

ANNEXURE - E

AMALGAMATION OF PLOTS - PROCESSING FORM



PUNJAB CENTRAL BUSINESS DISTRICT DEVELOPMENT AUTHORITY
Government of Punjab



Subject: **AMALGAMATION OF PLOTS - PROCESSING FORM**

Form ID: **AMLG-01-V1**

Application No.

Date: - -

Check List / Pre-Requisites / Attachements: (Mark () if attached / added)

- Application processing fee (Paid)
- Duly filled and complete Amalgamation Request Form
- Authority Letter / Power of Attorney (in case if applicant is not owner) on Notorized Affidavit duly signed by Oath Commissioner
- Letter of Consent (In case the plots to be amalgamated are owned by different owners, all the respective parties are required to submit affidavit of consent for this application)
- Owner documents / Proof of successful bidding
- CNIC of the applicant
- CNIC of owner (in case applicant is different)
- Original Demarcation Forms
- FBR Registration Certificate

Name of applicant / Firm / Company / Consortium / JV:

S/O, D/O, W/O or Relation:

Comments (if any):

Concerned Official at One Window Operations

Ownership Verification of Properties requested for amalgamated) (To be filled by Land & Estate Directorate):

	1st Plot	2nd Plot	3rd Plot
Plot No.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phase:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Location:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Area:	<input type="text"/> K <input type="text"/> M <input type="text"/> sft	<input type="text"/> K <input type="text"/> M <input type="text"/> sft	<input type="text"/> K <input type="text"/> M <input type="text"/> sft
Category / Mode:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ownership:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments (if any):

Deputy Director Land & Estate

Building Regulation Report /FEES (To be filled by Technical Wing)

As per section 2.15, the two or more plots of the same uses may be combined for the purposes of constructing one or more buildings considering that the plots are owned by the same or multiple owners. Accordingly, the following fees has been estimated.

Area of Resultant Plot FAR of Resultant Plot

BUA of Resultant Plot sft

Fees Estimates	Amalgamation Fees	Rs.
	FAR in Case of amalgamation	Rs.
	Others	Rs.
	Total	Rs.

Land Use

Comments (if any):

Deputy Director Urban Planning

Transactional Data (To be filled by Finance Directorate) (Mark () if verified)

- It is verified that the application processing fee for amalgamation has been **PAID**.
- New Challan for amalgamation is issued as per calculations made by Technical Wing (Challan attached).

Details of Challan issued as below:

Customer No:	<input type="text"/>	Amount	<input type="text"/>
GL Account:	<input type="text"/>	Description	<input type="text"/>
Profit Center:	<input type="text"/>	Description	<input type="text"/>
Challan No.	<input type="text"/>	Amount	<input type="text"/>
RV No:	<input type="text"/>	Date:	<input type="text"/>

Comments (if any):

Deputy Director Finance

Decision of Committee (To be filled by Land & Estate Directorate) (Mark () on appropriate box)

Meeting held on: - -

Decision: Approved Rejected Conditional / Provisional

Comments:

Deputy Director Land & Estate

Despatch of Letter (To be filled by One Window Operations)

Challan Despatched

Ref. No.

Dated: - -

Concerned Official at One Window Operations

Checklist / Attachment (To be filled by One Window Operations)

Copy of Paid Challan / Pay Order

Dated: - -

Concerned Official at One Window Operations

Transactional Data (To be filled by Finance Directorate) (Mark () if verified)

It is verified that the application processing fee for amalgamation has been **PAID**.

Comments (if any):

Deputy Director Finance

Issuance of Demarcation Certificate (To be filled by Land & Estate Directorate)

Demarcation Certificate attached

Comments (if any):

Deputy Director Land & Estate

Despatch of Demarcation Certificate (To be filled by One Window Operations)

Demarcation Certificate Despatched

Ref. No.

