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The Government Republic of Bangladesh
Ministry of Housing and Public Works

Notification

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S, R, O No. 120-Act /2008 – The Government has compiled the following
Rules pursuant to Section 18 under Building Construction Act, 1952
(Act No.II of 1953)

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Chapter 1 The Beginning

1. Brief Heading, Application and Initiation

- (1) These Rules will be referred to as **Dhaka Metropolitan City Building** (Construction, Development, Conservation/Protection and Removal) **Rules**, 2008.
- (2) This will be applicable for the areas included in the Dhaka Metropolitan City Planning made under the Town Improvement Act 1953 (Act No. XIII of 1953).
- (3) This will be effective without delay.

2. Definition

If there is nothing opposing to the subject or topic, in these Rules -

- (1) "Approved Plan" means Approved Plan of building or structure according to the legislation of the Act;
- (2) "**Authorized Officer**" means Authorized Officer appointed under the Act;
- (3) "Courtyard" means land or premise which is permanently open and located in ground or any other level, totally or partially surrounded by the building;
- (4) "Fire-Proof Door" means especially manufactured door that will act as resistor of heat and fire till a definite period of time.
- (5) "Fire-Proof material" means construction materials which have fire-resistant attributes.
- (6) "Fire-Proof Stair" means Stair that is connected with all floors through landings or lobbies, which is separated from the main building by a Fire-Proof door and will open to the exterior part of the building into an open space.
- (7) "**Occupancy Type**" means the classification of building as determined by its **use mentioned in appendix-3** of Rules as well as it will include the connection between the associated uses with the specified type of use as mentioned.
- (8) "Temporary Building" means a building approved by the Authority for a certain period of time that would be removed after that specified time.
- (9) "Act" means Building Construction Act, 1952 (Act No.II of 1953).
- (10) "**Applicant**" means the **legal owner of the concerned land** be it a person or an institution who applies for the various permissions to construct building or for matters related to construct building on that land. A person or institution on the power of a legally appointed representative will be eligible as applicant in favor of the legal owner.
- (11) "Application" means Land use permit, Special Project Permit, Approval for building construction, cutting of hill or excavating pond and application for dwelling certificate, amendment, extension and renewal.
- (12) "Half-detached building" means such a building whose three sides are open to exterior portions and one side is attached to another building.
- (13) "Covered Place" means covered area of the upper part along with ground level by the building which is the immediate level after the plinth level or floor although the following places are not included in it:-
 - (a) garden, pergola, plant house, water body, swimming pool (open to sky), platform for tree, water reservoir, fountain and seat;
 - (b) water outflow system, culvert, septic tank, soak pit;
 - (c) boundary wall and gate, space covered by cornice and sun shed;
- (14) "Building" or "Edifice" means building as defined in the Act;
- (15) "Building Construction Committee" means the Committee which has been constituted pursuant to Sub-section (2) under Section 3.
- (16) "**Building Height**" means the **vertical distance between the average height of the road or lane adjoining the building and the maximum point of the building top**. In determining the height of the building, the following issues will be considered:
 - (a) **If the roof is sloping**, then in this case, **the average height of the sloping roof would be considered**.
 - (b) Architectural elements, which are only used for aesthetics and decoration, will not be considered as higher parts.

- (c) In case of constructions in sloping areas, to determine the height of the building, the lowest level floor would be considered instead of the road height.
- (d) According to the Civil Aviation Authority, height means **the maximum height of the staircase room located on the roof, Water Tank, Lightning Arrestor or Antenna etc. would be considered.**
- (17) "Development Project or Project" means Buildings or Construction work of buildings.
- (18) "Height" means:
- (a) In case of room height, the vertical distance between the top of the finished floor and the bottom level of the ceiling.
 - (b) Height of a floor is the vertical distance between the floor top of one level to the floor top of the next level.
 - (c) The height of a wall is the vertical distance between the ground level of the wall to the top level of the wall.
- (19) "Air well" or "Light well" means a space either in the interior or in the exterior of a building which enables the benefit of air flow and natural light. The space is located on the same land and is bounded by one or more sides of the building or one or more boundaries of that land.
- (20) "Heritage Building or Site" means such a building or its part located in one or more compounds which due to its historical, architectural, environmental, cultural or natural attributes need to be conserved and the surrounding area of a building that is required for the conservation of the building to be used for enclosure, boundary wall or which is required to maintain the consistency of the environment will also be included in it.
- (21) "**Authority**" means **Rajdhani Unnayan Kartipakkha (RAJUK)** established under Town Improvement Act, 1953 (Act No. XIII of 1953).
- (22) "Commencement of Work" means Earth excavation and Piling or Foundation construction or any other construction, Re-construction or the beginning of any change or extension of an existing building with the objective of constructing a building.
- (23) "Loft" means an intermediate room or a space which is maximum 1.5 meter in height and which is created between the ceiling of a corridor and another intermediate ceiling above the floor.
- (24) "**Code**" means **Bangladesh National Building Code (BNBC).**
- (25) "Open Space" means an inseparable part of the site which is permanently open to sky from the ground level to the upward direction.
- (26) "Chimney" means such a part of the building through which smoke evolved from heat-producing machineries as a result of burning gets out to the open air.
- (27) "Geo-technical Engineer" means a graduate civil engineer who has experience in Geotechnical or Foundation Engineering and who is a member of Bangladesh Geo-technical Society or Institution of Engineers Bangladesh (IEB) and is registered under Act 41.
- (28) "Unsafe Building" means, according to codes, structurally unsafe, dilapidated, unhealthy, fire-hazardous, without adequate emergency exit, decaying, without proper maintenance, abandoned or any other building or construction work which has been identified as a threat to the inhabitants or the people residing in the surrounding area.
- (29) "Detailed Area Plan" (DAP) means Detailed Regional/Local Plan and Planning for the planned development of an area.
- (30) "Diploma Architect" means that professional person who has attained a diploma from a recognized Polytechnique or Technical Institute in architecture and is a member of Institute of Diploma Engineers Bangladesh and is registered under Act 41.
- (31) "Diploma Engineer" means that professional person who has attained a diploma from a recognized Polytechnique or Technical Institute in Engineering and is a member of Institute of Diploma Engineers Bangladesh and is registered under Act 41.
- (32) "Construction" means construction of any kind of building, edifice or installation, re-construction or re-establishment and altering the type of use of the building;
- (33) "Plan" means all plans prepared for the construction of building or any other installation under these Rules;
- (34) "**Urban Development Committee**" means the Committee that has been established under Act 34;
- (35) "Floor" means the intermediate space between the upper surface of any floor of the building and the next floor or if there is no next floor then the space below the roof or any other covering;

- (36) "Listed Building" means, a building which is registered due to its attributes of Aesthetical, Historical, Scientific, Social or Spiritual importance and/or due to the mentioned reasons have been registered by the Department of Archaeology or any other person;
- (37) "Total Floor Area" means the total sum of all the floor areas of a building;
- (38) "Consultant" means any architect, civil engineer, electrical engineer, mechanical engineer or other engineers, urban planner or any Board, Company, Firm or other institution constituted with a group of above-mentioned technical personnel and formed to give professional services, all of whom are appointed by the Owner or Applicant;
- (39) "Alteration" means the change of one use to another, or any structural change like: addition to the area or height of a building, partial removal of building and change in structure by means of construction, demolish or removal of any wall, partition, column, beam, joint, floor, any change or closing of entrance or exit way, change in any element or equipments,
- (40) "Appendix" means the appendix that has been attached in this Building Rules;
- (41) "Engineer" means a person who has attained a graduate degree in Engineering and is a member of the Institution of Engineers Bangladesh (IEB) and is registered under Act 41;
- (42) "Exit way" means the way to go out from any level of a building to the road or to any safe open place;
- (43) "Natural Air Flow Arrangement" means arrangement of natural flow of air inside the room through the doors-windows of a building;
- (44) "Parapet" means the railing or wall that is constructed around the roof or a floor surface;
- (45) "Parking place" means either an enclosed or open space or a covered or uncovered space having enough area to keep vehicles, and which has connection with the outside road through a road which is adequate for vehicular circulation;
- (46) "Planner" means a person who has attained a graduate or post-graduate degree in Planning and is a member of the Bangladesh Institute of Planners (BIP) and is registered under Act 41;
- (47) "Plumbing Engineer" means a graduate architect or engineer, diploma-architect or diploma engineer who has experience on plumbing or sanitary matters and who is a member of the related professional organization and is registered under Act 41;
- (48) "Sewerage System" means any sewerage line, drain, septic tank, purifying plant and related other arrangements;
- (49) "Hill" means any natural part of earth of certain volume, which is higher from adjoining premise and formed of earth or stone, usually round and whose slope is not too sharply steep;
- (50) "Form" means the Form which is attached with these Rules;
- (51) "False Ceiling" means an intermediate additional space within the height of a room which is used for storage, service maintenance etc. works, but not for living;
- (52) "Fins or Louver" means a vertical member of a building which is usually used on the exterior surface of windows, verandahs, balconies and corridors in order to protect from the sun and the rain;
- (53) "Finished Floor Level" means the upper surface of the completed floor;
- (54) "Finished Ground Level" means the upper surface of the completed land;
- (55) "Finished Ceiling Level" means the bottom surface of the completed ceiling;
- (56) "Footpath" means the pedestrian path beside a road or in any other space;
- (57) "Flat" or "Apartment" means a livable single dwelling in which kitchen, bathroom, toilet, dressing room etc. would be included;
- (58) "Floor Area" means the useable area of a level in addition to the horizontal area of walls and other weight carrying structures;
- (59) "Floor Area Ratio" or "FAR" means the ratio of the total covered area of all the floors of a building to the area of the plot i.e. the result obtained from the summation of total floor area built in a plot divided by the area of the land present in that plot, the formula of which is as follows:

$$\text{FAR} = \frac{\text{Total area of all floors (excluding exempt able areas under the jurisdiction of rules)}}{\text{Area of Plot (excluding plot area exempted for road, where applicable)}}$$

- (60) "Dwelling house" means independent dwelling, a self-dependent living arrangement with cooking and conveniences to facilitate health issues, which is a building or part of a building formed with one or more rooms;
- (61) "Height of flood water" means the height of water level during flood for a specific area which is specified by Bangladesh Water Development Board;
- (62) "Livable Room" means a room used by one or more persons which is used as office, living room, bedroom, study or dining activities but in which spaces like toilet, kitchen, laundry, store, corridor, pantry, basement room, attic or irregularly used spaces will not be included;
- (63) "Multi-storied Building" means a building which is 10 storied or more than 33 meters high, in which height of Staircase, Lift Machine Room or Water Tank will not be considered to determine the building height;
- (64) "Balcony" means a usable space which is extended to the exterior from the main building part which has no support extending up to ground and is not enclosed fully at the exterior by any enclosure;
- (65) "Building Services" means light-air flow, electrical facilities, air-conditioning, heating, internal acoustics control, lift, placing of escalator and moving walkway, water supply, fire extinguishing, drainage and water removal, gas supply and telephone set up and the assembling of utility services of this nature;
- (66) "Existing Building or Existing Use" means any building and its use approved by the Authority prior to the execution of this Rule;
- (67) "Special Nominated Area" means a designated area in Detailed Area Plan (DAP) prepared under Master Plan that bears natural and cultural importance;
- (68) "Special Project" means a large sized or special type of building or establishment which is listed under this Rule;
- (69) "Ground Coverage" means plot area covered by building and which will be expressed in percentage, like,

$$\text{Ground Coverage} = \frac{\text{Plot Area Covered by Building X 100}}{\text{Area of Plot (excluding plot area exempted for road, where applicable)}}$$

- (70) "Land-Use Permit" means the Land use related Permit that has been given to the applicant as per context of the Dhaka Metropolitan Master Plan (1995-2015) compiled under the Town Improvement Act, 1953 (Act No. XIII of 1953) by the Authority or Government, the municipal areas of Metropolitan City, Divisional Towns and District Towns in addition to play grounds, open spaces, parks and natural water bodies Conservation Act, 2000 (36 no. Clause of the year 2000);
- (71) "Master Plan" means any planning compiled under the Town Improvement Act, 1953 (Act No. XIII of 1953) which at present is termed, accepted, approved and effective as Dhaka Metropolitan Development Plan (1995-2015), Structure Plan, Urban Area Plan, Detailed Area Plan;
- (72) "Mezzanine Floor" means an intermediate partial floor between two main floors of a building;
- (73) "Floor" means the floor of a building which is parallel to the ground;
- (74) "Mechanical Air Circulation System" means to let in air e or if required to let the air go outside in a building or in a part of the building through mechanical means;
- (75) "Road" means a circulation pathway included in recorded map in Land-survey Map, Dhaka City Corporation, Rajdhani Unnayan Kortipokkho (RAJUK), Municipality or any organization of similar nature providing conveniences for the citizens, all types of existing roads, high ways, pathways, pedestrian paths or proposed space to construct them and reserved open space adjacent to road, drain and footpath etc.;
- (76) "Road Width" means the total distance across including road-adjoining drain, footpath etc.;
- (77) "Attachment" means which is attached with this Rules;
- (78) "Addition" means to add with the volume of a building or with the Floor Area;
- (79) "Restricted Area" means any area with evidence of cultural or natural heritage specified in Detailed Area Plan (DAP) prepared under Dhaka Metropolitan Development Plan;
- (80) "Table" means any attached Chart or Tables that are attached with this Building Rules;

- (81) "Owner" means a person, a group of persons, Company, Trust, Registered Organization, Government or any organization under it that bear legal ownership of land;
- (82) "Set back" means the minimum open space at the front, sides and back of each building;
- (83) "Set Back Line" means a line which is parallel to the boundary line at the middle of a plot or site;
- (84) "Service Room" means any other rooms or covered spaces, like- parking area, air-conditioning plant, reserved area for building services, fixed space for generator, storeroom for household chores, strong room, service station, rooms for keeping non-combustible objects etc. which are used except living;
- (85) "Service Road" means any reserved road or lane for the purpose of services located at the back or by the sides of the plot;
- (86) "Site" means any space with fixed boundary for construction of a building or its premise, earth or sand filling, excavating or cutting hills;
- (87) "Sun Shed" means overhang which is placed at outer walls for protection from sun and rain;
- (88) "Universal/Public Accessibility" means a planned environment which is constructed according to universal design rules;
- (89) "Universal Design" means such a planning programme where an individual need is not thought separately but common need of all people is considered with subject to physiological aspect and as such the law is determined;
- (90) "Supervisor" means a person who is registered under Act 41 for supervising any building construction work and has a diploma in engineering or architecture from any recognized polytechnique or technical Institute as well as is a member of related Institute;
- (91) "Architect" means a person who has attained a graduate degree in Architecture and is a member of the Institute of Architects Bangladesh (IAB) and is registered under Act 41;
- (92) "Housing or Apartment Complex" means a cluster of dwellings or apartments or flats where several common facilities are present for common use;

Chapter Two

Permit, Application for Approval Letter, Approval, Occupancy Certificate, Etc.

3. Process of Building Plan Approval and Occupancy Competency Approval

Under this Building Rules, the Process of Building Plan Approval and Living Competency Approval, at certain circumstances would be accomplished in minimum two and maximum four phases mentioned in the following, such as:

- a) Land Use Clearance (where applicable)
- b) Special Project Permit for Large and Specialized Projects (where applicable)
- c) Building Permit (compulsory to all circumstances)
- d) Occupancy Certificate (compulsory to all circumstances)

4. Land Use Clearance

- (1) For development in any land under the control of Authority but outside the planned area, approval to construct or develop any building would not be given, if land use clearance is not taken from the Authority, prior to submitting Permit and Application for Approval of Construction for Special type of Projects.
- (2) Land Use Clearance would not be required for lands that are planned and developed by the Ministry of Housing and Public Works or any establishment under it, for lands included under Land Development Rules, 2004 by the Authority for non-government Residential Projects, or for lands that are Approved by such related rules and developed as site and services Project Scheme by non-government organization.
- (3) To get Land Use Clearance for the use of proposed land or site, application must be done in specified table/Chart (Form 101) with Fee in addition to documents related to land ownership.
- (4) Three (3) copies of application must be signed and submitted by Applicant along with the Site Survey map in 1:5000 or 1:10,000 scale where R.S/C.S map with the preliminary Location Map would be present to identify the land.

5. General Conditions for Approval of Land Use Clearance

- (1) Land Use Clearance is not a permission for any development or construction works and it does not give any right to the Applicant or any person to begin or execute such works.
- (2) Land Use Clearance will not cause any hindrance, through any condition imparted, in giving Special Project Permit or in case of approval for construction by Authority.

6. Approval, Refusal and Appeal of Land Use Clearance

- (1) Within 30 of submission of the Land Use Clearance, the Planning Section of the Authority, if required, imparting any condition can give approval through specified Table/Chart (Form-102) or by showing written reasons can reject the application through specified Table/Chart (Form 103).
- (2) If the application is rejected according to Sub-Rule (1), Applicant can apply to the Chairman of the Authority according to Clause 75 (1) of the Town Improvement Act, 1953 through the specified Table/Chart (Form-104).
- (3) The Chairman of the Authority, within 30 days of receipt of the Application according to Sub-Rule (2) will give decision about approval or refusal of application and the urban planning section of the Authority, according to that decision, would approve the application through specified Table/Chart (Form-105) or would reject the application through specified Table/Chart (Form-106).
- (4) If the application is rejected according to Sub-Rule (3), Applicant can apply within 60 days, to the Authority according to Clause 75 (2) of the Town Improvement Act, 1953 through the specified Table/Chart (Form-107) and the Authority, within 30 days of receipt of the Application, would take the comments from the Urban Development Committee and thereby would give the decision of either approval or refusal of the application.
- (5) The Authority according to decision made by Sub Rule (4) would approve through Specified Table/Chart (Form-108) or reject through Specified Table/Chart (Form-109) of Land Use Clearance and which would be considered as final.

7. Validity of Land Use Clearance

- (1) The time period for the validity of the Land Use Clearance will be 24 months from the date of its approval.
- (2) Within the time period described in Sub-Rule (1) application may be submitted for the Renewal of Land Use Clearance through Specified Table/Chart (Form-110), which if considered acceptable by the Authority, can be renewed through Specified Table/Chart (Form-111) for an extra time period of 12 months from the expiry date of validity or if considered unacceptable can reject the application for renewal through Specified Table/Chart (Form-112).
- (3) If the validity of the Land Use Clearance passes away then the Land Use Clearance has to get approved again anew.

8. Special Project Permit for Large and Specialized Projects

- (1) Special Project Permit has to be taken for the following types of Projects, like:
 - (a) A residential building with more than 40 dwelling units.
 - (b) Any Project which is constituted with a floor area of more than 7,500 sq. m (under FAR).
 - (c) Shopping centre which is constituted with a floor area of more than 5,000 sq. m (under FAR).
 - (d) Any Project which is directly connected with national and zonal highway or main road.
 - (e) Industrial factories along with brick fields which are hazardous or create pollution.
 - (f) Architecturally or historically important buildings or any building or development that is within 250 m distance of that area.
 - (g) Any building or development that is within 250 m distance of an area of natural beauty.
 - (h) Any building or development that is within 50 m distance of a hilly area or a land which is visible as a hill or such land.
 - (i) Any building or development that is within 250 m distance of a riverside area.
- (2) In case of different types of Projects described in Sub Rule (1), before applying for Building Construction Approval Letter, Special Project Permit needs to be acquired for that Project from the Large or Special Project Approval Committee of the Authority and for the Permit application must be done through Specified Table/Chart (Form-201) along with the fixed Fee determined by the Authority.

- (3) In case of application for Special Project Permit along with 1 set of deed regarding ownership of land, 11 (eleven) sets of the following information documents, have to be attached, such as:
- (a) A duplicate copy of Land Use Clearance or No-objection Letter (as applicable);
 - (b) Ownership Title, Holding No. C.S/R.S Metropolitan City Survey or the latest published survey, Official number of lands, direction of location in case of planned area and specified any other deed, settlement record, schedule etc. determined by the Authority;
 - (c) The approximate total number of floors and total area of floors in the proposed building;
 - (d) The approximate total floor area of each floor to be used;
 - (e) In cases where applicable, the total number of dwelling units;
 - (f) The calculation of FAR;
 - (g) The approximate demand for water and its source and supply system for the proposed development;
 - (h) The approximate demand for electricity and its source and supply system for the proposed development;
 - (i) The phases, time of commencement and duration of construction work;
- (4) For the Special Project Permit, the given plan should be drawn in, not less than 1: 1,000 scale and in it the following should be added or identified, like:
- (a) The boundary of the site along with the measurements of road and adjacent land/plots to the land under ownership of the Applicant (if present);
 - (b) The North sign of the Site;
 - (c) The name of the road adjacent to the site or if the site is adjacent to a private-owned road then the name of the road from which the private-owned road has originated;
 - (d) The Mouza, Holding Number, Plot and Road Number of the Proposed place/ site for the Project;
 - (e) The width of all roads adjacent to the site as well as location and width of Footpath (if present);
 - (f) The average height of the Plot in reference to the adjacent road;
 - (g) External measurements and the location and use of existing or proposed building or the other structures in the site along with their distances from the site boundaries;
 - (h) Approximate location, height and distance from site boundary of buildings or infrastructures adjacent to the site;
 - (i) The location of the incoming and outgoing vehicular and pedestrian pathway;
 - (j) Proposed arrangements for all drains beside roads, adjacent to site, natural water removal channels, water flow and water removal;
 - (k) Location of existing electrical lines, water supply lines, sewerage and drainage lines (if present) and proposed connections;
 - (l) The proposed garbage collection spot within the site and the management of waste removal in case of industries;
 - (m) All natural elements (water body, open space, park, hill etc.) within 250 m distance of site and location of heritage buildings and sites;
 - (n) 11 sets conceptual drawings with unprinted signature of the Applicant and related professionals and persons along with the Application and the compilation of the above-mentioned information;
- (5) The Applicant and at least an architect and a structural engineer who are registered according to Act 41 of this Rule and who have attained power according to the type of Project will sign, in the proposed Conceptual Drawing and Application for the Special Project Permit.
- (6) Authority will return 2 sets of Conceptual Drawings either with approved or non-approved seal and the remaining 1 set drawing and deed documents would be preserved in records.

9. Approval of Special Project Permit

- (1) Within 45 days of receiving Application for Special Project Permit, Large or Special Project Approval Committee of the Authority by taking decision would either approve the application through Specified Table/Chart (Form-202) or reject it through Specified Table/Chart (Form-203).
- (2) In case of Projects of National interest or such Projects that may cause adverse reaction environmentally, Authority would exhibit the Project drawings for observation and comments of the

public and through the mentioned exhibition will collect public opinion for 15 days and then send them to the Urban Development Committee.

- (3) If any person thinks that, any Project is unfavorable to this Rule or to any other existing Law or Rule or Regulation or that the Project may endanger or damage the environment, then on the basis of his application, the drawings of the mentioned Project must be provided to him to give him a scope to examine.

10. Validity of Special Project Permit

- (1) The time period for the validity of the Special Project Permit will be 24 months from the date of its approval and within this time period application must be submitted for the Approval Letter of Construction.
- (2) Special Project Permit is not renewable and if Applicant fails to apply for the Approval Letter of Construction within the time period for validity of the Special Project Permit, then he has applied again a new for the mentioned Permit.

11. Cancellation of Special Project Permit

Authority can cancel the Special Project Permit for any of the following reasons:

- (a) If any of the conditions of the Permission Letter is not maintained.
- (b) If any of the Acts of this Rules is violated.
- (c) If any wrong or untrue information is provided or if any information is not revealed in the submitted Application.

12. Appeal Regarding Special Project Permit

- (1) Within 45 days from the date of refusal or cancellation of Application for Special Project Permit, Applicant, showing valid reasons, can appeal to the Urban Development Committee through Specified Table/Chart (Form-204).
- (2) According to Sub-Rule (1), within 45 days from the submission of Appeal Application, Urban Development Committee through discussion and review would recommend it either for approval or for refusal and on the basis of that recommendation, within 10 days, Authority will either approve the application through Specified Table/Chart (Form-205) or if the Appeal application is not accepted then Authority will reject the application through Specified Table/Chart (Form-206).

13. Approval Letter for Construction

- (1) If any person or Government or Non-Government Organization wishes to construct a new building or structure or change an existing building or structure, extend or make additions, then Approval Letter is required according to Law.
- (2) For the Approval Letter for Construction as described in Sub-Rule (1), required deed documents as described from Sub-Rule (4) to (12) and 8 (eight) sets related drawings as well as fixed fee all need to be submitted and applied through Specified Table/Chart (Form-301).
- (3) The Applicant and properly competent Technical Personnel under Rule 41 and according to given List will give unprinted sign in the drawings and the Technical Personnel have to mention the membership number of their Professional Institute as well as their registration number in the specified places of the drawings and deed documents.
- (4) For the Approval Letter for Construction, the following documents (in A3 or A4 sized paper) attached with drawings have to be presented, like:
 - (a) The duplicate copy of Land Use Clearance and Special Project Permit where applicable;
 - (b) The Receipt of giving specified Fee according to Appendix-4.
 - (c) The attested copy of deed documents as the proof of legal ownership of land and buildings for proposed development.
 - (d) According to the order of Special Project Permit, the Soil Test Report provided by competent technical person, where applicable;
 - (e) In case of apartment buildings, the total number of dwelling units;
 - (f) The area of the plot, FAR calculations, ground coverage, measurements of set back and total number of floors;

- (g) To construct, deep foundation, Piling, Basement or Underground Level, where applicable, compensation bond signed by Applicant through Specified Table/Chart (Attachment-301); and
 - (h) As a proof of experience of the architect appointed, the copy of his registration as a technical person in the related Professional Institute.
- (5) All drawings must be provided in the International A Series (A0 to A4) sized paper in Metric System measurements, which is as follows:
- A0 1188 mm x 841mm
 - A1 841 mm x 594mm
 - A2 594 mm x 420mm
 - A3 420 mm x 297mm
 - A5 297 mm x 210mm
- (6) The following information must be placed in order in the drawings, like:
- (a) In addition to the drawing title, name of Applicant, address, telephone number (if present) and unprinted signature;
 - (b) In cases where applicable, names of associated Planner, Architect or Engineer, their address, telephone number (if present) and unprinted signatures as well as their membership number and registration number of their respective Professional Institute;
 - (c) In case of Land or Plot planned and developed by the Government, name and address of the recipient to whom the plot or holding has been allotted, name of road and area and in case of Land or Plot developed by Non-government organization, name and address of owner of the Plot or Holding, the Lay-out drawing with name of road and area along with the reference number and date of approval;
 - (d) In case of individual person or others, holding number, name of road and area as well as reference number and date of Land Use Clearance, where applicable.
 - (e) The objective and proposed use of construction; and
 - (f) Name of Mouza and the name of Thana in which the site is included along with C.S/R.S/S.A official number (daag no.)
- (7) Site Plan or drawing of area will be drawn in not less than 1:4000 scale and in that drawing the following information must be present, like:
- (a) Mouza in which site is located, C.S map and in case required, part of R.S or S.A map of site along with location of site or in case of Developed Project by the Government or Approved Non-Government organization, part of the drawing of the area along with the location of the site.
 - (b) The official number (daag no.) of the site or plot and the location indicator of neighboring official numbers (Daag nos.) or plots
- (8) Lay-out drawing will have to be drawn in 1:200 scale and in that drawing the following information must be present, like:
- (a) The boundary and measurements of all sides of the Site;
 - (b) The perimeter of existing buildings in site, the external measurements, height, number of floors and measurements of preserved compulsory open space, where applicable;
 - (c) The location of proposed and existing building or structure, water body, park/garden, other natural land area, low land, open field, forest area etc. in the site, where applicable;
 - (d) Name of area and road;
 - (e) The direction indication of site or plot as seen from adjacent roads, width of road adjacent to site and in case of private owned or self-owned road, the length and width of the total road;
 - (f) Location of the gate to enter into the site or exit from site from the road;
 - (g) The direction of water flow along with location of drain (if present) around the proposed and existing buildings;
 - (h) Underground reservoir, septic tank and soak pit along with location of connection to sewerage line (if present); and
 - (i) Location of place to collect garbage in the Site.
- (9) In case of a large project with more than one building, other structure or installation, a key-plan must be constituted in the adequate scale where location and perimeter of all buildings or structures, lay-out of road, all geographical and land-scenic elements, like trees, hills, pond or water body, land excavation or filling etc. would be shown.

