity (within 100 meters) of the Cemetery/Crematorium, give the distance from the boundary wall of Cemetery/Crematorium	_____ meters.
10.	If the property is in the vicinity (within 100 meters) of the National Highway/State bye-pass, give the distance from the centre line of Highway/bye-pass	_____ meters.
11.	If the property is in the vicinity (within 50 meters) of the Railway line, give the distance from the boundary of Railway property	_____ meters.
12.	If the property is in the vicinity of the High Tide Line(within 1,000 meters) of the sea, give the distance from HTL	_____ meters.
13.	If the property is in the vicinity (within 100 meters) of the river bank, give the distance from the river bank	_____ meters.
14.	If there are any underground, over ground, overhead telephones /electricity lines affecting or crossing the plot/property or within 15 meters distance of the plot/property, show on the plan and give:- (a) Vertical clearance between the highest point of the Building and the electric lines (b) Horizontal clearance between the proposed building and existingelectric or any other lines	_____ meters. _____ meters.
15.	Whether any extra FAR is claimed on the basis of road widening/ proposed road? If 'Yes', state:- (a) Area under road widening (b) Whether such road widening area or area under proposed road has been gifted to the local body? (If yes,	Yes/No _____ sq. meters.

	submit relevant document)	Yes/No
PART-B (For buildings)		
PLOT AREA		
1.	Area of the Plot	_____ sq. meters.
2.	Deduction for (a) Area within road widening (proposed) (b) Area reserved for any other use Total of (a) + (b)	_____ sq. meters. _____ sq. meters. _____ sq. meters.
3.	Net effective area (1) – (2)	_____ sq. meters.
4.	Covered area occupied by the existing building, if any	_____ sq. meters.
5.	Plot coverage of the existing building (in %)	_____ percentage
6.	Covered area of the existing building that is proposed to be demolished	_____ sq. meters.
7.	Plot coverage of the existing building that is proposed to be demolished (in %)	_____ percentage
8.	Covered area of the proposed building	_____ sq. meters.
9.	Plot coverage of the proposed building (in %)	_____ percentage
10.	Combined covered area of the existing building to be maintained and that of the proposed building	_____ sq. meters.
11.	Combined plot coverage of the existing building to be maintained and that of the proposed building (in %)	_____ percentage
FLOOR AREA:		
12.	Balcony area and covered area over footways floorwise and total on all floors	_____ sq. meters.
13.	Balcony area and covered area over footways, floorwise and total on all floors, consumed for FAR purpose	_____ sq. meters.
14.	Addition of set-back area and/or proposed road for FAR purpose	_____ sq. meters.
15.	Addition of garage area for FAR purpose	_____ sq. meters.
16.	Floor area consumed on Ground Floor	_____ sq. meters.
17.	Floor area consumed on First Floor	_____ sq. meters.
18.	Floor area consumed on Second Floor	_____ sq. meters.
19.	Floor area consumed on Third Floor	_____ sq. meters.
20.	Floor area consumed on any other floor or floors and any other area consumed for FAR purpose	_____ sq. meters.
21.	Existing floor area to be maintained	_____ sq. meters.
22.	Total floor area consumed: (13+14+15+16+17+18+19+20+21)	_____ sq. meters.

