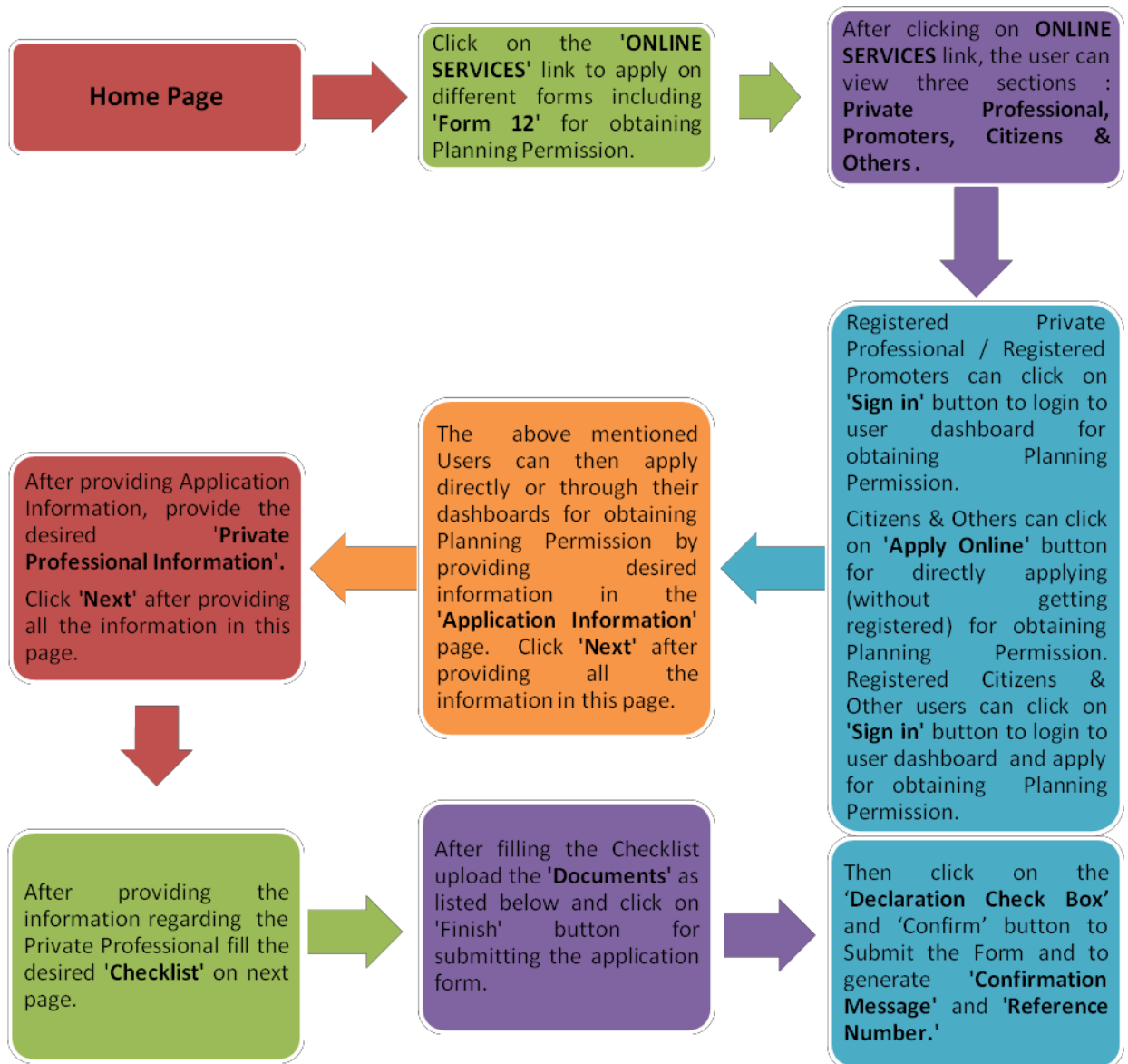


## Procedure and Guidelines for obtaining ' Planning Permission ' on 'Form 12'



- \* **Note-** The screenshots for the above mentioned procedure and list of documents required are given below.  
The detailed information regarding this process and other online processes is given in the '**e-Services User Guide**' and is uploaded on the '**TCP Web Portal**'.