- (10) All floor plans along with basement and mezzanine floor should be provided in 1:100 scale and in it the following topics must be clearly stated, like:
- (a) Measurements of all rooms and area, their shape, location and use along with location of doors and windows;
 - (b) Location and measurements of Stairway hall along with lift core, escalator, ramp, emergency exit stair, in cases where applicable;
 - (c) Roof plan showing water removal arrangement of roof, terrace (if present), Lift Machine Room (where applicable), roof of the staircase, permanent water tank on roof (if present) and water outlet;
 - (d) Entrance, exit, parking plan showing driveway and space for parking and location of security post;
 - (e) Location of Electrical and Mechanical room, where applicable;
 - (f) In case of a complex with more than one building or installation, entrance of vehicles and pedestrian space for getting down and getting into car and space for vehicular circulation.
- (11) Minimum two sections (lengthwise and crosswise in 1:100 scale) of important parts with measurements must be provided, among which at least one would cut the staircase, and in the section the following subjects should be shown, like:
- (a) Height of each floor along with mezzanine (where applicable), Loft, Upper Water Tank (if present), Lift Machine Room (if present), height of parapet, maximum height in relation to existing ground, road and footpath;
 - (b) Measurement of different parts extending outside from the wall (balcony, sun shed etc.); and
 - (c) Existing and proposed level of ground.
- (12) Elevations of all sides along with maximum height of building and important measurements should be provided in 1:100 scale.

14. Settlement of Application of Approval Letter for Construction

- (1) If the Application for Building Constructions is identified as incomplete or with errors to the Authority, then the Authority, within 15 days of receiving the application will request the Applicant in writing, to deliver required information and documents.
- (2) According to Sub-Rule (1), within 30 days of the date of receipt of the request letter of delivering information and documents, the Applicant has to deliver required information and documents to the Authority and, if, within that time fails to deliver it, then the mentioned application would be considered cancelled.
- (3) The Authority within 45 days of receipt of application, or if new information and documents are delivered, then according to the system within 30 days of receiving it, would give approval to the development Project with or without conditions through Specified Table/Chart (Form-302).
- (4) According to the ruling of Sub-Rule (3), if the Application is approved, the Applicant will receive 4 Approved drawings and documents with signature and seal from the Authority.
- (5) If the Application is rejected, then the Authority will show the reasons and notify the Applicant through Specified Table/Chart (Form-303).
- (6) According to Sub-Rule (5), if the Application is rejected, then Applicant as per Clause 15 of the Law, can make an Appeal application to the Urban Development Committee through Specified Table/Chart (Form-304).
- (7) Under Sub-Rule (6), to settle the Appeal, Urban Development Committee, if required, will form an Appeal Sub-Committee and the Appeal Sub-Committee will give their decision of Approval or Refusal to the Authority within 30 days of receiving the Application.
- (8) According to Sub-Rule (7), if the Appeal Application is accepted then the Authority will approve through Specified Table/Chart (Form-305) or if the Appeal Application is not accepted then the Authority will reject it through Specified Table/Chart (Form-306).

15. Responsibilities and liabilities of Applicant related to Construction

- (1) In the construction of building, Approved Applicant in no circumstances can work which is adverse or unfavorable to the approved drawings and documents.

- (2) The construction work of the Project has to be supervised by skilled technical persons as described in the Table-1 mentioned in Rule 43.
- (3) At least 15 days before the commencement of work, through Specified Table/Chart (Form-307), the Authority must be notified in writing about the wish to begin work or about restarting a suspended work where consent signature of person or persons related to the construction work must be present.
- (4) Information about any new appointment or change of a technical person appointed in the Project must be notified in writing to the Authority within 15 days through Specified Table/Chart (Form-308) and in case of changing technical person/s, as long as newly appointed technical person does not take the responsibility and does not inform his consent to the Authority, construction work will remain suspended.
- (5) The Applicant must ensure that -
 - (a) All types of development and construction work is executed under the supervision of skilled technical persons whose descriptions have already been given to the Authority earlier;
 - (b) If, for any reason, the work of the skilled technical person/s get stopped, then this is notified to the Authority within 15 days;
 - (c) The construction work is suspended unless the matter about new appointment of skilled technical person/s is notified to the Authority.
- (6) Before starting any construction works including extension of building, alteration or postponement or carrying out of incomplete work, the Applicant must -
 - (a) be confirmed, that all required drawings of the Building Project are approved and are within the Approval Time frame and copy of the approved drawing should be displayed in Site such that it is in a place which is easily visible.
 - (b) According to Table-1 mentioned in Rule 43, all structural, electrical, mechanical design and drawing along with required calculations must be prepared and ensured by approved technical persons; and
 - (c) According to proper system, all technical persons with responsibilities of the Project's architectural, structural, electrical and mechanical design and supervision will bring into knowledge of the Authority, their consent along with their names and addresses.
- (7) When work will be completed up to the plinth level of the building, then, applicant will have to notify this to the Authority through Specified Table/Chart (Form-309 and Form-310) along with the report of technical persons employed.
- (8) After knowing about the completion up to the plinth level, the Authority will arrange for its inspection and within 7 days will give consent through Specified Table/Chart (Form-311) to proceed with the work next to plinth level or along with reasons through Specified Table/Chart (Form-312) will notify their disagreement in proceeding the work, otherwise construction work will continue.

16. Responsibilities and liabilities of Technical Persons

- (1) If the term duration of any technical person, attached to a building project and appointed for providing drawings for the building and for supervision is ceased before the completion of the term, then this matter should be notified to the Authority within 15 days through Specified Table/Chart (Form-313) along with the certificate of part supervision of the work.
- (2) In general, the liability of a technical person would be associated till submission of Construction Completion Certificate for getting the Residing or Use Certificate after the full or part completion of the Construction Work.
- (3) Under the jurisdiction of this Rules, it will be considered negligence on the part of the responsible technical person associated with the building, if he without any logical reason-
 - (a) If he provides wrong information or keeps anything hidden in connection to ascertained design and specification; and
 - (b) If he provides wrong information or avoids giving information regarding structural design, fire-fighting or other security arrangements.

17. Security and Supervision regarding Construction

- (1) There must be provision of necessary and adequate security measures in the place of construction and in its surrounding areas.

- (2) If any construction work creates hindrance, trouble or inconvenience for public in any road or place, then security for the public has to be ensured by means of providing temporary enclosure, life-saving shield and alternative circulation pathway by the Applicant in that place.
- (3) Inconvenience for movement of the public cannot be done by keeping materials and objects of the Construction Project on public streets or footpaths.
- (4) In residential areas, from 6 in the evening to 6 in the morning, no irritating noise or situation can be created by means of machinery use or construction process in the construction site or project location and at any time during day-night grinding machine used to grind stone or brick cannot be used at site.
- (5) When and however needed, according to this rule, applicant, by skilled technical person will assist in the supervision of the Authority and in this regard will provide support in supplying required information, drawing and other documents and by testing in self-expense.

18. Occupancy Certificate

- (1) After the building is fully or partially completed, Occupancy Certificate must be obtained for its use or for living.
- (2) To obtain Occupancy Certificate the following documents and drawings have to be submitted along with the Application for preservation of the Authority, like:
 - (a) Completion Report;
 - (b) As Built Architectural Drawings based on Authority Approved Architectural Drawings
 - (c) Structural Design of the Building; and
 - (d) All drawings associated with Building Services.
- (3) Design Adequacy of all drawings mentioned in Sub-Rule (2) and all liability of suitability would fall upon the associated professionals (architect or engineer) related to the drawings.

19. Completion Report

- (1) The Applicant will submit a Completion Report through Specified Table/Chart (Form-401) on the part or fully completed work of the construction project and will apply to the Authority for the part or full Occupancy Certificate of that Project and till obtaining the part or full Occupancy Certificate from the Authority, the mentioned building or structure be it partly or fully done, cannot be used by any means.
- (2) Appointed technical person or persons through Specified Table/Chart (Form-402) will give a letter of credibility and the fact that the work has been executed according to system under his/their supervision will have to be in the mentioned letter.
- (3) Appointed technical person or persons will have to submit a supervision report mentioning the list of supervised works during fulfilling their responsibilities.
- (4) The Authority will inspect the building in the presence of the Applicant and the technical persons within 15 days after receiving the application.
- (5) After examination, it will be recorded in writing, whether the building has been constructed according to approved drawings and within 15 days of inspection, the Occupancy Certificate along with approval of complete drawings of the building will be given through Specified Table/Chart (Form-403).
- (6) If the building or project is constructed violating the approved drawings, then the Authority will not give any Certificate for its use and in that case, the Authority within 15 days after inspection will notify the reasons behind not giving the Occupancy Certificate through Specified Table/Chart (Form-404) and will give the Applicant necessary instructions to construct the building according to approved drawings fixing a specified time for it.
- (7) The Applicant according to the instructions described in Sub-Rule (6) will repair all kinds of errors and, if other conditions had been given, then fulfilling those conditions, can re-apply within fixed date through Specified Table/Chart (Form-405).
- (8) The Authority, considering the re-application of the Applicant will either give the Occupancy Certificate through Specified Table/Chart (Form-403) or will reject it through Specified Table/Chart (Form-404).
- (9) If the application for the Occupancy Certificate is rejected, then Applicant can apply through written Appeal to the Urban Development Committee and the mentioned Committee after review can give instructions to the Authority about approving or rejecting the Occupancy Certificate.
- (10) According to the requirements of the Applicant, where applicable, Occupancy Certificate can be given for partial living or use.

20. As Built Architectural Drawings based on Authority Approved Architectural Drawings

- (1) For the Occupancy Certificate, 4 sets of construction drawings should be submitted.
- (2) In the As-Built Drawings, Lay-out Plan, all Floor Plans, all Elevations, minimum two Critical Sections (one along the vertical circulation) along with other information must be mentioned and the size and scale of the As-Built Drawings should be similar to that of the earlier approved architectural drawings.
- (3) Along with the As-Built architectural drawing, a set of original approved drawing of the constructed building must be submitted.

21. Structural Design of Building

- (1) **Registered** under the jurisdiction of this Rule and **appointed engineer by Applicant will give the Structural Design of the building according to Code and in proper scale.**
- (2) According to the rules given in the Code, Structural Design will have to be provided considering Seismic Design, where applicable.
- (3) In the Structural Design of the building, the following topics must be included, like:
 - (a) The detailed Foundation Design of the building based on the Soil Test of the Site.
 - (b) Measurement and location of all framing members along with basement wall, other walls, column, beam, floor, ceiling and required technical information of used building materials;
 - (c) All drawings for Water Reservoir, Septic Tank and external connection or Soak Pit of the building; and
 - (d) Design/Drawing of structure, technical information and working process for resisting any kind of damage of site during land excavation or pile installation or for similar conditions.

22. All drawings associated with Building Services

Registered under the jurisdiction of this Rule and appointed as Engineer by Applicant will give Drawings associated with Building Services for the building according to Code and in proper scale and the following topics associated with building services used in buildings would have to be included in the drawings, like:-

- (a) Lay-out plan and drawings of water supply, sewerage, drainage, gas supply etc.;
- (b) Lay-out plan, drawings and specification of electrical equipments, sub-station, electrical circuit diagram etc.;
- (c) Planning, design and lay-out of air-conditioning system (if present), drawing for installing lift and escalator (if present); and
- (d) All other detailed drawings for building services.

23. Renewal of Occupancy Certificate

- (1) The term duration of Occupancy Certificate will be 5 years from its given date and it has to be renewed every 5 years.
- (2) To renew Occupancy Certificate Application must be done to the Authority along with fixed fee through Specified Table/Chart (Form-406), not less than 90 days before the term ends and if the application is not done within specified time then, 10 times of the Renewal Fee must be given as fine.
- (3) When the term duration of the Occupancy Certificate expires, Construction Approval of the associated building will be considered cancelled spontaneously and to obtain the Construction Approval again for the mentioned building, application must be done along with 10 times of the applicable Fee and the fine determined according to law by the Building Construction Committee and then get the Construction Approval.
- (4) According to Sub-Rule (2) within 15 days of receiving the application, the Authority will inspect the building mentioned in the application and during inspection, if any discrepancy of rule or unapproved use is not identified then, by approving the application through Specified Table/Chart (Form-407) will renew the Occupancy Certificate; otherwise Authority will record in writing the identified discrepancy of rule or unapproved use and for the mentioned unapproved use or discrepancy, after rejecting the application for renewal through Specified Table/Chart (Form-408) will take legal actions against the Applicant.
- (5) If the application for renewal of Occupancy Certificate is rejected then Applicant can make a written appeal to the Urban Development Committee.

24. General topics that must be known related to Construction and Construction Approval

- (1) Lift must be installed in one or more than one storied building which is more than 18 m high.
- (2) Different Mechanical and electrical utility services like: All required drawings related to lighting system, electrical installations, air conditioning, heating, air circulation system, noise control, noise prevention lift, escalator, moving walk will have to be provided by the associated professionals who are registered under Rule 41.
- (3) Noise generated by generator, air conditioning machine, sub-station and other electrical and mechanical installations must be controlled and it should be ensured that smoke created, water etc. from these mentioned machineries do not cause any hindrance to general air flow, comfort and convenience in site or in plots adjacent to the site.
- (4) Control measures need to be taken to cut or demolish a hill by turfing the foot of the approved hill and stabilizing the slope and on the outlet of the sources of drains or canals which are connected to the hill approved for cutting, spillway, seal trap etc. must be built.
- (5) To excavate a pond, it must be dug at minimum 3 m distance from the site boundary, whose slope will not be more than 45 degrees angle from the adjacent boundary.
- (6) If there is any existing three-dimensional form of historical, architectural, environmental or cultural importance along the area or road, then considering its importance, Urban Development Committee can impose control on the height, color, building material etc. of the building.

25. Validity of the Building Approval

- (1) The validity of the Approval Letter for Building construction will be 3 years and within this time duration construction must be completed up to minimum Plinth Level.
- (2) According to Sub-Rule (1), if measures to be taken fails, then Approval Letter for Building construction must be taken again anew.

26. Amendment of Approved Drawing

- (1) In case of amendment of Approved Drawings, the following conditions must be fulfilled, like:
 - (a) After approval is taken for a building, if there is any need for alteration or improvement within the time duration “(validity) of the Approval Letter for Building construction, then application must be done along with 8 copies of amended drawings;
 - (b) Only in case of internal re-organization, where no alteration would happen in total floor area, FAR, amount of ground coverage, external perimeter and vertical circulation process or locational aspect of road, then there will be no need to take new approval.
 - (c) If the change in room height is within 20cm, there will no need for new approval despite other strictness related to height remains adequate;
 - (d) If there is a need to alter or extend the floor area of the building, keeping consistency with worthy of approval FAR, Set-back and ground coverage, then a Fee would be determined according to Rule 27;
 - (e) If the amended portion is built before the re-approval of the amended drawing and if those changes are liable to approval in the Rule, then extra 10 times of the original Fee has to be paid and according to law, paying the fine/penalty fixed by Building Construction Committee along with application, the Construction Approval Letter has to be taken again;
- (2) According to clause (d) of Sub-Rule (1), during the delivery of Amendment, Occupancy Certificate, approval would be given in the as built drawings of the building.
- (3) Before this Rule is effective, the validity of the approved drawing will remain effective legally.

27. Fee for Approval, Amendment and Alteration of Building Construction, Hill Cutting and Pond Excavation

- (1) In case of new building construction, Fee will be determined according to Appendix -4.
- (2) In case of amendment and alteration-
 - (a) If there is no increase in floor area, in that case, one-third of Fee as described in Sub-Rule (1); and
 - (b) If there is an increase in floor area, in that case, for the increased portion, Sub-Rule (1) will be applicable and for the rest of the portion, Sub-Rule 2 (a) will be applicable.

- (3) Each of the extra attested copy of Building Construction Approval Letter and attested copy of other documents will be collected for an amount of Tk.500/- (Taka Five Hundred Only).
- (4) Fee for approval, amendment and alteration of hill cutting and pond excavation will be according to Appendix -4.
- (5) All Fees under the jurisdiction of this Rule will have to be given through a Pay-Order or Bank-Draft in favor of "Chairman, Rajdhani Unnayan Kortripakkha, Dhaka," in any commercial bank branch which is included as a scheduled bank in Bangladesh Bank and situated in the Dhaka Metropolitan City.

28. Inspection, Responsibility and Duty of Authority

In between anytime from sun rise to sun set, the Authority or any officer authorized by the Authority can inspect or examine whether the work of the building or project is proceeding according to approved design, report and specification.

29. Notification, Postponement or Dismantling of Unapproved Structure etc.

- (1) Authority can give instructions to postpone, apply the correct method or dismantle the structure, if -
 - (a) In any phase of work, if the work is caught contravening the approved design;
 - (b) If the Building Construction Approval or Rule and Conditions of Special Project Permit are directly violated; and
 - (c) If there is threat to environment as well as loss of life and resources of neighboring public.
- (2) The Approval Letter for Construction can be postponed or cancelled, -
 - (a) If there are any legal complications regarding associated land or plot;
 - (b) If the conditions for approval are violated;
 - (c) If wrong or false information is delivered in Application or other relevant Forms; and
 - (d) If there is inconsistency noticed in the use of building and alteration is made violating the Rule of approved design.
- (3) If any Building Construction is announced illegal, the Authority will notify within shortest possible time through notice to Law Enforcement Organization, Service giving organizations and Bank or any other organization that invests finance (as applicable).
- (4) The associated Authorities will be notified about not providing any type of Utility Services for all buildings which would be announced illegal.

Chapter Three Committee

30. Committee Formation:

To apply the regulations of this Building Rules, Government can form one or more Committee by notification of Government Gazette, like:

- (a) Building Construction Committee;
- (b) Large or Special Project Approval Committee;
- (c) Urban Development Committee; and
- (d) Required any other Committee.

31. Building Construction Committee

Pursuant to Law, sub section (2) of Section 3, to implement the power of Authorized Officer, one or more Building Construction Committee will be formed and the range of activity of the Committee will be controlled under the mentioned Law.

32. Large or Special Project Approval Committee

- (1) For the approval of Large or Special Project under the jurisdiction of this Building Rules, the Authority will form a Large or Special Project Approval Committee.
- (2) The formation of the Large or Special Project Approval Committee would be as follows:

(a) Member Planning, RAJUK	-	President
(b) Urban Planner (director), RAJUK	-	Member
(c) Chief Engineer, RAJUK	-	Member

- (d) Representative of Architecture Department - Member
(Assistant Chief Architect's rank)
 - (e) Representative, Institute of Architects Bangladesh - Member
 - (f) Representative, Institution of Engineers Bangladesh - Member
 - (g) Representative, Bangladesh Institute of Planners - Member
 - (h) Director (Development and Control), RAJUK - Member Secretary
- (3) Large or Special Project Approval Committee will hold minimum one meeting each month.
- (4) The Member Secretary will send 1 set drawings with other documents except the land ownership deed to all Members of the Committee at least 10 days before the meeting.
- (5) The number of members to attain quorum for the Committee Meeting will be 5. All decisions of the Committee will have to be agreed by all.
- (6) The matter should be settled within 45 days of submission of proper Application.
- (7) Large or Special Project Approval Committee can take advice, if required, from any other organization or Specialist.

33. Urban Development Committee

Government, by executive order/decreed or notification will form the Urban Development Committee bringing together related Government Officers, honorable citizens and Specialists for extending full support in the control and execution of Dhaka Metropolitan City Infra structural development activities, Planning, Development of transport system.

34. Formation of Urban Development Committee

Urban Development Committee would be formed with the following persons, like:

- (a) Government Appointed Officer -
 - (1) Secretary, Ministry of Housing and Public Works;
 - (2) Chairman, RAJUK;
 - (3) Chief Architect, Department of Architecture, Ministry of Housing and Public Works;
 - (4) Chief Executive Officer, Dhaka City Corporation.
- (b) President/Vice President/General Secretary of the following Professional Institutions -
 - (1) Institute of Architects Bangladesh;
 - (2) Bangladesh Institute of Planners;
 - (3) Institution of Engineers Bangladesh;
- (c) 2 University Professors (Architecture/Planning/Engineering/Environment Related);
- (d) 3 Representatives from Civil Society;
- (e) President/Vice President/General Secretary, REHAB.

Note-1: The duration of the University Professors and Representatives of the Civil Society would be 2 (two) years.

Note-2: Committee, if needed, can invite any Specialist, Professional or person to take part in the Committee meetings.

35. Activities of Urban Development Committee

The activities of the Urban Development Committee will be as follows:

- (a) As a Committee with high power, to suggest rules and outline of future development process for all development and development control works of the Dhaka Metropolitan Area;
- (b) To supervise the consistency of construction and development works in relation to the Building Construction Rules;
- (c) To give effective direction to matters which cannot be solved under the jurisdiction of this Rules;
- (d) To ensure transparency and liability to explain the qualitative standard of all building construction in areas included in the Master Plan of RAJUK;
- (e) To impart justice and equality in executing the Rules;
- (f) To resolve Appeals.

36. Settling Appeal by Urban Development Committee

- (1) According to the decision of the Authority, any person who has sustained a loss can apply in writing seeking justice to Urban Development Committee, in areas described in the Rules.
- (2) After receiving the written application Committee will resolve the appeal according to the Laws set in this Rules, in absence of the Applicant.
- (3) If considered proper, the Committee can order the Applicant through registered postal service along with the receipt letter to present information and documents in the Committee Meeting and for such order, justified time has to be given to the Applicant.
- (4) After getting the order according to Sub- Rule 3, the Applicant or his Representative can be present in the Committee Meeting.
- (5) According to Sub- Rule 4, if the Applicant or his Representative is absent in the Committee Meeting or fails to present information and documents, the Committee can settle the Appeal in absence of the Applicant or can postpone the meeting, such postponement can be done only once.
- (6) In case of settlement of the Appeal, the Committee can decide on any one such as approving the application or approving on conditions or rejection.
- (7) Decision of the Urban Development Committee would be considered final and mandatory for the Authority.
- (8) The Committee, will inform the Authority about the decision passed, according to Sub-Rule 6, and the Authority will inform the Committee decision to the Applicant within 10 days through registered postal service.

37. The Inspection and Control of Construction and Development Works by Urban Development Committee

- (1) On the basis of complain or through deliberate will, the Committee can inspect and examine the buildings constructed or under construction, built under the jurisdiction of this Rule, regularly by competent professional group.
- (2) If there is a purposeful discrepancy between the Approved Construction Drawings and practical construction work, then subject to the Applicant and the responsible Planner/Architect/Engineer/ the lawful Land owner of the Project, for whoever it is applicable, appeal must be made to the Authority to take required steps in order to imply proper punishment to him/ them and this must be carried out by the Authority.
- (3) If there is any negligence on the part of Inspection Officers of the Authority in inspecting discrepancy described in Sub- Rule 2, then in order to take required steps to imply proper punishment to them, appeal should be done to the Authority and it is compulsory for the Authority to carry out.

38. Imparting Advice by Urban Development Committee to the Authority

On written request regarding any advice or for any explanation or analysis in any matter of the Rules received from the Authority, the Committee will provide it within 30 days on the basis of discussion and opinion with related Professional Organization, if required.

39. Meeting of Urban Development Committee

- (1) To executive the work responsibilities, the Committee will hold at least one meeting each month.
- (2) In the first meeting of the Committee, one President, two Vice-Presidents and one member Secretary along with the body of members would be nominated.
- (3) To have quorum in any of the Committee meeting, presence of minimum 5 members are required from whom minimum one should be from the post of President or Vice-President.
- (4) Each member of the Committee has only one vote.
- (5) Any decision of the meeting would be accepted through the majority vote of the members present, but in case of equal votes of both the parties, the President/Chair of the Meeting can give an extra vote.

40. Formation of Sub-Committee by Urban Development Committee

- (1) To carry out the work responsibilities effectively, the Urban Development Committee can form Sub-Committees.
- (2) The members of the Sub-Committees would be appointed as per classifications described in Rule 34.

- (3) The decisions of the Sub-Committee should be sent to Urban Development Committee.
- (4) The Committee can accept fully or partly as well as can reject completely any decision made by the Sub-Committee.

Chapter 4 List of Technical Persons, Classification, Etc.

41. Compilation of Technical Persons' List

- (1) According to this Rule, Professional person related to compiling design, supervising construction work, preparing report or linked with any other work, would have to be registered under associated Professional Organization/Institute.
- (2) Associated Professional Organization/Institute will supply a ledger list with required information of the professionals to the Authority.
- (3) The Authority will preserve the ledger list containing specimen signature, recent passport size photo, contact address, telephone number etc. of the associated professional sent by the Professional Organization/Institute.
- (4) According to these Rules, Registered/Listed professional will be given authority in matters associated with the Project in providing Drawings, Inspection or Supervision, giving Signature and Preparing Report with all required information for that Design.

42. Application for being Registered/Listed

- (1) To be registered/listed as a technical person, any professional will have to apply to the associated Professional Organization/Institute, in accordance to the rules and regulations of the mentioned Professional Organization/Institute along with his/her, recent passport size photo, contact address, telephone number, specimen signature.
- (2) Subject to the rule of Act 43, Associated Professional Organization/Institute will decide on the Applicant's inclusion in the list after considering the required eligibility.
- (3) Whatever is in Sub-clause (1), to apply for being Registered/Enlisted, a professional must be a member of the associated Professional Organization/Institute.

43. Classification of Technical Persons

- (1) According to the type or use of the building, minimum eligibility of persons experienced in technical matters, who can provide Drawings, give signature and prepare report according to these Rules, is described in Table-1.

