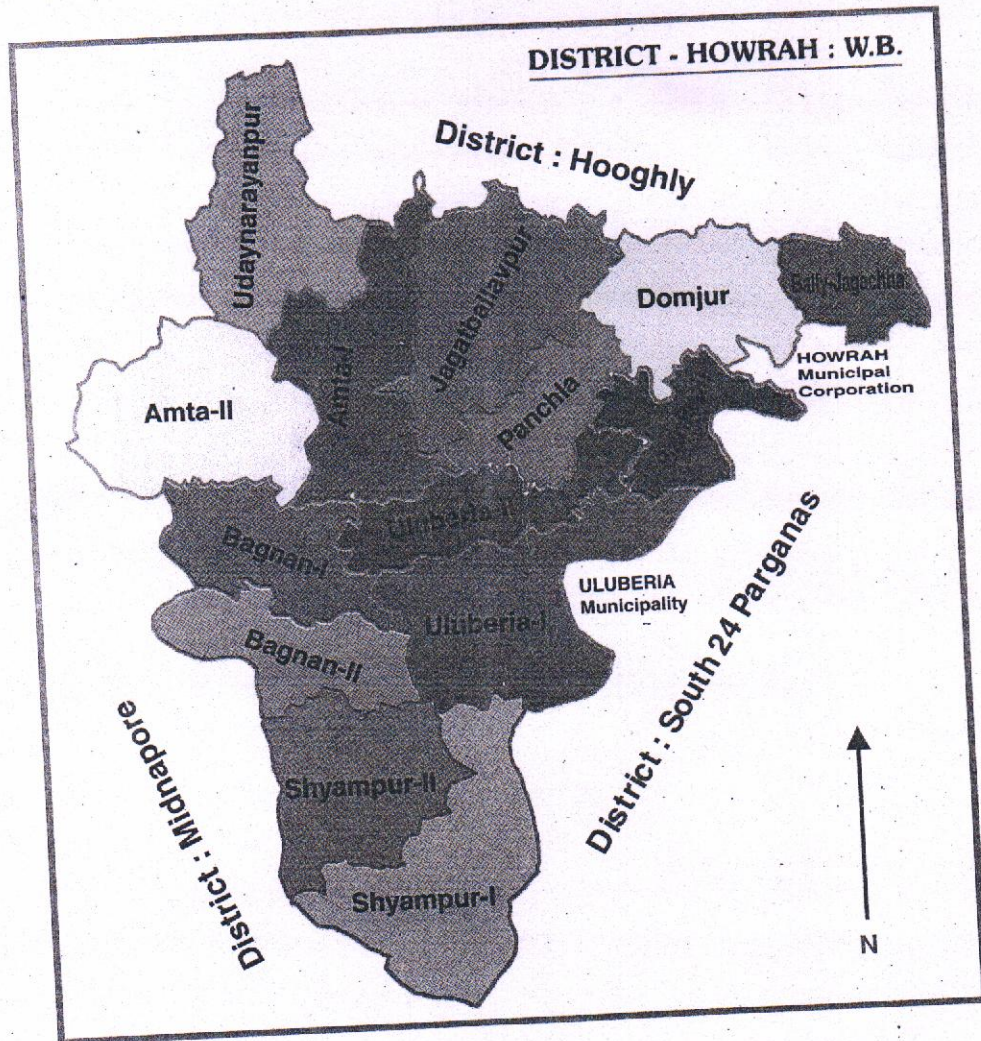


BYE LAW 2005



HOWRAH ZILLA PARISHAD

10, Biplabi Haren Ghosh Sarani
Howrah - 711 101

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HOWRAH ZILLA PARISHAD

10, Biplabi Haren Ghosh Sarani, Howrah-1

NOTIFICATION

No.1362/HZP Dated 19th December 2005,-WHEREAS in exercise of the power conferred by the section 223 of the West Bengal Panchayat Act 1973, the Zilla Parishad in its general meeting held on 9th September 2005 has adopted its Bye-Law, after complying with the procedures prescribed by the Government and in pursuance of the rules in force in this regard.

Now, therefore, I am directed to say that the Bye-Law of the Zilla parishad which will be called **Howrah Zilla Parishad Bye Law** – will come into force from 10th September 2005 and it will extend to the whole of Howrah Zilla Parishad as decided in the general meeting of the Zilla Parishad held on 9th September 2005.

The copies of the Bye-Law of the Zilla Parishad will be published and sent to the offices of the Gram Panchayats, Panchayat Samitis, Sub-Divisional officers, District Magistrate, District Land & Land Reforms Officer etc.

By order of the Zilla Parishad

Handwritten signature
19/12/05

District Magistrate, Howrah
& Executive officer
Howrah Zilla Parishad

CHAPTER - I

The bye-Law is made by the Howrah Zilla Parishad under Sec 223 of the West Bengal Panchayat Act 1973 read with Sec-181 of West Bengal Panchayat Act 1973 and Rule 90(4) of West Bengal (Zilla Parishad and Panchayat Samiti) Accounts & Finance Rule 2003 to impose Fee, Rate, Charge, Surcharge etc. for the purpose of raising fund and building assets in order to discharge responsibilities as laid down under Sec 153 of West Bengal Panchayat Act 1973 and also the delegated power conferred by K.M.D.A to Howrah Zilla Parishad under Town & Country Planning Act 1979 vide Letter No. 1224/CMDA/Sectt/1-98/85-PT dt 24.12.1985.

Bye-Law of Howrah Zilla Parishad

- 1) The Bye-Law will be recognized as "Howrah Zilla Parishad Bye-Law".
- 2) The Bye Law will be applicable to the entire area under jurisdiction of Howrah Zilla Parishad.
- 3) The Bye Law will come into effect from the date as resolved in the General Meeting of Howrah Zilla Parishad.

Leasing / Licensing of immovable property of Howrah Zilla Parishad.

1. i) Leasing / Licensing of immovable property.

The Parishad may issue lease / licence on any immovable property vested in it or placed under it's control and management for a term not exceeding 5 (five) years for carrying out activities of socio-economic importance on payment of annual lease / licence fee and on such terms & conditions as it may determine at its meeting and such lease / licence can not be issued to the same person for more than 10 years. However, long-term lease may be given to Govt. / Semi Govt. Organization with the approval of Howrah Zilla Parishad. Renewal shall be made subject to fulfillment of prevailing terms and conditions and Payment to enhanced Licence fee. In case of any dispute Howrah Zilla Parishad will take decision.

- ii) Priority in granting lease / licence of land of Howrah Zilla Parishad shall be given to the immediate adjoining landowner, if several persons apply for grand of licence for same land. If the adjoining owner is unwilling to take lease / licence of the land it will be open for the Howrah Zilla Parishad to grant lease / licence to others provided the access to the adjoining owner of the Howrah Zilla Parishad land shall not be obstructed. If one out of two adjoining landowners applies for grant of lease / licence, he will be granted lease / licence without causing obstruction to the access of the other adjoining landowner. If both the adjoining landowners apply for grant of lease / licence Howrah Zilla Parishad may in its discretion grant lease / licence to either of them or both without causing inconveniences to egress and ingress to any adjoining land owner.