Dated: - -

Concerned Official at One Window Operations

ANNEXURE - E

BUILDING PLAN APPROVAL - PROCESSING FORM



PUNJAB CENTRAL BUSINESS DISTRICT DEVELOPMENT AUTHORITY
Government of Punjab



Subject: **BUILDING PLAN APPROVAL - PROCESSING FORM**

Form ID: **BP-01-V1**

Application No.

1	1	1	1	1	1
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Date:

D	D	-	M	M	-	Y	Y	Y	Y
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Check List / Pre-Requisites / Attachments: (Mark () if attached / added)

- Application processing fee (Paid)
- Duly filled and complete Building Plan Approval Request Form
- Authority Letter / Power of Attorney (in case if applicant is not owner) on Notorized Affidavit duly signed by Oath Commissioner
- Letter of Consent (In case the plot is owned by different owner, all the respective parties are required to submit affidavit of consent for this application)
- Owner documents / Proof of successful bidding
- CNIC of the applicant
- CNIC of owner (in case applicant is different)
- FBR Registration Certificate
- Site Plan (3 copies)
- Building Plan / Architectural Plan (3 copies)
- Landscape Plan (3 copies)
- Undertaking on Stamp Paper on Value of Rs. 500

Name of applicant / Firm / Company / Consortium / JV:

S/O, D/O, W/O or Relation:

Comments (if any):

Concerned Official at One Window Operations

Ownership Verification of Properties requested for amalgamated) (To be filled by Land & Estate Directorate):

Plot No. Phase
Location: Area K M sft
Ownership:

Comments (if any):

Deputy Director Land & Estate

Building Plan Approval Requisites (To be filled by Technical Wing).

As per PCBDDA building regulations, the following building plan approval fees have been estimated which is submitted for approval and further actions, please.

Plot Area sft Total Covered Area sft
Building Plan Approval Fee Rs.

Comments (if any):

Deputy Director Urban Planning

As per section 6.4 of PCBDDA building regulations, the following plans have been checked and submitted for approval, please.

Plans

Recommended Rejected

1. Building Plan

- i. Plans, sections and elevations of every floor including basement, inter floor, mezzanine, cellar, if any, graphically describing the building intended to be erected
- ii. Purpose for which the building or parts thereof are intended to be used.
- iii. Accesses to and from several parts of the building and its appurtenances
- iv. Ventilation details (position, form, dimensions and means)
- v. Depth and the nature of foundations.
- vi. Proposed height of plinth and super structure at the level of each floor.
- vii. Dimensions and description of all the walls, floors, roofs, columns, beams, joists and girders to be used in the walls, floors and foof of such buildings.

2. Site Plan

3. Landscape Plan

Comments (if any):

Director Architecture & Planning

Transactional Data (To be filled by Finance Directorate) (Mark () if verified)

- It is verified that the application processing fee for Building Plan approval has been **PAID**.
- New Challan for Building Plan Approval Fee is issued as per calculations made by Technical Wing (Challan attached).

Details of Challan issued as below:

Customer No:	<input type="text"/>	Amount	<input type="text"/>
GL Account:	<input type="text"/>	Description	<input type="text"/>
Profit Center:	<input type="text"/>	Description	<input type="text"/>
Challan No.	<input type="text"/>	Amount	<input type="text"/>
RV No:	<input type="text"/>	Date:	<input type="text"/>

Comments (if any):

Deputy Director Finance

Decision of Committee (To be filled by Land & Estate Directorate) (Mark () on appropriate box)

Meeting held on: - -

Decision: Approved Rejected Conditional / Provisional

Comments:

Deputy Director Land & Estate

ANNEXURE - E

HEIGHT CLEARANCE NOC - PROCESSING FORM



PUNJAB CENTRAL BUSINESS DISTRICT DEVELOPMENT AUTHORITY
Government of Punjab



Subject: **HEIGHT CLEARANCE NOC - PROCESSING FORM**

Form ID: _____

Application No.