Table- 1
Classification of professionals holding authority
to sign in the respective field of building design and documents/deeds

Building Height (storey)	Max. area of building floor (m ²)	Building type	Eligibility and experience of technical personnel	Professionals/Technical personnel holding Authority to sign
1	2	3	4	5
5	1,000	A	member/associate member/candidate member and listed personnel to design and take other design related responsibilities of a related professional organization/institution	<p>(1) Land survey: Civil Engineer, Diploma Engineer or certified surveyor</p> <p>(2) Soil test report: Geo-technical Engineer/Civil Engineer/experienced person or institution in soil</p> <p>(3) Architectural Design: Architect/Civil Engineer/Diploma Architect having min. 5 (five) year experience</p> <p>(4) Structural Design: Civil Engineer/Structural Engineer</p> <p>(5) Plumbing and Sanitary Design: Plumbing Engineer</p> <p>(6) Mechanical Design: Mechanical Engineer</p>

				<p>(7) Electrical Design: Electrical Engineer</p> <p>(8) Construction Supervision: Supervisor, Architect and Engineer</p> <p>(9) Completion Report: Responsible Architect and Engineer</p>
Any number	7,500	A, B, C, F2, F3, G and H	member and listed personnel to design and take other design related responsibilities of a related professional organization/institution	<p>(1) Land survey: Civil Engineer, Diploma Engineer or certified surveyor</p> <p>(2) Soil test report: Geo-technical Engineer/Civil Engineer/experienced person or institution in soil</p> <p>(3) Architectural Design: Architect</p> <p>(4) Structural Design: Civil Engineer/Structural Engineer</p> <p>(5) Plumbing and Sanitary Design: Plumbing Engineer</p> <p>(6) Mechanical Design: Mechanical Engineer</p> <p>(7) Electrical Design: Electrical Engineer</p> <p>(8) Construction Supervision: Architect, Engineer, Supervisor and assigned personnel for related responsibilities</p> <p>(9) Completion Report: Responsible Architect, Engineer, Supervisor and assigned personnel for related responsibilities</p>
Any number	Non-restricted	All categories of building	Member/Fellow of a professional institution having minimum 8 (eight) year experience and listed personnel of the institution to design and take other design related responsibilities	<p>(1) Land survey: Civil Engineer, Diploma Engineer or certified surveyor</p> <p>(2) Soil test report: Geo-technical Engineer/Civil Engineer/experienced person or institution in soil</p> <p>(3) Architectural Design: Architect</p> <p>(4) Structural Design: Civil Engineer/Structural Engineer</p> <p>(5) Plumbing and Sanitary Design: Plumbing Engineer</p> <p>(6) Mechanical Design: Mechanical Engineer</p> <p>(7) Electrical Design: Electrical Engineer</p> <p>(8) Construction Supervision: Architect, Engineer, Supervisor and assigned personnel for related responsibilities</p> <p>(9) Completion Report: Responsible Architect, Engineer, Supervisor and assigned personnel for related responsibilities</p>

- (2) The Authority will not consider the prepared drawing or report done by any other person except the registered/enlisted persons by the Associated Professional Organization/Institute who are mentioned in Sub-Rule (1) for consideration of approval.
- (3) If there are more than one persons, experienced in technical matters who are appointed as a group or are on behalf of an organization, engaged in work during the different phases of a building or project, for different types of drawings or report or in the construction work, then each of them separately will have to be eligible to execute the work under these Rules.
- (4) Applicant will appoint the associated technical person according to his eligibility, and in a project if ever, more than one technical person are appointed, in that case architect will co-ordinate the architectural design and its materialization, and during construction and after completion of construction, architect and engineer will be responsible for submitting their respective as built drawings and completion report.

- (5) Associated Professional Organization/Institute will undertake responsibility of ensuring the quality of work and services provided by enlisted professionals, their professional honesty and expertise, and the Professional Organization/Institute will notify the Authority about any information related to membership of that associated person, like suspension, abolition, termination of membership or regarding any punishment measures taken.
- (6) If any professional person enlisted in any professional organization violates any of these Rules, then the Authority will notify the associated Professional Organization/Institute and according to the rules of that Professional Organization, proper measures would be taken against the associated responsible person by the mentioned Professional Organization.

Chapter Five Rules for Building Construction

44. Rules for Building Construction

To construct any kind of building or project, some rules should be followed regarding mandatory uncovered (open) space, set-back from boundary, ground coverage, FAR, etc. and the application of these rules will be determined based on type of building use, width of road, density of traffic, population density, parking need, utility services, fire fighting, etc.

45. Mandatory Uncovered (Open) Space

In each plot, set-back from the plot boundary would be according to Rule 46 and uncovered space excluding maximum ground coverage should be according to Rule 50.

46. Set-back from Boundary

- (1) Set-back or open space must be provided at the front, sides and back of each building and for the definition of front, sides and back of the plot, the explanation given in Appendix-5 will be applicable.
- (2) Subject to the fulfillment of other conditions in these Rules, set-backs or open spaces at the front, back and sides of a building will have to be provided according to Table-2.

**Table-2
Building setback**

Size of the Plot		Minimum setback		
Square meter (m ²)	Katha	Front (m)	Back (m)	Each side (m)
Building height: 33 m or up to 10 storied				
134 m ² or less	2 katha or less	1.50	1.00	0.80
Above 134 m ² to upto 201 m ²	Above 2 katha to upto 3 katha	1.50	1.00	1.00
Above 201 m ² to upto 268 m ²	Above 3 katha to upto 4 katha	1.50	1.50	1.00
Above 268 m ² to upto 335 m ²	Above 4 katha to upto 5 katha	1.50	2.00	1.25
Above 335 m ² to upto 402 m ²	Above 5 katha to upto 6 katha	1.50	2.00	1.25
Above 402 m ² to upto 469 m ²	Above 6 katha to upto 7 katha	1.50	2.00	1.25
Above 469m ² to upto 536 m ²	Above 7 katha to upto 8 katha	1.50	2.00	1.25
Above 536 m ² to upto 603 m ²	Above 8 katha to upto 9 katha	1.50	2.00	1.25
Above 603 m ² to upto 670 m ²	Above 9 katha to upto 10 katha	1.50	2.00	1.25
Above 670 m ² to upto 804 m ²	Above 10 katha to upto 12 katha	1.50	2.00	1.25
Above 804 m ² to upto 938 m ²	Above 12 katha to upto 14 katha	1.50	2.00	1.25
Above 938 m ² to upto 1072 m ²	Above 14 katha to upto 16 katha	1.50	2.00	1.25
Above 1072 m ² to upto 1206 m ²	Above 16 katha to upto 18 katha	1.50	2.00	1.25
Above 1206m ² to upto 1340 m ²	Above 18 katha to upto 20 katha	1.50	2.00	1.25
Above 1340m ²	Above 20 katha	1.50	2.00	1.50
Building height: 33 m or above 10 storied				
Any size	Any size	1.50	3.00	3.00

- (3) Whatever the road width is, no building can be constructed at a less distance of either 4.5 m from the centre of the existing road or a distance of 1.5 m from the plot boundary, whichever is greater (excluding the required land for future extension of road).
- (4) In case of a specific road, according to 'Detailed Area Plan (DAP), the Authority for the front set-back can give proposal or instructions for a different or added distance.
- (5) In case of maximum ground coverage effectiveness for Mandatory Open Space, the following empirical leniency or extent may be applicable:
- (a) Around a structure, maximum 50 % of the Mandatory Open Space may be paved and in this 50 % space, the roof may be at 4 m height from the finished ground level of the plot or 3 m from the plinth (whichever is less) and this covered area (roof) in any way should not be built within the set-back space and cannot be used for any purpose other than for only parking and security booth, but according to Rule, with the condition of keeping earth in 50 % of mandatory open space, either in group or separately, the whole space of front, sides and back set-back space can be a part of parking space; Along the road side, attached to the boundary wall, guard room (security post) can be built with a height of maximum 2.5 m from the finished ground level and with an area of maximum 5 sq. m.
 - (b) Covered area, mentioned in clause (a), cannot be blocked by solid wall (except security post) and there must be good provision for air circulation inside the plot and the roof of the mentioned covered area can only be used as terrace or terrace garden and this roof cannot be covered by permanent or temporary structure by any means.
 - (c) In all cases, minimum 50 % of mandatory open space must be kept open at the ground level, where rain water would be absorbed and basement cannot be extended within this 50 % open space in this ground level.
 - (d) Front balconies of the 2nd and its higher levels of the building will get an extra allowance from the amount of the maximum ground coverage under the following conditions, like:
 - (i) Height of the enclosure used in the balcony should be maximum 1200 mm;
 - (ii) The area of the balcony should be 30 % of the width of the building front and will not exceed that area which we get considering the balcony width to be 1 m;
 - (iii) By no means can the balcony be extended within the set-back of the building;
 - (iv) Regarding the provision of the mentioned balconies, total area of attainable balconies for each floor can be distributed over one or more than one levels as single or multiple balconies starting from the 2nd level and upwards;
 - (e) The extended portion of the roof (Cornice) can be extended maximum 1 meter from the main part of the building within the minimum set-back of the building and such extension can only be done at the front of the building and would not be less than 8 meter from the ground level;
 - (f) If the building is constructed leaving extra space than set-back, then the measurement of the cornice can be maximum 2 m. towards the front from the building; if it is extended than that, then the extra portion would be included in the ground coverage measurement, but in no circumstances can the condition, earlier mentioned regarding the extension within set-back be broken;
 - (g) Sun shed or extended portion of roof used for the protection from nature, can be extended maximum up to 0.5 m from the building boundary, within the building set-back; but cannot be enclosed by any type of enclosure; cannot be used as verandah or balcony; would not be accessed for any reason other than maintenance; and if the set-back at the sides and back are less than 1.25 m then the mentioned extended part will have to be limited within 0.3 meter;
 - (h) If the building is constructed leaving extra space than the set-back, then the sun shed or extended portion of roof can be extended up to maximum 1.5 m from the building; if it is extended more than that, then the extra portion would be included in the ground coverage measurement, but in no circumstances can the condition described in clause (g) can be broken;
 - (i) In any level of the building, store, AC and toilet duct or any type of extension with such use cannot be constructed outside the exterior surface of the wall and within the set-back area or mandatory open space,
 - (j) Outside the exterior surface of the wall, along the sun shed, maximum 100 mm thick vertical fins can be constructed which by no means can cause obstruction to air flow;

- (k) Mechanical air circulation, exhaust or drainage system cannot be placed with their openings towards the neighboring plots; and
 - (l) Different types of extended portions cannot be used for the purpose of increasing floor area.
- (6) In case of two or more buildings with totally separate structures located in the same plot, set back in between the front and back will have to be 4 meter and the set-back between two sides will have to be 2.5 meter.
 - (7) If the Design has been set according to the Rule with provision of light-air, more than one building can be connected in a single plot, but in this case, at least 30 % of the associated length of the smaller sides of the buildings should be connected.
 - (8) With a road that only ends in the mentioned plot, in such road associated plot, the building should be constructed at a distance of 2 m from the front boundary.

47. Set-back of the Basement

- (1) Basement can be extended within the mandatory open space, the mentioned extension should be limited maximum within 50 % of the mandatory open space and the rest 50 % of the mandatory open space should be uncovered in the ground level too.
- (2) Basement can be extended up to the boundary wall after ensuring the safety of the neighboring property, but along the road side, basement must be constructed maintaining the minimum set-back.
- (3) Without causing any damage to the connecting plot, ceiling of the basement can be built up to 1.5 m from the highest level of the connected road to rise up and get down in this 1.5 m height, stairway or ramp may be constructed along the boundary wall even in the set-back portion of the building, but in this set-back portion, no permanent or temporary shading can be done over the stairway or ramp and for the provision of this ramp, Rule 56 (8) and 56 (9) would be applicable.

48. Plot Division

- (1) In a Plot, either vacant or with building, road and vehicular access will have to be ensured for each sub-plot and building in case of plot division into two or more Plots.
- (2) As a result of sub-division in the new Plots formed, existing building/s separately should be according to set-back, ground coverage and FAR rules.
- (3) In case of Plot sub-division, for each single plot, the private road will have to be minimum 3.65 m wide and this mentioned exception will be applicable only in case of residential use.
- (4) According to Sub-Rule (3), if the mentioned road is not more than 33 m in length, then to calculate the FAR of the mentioned Plot, width of the main road will be considered, but in this case area of that private connecting road will not be considered for calculating FAR and ground coverage.
- (5) If the road mentioned in Sub-Rule (3) is more than 33 m then according to Rule 51 (9) the given FAR will be applicable.
- (6) In case of Plot use except residential use, the road width should be minimum 6m for sub-division of Plot.
- (7) In planned residential area, in case of plot division, the plot size should be minimum 5 (five) katha.
- (8) In case of more than one plot, the private or common road will have to be 6m wide.
- (9) In case of residential plots, developed or formed by non-government organizations, the road width will be according to Land Development Rules, 2004 of non-government residential projects or according to the rules set by any other related Rules.

49. Plot Unification

For development, more than one plot can be combined together, but even they are individual plots, but the combined plot would be considered as an undivided plot. In case of that undivided whole plot, land area or width of adjacent road (whichever is less) will be considered to calculate FAR and Ground Coverage.

50. Maximum Permitted Ground Coverage

- (1) Maximum Permitted Ground Coverage of buildings will be determined based on the Building Use and width of road.
- (2) Any part of a building cannot be extended outside the Maximum Approvable or permit table Ground Coverage, in the mandatory open space, except the portions mentioned in Rule 46 (5).

(3) Mandatory open space will be considered as undividable part of building development and as legislation for approval and cannot be divided, sold or developed separately.

51. Maximum Permitted FAR

(1) Maximum Permitted FAR will be determined according to the following Table-3 (a) to 3 (f) based on Permitted FAR Plot size, types of use and width of road.

Table -3 (a)
General width of road, floor area ratio (FAR) and max. ground coverage (MGC) for building:
[Type: A (A1-A5): Residential house and Hotel]

Size of the Plot		Building type: (A1-A4) ^[1] (Residential House)			Building type: (A5) ^[2] (Residential Hotel)		
Square m (m ²)	Katha	Road width (m)	FAR	MGC (%)	Road width (m)	FAR	MGC (%)
134 m ² or less	2 katha or less	6.0	3.15	67.5	6.0	2.50	67.5
Above 134 m ² to up to 201 m ²	Above 2 katha to up to 3 katha	6.0	3.35	65.0	6.0	2.75	65.0
Above 201 m ² to up to 268 m ²	Above 3 katha to up to 4 katha	6.0	3.50	62.5	6.0	3.00	62.5
Above 268 m ² to up to 335 m ²	Above 4 katha to up to 5 katha	6.0	3.50	62.5	6.0	3.25	62.5
Above 335 m ² to up to 402 m ²	Above 5 katha to up to 6 katha	6.0	3.75	60.0	6.0	3.50	60.0
Above 402 m ² to up to 469 m ²	Above 6 katha to up to 7 katha	6.0	3.75	60.0	6.0	3.75	60.0
Above 469m ² to up to 536 m ²	Above 7 katha to up to 8 katha	6.0	4.00	60.0	6.0	4.50	57.5
Above 536 m ² to up to 603 m ²	Above 8 katha to up to 9 katha	6.0	4.00	60.0	9.0	5.50	67.5
Above 603 m ² to up to 670 m ²	Above 9 katha to up to 10 katha	6.0	4.25	57.5	9.0	6.00	55.0
Above 670 m ² to up to 804 m ²	Above 10 katha to up to 12 katha	9.0	4.50	57.5	9.0	6.50	55.0
Above 804 m ² to up to 938 m ²	Above 12 katha to up to 14 katha	9.0	4.75	55.0	9.0	7.00	52.5
Above 938 m ² to up to 1072	Above 14 katha to up to 16 katha	9.0	5.00	52.5	9.0	7.50	52.5
Above 1072 m ² to up to 1206	Above 16 katha to up to 18 katha	9.0	5.25	52.5	9.0	8.00	50.0
Above 1206m ² to up to 1340	Above 18 katha to up to 20 katha	9.0	5.25	50.0	9.0	8.50	50.0
Above 1340m ²	Above 20 katha	12.0	5.50	50.0	12.0	9.50	50.0 ^[2]
Any size	Any size	18.0	6.00	50.0	18.0	NR	50.0 ^[2]
Any size	Any size	24.0	6.50	50.0	24.0	NR	50.0 ^[2]

[1] Following land use are allowed in an unplanned residential area (providing traffic, parking and other demands: (a) dormitory and hostel (b) child home, orphanage and old home (c) hotel or lodge with max. 20 room (d) restaurant-up to 100m² (e) religious place up to 200 m² (f) ground floor of residential building can be used as office, studio or chamber of max. 100 m² and occupant up to 15 nos. and (g) saloon, beauty parlor, pharmacy, grocery, tailoring shop of up to 25 m² only for corner plot.

[2] For building type A5 (residential hotel), plot above 20 katha or any measurement of plot beside road width 18 m or above, podium of max. 12 m (including parapet) height can be built from upper surface of road (without max. mandatory setback for ground floor).

*NR (Non restricted) - No obligation of FAR.

Table-3 (b)
General width of road, floor area ratio (FAR) and max. ground coverage (MGC) for building:
[Type: B (B1-B2): Educational Institution]

Size of the Plot		Building type: (B1)(School, College and University)			Building type: (B2)(Elementary School and Kindergarten)		
Square m (m ²)	Katha	Road width (m)	FAR	MGC (%)	Road width (m)	FAR	MGC (%)

134 m ² or less	2 katha or less	**	**	**	**	**	**
Above 134 m ² to up to 201 m ²	Above 2 katha to up to 3 katha	**	**	**	**	**	**
Above 201 m ² to up to 268 m ²	Above 3 katha to up to 4 katha	**	**	**	**	**	**
Above 268 m ² to up to 335 m ²	Above 4 katha to up to 5 katha	**	**	**	**	**	**
Above 335 m ² to up to 402 m ²	Above 5 katha to up to 6 katha	6.0	2.50	60.0	6.0	2.00	50.0 ^[3]
Above 402 m ² to up to 469 m ²	Above 6 katha to up to 7 katha	6.0	2.50	60.0	6.0	2.00	50.0 ^[3]
Above 469m ² to up to 536 m ²	Above 7 katha to up to 8 katha	6.0	2.50	60.0	6.0	2.00	50.0 ^[3]
Above 536 m ² to up to 603 m ²	Above 8 katha to up to 9 katha	6.0	2.75	60.0	6.0	2.25	50.0 ^[3]
Above 603 m ² to up to 670 m ²	Above 9 katha to up to 10 katha	6.0	2.75	60.0	6.0	2.25	50.0 ^[3]
Above 670 m ² to up to 804 m ²	Above 10 katha to up to 12 katha	9.0	3.00	57.0	9.0	2.50	50.0 ^[3]
Above 804 m ² to up to 938 m ²	Above 12 katha to up to 14 katha	9.0	3.00	55.0	9.0	2.50	50.0 ^[3]
Above 938 m ² to up to 1072 m ²	Above 14 katha to up to 16 katha	9.0	3.25	53.0	9.0	2.75	50.0 ^[3]
Above 1072 m ² to up to 1206 m ²	Above 16 katha to up to 18 katha	9.0	3.25	50.0	9.0	2.75	50.0 ^[3]
Above 1206m ² to up to 1340 m ²	Above 18 katha to up to 20 katha	9.0	3.50	50.0	9.0	3.00	50.0 ^[4]
Above 1340m ²	Above 20 katha	12.0	4.00	50.0	12.0	3.50	50.0 ^[4]
Any size	Any size	18.0	4.50	50.0	18.0	4.00	50.0 ^[4]
Any size	Any size	24.0	5.50	50.0	24.0	4.50	50.0

[3] In B2 type buildings, open space of ground floor will be considered FAR free. Max. 20 % of this open space can be used as room for supporting function of open space and again this portion (20 %) will be considered as FAR free.

[4] In B2 type buildings, open space of ground floor will be considered as FAR free. Max. 40% of this open space can be used as room for supporting function of open space and again this portion (40 %) will be considered as FAR free.

** Up to 335 m² or 5 katha land B-1 and B-2 type land use is not permitted.

Table-3(c)
General width of road, floor area ratio (FAR) and max. ground coverage (MGC) for building:
[Type: C (C1-C4) and D(D1-D2): Institution and Healthcare]

Size of the Plot		Building type: C (C1-C4)(Institutional)			Building type: D(D1-D2)(Healthcare)		
Square m (m ²)	Katha	Road width (m)	FAR	MGC (%)	Road width (m)	FAR	MGC (%)
134 m ² or less	2 katha or less	**	**	**	**	**	**
Above 134 m ² to up to 201 m ²	Above 2 katha to up to 3 katha	**	**	**	**	**	**
Above 201 m ² to up to 268 m ²	Above 3 katha to up to 4 katha	**	**	**	**	**	**
Above 268 m ² to up to 335 m ²	Above 4 katha to up to 5 katha	**	**	**	**	**	**
Above 335 m ² to up to 402 m ²	Above 5 katha to up to 6 katha	6.0	3.25	60.0	6.0	3.25	60.0
Above 402 m ² to up to 469 m ²	Above 6 katha to up to 7 katha	6.0	3.25	60.0	6.0	3.25	60.0
Above 469m ² to up to 536 m ²	Above 7 katha to up to 8 katha	6.0	3.25	60.0	6.0	3.25	60.0
Above 536 m ² to up to 603 m ²	Above 8 katha to up to 9 katha	6.0	3.50	57.5	9.0	3.50	57.5
Above 603 m ² to up to 670 m ²	Above 9 katha to up to 10 katha	6.0	3.50	57.5	9.0	3.50	57.5
Above 670 m ² to up to 804 m ²	Above 10 katha to up to 12 katha	9.0	3.75	55.0	9.0	3.75	55.0
Above 804 m ² to up to 938 m ²	Above 12 katha to up to 14 katha	9.0	4.00	55.0	9.0	4.00	55.0
Above 938 m ² to up to 1072 m ²	Above 14 katha to up to 16 katha	9.0	4.25	52.5	9.0	4.25	52.5
Above 1072 m ² to up to 1206 m ²	Above 16 katha to up to 18 katha	9.0	4.50	50.0	9.0	4.50	50.0
Above 1206 m ² to up to 1340 m ²	Above 18 katha to up to 20 katha	9.0	4.75	50.0	9.0	4.75	50.0

Above 1340m ²	Above 20 katha	12.0	5.00	50.0 [5]	12.0	5.00	50.0 [5]
Any size	Any size	18.0	NR**	50.0 [5]	18.0	NR**	50.0 [5]
Any size	Any size	24.0	NR**	50.0 [5]	24.0	NR**	50.0 [5]

[5] In C and D type buildings, for land above 20 katha/land of any size of road width 18m or above maintaining required setback, Podium of maximum 12 m height (including parapet height) can be built from the top of road surface.
* NR (Non restricted)- No rigidity of FAR.
** Up to 335 m² or 5 katha land C and D type land use is not permitted.

Table-3(d)
General width of road, floor area ratio (FAR) and max. ground coverage (MGC) for building:
[Type: E(E1-E6) : Public Gathering and Religious Building]

Size of the Plot		Building type: E (E1-E6) (Public Gathering Building)		
Square m (m ²)	Katha	Road width (m)	FAR	MGC (%)
134 m ² or less	2 katha or less	6.0	2.00	65.0
Above 134 m ² to up to 201 m ²	Above 2 katha to up to 3 katha	6.0	2.00	65.0
Above 201 m ² to up to 268 m ²	Above 3 katha to up to 4 katha	6.0	2.25	60.0
Above 268 m ² to up to 335 m ²	Above 4 katha to up to 5 katha	6.0	2.25	60.0
Above 335 m ² to up to 402 m ²	Above 5 katha to up to 6 katha	9.0	2.50	57.5
Above 402 m ² to up to 469 m ²	Above 6 katha to up to 7 katha	9.0	2.50	57.5
Above 469m ² to up to 536 m ²	Above 7 katha to up to 8 katha	9.0	2.75	55.0
Above 536 m ² to up to 603 m ²	Above 8 katha to up to 9 katha	9.0	2.75	55.0
Above 603 m ² to up to 670 m ²	Above 9 katha to up to 10 katha	9.0	3.00	52.5
Above 670 m ² to up to 804 m ²	Above 10 katha to up to 12 katha	12.0	3.25	50.0
Above 804 m ² to up to 938 m ²	Above 12 katha to up to 14 katha	12.0	3.50	50.0
Above 938 m ² to up to 1072 m ²	Above 14 katha to up to 16 katha	12.0	3.75	50.0
Above 1072 m ² to up to 1206 m ²	Above 16 katha to up to 18 katha	12.0	4.00	50.0
Above 1206 m ² to up to 1340 m ²	Above 18 katha to up to 20 katha	12.0	4.25	50.0
Above 1340m ²	Above 20 katha	12.0	5.50	50.0
Any size	Any size	18.0	6.50	50.0
Any size	Any size	24.0	7.00	50.0 ^[6]

[6] Beside road width 24 m or above (land of any size) maintaining required setback, Podium of maximum 12 m height (including parapet height) can be built from the top of road surface.

Chart-3(e)
General width of road, floor area ratio (FAR) and max. ground coverage (MGC) for building:
[Type: F (F1-F5): Commercial Building]

Size of the Plot		Building type: F1(Office)			Building type: (F2-F5)(Shop, market etc.)		
Square m (m ²)	Katha	Road width (m)	FAR	MGC (%)	Road width (m)	FAR	MGC (%)
134 m ² or less	2 katha or less	6.0	2.50	67.5	6.0	2.25	65.0
Above 134 m ² to up to 201 m ²	Above 2 katha to up to 3 katha	6.0	3.00	65.0	6.0	2.50	62.5
Above 201 m ² to up to 268 m ²	Above 3 katha to up to 4 katha	6.0	3.00	65.0	6.0	2.50	62.5
Above 268 m ² to up to 335 m ²	Above 4 katha to up to 5 katha	6.0	3.50	62.5	6.0	3.00	60.0
Above 335 m ² to up to 402 m ²	Above 5 katha to up to 6 katha	6.0	3.50	62.5	6.0	3.00	60.0

Above 402 m ² to up to 469 m ²	Above 6 katha to up to 7 katha	6.0	3.75	60.0	9.0	3.25	57.5
Above 469m ² to up to 536 m ²	Above 7 katha to up to 8 katha	9.0	4.50	57.5	9.0	3.25	57.5
Above 536 m ² to up to 603 m ²	Above 8 katha to up to 9 katha	9.0	5.50	57.5	9.0	3.25	55.0
Above 603 m ² to up to 670 m ²	Above 9 katha to up to 10 katha	9.0	6.00	55.0	9.0	3.50	52.5
Above 670 m ² to up to 804 m ²	Above 10 katha to up to 12 katha	9.0	6.50	55.0	12.0	3.75	52.5
Above 804 m ² to up to 938 m ²	Above 12 katha to up to 14 katha	9.0	7.00	52.5	12.0	4.00	52.5
Above 938 m ² to up to 1072	Above 14 katha to up to 16 katha	9.0	7.50	52.5	12.0	4.25	50.0
Above 1072 m ² to up to 1206	Above 16 katha to up to 18 katha	9.0	8.00	50.0	12.0	4.50	50.0
Above 1206 m ² to up to 1340	Above 18 katha to up to 20 katha	9.0	8.50	50.0	12.0	4.75	50.0
Above 1340m ²	Above 20 katha	12.0	9.50	50.0 ^[7]	12.0	5.50	50.0
Any size	Any size	18.0	NR**	50.0 ^[7]	18.0	6.50	50.0
Any size	Any size	24.0	NR**	50.0 ^[7]	24.0	NR**	50.0 ^[7]

[7] Maintaining required setback, Podium of maximum 12 m height (including parapet height) can be built from the top of road surface.
* NR (Non restricted)- No rigidity of FAR.