- iii) Under no circumstances, the nature and character of Howrah Zilla Parishad land shall be changed. In the event of any change of nature and character of leased out / licenced land, necessary action will be taken as per existing statutory provision.
- iv) After expiry of the period of lease / licence, the possession of Howrah Zilla Parishad land shall be deemed to have been vested in the authority of Howrah Zilla Parishad and in the event of renewal of Lease / Licence or grant of fresh Lease / Licence, the possession is required to be given to the lessee / licensee afresh.
- v) For fresh licence after expiry of 10 years (for the same person) this Parishad may consider for handing over Licence to the family members of the old lessee, (family member includes Wife / Husband / Son / Unmarried daughter) but this is not mandatory. In this case a fresh application form is to be submitted by the concerned member of the family to this Parishad for consideration of licence.
- vi) The lease / licence shall only be entitled to use the land for own purpose on permissive basis and the lessee / licensee under no circumstances shall be entitled to transfer or sell or let out whole or any portion of the leased / licenced land to any third party / outsiders and if it is detected that the lessee / licensee has transferred sold / let out possession to third party Howrah Zilla Parishad shall take over possession terminating the Lease / Licence unilaterally. In addition to that Howrah Zilla Parishad may impose penalty as will be decided in its meeting.
- vii) Under no circumstances person / lessee concerned will be entitled to transfer the possession of the land to other persons.

2. Licence Fee

- i) Application form will have to be submitted by the applicant for temporary licence of Howrah Zilla Parishad land, which is available at a cost of Rs.250/- (Two hundred & fifty only) from this office.
- ii) An undertaking will have to be submitted by the licensee before renewal of the licenced land in the prescribed form, supplied by Howrah Zilla Parishad office, and which will be duly recommended by Pradhan of concerned Gram Panchayat / Sabhapati of concerned Panchayat Samiti/ Local Zilla Parishad member.
- iii) The licence fees for the following roads are as a follow :-

a) Bagnan St. Road	Rs. 3600/- katha / year
b) Howrah - Amta Road	Rs. 3600/- katha / year
c) Narendrapur Amta Road	Rs. 3600/- katha / year
d) Domjur - Bauria Road	Rs. 3600/- katha / year
e) Bedman's Bunds	Rs. 2800/- katha / year
f) Sarat Ch. Chatterjee Road	Rs. 2800/- katha / year

- g) Other Howrah Zilla Parishad Roads Rs. 1400/- katha / year

After completion of the year of licence, these fees will be cash handed as per usual rule of Howrah Zilla Parishad.

- iv) If a licensee wants to construct a temporary structure over the licensed land then the licensee shall submit a plan in triplicate to the DE, HZP for approval and the development fee for the said structure will be as follows :-

- | | |
|------------------------------|------------------------|
| a) Bagnan St. Road | @ Rs. 24/- per sq. ft. |
| b) Howrah - Amta Road | @ Rs. 24/- per sq. ft. |
| c) Narendrapur Amta Road | @ Rs. 24/- per sq. ft. |
| d) Domjur - Bauria Road | @ Rs. 24/- per sq. ft. |
| e) Bedman's Bunds | @ Rs. 15/- per sq. ft. |
| f) Sarat Ch. Chatterjee Road | @ Rs. 15/- per sq. ft. |
| g) Other Z. P. Roads | @ Rs. 15/- per sq. ft. |

For any unauthorised construction fine will be Double the development fees as stated above.

- v) If the licensee wants to change the name after completion of 10 years of licence in favour of the person who does not belong to his/her family as prescribed in the undertaking, then the development fees will be charged as per discretion of the authority of this Parishad which are given below.

- | | |
|--------------------------|--------------|
| a) Bagnan St. Road | Rs. 50,000/- |
| b) Howrah - Amta Road | Rs. 50,000/- |
| c) Narendrapur Amta Road | Rs. 15,000/- |
| d) Domjur - Bauria Road | Rs. 15,000/- |
| e) Other Roads | Rs. 10,000/- |

This Parishad may lease / licence out its own land in favour of any philanthropic institution like Library, School, College, Club, Sports complex etc. having statutory recognition for the public interest not by specific name of the organization but in the title of the head of these institutions as President / Secretary / Trustees / Administrator etc. as statutorily recognised.

For Business / Commercial purpose this Parishad may lease / licence out its own land in the title of the business firm (mentioning the name of the partners or proprietors).

3. Lease is to be renewed :-

- i) In case of death of any partner, the other partner / partners may continue the lease / licence for his / their names, after production of heirship certificate according to law and Howrah Zilla Parishad shall consider the reconstituted partnership in accordance with law, similarly the Howrah Zilla Parishad may also consider the case of retirement, dissolution etc. according to the provision of Indian Partnership Act.

CHAPTER – II

Leasing of Ferry, Registration of boats and Levy of tolls etc.

1. Leasing of Ferry

i) The Parishad may issue lease on ferry vested in it or placed under its control and management for a term normally of one year on payment of annual lease rent and on such terms & conditions executed by an agreement as it may determine at its meeting. But the term may be increased after taking necessary resolution in Zilla Parishad meeting. After the expiry of lease period and until the Zilla Parishad takes over the control of ferry from the ex-lessee, the ex-lessee will have to run the ferry and pay compensation at existing rate as per direction of Zilla Parishad.

ii) Open bid for issuing lease for ferry Ghat : The lease for ferry Ghat shall be issued to the highest bidder in an open bid.

Provided that preference should be given for settlement of ferries with local Boatman's co-operative Society or partnership concern formed of local boatman and hereditary patani. If there is only one such co-operative society or partnership concern in the locality, settlement shall be made with such co-operative society or partnership concern on the basis of economic rent to be determined by collector on the basis of 25% of the average of net income of preceding three years and in such event no tender needs be invited.

iii) There shall be an agreement between the lessee and the Howrah Zilla Parishad.

Registration of Boats

Fees for Registration of Boats

The owner of every boat specified below which is kept or is used in the ordinary course of business or which has been let for hire within or without the jurisdiction of the Parishad shall apply for registration of such boat to the Parishad and shall pay the following annual fee for such registration & renewal under Sec. 181(1)(c)(i) of West Bengal Panchayat Act, 1973.

(a)	A passenger Boat plied by one (1) Malla	Rs. 10.00
(b)	A passenger Boat plied by two (2) Mallas	Rs. 20.00
(c)	A passenger Boat plied by three (3) Mallas	Rs. 30.00
(d)	A Cargo boat plied by Mallas numbering upto four	Rs. 40.00
(e)	A Cargo boat plied by Mallas numbering more than four	Rs. 100.00
(f)	A Cargo boat	Rs. 300.00

(g)	Launch or a Passenger boat carrying capacity of 50 Passengers	Rs. 300.00
(h)	Launch or a Passenger boat carrying capacity of above 50 Passengers	Rs. 500.00

The Registration No. shall be noted on the Boat at a conspicuous place.

3. Lessee / owner bound by condition of Registration

The lessee / owner of a boat so registered, shall be bound by the conditions of the registration granted to the owner/lessee.

Levy of tolls on roads and ferries

4. Every person crossing a ferry established by the Parishad or under its management shall pay a toll under Sec. 181(1)(b) of West Bengal Panchayat Act 1973. (for each case in Rs.)

