

To,

The Land Manager, Bidhannagar,
Department of Urban Development & Municipal Affairs.
Government of West Bengal
Nagarayan, DF-8, Sector-I, Salt Lake,
Kolkata-700064.

Sub: Application seeking No objection Certificate (NOC) towards using the Residential Building for Non-Residential use in terms of the provision as laid down in Clause 2(9)/2(10) of the lease deed.

Sir,

I seek your approval for “commercial use” of the residential plot No. _____ leased by you. I provide the relevant information for consideration of the proposal.

1. Name of the Lessee (Applicant) :
2. Full Address of the Plot :
Road width in front of Plot and its side, if a corner plot :
3. Contact No. :
a) Landline Phone :
b) Mobile :
c) Email-Id :
4. No. Of floors of the building :
5. Name of the proposed business :
Reason for the conversion :
6. Total floor area (sq. ft.) of the building[floor-wise] :
7. a) Exact area (sq. ft.) to be used for the business :
8. a) Daily opening hours
b) Duration (from _____ to _____) of the proposed business:
9. a) Name & Style of the firm/business :
b) Nature of business entity (Company, proprietorship, partnership etc.)
10. Name & Address of the owner/owners of the proposed business :
11. Expected daily visit of customers/clients? :
12. Expected number of vehicles at peak hours :
13. Parking capacity within plot? :
14. Proposed parking of clients/customers?
(Applicant must show earmarked parking space :
Either in the plot or some designated parking
area with sketch map)
15. What is the nearest plot with a commercial use :
On both sides of street? Nature of those activities? :
16. What is the nearest plot with similar commercial activity? :
17. Garbage Disposal Plan (to be enclosed) :

Enclosed:

1. Original receipt of e-challan of Rs. 500/-
2. Attested copy of Mutation Order if issued by the Department.
3. Attested copy of the Clearance Certificate (C.C.) of the building issued by Bidhannagar Municipality.
4. Sketch Map showing floor area to be used for non-residential use.
5. Attested copy of the last Tax bill issued by Bidhannagar Municipality
6. Copy of Electricity bill
7. Copy of Sanctioned Building Plan.
8. Self declaration for Commercial Garbage collection from BMC.
9. Declaratory affidavit for Car Parking provision.
10. Sketch Map showing ear marked parking space.

N.B. : If there are other co-lessees, N.O.C. to be obtained from them.

AFFIDAVIT

I/We,.....,son of....., aged aboutyears, by occupation, by nationality Indian, by faith.....and residing atdo hereby solemnly affirm, declare and undertake in favour of the Department of Urban Development and Municipal Affairs, Government of West Bengal as follows:-

1. I/We including my/our licensee(s) shall strictly park my vehicle/s within the boundary of the Premises No....., Sector -, Salt Lake City, P.S. Bidhannagar (South), Kolkata- strictly as per provision of the Rule 193(2) of the West Bengal Motor Vehicles Rules, 1989 and will not park my vehicle/s in the road lying in front of the Premises No....., Sector -, Salt Lake City, P.S. Bidhannagar (South), Kolkata- at any point of time at day and night under any circumstances.
2. I/We also undertake the I/We shall not park vehicles of the business or clients on the road.
3. If I fail to adhere to the above rule then the Lessor shall have the right to re-enter into possession of the demised land or any part thereof in the name of the whole and thereupon this demise shall forthwith stand determined.
4. The statements made in the above paragraphs are true to my knowledge.

Deponent

Identified by me.

Advocate.