APPLICATION FORM FOR PROVISIONAL 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 **"Provisional No Objection"** towards obtaining final permission 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 express provisional no objection of your good office 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 perusal and favorable action.

1. Name of the Plot/Flat Owner(s) (applicant) : ………………………………………………………

2. Communication Address ………………………………………………………………………………………

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.

                                                    Yours faithfully

Date : ………………   ……………………

Enclosures :-

(i). Receipt copy of Updated Property Tax.
(ii). Mutation Certificate (Form G).
(iii). Occupancy Certificate/Possession Letter of flat.
(iv). Demarcated floor plan area for non-residential use.
(v). Approved Completion Plan (Jumbo Xerox).
(vii). Deed of Conveyance of the property.
(vi). **for co-operative and bulk housing complex only**. NOC from the Secretary of the co-operative housing societies/bulk housing complex.
(vii). **for self-contained flat/flats owner's only**. consent to operate from the dwelling units members of the building.