1.	For each person above 8 with load of 20 Kgs / by-cycle / cycle Rickshaw or Van Rickshaw	1.00
2.	For each person above 8 with load above 20 Kgs upto 100 Kgs / by-cycle / cycle Rickshaw or Van Rickshaw	1.50
3.	For each person above 8 with load above 100 Kgs / by-cycle / cycle Rickshaw or Van Rickshaw	3.00
4.	Cattle / Motor Cycle / Motor Rickshaw	2.00
5.	Motor Car / Tracker / Matador van / Tractor with Trailer	15.00
6.	Cattle driven cart / Auto Rickshaw / Tractor without Trailer / Power Tiller	10.00
7.	Empty Mini Bus / Bus / Lorry	25.00
8.	Mini Bus / Bus / Lorry with passenger or goods	50.00

The rate of toll shall be displayed on both side of Ferry Ghat.

5. At every toll bar established by the Parishad on any road (Excepting Kancha or village road) or any bridge vested in or managed by it, a toll shall be paid at the following rates for a motor lorry, truck, tractor, with or without trailer, trekker, matador and delivery van by the person in charge of the vehicle under Section 181(1)(a) of the Act XLI of 1973.

		Each trip (in Rs.)
1.	Motor Lorry / Truck Tractor (with goods)	25.00
2.	Tractor with Trailer	10.00
3.	Trekker / Matador van / Delivery van (with goods)	10.00

Fairs & Melas

6. i) Licence for fairs & melas

The owner or licensee of every fair or mela or the owner or licensee of a land intending to hold a fair or mela thereon shall, under Section 181(1)(c)(3) and 162 of West Bengal Panchayat Act, 1973, shall apply to the Parishad for a licensee and shall pay a fee Rs. 500 per day.

ii) Licensee bound by the condition of License

The licensee shall be bound by the conditions of the licence granted to the licensee.

Levy of Fee for providing sanitary arrangements at places of worship, pilgrimages, fairs and melas

7. Fees for providing sanitary arrangements

For providing arrangements of water, sanitation, parking place etc. at any place of worship or pilgrimage or tourist attraction, fees at the following rates shall be charged under 181(1)(c)(2) of the West Bengal Panchayat Act 1973 from the pilgrims, the person in charge of an animal and the vendor, as the case may be, visiting or staying in the place shall be charged on the following rates for urinal & latrine.

1. Person above 12 years of age	Rs. 1.00 per head
2. Hawker & Trader without stall	Rs. 5.00 per head
3. Hawker & Trader with stall	Rs. 10.00 per stall

HEALTH

8. Howrah Zilla Parishad shall run its medical unit according to the policy and scheme adopted from time to time by running charitable dispensary in rural area or in such other places as the Parishad shall decide from time to time.
9. Howrah Zilla Parishad shall also in order to give medical assistance to people, arrange for issuing tickets at a minimum rate of Rs. 2/- per ticket on each day for each patient and in regard to upward revision, enhancement can be made upto Rs. 5/- subject to resolution taken in Howrah Zilla Parishad Meeting.

HAT & MARKET

10. Zilla Parishad may supervise, acquire and maintain any village hat and market according to Section 153(vii) of the West Bengal Panchayat Act 1973.

11. Zilla Parishad shall be entitled to charge or levy development fees for traders of Market/hat situated on its own land or any other land acquired & maintained by Zilla Parishad at a rate be fixed by Zilla Parishad in its meeting which shall be reviewed from time to time. There shall be an agreement between the traders and the Zilla Parishad on such terms & conditions as may be determined by Zilla Parishad.
12. Zilla Parishad shall charge a non-refundable fee for Registration and renewal from the registered Zilla Parishad Contractor at the rates stated below in terms of Rule 90(4) of the West Bengal Panchayat (Zilla Parishad & Panchayat Samiti) Accounts and Finance Rules 2003 read with Sect. 224 of West Bengal Panchayat Act 1973.

		Registration (in Rs.)	Renewal (in Rs.)
1.	For "A" class contractor	20,000	10,000
2.	For "B" class contractor	10,000	5,000
3.	For "C" class contractor	5,000	2,000

CHAPTER - III

BUILDING BYELAW IN REGARD TO CONTROL AND DEVELOPMENT AND USE OF LAND

1. Short Title Application :-

- (i) The bye-law shall be called the Building Bye-Law of Howrah Zilla Parishad.
- (ii) The Bye-law shall apply to the areas within the territorial jurisdiction of Howrah Zilla Parishad and Gram Panchayat under it, which form part of Kolkata Metropolitan Area as notified by the State Govt. from time to time. [K. M. area - Annexure-I]

2. Definitions :-

In the Bye-law unless the context otherwise requires.

1. "The Act" means W.B. Town & Country (Planning and Development) Act, 1979. [West Bengal Act. XIII of 1979].
2. "Parishad" means the Howrah Zilla Parishad.
3. "Govt." means the Government of West Bengal.
4. "Section" means the section of the Act.
5. "Applicant" includes the duly authorised agent of the applicant.
6. "Balcony" means the horizontal projection including a handrail or balustrade to serve as passage or place.
7. "Basement or cellar" means the lower storey of a building situated at least one metre below average ground level of the site covering at least two-third of the plinth area.
8. "Building" means any structure for whatsoever purpose and of whatsoever material constructed and every part thereof whether used as human habitation or not and includes basement structures or sub-surface structure, foundation or any excavation of soil for the purpose of building, plinth, wall, floor, roofs, chimneys, fixed platforms, varandah, balcony, cornice or projection, part of a building or anything affixed thereto or any wall enclosing or intended to enclose any land or space and sign and outdoor display structure temporarily erected, but does not include tents, samianas of tarpaulin shelter.
9. "Building height" means the vertical distance to be measured, from the height of 0.6 metre from the centre of the abutting street or nearest Public Street.
10. "Building Line" includes the line upto which plinth of a building adjoining a street or a projected street may lawfully extend and includes the lines, if any, specified in any scheme or development plan.
11. "Cornice" means a sloping or horizontal structural overhang usually provided over openings or external walls to provide protection from sun and rain.
12. "Chimney" means the construction by means of which a flue is formed for the purpose of carrying the products of combustion to the open air and includes chimneystack and flue pipe.

13. "Courtyard" means a space permanently open to the sky enclosed fully or partially by building and may be at ground level or any other level within or adjacent to a building, a courtyard enclosed on all sides being an inner courtyard and a courtyard where one of the sides is not enclosed being an outer courtyard.
14. "Covered area" means the ground area covered immediately above the plinth level by the building including projections at upper level except Chajjas or cornices, but does not include the spaces exempted under these rules Note - For the purpose of this rule, the covered area equals the plot area minus the area for open spaces.
15. "Dangerous" in relation to a building means a building which by reason of its age, inadequate maintenance, dilapidation or abandonment has become structurally unsafe or is not provided with adequate means of egress or which constitutes a fire hazard or which has otherwise become dangerous to human life.
16. "Depth" in relation to a plot means the distance from the front to the rear line of the plot.
17. "Drain" means a line of pipes including all fittings and equipments such as manholes, inspection chamber, traps, gathies and floor traps used for the drainage of a building or a number of buildings, or yards appurtenant to the building within the same curtilage and includes open channels used for conveying surface water.
18. "Drainage" means the removal of any liquid by a system constructed for the purpose.
19. "Exit" means a passage, channel or means of egress from any building, storeys or floor area to a street or other open space for safety and includes a vertical exit or a horizontal exit or an outside exit.
20. "Floor area" means the covered area of a building at any floor level.
21. "Floor Area Ratio" or the letters "F.A.R." (being the abbreviation of the whole word "Floor Area Ratio" means the quotient obtained by dividing the total covered area on all floors / Plot area)
22. "Footing" means a foundation unit constructed in brickwork, masonry or concrete under the base of a wall or column for the purpose of distributing the load over a large area.
23. "Garage" means a building or portion thereof designed and used for parking of motor driven or other vehicles.
24. "Habitable room" means a room occupied or designed for occupancy by one or more persons for study, living, sleeping, eating but does not include bath room, water closet, laundry, service and storage pantry, corridor, cellar and attic and space that are not used frequently.
25. "Lift" means an appliance designed to transport persons or materials between two or more levels in a verticals or substantially vertical direction by means of a guided car platform.
26. "Loft" means an intermediary floor between two floors or residual space in a pitched roof, above normal floor level, which is constructed or adopted for storage purposes.

