

INSTRUCTIONS TO THE APPLICANTS UNDER BRS

1. Read the Rules mentioned in G O M S No 152 MA&UD dated 02.11.2015 carefully. .
2. Ensure that your Building falls in the applicable categories for regulation of unauthorized Constructions.
3. Read the application form carefully and fill up all the columns correctly.
4. Obtain the market value certificate of your land from the concerned sub-registrar office to know the market value of your plot/land as on 28.10.2015 in Rs. Per Sq. Yd.
5. The application requires a list of documents to be enclosed. Ensure that all the documents required are enclosed to the application.
6. If you need any assistance, you may take the help of the Licensed Technical Personnel authorized by the competent authority or registered Architects to guide you in filling up the Application Form, calculation of the penalization charges payable and preparation of the required plans.
7. Irrespective of the height of the building, necessary certificate from licensed structural engineers (In case of high rise building) / licensed engineer (in case of non high rise building) as the case may be with regard to structural safety compliance of such buildings need to be submitted.
8. Prior clearance is required from Fire Services Department and Airport Authority of India as per rule no. 4 of GO 152. Ensure that these NOC's are submitted within the stipulated time.
9. HMDA is making online payments enabled. Payment modes may be Credit Card, Debit Card, Net Banking, RTGS/NEFT & eCollection Payment Advise (equivalent to CASH challan).
10. Ensure that the Application is submitted before the last date fixed for receipt of Applications.
11. Before submitting the Application at the places designated by the Competent Authority make sure that you have made a copy of filled in Application Form for your record.
12. Fill the Online application carefully for the content and upload the required scanned documents and submit. You may print the Acknowledgment online after viewing the submitted application form in your Dashboard.
13. For future Correspondence with the Competent Authority the Online Application Number may be quoted.