23.	Floor area permissible	_____ sq. meters.												
24.	FAR permissible	_____ sq. meters.												
25.	FAR consumed	_____ sq. meters.												
26.	Mezzanine area	_____ sq. meters.												
27.	Loft area	_____ sq. meters.												
28.	Basement area	_____ sq. meters.												
29.	Garage area	_____ sq. meters.												
30.	Details of areas and use, floorwise:	_____ sq. meters.												
	<table border="1"> <thead> <tr> <th>Floor (%) Reference</th> <th>Use</th> <th>Total Built up Area m2</th> <th>Areas free FAR Bal. Bas. Park.</th> <th>Net Floor Area m2</th> <th>FAR</th> </tr> </thead> <tbody> <tr> <td>31.</td> <td>Parking Details Floor Area</td> <td>Use</td> <td></td> <td>No. of Car Parks/Parking area Provided</td> <td>Required</td> </tr> </tbody> </table>	Floor (%) Reference	Use	Total Built up Area m2	Areas free FAR Bal. Bas. Park.	Net Floor Area m2	FAR	31.	Parking Details Floor Area	Use		No. of Car Parks/Parking area Provided	Required	
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31.	Parking Details Floor Area	Use		No. of Car Parks/Parking area Provided	Required									
32.	Type of Zone to which the plot belongs to	_____ Zone.												
SETBACKS:														
33.	Front setback from the center line of the road	_____ meters.												
34.	Side setbacks: (a) (b)	_____ meters. _____ meters.												
35.	Distance between two or more buildings on the same plot, if any	_____ meters.												
36.	Height of the Plinth	_____ meters.												
37.	Use to which the building is to be put to floor-wise: Basement Floor: Ground Floor: First Floor: Second Floor: Third Floor: Upper Floors:													
38.	Plot owned by with reference to the ownership certificate of land													
39.	Reference number and date of approval of sub-division of land, if the plot in question is part of sub-division													
40.	Any other information													
*PART C (for sub-division of land)														
1.	Area of the Plot	_____ sq. meters.												
2.	Deductions: (a) Area reserved for road widening (b) Area reserved for any other purpose or un-developable	_____ sq. meters. _____ sq. meters.												
3.	Effective area of the Plot (1-2)	_____ sq. meters.												

4.	Open Space required to be provided	_____ sq. meters.
5.	Open space provided (a) _____ sq. meters. (b) _____ sq. meters.	
6.	Plot details: Plot No.	Area (in sq. meters)
7.	Hierarchy of the roads used in the sub-division: Road nomenclature Width Length Area served	
<i>Note:</i> The roads with above nomenclature are to be indicated on the plans.		
8.	Usewise areas for below mentioned purpose, if the plots are having area of five hectares and above: (a) Schools (b) Community Centers (c) Public Utility areas	_____ sq. meters. _____ sq. meters. _____ sq. meters.

* Strike out whichever is not applicable.

We, hereby declare that the information furnished above is correct to the best of our knowledge.

ARCHITECT/ENGINEER/STRUCTURAL ENGINEER/
/TOWN PLANNER/LANDSCAPE ARCHITECT/
/URBAN DESIGNER

OWNER OR AUTHORISED REPRESENTATIVE

Signature
Name:
Address:-
Reg. No.
Date:

Signature
Name:-
Address:-

Date:

APPENDIX-B2
Certificate of conformity with Regulations

*CERTIFICATE OF CONFORMITY WITH REGULATIONS

I, _____,
(Name and Reg. No. of the Architect/Engineer/Structural Engineer /Town Planner/Landscape Architect/Urban Designer) having been appointed by _____
(Name of the Owner)

do hereby certify that I have designed the project of _____
(Name of the Project)

in Plot No. _____,Chalta No._____ of P.T. Sheet No. _____/Survey No._____ in
_____city/village and that the same is in conformity with the Goa Land Development and Building Construction Regulations, 2010.

Place:-

Date:-

Signature of the Architect/Engineer/Structural Engineer/Town Planner/Landscape Architect/
/Urban Designer
Seal with Name, Address, Reg. No.

* to be issued on Letter Head

APPENDIX -B3
Structural Liability Certificate

*STRUCTURAL LIABILITY CERTIFICATE

I, _____ having been
(Name, address and Registration No. of the Engineer)
duly appointed as Engineer by Shri _____ for
(Name of the Owner)
carrying out structural design and supervision of the proposed construction of

(Name of the project)

The plans for which have prepared by _____.
(Name of Architect/Engineer/Structural Engineer/Town Planner/Landscape Architect/Urban Designer) in Plot No. _____/ Survey No. _____/ Chalta No. _____ of P.T. Sheet No. _____, within the jurisdiction of Municipal Council of _____ /Village Panchayat of _____.

I do hereby certify as under:-

1. That I shall be responsible for the structural design and stability of the said building.
2. That the structural work shall be executed by the owner, as per the structural drawings prepared by me and under my supervision.
3. The provisions of the following BIS codes are made in the proposals;

This certificate is issued in respect of plans, one set of which is enclosed herewith, duly signed by the Architect/Engineer/Structural Engineer who has prepared the same.

Place:-

Date:-

Signature of the Structural Engineer
Seal with Name, Address, Reg. No.

* to be issued on Letter Head

I, Shri _____ hereby confirm that
(Name and address of Owner)

I have appointed the Engineer, Shri _____ to carry out the structural design and supervision of above mentioned project.

