

BB-1
(Under Section 11.2.1)

APPLICATION FORM FOR NOTICE/PERMISSION TO BUILD

(Residential)

To
The District Officer (Planning)
.....
District Council, Rawalpindi

For Office Use Only
Application No.

Date: / /

Sir/Madam,
I/We hereby apply for permission to execute the work of erecting / re-erecting a building of the following description on Plot No.: _____

Of Scheme: _____

The following papers accompany this application: -

- | | |
|--|--------------------------|
| 1. Title Documents: | <input type="checkbox"/> |
| 2. Check List | <input type="checkbox"/> |
| 3. Site Plan (four copies): | <input type="checkbox"/> |
| 4. Block plan of the site (four copies): | <input type="checkbox"/> |
| 5. Building plan (four copies): | <input type="checkbox"/> |
| 6. Specifications (in duplicate): | <input type="checkbox"/> |

We undertake that construction will be done as per approved plans and in accordance with Building Bye-laws.

Signature of applicant/ builder

Son/Daughter /Wife of |

Correspondence Address:	
Phone:	
Date:	

Signature of Registered Architect

Name of Registered Architect:	
PCATP No.:	
Registration No. with District Council, RWP	
Address:	
Phone:	

BB-3
(Under Section 11.3.2)

FORM OF SPECIFICATIONS

(to be submitted in duplicate with notice BB-1 or BB-2)

The materials and methods of construction to be used for external walls, party walls, foundations, roofs, staircases, bath rooms, fire places, chimneys, and damp-proof course shall be as per requirements of building code	(A)
The purpose or purposes for which the building is intended to be used	(B)
The number of Toilets, privies and urinals to be provided.	(C)
The manner in which the drainage of the premises will be disposed of	(D)
The number of persons likely to occupy the building.	(E)
The number of storeys, the building will consist of	(F)
Whether the site has been built upon before or not. If so the date when the previous building ceased to be fit for occupation and the date when sanction was previously given for erection or re-erection of the building & the property number	
A description of the alterations or additions proposed	ii
The date of sanction of the previous application, the plans and specifications of which are relied upon for obviating the need to submit full plans and specifications of whole building.	

Signature of the Applicant/ Builder

Date: / / .

BB-4
(Under Section 11.3.2)

FORM OF SPECIFICATIONS

(to be submitted in duplicate with notice BB-1 or BB-2)

1.	The material & methods of construction to be used or foundations, damp proof course, external walls, internal walls, roof, staircase and floors, etc	Foundations:
		DPC:
		External and Internal Walls:
		Roof:
		RCC slab:
		RCB roof:
		Steel girder:
		Pre-cast slabs and pre-stressed girders:
		Second class roof consisting of bullies:
		rafters and tiles:
		Staircase:
		Floors:
		Joinery Work:
		Wooden doors, windows and CSW:
Steel doors, windows and CSW:		
Beams/Columns:		
2	The purpose for which the building is intended to be used.	
3	The number of latrines, bath and urinals to be provided.	
4	The manner in which drainage / sewerage of premises shall be disposed off	
5	The total area of openings.	
6	The number of stories of the building	
7	Whether the site has been built upon before or not? If yes then give the date when sanction was	Building Plan No. Dated:
	previously given for erection / re-erection of building.	
	Other	

Signature of Designer / Firm

Signature of the Applicant/ Builder

BB-5
(Under Section 11.3.2.h)

UNDER TAKING ON STAMP PAPER OF PKR. 500 TO THE TO (P&C) FOR PAYMENT OF

(To be submitted along with Plans and Documents)

To
The District Officer (Planning)
District Council, Rawalpindi

Proposed building:_____

Plot No.:_____ **Area of the Plot:**_____

Address and location of proposed building:

Sir,
I _____ S/o _____

the Owner / Builder do hereby declare and affirm that I would solely be responsible and I undertake to pay damages or make good if any damage is caused to life or limb of any person, adjoining properties or municipal and other services such as water supply and sewerage system, roads and foot paths, Horticulture and trees, gas lines, telecommunication lines (telephone, cables etc.), Electricity Supply system etc. during the course of excavation for foundation or basements and construction of the building. I also undertake to completely indemnify the District Council, Rawalpindi and its employees in case of any such eventuality as mentioned above.

Name of the Owner/
Prospective Builder: _____
NIC No.: _____
Address: _____
Tel. No.: _____
Signature: _____

Witness – 1
Name: _____
NIC No.: _____
Signature: _____

Witness - 2
Name: _____
NIC No.: _____
Signature: _____

Witness - 3
Name: _____
NIC No.: _____
Signature: _____

BB-6
(Under Section 11.3)

STRUCTURAL STABILITY CERTIFICATE

(Certificate to be submitted with building application BB-1&2)

Proposed building:_____

Plot No.:_____ **Area of the Plot:**_____

Address and location of proposed building:

I Mr./Ms. _____ (Structure Engineer)
hereby undertake as follows:

1. The structure of proposed building shall be designed by me in accordance with the provisions in the Building Bye-laws.
2. I shall carry out regular site inspections to see the quality of the material especially of steel and concrete to be used in this building.
3. I shall ensure testing of the structure during the course of construction through Resident Engineer and shall ensure the stability of the adjoining buildings / utility services / roads during digging for basement.
4. I shall submit the required certificates via consultancy firm at the following stages along with consulting Architect and Resident Engineer.
 - a) Construction upto Plinth Level. **(BB-7)**
 - b) Construction upto 38 ft (11.58m) Building Height. **(BB-8)**
 - c) On completion of the construction. **(BB-9)**

Signature of Structure Engineer

(with PEC Registration No.)