Table-3(f)
General width of road, floor area ratio (FAR) and max. ground coverage (MGC) for building:
[Type: G(G1-G2), H(H1-H2), J(J1-J2), K(K1-K2):
Industry, Warehouse/Storage, Building with Hazardous Usage and others]

Size of the Plot		Building type: E (E1-E6)(Industry, Warehouse/Storage, Building with Hazardous Usage and others)		
Square m (m ²)	Katha	Road width (m)	FAR	MGC (%)
134 m ² or less	2 katha or less	6.0	2.00	65.0
Above 134 m ² to up to 201 m ²	Above 2 katha to up to 3 katha	6.0	2.00	65.0
Above 201 m ² to up to 268 m ²	Above 3 katha to up to 4 katha	6.0	2.25	65.0
Above 268 m ² to up to 335 m ²	Above 4 katha to up to 5 katha	6.0	2.25	65.0
Above 335 m ² to up to 402 m ²	Above 5 katha to up to 6 katha	6.0	2.50	65.0
Above 402 m ² to up to 469 m ²	Above 6 katha to up to 7 katha	6.0	2.50	65.0
Above 469m ² to up to 536 m ²	Above 7 katha to up to 8 katha	9.0	2.75	65.0
Above 536 m ² to up to 603 m ²	Above 8 katha to up to 9 katha	9.0	2.75	65.0
Above 603 m ² to up to 670 m ²	Above 9 katha to up to 10 katha	9.0	2.75	65.0
Above 670 m ² to up to 804 m ²	Above 10 katha to up to 12 katha	9.0	3.00	62.5
Above 804 m ² to up to 938 m ²	Above 12 katha to up to 14 katha	9.0	3.25	62.5
Above 938 m ² to up to 1072 m ²	Above 14 katha to up to 16 katha	9.0	3.50	60.0
Above 1072 m ² to up to 1206 m ²	Above 16 katha to up to 18 katha	9.0	3.75	60.0
Above 1206 m ² to up to 1340 m ²	Above 18 katha to up to 20 katha	9.0	4.00	60.0
Above 1340m ²	Above 20 katha	12.0	4.25	60.0
Any size	Any size	18.0	4.50	60.0
Any size	Any size	24.0	5.00	60.0

(2) In case of FAR calculation, maximum floor to floor height can be 4.25 m, which will be considered from the top level of finished floor up to the bottom of the ceiling and in case of sloped roof, the maximum average height can be 4.25 m.

- (3) During calculation of FAR, if floor height is from 4.25 m to 6 m, then 50 % floor area will be added as extra with the total floor area of the mentioned room which will be limited to 10 % of the total floor area of the building; but if more than 10 % area or if room height is more than 6 m, then 100 % floor area will be added as extra with the total floor area of the mentioned room, but this will not be applicable only for the ground floor of building types like A-5, E, F-1, F-4, G and H.
- (4) In case of calculating floor area, mezzanine floor area will also be added.
- (5) In case of calculating floor area, to determine permitted FAR, the following parts would not be considered, like:
- (a) Top level of staircase which is not bigger than the staircase area of typical floors;
 - (b) Lift Machine room of the Lift which is not bigger than the combined area of typical floor lift and lobby area;
 - (c) Underground water reservoir and overhead tank, overhead tank (if present) can be located over staircase or lift machine room, but the maximum height from the top of the top floor finished level would be limited to 5 m.
 - (d) Electrical and mechanical rooms necessary for the building where sub-station, generator, transformer, meter room and air-conditioning plant will be accommodated;
 - (e) Parking area, where maximum number of cars according to Table-4 cannot exceed twice the mandatory lowest number and driveway, ramp and car lift will be considered as a part of parking area and in other floors except basement would not be enclosed by a solid enclosure;
 - (f) If there is facility for parking, then there should be provision of toilet and waiting space for the drivers whose size would be maximum 5 % of the total parking area;
 - (g) Size of security post at ground level should not exceed 5 sq. m;
 - (h) At the exterior of the building, hanging balcony, whose area is 2.5 % of associated floor area, but this balcony cannot extend within the mandatory open space;
 - (i) Front balcony of the building can be more than 2.5 % of associated floor areas as described in clause (h) and for this type of balcony conditions of Rule 46 (5) (d) will be applicable;
 - (j) Open space with roof but open at the sides located only at the ground floor of educational institution;
 - (k) For B-1 type building, maximum 20 % of ground floor open space which will be used as supporting room for open use;
 - (l) For B-2 type building, maximum 40 % of ground floor open space which will be used as supporting room for open use;
 - (m) Terrace, roof and pergola open towards the sky;
 - (n) Loft area which cannot be converted into a room;
 - (o) Light and Air Well which cannot be narrowed;
 - (p) Self-owned road (to calculate FAR the dimension of the road cannot be added with the Plot area);
 - (q) Compulsory fire stair, but in a building where there is only one stair, even if that is used simultaneously as fire stair, this merit cannot be obtained;
 - (r) Any structure to collect water and solar energy which will not be used for any other purpose;
 - (s) Any structure for aesthetic beauty which will not be used for any other purpose; and
 - (t) A fire-safety control room with maximum 10 sq. m area, where applicable.
- (6) Highest value of FAR mentioned from Table 3 (a) to 3 (f) is for high density area within the city, but with respect to the type of use, with the recommendation of the Urban Development Committee, the Planning Authority can change the mentioned value logically in the fringe areas of the city.
- (7) In case of government or non-government planned housing for the lower and poor people, Urban Development Committee, with analysis and review can determine FAR, maximum ground coverage, set-back and width of road.
- (8) Allowances along with car parking area as described in Rule 51 (5) and other Rules and Sub-Rules can be added with floor area (extra) calculated on the basis of FAR.
- (9) In plot connected with 3.65 m to 5.99 m wide road, the FAR index will be 3.00 and maximum land use will be 65 %.
- (10) In plot connected with 2.50 m to 3.64 m wide road, the FAR index will be 2.00 and maximum land use will be 65 %.

- (11) In case of 6m to 24 m wide road, for each extra 0.30 m road width, 0.05 m extra FAR Index would be added to specified Far Value obtained from the Table, which will not exceed the FAR value of the step next to the determined FAR according to Rule 54 (7).
- (12) For the road which is wider than 24 m, specific FAR of 24 m Table will be applicable;
- (13) For planned area approved by the Government, if the original use of the Plot changes on the basis of the Applicant's application, then the smaller of the two applicable FAR for the original and changed use will be considered as well as the maximum ground coverage from the Table for mentioned FAR would be applicable;
- (14) Land size beside 18 and 24 m wide road, in case of "not applicable" Table, applicant can use FAR and maximum ground coverage shown in "not applicable" Table or can also use FAR and maximum ground coverage shown in Table depending on the area of the Plot.
- (15) Not using FAR and maximum ground coverage from applicable Table depending on Plot size or width of road (whichever is less), FAR and maximum ground coverage from the Table below it can be used, but in this case, for the width of the road the obtainable extra FAR benefit cannot be obtained according to Sub-Rule (11).

52. Building Height

- (1) **All rules regarding height described in the Master Plan will be applicable.**
- (2) In case of areas at close proximity to Airport, Microwave station, Telecommunication Station, Important Installations or other Special structures, building height will be limited according to the rules determined by respective Authorities.
- (3) In areas like River-side, large water tank, garden, historical and especially important site with respect to the condition, the Authority can impose restrictions on building height.
- (4) If a building or installation is 45.70 m high or more than that, then a red security light will have to be placed at the peak of the building or installation.

53. Floor and Basement

- (1) The different floors of the building would be named in various names as basement, semi-basement, ground floor, first floor, second floor, roof etc.
- (2) The following matters should be kept in consideration for the basement, such as:
 - (a) Provision of required light and air must be ensured in the basement, if needed by the use of mechanical method and the basement should be kept dry always;
 - (b) Proper protective measures should be taken so that rain water cannot come into the basement and that there is no water clogging there by other means;
 - (c) The number of stairs in the basement should be determined depending on the number of users and circulation distance, but all basements should be connected with the ground floor or level by minimum one stairway;
 - (d) Within 90 days of commencement of basement construction work, all safety measures have to be taken and completed properly, otherwise, Authority can stop the construction work;
 - (e) During the construction work of basement, to safeguard the interests and conveniences of the neighbors' building and the public, cautionary measures have to be taken from before and a safety bond has to be furnished (Attachment-301);
 - (f) If the basement is air-conditioned and if the associated regulations of these Rules and Codes are maintained properly, then the basement can be used for other purposes other than residential use.

54. Road and Footpath

- (1) In case of approving the building design/ drawing, minimum 6 m wide road (with footpath) have to be present, but it is not applicable for FAR obtained from Rules 48 (3/4/5) and 51 (9/10).
- (2) Included in the Approved Detailed Area Plan, if any road (with footpath) is less than 6 m wide, then to make the road 6m, during application of newly developed project, change and extension, undertaking has to be given in writing about handing over half of necessary land (equal in both sides) to the associated Authority and before this handover process is completed, application may be done for

Building Construction Approval, but even if the application is approved, building construction cannot be started till the handover of land is completed.

- (3) After giving the undertaking to give away necessary land for the road, the FAR, required set-back and maximum ground coverage of the plot will have to be calculated based on the reduced plot size.
- (4) In case of making the plot adjacent roads up to 6 m wide, in those directions where land needs to be left, the road adjacent plots will obtain up to maximum 0.2 FAR benefit at the rate of 0.05 per plot for giving away 0.3 m per plot and the mentioned FAR can be added as extra with the original FAR.
- (5) According to the requirement of the Authority, to make the road more than 6m wide, even if extra land needs to be given up, only the FAR benefit of giving up land for 6 m road will be obtained (for roads at each side, in case of land acquisition, up to maximum 0.2 FAR) and to calculate original FAR, the width of the proposed road will be considered and extra FAR can be added to the original FAR.
- (6) Minimum width of internal roads in housing area or complex developed by non-government organization will be according to the Non-government Residential Project Land Development Rules, 2004 or according to regulations of other relevant set of Rules and if the road width of the residential project is less than 7.62 m, even if the mentioned project is approved, still its width will have to be properly amended during the approval of the Building Drawing.
- (7) To determine FAR of a land which has not been analyzed in Table-3, if width of road is 6m or more than that, then to calculate FAR value and maximum ground coverage, maximum FAR obtained on the basis of the road width or FAR obtained on the basis of land size, the one which is less of these two will be applicable and the Table in which this mentioned calculated FAR value is shown, the associated maximum ground coverage of that Table would be applicable, but in case of road which has more width than the road shown in Table-3, for the extra road width, according to Rule 51 (11), obtainable extra FAR will be applicable for the road.
- (8) For all new connected roads, footpath is a must.
- (9) At the front of the plot, If there is no footpath along the adjacent road, then the Applicant has to construct and maintain it if the Authority instructs about it and the associated Authority will provide required process and size for this arrangement.

55. Edge Simplification

- (1) In case of unplanned areas, boundary wall or edge of fence of a plot located at the junction of two roads will be round, or will be placed at a specific distance from the edge and will be of specific height so that it will be adequate for the safety of those who would move in those roads.
- (2) In case of unplanned areas, the radius of the junction of two roads will be depended upon road width and traffic pattern and for this reason, 1.5 m X 1.5 m area of the corner plot should be kept free both on land and at height and no construction work can be done there.

56. Car Parking System

- (1) Parking Space for different types of cars and turning radius will be according to the Chart described below:

Type of Car	Parking Width (m)	Parking Length (m)	Internal turning radius for car (m)	Outer side turning radius (m)
Normal Car (for each)	2.4	4.6
Bus and Truck (for each)	3.6	10.0	8.7	12.8
Multi-excel Truck/Long Trailer (for each)	3.6	18.0	6.9	13.8
Two wheeled Bike (for each)	1.0	2.0

- (2) Dimension of the driveway for normal car for different types of parking will be according to the Chart described in the following:

Parking	One way traffic		Two way traffic
	One side bay	Two Side bay	
0°	3.5 m	4.0 m	4.25 m
45°	4.5 m	4.0 m	4.25 m

90 ⁰	4.25 m	4.25 m	4.25 m
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Note:

- (a) In case of two or more common car parking side by side, considering the clear width of parking to be 2.3 m for each car, the value will be calculated by multiplying it.
 - (b) To determine the dimension of the driveway for bus, truck, multi excel/ long trailer, the internal and outer turning radius have to be considered.
 - (c) In case of turning the normal car and two-wheeled bike, mentioning the dimensions for internal and outer radius is not necessary.
- (3) If the entry and exit of normal car is the same, the minimum clear width of the entrance will not be less than 3 m and within this width there will be no foot path or other obstructions, but this will not be considered for plots adjacent to roads according to Rule 51 (10).
 - (4) In case of separate entry and exit path for bus and truck, the width will be minimum 4.25 m and for single entry or exit it will be minimum 6 m.
 - (5) In case of the submitted drawings for the approval of Large Projects or Buildings, minimum required parking space will be according to Table-4 as described below:

Table-4
Minimum parking requirements for different occupancy type

Occupancy		Minimum parking requirements
Residential (occupancy type- 'A')		1 car parking
Single family/ row house- semidetached residence up to 200 m ² gross area		
Single family/ row house- semidetached residence above 200 m ² gross area		2 car parking
Flat above 200m ² gross area in Multi-family residence		1 car parking for each unit
Flat above 140 m ² to 200m ² gross area		2 car parking for each 3 unit
Flat above 90 m ² to 140m ² gross area		1 car parking for each 2 unit
Flat above 60 m ² to 90m ² gross area		1 car parking for each 4 unit
Flat up to 60 m ² gross area		1 car parking for each 8 unit
Flat up to 90 m ² gross area(.....)		1 motor cycle parking for each 5 units
Hotel (Star class)		1 car parking for each 5 guest rooms
Hotel (other class)		1 car parking for each 200 m ² gross area
Others		1 car parking for each 300 m ² gross area
Educational institution (Occupancy type- 'B')		1 car parking for each 200 m ² gross area. Within school campus dropping bay (open to all) is mandatory in ground floor having unobstructed 4.25m width and 25 m length, parallel with road. For plot frontage length below 25 m, unobstructed dropping bay will run along the site front length and 4.25 m width.
Kindergarten, Primary school, High school, College, Tertiary educational institution, Training center, University and other educational institution		
Institutional (Occupancy type- 'C')		1 car parking for each 200m ² gross area
Health care (Occupancy type- 'D')		1 car parking for each 5 beds
Hospital, clinic		
Medial Laboratory		1 car parking for each 100m ² gross area
Others (medical outpatient, group practice etc.)		1 car parking for each 200m ² gross area
Public gathering (Occupancy type- 'E')		1 car parking for each 40 seats
Cinema		
Theatre, Auditorium		1 car parking for each 20 seats
Marriage/ party center		1 car parking for each 100m ² gross area
Religious structure	Up to 300 m ²	1 car parking minimum
	Above 300 m ²	1 car parking for each 100m ² gross area
Others		1 car parking for each 200m ² gross area
Commercial (Occupancy type- 'F')		1 car parking for each 200m ² gross area
Shop, Departmental Store		
Restaurant		1 car parking for each 100m ² gross area
Occupancy		Minimum parking requirements
Office		1 car parking for each 200m ² gross area
Others		1 car parking for each 200m ² gross area
Industrial (Occupancy type- 'G')		For all structure 1 truck parking and 1 car parking is mandatory excluding loading unloading bay. For official or administrative portion 1 car parking for each 200 m ² gross area will be ensured.
Storage building (Occupancy type- 'H')		
Note		

- Parking in a mixed-use building will be based on occupancy type of each floor. The sum of each floor parking requirements will be the parking requirements of the whole building.
- For different type of flat, the total parking will be the sum of each type of flat.
- For fraction in parking requirements, 1 parking will be considered.
- The parking for lower income group can be lowered by the permission of the town development authority.
- For flat below 90 m² area parking can be ensured by combining motor cycle and car.
- For any type of building at least 1 car parking is mandatory.

- (6) In case of parking for not more than four cars, if required angular parking directly from road can be provided with respect to the fulfillment of the following conditions, like:
- (a) The mentioned angular parking should be within 45^o angle;
 - (b) The mentioned parking will not be placed within 15 m of Bus stand;
 - (c) The mentioned parking will not be placed within 25 m of a node or place identified as zebra crossing; and
 - (d) The mentioned parking will not be placed by any means in a national highway;
- (7) If a footpath needs to be cut for the entry or exit path to a parking, the change or extension of the footpath will have to be done according to the instructions of the Authority keeping in mind the conveniences of the pedestrians and in this case, Applicant will take the responsibility of the construction cost.
- (8) In case of ramp use in the parking area, maximum slope will be 1:8 and before the ramp starts, there should be a 4.25 m long horizontal road, but in case of up to 0.75 m rise or get down at an initial height, the mentioned condition would not be applicable.
- (9) To get up or down the initial height (with staircase where applicable), ramp mentioned in Sub-Rule (8) can be constructed in the set-back part and it can be started from the site boundary or can end at the boundary.
- (10) For one way vehicular circulation, minimum width of ramp is 3 m and for two way vehicular circulations, minimum width of ramp is 4.25 m for normal cars and in other cases it would be 6m.
- (11) In case of minimum 100 car parking in residential site and 50 car parking in other sites, there should be provision of a separate traffic merging lane and holding bay so that easy traffic movement in the adjacent road is not hampered.
- (12) Clear height of parking space and ramp should be minimum 2.25 m.
- (13) In case of a plot with up to 10 m front width, only one entry and one exit can be provided and even if the front width of a plot is more than 10 m, then the Authority may not give permission for more than two entries and exits.
- (14) In the car parking space, car lift can be provided as an alternative to ramp, but the entry and exit of the car lift should be obstacle free.
- (15) Lay-out plan of the parking space should be such that each car can enter or exit from the driveway or circulation space to the parking area directly without causing problem for other cars.

57. Mixed Use Development

- (1) If residential use is mixed with commercial use, then to determine FAR and ground coverage, rules for residential use will be effective and for parking Table-4 will be applicable.
- (2) In case of any other Mixed Use Development, other than Mixed Use described in Sub-Rule (1), stringent requirements of the Rules will be applicable for different categories, like –Lowest FAR, specific ground coverage of the FAR Chart, set-back etc. will be applicable, but if a category is 90 % or more than its floor area (except parking) then, related to that mentioned special use will be applicable for that mentioned case and for parking, Table-4 will be applicable.
- (3) Plots which have been changed from residential to mixed use due to presence of wide road, in these plots, for non-residential use, entry and exit of car will only be from the wide road. If this kind of mixed use is in a corner plot, then for residential use, any one of the two roads can be used.
- (4) In case of mixed use, building construction in a plot which is adjacent to a residential plot, 2.5 m set back has to be kept from the boundary of the residential plot side.
- (5) In case of mixed use, window or verandah in the part of residential use can be given towards the neighboring residential plot, but in the non-residential use part, verandah cannot be given in the side towards the neighboring residential plot.

58. Minimum Need for Building Area

The following measurements and conditions need to be followed in case of area of different rooms or places of a building, like:

(a) Livable Room:

- (1) In case of each dwelling unit of a residential building, there should be at least one room with an area of 9.5 sq. m and in which width will not be less than 2.5 m and for other livable rooms of the dwelling house, min room area will be 5 sq. m and minimum width will have to be 2 m; and
- (2) Minimum height of the livable room will be 2.75 m and below the beam there should be minimum 2.13 m clear height, but if the room is air-conditioned then minimum height can be 2.44 m.

(b) Kitchen:

- (1) Minimum area of kitchen will be 4 sq. m and minimum width will be 1.5 m, but it is necessary that the kitchen area will be enclosed by a wall;
- (2) Minimum height of the kitchen will be 2.75 m; and
- (3) In a dwelling house, kitchen window will be minimum 1 sq. m which will directly open, or open through a maximum 2 m width verandah to the exterior or to an internal court. If there is air conditioning or arrangement of mechanical air flow system, then window on external wall is not necessary in other cases except dwelling house.

(c) Bathroom and Toilet:

- (1) In case of toilet with basin, water closet and bath space, minimum floor area will be 2.75 sq. m and minimum width will be 1.0 m.
- (2) In case of toilet with basin and water closet, minimum floor area will be 1.20 sq. m and minimum width will be 1.0 m.
- (3) In case of toilet with basin and bath space, minimum floor area will be 1.50 sq. m and minimum width will be 1.0 m.
- (4) In case of toilet with water closet and bath space, minimum floor area will be 2.50 sq. m and minimum width will be 1.0 m.
- (5) The height of bathroom cannot be less than 2.13 m and this height will be measured from the finished floor level up to the finished ceiling or false ceiling or below the trap of the plumbing system or other pipe lines of the floor above; and
- (6) Window for Bathroom or toilet will be minimum 0.37 sq. m which will have to directly open to the internal court, exterior or to any air well or light well, but If there is air conditioning or arrangement of mechanical air flow system, then window is not necessary.

(d) Stair:

- (1) Dimension of minimum clear width (without obstacle) of each flight for different types of stair will be determined according to the Chart below -

Minimum clear width (without obstacle) of stair

Building Classification	Min. width of Stair (m)
A. Residential	
A 1 Single Family Residence	1.00
A 2 Apartment and Flat	1.15
A 3 Mess, Hostel	1.25
A 4 Low income Residence	***
A 5 Residential Hotel	1.25
B. Educational Institution	1.50
C. Institutional	1.50
D. Health Services	2.00
E. Assembly	2.00
F. Commercial Buildings	
F 1 Office	1.50
F 2 Small Shops and Market	1.50

F 3 Big Shops and Market	2.00
F 5 Other Daily Essential Services	1.50
G. Others	1.25
*** According to Rule 58 (d) (10)	1.25

- (2) Dimension of Riser and Tread will be such that the summation of one riser and one tread is minimum 400 mm and the maximum dimension of riser is 175 mm and the minimum dimension for tread is 225 mm;
- (3) The increased dimension due to nosing or angled riser can be considered within the dimension of tread and the difference between the maximum and minimum dimension of riser and the maximum and minimum dimension of tread of one flight of a stair in both case will not be more than an average of 2 %;
- (4) In any one of the flight of a stair, total number of steps will have to be limited within maximum 20 steps;
- (5) The minimum intermediate height (head room) between the flights of a stair will have to be 2.15 m;
- (6) The passage below any of the landing of the stair hall, which is not suitable for living, height of such service space after addition will be minimum 2.10 m and all passages and spaces below landing will have to be minimum 2.15 m high;
- (7) Minimum height of stair railing will be 0.90 m and this dimension will mean the vertical length from the nose of the steps to the upper level of the railing and if the stair is used by children then, the balustrade design will have to be sufficiently safe for the children;
- (8) The depth of the landing in any level will have to be equal to the minimum stair width;
- (9) Minimum height of the stair room of the roof will have to be 2.10 m;
- (10) For stair which is used at each floor for maximum two dwelling units, minimum clear width (without obstruction) of each flight of the stair will be as follows-

Two Storey building	0.75 m
Three Storey Building	0.80 m
Four Storey Building	0.90 m
More than four Storey Building	1.00 m

(e) Room height calculation and other dimensions of Residential Building:

- (1) The room height will be measured from the finished level of the floor to the finished surface below the ceiling;
- (2) According to situation (function) the clear height of room or space will be as follows-
 - Bathroom, lavatory, toilet, porch, balcony etc. up to 2.13 m;
 - In residential buildings, ceiling of non-air conditioned livable room, kitchen, store room, utility room, box room will have to be minimum 2.75 m which will mean from finished floor level up to lowest surface of ceiling or false ceiling, but in this case of livable room, minimum height of 2.44 m can be kept in one third of the floor area and in case of air-conditioned room, minimum height will have to be 2.44 m;
 - In case of sloped roof, where ceiling is absent, there the height between the floor and the lowest surface of the ceiling will have to be 2 m, and in this case average height cannot be less than 2.44 m;
 - Roof folded plate, shell etc. and below false ceiling or in air-conditioned room, where there is no false ceiling, minimum height from floor to level below duct will have to be 2.44 m;
 - In case of non-residential building, to determine the height of the lower surface of the ceiling, the required conditions should be according to the Chart described below –

Building Classification	Minimum ceiling height
Educational Institution, Institutional, Commercial, Health Services, Assembly Room, Sports and Cultural, Religious Buildings	For buildings which are not air-conditioned, minimum ceiling height is 3 m and in case of air-conditioned buildings it is 2.6 m.

Industrial or factory, Warehouse, Hazardous Buildings and others	For buildings which are not air-conditioned, minimum ceiling height is 3.5 m and in case of air-conditioned buildings it is 3 m.
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(f) Community Space:

- (1) In a FAR included residential building with a total area of more than 3,000 sq. m, FAR included and minimum 4 % space of the area used for living (excluding stair, lift, lift lobby etc.) will have to specifically kept for different social programmes for the use of the residents. This community space can be provided in the basement, taking required measures for fire-safety with arrangement of exit and making it air-conditioned.
- (2) In a residential plot of 1,300 sq. m or more, to construct an apartment, 10 % space of that total plot should be kept as open space for the dwellers of that apartment, half of that place can be covered area but cannot be enclosed by walls and this will not be included in the FAR calculations.

Chapter Six Health and Security

59. Health and Security

(a) Lighting and Ventilation:

- (1) In each building, regular light-ventilation must be provided through window, sky light, Fan light and door or through any other natural way;
- (2) **The area of window in rooms used for residential or commercial use will have to be equal to minimum 15 % of the floor area of that room, at least half area of which should be open,** but in case of kitchen, toilet etc. Rule 58 (b) and Rule 58 (c) have to be followed;
- (3) If in the building, proper air-conditioning, mechanical air flow and artificial lighting arrangements are present, in those cases natural lighting and ventilation arrangement is not necessary;
- (4) All types of required lighting, water and sewerage system and ventilation (natural or artificial) must be ensured in the basement and in case of ventilation, separate arrangements must be maintained in each basement;
- (5) If the source of lighting and ventilation of a livable room is from an internal court, then its dimension will be according to the chart described below -

**Minimum Area of Internal Court
(for livable rooms)**

Number of Storey	Maximum Height (m)	Net Area of Internal Court (sq. m)
Up to 3	11	9
4	14	16
5	17	25
6	20	36
7	23	49
8	26	64
9	29	81
10	32	100
11	36	121
12-13	42	144
14-15	48	196
16-17	54	256
18 and above	63 and above	361

In case of the measurement of internal court, length of the smaller arm will not be less than one third of the length of the larger arm.

