LICENSE FOR SETTING UP A COLONY (U/S 5, Rule 10 of PAPR Act, 1995)

For the establishment of any colony the promoter has to obtain license under PAPR Act, 1995 which involves two stages;

A) Issue of LOI

B) Grant of License

A) Documents required to be submitted for issuing LOI

1. Copy of Registration certificate as Promoter
2. Copy of CLU
3. Application in Form APR-I (Annexure-VII)
Along with the following information.

i. Name of colony
ii. Location of colony: Village----------, Tehsil----------, district----------
iii. Whether within MC limits or outside----------
iv. Total area of the proposed colony----------

4. Proof of ownership and revenue details

i) Copy/copies of title deeds and other documents showing the interest of applicant

ii) Irrevocable Consent of land owner on non judicial paper if land is owned by another person(s)

iii) Current Fard Jamabandi (not older than two months)

iv) Copy of Shajra Plan showing the site duly signed & issued by Patwari

v) Non encumbrance certificate

vi) Certificate of an advocate with at least 7 years of standing regarding the verification of revenue record of 30 years.(Search report)

5. General information:
Status of applicant, whether individual/firm/company/cooperative society

a) In case of individual:

i) Name
ii) Father's name

iii) Occupation

iv) Permanent address

v) Whether the applicant is income tax payer, if so give income tax account number—Pan no.---------

b) In case of firm/company or cooperative society

i) Name

ii) address

iii) Major activities

iv) Name and address of partners/chief executive/full time directors.

v) Whether the applicant is income tax payer, if so give income tax account number—Pan no.---------

6. Financial position:

i. Details of immovable property held by applicant

ii. Copy of Audited accounts in case of company/firm/cooperative society etc.

iii. Detail of bank accounts

Firm/company
Individual

7. Technical information

Maps and drawings

(i) Location/ guide map of site on a scale not less than 10 cm to 1 KM showing the location of the colony in relation to surroundings geographical features to enable the identification of land. Survey map on a scale not less than 1:1000 showing spot levels at 30 meter intervals and its superimposition revenue map.

(ii) **Layout plan** of a proposed colony on a scale not less than 1:1000

(iii) Plan showing the cross section of proposed roads

(iv) Plan showing the layout of sewer lines/ storm water lines/channels/water lines/street light and landscape plan.

8. Explanatory note explaining the salient features of the proposed colony, in particulars, the source of water supply, arrangements for disposal of storm water and sullage water as below

- Total area of scheme/colony.
- Total number of plots and their sizes.
- Total no. of shops
- Source of water supply and proposed arrangements.
- Proposed arrangements for disposal of sewer/storm water and its treatment.
- Proposed area under parks and percentage to total area.
- Number of dwelling units and their size in case of group housing.

Note : The LOI shall include the (in principle) approved layout plan to help in preparing Service Plans.

B) INFORMATION/DOCUMENTS REQUIRED TO BE SUBMITTED FOR GRANT OF LICENCE

1. Detailed plan and specifications, design and estimates of the following (Service Plans)
   I. Layout plan showing plot numbers
   II. Road network
   III. Water supply and storm water system
   IV. Sewer system, disposal and treatment of storm water and sullage water
   V. Electric supply /street light
   VI. Horticulture and Land Scaping
   VII. Plan showing water harvesting scheme.
2. Name and qualification of the Engineer and his consent to execute the development works
3. Undertaking to comply with the terms and conditions of LOI
4. Payment of first installment of EDC i.e. 15 percent of total amount.
5. Payment of License fee as per notification appended at (Annexure- VI).
6. Submission of bank guarantee @ 25 percent of estimated cost of development works as verified by Engineering Department (Specimen copy of BG is at (Annexure-VIII).
7. Payment of urban development fund and social infrastructure fund (3%).
8. Undertaking that land has not been sold/ transferred after grant of CLU.
9. Submission of demarcation plan to help verify the actual demarcation of layout at site.
10. Any other information to be submitted as required by the competent authority.

Note :
i. Demarcation of a colony as per approved Layout plan shall be checked and verified by the concerned Development Authority staff within three months from the date of issue of Licence.
ii. The Zoning plan of the colony shall be submitted by the promoter within three month from the verification of the demarcation and further, approved by the Competent Authority within one month of its submission.

C) Reporting departments/agencies.

Comments of following departments shall be obtained by the licensing authority before issuing license. The reporting agencies have to submit their comments within stipulated time as per table below, failing which it will be deemed that they have no objection and the licensing authority will proceed to issue the license. In addition licensing authority may seek report about the site from other departments as well keeping in view any peculiarities of the site, pointed out by Town and Country Planning Department.

a) Town and Country Planning department.

b) Punjab pollution control board.
c) XEN Drainage
d) Divisional Forest Officer
e) XEN PSEB
f) XEN PWD (B&R)

The reports received by the Competent Authority will be discussed by the Screening Committee which shall have the following members, the competent authority may invite any other officer as he may deem necessary.