1	1	1	1	1	1
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Date:

D	D	-	M	M	-	Y	Y	Y	Y
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Check List / Pre-Requisites / Attachments: (Mark () if attached / added)

- Application containing the project title / type and requested height
- Copy of Ownership Documents (Notary Attested)
- Processing Fee Receipt
- Submission of Building Plans (as per the rules and regulation of PCBDDA)
- Duly Vetted Coordinates of Survey of Pakistan
- Photocopy(s) of CNICs of the Party
- FBR/NTN Certificate
- Copy of Demarcation (Notary Attested)
- Original GPA/SPA or Authority Letter (If Applicable)
- Stamp Duty Along with Paid Copy of Challan, Original Receipt Of CVT, TMA Tax, Original Paid Challan of Gain Tax As Well As Wealth Tax (If Applicable)

- Decision:
- Check Request is complete in all respect.
 - Check Request Incomplete.

Missing Documents / Forms

Concerned Official at One Window Operations

Ownership Verification of Possessioner:

Plot No.	<input style="width: 95%;" type="text"/>	Phase	<input style="width: 95%;" type="text"/>																			
Location:	<input style="width: 95%;" type="text"/>	Area	<input style="width: 20px;" type="text"/> K <input style="width: 20px;" type="text"/> M <input style="width: 20px;" type="text"/> sft																			
Land Use Type	<input type="checkbox"/> Mix Use Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Other: _____																					
Ownership Type	<input type="checkbox"/> Self <input type="checkbox"/> Individual <input type="checkbox"/> Firm/Company <input type="checkbox"/> Consortium/JV																					
Ownership:	Name: <input style="width: 95%;" type="text"/>																					
	CNIC: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																					
	Contact: <input style="width: 95%;" type="text"/>																					

- Decision:
- Ownership verification of above stated Plot No. in Name of Possessioner verified.
 - Ownership verification is not verified.

Comments / Reason

Deputy Director Land & Estate

Urban Planning

Dated: - -

Report

- Site Plan
- Demarcation Plan
- Height Zone as per Master Plan
- Allowable Height as per CAA OLS Criteria

Comments / Reason

Deputy Director Urban Planning

GIS

Dated: - -

Report

- SOP Coordinates
- Height Provisions as per CAA Height Limits / OLS Criteria

Comments / Reason

Director GIS

Architecture

Dated: - -

Report

In the light of PCBDDA Building Regulations 2024 and CAR 2014

- Building Material
- Lighting Arrangements
- Color of Building Façade
- Glint / Glare Conditions

Final Recommendation Recommended Not Recommended

Reasons for Rejection of Provision of Height Clearance

Director Architecture & Planning

Application Process Fee Verification (Provisional Possession)

Date: - -

Processing Fee

Bank

Branch

Branch Code

Dated: - -

Decision: Provisional Possession Fee received and verified by Bank

Provisional Possession Fee not verified by bank

Reasons for Rejection of Processing Fee

Challan for Height Clearance Attached

Calculation

Deputy Director Finance

Decision from Committee/Authorized Directorate

Date: - -

Height Clearance Approved

Rejected

Height Clearance subject to Clarification from _____ Department

Reason for Rejection / Clarification Required

Executive Director Technical

Height Clearance Fee Verification

Date: - -

Provisional Processing Fee

Bank

Branch

Branch Code

Dated: - -

Decision: Height Clearance Fee received and verified by Bank

Height Clearance Fee not verified by Bank

Reasons for Rejection of Provisional Processing Fee

Deputy Director Finance

Issuance of Height Clearance Letter

Date:

D	D
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 -

M	M
---	---

 -

Y	Y	Y	Y
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Collected By Self Authorized Person (Provide Authority Letter)

Ownership: Name:

CNIC:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Contact:

Decision: Height Clearance Letter Issued to Authorized Person

Height Clearance Letter not Issued

Comments / Reason

Concerned Official at One Window Operations

ANNEXURE - E

EXTRA COVERED AREA - PROCESSING FORM



PUNJAB CENTRAL BUSINESS DISTRICT DEVELOPMENT AUTHORITY
Government of Punjab



Subject: **EXTRA COVERED AREA - PROCESSING FORM**

Form ID: **CA-01-V1**

Application No.