- (6) Toilet window can open to internal court, internal air well or light well and ventilation duct (air chimney);

- (7) For the measurement and value of natural lighting and ventilation the Chart described below has to be followed;

Minimum dimensions of Internal Air well or Light Well

Building Height		Area of Minimum Net Cross section of Shaft (sq. m)	Minimum Width of Shaft (m)
Floor	Height (m)		
Up to 3	11	1.5	1.0
4	14	3.0	1.2
5	17	4.0	1.5
6	20	5.0	2.0
Above 6 storied	Above 20 m	6.5	2.5

Note:

1. If there is arrangement of mechanical ventilation then the dimensions of the shaft will have to be ensured on the basis of the demands of mechanical design.
2. In case of Air well or Lightwell provided at the exterior of building and for Air well or Lightwells attached with the mandatory open space, these minimum dimensions would not be applicable.

(b) Boundary Wall:

- (1) In case of residential buildings, the height of the boundary wall cannot be more than 3 m, which will be measured from the highest point of the adjoining road and can be made solid up to maximum 1.75 m while the rest portion can be either perforated screen or grilled for air flow;
- (2) In case of Government and Specialized Buildings, if there is a need for boundary wall, then for visionary convenience, initially perforated screen or grill have to be used;
- (3) In other cases except Sub Rule (1) and (2), height cannot be more than 2.75 m, which will be measured from the highest point of the adjoining road, where, in the side and rear boundary walls, up to maximum 1.75 m can be solid while the rest portion can be either perforated screen or grilled for air flow and in case of the front boundary wall, up to maximum 1.00 m can be solid while the rest portion has to be either perforated screen or grilled for air flow and visibility; and
- (4) In case of hill or irregular site, the height of the boundary wall has to be measured from the middle point of each span and the horizontal length of such span cannot be more than 3.0 m.

(c) Water Supply, sewerage and drain:

- (1) In all buildings, there should be provision of water supply and other adequate facilities for health issues.
- (2) Where there is provision of Government Sewerage System, all the sewerage and waste water disposal lines of the building have to be connected with it;
- (3) In places where there is no common sewerage system or despite its presence, if the Authority doesn't allow the outgoing lines to be directly connected with it, then waste disposal has to be done by using septic tank in specific shape and location and waste water has to be drained out using soak pit and in this case the location of the septic tank and soak pit has to be shown in the lay-out plan prepared for Approval of Building Construction; and
- (4) Adequate facilities must be provided in a building to drain out rain water from roof and water from ground in drains or in other disposal process (or conservation for recycle) such that it does not create moisture or damage in the building and other walls adjacent to the building or in the foundation and drain out water from roof cannot fall into adjacent properties or spaces used by general public or road.

(d) Waste Disposal:

- (1) Within the site premise, specific space should be provided to collect household and other wastes.
- (2) Institutions like hospital, laboratory, industrial factory which produces solid, chemical etc. wastes, in such places there should be provision of collection and safe disposal system;

- (3) Waste of any kind cannot be disposed directly in water body or lake, canals or rivers; and
 - (4) Chemical or poisonous waste cannot be drained out in drains, dustbins, sewerage water body and open space or cannot be buried under ground without any treatment.
- (e) Exposed Electrical Wire and other Utilities:
- (1) In case of exposed electrical wire and other utilities, the following chart has to be followed -

Minimum Distance of Electrical Line adjoining Building		
Line Voltage	Vertical (m)	Horizontal (m)
Low to Medium Voltage Line and Service Lines	2.5	1.25
High Voltage Line up to 33 KV	3.5	1.75
High Voltage Line above 33 KV	3.5 and for each 33 KV or partial value extra 0.3	1.75 and for each 33 KV or partial value extra 0.3

- (2) If these utility lines runs over land, along the ground or below the land and if these lines are required to be changed for the convenience of construction work, then the Applicant will have to bear the expenses required for the changes and in this case Dhaka City Corporation Approved Road Excavation and Re-Construction Rules have to be followed.
- (f) Fire Safety:
- (1) For the proper safety of the building users, **all the Fire Fighting Safety measures will have to be ensured according to Appendix-1**, where applicable;
 - (2) In all Buildings (where applicable) the emergency exit directional sign must be present; and
 - (3) Mechanically driven vertical circulation system will not be used as Fire Exit.

Chapter 7 Miscellaneous

60. Landscaping and Park

- (1) In case of constructing all Government, Commercial Building and Large Building or Complex, there should be a proper landscape design.
- (2) Approval is required to build any building in Public Parks and Open Spaces and in such places approval will not be given no structure or building except the following area, like:
 - (a) Sports related Structure; and
 - (b) Structures related for the conveniences of the general public, whose height would not be more than 4.0 m and that structure would not be more than 5 % of the park or open space area.
- (3) In cases of the following, recommendation or decision of the Urban Development Committee would be required, like:
 - (a) To build any sculpture; and
 - (b) For parking or any other public facility inside the park, construction of underground structure of more than 1,000 sq. m provided they are not adverse to environment or do not create any problem for vehicular circulation.

61. Conservation and Preservation

The following regulations would be applicable for the appropriate conservation of Heritage special buildings and important places listed by the Authority, like:

- (a) The Authority would preserve a list of the Listed Buildings;
- (b) During the preservation of this type of List, the Authority will consult with the Government’s Archaeology Department, Institute of Architects Bangladesh or with those who are specialists about buildings with special aesthetical, historical, scientific, social or spiritual significance;
- (c) For this Rules, “Listed Buildings” means building or any structure attached and all parts located within the building boundary;
- (d) After the preparation of the List of the Listed Buildings or after amendment of such List, the Authority will serve a notice as early as possible to the owners and residents of those buildings;

- (e) The Authority will keep the List of the Listed Buildings open for the general public for viewing;
- (f) Without the written permission of the Authority no kind of change, extension, addition or damage of the Listed Building can be done;
- (g) For any kind of change, extension, addition or damage of the Listed Building, written permission will be required from the Urban Development Committee;
- (h) If the Authority thinks it necessary, regarding the application of any kind of change, extension, addition or damage of the Listed Building, it can either give full or partial permission or can totally reject it; The Authority can impart any rational conditions during giving permission;
- (i) The permission given by the Authority will be valid for three years;
- (j) If any person, without the permission of the Authority, makes any change, extension, addition or damage to the Listed Building, then the Authority will give instructions to the owner or occupant of such buildings to stop the work;
- (k) If the Authority thinks that proper supervision is not being done for any Listed Building, then the Authority can take mandatory control over such buildings;
- (l) If the Authority thinks it emergency, then it can take any measures for the conservation of the Listed Building;
- (m) Time to time, the Authority can enlist areas with special aesthetical, historical, scientific, social, spiritual or with natural significance as Conservation Site;
- (n) Time to time, the Authority will take initiatives for the conservation and development of Conservation Sites;
- (o) Any development activities within 250 m radius of special nominated area identified in the Listed Buildings or Conservation Site or Detailed Area Plan (DAP) will be included within the mentioned rules in this part;
- (p) The Authority would preserve a list of such areas and will supply with regard to the application of the public;
- (q) For Land Use Clearance, Special Project Permit or Approval for Building Construction in areas mentioned in Clause (o), in reference to any application, the Authority will take advice from the related committee, if the Committee thinks it necessary, it can form a Committee combining specialists for this work;
- (r) If the Authority rejects any application, or imparts any conditions with the permission, the Applicant can make a written Appeal to the Urban Development Committee if he thinks it (rejection or conditions) illogical.
- (s) The Urban Development Committee can accept or reject the mentioned Applications or can give permission along with conditions.

62. Development and Construction of Flood Prone Area, Area Near Water Body and Hilly Area

- (1) In case of sites located in Flood Prone Areas, Areas Near Water Body and Hilly Areas, during Land Filling and excavation, extra conditions would be applicable according to Rules described in Laws associated to these matters and Land Filling and Excavation Areas have to be shown clearly and the following information must be presented, like:
 - (a) The existing contour of Site and Site adjoining roads, Spot Level, Slope of Land; and
 - (b) To strengthen new slope or dam (if in Proposal) and proposed slope or dam, retaining wall or other required structure determined and recommended by competent technical persons.
- (2) During application for Construction Approval Letter, required designs for retaining wall or dam must be attached.
- (3) For any kind of development in land visible as hill, contour map must be followed.
- (4) In no circumstances, industrial development can be done in such plots.
- (5) In order to avoid land slide of hills, retaining wall as safety measures, has to be constructed before starting any other work at the foot of the hills.
- (6) No work can be done that may cause hindrance to the natural flow of water coming from the hills.
- (7) As per direction of Detailed Area Plan, construction must be done in lands identified as hills.

63. Special Control

- (1) Prohibitory order issued by the Government for a special area such as – Prohibitory orders related to matters like Defense Control, Key Point Installation, National Security, Aircraft Circulation, telecommunication etc. will be applicable for building construction in the mentioned areas and in case of constructing buildings beside the VIP roads fixed by the Government, any conditions imparted for public interest by the Government would be applicable.
- (2) Identified or fixed areas in the Master Plan and Special Areas of National Significance like – Around buildings etc. like National Memorial, Cantonment Area, Taksal (the mint), Lalbagh Fort, Radio and Television Transmission Centre etc., to control the building heights, the recommendations of the Master Plan and Government Orders and Prohibitory Measures implied time to time by the Government will be applicable.
- (3) In case of constructing all kinds of buildings in area designated for the airport and adjoining air funnel, the height control rules ascertained by the Civil Aviation Authority will be applicable. Rajdhani Unnayan Kartipakkha (RAJUK) will take necessary steps to display/supply a guideline design for buildings in different areas mentioning the approvable maximum height for the consideration of the professionals and the public.
- (4) For air traffic flow or any other reason, in case of plots in height restricted areas, if maximum FAR cannot be applied, then instead of provision of Mandatory Open Space for that Plot, building can be constructed up to the approved height keeping set back space and the FAR including area of the constructed building cannot by any means be greater than the area obtained from the applicable FAR for that Plot.

64. Special Rules related to Disability and Universal Accessibility:

The extent and accepted special arrangement of Disability along with Universal Accessibility will be as follows, like:

- (a) In all buildings, from parking space to Lift Lobby of adjoining floor (if present), there should be provision of universal accessibility;
- (b) In all buildings suitable for public use and with area more than 100 sq. m, (like: hotel, educational institution, Institutional, Health Service, Assembly and Commercial Use), Disability along with Universal Accessibility must be ensured;
- (c) In all buildings applicable, in each floor, minimum one toilet or 5 % of total number of toilets (whichever is greater) should be provided for disabled plus universal accessibility with easy accessibility and specified with specific direction;
- (d) In all buildings applicable, minimum one parking or 5 % of total number of required parking (whichever is greater) should be specifically provided; and
- (e) The minimum values of these buildings should be according to Appendix-2.

65. Enforcement of Notice and Punishment Provision:

- (1) All Notice or Order enforcement able under Laws can be ordained under Code of Civil Procedure, 1908 (Act No. V of 1908) described in Order V of First Schedule.
- (2) In case of imparting punishment against those who would violate these Rules, Sub-section (1) of Section 12 under Building Construction Act 1952 would be applicable.
- (3) Appeal can be made against given punishment by Sub-section (1) of Section 12 under Building Construction Act 1952.

66. Special Provision

- (1) Keeping the area of each floor along with total area of buildings unchanged of buildings approved (in case of both constructed or under construction) before the ordinance of these Rules and keeping the external form of design (length X breadth X height) within approved measurements, internal changes or amendments can be done according to the laws under which the design has been approved.
- (2) In case of buildings (both constructed or under construction) approved before the ordinance of these Rules, if Size of Land, Road Width, Ground Coverage, Mandatory Open Space, Set Back etc. are consistent with the applicable regulations of these Rules, then according to these Rules, taking the applicable FAR benefits, with regard to submission of specified Fee, application can be made for approval of amended drawings, but the issue of adequacy of the foundation and structural design of

the mentioned building will be subject to the analysis of the Soil Test Report and according to these Rules, the type of Project has to be attested by a registered Engineer who is specifically experienced and the Application can be solved according to these Rules.

67. Annulment and Protection

- (1) In Dhaka Metropolitan Area, the application of the Building Construction Rules 2007 (Imarat Nirman Biddhimala 2007) has been annulled by this.
- (2) Despite the annulment mentioned above, all works or measures taken under the annulled Rules will be considered to be taken under these Rules.

68. Supremacy of Rules

In case of any kind of conflict or discrepancy between these Rules and Codes, these Rules would get priority, but those matters which are not mentioned clearly in these Rules, in those cases the regulations of the Codes would be applicable.

Appendix -1
Note: Rule-59 (f)
Fire Safety

01. Different Parts of Means of Escape

The means of Escape, which is the safe exit way when the building is in fire, has three parts which are: (a) Exit Access, (b) Exit and (c) Exit Discharge; Here, Exit Access means the pathway which leads to the entrance of an exit; Exit is that portion of the means of escape which is protected from the incidence of fire and provides a safe path to the exit discharge; Exit discharge is the portion between the termination of exit and the last wall of the area of safe refuge.

01.01 The parts of the Means of Escape may consist of any of the following exit components:

- (a) A doorway, corridor or passage connecting a stairway, smoke proof and fire proof enclosed area, hanging verandah, fire escape (stair), or a combination of these having direct, easy access to the road, the open roof or any designated safe refuge area which would be safe from the area of incidence, smoke or fire;
- (b) A horizontal Exit from the affected building to an adjoining building or an area of refuge at the same level which would provide safety from the area of incidence, smoke and fire.

01.02 Lifts, escalators, moving walkways cannot be regarded as components of the Means of Escape.

02. General Requirements

02.01 In all types of buildings and warehouses constructed for the use of the general public, there should be provision of enough number of means of escape so that occupants can exit quickly and safely without aid of others during fire or other emergency.

02.02 An exit shall at no circumstances be used for any purpose that would interfere with its use as a means of escape.

02.03 Exits and Exit Access Corridors cannot be used as Supply or Return Air Ducts.

02.04 If the level of the means of escape changes more than 300 mm anywhere, then ramp has to be used; All those exterior doors which will not be used by Disabled or Aged people, in those, a maximum step down of 200 mm shall be permitted.

02.05 All Exits shall be clearly visible and Exit Access Corridors shall be sign posted; In cases where more than one exit or exit access is present, and areas which may remain in darkness during public use, in those places the location of exit and sign posts have to be illuminated.

02.06 The Owner and Lessee of all buildings will ensure the safety of all their users/occupants and if in any existing building, the exit facilities are deemed inadequate then the Authority can give order to accommodate adequate measures.

03. Location of Exits

03.01 Each Exit will not open to an adjoining room or area except where such adjoining room or area is an inseparable or extended portion, is not used for any hazardous activity and do not provide a direct connection to the designated exit area.

03.02 No portion of an exit route shall pass through a portion of the building which might be locked when the building is being used.

03.03 Assembly type buildings for all kinds of public assembly shall have at least one street in one side on which the main Exit Discharge can be located and the main entrance of such a building can serve as the main escape for at least half of the total occupant load; If this type of building is multi-storied, then each level should be provided with an exit capable of providing escape for at least two-third of the occupant load served by that level.

03.04 All exits shall be located such that they ensure continuous and unobstructed means of escape for all parts of the building.

04. Occupant Load

04.01 The Exit benefit of a building will be controlled by the maximum occupant load according to Table-1.

- 04.02 In Assembly Buildings and Institution Type Buildings where there are fixed seats, number of occupants will be determined by the total number of seats in those places; For fixed seats without dividing arms, the capacity shall be taken as one person for every 500 mm width of seat.
- 04.03 The occupant load calculated as above need not exceed one person per 0.3 m² of usable floor space.
- 04.04 The occupant load of a mezzanine floor discharging through a floor below shall be added to the receiving floor's occupant load.
- 04.05 If roofs are used as public assembly, then they should be provided with exit facilities according to the occupant load.

05. Capacity of Exit

The capacity of means of exit must be adequate in relation to the occupant load of the area served thereby and regarding this matter Table-1 would be applicable; The required width and size of each exit component will be computed according to Table-2 and Clause 06.

Table-1
Numbers of Different Users

Building Type		Area used per person Square meter (m2)
A: Residential		18 Gross
B: Educational Institution	Classroom	2 Net
	Pre-school	3.5 Net
C: Institutional		12 Gross
D: Health care	In-patient area	15 Gross
	Out-patient area	10 Gross
E: Public Gathering and Religious Building	Fixed seat	According to 4.02
	Fixed without seat	0.7 Net
	Standing area only	0.3 Net
	With table and chair	1.5 Net
F: Commercial	Office and others	10 Gross
	Shopping	3 Gross
G: Industry		10 Gross
H: Warehouse		30 Gross
J: Risky use		10 Gross

Table-2
Width of Exit per user

Building Type	Without Sprinkler system (mm/person)			With Sprinkler system (mm/person)		
	Stair	Ramp & corridor	Door	Stair	Ramp & corridor	Door
A Residential	8	5	4	5	4	4
B Educational						
F1, F2 Commercial						
F4 Commercial						
F5 Daily necessity other services						
G Industry						
H Warehouse	10	5	4	5	5	4
C1, C2, C3 Institutional						
C4 Institutional						
D Health care	25	18	10	15	12	10

E Public Gathering and Religious Building	10	7	5	7	5	5
F3 Commercial						
J Risky Usage	8	5	4	8	5	4
Width of Exit will be determined by the user in each floor of the building						

06. Corridor and Passage:

- 06.01 Occupants commencing exit travel at any point or direction along the corridor or passageway shall have to be led to an exit irrespective of their direction of travel. The length of a dead-end corridor where there is no exit door available shall not exceed 10 m.
- 06.02 The width of corridor and passageway in each floor will be controlled by the number of occupants and the minimum measurement will be as follows:
- (a) 1.1 m where serving an occupant load of more than 50.
 - (b) 0.9 m where serving an occupant load of 50 or less.
 - (c) 2.4 m in Health Care Service Buildings (Occupancy D) where movement of Beds is necessary.
 - (d) 1.8 m in Educational Buildings (Occupancy B) where the occupancy load is more than 150.
- 06.03 The width of Exit Corridors and Passageways shall not be less than the aggregate of the required width of doors leading from them towards the exterior.
- 06.04 The minimum clear height of the corridors and passageways shall not be less than 2.4 m.
- 06.05 All exit access corridors shall have a fire resistance rating of minimum 1 hour.
- 06.06 The doors giving access to Exit Corridors should have a fire resistance rating of minimum ½ hour.

07. Assembly Aisles

- 07.01 In Assembly Buildings, where there are seats, tables, equipments, displays etc., there should be provision of unobstructed aisles leading towards the Exit.
- 07.02 Exit Access can be horizontal or maximum 1:8 ratio sloped ramp. Its minimum width shall be obtained at the rate of 5 mm per person.
- 07.03 If Exit Access is stepped, then minimum tread depth shall be 275 mm and the height of the riser will have to be between 100-200 mm.
- 07.04 In case of plain level or sloped aisle, if there are seats on both sides of the aisle, then the minimum width will have to be 1 m and if seats are on one side of the aisle then, minimum width will have to be 0.9 m.

08. Doorways

- 08.01 Each occupant of a room or space shall have access to at least one exit or exit access door and the occupant load per exit door and the travel distance up to that door shall not exceed the values of maximum occupant load and maximum travel distance as shown in Table-3.

Table-3
Maximum user number and Maximum travel distance for one exit door

Type of Buildings	Max. user number	Max. travel distance (m)
A. Residential	12	23
C. Institution		
D. Healthcare		
B. Educational	50	23
E. Public gathering and religious		
F. Commercial		
G. Industrial	30	30
F. Storage		
J. Risky usage	5	8

- 08.02 If the occupant load using the Exit door and the travel distance exceeds the values specified in Table-3, then minimum two exit doors have to be provided.
- 08.03 The width of the exit door cannot be less than 1m and the height cannot be less than 2 m.

- 08.04 Sliding or Hanging Doors cannot be used as Exit Doors.
- 08.05 All Exit Access Doors will have to be of side-swinging type; In case of hazardous establishment or when occupant load exceeds 50, the doors shall swing outward from the room or towards the direction of travel. Even if the door swing obstructs the width of the corridor, but it will not constrict the width of the corridor below 0.9 m; but, only in case of pressurized rooms, sliding doors can be used.
- 08.06 Exit doorways shall not open directly on a flight of stairs; If the Exit doorway open towards the stair, towards the outside a space equal to the width of the door plus at least 0.9 m wide area have to be kept and the floor of the room and stair landing should be at the same level.
- 08.07 Revolving doors cannot be used as a means of exit in assembly, educational or institutional buildings or in buildings where occupant load is 200 or more; In other cases, revolving doors can be used where there are half the number of exit way; No technology based revolving door can be accepted which cannot be operated manually during emergency.
- 08.08 All exit doors shall be openable from the side the serve without the use of a key.

09. Stairways:

- 09.01 The required width of exit stairways will be computed in accordance with the provisions of Table-1 and Table-2 of 05, but it shall not be less than the width described in Table-4.

**Table-4
Width of Fire Exit Stairways**

Type of Buildings		Minimum Width of Stairway (m)
A. Residential	A1, A2	1.0
	A3, A5	1.5
	A4	According to Rule .1 (d)(10)
B. Educational Institution	Occupant Load up to 150	1.5
	Occupant Load more than 150	2.0
E. Assembly and Religious Building	E1, E3, E5	2.0
	E2, E4, E6	1.5
Others		1.5
<p>Note: If there is only one stairway in a building and if that stairway also is used as the Fire Escape, then the Width of that stairway will be the higher value of the two, minimum value of stairway width described in Rule 58 (d) (1) and the stairway width obtained from Table-4, applicable according to circumstances.</p>		

- 09.02 The minimum dimensions of landings and platforms in Exit Stairways shall not be less than the specified width of the stairway, but in case of straight run stairway, except that the landing between two stair flights shall not be required compulsory to be wider than 1.2 m in the direction of travel.
- 09.03 Spiral and winding stairways shall be permitted as a means of escape only within a dwelling unit and from a mezzanine floor not more than 25 m² in area and the minimum width of all such stairways shall be 650 mm. Each tread shall have a depth of 200 mm (which will be measured at a distance of 300 mm from the narrower end), all treads shall be identical; Riser cannot be more than 225 mm; In case of adjacent risers, a permissible tolerance of 5mm in height difference can be accepted and this can be maximum 10 mm between the maximum and minimum height of risers.
- 09.04 If the stairways serving as Fire Exit have an unobstructed width of 1 m, then there will be continuous hand-rail in one side of the stairway; If the width is more than that then continuous handrails will be in both sides; if such stairways have an unobstructed width of more than 2.2 m, then handrails have to be provided at the middle also.
- 09.05 All exit stairways shall have to be constructed of materials that are fire-resistant, but solid wooden handrails will be permitted.

- 09.06 An exit stairway can be built around a lift shaft only if the enclosure of the lift shaft is totally solid (free from holes) and made up of material with fire-resistance rating required for the type of construction of the building.
- 09.07 Exterior staircases used as fire escapes shall not be considered as a means of exit, unless they lead directly to the open space at ground level, are separated from the building interior by fire resistive assemblies or walls and are constructed of noncombustible materials.

10. Ramps:

- 10.01 The minimum width of exit ramp shall not be less than the width of the corridor as described in Sub-Section 06.
- 10.02 The slope of the Exit ramp shall not exceed 1:12 and its upper surface will have to be constructed with non-slip construction materials or have to be constructed such so that the ramp is not dangerously slippery.
- 10.03 If the slope of the ramp is more than 1:15, then guards or handrails shall have to be provided on both sides of the ramp.

11. Horizontal Exit:

- 11.01 The horizontal exit shall be separated and protected from the area of fire incidence by self-closing type door.
- 11.02 The width of this type of exit cannot be less than 1 m.
- 11.03 If the horizontal exit way is sloped than the slope will be maximum 1:12 and in this type of horizontal exits no steps can be used.
- 11.04 Where the horizontal exit serves as an exit from only one side, all doors shall swing in the direction of escape travel; Where exit from both sides may be required, the doors shall have two shutters opening in both directions or shall have two separate doors.
- 11.05 The capacity of the refuge area shall be computed as the minimum net floor area excluding stairways, shafts etc. and shall be 0.28 m² per occupant; In case of health centres where patients are confined to beds, the required capacity of refuge area shall have to be 2.8 m² per bed.

12. Number of Exits:

- 12.01 The number of Exits specified in this sub-section will be applicable for all types of occupancy and buildings.
- 12.02 Only one means of exit shall be enough for the buildings specified in Table-5 if they do not have more than one floor below the level of exit discharge.
- 12.03 For all other buildings other than those in Table-5, the required number of exits shall depend on the occupancy load as specified below –
- Occupant Load up to 500 - Minimum 2 Exits
 - Occupant Load from 501 to 1,000 - Minimum 3 Exits
 - Occupant Load more than 1,000 - Minimum 4 Exits

Table-5
Buildings Served by One Means of Exit

Classification of Occupancy	Maximum Number of Storeys	Conditions of maximum Occupancy and Travel Distance in each floor
A1	4	Occupant load 12 and Travel Distance 23 m
A1, A3, A4, A5	10	In each floor, maximum 4-unit dwellings and Travel Distance 23 m
B, C, D, E, F, G	2	Occupant load 50 and Travel Distance 23 m
H	1	Occupant load 30 and Travel Distance 30 m
J	1	Occupant load 5 and Travel Distance 8 m

- 12.04 For all buildings either 10 storied or of more than 33 m height, and buildings having a floor area larger than 500 m² on each floor, used as educational institution, Health care service, commercial

building, institutional building, assembly building, industrial building, storage, or hazardous building, there should be minimum two Exits and in this case, the staircase shall have to be fire resistant and shall lead directly to an open space or to a designated area of refuge.

13. Length of Travel

13.01 In the same building, in case of more than one exit, the Exits will have to be located such that the maximum travel distance from the occupied portion of the floor to any of the exits shall be as follows:

Building Type A, B, C, D, E, J-	25 m
Building Type F, H	- 30 m
Building Type G	- 45 m

13.02 If more than one exit is required in a building, then the exits shall be placed as remote as possible from each other and whichever direction the occupant would travel, he/she would have to find an exit.

14. Exit for Storage type Building:

14.01 Abiding by all the other rules, all structures used as storage having occupancy load more than 10 or having more than 1400 m² floor area, shall have at least two separate Means of Exit.

14.02 During operational hours, the door locks of a storage building should be such that these can be unlocked easily during an emergency.

Appendix-2
(Note Rule 64)
Minimum Value for Universal Use

1. General Rules

- (a) In any part of each room, corridor, circulation pathway etc., to accommodate the turning around of a wheel chair, minimum 1,500 mm X 1,500 mm clear space must be provided.
- (b) Minimum clear width of a public entrance pathway and corridor will have to be 1,200 mm and it must be evenly and adequately well lighted.
- (c) If the width of this type of pathway is less than 1,500 mm, then at each 30 m length interval, a clear space of 1,500 mm X 1,500 mm should be kept at least once to accommodate the turning around of a wheel chair.
- (d) Any object located on a height more than 680 mm cannot come out more than 100 mm in the public entrance pathway; Object located at a less height than the above mentioned can come out but in no case can it reduce the mandatory minimum width.
- (e) Within 2 m height from the floor, no object can be kept from above that may create obstruction; if it's placement cannot be avoided in any way, then it must have a separate color and signs must be used such that they can be felt through touch.
- (f) Within the territory of universal use, permanent, strong, even and non-slippery materials must be used in designated ground and floor level.
- (g) In case of horizontal circulation, if the level change is within 6-12 mm, then Bevel must be done in maximum 1:2 slope; If the difference in level is more than this, then ramp has to be provided.

