



Jawaharlal Nehru Port Authority Special Economic Zone

HANDBOOK FOR UNIT HOLDER/ CO-DEVELOPER – JNPA SEZ



**NOVEMBER
2022**

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JNPA Special Economic Zone
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JNPA Special Economic Zone
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DISCLAIMER

The information contained in the Handbook for Unit Holders / Co-Developer is provided to Unit Holder / Co-Developer only for the purpose mentioned herein. The Handbook is neither an agreement nor invitation to offer by JNPA SEZ to the Unit Holder / Co-Developer or any other person. The Handbook is primarily meant to provide the Unit Holder / Co-Developer, a brief description about JNPA SEZ project, and the process of development and its relevant components, to enable them to undertake development of the building projects in JNPA SEZ. It aims to provide easy understanding about all the preliminary guidelines and aspects from commencement till occupancy stage to be followed as per JNPA-SEZ DCPRs. However, the details of the regulations, guidelines, and standards to be followed at each stage are given in JNPA-SEZ DCPRs and all other relevant information for setting up units in SEZ is given in JNPA SEZ website <https://www.jnport.gov.in/sez>.

Intent of Handbook

Jawaharlal Nehru Port Authority is the Special Planning Authority for JNPA SEZ. JNPA is the developer of the said operational SEZ. This handbook is primarily meant for the first-hand use of the Unit Holder / Co-Developer in JNPA SEZ. The handbook attempts –

- ❖ To provide a brief introduction to the process and its relevant components to begin development work in JNPA SEZ.
- ❖ It aims to provide easy understanding to the Unit Holder / Co-Developer about all the preliminary guidelines and aspects to be followed as per JNPA SEZ DCPRs.
- ❖ The handbook covers only the introductory part of the major components of the development process up to occupancy stage. However, the details of the regulations, guidelines and standards to be followed at each stage are given in JNPA-SEZ DCPR.
- ❖ This handbook does not cover the timelines related to building construction development and operationalization of unit, which shall be followed as per RFP, Letter of Intent, Letter of Approval from DC SEEPZ and Lease Deed.

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Abbreviations and Synonyms

BUA	Built Up Area
CC	Commencement Certificate
COA	Council of Architecture
DC	Development Commissioner, SEEPZ SEZ, Andheri (East), Mumbai
DFC	Dedicated Freight Corridor
DCPRs	Development Control and Promotion Regulations of JNPA SEZ
EC	Environmental Clearance
FSI	Floor Space Index
FTWZ	Free Trade Warehousing Zone
GAD	General Arrangement Drawings
GFC	Good for Construction (Drawings)
GR	Government Regulation/Resolution
IT& ITES	Information Technology & Information Technology Enabled Services
JNPA	Jawaharlal Nehru Port Authority
JNPA- SEZ	Jawaharlal Nehru Port Authority Special Economic Zone
LOA	Letter of Approval
LOI	Letter of Intent
MoC&I	Ministry of Commerce and Industry, Government of India
MPCB	Maharashtra Pollution Control Board
NOC	No Objection Certificate
OC	Occupancy Certificate
PPD	Port Planning and Development Department
SEEPZ	Santacruz Electronics Export Processing Zone
SEZ	Special Economic Zone
SPA	Special Planning Authority
UDD	Urban Development Department

1. Background

The Jawaharlal Nehru Port Authority (JNPA) at Navi Mumbai (formerly known as the Nhava Sheva Port) is India's largest container port handling more than half of the container cargo across all major ports in India. JNPA has been expanding beyond its traditional role and assisting trade both nationally and globally. It is the first major Port to implement Ease of Doing Business initiatives to create value for trade, achieving significant improvements in Port performance metrics and driving investor-friendly initiatives such as Direct Port Delivery. To build on its infrastructure growth and accelerate nationwide industrial development, JNPA is engaged in the development of port based multi-product Special Economic Zone (SEZ) and has been declared as the developer of SEZ on land admeasuring 277.38 Hectares. JNPA SEZ is an initiative under "Sagarmala" National flagship policy of Ministry of Shipping. JNPA SEZ is the first of its kind major port-led industrial development project conceptualized by JNPA. It is located six kms from the JN Port. Being adjacent to a major resourceful port, this SEZ is expected to attract global majors and become a game changer for the region.

