

**CHECKLIST OF DOCUMENTS REQUIRED ALONG WITH APPLICATION FOR
RENEWAL OF LICENCE**

1. The licence granted under Rule 12 of Haryana Development and Regulation of Urban Areas Rules, 1976 is further renewable for a further period of two years. As per provisions of Rule 13 of aforesaid Rules if the licensee failed to complete the development works within period specified in the licence due to reasons beyond his control, then licensee is required to submit licence renewal application atleast 30 days before the expiry of the licence and the licensee is required to submit the following:

Sr. No.	Description	Applicant Remarks Document Attached (Yes / No)	
2.	Application in plain paper or letter head.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	Licence renewal application on LC-VI (available at www.tcpharyana.gov.in).	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	Original licence and schedule of land.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5.	Board resolution in favour of authorized signatory of LC-VI.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6.	Licence renewal fee @ 10% of applicable licence fee (prescribed in Rule 3 for the issuance of licence) and in case part completion certificate has been taken, then renewal fee should be @ 2.5% of applicable licence fee.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7.	An explanatory note indicating the details of development works which have been completed or are in progress or are yet to be undertaken.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8.	Reasons for non-completion of development works as required in terms of the licence granted & Compliance of directions / conditions imposed in previous renewal order.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9.	Whether the advertisement for sale of	<input type="checkbox"/> YES	<input type="checkbox"/> NO

	plots/flats/floor area residential plotted/Group Housing and commercial colonies have been given after the approval of layout/building plans. Attach copy of the advertisement.	
10.	Whether Public Health services plan estimates approval obtained. Attach copy	<input type="checkbox"/> YES <input type="checkbox"/> NO
11.	Receipt of composition fees (if applicable)	<input type="checkbox"/> YES <input type="checkbox"/> NO
12.	Copy of Part Completion Certificate	<input type="checkbox"/> YES <input type="checkbox"/> NO

13. Stage of development works at site:

Sr. No.	Description	Applicant Remarks Document Attached (Yes / No)
1.	Stage of development with photographs and layout/site plan as per detail as under:- a) Development work not yet started. b) Development work in progress c) Development work held up d) Work nearing completion e) Others, if any.	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Deployment of Labour as per detail as under:- a) Labour working at site b) Work held up, no labour seen c) Others, if any	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	Whether any complaint pending in Allottees Grievance Redressal Form, National Green Tribunal or court case or litigation pending in court of	<input type="checkbox"/> YES <input type="checkbox"/> NO

law.	
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14. Photocopy of documents required to be submitted:

Sr. No.	Description	Applicant Remarks Document Attached (Yes / No)	
a.	In case of other than plotted colony, BR-III, Occupation Certificate, Deed of Declaration etc.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
b.	NOC from Environment Department.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
c.	Approval of Service Plans/Estimates	<input type="checkbox"/> YES	<input type="checkbox"/> NO
d.	Approval of Electrical Service plans/estimates alongwith detail of power load requirement.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
e.	Status of construction of community site i.e. approval of building plans, transfer/extension of community site.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
f.	Detail of EWS plots (in case of plotted colony) i.e. total no of plots as per approved layout plan, transferred to Housing Board Haryana, no of plots allotted through draw of allotment.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
g.	Detail of EWS flats (other than plotted colony) i.e. total no of flats as per approved plan, no of plots allotted through draw of allotment, composition fee deposited if any demanded by concerned Senior Town	<input type="checkbox"/> YES	<input type="checkbox"/> NO

	Planner.		
h.	Compliance of Rule 24, 26 (2), 27 and 28 of Haryana Development and Regulation of Urban Areas Rules, 1976 alongwith receipt of composition fee if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
i.	Documentary proof regarding transfer of the portion of sector/master plans roads forming part of the licensed area free of cost to the Govt. or not in compliance of condition of licence (if any land is a part of licence).	<input type="checkbox"/>	<input type="checkbox"/>
j.	Any other detail w.r.t. the licenced land.	<input type="checkbox"/>	<input type="checkbox"/>
k.	Certificate from Chartered Accountant regarding non receipt of stamp duty/registration charges.	<input type="checkbox"/>	<input type="checkbox"/>