

PROFORMA OF APPLICATION SEEKING FINAL PERMISSION
(TO BE FILLED BY BLOCK LETTERS ONLY)

To,
The Assistant Administrative Officer
New Town Kolkata Development Authority
Plot No DG/13, Premises No 04-3333,
Action Area-ID New Town Kolkata-700 156

Subject : Application for seeking “**Final Permission**” for using the residential building/flat for non-residential purpose in terms of Gazette notification No 2287-UD/O/M/HID/5M- 36/2014 dated 14 July 2015, published by Government of West Bengal, Urban Development department and New Town Kolkata memo number NKDA/ADMN(ESTT.)/1246/2025 dated 08/08/2025.

Sir,

I/We do hereby request you to issue “Final Permission” in connection with the proposed non-residential use at my/our building/flat constructed on the plot allotted by HIDCO/WBHB. Requisite information’s are noted below for your kind information and favorable action. I/We agree to pay the permission fee for a period of 05 (Five) years and the application fee as well in terms of the government notification on the subject.

1. Name of the Plot/Flat Owner(s) (applicant) :
2. Communication Adress
3. Full Particulars of the Building/flat :

(a) Plot No	(b) Premises No	(c) Action Area
(d) Street No	(e) Contact No	
4. No of floors of the building:
5. Nature of the propose of non-residential use /Profession
6. Total floor area (sqm/sq. ft) of the building/flat. Existing commercial space
7. Exact floor wise area (sq. ft) to be used for the non-residential purpose.

Date :

Yours faithfully

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Enclosures :-

- (i). Receipt copy of Updated Property Tax.
- (ii). Certificate of Enlistment of Profession, Trade and Callings.
- (iii). Structural Stability Certificate issued by an empaneled Structural Engineer in applicable cases.
- (iv). Fire NOC.
- (v). Other relevant Certificates/ permissions as applicable for the trade applied by myself.