JNPA has developed the basic infrastructure in the SEZ such as internal roads, power, water-supply network, sewage network and treatment plant, fire-station, parking, training centre, administrative office etc. The SEZ comprises of industrial plots, commercial plots and amenity plots. Presently, various plots in the SEZ have been allocated to different unit holders and Co-Developers, wherein a few units are operational and a few plots are under construction phase. JNPA SEZ also has independent Development Control and Promotion Regulations (DCPR) sanctioned by Government of Maharashtra. The operational units have commenced their business activities in manufacturing, processing and warehousing from the SEZ.

1.1 JNPA SEZ Master Plan

The Zone Plan of SEZ is prepared based on the principle of 'Broad Zoning' and permissible land uses/activities allowing built-in flexibility in Master Plan. SEZ does not include any Non-Processing Zone (Residential). The planning principles adopted for development of JNPA SEZ are based on holistic and sustainable industrial development concepts such as focus on integrated infrastructure, optimum utilization of available land with flexibility in plot division, optimum use of natural resources, traffic and transportation management, consideration of operation and management of services/utilities aspects and introducing urban design controls on aspects like signage, landmarks, road edging, tree plantation and street furniture.

The four basic zones are planned in the SEZ viz-

- **Processing zone:** which includes industrial units, units for warehousing, FTWZ, IT&ITES, data centres, supporting infrastructure facilities and utility services, hotels, lower order commercial required for processing zone. Land area for processing Zone is 175Ha (63%).
 - **Amenity zone:** includes health care facilities, government/semi-government /SPA offices, utility services, hotel, lower order commercial like convenience shops, banks, training centers and administration buildings. Land area for Amenity Zone is 14 Ha (5%).
 - **Transportation zone:** includes roads, rotaries, footpaths, bridges, parking areas, logistics, transport terminus, supporting infrastructure and utility services. Land area for Transportation Zone is 40 Ha (14%).
 - **Green Zone:** includes open spaces, green belts, natural drains, water bodies, landscaped areas, supporting infrastructure facilities and utility services. Land area for Green Zone is 48 Ha (18%).
- Thus, out of 277.38 ha of total land area, 63% is planned as processing zone and remaining 37% for amenity, green and transportation zone.

