

**Government of Punjab**  
**Department of Housing and Urban Development**  
**(Housing -2 Branch)**  
**Notification**

Dated: The 24 March 2023

No. 18/02/2023-5Hg2/524 To promote ease of -doing business in the State of Punjab and to reduce the time-line for issuance of permission of CLU, approval of Building Plans/Layout Plans/License to colonies, the Governor of Punjab is pleased to notify that Change of Land use permission for all activities is hereby merged with Layout Plan approval/ Building Plan approval/ License to Colonies subject to the following conditions: -

1. That applicant shall submit all the requisite documents as per Annexure 'B' at the time of submission of application of layout plans/ Building Plan/ Licenses to the Competent authority and the Competent Authority shall scrutinized all the mandatory requirements w.r.t. provisions of Master Plan, Regional Plan, siting guidelines, rules/regulations of the concerned Department etc. which are required for conversion of land before granting approval of building plans / layout plans and licenses to the colonies.

2. The conversion charges shall be collected in lump sum by the concerned Competent Authority before approval of building plans / layout plans and licenses to the colonies along with the other requisite charges. The conversion charges shall be deposited to the Government treasury by the concerned Competent Authority of HUD in case the project site is under the jurisdiction of HUD and these charges shall be retained by the ULB within their jurisdiction.


Further, the required documents shall be directly taken by concerned Department (HUD/LG) from the promoter at the time of applications along with other required documents for license. The file with the requisite documents shall be forwarded to the concerned Department by the Competent Authority to grant NOCs within 15 days' time. If the NOC are not received within 15 days, then the Competent Authority shall convene a meeting of the concerned Departments immediately for NOC/ comments of their Departments to avoid any further delay. The Competent Authority shall dispose of the application for grant of license as per the provisions of the PAPR Act after scrutinizing all the documents and NOCs/ comments of all the Departments within 45-60 days.

Dated: 17-03-2023  
Chandigarh

Ajoy Kumar Sinha, IAS  
Principal Secretary, Govt. of Punjab,  
Department of Housing and  
Urban Development

Endst. No. 18/02/2023-5Hg2/525 Dated: 24. 03. 2023

A copy is forwarded to the Controller, Printing and Stationary, Punjab, SAS Nagar with a request to publish this notification in the Punjab Govt. Gazette (Ordinary).

  
Special Secretary



## DOCUMENTS REQUIRED FOR GRANTING LAYOUT PLAN AND BUILDING PLAN APPROVAL

### Standalone Building Plans:

1. Fard/Jamabandi (Not older than three months) for the Khasra Numbers applied for approval showing the ownership/lease deed.
2. Copy of registered ownership deed or registered lease deed (for minimum 15 years) entered in Jamabandi.
3. Location Plan showing features in immediate surroundings (i.e. water body, house, school, factory, Gurdwara etc.), name and width of approach road, distance of site from junction or any other land mark.
4. CRO report (not older than 3 months)
5. Aks Shajara Plan Showing dimensions, area of individual Khasra numbers and width of abutting revenue road/rasta:
6. If Ownership/lease is individual: Aks Shajra Plan signed by concerned Patwari.
7. If Ownership/lease is in Mustarka Khata (Joint Ownership): Kabja (possession) marked on duly dimensioned Aks Shajra Plan as per the Kabja on site, verified by concerned CRO.
8. List of Khasra Numbers showing area of individual Khasra specifically.
9. NOC from Concerned Bank/Financial Institution, if land has encumbrance.
10. Detailed Project Report giving project purpose, process flow, number of workers/employees.
11. Provisional/Final NOC along with the approved drawing from NHAI for access to site from National Highway (if applicable).
12. Letter declaring Authorized Signatory on behalf of company/firm/promoters duly signed by all or minimum 2/3rd members/directors.
13. NOC from Gas Authority of India Limited, if Gas/Fuel pipe line passes through/within 150-meter radius of site.
14. NOC from National Monument Authority of India or Archeological Survey of India, if historical site/heritage monument is located within 100 m radius of site.
15. Undertaking regarding road widening, clearance zone beneath HT/LT line, green buffer, no construction zone, khaal, revenue rasta if applicable (attached).
16. NOC from Department of Water resources (drainage/irrigation) if khaal/water bodies are passing through/near the site for making culvert and for no construction zone.
17. Prior NOC from Department of Forest is required in case the site falls within District S.A.S Nagar.
18. Prior NOC from Department of Fire is required.



19. Prior NOC/Clearance from Airport Authority of India or Indian Air Force is required in case the height of the building is 15m or more or site falls in the red colour of home grid of Colour Coded Zoning Map issued by Airports Authority of India or Indian Air Force.
20. Processing fee: Rs. 5000/- for first acre and Rs. 1000/- for every consecutive acre or part thereof or any other fee as applicable as specified by Department of Local Government/HUD.
21. Fully dimensioned and readable Zoning Plan, Site Plan, Floor Plans, Elevation, Section etc. on prescribed scale as per Building Rules, 2021 or as amended from time to time and as per the Punjab Municipal Building Bye-Laws.
22. No permission shall be granted within the radius of 900 meter from the Ammunition Depot/dump or as per the notification of Ministry of Defence, Government of India.

*Note: - Any other document(s) as required as per the guidelines of Department of Local Government/HUD may also be sought.*

#### **Additional requirements for License/Colonies**

1. Site earmarked on Approved Revenue Superimposed Layout Plan.
2. Irrevocable Consent, along with Collaborated Agreement, Development Agreements, Joint Development Agreement or any other Agreement as per the provisions of PAPRA, 1995 duly verified by the concerned CRO.

*Note: Min. 25% area is required to be under the ownership of the applicant/company/promoter (Registered lease deed as mentioned above is not applicable in case of colony).*

3. Promoter Registration Certificate under PAPRA, 1995.

*Note: Any other documents as required under PAPRA, 1995 while processing the case shall be intimated to the applicant by the Competent Authority.*



A copy is forwarded to the following for information and necessary action:-

1. Principal Secretary, Department of Local Govt., Punjab.
2. Principal Secretary, Industries and Commerce, Punjab.
3. CEO, Punjab Investment Bureau, Chandigarh.
4. Director, Town and Country Planning, Punjab.
5. Chief Administrator, PUDA, SAS Nagar.
6. Chief Administrator, GMADA, SAS Nagar
7. Chief Administrator, GLADA, Ludhiana.
8. Chief Town Planner, Punjab.
9. Chief Town Planner, PUDA
10. G.M. (I.T.), PUDA, SAS Nagar.

  
Superintendent