Consultancy Firm: _____

Registration No. _____ contact No.: _____

Address: _____

(Must be registered with District Council, Rawalpindi)

Signature of C.E.O of Registered Firm

Signature of the Applicant/ Builder

BB-10
(Under Section 11.3.4)

CERTIFICATE FOR UNDERTAKING BY THE ARCHITECT ON RECORD

To,
The District Officer (Planning),
District Council, Rawalpindi.

Proposed building:_____

Plot No.:_____ **Area of the Plot:**_____

Address and location of proposed building:

Sir,

I am currently listed as Architect on Record with the District Council, Rawalpindi and am fully conversant with the Building and Zoning Bye-laws for District Council, Rawalpindi.

I hereby certify that I have been appointed as the Architect on Record of the proposed building. I have verified the architectural design and specifications of the proposed building and certify that they comply with the Building and Zoning Bye-laws for District Council, Rawalpindi.

I fully understand that in case my certificate is found to be false, or if it is found that the architectural design and specifications of the proposed building is inconsistent with the Building Bye-laws or that I have not fulfilled my responsibilities as prescribed therein, the District Council, Rawalpindi shall be at liberty to penalize me as per the provisions of the Building and Zoning Bye-laws.

Architect: _____

PCATP No. _____ contact No.: _____

Address: _____

Signature with Stamp

بیان حلفی

منہ مسمیٰ / مسماٹ _____ ولد _____ ساکن _____ کا / کی رہائشی _____
ہوں اور درج ذیل حلفیہ بیان کرتا / کرتی ہوں کہ:-

- 1- یہ کہ پلاٹ از _____ واقع _____ اندر حدود تحصیل و ڈسٹرکٹ راولپنڈی مندرجہ بالا کی ملکیت ہے اور یہ جگہ من مظهر کی مملو کہ و مقبوضہ ہے۔
- 2- یہ کہ بروڈسٹاویز ہذا کل رقبہ _____ -
- 3- یہ کہ جگہ ہر قسم کے تنازعات سے بہم و جوہ پاک صاف و مبرا ہے۔
- 4- یہ کہ اس جگہ کی اراضی کسی سکول، ہسپتال، نالہ، قبرستان، محکمہ اوقاف یا محکمہ سرکار کی جگہ میں شامل نہ ہے۔
- 5- یہ کہ ثبوت ملکیت اگر غلط ثابت ہو تو امور کا من مظهر ذمہ دار ہو گا۔ اور محکمہ ڈسٹرکٹ کونسل راولپنڈی بری الزما ہو گا اور من مظهر کا نقشہ نام منظور تصور ہو گا۔
- 6- یہ کہ حدود اربعہ برطبق موقع اور پیمائش جانب مشرق پیمائش: _____
مغرب پیمائش: _____
شمال پیمائش: _____
جنوب پیمائش: _____
- 7- یہ کہ اب مظهر اس جگہ پر منظور شدہ نقشہ کے مطابق تعمیر کرونگا اور بائی لاز کی پابندی کرونگا اور پیشگی منظوری کے باہر کی جانب گیلری یا شیڈ نا کرونگا۔
- 8- یہ کہ من مظهر کی جائیداد نمبر مذکورہ پر ہی واقع ہے۔ اور اندر حدود ڈسٹرکٹ راولپنڈی ہے۔ اگر یہ انوار غلط ثابت ہوں تو من مظهر ان کا نقشہ نام منظور کیا جائے۔
- 9- یہ کہ من مظهر ان دوران تعمیر اچھا میٹریل استعمال کریگے تکنیکی غلطی کی بناء پر اگر کوئی جانی و مالی نقصان ہو تو اسکی تمام تر ذمہ داری من مظهر ان پر عائد ہوگی اور محکمہ ڈسٹرکٹ کونسل راولپنڈی ہر قسم کی ذمہ دار ہے۔
- 10- یہ کہ من مظهر تعمیر سے ارد گرد کی جائیداد / مکانات کو اگر کوئی نقصان ہو تو اسکی ذمہ داری من مظهر پر عائد ہوگی اور محکمہ ڈسٹرکٹ کونسل راولپنڈی ہر قسم کی ذمہ دار ہے۔
- 11- یہ کہ نقشہ کی فیس کم ثابت ہونے پر من مظهر مکمل فیس ادا کریگے لہذا نقشہ من مظهر ان کے رسک پر منظور کیا جائے۔
- 12- یہ کہ متذکرہ بالا بیان ہمارے علم و یقین کے مطابق درست ہے اور کوئی ان پوشیدہ نا ہے۔

شناختی کارڈ نمبر