2. Doors

- (a) Minimum unobstructed width of door will have to be 800mm and this door cannot be revolving or turn style cannot be used.
- (b) There should be adequate clear space for sufficient circulation at both sides of the door
 - From the side where door is pushed, there should be 1,200 mm x 1,200 mm clear space and 300 mm clear wall has to be provided in the side of door bolt or handle.
 - The side from which the door is pulled open, there should be 1,500 mm x 1,500 mm clear space and 600mm clear wall has to be provided in the side of door bolt or handle.
- (c) The door handle will have to be placed at a height between 850 mm to 900 mm from the floor and should be such that it can be used without applying much strength.
- (d) The door and door frame should be of a different color from the surrounding wall and should have signs that can be felt with touch.

3. Railing

- (a) Handrail and Grab rail should be round whose outside diameter have to be 31-38 mm. These should be placed at a distance of 38 mm to 50 mm from the adjoining wall, but cannot come inside the required clear circulation area.
- (b) Handrail will have to be continuous and maintain the same height (800-900 mm) along its whole length. Extra handrail can be provided for special requirement above and below it.
- (c) The ends of the handrail will be either round or made in a bend or inserted towards the wall or floor such that they do not cause any threat to risk during circulation.

4. Stairway:

- (a) Along the whole stairway, the dimensions of tread and riser would remain unchanged and even.
- (b) The tread of the stairway will have minimum depth of 280 mm and riser will be between 125 mm to 175 mm measurement.
- (c) In each tread, there should be a rounded nosing which may protrude maximum 38 mm.
- (d) Open riser should not be provided.
- (e) Both sides of the flight should be provided with hand rails and at the end of the stair it should be extended minimum 300 mm and at the beginning, it should be extended horizontally as a summation of the tread depth and 300 mm.

(f) The bottom of the stair should be made of non-slippery material and the space should be sufficiently lighted.

5. Ramp:

- (a) Ramp has to be in an even slope with ratio 1:12 and cannot exceed 12 m continuously in length in the same direction.
- (b) If the ramp is more than 1,800 mm in length, then at both sides of the ramp, handrails should be provided at a height of 800-900 mm and this rail has to be extended horizontally up to 300 mm at the beginning and end points of the rail.
- (c) The intermediate distance between the handrails at both sides should not be less than 1200mm.
- (d) At the opening side of the ramp, an obstruction has to be made by elevating 65 mm from the floor and this has to be treated with a different color and use of a sign which can be felt with touch.
- (e) Landing or resting place has to be provided at the beginning and end of each ramp and in ramps which are more than 9 m in length or takes a turn; To take a turn, there should be minimum 1.5 m x 1.5 m space in the landing (for electricity-operated wheel chair, there should be minimum 2.25 m x 2.25 m space).
- (f) The minimum width of the landing cannot be less than the width of the ramp and if it takes a turn of 180o, the length of the landing will have to be minimum the width of the ramp or 1,500 mm (whichever is greater).
- (g) Where ramp is adjoined by a door, there should be provision of required minimum space at the front and back of the door according to Rule 2 (b).

6. Lift:

- (a) Lift Lobby should be accessible, well-lighted, marked, horizontal and with a minimum space for turning around without obstruction (1.5 m x 1.5 m).
- (b) The buttons controlling the lift should be located within a height of 890-1,200 mm.
- (c) The minimum gazette value of the lift cabin will be 1500 mm x 1200 mm and the minimum width of the door will have to be 800 mm.
- (d) When it will not be possible to provide lift or ramp, then platform lifting type mechanical equipment of minimum 900 mm x 1,200 mm dimension has to be used.

7. Washroom, Toilet etc.:

- (a) In each floor, minimum one or 5 % of the total toilet (whichever is greater) should be made to provide disabled accessibility.
- (b) There should be minimum 1.5 m x 1.5 m unobstructed space inside a toilet and in one side of the WC minimum 900 mm space should be kept empty from the adjoining wall.
- (c) Handrail should be provided at a height of 400 mm from the seat of the WC, at a distance of maximum 300 mm distance from the rear wall and extending up to minimum 450 mm towards the front.
- (d) The water tap will have to be at a height of 850 mm from the floor and the bottom of the basin and pipe should be such that wheel chair can have access.
- (e) The space for bath should be 1.15 sq. m with a width of 1.0 m and there should be no kind of enclosure on the floor.

8. Parking:

- (a) There should be a minimum parking space for universal use along with disabled use.
- (b) The width of a parking space will have to be minimum 3.2 m.

9. Seating:

- (a) In different assembly places, there should be specific number of seats, evenly distributed adequate for wheelchair-users, which will be easily visible from the entrance and easily accessible.
- (b) To reach these seats, there should be clear space of 900 mm x 1,500 mm and the seats should be along an aisle which will be minimum 1,200 mm in width.

(c) The reserved seats in the same row will be at the same level of other seats in that row and those will not create any hindrance/obstruction to the use of other general seats.

Appendix-3
(Note: Rule 2(7))
Occupancy type of Building based on Usage

Based on main usage Occupancy, type will be the following.

Building Type	Sub-class	Type of Usage
A. Residential	A-1	Single family residence
	A-2	Apartment and Flat Building
	A-3	Mess, Hostel etc.
	A-4	House for lower income people
	A-5	Residential Hotel
B. Educational Institution	B-1	Education and Training related building (school, college, university)
	B-2	Primary education, kindergarten
C. Institutional	C-1	Childcare, Old home
	C-2	Jail or probation center
	C-3	Professional, Research, Co-operative and other Institutions
	C-4	Mental and other rehabilitation center
D. Health care	D-1	Hospital, Clinic, Nursing home, Diagnostic center, Laboratory
	D-2	Emergency medical center
E. Public Gathering	E-1	Large Hall room (Removable seating)
	E-2	Small Hall room (Removable seating)
	E-3	Large Hall room (Non-removable seating)
	E-4	Small Hall room (Non-removable seating)
	E-5	Sports and Culture related (Stadium, Gymnasium, Museum, Arts gallery, etc.)
	E-6	Religious Building
F. Commercial	F-1	Office
	F-2	Small shop and market
	F-3	Big shop and market
	F-4	Garage and petrol or gas station, Terminal, Hanger, Silo
	F-5	Daily necessity other services
G. Industry	G-1	Low Hazard Industry
	G-2	General Hazard Industry
H. Warehouse	H-1	Low combustible objects store
	H-2	General combustible objects store
J. Hazardous Usage Building	J-1	Building susceptible to explosion
	J-2	Type of Hazard- Chemical, Bacteria, Radiation etc.
K. Others	K-1	Privately owned car garage and special type of structure
	K-2	Wall, Tank, Tower etc.

Appendix – 4

Note: Rule 27

(a) Application Fee for Land Use Clearance, Appeal and Renewal:

Tk.1000.00 (One Thousand) Taka only for each time.

(b) Application Fee for Special Project Permit and Appeal:

Tk.10,000.00 (Ten Thousand) Taka only for each time.

(c) Approval Fee for Building Construction:

In each building, based on the total floor area, it will be determined according to the following chart.

Building Construction Approval Fee

Serial no.	Total Floor Area including every floor	Fixed Fee
1	Up to 50 m ²	175/-
2	Above 50 m ² to 100 m ²	350/-
3	Above 100 m ² to 200 m ²	525/-
4	Above 200 m ² to 300 m ²	700/-
5	Above 300 m ² to 500 m ²	1,300/-
6	Above 500 m ² to 1000 m ²	3,600/-
7	Above 1000 m ² to 1500 m ²	7,800/-
8	Above 1500 m ² to 2000 m ²	11,000/-
9	Above 2000 m ² to 3000 m ²	26,000/-
10	Above 3000 m ² to 4000 m ²	41,500/-
11	Above 4000 m ² to 5000 m ²	62,000/-
12	Above 5000 m ² to 10000 m ²	83,000/-
13	Above 10000 m ² to 15000 m ²	1,05,000/-
14	Above 15000 m ² to 20000 m ²	1,30,000/-
15	Above 20000 m ² to 30000 m ²	2,07,000/-
16	Above 30000 m ²	3,65,000/-

Special Note:

1. In case of construction of more than one building in the same site, considering each building separately.

Fee must be given for the total floor area of each building (In the same site, Fee will not be determined based on the total floor area of all buildings together).

2. Any part of religious structures like in Mosque, temple, pagoda, church etc. cannot be used for any other use except for religious worship or related use and no Building Construction Approval Fee is required for Religious Structures.

(d) Fee of Approval, Amendment and Alteration for Hill cutting:

Tk. 30,000.00 (Thirty Thousand) Taka per Bigha for each time.

(e) Fee of Approval, Amendment and Alteration for pond excavation:

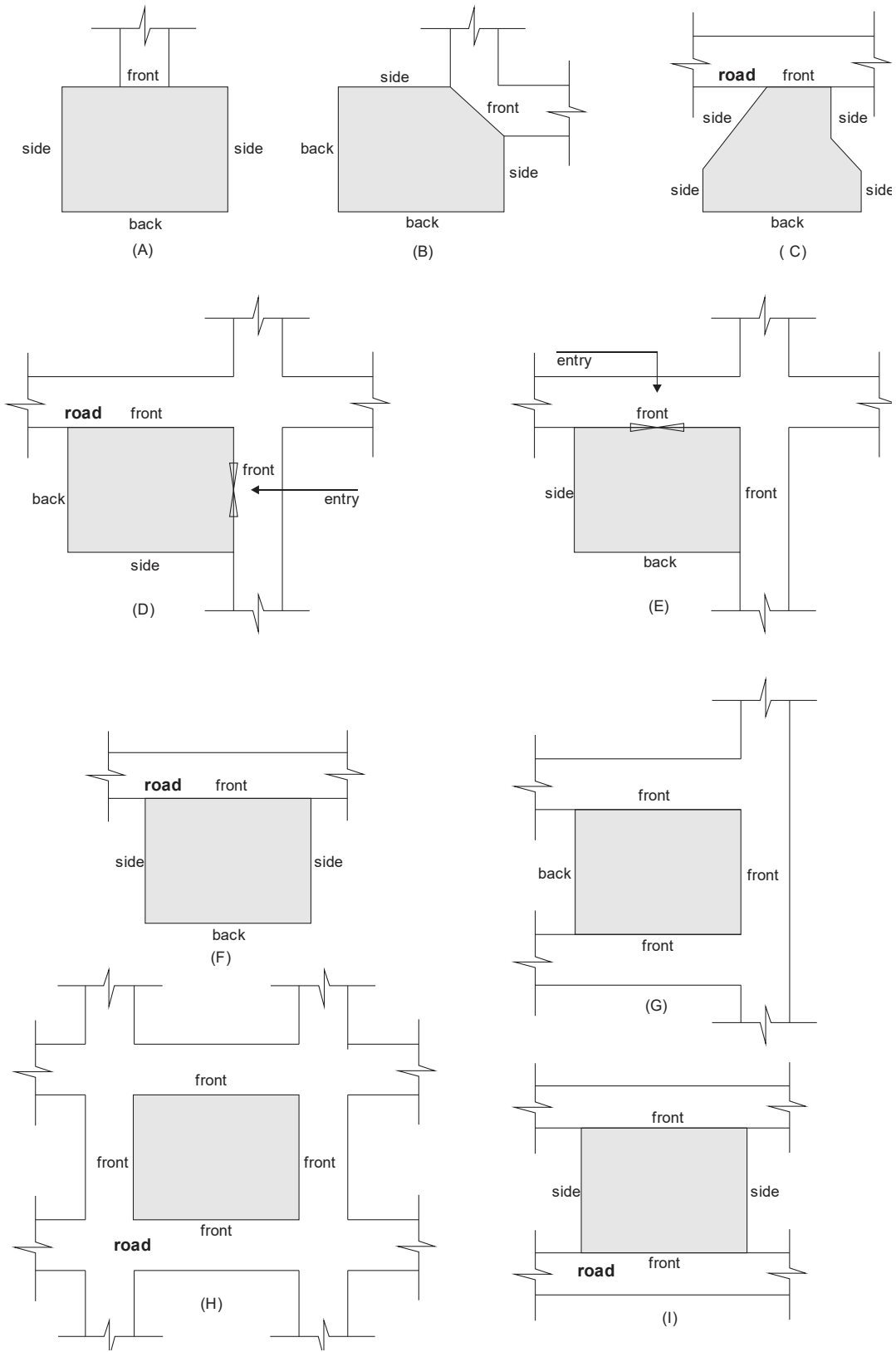
Tk. 10,000.00 (Ten Thousand) Taka per Bigha for each time and minimum Tk.10,000.00 (Ten Thousand) Taka only.

(f) Fee for Occupancy Certificate and Renewal of Certificate:

Tk.1,000.00 (One Thousand) Taka only for each time.

Appendix-5
(Note: Rule 46)

Figure: Front, side and back of a plot



Form-101,102,103 (Note Rule 4 & 6)
Rajdhani Unnayan Kartipakkha
Town Planning Branch
RajUK Bhaban, Dhaka-1000.
Part-1 (Form-101) (Note Rule 4)
Application for Land Use Clearance
Land Use
Occupancy Type

Serial

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Receipt No.

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1. **Name of Applicant:**
2. **Present Address:**
3. **Proposed Use of Land/ Plot:**
4. **Location and Size of Proposed Land / Plot:**
 - (a) City Corporation / Municipal Corporation/Village/ Ward:
 - (b) CS / R S Daag Number:
 - (c) Name of Mouza and Thana:
 - (d) Block Number:
 - (e) Seat Number:
 - (f) Ward Number:
 - (g) Sector Number:
 - (h) Name of Road:
 - (i) Land with dimensions of sides/ Size of Plot:
 - (j) Land/ Existing Building in Plot/ Structure Description:
5. **Information related to Ownership of Plot:**
 - (a) Description of Plot Ownership: Individual / Joint
 - (b) Origin of Ownership and Date: Purchase/ inheritance/ Heba/ charity/ Lease/ others (please mention):
 - (c) Date of Registration and Deed No.:
6. **Description of Surrounding State of Land:**
 - (a) Present Use of Land:
 - (b) Present Use of Land within 250 m radius:
 - (c) Name and width of Main Road located at the nearest distance of Plot:meter.
 - (d) Name and width of Road connecting the Plot:meter.
 - (e) Location within 250 meter distance of Plot: Main Road (Yes/No), Market (Yes/No), Railway Station (Yes/No), River-Port (Yes/No), Airport (Yes/No), :
 - (f) Location within 250 meter distance of Plot: Pond (Yes/No), Marsh (Yes/No), Natural Water way (Yes/No), Flood Controlling Water Tank (Yes/No), Forest Area (Yes/No), Park or Play Field (Yes/No), Hill ((Yes/No), Slope (Yes/No).
 - (g) Location within 250 meter distance of Plot: Historically significant Site (Yes/No), Military Installation (Yes/No), Key point installation (Yes/No),Restricted Development Area according to Rules (Biddhimala) Yes/No, Special Area Yes/No).
 - (h) Condition of Plot from adjoining Road, average up/downmeter.
 - (i) Use of Land around the four sides of the Plot:
 - North :
 - South :
 - East :
 - West :
 - (j) Any other important information (if present):
3. I/We hereby certify that, the information mentioned above fulfill the adequacy of the provisions described in the Dhaka Metropolitan City Building (Construction, Development, Conservation/Protection and Removal) Rules (Biddhimala), 2008 and as per my/our knowledge the given information is true. Besides this, I/we will be obliged to provide any other information or documents required under these Rules (Biddhimala).

Dated :

(Applicant's Name and Signature)

- Along with the Application, identifying in the Mouza Map,3 (Three) copies of 15 cmX 20 cm sized Ammonia Copies of Site Plan have to be submitted along with non-printed signature of the Applicant.
- The Original Receipt of Fee Deposit will have to be submitted.

Part -2 (Form-102) (Note Rule 6)
Rajdhani Unnayan Kartipakkha
Town Planning Branch
RajUK Bhaban, Dhaka-1000.
Approval for Land Use Clearance

Memorandum No. – RajUK/

Date :

Land Use Clearance No.:

In consideration of your application dated on the conditions described below as per provision of the Dhaka Metropolitan City Master Plan, for the Land Use the Approval Letter is being given.

1. This Land Use Clearance will be valid up to 24 (Twenty Four) months period from the date of issue.
2. This Land Use Clearance does not impart any legal authority in case of development or construction work and also does not give any type of right to commence construction activity.
3. When detailed plan or drawing would be required for Special Project Permit or Construction Approval Letter, then to assign extra conditions this Clearance will not restrain the right of the Authority.
4. The Authority, at any time can cancel or postpone the activities of this Land Use Clearance by mentioning proper reasons.
5. If any information is kept hidden or if any wrong information is given, then the given Clearance will be considered cancelled.
6. This Land Use Clearance does not determine the Land Proprietorship Right.

Deputy-Director (Town Planning)
Rajdhani Unnayan Kartipakkha, Dhaka.

**Part -3 (Form-103) (Note Rule 6)
Rajdhani Unnayan Kartipakkha
Town Planning Branch
RajUK Bhaban, Dhaka-1000.**

Refusal Letter for Land Use Clearance

Memorandum No. – RajUK/

Date :

Clearance Refusal No.:

In response to the review of your application datedit is to inform you that the required Land Use..... Clearance cannot be given.

Your application for the Land Use Approval has been refused for the following mentioned reasons:

- 1.
- 2.
- 3.

You can apply against this Refusal Letter according to Clause 75 (1) of Town Improvement Act 1953 (Act No. XIII of 1953) .

Deputy-Director (Town Planning)
Rajdhani Unnayan Kartipakkha, Dhaka.

Dated :

Copy :

1.
2.
3.

Form-104,105,106 (Note Rule 6)
Rajdhani Unnayan Kartipakkha
Town Planning Branch
RajUK Bhaban, Dhaka-1000.
Part-1 (Form-104) (Note Rule 6)
Land Use
Occupancy Type

Application for Land Use Clearance according to Clause 75 (1) of Town Improvement Act 1953 (Act No. XIII of 1953)

Serial

Receipt No.

- 5. Name of Applicant:**
- 6. Present Address:**
- 7. Proposed Use of Land/Plot:**
- 8. Location and Size of Proposed Land/Plot:**
 - (a) City Corporation/Municipal Corporation/Village/Ward:
 - (b) CS/R S Daag Number:
 - (c) Name of Mouza and Thana:
 - (d) Block Number:
 - (e) Seat Number:
 - (f) Ward Number:
 - (g) Sector Number:
 - (h) Name of Road:
 - (i) Land with dimensions of sides/Size of Plot:
 - (j) Land/ Existing Building in Plot/ Structure Description:
- 5. Information related to Ownership of Plot:**
 - (a) Description of Plot Ownership: Individual/Joint
 - (b) Origin of Ownership and Date: Purchase/inheritance/Heba/charity/Lease/others (please mention):
 - (c) Date of Registration and Deed No.:
- 6. Description of Surrounding State of Land:**
 - (a) Present Use of Land:
 - (b) Present Use of Land within 250 m radius:
 - (c) Name and width of Main Road located at the nearest distance of Plot:meter.
 - (d) Name and width of Road connecting the Plot:meter.
- 7. The Reasons for the Refusal of our Land Use Approval:**
 - a.
 - b.
- 8. I/ We am / are applying according to Clause 75 (1) of Town Improvement Act 1953 (Act No. XIII of 1953) for my / our mentioned Land Use Clearance, for which the following rational reasons remain:**
 - a.
 - b.
 - c.
 - d.

Dated :

Name and Signature of Applicant

Attached: Copy of Refusal Letter of Land Use Application

Part -2 (Form-105) (Note Rule 6)
Rajdhani Unnayan Kartipakkha
Town Planning Branch
RajUK Bhaban, Dhaka-1000.
Approval for Land Use Clearance Regarding Acceptance of Application

Memorandum No. – RajUK/

Date :

Land Use Clearance No.:

In consideration of your application dated according to Clause 75 (1) of Town Improvement Act 1953 (Act No. XIII of 1953), on the conditions described below as per provision of the Dhaka Metropolitan City Master Plan, for the Land Use the Approval Letter is being given.

1. This Land Use Clearance will be valid up to 24 (Twenty Four) months period from the date of issue.
2. This Land Use Clearance does not impart any legal authority in case of development or construction work and also does not give any type of right to commence construction activity.
3. When detailed plan or drawing would be required for Special Project Permit or Construction Approval Letter , then to assign extra conditions this Clearance will not restrain the right of the Authority.
4. The Authority, at any time can cancel or postpone the activities of this Land Use Clearance by mentioning proper reasons.
5. If any information is kept hidden or if any wrong information is given, then the given Clearance will be considered cancelled.
6. This Land Use Clearance does not determine the Land Proprietorship Right.

Dated :

Director (Town Planning)
Rajdhani Unnayan Kartipakkha, Dhaka.

Part -3 (Form-106) (Note Rule 6)
Rajdhani Unnayan Kartipakkha
Town Planning Branch
RajUK Bhaban, Dhaka-1000.

Refusal of Application for Land Use Clearance

Memorandum No. – RajUK/

Date :

Clearance Refusal No.:

In response to the review of your application datedit is to inform you that since your Application dated according to Clause 75 (1) of Town Improvement Act 1953 (Act No. XIII of 1953), has been rejected by the Chairman, hence your required Land Use Clearance cannot be given.

Your application for the Land Use Approval has been refused for the following mentioned reasons:

- 1.
- 2.
- 3.

You can appeal to the Authority against this Refusal Letter according to Clause 75 (2) of Town Improvement Act 1953 (Act No. XIII of 1953) .

Dated :

Director (Town Planning)
Rajdhani Unnayan Kartipakkha, Dhaka

Copy :

1.
2.
3.

Form-107,108,109 (Note Rule 6)
Rajdhani Unnayan Kartipakkha
Town Planning Branch
RajUK Bhaban, Dhaka-1000.
Part-1 (Form-107) (Note Rule 6)
Land Use
Occupancy Type

Appeal to the Authority for Land Use Clearance according to Clause 75 (2) of Town Improvement Act 1953 (Act No. XIII of 1953)

Serial

Receipt No.

- 1. Name of Applicant:**
- 2. Present Address:**
- 3. Proposed Use of Land/Plot:**
- 4. Location and Size of Proposed Land/Plot:**
 - (a) City Corporation/Municipal Corporation/Village/Ward :
 - (b) CS/R S Daag Number:
 - (c) Name of Mouza and Thana:
 - (d) Block Number:
 - (e) Seat Number:
 - (f) Ward Number:
 - (g) Sector Number:
 - (h) Name of Road:
 - (i) Land with dimensions of sides/ Size of Plot:
 - (j) Land/ Existing Building in Plot/ Structure Description:
- 5. Information related to Ownership of Plot:**
 - (a) Description of Plot Ownership: Individual/Joint
 - (b) Origin of Ownership and Date: Purchase/inheritance/Heba/charity/Lease/others (please mention):
 - (c) Date of Registration and Deed No.:
- 6. Description of Surrounding State of Land:**
 - (a) Present Use of Land:
 - (b) Present Use of Land within 250 m radius:
 - (c) Name and width of Main Road located at the nearest distance of Plot:meter.
 - (d) Name and width of Road connecting the Plot:meter.
- 7. The Reasons for the Refusal of my /our Land Use Approval:**
 - a.
 - b.
8. I/ We am / are applying according to Clause 75 (2) of Town Improvement Act 1953 (Act No. XIII of 1953) for my / our mentioned Land Use Clearance, for which the following rational reasons remain:
 - a.
 - b.
 - c.
 - d.

Dated :

Name and Signature of Applicant

Attached: Copy of Refusal Letter of Land Use Application

Part -2 (Form-108) (Note Rule 6)
Rajdhani Unnayan Kartipakkha
Town Planning Branch
RajUK Bhaban, Dhaka-1000.
Approval for Land Use Clearance Regarding Acceptance of Appeal

Memorandum No. – RajUK/

Date :

Land Use Clearance No.:

In consideration of your application dated according to Clause 75 (2) of Town Improvement Act 1953 (Act No. XIII of 1953), on the conditions described below as per provision of the Dhaka Metropolitan City Master Plan, for the Land Use the Approval Letter is being given.

1. This Land Use Clearance will be valid up to 24 (Twenty-Four) months period from the date of issue.
2. This Land Use Clearance does not impart any legal authority in case of development or construction work and also does not give any type of right to commence construction activity.
3. When detailed plan or drawing would be required for Special Project Permit or Construction Approval Letter, then to assign extra conditions this Clearance will not restrain the right of the Authority.
4. The Authority, at any time can cancel or postpone the activities of this Land Use Clearance by mentioning proper reasons.
5. If any information is kept hidden or if any wrong information is given, then the given Clearance will be considered cancelled.
6. This Land Use Clearance does not determine the Land Proprietorship Right.

Dated:

Director (Town Planning)
Rajdhani Unnayan Kartipakkha, Dhaka.

**Part -3 (Form-109) (Note Rule 6)
Rajdhani Unnayan Kartipakkha
Town Planning Branch
RajUK Bhaban, Dhaka-1000.**

Refusal of Appeal for Land Use Clearance

Memorandum No. – RajUK/

Date :

Clearance Refusal No.:

In response to your application dated it is to inform you that since your Appeal dated according to Clause 75 (2) of Town Improvement Act 1953 (Act No. XIII of 1953), has been rejected by the Authority, hence your required Land Use Clearance cannot be given.

Your application for the Land Use Approval has been refused for the following mentioned reasons:

- 1.
- 2.
- 3.

Dated :

Director (Town Planning)
Rajdhani Unnayan Kartipakkha, Dhaka

Copy :

1.
2.
3.

**Form-110,111,112 (Note Rule 7)
Rajdhani Unnayan Kartipakkha
Town Planning Branch
RajUK Bhaban, Dhaka-1000.
Part-1 (Form-110) (Note Rule 7)**

Application for Renewal of Land Use Clearance

Land Use
Occupancy Type

To
Director (Town Planning)
Rajdhani Unnayan Kartipakkha
Dhaka.

Land Use Clearance No:
Date:

I /We are applying for the Renewal of the following approved Land Use Clearance which had been given earlier.

Location and Size of Proposed Land / Plot:

- (a) City Corporation/Municipal Corporation/Village/Ward :
- (b) CS / R S Daag Number:
- (c) Name of Mouza and Thana:
- (d) Block Number :
- (e) Seat Number:
- (f) Ward Number:
- (g) Sector Number:
- (h) Name of Road:
- (i) Land with dimensions of sides/ Size of Plot:
- (j) Land/ Existing Building in Plot/ Structure Description:

Please consider the mentioned Land Use Clearance for Renewal given in my / our favor.

Dated:

Applicant's Signature
Name
Address.....
.....

