

(TO BE FILLED BY BLOCK LETTERS ONLY)

To
The Manager Assessment
New Town Kolkata Development Authority
Plot No DG/13, Premises No 04-333, Action Area-ID
New Town Kolkata-7000156

Subject : Application for seeking no objection certificate (NOC) towards using the residential building for non-residential use 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.

Sir,

I/We do hereby request you to accord NOC in connection with the proposed non-residential use at my building constructed on the plot allotted by HIDCOMWBHB requisite information are noted below for your kind information and actions. I/We agree to pay the permission fees for a period of 05 (Five) years and the application fees as well in terms of the government notification on the subject.

1. Name of the Plot Owner (s) (applicant) :
2. Communication Adress
3. Full Particulars of the Plot :
 - (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 proposed business/Profession
6. Total floor area (sq. ft) of the building.Existing commercial space
7. Exact floor wise area (sq. ft) to be
used for the business/profession.
8. Name of style of the firms/business/profession:

Date :

Yours faithfully

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Enclosure :-

- (i) Updated Property Tax.
- (ii) Mutation Certificate.
- (iii) Occupation Certificate.
- (iv) Proposed floor sketch duly demarked.
- (v) Sanction building Plan (Jumbo Zerox)
- (vi) Previous Trade License (for renewal case).
- (vii) NOC/Consent letter obtained from other owners of the building, duly quoting individual identities from authentic identity cards like Aadhaar, EPIC, or Passport, on a stamp paper, duly notarized by a notary.

OR

NOC/Consent letter obtained by the chairman through a resolution of the residential association of the co-operative building, duly quoting individual identities from authentic identity cards like Aadhaar, EPIC, or Passport, on a society letterhead.