

To
 The President
 JVVHOWA,
 Kukatpally

Name.....
 DU No #
 Date

PERMISSION FOR ADDITIONS / ALTERATIONS / REPAIRS TO DU (in Duplicate)

1. I am the owner / joint owner of said DU and intend to carry out Additions / Alterations / Repairs to my DU.

2. I shall refrain from undertaking following works as per AFNHB / JVVHOWA Guidelines:-

(i) Any change in façade

YES	NO
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(ii) Change or disturbing the exterior looks & design of the flat or building.

YES	NO
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3. Request to approve **Alterations to my DU** to the extent of [Please TICK ✓ X

i) Re-plastering,

ii) Re-flooring,

iii) Replacement of doors / windows / ventilators, subject to maintenance of aesthetic looks of all DU's.

iv) Change in Kitchen platform to provide for modern cabinets.

v) Change in bath Room Floor and Wall tiles

vi) Change in Bath Room fittings

vii) Repair to sewerage lines

viii) -----

ix) -----

4. **I am enclosing**

i) **Existing plan** and

ii) **Proposed plan on the Existing Plan** [Certified by a Structural Engineer] [Proposed Plan to be indicated **by a different Colour**].

5. I / We have read and understood Para 3, Chapter VII of Bye Laws and

YES	NO
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6. I / We assure the BOM to abide by the provisions Chapter VII of Bye Laws.

YES	NO
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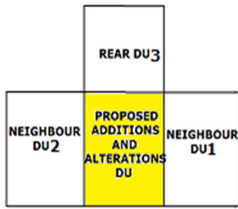
7. I shall abide by Alterations & Additions, as approved by AGM, 2020.

YES	NO
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8. Request to approve **Modifications / Additions to my DU** to the extent of following works Proposed to be undertaken by me:-

BOM Remarks

1		
2		
3		
4		



9.I have taken clearance from my neighbours for both the **nature of works** and **Duration of work** and NOC from my Neighbour: Tick BOM Remarks

- i) DUs No 1 - Clearance certificate signed by Neighbour is attached
- ii) DUs No 2 - Clearance certificate signed by Neighbour is attached
- iii) DUs No 3- Clearance certificate signed by Neighbour is attached
- iv) DUs No 4- Clearance certificate signed by Neighbour is attached
- v) DUs No 5- Clearance certificate signed by Neighbour is attached

10. **For issue of NOC**–To submit Minimum 3 weeks before start the date.

- i) Date of proposed start of Additions / Alterations / Repairs
- ii) Date of proposed Completion of Additions / Alterations / Repairs
- iii) Maximum 15 Days grace period from the proposed completion date

- 11. I undertake and Confirm that during the process of construction “**NO**” deviations structurally will be carried out from proposed / approved drawing. If any structural changes are needed from that approved, a revised drawing will be given to the BOM’s **10 Days in advance** for approval
- 12. I undertake that **work timing** will be between **7AM to 8PM only** and that Canvas Cover / Tarpaulin will be put towards neighbour’s house to avoid any dust & smell during the process of work
- 13. During the process of work, if any damage is caused to the neighbour’s DU’s or Common property, I/We will replace it / do good with a new one at my/our cost within 15 days of occurrence to the satisfaction of the affected party
- 14. I/We undertake to remove any work material / debris / transport and will not obstruct neighbourhood and further the debris will be cleared on a regular basis whenever it reaches a tractor load.
- 15. Within One month on issue of NOC by BOM’s, I/We undertake to get the Municipal approval for the plan and submit it to the BOM’s for issue of Work Commencement Certificate.
- 16. Failing to submit Municipal approval plan by one month of issue of NOC, I/We agree that the NOC issued by BOM’s stands cancelled.
- 17. I / We agree that No material will be brought to site prior to WORK COMMENCEMENT CERTIFICATE issued by the BOM’s. If any material is brought to site, BOM’s is authorised to remove at my cost / confiscate without any notice to me.
- 18. I / We agree that Work shall be commenced **only after receipt of approval from BOM’s the work commencement certificate**. It will include work start date and work completion date as submitted by DU Owner. No work material is permitted after work completion date. If necessary, fresh approval of work completion be taken from BOM’s.
- 19. I / We will give the state and progress of work to BOM’s on 10th of every month following the date of work commencement certificate.
- 20. I / We will give all the structural changes completed in the DU and submit revised drawings to the BOMs before other internal works commence / progress.
- 21. I / We agree that if any Unauthorised Additions / Modifications to DU are carried out, before/ after the issue of NOC, by me / my predecessor, I will demolish it immediately. If I fail to demolish it within 10 days, the BOM’s are authorised to demolish it at my cost and I fully agree to this condition.