**List of Documents required to be submitted for obtaining 'Planning Permission' on 'Form 12'**

1. Application on **'Form -12'** of the Himachal Pradesh Town & Country Planning Rules, 2014 duly signed by the Owner and Registered Professional.
2. **Structural Stability Certificate** issued by a Registered Civil Engineer.
3. Latest Revenue Documents i.e. Tatima, Jamabandi (not more than 6 months old) and Demarcation Report.
4. NOC from HPPWD along with Site Plan, if required.
5. NOC from HPSEB for HT/LT Line, if required.
6. NOC from the Forest Department, if required.
7. Water /Electricity availability certificate from concerned Department, if required.
8. NOC from Fire Department, if required.
9. NOC from Tourism Department for establishment of unit, if required.
10. Photographs of Site under reference.
11. Two Sets of Drawing of proposed project duly signed by the Owner and Registered Professional.

Form of application for permission under sub-section (2) of section 15-A or clause (a) of section 16 or sub-section (1) of section 30 or section 30-A (beyond the limits as specified under section 30-A) of the Himachal Pradesh Town and Country Planning Act, 1977 (Act No. 12 of 1977) for Development of Land / Construction of Building

**Applicant Information** | Private Professional Information | Checklist to be filled | Documents

**Hierarchy Details Of Area**

District :  \*      Notified Area :  \*  
 Name of Village :  \*      Name of Area :

**Applicant Information**

Applicant Name *	Guardian Name *	Mobile No *	Add / Delete
Mr. <input type="text"/>	Mr. <input type="text"/>	+91 <input type="text"/>	

**Contact Information**

Email ID :  \*  
Mail id already Exists  
 Alternate Number :   
 Upload Photo :  \*

**Correspondence Address**

Name : Mr.  \*  
 Guardian Name : S/o  \*  
 State :  \*  
 District :  \*  
 Tehsil :  \*  
 Town/Village/Ward :  \*  
 Address :  \*  
 PIN :  \*

**Permanent Address** Same as Corr. Address

Name : Mr.  \*  
 Guardian Name : S/o  \*  
 State :  \*  
 District :  \*  
 Tehsil :  \*  
 Town/Village/Ward :  \*  
 Address :  \*  
 PIN :  \*

**Description of land proposed for Development of Land/Construction of Building**

Revenue Village/Mohal :  \*      Khata No :   
 Khātuni No :       Latitude/Longitude :    
 Khasra No :  \*      Area (sq.m) :  \*   
 Total Plot Area(sq.m) :  \*      Whether Subdivision Approved :  Yes  No  
 Case Reference No. :  \*      Plot No. :  \*  
 Applied land use :  \*      Maximum Permissible Ground Coverage(In Sq.mt.) :  \*  
 Proposal submitted for :  \*      Property Type :  Govt.  Private  
 Type of construction :  \*

**Builtup Area**

No. of Blocks :  \*

**Plot Details**

Whether Change of Land use Involved :  Yes  No      Type of CLU Involved :  \*



Form of application for permission under sub-section (2) of section 15-A or clause (a) of section 16 or sub-section (1) of section 30 or section 30-A (beyond the limits as specified under section 30-A) of the Himachal Pradesh Town and Country Planning Act, 1977 (Act No. 12 of 1977) for Development of Land / Construction of Building

[Applicant Information](#) | [Private Professional Information](#) | [Checklist to be filled](#) | [Documents](#) | (\*) Indicates Mandatory Field

**Private Professional Information**

Registration No. :	<input type="text"/>	Name :	<input type="text"/>
Class :	<input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C	Plan Submission Date :	<input type="text" value="01-07-2016"/>
Address :	<div style="border: 1px solid #ccc; height: 40px;"></div>		