27. "Masonry" means an assemblage masonry units properly bonded together with mortar.
28. "Mezzanine floor" means an intermediate floor between the ground floor and first floor.
29. "Mercantile building (retail)" means any mercantile building or part thereof used as shops, stores or markets for display or sale or merchandise for retail purposes or for office, storage or service facilities incidental thereto.
30. "Mercantile building (wholesale)" means any mercantile building or part thereof used as shops, stores or markets for display or sale or merchandise for wholesale purposes or for office, storage or service facilities incidental thereto and shall include establishments wholly or partly, engaged in wholesale trade, manufactures, wholesale outlets, (including related storage facilities) warehouses and establishments engaged in truck transport (including truck transport booking agencies).
31. "Parapet" means a low wall of railing, built along the edge of a roof or a floor.
32. "Partition wall" means an interior non-load bearing wall one storey or part-storey in height.
33. "Plinth area" means the built-up covered area measured at the floor level of the basement of any storey.
34. "Porch" means a covered surface supported on pillars or otherwise for the purpose of pedestrian or vehicular approach to a building.
35. "Row housing" means a row of house with only front and rear open spaces.
36. "Stair-cover" means a structure with a covering roof over a stair case and its landing built to enclose only the stair for the purpose of providing protection from weather and not for human habitation.
37. "Storey" means a portion of a building included between the surface of any floor and the surface of the floor next above it, or there be no floor above it, then the space between any floor and the roof next above it.
38. "Water closet" or the letters "W. C." (being the abbreviation of the whole pan with water and does not include a bathroom.
39. "Width of a street" means the whole extent of a space, including the footpath within the boundaries of the street as specified in Survey map or other records.
40. "Use Group" or "Occupancy" means the purpose for which a building or part of a building is used or intended to be used.

EXPLANATION :-

For the purpose of classification of a building according to occupancy, occupancy shall be deemed to include subsidiary occupancies, which are contingent upon it. The occupancy classification is made broadly as follows

- (a) Residential
- (b) Commercial
- (c) Industrial
- (d) Others

- (a) "Residential Building" that is to say any building in which sleeping accommodation is provided for normal residential purposes as the principal use with or without cooking facilities or dining facilities. Such buildings shall include one or two or multi-family dwellings, lodging or rooming houses, hostels, dormitories, apartment houses, flats and private garages.
- (b) "Commercial Building" will include business building for transaction of business. Such building shall include offices, banks, professional establishment and courthouse. Such building shall include premises for mercantile purposes both retail and wholesale, premises for institutional purposes, assembly purposes and storage premises.
- (c) "Industrial Building" that is to say any building or structure part thereof used principally for fabrication, assembling and or processing of goods and materials of different funds. Such building shall include laboratories power plants; smoke houses, refineries, gas plants, mills, dairies, factories and workshops, premises for manufacturing hazardous products and their storage.
- (1) Other words and expression used in these byelaws shall have the meanings respectively assigned to them in the Act.

3. MEANS OF ACCESS :-

- (I) Every plot of land proposed or intended to be developed shall abut on a means of access.
- (II) The width of means of access abutting plot of land shall regulate the maximum permissible height of a building on such plot of land in the manner laid down in "Rules In Regard to Sanctioning of Building Plans Under Different Gram Pnachayat In K.M.D.A. Area."

TABLE
Permissible Height of Buildings

Sl. No.	Width of streets in Metres	Permissible Height in Metres
1.	1 and upto 1.2	3.5
2.	Above 1.2 and upto 2	7.5
3.	Above 2 and upto 3.0	10
4.	Above 3 and upto 5	13.5
5.	Above 5 and upto 7	15
6.	Above 7 and upto 15.0	18.0

4. Ground Coverage of Hazardous Buildings normally allowed is 50% of the total land area.

5. Heights of buildings :-

- (i) "Building height." means the vertical distance to be measured, from the height of 0.6 metre from the centre of the abutting street or nearest Public Street.
- (ii) The height of the following appurtenant structures shall not be included in the compilation of the height of a building.
 - (a) Stair cover up to a height of 2.40 M
 - (b) Lift machine room as specified in the latest National Building Code.
 - (c) Roof tanks and their supports, the aggregate height not exceeding 2.40M
 - (d) Chimney.
 - (e) Parapet wall not exceeding 1.50 M in height.
 - (f) Ventilating, air conditioning and other service equipments of similar nature as per latest National Building Code.
- (iii) The maximum permissible height of a building according to the land area, road width are given in the "Rules In regard to Sanctioning of Building Plans."

6. OPEN SPACE FOR BUILDINGS :-

A. Generally :-

- (i) Every room intended for human habitation shall abut on an interior or exterior open space and open varanda open to such interior or exterior open space. Open spaces shall be areas forming integral parts of the plot of land at Ground level.
- (ii) Every building shall have exterior open space, comprising front open space, rear open space and side open spaces. The minimum width prescribed for front open, rear and side open spaces shall be provided along the entire front, side and rear faces. For this please refer to "Rules in regard to sanctioning of building plan."
- (iii) No building shall at any time be erected on any open space prescribed in these by laws for a building and from part of the site thereof, nor shall such open space be taken into account in determining the area or any open space required under these by laws for any other building.
- (iv) If the front open space in 3.00 metres or more, a "Gate Goomti" for security purpose may be allowed in the said open space. The covered area of such "Goomti" shall not in any case exceed 3.00 sq. metres and the height of such "Goomti" shall not exceed 3.00 metres. The covered area of the "Gate Goomti" shall not be included in the calculation of Ground Coverage.
- (v) For the purpose of maintaining distance from overhead electric lines, no building, or varanda, balcony or projection in any building shall be permitted to be erected, re-erected, added to or altered in any case

where the distance between such construction and any overhead electric lines, in accordance with the provision of the Indian Electricity act, 1910 (9 of 1910) and the byelaws framed there under is less than as specified hereinafter. (The details of such clearances from overhead wire are given in "Guidelines for preparing the Building Plan")
ANNEXURE-III.