22. I / We agree that if I fail to demolish any Unauthorised Construction, BOM's will not permit any construction material to be parked at my DU and if parked, the same can be confiscated at my cost.
23. I / We agree to pay a Corpus Fund to JVVHOWA as per the decision of AGM Dated 18 Oct 2020, along with my application for issue of NOC by BOM's for the Extensions / Additions / Alterations to my DU @ Rs 22/- Sq Ft for the Total Additions to my DU from that of the Original Construction done by AFNHB.

TOTAL BUILT UP AREA AS PER AFNHB – Sq Ft	EXPECTED TOTAL BUILT UP AREA OF DU [inclusive of earlier extensions] Sq Ft	DIFFERENCE IN BUILT UP AREA in Sq Ft	Total Advance being paid @ the cost of Rs 300/ Per Sq Ft for Total Extension	Details of Payment – Cheque No, date, Bank Details

APPROVAL BY BOM's ON THE APPROXIMATE BUILT UP SQ FT =>

24. I / We confirm that we will not build any structure / room on the second floor. Only temporary supports for sunshade are only permissible.
25. I confirm that the Additions and Alterations being sought for approval is for my personal family use only. I confirm using the DU for a single Family only.
26. I / We understand that in case of violation of Society bye-laws/ any rules of Additions and Alteration Committee report as approved by AGM regarding unauthorized construction, the Society reserves the right to inspect the premises and dismantle such construction, at my cost.
27. I request that NOC may be issued for undertaking above works.

Thanking You,

Yours sincerely

Name ()

Recommended / Not recommended

Approved / Not approved

Secretary
Dated

President / Vice President
Dated

Received a sum of Rs..... Towards Corpus Fund to JVVHOWA

Treasurer
Dated

To
 The President
 JVVHOWA,
 Kukatpally

Name.....
 DU No #
 Date

PERMISSION FOR ENTRY OF LABOR & MATERIALS (in Duplicate)

- 1 I am the owner / joint owner of said DU and have taken permission to carry out authorized Additions / Alterations / Repairs to my DU. I intend to commence the work on and complete by
- 2 Particulars of labour to be employed , with a photo ID each are ;-

Sl #	Name	Age / sex(M/F)	Profession	Address	Mob #
1					
2					
3					
4					
5					
6					
7					
8					

Contractor details be put at Sl #1

- 3 Building material likely to be brought are :-
 Bricks(in No's), Cementbags.(of 50 kg), Sand CFT,
 Others
- 4 I undertake and solemnly agree ;-
 - a. For inspection by Society reps for any breach of work content and stop work if violation occurs / is observed.
 - b. Not to encroach / obstruct common areas.
 - c. To remove debris outside the gate at my cost at regular intervals but not later than 10 days.
 - d. For demolition of any un-authorized construction made by me, not as permitted, at my cost.
- 5 Permission for entry of labour & materials as above may please be given.

Thanking,

yours sincerely

Name ()

Recommended / Not recommended

Approved / Not approved

Secretary

President / Vice President

Dated

Dated

Copy # 1:- For office

Copy # 2:- For applicant for use as Gate entry