Date: - -

Check List / Pre-Requisites / Attachments: (Mark () if attached / added)

- Application processing fee (Paid)
- Duly filled and complete Extra Covered Area Request Form
- Authority Letter / Power of Attorney (in case if applicant is not owner) on Notorized Affidavit duly signed by Oath Commissioner
- Letter of Consent (In case the plots to be amalgamated are owned by different owners, all the respective parties are required to submit affidavit of consent for this application)
- Owner documents / Proof of successful bidding
- CNIC of the applicant
- CNIC of owner (in case applicant is different)
- FBR Registration Certificate

Name of applicant / Firm / Company / Consortium / JV:

S/O, D/O, W/O or Relation:

Comments (if any):

Concerned Official at One Window Operations

Ownership Verification of Properties requested for amalgamated) (To be filled by Land & Estate Directorate):

Plot No.	<input type="text"/>	Phase	<input type="text"/>
Location:	<input type="text"/>	Area	<input type="text"/> K <input type="text"/> M <input type="text"/> sft
Ownership:	<input type="text"/>		

Comments (if any):

Deputy Director Land & Estate

Building Regulation Report /FEES (To be filled by Technical Wing)

As per PCBDDA building regulations, the covered area may be increased subject to fulfillment of all the requirements. Accordingly, the following fees has been estimated.

Existing Covered Area sft Total Covered Area (Existing + Additional) sft

Additional Covered Area sft

Fees Estimates	Increase in Covered Area	Rs.
	Others	Rs.
	Total	Rs.

Land Use

Comments (if any):

Deputy Director Urban Planning

Transactional Data (To be filled by Finance Directorate) (Mark () if verified)

- It is verified that the application processing fee for extra Covered Area has been **PAID**.
- New Challan for Extra Covered Area is issued as per calculations made by Technical Wing (Challan attached).

Details of Challan issued as below:

Customer No:	<input type="text"/>	Amount	<input type="text"/>
GL Account:	<input type="text"/>	Description	<input type="text"/>
Profit Center:	<input type="text"/>	Description	<input type="text"/>
Challan No.	<input type="text"/>	Amount	<input type="text"/>
RV No:	<input type="text"/>	Date:	<input type="text"/>

Comments (if any):

Deputy Director Finance

Decision of Committee (To be filled by Land & Estate Directorate) (Mark () on appropriate box)

Meeting held on: - -

Decision: Approved Rejected Conditional / Provisional

Comments:

Deputy Director Land & Estate

Despatch of Letter (To be filled by One Window Operations)

Challan Despatched

Ref. No.

Dated: - -

Concerned Official at One Window Operations

Checklist / Attachement (To be filled by One Window Operations)

Copy of Paid Challan / Pay Order

Dated: - -

Concerned Official at One Window Operations

Transactional Data (To be filled by Finance Directorate) (Mark () if verified)

It is verified that the application processing fee for amalgamation has been **PAID**.

Comments (if any):

Deputy Director Finance

Issue of Letter (To be filled by Land & Estate Directorate)

Letter for Increase in Covered Area added

Comments (if any):

Deputy Director Urban Planning

Despatch of Letter (To be filled by One Window Operations)

Letter for Increase in Covered Area Despatched

Ref. No.

Dated: - -

Concerned Official at One Window Operations

ANNEXURE - E

EXTRA FAR - PROCESSING FORM



PUNJAB CENTRAL BUSINESS DISTRICT DEVELOPMENT AUTHORITY
Government of Punjab



Subject: **EXTRA FAR - PROCESSING FORM**

Form ID: **FAR-01-V1**

Application No.