7. PARKING WITHIN A PLOT OF LAND :-

A. GENERALLY :-

- (i) The minimum size of a car parking space shall be 2.50 metres X 5.00 metres and that for a truck or bus parking space shall be 3.75 metres X 10.00 metres. These spaces do not include the area of circulation, internal space, aisles and drive ways ;
- (ii) The minimum width of an internal circulation road shall be 3.00 metres for cars and 5.00 metres for trucks and buses ;
- (iii) The parking layout plan shall be so prepared that the parking space for each vehicle becomes directly accessible from the driveway or circulation driveway or aisles. This clause shall not be applicable for residential building.
- (iv) The open space within the plot of land may be allowed to be utilised for car parking space provided that the minimum space requires to be provided for under bye-laws shall be kept free from parking.
- (v) For a building with different occupations, above two stories the number of parking spaces shall be worked out on the basis of each of the occupancies separately and such numbers shall be added to determine the total number of parking spaces required for the building.
- (vi) In case of a plot of land containing more than one building, parking requirement shall be calculated for each building (above two stories) separately on the basis of the use of each building.
- (vii) In calculating the areas of different tenements or different occupancies in the same occupancy in a building the area of common spaces of any floor, shall be distributed proportionately amongst the different units or tenements.
- (viii) For plots with means of access of less than 3.00 metres in width, car parking space need not be provided.

(B) For any use of group of occupancy of building car parking shall be subject to the following :-

- (i) No car parking space shall be necessary for a total floor area of less than 100.00sq. metres.
- (ii) For a building with education occupancy having a total floor area of more than 1000sq. metres, one bus parking space for every 1000.00sq. metres shall be necessary. Such bus parking space is required for the building.

- (iii) For industrial or storage or hazardous occupancies, car or truck parking space shall not be compulsory for a total floor area less than 200.00 sq. metres. For floor area of the building about 200.00 sq. metres or more one-car parking space for every 200.00 sq. metres and one truck parking space for every 1000.00 sq. metres, subject to a minimum of one truck parking space shall be necessary. The number of required car or truck parking space shall not in any case exceed 50.

8. Development of plot of land containing more than one building :-

1. This byelaws shall apply to a plot of land of area less than 5000sq. metres :-

- (a) Every building on a plot of land containing more than one building shall abut on internal road connecting the means of access of the plot of land.
- (b) The minimum width of such internal road shall not be less than 3.0 metres. Where an internal road of 3.5 metres in width is not possible to be provided for due to the existence of a building constructed prior to the enforcement of these bye-laws, a building of not more than 3.75 metres in height may be allowed to be constructed, provided that the width of the internal road shall not in any case be less than 1.20 metres.
- (c) The maximum permissible height of any building on a plot of land shall be determined according to the width of the means of access on which the plot of land abut.

9. Control of development of residential building for economically weaker section and low income group housing scheme approved by Zilla Parishad.

Notwithstanding anything contrary contained elsewhere in these byelaws, for plots of land covered by a scheme for economically weaker sections or by a Low-Income Group Housing Scheme approved by the Zilla Parishad, the following provisions shall be applicable, provided that the size of the plot is not more than 65.00 sq. metres in area.

- a) No building shall be allowed on a plot of land, if the width of its means of access is less than 1.0 metre.
- b) No building exceeding 8.00 metres in height shall be allowed on a plot of land if the width of its means of access is less than 3.00 metres.
- c) The maximum permissible ground coverage shall be 75% of the area of the plot of land.
- d) The maximum permissible height of the building shall be 10.00 metres.
- e) The minimum front open space shall be 0.80 metre.
- f) The minimum rear open space shall be 1.00 metre.
- g) No side open space shall be required, provided that the buildings shall be of row housing type and the maximum aggregate length of such building in a row shall be 50.00 metres. After every 50.00 metres of length of such buildings in a row, there shall be an open space of not

less than 2.50 metres in width for the entire depth of the building. Such open space shall not be necessary if there is a street or passage at such location the minimum width of which is not less than 2.50 metres.

h) There shall be no need to provide any car parking space within the plot.

10. Existing Buildings :-

(a) The provisions of these byelaws shall apply only in the case of an existing building. Existing building, for this purpose, shall mean any building, which was erected before the date of coming into force of these byelaws in accordance with a building plan sanctioned by an authority competent to sanction such building plan under any law for the time being in force.

(b) In the case of existing building :-

(i) Excepting storage building, where the open spaces required have not been left, and addition in the number of stories, if otherwise permissible, may be allowed with a set back provided such building continues with the same occupancy and it is structurally safe.

(ii) Provided that no front set back may be necessary up to a height of eight metres for adding only one floor over an existing single storied residential building.

(iii) (ii) The extent of the set back from the property boundary shall be such as to make the addition to the building in conformity with the provisions of byelaws.

(iv) The height of the building shall conform to the provisions of byelaws and in no case the height shall exceed 18.0 metres after any addition to the number of stories.

11. Procedure for obtaining permission for carrying out development :-

All the procedure to be followed are given in the application form which will be made available from Zilla Parishad against payment of Rs. 200/- only.

12. Cases to be referred to KMDA for concurrence.

(a) For development of any land from 75m to 500 M on either side of centreline of National Highways or any other Express Way except for construction of G + 1 level.

(b) For construction of any structure exceeding a height of 18.00 M.

(c) No construction can be made within 75.0 m on either side of centreline of National High Way or any other expressway.

(d) It may be revised time to time as per Govt. order.

13. Restrictions :

(a) No dry latrine shall be permitted within the building premises.

(b) No development permission shall be given for areas where land

acquisition proceedings has been initiated by the CMDA or any other Organisation.

- (c) The provisions of the West Bengal Fire Service Act, 1950 shall have to be followed in case of Industrial Building, Mercantile Building, Hospital & residential Building exceeding a height of 15 mtr. as per provision of Bye-laws.

14. Requirement of building.

Habitable room –

- (1) The height of all rooms for human habitation shall not be less than two metres and seventy-five centimetres measured from the surface of the floor to the lowest point of the ceiling (bottom of slab) and if measured to the bottom of a beam it shall be not less than two metres and forty centimetres.
- (2) The area of a habitable room shall not be less than 7.50 sq. metres with a minimum width of two metres and forty centimetres.
- (3) For the purpose of this rule, store, box room, puja room, study room, circulation space, lobby etc. shall not come under the category of habitable room subject to the total area thereof not exceeding one-third of the total covered area on each floor.

Open space for rooms-

Every room intended for human habitation shall abut on an interior or exterior open space or an open verandah open to such interior or exterior open space.

Ventilation of inhabited rooms-

For the purposes of ventilation, every room in a domestic building which is intended to be used and inhabited room-

- (a) Shall have windows opening directly into the external air or into an open verandah having an opening of not less than one-fifteenth of the floor area of the rooms.
- (b) Shall have an aggregate opening of not less than one-seventh of the floor area of the room, to be provided by window or windows and doors, opening directly into the external air or into an open verandah.

Kitchen-

- (4) The height of a kitchen measured from the surface of the floor to the lowest point of the ceiling (bottom of slab) shall not be less than 2.5 metres.
- (5) The area of a kitchen shall not be less than 4 square metres and with a minimum width of 1.5 metres.
- (6) Every room to be used as kitchen shall have-
 - (a) Unless separately provided with a pantry, means for the washing of kitchen utensils which shall lead directly or through a sink to a granted and trapped connection to the waste pipe ; and

- (b) An impermeable floor.
- (c) A flue, if found necessary.

Bathroom and water-closet-

- (a) The height of a bathroom or a water closet measured from the surface of the floor to the lowest point in the ceiling (bottom of slab) shall be less than 2.2 metres.
- (b) The area of a bathroom shall not be less than 1.8 square metres with a minimum width of 1.2 metres ; if it is combined bath and water closet, its floor area shall not be less than 2.8 square metres with a minimum width of metres. The minimum floor area of a water closet shall be 1.1 square metres.