I further undertake to intimate him at the appropriate stage of construction of my project _____ to enable him to perform his functions as given in the above certificate.

(Name of Project)

(Signature of Owner or his authorized representative)

APPENDIX-B4

Affidavit to be sworn by the owner of the property and to be sworn before the Notary Public

AFFIDAVIT

I, _____, son of _____, aged ____ years, Indian National, marital status _____, occupation _____, resident of House No. _____, _____, Goa, do hereby state on oath as under:-

1. That I am the owner of the property bearing Plot No. _____, Chalta No. _____ of P.T. Sheet No. _____, /Survey No. _____, situated at _____, Goa.
2. That I intend to apply for development permission/technical clearance/building permission/sub- division permission in respect of the said property.
3. That the ownership documents submitted by me alongwith the application are true and correct.
4. That I have appointed Shri _____ as the Architect/Engineer to plan and design the said development.
5. That I have also appointed Shri _____ as Engineer to carry out the structural design of the said development.
6. That I am aware that it is my responsibility to ensure that the development is properly supervised by the Architect/Engineer/Structural Engineer /Town Planner/Landscape Architect/Urban Designer who have signed the plans.
7. That I am also responsible to execute the development as per approved plans.
8. That in the event of the above mentioned Architect/Engineer/Structural Engineer/Town Planner/ Landscape Architect/Urban Designer disassociates from the development, I shall appoint another Architect/Engineer/Structural Engineer/Town Planner/Landscape Architect/Urban Designer to be responsible for the development and intimate of such change to the Competent Authority.
9. That I shall not carry out any development until such time that appointment of Architect/Engineer/ Structural Engineer/Town Planner/Landscape Architect/Urban Designer is made.
10. That what is stated above is true to the best of my knowledge and belief.

DEPONENT

APPENDIX-B5
Structural Stability Certificate

*STRUCTURAL STABILITY CERTIFICATE

I, _____ having
(Name, address and Registration No. of the Engineer)
been duly appointed as Engineer by Shri _____
for
(Name of the Owner)
carrying out structural design and supervision of the construction of

(Name of the project)

in Plot No. _____/ Survey No. _____/Chalta No. _____ of P.T. Sheet No. _____,
within the jurisdiction of Municipal Council of _____/Village Panchayat of _____
and having given the Structural Liability Certificate at the time of obtaining building permission,
do hereby certify as under:-

1. That I have carried out the structural design of the above referred project with the following BIS Codes;

2. That the structural work has been executed by the owner, as per the structural drawings prepared by me and under my supervision.
3. That the building is structurally safe and fit for occupation.

I am enclosing complete set of structural “as built” drawings for your records.

Place:-

Date:-

Signature of the Structural Engineer
Seal with Name, Address, Reg. No.

* to be issued on Letter Head

APPENDIX-B6
Completion Certificate

*COMPLETION CERTIFICATE

I, _____,

(Name and Reg. No. of the Architect/Engineer/Structural Engineer /Town Planner/Landscape
Architect/Urban Designer)

Having been appointed by _____

(Name of the Owner)

and having designed the project of

(Name of the Project)

in Plot No. _____, Chalta No. _____ of P.T. Sheet No. _____/ Survey No. _____ in
_____city/village, do hereby certify that the said project has been supervised by me and
has been built in accordance with the Licence No. _____ dated _____ and the
same is complete and fit for occupation.

Place:-

Date:-

Signature of the Architect/ Engineer Structural Engineer/
Town Planner/Landscape Architect/Urban Designer
Seal with Name, Address, Reg. No.

* to be issued on Letter Head.

APPENDIX-D1

Intimation to ¹⁴¹[Municipal Council/Village Panchayat/Corporation] about stages of construction

Date: _____

From:- _____

(Applicant's name and address)

To,

The Chief Officer,

_____ Municipal Council,

_____, Goa.

OR

To,

The Sarpanch,

Village Panchayat of _____,

_____, Goa.

Notice of commencement of the work

Sir,

I/We hereby give notice that I/We intend to commence the work in Survey No. _____ in accordance with the plans, elevations and sections, sanctioned vide Construction Licence No. _____ dated _____.

I/We request you to, therefore, to give necessary alignment.

Yours faithfully,

Signature of the Owner/Owners or
their authorized agent/agents.