**Documents / Maps**

Jamabandi Document :	<input type="text" value="Browse..."/> No file selected. * <small>(pdf/zip file only and Max file Size 30 MB)</small>	Conveyance deed :	<input type="text" value="Browse..."/> No file selected. * <small>(pdf/zip file only and Max file Size 30 MB)</small>
Demarcation Report/ Affidavit :	<input type="text" value="Browse..."/> No file selected. * <small>(pdf/zip file only and Max file Size 30 MB)</small>	Tatima Document :	<input type="text" value="Browse..."/> No file selected. * <small>(pdf/zip file only and Max file Size 30 MB)</small>
Location Plan :	<input type="text" value="Browse..."/> No file selected. * <small>(pdf/zip file only and Max file Size 30 MB)</small>	Site Plan :	<input type="text" value="Browse..."/> No file selected. * <small>(pdf/zip file only and Max file Size 30 MB)</small>
Proposed consolidated map :	<input type="text" value="Browse..."/> No file selected. * <small>(pdf file only and Max file Size 30 MB)</small>		

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**Form of application for permission under sub-section (2) of section 15-A or clause (a) of section 16 or sub-section (1) of section 30 or section 30-A (beyond the limits as specified under section 30-A) of the Himachal Pradesh Town and Country Planning Act, 1977 (Act No. 12 of 1977) for Development of Land / Construction of Building**

[Applicant Information](#) [Private Professional Information](#) [Checklist to be filled](#) [Documents](#)  (\*) Indicates Mandatory Field

**Checklist to be filled**

Sl#	Description	As per regulations	As proposed	Remarks	Relaxation
1	Type of Area	Non-Core Other	<input type="radio"/> Non-Core <input checked="" type="radio"/> Other		
2	Total Plot Area (in sq.mt.)	150 (Minimum)	<input type="text" value="500"/>		
3	Ownership & Revenue documents	Required	<input checked="" type="radio"/> Submitted		
4	Land-use		<input type="button" value="Not Submitted Residential"/>		
5	F.A.R.	1.75	<input type="text" value="0.60"/>		
6	Built up area (in sq.mt.)	875	<input type="text" value="300.00"/>		
7	wheather Construction abuts with N.H Set Backs (Meter)				
	<input type="radio"/> Yes <input checked="" type="radio"/> No				
	Front	2 (Minimum)	<input type="text"/>		
	Rear	1.5 (Minimum)	<input type="text"/>		
	Left Side	1.5 (Minimum)	<input type="text"/>		
	Right Side	1.5 (Minimum)	<input type="text"/>		
8	Number of story's	NA	<input type="text"/>		
9	<b>Road/path existing at site</b>				
	Existing at site	3 meter (Minimum)	<input type="text"/>		
	Shown in Tatima	Required	<input checked="" type="radio"/> Submitted <input type="radio"/> Not Submitted		
10	Parking provision	Mandatory if Feasible	<input type="text"/>		
11	Whether any HT/LT Line, crossing over the proposed land	(Upload NOC from HPSEB)	<input type="button" value="Browse..."/> No file selected <small>(pdf/zip file only and Max file Size 30 MB)</small>		
	<input checked="" type="radio"/> Yes <input type="radio"/> No				
12	Whether proposed site is located nearby ASI Protected monument	(Upload NOC from the competent authority)	<input type="button" value="Browse..."/> No file selected <small>(pdf/zip file only and Max file Size 30 MB)</small>		
	<input checked="" type="radio"/> Yes <input type="radio"/> No				
13	Whether proposed Plan is located nearby HFL	(Upload NOC from the competent authority)	<input type="button" value="Browse..."/> No file selected <small>(pdf/zip file only and Max file Size 30 MB)</small>		
	<input checked="" type="radio"/> Yes <input type="radio"/> No				
14	<b>Whether trees are standing on plot</b>	Nil	<input type="text"/>		
	<input checked="" type="radio"/> Yes <input type="radio"/> No				
	No. of trees	2 (Minimum)	<input type="text"/>		