Mezzanine-

- (1) Any aggregate of mezzanine floors in a building shall in no case exceed on third of the plinth area of the building.
- (2) A mezzanine floor may be permitted over a room or a compartment :
Provided that-
 - (a) It is so constructed as not to interfere under any circumstance with the ventilation of the space over and under it.
 - (b) Such mezzanine floor is not sub-divided into smaller compartments ;
 - (c) Such mezzanine floor or any part of it shall not be used as a living room or a kitchen ; and
 - (d) In no case mezzanine floor shall be closed so as to make it liable to be converted into an unventilated compartment.
 - (e) The height of a mezzanine floor should not be less than 2.2 metres.

Head-room of a staircase-

The minimum headroom in any staircase shall be 2.2 metres.

Roofs-

1. The roof of a building shall be so constructed or framed as to permit effectual drainage of rain-water therefrom by means sufficient rain-water pipes of adequate size wherever required, so arranged, joined and fixed as to ensure that the rain-water is carried away from the building without causing dampness in any part of the walls or foundations of the building or these of an adjacent building.
2. Water for rain water pipes should be properly drained through surface drains for avoiding nuisances.
3. Rain-water pipes shall be fixed to the outside of the external walls of the building or in recesses or cases cut or formed in such external walls or in such other manner as may be approved by the Commissioner.

15. **Multi storied building :-** All building having a four storied and above will be treated as multi storied building, for the purpose of this rule and all application for sanctioning plan of all such building shall be accompanied by the following:

- (i) A clearance certificate from competent authority regarding fire safety provisions.
- (ii) A soil test report from public sector laboratories or as may be prescribed.
- (iii) A structural calculations from a Graduate Engineer is must.

16. **Provision of lift-**

Lift : a) A building comprising of five or more storied should be provided with a lift for carrying person from one floor to another floor, in addition to the provision of stair case. The landing of staircase should not be used as this Landing of this lift.

17. **Fire Protection :-**

All building like Hospital, Nursing home. Factory, Warehouse, Godown, Market, Theater, Marcantile building (both retail and wholesale) and dwelling house more than four storied and building partially used commercially and partially for residential purpose of any height (which is allowed in this byelaws) shall be provided with adequate means of escape and all arrangements for protection in case of fire.

(a) In every domestic building the width of each & flight of staircase shall not be less than 1.0 metre. In every building other than domestic, this width of each flight of staircase shall not be less than 1.5 metre.

(b) All staircases shall terminate at ground level, staircase of basement shall not be continuous with main staircase. All basement shall have a minimum of two exits.

18. In all buildings where more than one staircase has been provided, the staircases shall be placed remote from one another and under no circumstances the landing meant for one shall be taken advantage of for another.

CHAPTER – IV

GENERAL– Procedure for Sanction of building Plan etc.

1. The District Engineer of this Parishad is hereby empowered by the Sabhadhipati of this Parishad to Sanction all the New building plan duly submitted by the applicant as per provision of this byelaw and to serve notice to all the Unauthorised Constructions which are previously Constructed or are under construction; without sanctions plan from this Parishad; after getting reports from concerned Assistant Engineer and Sub-Assistant Engineer and to take decision in consultation with the building committee of this Parishad.
2. Prohibition of building without sanction :-
 - (1) No person shall erect a new building, or re-erect or make addition to, or alteration of, any building or cause the same to be done without obtaining sanction from the District Engineer, and where necessary, a development permit from the concerned authority under the West Bengal Town and Country (Planning and Development) Act. 1979 (West Bengal Act XIII of 1979).
3. Notwithstanding the provisions of sub-rule (1) no sanction shall be required for :-
 - (a) Erection, re-erection, addition to, or alteration of a parapet wall not exceeding 1.45 metres in height or a boundary wall not exceeding 2.5 metres in height or a cornice not exceeding 50 centimetres in width within the boundaries of the site and not overhanging a street.
 - (b) For erection of any new thatched structure, tin shed, without brick wall covering an area not exceeding eighteen sq. metre & such structure or shed does not cover $\frac{3}{4}$ th of the total area.
 - (c) Repairing a staircase or lift-shaft.
 - (d) Whitewashing or painting.
 - (e) Reflooring of a surface of an existing floor.
 - (f) Retilling a terrace or re-surfacing of a floor including water-proofing.
 - (g) Erection of a false ceiling in any floor at a height as permissible under these rules.
 - (h) Plastering and patch work.
 - (i) Providing or closing, an internal door or window, or a ventilator, not opening directly opposite to a door or a window of another building.
 - (j) Replacing of fallen bricks, stones or repairing of damaged pillars, beams, or roofs.
 - (k) Repairing or renewing existing plumbing services.
 - (l) In case of damage due to fire, rain, storm, earthquake or any other natural calamity, securing a building to prevent danger to human life till reconstruction is possible under these rules.

PROCEDURE FOR OBTAINING PERMISSION FOR CARRYING OUT DEVELOPMENT

4. Any person/body intending to carry out any development or constructing any structure within the Kolkata Metropolitan Area under this Parishad, shall have to make an application in an application form which is available from this office at a cost of Rs. 200/-. Application not in prescribed form, will not be entertained.
5. The following documents should be furnished with the duly filled up application:
- (a) Deed of purchase/Record of rights indicating details of classification and ownership of the land proposed to be developed.
 - b) Mutation Certificate in favour of applicant.
 - c) Tax receipt from respective Pradhan of the Gram Panchayat and from B.L. & L.R.O.
 - d) Land Porcha (R.S. or L.R.)
 - e) Three copies of Building Plan with structural details when and where necessary.
- Other information needed may have from the application form of this Parishad. On receipt of such application duly filled up along with the required documents, the Parishad may after causing further enquiry and asking the applicant to produce any further document, if it deem fit, may be returned with recommendation after receiving assessed fees.
6.
 - a) No individual person organisation is entitled to erect any structure without the approval of Zilla Parishad.
 - b) 1/3 of the total area is to be kept vacant for erection of any structure.
 - c) If there are roads on both the adjacent sides of the plot a corner splay of 1.2 M is to be kept.
7. **Clearance of building from property line.**
If the area of land is less than 101 sq.m. and road width is less than 3 M; a clearance is to be given as stated below.
Only two storeyed building can be allowed in this case from the boundaries.
- a) Clearance from boundaries to be maintained for plot width up to 6 M.

Front Side (by the side of road)	0.50 M
Both Side clearances	0.60 M
Rear Side	1.50 M
 - b) If the plot width is more than 6 (Six)-metre clearance from the boundaries to be maintained as follows.

Front Side (by the side of road)	0.50 M
Both Sides	0.90 M
Rear Side	1.50 M
8. If the land area is more than 101 sq. m.

- (a) For two storied building (upto 7 M height), Clearance from the boundaries will be as follows :

	Residential	Commercial/ Industrial
Front Side (by the side road)	0.50 M	1.00 M
Both Sides	1.00 M	1.20 M
Rear Sides	2.00 M	2.40 M

- (b) If the plot is a plot with roads on the adjacent two sides with 2.4 M width road, side clearance of 0.60 M will be allowed.