Date: - -

Check List / Pre-Requisites / Attachments: (Mark () if attached / added)

- Application processing fee (Paid)
- Duly filled and complete Extra FAR Request Form
- Authority Letter / Power of Attorney (in case if applicant is not owner) on Notorized Affidavit duly signed by Oath Commissioner
- Letter of Consent (In case the plots to be amalgamated are owned by different owners, all the respective parties are required to submit affidavit of consent for this application)
- Owner documents / Proof of successful bidding
- CNIC of the applicant
- CNIC of owner (in case applicant is different)
- FBR Registration Certificate

Name of applicant / Firm / Company / Consortium / JV:

S/O, D/O, W/O or Relation:

Comments (if any):

Concerned Official at One Window Operations

Ownership Verification of Properties requested for amalgamated) (To be filled by Land & Estate Directorate):

Plot No. Phase
Location: Area K M sft
Ownership:

Comments (if any):

Deputy Director Land & Estate

Building Regulation Report /FEES (To be filled by Technical Wing)

As per section 2.35 (c) of PCBDDA building regulations, the FAR may be increased. Accordingly, the following fees has been estimated.

Current FAR	<input type="text"/>	Requested FAR	<input type="text"/>
Current BUA	<input type="text"/>	BUA after increase in FAR	<input type="text"/>

Fees Estimates	Increase in FAR	Rs.
	Others	Rs.
	Total	Rs.

Land Use

Comments (if any):

Deputy Director Urban Planning

Transactional Data (To be filled by Finance Directorate) (Mark () if verified)

- It is verified that the application processing fee for extra FAR has been **PAID**.
- New Challan for Extra FAR is issued as per calculations made by Technical Wing (Challan attached).

Details of Challan issued as below:

Customer No:	<input type="text"/>	Amount	<input type="text"/>
GL Account:	<input type="text"/>	Description	<input type="text"/>
Profit Center:	<input type="text"/>	Description	<input type="text"/>
Challan No.	<input type="text"/>	Amount	<input type="text"/>
RV No:	<input type="text"/>	Date:	<input type="text"/>

Comments (if any):

Deputy Director Finance

Decision of Committee (To be filled by Land & Estate Directorate) (Mark () on appropriate box)

Meeting held on: - -

Decision: Approved Rejected Conditional / Provisional

Comments:

Deputy Director Land & Estate

Despatch of Letter (To be filled by One Window Operations)

Challan Despatched

Ref. No.

Dated: - -

Concerned Official at One Window Operations

Checklist / Attachement (To be filled by One Window Operations)

Copy of Paid Challan / Pay Order

Dated: - -

Concerned Official at One Window Operations

Transactional Data (To be filled by Finance Directorate) (Mark () if verified)

It is verified that the application processing fee for amalgamation has been **PAID**.

Comments (if any):

Deputy Director Finance

Issue of Letter (To be filled by Land & Estate Directorate)

Letter for Increase in FAR attached

Comments (if any):

Deputy Director Urban Planning

Despatch of Letter (To be filled by One Window Operations)

Letter for Increase in FAR Despatched

Ref. No.

Dated: - -

Concerned Official at One Window Operations

Check List / Pre-Requisites / Attachments: (Mark () if attached / added)

- Application processing fee (Paid)
- Duly filled and complete Amalgamation Request Form
- Authority Letter / Power of Attorney (in case if applicant is not owner) on Notorized Affidavit duly signed by Oath Commissioner
- Letter of Consent (In case the plots to be amalgamated are owned by different owners, all the respective parties are required to submit affidavit of consent for this application)
- Owner documents / Proof of successful bidding
- CNIC of the applicant
- CNIC of owner (in case applicant is different)
- Original Demarcation Forms
- FBR Registration Certificate

Applicant

For Official Use Only For details of your submitted application, please visit PCBDDA website (www.cbdpunjab.gov.pk)