	Distance of tree from proposed development if not to be cut (Meter) Whether Permission of Competent authority for cutting of trees Whether plot is Abutting to Forest Boundary <input checked="" type="radio"/> Yes <input type="radio"/> No Distance from Forest Boundary (Meter)	(Upload NOC from Forest Department)	<input type="text"/> No file selected (pdf/zip file only and Max file Size 30 MB)		
15	Whether plot is Directly abutting with National Highway/State Highway/Bye-pass/Other H.P. Public Department Schedule road <input checked="" type="radio"/> Yes <input type="radio"/> No	(Upload NOC from the competent authority along with Site plan)	<input type="text"/> No file selected (pdf/zip file only and Max file Size 30 MB)		
16	Whether proposed plot is abutting to natural drainage <input checked="" type="radio"/> Yes <input type="radio"/> No Distance from Nullah (Meter) Distance from Khud/HFL of River (Meter)	5 (Minimum) 10 (Minimum)	<input type="text"/> <input type="text"/>		
17	Whether any Pipeline/Sewerage line crossing or passing through the plot <input checked="" type="radio"/> Yes <input type="radio"/> No	(Upload NOC from the competent authority)	<input type="text"/> No file selected (pdf/zip file only and Max file Size 30 MB)		
18	Provision of Solar Passive Building	Mandatory	<input type="text"/>		
19	Provision of barrier free access for persons with disability	Mandatory in case of public and semi-public	<input type="text"/>		
20	Whether the Proposed Plan is above the road level on Valley Side. <input checked="" type="radio"/> Yes <input type="radio"/> No	View	<input type="text"/>		
21	Whether proposed Plan is located in Sinking and Sliding area <input checked="" type="radio"/> Yes <input type="radio"/> No		<input type="text"/> No file selected (pdf/zip file only and Max file Size 30 MB)		
22	Rain water harvesting tank provision	Required @ 20 ltr per roof top area	<input type="text"/>		
23	Structural Stability Certificate	Required	<input type="text"/> No file selected (pdf/zip file only and Max file Size 10 MB)		
24	Number of Dwelling Units	8 Maximum if not for sale purpose	<input type="text"/>		
25	<b>General requirements</b>				
	Slope of land(Degree)	45 (Maximum)	<input type="text"/>		
	Height of parking floor(Meter)	3.50	<input type="text"/>		
	Height of slopping roof(Meter)	2.50 (Maximum)	<input type="text"/>		
	Height of floor(Meter)	3.50 (Maximum)	<input type="text"/>		
	Height of building(Meter)	21 (Maximum)	<input type="text"/>		
	Maximum hill cut(Meter)	3.50	<input type="text"/>		
	Distance between two blocks(Meter)	5 (Maximum)	<input type="text"/>		
	Plinth height(Meter)	3 (Maximum)	<input type="text"/>		
	Height of Service floor(Meter)	NA	<input type="text"/>		
	Equivalent car Space	18 Sq. m.	<input type="text"/>		
	Buildable width	5 (Minimum)	<input type="text"/>		
26	Photograph's of site	Required	<input type="text"/> No file selected		

			(pdf,jpg,jpeg,png file only and Max file Size 10 MB)	
27	Any other information			

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12.

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Government of Himachal Pradesh

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(\*) Indicates Mandatory Field

**Other Documents**

NOC from HPPCB in case of Industry	<input type="button" value="Browse..."/> No file selected. <small>(pdf/zip file only and Max file Size 30 MB)</small>
Registration Certificate from Industry Department in case of industry	<input type="button" value="Browse..."/> No file selected. <small>(pdf/zip file only and Max file Size 10 MB)</small>
Any other NOC if required	<input type="button" value="Browse..."/> No file selected. <small>(pdf/zip file only and Max file Size 30 MB)</small>
Affidavit regarding Surrender of Path if required	<input type="button" value="Browse..."/> No file selected. <small>(pdf/zip file only and Max file Size 10 MB)</small>
Any other Affidavit if required	<input type="button" value="Browse..."/> No file selected. <small>(pdf/zip file only and Max file Size 10 MB)</small>
Weather Agriculturist Himachal	<input checked="" type="radio"/> Yes <input type="radio"/> No

**Upload Signature**

No file selected. \*  
(jpg, jpeg, png, gif file only and Max file Size 1 MB)

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