9. If the building is more than two storeyed & height up to 14.5 M the following clearance will be applicable.

- a) Clearance to be maintained :

	Residential	Commercial	Industrial
Front	1.00 M	1.20 M	5.00 M
Side	1.20 M	1.20 M	3.00 M
Rear	3.00 M	3.00 M	3.50 M

10. If the height of the building is more than 14.5 m up to 18.0 m the following clearance will be applicable.

	Residential	Commercial	Industrial
Front	1.2 M	1.2 M	5.0 M
Side	2.0 M	2.0 M	3.0 M
Rear	5.0 M	5.0 M	5.0 M

11. Floor Area Ratio to be allowed is as follows :

Road Width	F.A.R.
Upto 2 M	1.5
More than 2 M upto 5 M	2.5
More than 5 M upto 10 M	3.25
More than 10 M upto 15 M	4.0

12. The FAR specified in this table may increase by 10 percent for the following service.

- a) The basement exclusively for the purpose of car parking.
(ii) Air Conditioning Plant, Pump House, Electric Cabin, Watchman's Booth, Garbage Stuff.
(iii) Stair case room and lift machine room on the roof.

13. (i) For residential building a development fee of Rs. 30/- m² is to be deposited with the Zilla Parishad.
(ii) On total Industrial Floor area development fee @ Rs. 50/- per Sq. M. will have to be deposited.
(iii) On total Commercial Floor area development fee @ Rs. 50/- per Sq.M. will have to be deposited.

- iv) In other cases development fee @ Rs. 40/- per Sq. M. will have to be deposited on the total Floor area.
14. In case of Commercial and Industrial building additional development fee will have to be deposited at the rate stated below.
- For land area of 1 (One) bigha or less 10% of the total area to be considered.
 - For land area more than 1 (One) bigha 5% of the total area will be considered.
- In both the above cases additional development fee @ Rs. 50/- per Sq.M. will have to be deposited.
15. If any building is being constructed without Sanction from this Parishad before this byelaw comes into force or without any permission from Panchayat level, the applicant may regularise the said case from this Parishad by submitting as made plan with development fees or fines or both, as below.
- For residential building @ Rs. 30/- m² (fine only)
 - Industrial or Commercial building @ Rs. 50/- m² with a fine of Rs. 60/- m².
- If deviation is made in construction as stated in byelaws (F.A.R., clearance etc.) after coming into force of this byelaw, a fine of Rs. 600/- m² is to be imposed on deviated portion (i.e. F.A.R., clearance) etc.
- If any residential building is constructed without sanction from this Parishad after implementation of this byelaw, a development fee of Rs.30/-m² with a fine of Rs. 30/- m² is to be paid by the applicant.
16. Old houses, which have less clearances from the boundary lines (which is not within the rules of Zilla Parishad & where setback is not possible.) :- If with setback there is a possibility of collapse of the building, in that case Zilla Parishad will accept the drawings & sanction will be given duly after taking a decision in the building committee meeting. This rule will be applicable for buildings up to 7 (Seven) metre height.
17. No boundary wall exceeding 2.5 m is permissible surrounding the industrial or commercial land without the approval of Zilla Parishad.
18. The height of Boundary Wall will be considered from the crown of front road. Violation of the rule will call for imposition of fines as stated below.
- For land area of 1 bigha or less L.S. Rs. 5,000/-
 - For land area of more than 1 bigha L.S. Rs. 10,000/-
19. Normally a sanction plan is valid for 5 (Years). After the expiry of this period, sanction will be revalidated for a further period of 3 (three) years on application to be made by the person / organisation concerned, with a revalidation fee of Rs. 150/- for residential building and Rs. 300/- for industrial/commercial building.
20. In case of vertical expansion of a building on the existing structure, certificate of LBS is a must.
21. Relevant clauses of town & Country Planning act, 1979 in regard to Control & Development and use of land are applicable.

CHAPTER – VII

ANNEXURE – I

(KMDA areas with its jurisdiction of Howrah Zilla Parishad)

BALLY-JAGACHA	BALLY			FULL
	CHAKPARA-ANANDANAGAR			FULL
	CHAMRAIL			FULL
	DURGAPUR AVOYNAGAR-I			FULL
	DURGAPUR AVOYNAGAR-II			FULL
	JAGADISHPUR			
		LILUAH	BAIGACHI	1
		LILUAH	JAGADISHPUR	2
		LILUAH	DEBIPARA (N)	3
		LILUAH	JAYPUR BIL (N)	13
	NISCHINDA			FULL
	SAPUIPARA BASUKATHI			FULL
DOMJUR	BANKRA-I			FULL
	BANKRA-II			FULL
	BANKRA-III			FULL
	BEGRI	DOMJUR	SANKHARIDAH	22
		DOMJUR	BAIARA (N)	26
		DOMJUR	BIPRANOAPARA	27
	DAKSHIN JHAPARDAH	(N)		FULL
	UTTAR JHAPARDAH	(N)	DAKSHIN JHAPARDAH	15
	DOMJUR	(N)		FULL
	KOLORAH-I	(N)		FULL
	KOLORAH-II			FULL
	MAHIARY-I			FULL
	MAHIARY-II			FULL
	MAKARDAHA-I	DOMJUR	PURBA NOAPARA (N)	31
		DOMJUR	MAKARDAHA (N)	34
		DOMJUR	KANTILA	50
	SALAP-II	DOMJUR	NIBRA	51
		DOMJUR	SALAP	52

PANCHLA	SALAP-I	DOMJUR	TENTULKULI	53
	BELDUBI	DOMJUR	PANKURIA	54
		PANCHLA	KULAI	26
		PANCHLA	SATGHARIA (N)	27
		PANCHLA	PANIAPA	28
		PANCHLA	JALAKANDUA	29
		PANCHLA	BELDUBI	30
	BIKI HAKOLA			FULL
	CHARA PANCHLA			FULL
	PANCHLA			FULL
	SAHAPUR	PANCHLA	DHAMISA	25
		PANCHLA	BELKULAI	31
		PANCHLA	KHAYJAPUR (N)	32
		PANCHLA	SAHAPUR	33
SANKRAIL	ANDUL			FULL
	BANUPUR-I			FULL
	BANUPUR-II			FULL
	DAKSHIN SANKRAIL			FULL
	DUOLYA			FULL
	DHULAGIRI			FULL
	JHOREHAT			FULL
	KANDUA	SANKRAIL	SULATI	3
		SANKRAIL	SANDHIPUR	4
		SANKRAIL	KENDUA	5
		SANKRAIL	NABAGHARA	6
		SANKRAIL	BAGABATIPUR	7
		SANKRAIL	MAHISGOT	22
		SANKRAIL	CHATURBHUJ KATHI	23
	MANIKPUR			FULL
	MASHILA			FULL
	NALPUR			FULL
	PANCHPARA			FULL
	RAGHUDEVBATI			FULL
	SANKRAIL			FULL
	SARENGA			FULL
	THANA MAKUA			FULL
ULUBERIA-II	BASUDEVPUR			FULL
	KHALISANI	ULUBERIA		96
		ULUBERIA		104
	RAGHUDEVPUR			FULL

Licensed Building Surveyors. (L.B.S.)

Licensed Building Architects. (L.B.A.)