1. Competent authority	Chairman
2. ACA concerned	Member
3. SE Development Authority	Member
4. XEN PPCB	Member
5. XEN Drainage	Member
6. DFO	Member
7. XEN PSEB	Member
8. XEN Roads (B&R)	Member
9. Tehsildar (concerned)	Member
10. Concerned Senior Town Planner(STP)/ District Town Planner (DTP).	Member Secretary

* Where at local level STP is not posted the concerned District Town Planner will be the member

D) Time Schedule for Licensing

Sr. No.	Name of activity	No. of Days to complete	Remarks
1.	Circulation of documents for obtaining reports from concerned agencies by Nodal officer concerned.	3 days	No. of days means working days
2.	Observation regarding layout plan if any.	3 days	
3.	Issue of LOI on the basis of submitted documents if found in order and asking for submission of service plans and other documents as per LOI	15 days	Layout out approval by prescribed authority
4.	Submission of documents/information in compliance to the conditions of LOI	Within 30 days from issue of LOI	To be circulated to the concerned reporting agencies.
5.	Receipt of reports regarding the service plans and other reports for fulfillment of conditions of LOI	21days from dispatch	
6.	Convening of meeting of approval committee	10 days	Notice period

7.	Conveying the approval or observations if any as per the approval of committee and issue of license.	7 days	
8.	Total time taken	say 60 days	

E) Reporting of development works to Licensing Authority

1. Progress report on the items indicated in the table given in para VI, has to be submitted by promoter every six months and shall be verified by engineering staff of development authority.
2. Checking shall be done by Engineering Staff of Development Authorities at the time of demarcation of Layout at site & before laying services to ensure correct implementation of layout & also to check materials are as per approved specifications. The report will be submitted to Competent Authority within 7 days of the inspection.
3. Observation/ directions if any will be conveyed to the promoter by the Competent Authority within further 7 days.

F) Renewal/Extension of Time for license

To streamline the renewal process, following steps will be taken up by the Competent Authority.

i) The application for renewal shall contain current status of development works, variations if any from approved specifications and reasons for extension in time and an undertaking to complete the remaining development works within the period sought for extension i.e 1 year maximum.

ii) Licensing Authority shall arrange an inspection of the colony by the Engineering Staff of the Authority or by a Joint Committee consisting of Superintending Engineer of concerned Authority, concerned DTP and Incharge of Licensing Branch, within 15 days of submission of application & convey its specific observations, if any, to the applicant within further 7 days.

iii) Renewal shall be conveyed within 7 days on the progress report submitted by the Promoter. (As (i) above)

G) Completion Certificate of colony

Procedure for issue of completion certificate.

a) The information listed in the following table shall be submitted by the promoter along with a forwarding letter to the competent authority for taking completion certificate.

Information required to grant/ issue completion certificate					
Sr No.	Name of works	Completed (%)	Not completed (%)	Report of inspection committee	Remarks
1	Demarcation of layout				
2	Road net work				
3	Water supply				
4	Sewer system including sewerage treatment plant.				
5	Storm water drains				
6	Development of parks				

7	Street lighting				
8	Deposit of EDC				
9	School, Community Centre, Dispensary etc. as per license.				
10	NOC from all departments required as per license.				

b) Based on the application and other documents submitted by promoter as per above table to Competent Authority along with application for obtaining the completion certificate the following steps will be taken by the Competent Authority :

1) The joint inspection by committee should be conducted within 21 days from the submission of application as per approved plans, development work schedule as well as progress report submitted by the promoters.
2) The observations if any should be conveyed to the applicant within 7 days from the inspection date.
3) If reports are in order, then completion certificate shall be issued within 15 days from the inspection date.
4) As per the provision of rule12(iv) of PAPR Act, in case the promoter wants to transfer the sites reserved for community facilities to the authority free of cost he should be allowed to do so and the completion certificate should not be withheld for this reason.
5) Formation of society of residents of that colony or to be maintained by the development authority by charging the requisite fee (maintenance Fund).

H) Provision of External Services:

In order to streamline and integrate the process of development outside Municipal Committee/ Corporation limits, the provision of external development services needs to be simultaneously taken up for which following steps are proposed.

1. The Development Authorities should prepare 5 years Action Programme for potential areas ripe for development, in coordination with T&CP Department.
2. The external services as per Action Programme such as road connectivity, water supply, sewer lines & power lines should be executed within the time bound frame by the development authority using the external development charges/funds.
3. In order to achieve good results in the field of private colonization, meetings on monthly basis be made regular feature of all the Development Authorities and Town Planning Department.