Attached: Copy of Land Use Clearance

**Part -2 (Form-111) (Note Rule 7)
Rajdhani Unnayan Kartipakkha
Town Planning Branch
RajUK Bhaban, Dhaka-1000.**

Land Use Clearance Renewal

Land Use
Occupancy Type

Memorandum No. – RajUK/

Date :

Clearance Renewal No.:.....

To

.....
.....

Mr./Ms.

In reference to your application, through memorandum no. datedthe given Land Use Clearance of the following mentioned Land has been renewed till nextdays Monthsyears.

Location and Size of Proposed Land / Plot:

- (a) City Corporation/Municipal Corporation/Village/Ward :
- (b) CS/R S Daag Number:
- (c) Name of Mouza and Thana:
- (d) Block Number:
- (e) Seat Number:
- (f) Ward Number:
- (g) Sector Number:
- (h) Name of Road:
- (i) Land with dimensions of sides/Size of Plot:
- (j) Land/Existing Building in Plot/Structure Description:

Director (Town Planning)

Rajdhani Unnayan Kartipakkha, Dhaka.

Dated:.....

Copy :

- 1.
- 2.
- 3.

**Part -3 (Form-112) (Note Rule 7)
Rajdhani Unnayan Kartipakkha
Town Planning Branch
RajUK Bhaban, Dhaka-1000.**

Refusal of Application for Renewal of Land Use Clearance

Land Use
Occupancy Type

Memorandum No. – RajUK/

Date :
Clearance Refusal No.:

To
.....
.....

In response to the review of your application datedit is to inform you that it is not possible to renew the Land Use Clearance that you required. Your application for the Renewal of the Land Use Clearance has been refused for the following mentioned reasons:

- 1.
- 2.
- 3.

You can apply anew to the Authority for your Land Use in reference to this Refusal Letter through Form – 101 .

Director (Town Planning)
Rajdhani Unnayan Kartipakkha, Dhaka

Dated :

Copy :

1.
2.
3.

Form-201,202,203 (Note Rule 8 & 9)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.

Part-1 (Form-201) (Note Rule 8)

Application for Special Project Permit for Large or Special Type Project
Land Use
Occupancy Type

1. Name of Applicant:.....
2. Present Address:
3. Proposed Use of Land/Plot:
4. Location and Size of Proposed Land/Plot:.....
 - (a) City Corporation/Municipal Corporation/Village/Ward:
 - (b) CS/R S Daag Number:
 - (c) Name of Mouza and Thana:
 - (d) Block Number:
 - (e) Seat Number:
 - (f) Ward Number:
 - (g) Sector Number:
 - (h) Name of Road:
 - (i) Land with dimensions of sides/ Size of Plot:
 - (j) Land/ Existing Building in Plot/ Structure Description:
5. Number of Land Use Clearance, where applicable (copy attached):
6. Type or Types of Proposed Development Works (Mentionable according to description of Appendix-3):
7. Detailed Description of Proposed Use:
 - (a) Area of Land/Plot sq.meter.
 - (b) Maximum Floor Area of any level sq.meter.
 - (c) Area of Total Floors..... sq.meter.
 - (d) Number of total floors above Plinth
 - (e) Number of Basement Floor/Floor
 - (f) In case of residential building, total number of dwelling units/apartments/flats
.....
 - (g) Floor Areas for different types of occupancy/use :
(If required the List can be increased)
 - Occupancy -1 sq.meter.
 - Occupancy -2..... sq.meter.
 - Occupancy – 3 sq.meter.
 - Occupancy – 4 sq.meter.
 - Occupancy – 5 sq.meter.
8. The adjoining road to the site is the main road / is not the main road. Width of road /s in front of plot meter, at the rear meter, at the right side meter,, at the left meter.
9. Located within proposed site: Natural Forest Area (Yes/ No), Hill (Yes/ No), Slope (Yes/ No).
10. Located within proposed site: Pond (Yes/ No), Natural Marshy Area (Yes/ No).
11. Located within 250 meter distance in the proposed site, any building of architectural significance (Yes/ No), building of historical significance (Yes/ No), any lake adjoining the site (Yes/ No), park located beside / not located.
12. The proposed site is located in an area of scenic characteristics / is not located.
13. The proposed site is located beside airport (Yes/ No), railway station (Yes/ No), bus terminal (Yes/ No), river-port/ quay (Yes/ No).
14. The proposed site is located in flood prone area / not located. The site is in average up / downmeter from the centre of the adjacent road to the area.
15. In the proposed site, the existing number of buildings isnos. and their total floor area issq.meter.
16. Total required demand for electricity iswatt / kilowatt (approximately).
17. Total required demand for water supply isliter / kiloliter (approximately).
18. The proposed development work will completely be finished withinmonths and the development work will be divided intophases and withinmonths.
19. The description of the Covered Area to be constructed (If required the List can be increased)

	Occupancy -1 (Sq.Meter)	Occupancy -2 (Sq.Meter)	Occupancy -3 (Sq.Meter)	Total Floor (Sq.Meter)
Basement				
Ground Floor				
First Floor				

Second Floor				
Third Floor				
Fourth Floor				
Fifth Floor				
Sixth Floor				

20. List of submitted Information/ documents and Drawings for Special Project Permit:

Serial No.	Description	Yes	No	Not Applicable
1.	Proprietor's Lease Documents/ Purchase Deed/ Heba/ Others			
2.	Deeds and Permission Letter if allotted Land/Plot by Govt.			
3.	A Document of given Fee			
4.	Land Use Clearance (where applicable)			
5.	Calculation of FAR			
6.	Description of all drawings and documents according to Rules			

I / We hereby certify that, the information mentioned above fulfill the adequacy of the provisions described in the Dhaka Metropolitan City Building (Construction, Development, Conservation/ Protection and Removal) Rules (Biddhimala), 2008 and as per my/our knowledge the given information is true. After approval, due to any wrong information or discrepancy or due to any need of the Government, in future the Authority can cancel this Special Project Permit. Besides, under these Rules (Biddhimala), we will be obliged to submit any other information or documents.

Dated: (1) Applicant's Signature.....

Name
Address.....

.....
(2) Name of Technical personnel (architect/ structural engineer)

.....
.....

I / We hereby certify that, I/We have become associated with the above mentioned Project/ Construction. Regarding this issue we are submitting the certificate of attachment with the mentioned project.

Signature of architect Signature of structural engineer.....

Name Name

Address..... Address.....

.....
Phone number..... Phone number.....

Registration no. (Professional institute) Registration no. (Professional institute)

.....
.....

**Part -2 (Form-202) (Note Rule 9)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.**

Approval of Special Project Permit

Land Use
Occupancy Type

Memorandum No. – RajUK/

Date :

Permit Approval No.:.....

To

.....
.....

Mr./Ms.

In reference to your application, datedthe Special Project Permit is being given under the following conditions.

1. This Permit will be valid up to 24 (Twenty Four) month period from the date of issue. After that time period, this Permit will be considered annulled and this will not be subject to renewal.
2. This Permit does not impart any legal authority in case of development or construction work and before getting construction Approval also does not give any type of right to commence such activity. Without getting Construction Approval, if any development activity is undertaken violating the rules of Special Project Permit, then the Authority can take legal measures.
3. This Permit, in future will not restrain the right of the Authority to assign extra matters or conditions.
4. The Special Project Permit will be considered annulled due to any non-abidance of rules of the Permit, for purposeful wrong presentation of actual facts or hidden information in Application, Drawings or other documents /deeds etc. provided by the Applicant,
5. This Special Project Permit does not determine the Land Proprietorship Right.

• **Description of Covered Area to be constructed (If required the List can be increased)**

	Occupancy -1 (Sq.Meter)	Occupancy -2 (Sq.Meter)	Occupancy -3 (Sq.Meter)	Total Floor (Sq.Meter)
Basement				
Ground Floor				
First Floor				
Second Floor				
Third Floor				
Fourth Floor				
Fifth Floor				
Sixth Floor				

Location and Size of Proposed Land / Plot:

- (a) City Corporation/Municipal Corporation/Village/Ward:
- (b) CS / R S Daag Number:
- (c) Name of Mouza and Thana:
- (d) Block Number:
- (e) Seat Number:
- (f) Ward Number:
- (g) Sector Number:
- (h) Name of Road:
- (i) Land with dimensions of sides/ Size of Plot:
- (j) Land/ Existing Building in Plot/ Structure Description:

Dated :

Director (Development Control) and Member-Secretary
Large or Special Project Approval Committee
Rajdhani Unnayan Kartipakkha, Dhaka.

Copy :

1.
2.
3.

**Part -3 (Form-203) (Note Rule 9)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.**

Refusal of Special Project Permit

Land Use
Occupancy Type

Memorandum No. – RajUK/

Date :

Permit Refusal No.:

To

.....
.....
.....

Mr./Ms.

In response to the review of your application, it is to inform you that the Large or Special Project Approval Committee has expressed their regret to give you your required Special Project Permit.

Location and Size of Proposed Land/Plot:

- (a) City Corporation / Municipal Corporation/Village/ Ward:
- (b) CS / R S Daag Number:
- (c) Name of Mouza and Thana:
- (d) Block Number:
- (e) Seat Number:
- (f) Ward Number:
- (g) Sector Number:
- (h) Name of Road:
- (i) Land with dimensions of sides/ Size of Plot:
- (j) Land/ Existing Building in Plot/ Structure Description:

Your application for the Special Project Permit has been refused for the following mentioned reasons:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

You have the right to appeal to the President/ Chairman, Urban Development Committee Authority against this decision of Refusal.

Dated :

Director (Development Control)

And

Member-Secretary

Large or Special Project Approval Committee

Rajdhani Unnayan Kartipakkha, Dhaka.

Copy :

1.
2.
3.

Form-204,205,206 (Note Rule 12)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.

Part-1 (Form-204) (Note Rule 12)

Application for Appeal against Refusal of Special Project Permit

Land Use

Occupancy Type

Special Project Permit Refusal No.....

Dated :

To

President

Urban Development Committee

Ministry of Housing and Public Works

Dhaka.

Sir,

I/ We are making an Appeal regarding the refusal of our application by the Authority, for the required Special Project Permit for the proposed Project in the land mentioned below.

Location and Size of Proposed Land / Plot:

(a) City Corporation / Municipal Corporation/Village/ Ward:

(b) CS / R S Daag Number :

(c) Name of Mouza and Thana :

(d) Block Number:

(e) Seat Number:

(f) Ward Number:

(g) Sector Number:

(h) Name of Road:

(i) Land with dimensions of sides/ Size of Plot:

(j) Land/ Existing Building in Plot/ Structure Description:

My / Our appeal is reviewable again in reference to the reasons mentioned below:

1.

2.

3.

4.

5.

Kindly, on the light of the mentioned reasons, re-consider our Appeal and take proper measures to give us the Special Project Permit.

Dated:

Applicant's Signature

Name

Address and Phone Number.....

.....

.....

Attached: 1. Copy of Land Use Clearance, where applicable

2. Copy of Application for Special Project Permit

**Part -2 (Form-205) (Note Rule 12)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.**

Approval of Appeal Application of Special Project Permit

Land Use
Occupancy Type

Memorandum No. – RajUK/

Date :

Appeal Application Approval No.

To

.....
.....

Mr./Ms.

In reference to your Appeal application, datedthe Special Project Permit is being given under the following conditions.

1. This Permit will be valid up to 24 (twenty-four) month period from the date of issue. After that time period, this Permit will be considered annulled and this will not be subject to renewal.
2. This Permit does not impart any legal authority in case of development or construction work and before getting construction Approval also does not give any type of right to commence such activity. Without getting Construction Approval, if any development activity is undertaken violating the rules of Special Project Permit, then the Authority can take legal measures.
3. This Permit, in future will not restrain the right of the Authority to assign extra matters or conditions.
4. The Special Project Permit will be considered annulled due to any non-abidance of rules of the Permit, for purposeful wrong presentation of actual facts or hidden information in Application, Drawings or other documents /deeds etc. provided by the Applicant,
5. This Special Project Permit does not determine the Land Proprietorship Right.

• **Description of Covered Area to be constructed (If required the List can be increased)**

	Occupancy -1 (Sq.Meter)	Occupancy -2 (Sq.Meter)	Occupancy -3 (Sq.Meter)	Total Floor (Sq.Meter)
Basement				
Ground Floor				
First Floor				
Second Floor				
Third Floor				
Fourth Floor				
Fifth Floor				
Sixth Floor				

Location and Size of Proposed Land / Plot:

- (a) City Corporation/Municipal Corporation/Village/Ward:
- (b) CS/R S Daag Number:
- (c) Name of Mouza and Thana:
- (d) Block Number:
- (e) Seat Number:
- (f) Ward Number:
- (g) Sector Number:
- (h) Name of Road:
- (i) Land with dimensions of sides/ Size of Plot:
- (j) Land/ Existing Building in Plot/ Structure Description:

Dated :

Director (Development Control) and Member-Secretary
Large or Special Project Approval Committee
Rajdhani Unnayan Kartipakkha, Dhaka.

Copy :

1.
2.
3.

Part -3 (Form-206) (Note Rule 12)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.

Refusal of Appeal Application for Special Project Permit

Land Use
Occupancy Type

Memorandum No. – RajUK/

Date :

Appeal Application Refusal No.:

To

.....
.....
.....

Mr./Ms.

In response to the review of your application, It is to inform you that the Appeal Application for the Proposed Special Project ConApproval Committee has expressed their regret to give you your required Special Project Permit.

Location and Size of Proposed Land / Plot:

- | | |
|--|---|
| (b) City Corporation / Municipal Corporation/Village/ Ward : | (b) CS / R S Daag Number : |
| (c) Name of Mouza and Thana : | (d) Block Number : |
| (e) Seat Number : | (f) Ward Number : |
| (g) Sector Number : | (h) Name of Road : |
| (i) Land with dimensions of sides/ Size of Plot: | (j) Land/ Existing Building in Plot/ Structure Description: |

Your application for the Special Project Permit has been refused for the following mentioned reasons:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Dated :

Director (Development Control) and Member-Secretary
Large or Special Project Approval Committee
Rajdhani Unnayan Kartipakkha, Dhaka.

Copy :

- 1,
2.
3.

Form-301, 302, 303 (Note Rule 13, 14)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.

Part-1 (Form-301) (Note Rule 13)

Application for Approval of Construction

Occupancy Type

Serial

--	--	--	--

Receipt No.

--	--	--	--

1. Name of Applicant:

2. Present Address:

3. Proposed Use of Land/Plot:

4. Location and Size of Proposed Land/Plot:

- | | |
|--|---|
| (a) City Corporation/Municipal Corporation/Village/Ward: | (b) CS/R S Daag Number: |
| (c) Name of Mouza and Thana: | (d) Block Number: |
| (e) Seat Number: | (f) Ward Number: |
| (g) Sector Number: | (h) Name of Road: |
| (i) Land with dimensions of sides/Size of Plot: | (j) Land/Existing Building in Plot/Structure Description: |

5. Detailed Information of Proposed Development/Construction Work:

5.1 Type or Types of Proposed Development / Construction Work (according to description of Appendix-3).....

5.2 Detailed Description of Occupancy/ Floor Area according to type mentioned above:

- a. Area of Land/Plotsq.m.
- b. Dimensions of arms, South m, Northm, Eastm and Westm.
- c. Area of total Floors of the Project.....sq. m.
- d. In case of residential buildings, in each floor number of dwelling units/ apartments / flatsnos.
- e. Number of total dwelling units in the Projectnos.
- f. Area of covered area in the ground level of the Plotsq. meter, which ispercent of land.
- g. Total number of floors above Plinth and number of basements
- h. Floor Areas for different types of occupancy/use : (If required the List can be increased)
 - Occupancy-1 sq.m
 - Occupancy-2..... sq.m
 - Occupancy-3 sq.m
 - Occupancy-4 sq.m
 - Occupancy-5 sq.m

5.3 Width of road/s in front of plot m, at the rear m, at the left m, at the right side m.

5.4 Description of temporary/Permanent structures (if present) constructed earlier in the Site:

- a. Number of structures earlier constructed and area enclosed by those:
- b. If proposed building construction is approved, then area enclosed by the part of earlier construction which has to be demolished:

5.5 Mandatory Open Space in Proposed Site:

Front m
 Rear m
 Right m
 Left m

6. Detailed Information of Proposed Development/Construction Work:

- **Description of Building or Project to be constructed (If required the List can be increased)**

	Occupancy -1 (Sq.Meter)	Occupancy -2 (Sq.Meter)	Occupancy -3 (Sq.Meter)	Total Floor (Sq.Meter)
Basement				
Ground Floor				
First Floor				
Second Floor				
Third Floor				
Fourth Floor				
Fifth Floor				
Other Floors				

Area of Total Levels / Floorssq. m

7. List of Submitted Fee, Documents and Drawings for Construction Approval:

Serial No.	Description	Yes	No	Not Applicable
1.	Proprietor's Lease Documents/Purchase Deed/Heba/Others			
2.	Deeds and Permission Letter if allotted Land/Plot by Govt.			

3.	A Receipt of given Fee according to Rule			
4.	Land Use Clearance (where applicable)			
5.	Special Project Permit (where applicable)			
6.	Indemnity Bond (where applicable)			
7.	Soil Test Report (where applicable)			
8.	Calculation of Floor Area Ratio (FAR)			
9.	All drawings according to Rules			
10.	Measures taken according to Rules			
11.	Authority's Clearance of related issues/ Refusal Letter (where applicable)			

I/We hereby certify that, the information mentioned above fulfill the adequacy of the provisions described in the Dhaka Metropolitan City Building (Construction, Development, Conservation/ Protection and Removal) Rules, 2008 and as per my/our knowledge the given information is true. Besides, under these Rules, we will be obliged to submit any other information or documents. Due to submission of any wrong information or discrepancy even after issuing of Construction Approval, in future it can be considered annulled.

Dated:

(1) Applicant's Signature.....

Name

Address and Phone No.

.....

Owner's name /s

Address:

Attachment - 301 (Note Rule -13)
(On Tk.150/- valued non-judicial stamp)
Indemnity Bond
(For deep foundation, piling and basement)

This indemnity bond is brought about by Mr./Mrs.
Father/ Husband / Wife
Address.....Thana.....District addressed to Rajdhani Unnayan Kartipakkha.

Location of Plot:

- (a) City Corporation / Municipal Corporation/Village/ Ward :
- (b) Plot / Daag and Ledger Number (according to survey) :
- (c) Name of Mouza and Thana / Block Number :
- (d) Ward Number (where applicable) :
- (e) Name of Road :
- (f) Seat Number (where applicable) :
- (g) Sector Number :

Since, the indemnifier have submitted a Plan addressed to RajUK for the approval of deep foundation/piling / basement in the mentioned Plot and as RajUK has agreed to approve the earlier mentioned deep foundation/piling / basement as per the following conditions, hence the owner or proprietor is submitting this bond in relation to RajUK's indemnity for any kind of damage that may occur in the adjacent land during construction of such deep foundation/piling / basement.

And

Since, the indemnifier hereby has agreed to accomplish this indemnity bond, that during approval of constructing the deep foundation/piling / basement, the indemnifier will abide by all the conditions imparted by the associated Authority.

At this moment, in front of the present witnesses, the undertaking has been accomplished with the mention of the following conditions:

1. In consideration of the approval of drawings of the land proprietor, to construct deep foundation/piling / basement, the indemnifier will carry out his responsibility such that, the Authority will be kept without fault at all times and will be kept free from any type of damage or promise-boundness. On this basis, whether it is during excavation or during construction or even after the mentioned construction, if there is any reason to an injury or damage to any person or construction in the adjacent plot, or if it is an incident as a result of the construction of deep foundation/piling / basement then RajUK will be free from any of its responsibility or consequences.
2. The proprietor hereby agrees and will take responsibility, in perspective of approval given to the proprietor by authority for construction of deep foundation/piling / basement or in the perspective of construction work or the way in which by which construction work of deep foundation/piling / basement is being carried out or the situation created as a result of the mentioned approval whichever, in the incident of bringing forward a claim by persons against the Authority, the indemnifier will be considered liable and will take the responsibility.
3. The indemnifier, hereby also approves and agrees to undertake responsibility that, to fulfill the obligation to the associated Authority he will be compelled to give any amount of money as security to the associated Authority, which will have to be given to any person as compensation or demurrage by RajUK. If any legal activity is introduced regarding the construction of deep foundation/piling / basement, then the indemnifier will be compelled to give that amount too which RajUK would spend in that legal activity.
4. Without any type of abusing of the above mentioned undertaking given by the indemnifier, the indemnifier will be compelled to give full compensation to RajUK regarding this matter which would have to be paid by RajUK to a person associated regarding this incident.
5. The proprietor hereby gives his consent again and gives an undertaking that, this bond will be effective at all times and the indemnifier will abide by the conditions mentioned in it at all times.

Here, in front of all the witnesses present, the indemnifier being aware of the implications of this bond, at self-will
On this day/dated is signing this undertaking.

Indemnifier

Signature of Guarantor/ Compensator

Name

Address and Phone No.

.....
1. Signature of Witness

Name

Address and Phone No.

2. Signature of Witness

Name

Address and Phone No.

Part -2 (Form-302) (Note Rule 14)
Form-302 (Note Rule 14)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.

Construction Approval Letter
Occupancy Type

Memorandum No. – RajUK/

Date :

Construction Approval No.....

To

Considering your application datedunder the conditions described in the land/plot mentioned below and according to clause 3 of Building Construction Act, 1952 (Act No. II of 1953), forBuilding/Project construction approval has been given.

Location and Size of Proposed Land/Plot:

- | | |
|--|--|
| (a) City Corporation/Municipal Corporation/Village/Ward: | (b) CS/R S Daag Number: |
| (c) Name of Mouza and Thana: | (d) Block Number: |
| (e) Seat Number: | (f) Ward Number: |
| (g) Sector Number: | (h) Name of Road: |
| (i) Land with dimensions of sides/Size of Plot: | (j) Land/ Existing Building in Plot/Structure Description: |

Conditions:

- a. According to the approved drawing, the construction work has to be executed. If the construction work is done violating the rules of the Construction Approval Letter, then Authority can take legal measures against all who have been associated with the work.
- b. According to Building Construction Rules, before starting the construction work and after reaching the plinth level of the construction work, the whole matter should be informed to the Authority through a specific Form.
- c. Till the Occupancy Certificate has been given by the Authority in the proper method, one cannot start using the constructed building/project.
- d. The given approval for building construction does not provide any legal right, possession or proprietorship of proposed land or plot.
- e. If there is any dispute regarding the possession right of the land / plot described in the drawing or if mentioned conditions of the approval letter are violated or if the given descriptions provided by the Applicant is untrue or if any required information is kept hidden or if the drawing which has been given approval for a definite objective is used for any other objective, then according to clause 9 of Building Construction Act, 1952 (Act No. II of 1953), the approval would be considered annulled.
- f. The approval of the drawing would remain valid up to three years term from the present date of approval. Within this time, if construction work is not started, then before the time duration is over, it has to be renewed through application with submission of adequate Fees.
- g. This approval is not a hindrance for any injunction-possession by any Government, semi-government and Non-government organization. At any time, the Government can take possession of the property by injunction, there would be no hindrance to it according to prevailing laws.
- h. The work of underground level (basement) or foundation of the building will have to be completed within 2 (two) months of the commencement of work. During the construction work, necessary measures have to be taken with the aim that no damage occurs in the adjacent places/ buildings.
- i. In providing the structural design/drawings and during construction work, it has to be ensured that the rules and regulations regarding earthquake are followed properly.
- j. For any construction work, other conditions of Building Construction Act, 1952 (Act No. II of 1953) and Dhaka Metropolitan City Building (Construction, Development, Conservation and Demolition) Rules (Biddhimala), 2008 will be applicable.

Dated:

Authorized Officer and Member-Secretary
Building Construction Authority....
Rajdhani Unnayan Kartipakkha, Dhaka.

Copy :

1.
2.
3.

Attached: Approval Drawing.

Part -3 (Form-303) (Note Rule 14)
Form-303 (Note Rule 14)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.

Refusal of Construction Approval

Occupancy Type

Memorandum No. – RajUK/

Date :

Construction Approval Refusal No.....

To

.....
.....
.....

In response to the review of your application datedit is to inform you that the Authority is incapable of giving the Approval for the applied Building Construction.

Location and Size of Proposed Land / Plot:

- | | |
|--|---|
| (a) City Corporation / Municipal Corporation/Village/ Ward : | (b) CS / R S Daag Number : |
| (c) Name of Mouza and Thana : | (d) Block Number : |
| (e) Seat Number : | (f) Ward Number : |
| (g) Sector Number : | (h) Name of Road : |
| (i) Land with dimensions of sides/ Size of Plot: | (j) Land/ Existing Building in Plot/Structure |
- Description:

Your application for the Construction Approval has been refused for the following mentioned reasons:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

There is a scope to appeal against this decision according to Clause 15 of Building Construction Act, 1952 (Act No. II of 1953) 1953 (Act No. XIII of 1953) through a specified Form within 30 (thirty) days from the date of refusal.

Authorized Officer

And

Member-Secretary, Building Construction Committee.....
Rajdhani Unnayan Kartipakkha, Dhaka.

Dated :

Copy :

4.
5.
6.

. Form-304,305 and 306 (Note Rule 14)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.

Part-1 (Form-304) (Note Rule 14)

Application for Appeal against Refusal of Construction Approval Application

Occupancy Type
Construction Approval Letter Refusal No.....
Dated :

To
President
Urban Development Committee
Ministry of Housing and Public Works
Dhaka.

Sir,

I / We are making an Appeal regarding the refusal of our application by the Authority, for the construction Approval in the land / plot mentioned below

Location and Size of Proposed Land / Plot:

- | | |
|--|---|
| (c) City Corporation / Municipal Corporation/Village/ Ward : | (b) CS / R S Daag Number : |
| (c) Name of Mouza and Thana : | (d) Block Number : |
| (e) Seat Number : | (f) Ward Number : |
| (g) Sector Number : | (h) Name of Road : |
| (i) Land with dimensions of sides/ Size of Plot: | (j) Land/ Existing Building in Plot/ Structure Description: |

My / Our appeal is reviewable again in reference to the reasons mentioned below:

- 1.
- 2.
- 3.
- 4.
- 5.

Kindly, on the light of the mentioned reasons, I/ request you to recommend to the Authority our Appeal to give us the Construction Approval.

Dated:

Applicant's Signature
Name
Address and Phone Number.....
.....
.....

Attached: 1. Copy of Refusal of Construction Approval Letter.

Part -2 (Form-305) (Note Rule 14)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.

Approval of Appeal Application for Construction Approval Letter

Occupancy Type

Memorandum No. – RajUK/

Date :

Construction Approval No.....

To

Considering your Appeal Application datedunder the conditions described in the land/plot mentioned below and according to clause 3 of Building Construction Act, 1952 (Act No. II of 1953), forBuilding /Project construction approval has been given.