22. Plans shall not valid unless a L.B.S. or L.B.A. as the case may be certifies that such plan has been prepared under the Supervision and also certifies that such work shall be carried out under his supervision.
23. Licensed Building Surveyor – There shall be two classes of Licensed Building Surveyors, namely :-
- (1) (a) Class – I Surveyors, and
(b) Class – II Surveyors.
24. A class I Surveyor may be employed for all classes of buildings not exceeding Eighteen metres in height.
25. A class II Surveyor may be employed for all classes of buildings not exceeding 10.0 metres in height.
26. A class I Surveyor shall have
- a) a degree in Civil Engineering or a degree in Architecture from a recognised University or an equivalent qualification recognised by Government or
- b) a diploma in Civil Engineering or Architecture from a recognised University or an equivalent Engineering qualification recognised by Government and shall have not less than three year's experience in planning and design and execution of building works. Or
Existing Class II L.B.S. of this Parishad having at least ten years experience in this profession.
27. A class II Building Surveyor shall
- (a) have a diploma in Civil Engineering or Architecture from a recognised University or an equivalent Engineering qualification recognised by Government or
- (b) be a person who has passed the Madhyamic examination recognised by Government and shall have at least five years experience in building, planning and execution of works under a L.B.S. or L.B.A. or under a statutory body or in government department.
28. Duties and responsibilities of Licensed Building Surveyors and Licensed Building Architect :-
- (1) They shall be conversant with the provisions of the Act, these rules and all relevant rules and regulations made under the Act and shall prepare plans, sections, elevations and other structural details as per the provisions of these rules.

- (2) They shall prepare and submit all plans as may be necessary together with all documents and other details which are required to be submitted under these rules.
- (3) They shall give all facilities to this office to inspect and examine the work in progress.
- (4) They shall be held responsible for any work executed on site in contravention of the provisions of the Act, these rules or other relevant rules and regulations.
- (5) They shall not deviate from the approved plan.
- (6) The District Engineer shall exercise control over the action of any Licensed Building Surveyors and Licensed Building Architect, as the case may be, and may take appropriate action in writing after giving the Licensed Building Surveyors and Licensed Building Architect concerned an opportunity of being heard.

CHAPTER – V

MISCELLANEOUS

1. The Zilla Parishad may from time to time enhance the rate of license fee, toll, cess development fees, levy etc. as will be decided in its meeting.
2. Zilla Parishad may from time to time change, revise, modify, include / delete any clause / terms recital in the proforma / saving contents of form, agreement or any other document to be executed or required to be done by Howrah Zilla Parishad.
3. The Zilla Parishad may from time to time look into the affairs and take action against industry, business or residential and commercial accommodation to avoid nuisance, pollution and for maintaining environmental equilibrium with the help of District Administration.

CHAPTER – VI

PENALTIES

3. Penalty for breach of bye-law

A breach of the bye-law except building bye-law mentioned herein shall be punishable with fine which may extend to one hundred rupees, and in the case of a continuing breach with a further fine which may extend to ten rupees for every day during which the breach continues after the offender has been convicted for such breach.

ANNEXURE – II

(Guidelines for preparing the Building plan)

1. The size of drawing sheet (Minimum) 1.00m × 0.5m & 0.60m × 0.35m (Tile shed structure only).
2. Existing structure, which will be demolished, should be shown in the plan with hatch line in yellow colours.
3. The property line with open spaces of all the sides should be shown at Gr. Floor Plan also with drain and position of septic tank of the following :
 - (i) Existing Gr. Floor plan (if any)
 - (ii) Addition & alteration of Gr. Floor plan (if any)
 - (iii) Gr. Floor plan
4. Existing 1st floor plan (if any)
5. 1st floor plan (if any)
6. Existing 2nd floor plan (if any)
7. 2nd floor plan (if any)
8. 3rd floor plan (if any)
9. Roof plan showing the rain water line
10. Layout plan
11. One front Elevation
12. Two section (longer & shorter side)
The scale for all the details is 1:100 (Sl. No. 2 to 12)
13. Section of wall foundation (proposed & existing) (if any)
14. a) Details of column structure (footing plan & cross section)
b) Details of Roof Truss (if any)
15. a) Details of Beam :
 - i) One long section
 - ii) Two cross sections
 - b) At mid span
 - c) At support
 - d) Details of slab & all R.C.C. Work

The scale for this portion is 1:25 (Sl. No. 13 to 15)

16. Details of septic tank (plan & section) (scale 1:50)
17. Site plan (scale not less than 1:600)
18. Key plan (scale 1:6000)
19. Sufficient space be left at extreme right side of this sheet for furnishing note (specification) door, window schedule of slab, beam reinforcement, area statement (properly). Name, Address of applicant. (Address means the place on which the structure will be built up) : Space for signature of owner & signature with seal of planner / L.B.S.
20. Colouring :
 - i) For property line in black.
 - ii) For proposed structure in Red.
 - iii) For existing structure in Yellow.
 - iv) For drain (shown dotted line) in Red ink.
 - v) For Road / C.P. / P.P. etc. in Green.
 - vi) Electric line shown in Black chain dotted.
21. Master Plan : To demarcate the plot properly, the location of the plot should be shown with respect to a near by permanent objected.
22. Design calculation should be submitted by the party above 2 storied building (above 7.00m height) duly signed by graduate Engineer.
23. No load bearing wall and outside wall should be less than 200 mm thick.
24. Soil test reports : shoule be submitted (above 10.00m height) for commercial / industrial and also for residential (Ground covered area more than 120 m²)
25. Electric line : For high tension, low tension or any service line should be shown in the plan (Drawing sheet) and Master plan, if it falls within the plot or beside the plot. Space should be left for the same are as follows :-

Type of line	Horizontal Clearance	Vertical clearance
Low tension opr service line	1.20 m	2.50 m
High tension (upto 11,000 volts)	1.20 m	3.70 m
High tension (upto 11,000 and upto 33,000 volts)	2.00 m	3.70 m
High tension (above 33,000 volts)	2.00 m	3.70 m
		Plus 0.30 m for each additional 33,000 volts

ANNEXURE – III

The permissible size and are of different Rooms & Plinth height

1. Bed Room : 7.50 m² (minimum) with least dimension 2.40 m
Height of any habitable room not less than 2.75 m for below roof level.
2. Kitchen Room : 4.00 mm² (minimum) with least dimension 1.50 m.
3. Both Room : 2.40 m² (minimum) with least dimension 1.20 m with W.C.
4. Plinth height : 0.60 m from G.L.
5. The rules of staircase : (for general case).
 - i) Rise 0.17 m (maximum)
 - ii) Tread 0.25 m (maximum)
 - iii) Width of single flight 0.90 (minimum)
 - iv) Width of double flight 1.80 m (minimum)
 - v) Width of Half Landing 0.90 m (minimum)

The distance between any two buildings shall be minimum 2.5 m for two storied & 3.00 m for above two-storied building (within a plot)

Area statement will be as follows :-

1. Land Areas :- (as per deed or porcha)
..... K Ch Sft. or decimal m²
2. Permissible covered area m²
3. Permissible F.A.R. m²
4. Permissible open area m²
5. Permissible total floor area m²
6. Existing covered area m²
7. Existing 1st floor area (if any) m²
8. Existing total floor area m²
9. Ground covered area m²
10. Proposed 1st floor area m²
11. Proposed 2nd floor area m²
12. Proposed 3rd floor area m²
13. Proposed stair Head area m²
14. Total floor area m²
15. Proposed F.A.R. m²
16. Width of road m²