Documents Checked By	<input type="text"/>	Designation	<input type="text"/>
Forwarded to (Directorate)	<input type="text"/>	Date	<input type="text"/>
Special Remarks (if any)	<input type="text"/>		

Signature

Check List / Pre-Requisites / Attachments: (Mark () if attached / added)

- Application processing fee (Paid)
- Duly filled and complete Building Plan Approval Request Form
- Authority Letter / Power of Attorney (in case if applicant is not owner) on Notorized Affidavit duly signed by Oath Commissioner
- Letter of Consent (In case the plot is owned by different owners, all the respective parties are required to submit affidavit of consent for this application)
- Owner documents / Proof of successful bidding
- CNIC of the applicant
- CNIC of owner (in case applicant is different)
- FBR Registration Certificate
- Site Plan (3 copies)
- Building Plan / Architectural Plan (3 copies)
- Landscape Plan (3 copies)
- Undertaking on Stamp Paper on Value of Rs. 500

Applicant

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Documents Checked By	<input type="text"/>	Designation	<input type="text"/>
Forwarded to (Directorate)	<input type="text"/>	Date	<input type="text"/>
Special Remarks (if any)	<input type="text"/>		

Signature

Check List / Pre-Requisites / Attachments: (Mark () if attached / added)

- Application processing fee (Paid)
- Duly filled and complete Extra Covered Area Request Form
- Authority Letter / Power of Attorney (in case if applicant is not owner) on Notorized Affidavit duly signed by Oath Commissioner
- Letter of Consent (In case the plot is owned by different owners, all the respective parties are required to submit affidavit of consent for this application)
- Owner documents / Proof of successful bidding
- CNIC of the applicant
- CNIC of owner (in case applicant is different)
- FBR Registration Certificate

Applicant

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Documents Checked By	<input type="text"/>	Designation	<input type="text"/>
Forwarded to (Directorate)	<input type="text"/>	Date	<input type="text"/>
Special Remarks (if any)	<input type="text"/>		

Signature

Check List / Pre-Requisites / Attachments: (Mark () if attached / added)

- Application processing fee (Paid)
- Duly filled and complete Extra FAR Request Form
- Authority Letter / Power of Attorney (in case if applicant is not owner) on Notorized Affidavit duly signed by Oath Commissioner
- Letter of Consent (In case the plot is owned by different owners, all the respective parties are required to submit affidavit of consent for this application)
- Owner documents / Proof of successful bidding
- CNIC of the applicant
- CNIC of owner (in case applicant is different)
- FBR Registration Certificate

Applicant

For Official Use Only For details of your submitted application, please visit PCBDDA website (www.cbdpunjab.gov.pk)

Documents Checked By	<input type="text"/>	Designation	<input type="text"/>
Forwarded to (Directorate)	<input type="text"/>	Date	<input type="text"/>
Special Remarks (if any)	<input type="text"/>		
Signature			

Check List / Pre-Requisites / Attachements: (Mark () if attached / added)

- Application containing the project title / type and requested height
- Copy of Ownership Documents (Notary Attested)
- Processing Fee Receipt
- Submission of Building Plans (as per the rules and regulation of PCBDDA)
- Duly Vetted Coordinates of Survey of Pakistan
- Photocopies' of CNIC's of the Party
- FBR/NTN Certificate
- Copy of Demarcation (Notary Attested)
- Original GPA/SPA or Authority Letter (If Applicable)
- Stamp Duty Along with Paid Copy of Challan, Original Receipt Of CVT, TMA Tax, Original Paid Challan of Gain Tax As Well As Wealth Tax (If Applicable)

Applicant

For Official Use Only For details of your submitted application, please visit PCBDDA website (www.cbdpunjab.gov.pk)

Documents Checked By	<input type="text"/>	Designation	<input type="text"/>
Forwarded to (Directorate)	<input type="text"/>	Date	<input type="text"/>
Special Remarks (if any)	<input type="text"/>		

**Signature: Assistant Director Technical
One Window Cell**