Location and Size of Proposed Land / Plot:

- | | |
|--|---|
| (a) City Corporation / Municipal Corporation/Village/ Ward : | (b) CS / R S Daag Number : |
| (c) Name of Mouza and Thana : | (d) Block Number : |
| (e) Seat Number : | (f) Ward Number : |
| (g) Sector Number : | (h) Name of Road : |
| (i) Land with dimensions of sides/ Size of Plot: | (j) Land/ Existing Building in Plot/Structure
Description: |

Conditions:

- a. According to the approved drawing, the construction work has to be executed. If the construction work is done violating the rules of the Construction Approval Letter, then Authority can take legal measures against all who have been associated with the work.
- b. According to Building Construction Rules, before starting the construction work and after reaching the plinth level of the construction work, the whole matter should be informed to the Authority through a specific Form.
- c. Till the Occupancy Certificate has been given by the Authority in the proper method, one cannot start using the constructed building/project.
- d. The given approval for building construction does not provide any legal right, possession or proprietorship of proposed land or plot.
- e. If there is any dispute regarding the possession right of the land / plot described in the drawing or if mentioned conditions of the approval letter are violated or if the given descriptions provided by the Applicant is untrue or if any required information is kept hidden or if the drawing which has been given approval for a definite objective is used for any other objective, then according to clause 9 of Building Construction Act, 1952 (Act No. II of 1953), the approval would be considered annulled.
- f. The approval of the drawing would remain valid up to three years term from the present date of approval. Within this time, if construction work is not started, then before the time duration is over, it has to be renewed through application with submission of adequate Fees.
- g. This approval is not a hindrance for any injunction-possession by any Government, semi-government and Non-government organization. At any time, the Government can take possession of the property by injunction, there would be no hindrance to it according to prevailing laws.
- h. The work of underground level (basement) or foundation of the building will have to be completed within 2 (two) months of the commencement of work. During the construction work, necessary measures have to be taken with the aim that no damage occurs in the adjacent places/ buildings.
- i. In providing the structural design/drawings and during construction work, it has to be ensured that the rules and regulations regarding earthquake are followed properly.
- j. For any construction work, other conditions of Building Construction Act, 1952 (Act No. II of 1953) and Dhaka Metropolitan City Building (Construction, Development, Conservation and Demolition) Rules (Biddhimala), 2008 will be applicable.

Dated:

Authorized Officer and
Member-Secretary, Building Construction Authority....
Rajdhani Unnayan Kartipakkha, Dhaka.

Copy :

1.
2.
3.

Attached: Approval Drawing.

Part -3 (Form-306) (Note Rule 14)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.

Refusal of Appeal Application for Construction Approval Letter

Occupancy Type

Memorandum No. – RajUK/

Date :
Appeal Application Refusal No.....

To
.....
.....
.....

It is to inform you that your Appeal Application for Construction Approval datedhas not been accepted. In that regard the Authority is incapable of giving the Approval for the applied Building Construction.

Location and Size of Proposed Land / Plot:

- | | |
|--|--|
| (a) City Corporation / Municipal Corporation/Village/ Ward : | (b) CS / R S Daag Number : |
| (c) Name of Mouza and Thana : | (d) Block Number : |
| (e) Seat Number : | (f) Ward Number : |
| (g) Sector Number : | (h) Name of Road : |
| (i) Land with dimensions of sides/ Size of Plot: | (j) Land/ Existing Building in Plot/Structure Description: |

Your application for the Construction Approval has been refused for the following mentioned reasons:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6

Authorized Officer
And
Member-Secretary, Building Construction Committee.....
Rajdhani Unnayan Kartipakkha, Dhaka.

Dated :

Copy :

1.
2.
3.

**. Form-307 and 308 (Note Rule 15)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.
Part-1 (Form-307) (Note Rule 15)**

Notification of Commencement of Construction Work and Consent of Technical Persons

Occupancy Type

Construction Approval No.....

Dated :

To
Authorized Officer
And
Member-Secretary, Building Construction Committee.....
Rajdhani Unnayan Kartipakkha, Dhaka.

I / We hereby inform that for building construction / re-construction/ removal or material alteration in the land / plot mentioned below, according to the received approval through memorandum no. dated, the work will begin on nextdate.

Location and Size of Proposed Land / Plot:

- | | |
|--|--|
| (a) City Corporation / Municipal Corporation/Village/ Ward : | (b) CS / R S Daag Number : |
| (c) Name of Mouza and Thana : | (d) Block Number : |
| (e) Seat Number : | (f) Ward Number : |
| (g) Sector Number : | (h) Name of Road : |
| (i) Land with dimensions of sides/ Size of Plot: | (j) Land/ Existing Building in Plot/Structure Description: |

Dated:

Signature of Applicant.....
Name
Address and Phone no.

I hereby certify my association with the above-mentioned building/project construction work.

Architect	Civil/ Structural Engineer
Signature	Signature
Name	Name
Registration no. (Professional institute).....	Registration no. (Professional institute).....
Address and Phone No.	Address and Phone No.
Dated.....	Dated

Mechanical Engineer	Electrical Engineer
Signature	Signature
Name	Name
Registration no. (Professional institute).....	Registration no. (Professional institute).....
Address and Phone No.	Address and Phone No.
Dated.....	Dated

Plumbing / Sanitary Engineer	Fire Fighting / Safety Specialist
Signature	Signature
Name	Name
Registration no. (Professional institute).....	Registration no. (Professional institute).....
Address and Phone No.	Address and Phone No.
Dated.....	Dated

Diploma Engineer	Diploma Architect
Signature	Signature
Name	Name
Registration no. (Professional institute).....	Registration no. (Professional institute).....
Address and Phone No.	Address and Phone No.
Dated.....	Dated

**Part -2 (Form-308) (Note Rule 15)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.**

Approval of Changing Technical Human Resource

Occupancy Type

Construction Approval No.....

Date :

To
Authorized Officer
And
Member-Secretary, Building Construction Committee.....
Rajdhani Unnayan Kartipakkha, Dhaka.

Building Construction work is on going in the land mentioned below according to the given Construction Approval Letter dated and given by Rajdhani Unnayan Kartipakkha.

Location and Size of Proposed Land / Plot:

- | | |
|--|--|
| (a) City Corporation / Municipal Corporation/Village/ Ward : | (b) CS / R S Daag Number : |
| (c) Name of Mouza and Thana : | (d) Block Number : |
| (e) Seat Number : | (f) Ward Number : |
| (g) Sector Number : | (h) Name of Road : |
| (i) Land with dimensions of sides/ Size of Plot: | (j) Land/ Existing Building in Plot/Structure Description: |

The technical person mentioned below (whose consent is given below) will carry out the responsibilities described by replacing the person employed previously.

Signature of Applicant.....
Name
Address and Phone no.
Dated :

I/We hereby give our consent to take part in the above mentioned Project/ Building Construction.

New Technical Person

Signature

Name

Profession.....

Registration no. (Professional institute).....

Address and Phone No.

Dated.....

Previous Technical Person

Signature of

Name

Profession.....

Registration no. (Professional institute).....

Address and Phone No.

Dated

Special Note: This will be applicable for change of each Technical Human Resource.

Form-309,310, 311 and 312 (Note Rule 15)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.

Part-1 (Form-309) (Note Rule 15)

Notification of Completion of Work up to Plinth Level

Occupancy Type

Construction Approval Letter No.....

Dated :

To
Authorized Officer
And
Member-Secretary, Building Construction Committee.....
Rajdhani Unnayan Kartipakkha, Dhaka.

I/We hereby notify that according to the approved drawing, the construction work up to Plinth Level has been completed in the building mentioned below.

Location and Size of Proposed Land / Plot:

- | | |
|---|--|
| (a) City Corporation / Municipal Corporation/Village/ Ward: | (b) CS / R S Daag Number: |
| (c) Name of Mouza and Thana: | (d) Block Number: |
| (e) Seat Number: | (f) Ward Number: |
| (g) Sector Number: | (h) Name of Road: |
| (i) Land with dimensions of sides/ Size of Plot: | (j) Land/ Existing Building in Plot/Structure Description: |

In this regard, the certificates given by the associated technical person/s have been attached herewith.

Signature of Applicant.....

Name

Address and Phone no.

.....

.....

Dated :

Attached: As described

**Part -2 (Form-310) (Note Rule 15)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.**

Report by Technical Personals regarding Work up to Plinth Level

Occupancy Type

Construction Approval No.....

Date :

To
Authorized Officer
And
Member-Secretary, Building Construction Committee.....
Rajdhani Unnayan Kartipakkha, Dhaka.

Sir,
I / We hereby certify that, in the land mentioned below according to the given Construction Approval No. dated
..... by the Authority the work up to the Plinth Level of the mentioned building / Project has been completed under my
/our supervision .

Location and Size of Proposed Land / Plot:

- | | |
|--|--|
| (a) City Corporation / Municipal Corporation/Village/ Ward : | (b) CS / R S Daag Number : |
| (c) Name of Mouza and Thana : | (d) Block Number : |
| (e) Seat Number : | (f) Ward Number : |
| (g) Sector Number : | (h) Name of Road : |
| (i) Land with dimensions of sides/ Size of Plot: | (j) Land/ Existing Building in Plot/Structure Description: |

Signature (Architect/ Engineer)
Name
Profession
Registration no. (Professional institute).....
Address and Phone No.
.....
Dated.....

Attached: Detailed Report.

Part -3 (Form-311) (Note Rule 15)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.

Consent Letter for Work Following Plinth Level

Occupancy Type

Memorandum No. – RajUK/

Date :
Construction Approval No.....

To
.....
.....
.....

Sir/ Madam

In reference to your application dated regarding notification of completion of work up to plinth level, it is to inform you that consent has been given to proceed the next phase of construction work after plinth level in the under construction building in the mentioned land.

Location and Size of Proposed Land / Plot:

- | | |
|--|--|
| (a) City Corporation / Municipal Corporation/Village/ Ward : | (b) CS / R S Daag Number : |
| (c) Name of Mouza and Thana : | (d) Block Number : |
| (e) Seat Number : | (f) Ward Number : |
| (g) Sector Number : | (h) Name of Road : |
| (i) Land with dimensions of sides/ Size of Plot: | (j) Land/ Existing Building in Plot/Structure Description: |

Dated

Authorized Officer
And
Member-Secretary, Building Construction Committee.....
Rajdhani Unnayan Kartipakkha, Dhaka.

Copy :

1.
2.
3.

Part - 4 (Form-312) (Note Rule 15)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.

Letter of Dissent for Work Following Plinth Level

Occupancy Type

Memorandum No. – RajUK/

Date :
Construction Approval No.....

To
.....
.....
.....

Sir/ Madam

In reference to your application dated regarding notification of completion of work up to plinth level, it is to inform you that dissent has been given to proceed the next phase of construction work after plinth level in the under construction building in the mentioned land due to inconformity of the work according to the approved drawing.

Location and Size of Proposed Land / Plot:

- | | |
|--|--|
| (a) City Corporation / Municipal Corporation/Village/ Ward : | (b) CS / R S Daag Number : |
| (c) Name of Mouza and Thana : | (d) Block Number : |
| (e) Seat Number : | (f) Ward Number : |
| (g) Sector Number : | (h) Name of Road : |
| (i) Land with dimensions of sides/ Size of Plot: | (j) Land/ Existing Building in Plot/Structure Description: |

Regarding the advancement of construction work after plinth level your application for the letter of consent has been refused for the reasons described below:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

You have to apply again to the Authority for the Consent Letter regarding advancement of construction work after completing the work up to plinth level according to the approved drawing.

Authorized Officer

And

Member-Secretary, Building Construction Committee.....
Rajdhani Unnayan Kartipakkha, Dhaka.

Dated :

Copy :

1.
2.
3.

. Form-313 (Note Rule 16)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.

Certificate of Supervision of Partial Work

Construction Approval No.....
Date :

To
Authorized Officer
And
Member-Secretary, Building Construction Committee.....
Rajdhani Unnayan Kartipakkha, Dhaka.

Sir,
I hereby certify that, in the land mentioned below, according to the given Construction Approval No. dated I have supervised the construction work of the building partially. The duration date of my supervision was from to The report of the constructed building / project within the mentioned time frame has been attached herewith.

Location and Size of Proposed Land / Plot:

- | | |
|--|--|
| (a) City Corporation / Municipal Corporation/Village/ Ward : | (b) CS / R S Daag Number : |
| (c) Name of Mouza and Thana : | (d) Block Number : |
| (e) Seat Number : | (f) Ward Number : |
| (g) Sector Number : | (h) Name of Road : |
| (i) Land with dimensions of sides/ Size of Plot: | (j) Land/ Existing Building in Plot/Structure Description: |

Signature (Architect/ Engineer)
Name
Profession
Registration no. (Professional institute).....
Address and Phone No.
.....
Dated.....

Attached: Detailed Report of supervision of partial work.

Form-401, 402, 403 and 404 (Note Rule 19)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.

Part-1 (Form-401) (Note Rule 19)

Application for Completion Report and Occupancy Certificate

(Fully completed / Partially Completed)

Occupancy Type

Construction Approval Letter No.....

Dated :

To
Authorized Officer
And
Member-Secretary, Building Construction Committee.....
Rajdhani Unnayan Kartipakkha, Dhaka.

I /We hereby notify your office that according to the Building Construction Approval Letter datedapproved by RajUK, the construction work of the Building Project has been completed. In this regard, Report of associated technical / professional persons, Copy of the original drawing signed by them, Report, 4 (Four) Lists of drawings of the completed building have been attached herewith.

I / We are applying for supervision of the Building /Project by your organization and following that for the Occupancy Certificate.

Location and Size of Proposed Land / Plot:

- | | |
|--|--|
| (a) City Corporation / Municipal Corporation/Village/ Ward : | (b) CS / R S Daag Number : |
| (c) Name of Mouza and Thana : | (d) Block Number : |
| (e) Seat Number : | (f) Ward Number : |
| (g) Sector Number : | (h) Name of Road : |
| (i) Land with dimensions of sides/ Size of Plot: | (j) Land/ Existing Building in Plot/Structure Description: |

I / We hereby certify that, the following information fulfill the different conditions of the Building Construction Rules (Biddhimala).

Description of Building Floor / Part for competency of Occupancy (Full Completed / Partially Completed)
(According to need the Chart can be expanded)

Chart

Signature of Applicant.....

Name

Address and Phone no.

.....

.....

Dated :

**Part -2 (Form-402) (Note Rule 19)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.**

Certificate by Technical Personals

Occupancy Type

Construction Approval No.....

Date :

To
Authorized Officer
And
Member-Secretary, Building Construction Committee.....
Rajdhani Unnayan Kartipakkha, Dhaka.

Sir,
I / We (architect / engineer) Registration No.
.....hereby certify that, in the land mentioned below Construction work has been completed under my /our
supervision .

Location and Size of Proposed Land / Plot:

- | | |
|--|--|
| (a) City Corporation / Municipal Corporation/Village/ Ward : | (b) CS / R S Daag Number : |
| (c) Name of Mouza and Thana : | (d) Block Number : |
| (e) Seat Number : | (f) Ward Number : |
| (g) Sector Number : | (h) Name of Road : |
| (i) Land with dimensions of sides/ Size of Plot: | (j) Land/ Existing Building in Plot/Structure Description: |

I / We were engaged to undertake the responsibility of supervision for the above mentioned Building/ Project from the date of

I/We hereby certify that according to Construction Approval Letter no. dated and according to the placed information in the above chart, the construction of the Building / Project has been completed as per approved drawing and specification.

Signature (architect)
Name
Registration no. (Professional institute).....
Address and Phone No.
.....
.....
Dated.....

Signature (engineer)
Name
Registration no. (Professional institute).....
Address and Phone No.
.....
.....
Dated

Attached: Detailed Report

List of other Technical Persons Employed in the Construction Work:

Architect

Construction Supervision
Signature
Name
Registration no. (Professional institute).....
Address and Phone No.
.....
Dated.....

Civil/ Structural Engineer

Construction Supervision
Signature
Name
Registration no. (Professional institute).....
Address and Phone No.
.....
Dated

Mechanical Engineer

Construction Supervision
Signature
Name
Registration no. (Professional institute).....
Address and Phone No.
.....
Dated.....

Electrical Engineer

Construction Supervision
Signature
Name
Registration no. (Professional institute).....
Address and Phone No.
.....
Dated

Plumbing / Sanitary Engineer

Construction Supervision
Signature
Name
Registration no. (Professional institute).....
Address and Phone No.
.....
Dated.....

Fire Fighting / Safety Specialist

Construction Supervision
Signature
Name
Registration no. (Professional institute).....
Address and Phone No.
.....
Dated

Diploma Engineer

Construction Supervision
Signature
Name
Registration no. (Professional institute).....
Address and Phone No.
.....
Dated.....

Diploma Architect

Construction Supervision
Signature
Name
Registration no. (Professional institute).....
Address and Phone No.
.....
Dated

Attached: Certificate of Supervision

Part -3 (Form-403) (Note Rule 19)

**Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.**

Occupancy Certificate

Occupancy Type

Memorandum No. – RajUK/

Date :
Construction Approval No.....
Occupancy Certificate No.

To

.....
.....
.....

Sir/ Madam

In reference to your notification of construction completion dated it is hereby certified that , the building located in the mentioned land has been supervised. Since the structural safety of the building and exterior and interior conforms good physical shape according to the Rules (Biddhimala), Approved Drawings and description of the Codes, hence it is declared suitable for its partial / full occupancy.

Description of usable Floor / portion of constructed building:

Duration of validitydaymonthyear

This certificate will have to be displayed in a convenient place at the ground floor of the constructed building, so that it is easily visible to the Officers- employees of the Authority and to the general public.

Location and Size of Proposed Land / Plot:

- | | |
|--|--|
| (a) City Corporation / Municipal Corporation/Village/ Ward : | (b) CS / R S Daag Number : |
| (c) Name of Mouza and Thana : | (d) Block Number : |
| (e) Seat Number : | (f) Ward Number : |
| (g) Sector Number : | (h) Name of Road : |
| (i) Land with dimensions of sides/ Size of Plot: | (j) Land/ Existing Building in Plot/Structure Description: |

Dated

Authorized Officer
And
Member-Secretary, Building Construction Committee.....
Rajdhani Unnayan Kartipakkha, Dhaka.

Copy :

1.
2.
3.

Part - 4 (Form-404) (Note Rule 19)

**Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.**

Refusal Letter against Application of Occupancy Certificate

Occupancy Type

Memorandum No. – RajUK/

Date :
Construction Approval No.....
Occupancy Certificate Dissent No.

To

.....
.....
.....

In reference to your notification of construction completion dated and number, it is being informed to you that supervision has been done to evaluate whether construction, structural safety, health related matters of the mentioned building / project have been included properly. In regard to overall review, it is to inform you that due to the following reasons, at present, the occupancy certificate of the mentioned building/project cannot be given.

Reasons:

- 1.
- 2.
- 3.
- 4.
- 5.

Location and Size of Proposed Land / Plot:

- | | |
|--|--|
| (a) City Corporation / Municipal Corporation/Village/ Ward : | (b) CS / R S Daag Number : |
| (c) Name of Mouza and Thana : | (d) Block Number : |
| (e) Seat Number : | (f) Ward Number : |
| (g) Sector Number : | (h) Name of Road : |
| (i) Land with dimensions of sides/ Size of Plot: | (j) Land/ Existing Building in Plot/Structure Description: |

Authorized Officer

And

Member-Secretary, Building Construction Committee.....
Rajdhani Unnayan Kartipakkha, Dhaka.

Dated :

Form- 405 (Note Rule 19)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.

Re-application against Refusal of Occupancy Certificate

Occupancy Type

Construction Approval No.....
Occupancy Certificate Refusal No.
Date :

To
Authorized Officer
And
Member-Secretary, Building Construction Committee.....
Rajdhani Unnayan Kartipakkha, Dhaka.

Sir,

I/ We am /are re-applying for Occupancy Certificate in reference to the construction completion notification letter dated of the mentioned building / project according to Approval letter no.and dated The building / project has been constructed as per the Rules (Biddhimala) fulfilling the inclusion of structural safety and health related matters in the building.

We will be obliged if you reconsider the issuing of my / our Occupancy Certificate of the building/project, bringing into notice the following matters.

- 1.
- 2.
- 3.
- 4.
- 5.

Location and Size of Proposed Land / Plot:

- | | |
|--|--|
| (a) City Corporation / Municipal Corporation/Village/ Ward : | (b) CS / R S Daag Number : |
| (c) Name of Mouza and Thana : | (d) Block Number : |
| (e) Seat Number : | (f) Ward Number : |
| (g) Sector Number : | (h) Name of Road : |
| (i) Land with dimensions of sides/ Size of Plot: | (j) Land/ Existing Building in Plot/Structure Description: |

Signature of Applicant.....
Name
Address and Phone no.
.....
Dated :

Attached: Refusal Letter of Occupancy Certificate

Form- 406 (Note Rule 23)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.

Application for Renewal of Occupancy Certificate

Occupancy Type

Construction Approval No.....

Occupancy Certificate No.

Date :

To
Authorized Officer
And
Member-Secretary, Building Construction Committee.....
Rajdhani Unnayan Kartipakkha, Dhaka.

Sir,

I/ We am /are applying for Renewal of the given Occupancy Certificate dated No.for the building/project constructed / located in the land mentioned below.

Location and Size of Proposed Land / Plot:

(a) City Corporation / Municipal Corporation/Village/ Ward :

(c) Name of Mouza and Thana :

(e) Seat Number :

(g) Sector Number :

(i) Land with dimensions of sides/ Size of Plot:

(b) CS / R S Daag Number :

(d) Block Number :

(f) Ward Number :

(h) Name of Road :

(j) Land/ Existing Building in Plot/Structure Description:

Signature of Applicant.....

Name

Address and Phone no.

.....

Dated :

Attached: Copy of original Occupancy Certificate

Form- 407 and 408 (Note Rule 23)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.
Part-1 (Form-407) (Note Rule 23)

Renewal of Occupancy Certificate

Occupancy Type

Memorandum No. – RajUK/

Date :

Construction Approval No.....

Occupancy Certificate No.

To

.....
.....
.....

In reference to your application, through the Occupancy Certificate No.dated the Occupancy Certificate given for the building/project constructed / located in the land mentioned below has been renewed up to next day monthyear.

Location and Size of Proposed Land / Plot:

(a) City Corporation / Municipal Corporation/Village/ Ward :

(b) CS / R S Daag Number :

(c) Name of Mouza and Thana :

(d) Block Number :

(e) Seat Number :

(f) Ward Number :

(g) Sector Number :

(h) Name of Road :

(i) Land with dimensions of sides/ Size of Plot:

(j) Land/ Existing Building in Plot/Structure Description:

Authorized Officer

And

Member-Secretary, Building Construction Committee.....

Rajdhani Unnayan Kartipakkha, Dhaka.

Dated :

Copy :

1.

2.

3.

Part-2 (Form-408) (Note Rule 23)
Rajdhani Unnayan Kartipakkha
Development Control Branch
RajUK Bhaban, Dhaka-1000.
Refusal of Application for Renewal of Occupancy Certificate

Occupancy Type

Memorandum No. – RajUK/

Date :
Construction Approval No.....
Occupancy Certificate \Renewal Refusal No.

To

.....
.....
.....

In reference to your application, through the Occupancy Certificate No.dated the Occupancy Certificate given for the constructed / located building/Project in the land mentioned below cannot be renewed for the infringement /violation of the identified rules mentioned below or for unapproved use /occupancy.

Reasons:

- 1.
- 2.
- 3.
- 4.
- 5.

Location and Size of Proposed Land / Plot:

- | | |
|--|--|
| (a) City Corporation / Municipal Corporation/Village/ Ward : | (b) CS / R S Daag Number : |
| (c) Name of Mouza and Thana : | (d) Block Number : |
| (e) Seat Number : | (f) Ward Number : |
| (g) Sector Number : | (h) Name of Road : |
| (i) Land with dimensions of sides/ Size of Plot: | (j) Land/ Existing Building in Plot/Structure Description: |

For the infringement/violation of these rules or unapproved use/occupancy, the Authority will take legal measures against you.

Authorized Officer
And
Member-Secretary, Building Construction Committee.....
Rajdhani Unnayan Kartipakkha, Dhaka.

Dated :

Copy :

1.
2.
3.

In accordance with a decree of the President
A S M Rashidul Hai
Secretary

A. K. M Rafiqul Islam, (Deputy Secretary), Deputy-Controller, Printed by Bangladesh Government Press, Dhaka.
Md. Akhter Hossain, (Deputy Secretary), Deputy-Controller, Printed by Bangladesh Form and Printers Office, Tejgaon.

**Rajdhani Unnayan Kartipakkha
Development Control Branch
Checklist of Application for Construction Approval
Part -1 (To be attached with Form 301)**

Complete and Flawless Application would be resolved within 45 working days of its receipt.

Serial No.	Description of Required Information and Documents	Attached / Mentioned	Comment
01.	Complete and Signed Application Letter and Bank Receipt		
02.	Deed documents related to Ownership of Proposed Land		
a.	Copy of Deed Document (Attested)		
b.	D.C. R (Attested Copy)		
c.	Mutation Letter, Settlement Record Letter (Attested Copy)		
d.	Proposal Letter of Mutation (Attested Copy)		
e.	Certified Copy of Power of Attorney		
f.	Receipt of Revenue Ledger (Land Tax) (Attested Copy)		
03.	Land Use Clearance or No objection Letter of Government Organization		
04.	Special Project Permit Approval (where applicable)		
05.	No Objection Letter of KPIDC (where applicable)		
06.	In case of Multi-storied Building Construction required Permits (environment, Fire, WASA, Electricity, City Corporation, Titas, DC Traffic, Dhaka Traffic Co-ordination Board, Civil Aviation Authority) of different Department/Organization		
07.	No Objection Letter of National Housing Authority (where applicable)		
08.	Permission Letter of Ministry of Housing and Public Works (where applicable)		
09.	Division/Unified drawing approved by Ministry of Housing and Public Works and RajUK along with Approval Letter (where applicable)		
10.	Bank Receipt of specified Fee deposit for Drawing Approval		
11.	Calculation of Floor Area Ratio (FAR)		
12.	In case of Deep Foundation, Piling, Basement or Underground Floor construction the compensation bond (where applicable) given in Attachment 301 signed by the Applicant		
13.	Soil Test Report (According to direction of Special Project Permit, where applicable)		
14.	According to Rule 13, 8 sets Architectural drawings (Owner's name, unprinted signature and unprinted signature of technical person/persons, name, address, telephone number, membership number of professional institution and registration number to be mentioned in drawings)		
15.	Site Plan and Lay-out Drawing according to Rule 13 (7,8)		
16.	According to Rule 13 (9,10,11,12)		
	a) Floor Plan		
	b) Parking Plan		
	c) Vertical and Horizontal, two sections		
	d) Elevation		
17.	Where applicable, according to Rule 43, as a proof of appointed architects' experience, the copy of registration certificate as a technical personnel in the associated professional institution.		
18.	Prior to the commencement of work of the proposed building, the pre-existing building/installation would be removed, such an undertaking (where applicable) in a non-judicial stamp of value Tk.150/- to this effect.		

19. On this date all information and papers have been received.

Signature of Applicant

Signature of Recipient

Name:

Name, Designation and Seal

Address:

Date:

Telephone Number: