

Policy Guidelines for Additions and alterations

The policy on addition and alterations to Houses/ Apartments are well outlined in Chapter VII of our Byelaws. **BoMs are empowered to initiate action against illegal and unauthorized additions and alterations.** The following guidelines are mandated due to large scale violations in interpretations of these byelaws by vested interests.

- a) Provisions of Para 3 a General are applicable at all times for consideration of interior / internal and external works as defined at paras 3b and 3c.
 - b) It is obligatory on the part of a member to submit his proposal with justification for the alterations, NOC from neighbours (adjacent, above and below) on the complete and full scope of work and duration of work, with drawings where necessary duly certified.
 - c) It is equally mandatory on the BoM, before according NOC, should satisfy itself as a collective body that the neighbours have fully understood the complete scope of work and there is no structural modification or change to façade, elevation specific to the Type Units. Any issue of NOC by BoM must be recorded in the Minutes of the meeting of BoM and is also to be communicated to the neighbours. Alterations on Vastu considerations, additions for sub letting are not to be permitted.
 - d) Para 3d is to be read in conjunction with para 3 a (vii) and issue of NOC is not obligatory by time but limited to a response to the initial and subsequent communication / application within stipulated 30 days.
 - e) Para 3 a (vi) is applicable only for old cases prior to 20 May 2012.
 - f) A member cannot encroach and or erect any addition/ structure on common undivided share of land.
 - g) Owner of a DU in an apartment building (Types V, III, and II) should not be allowed to encroach the common areas inside that building.
2. The following additional safeguards are recommended.
- a) The validity of NOC issued may be limited to 90 days. In case the work has not commenced by the applicant within 90 days of issue of NOC, he should reapply for NOC following all procedures.
 - b) BoM may consider collection of a caution deposit of Rs 5000 or more (depending on the scope and duration of work) to be returned on completion of work, if there are no damage claims. (including for debris removal.).
 - c) The changes to plumbing lines and sanitary pipelines, Kitchen and Toilets in Type V / II/ II are generally not to be permitted as it may affect immediate neighbours. Any variation/ Shift should require prior approval from BoM and NOC from Neighbours.
 - d) Similarly Changes to electrical load distribution inside the apartments are not to be permitted.
 - e) Changes to Elevation/ External walls/facades are not permitted.
 - f) No structural change is permitted.
 - g) BoM may ask for submission of a certificate from a structural engineer for any proposal which in their opinion can affect safety of the building and accordingly defer issue of NOC till such certificate is produced by the applicant member.