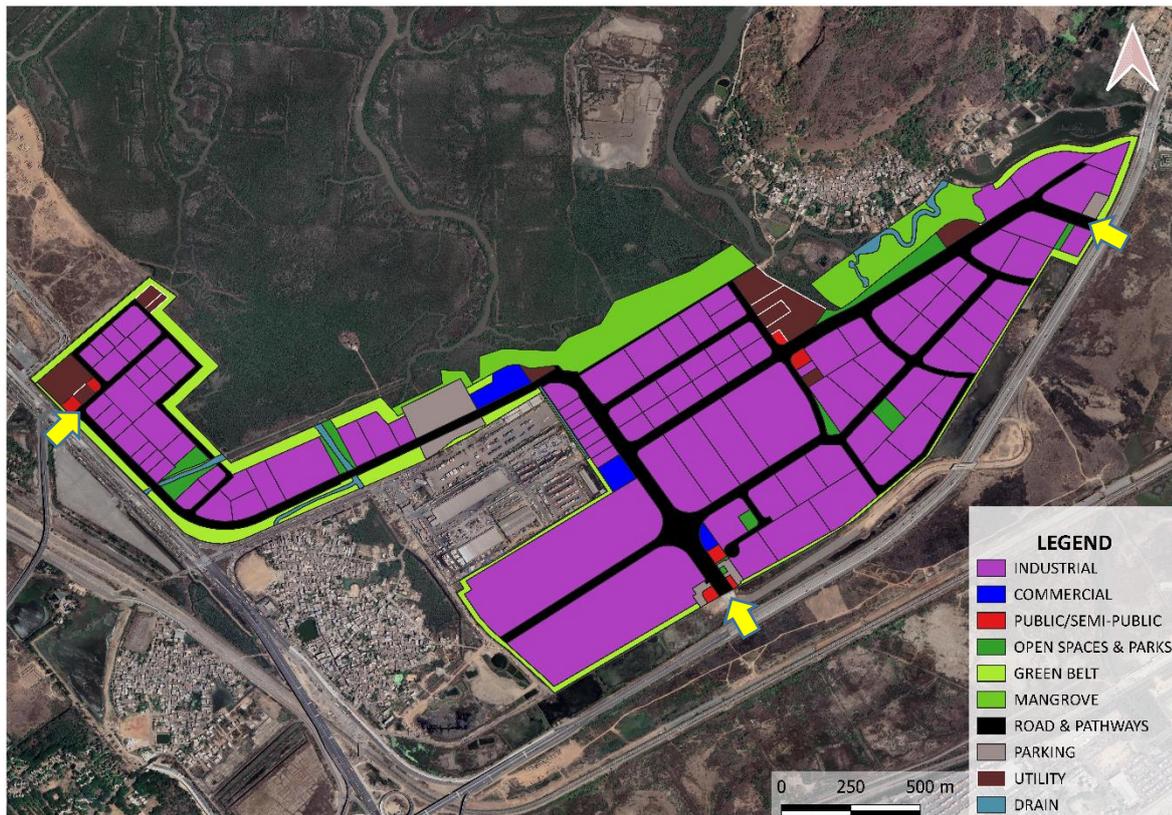


Figure 1: JNPA SEZ Master Plan/Zone Plan

The basic infrastructure for JNPA SEZ includes 6.5 MLD Capacity STP, 220 Kv, Substation, 33Kv Substations, four number elevated water reservoirs. Solar park, electric distribution network, water supply network, sewerage system, truck parking and buildings such as

Administration Office, Training Center, Fire Station and common amenity building. Total three gates are planned for the SEZ.

The main access to the site is planned through NH 348 A via a dedicated four lane grade separator.

The Base FSI for all uses is 1.2 for maximizing the development potential of land. In addition, premium FSI of 0.3 is made available if the unit holder needs it, which will be a paid FSI. JNPA may grant 100% additional FSI for activities like IT/ITEs, Biotechnology, Nanotechnology establishments as detailed out in DCPR, subject to payment of additional premium as may be determined by JNPA from time to time.

2. Project Objective

The SEZ aims to facilitate port based industrial development contributing to Economic, Physical and Social development within the region.

The key objectives are as under -

Economic

- To promote investment friendly environment for domestic and foreign investors.
- To promote exports of goods and services.
- To generate additional economic activities.
- To add value to land under influence.
- To support new growth areas

Physical

- To develop infrastructure facilities associated with the operation of the SEZ.
- To improve the connectivity with upcoming infrastructure projects.

Social

- To create employment.
- To create jobs for technically skilled and semi-skilled manpower across all industry sectors.
- To have a positive impact on the socio-economic conditions of the region.

3. Key Value Proposition

3.1 Contextual Value

JNPA SEZ has a strong and unique value proposition. Factors such as excellent connectivity with the hinterland, skilled manpower availability, certainty of execution, single window clearance and SEZ incentives increases its attractiveness as a manufacturing destination. Normally, the last mile connectivity to the ports is one of the major constraints in smooth movement of cargo to/from the hinterland. SEZ serves JN Port to meet this gap providing last mile connectivity. JNPA SEZ is operational, which further increases the demand for development within SEZ.

	<p>Excellent connectivity</p>	<ul style="list-style-type: none"> • Appx. 6 kms. from the largest container port in India • Terminal for Western Dedicated Freight Corridor • Well connected to upcoming Road Infrastructure projects • 14 kms. from the proposed Navi Mumbai International Airport • Appx 3km from proposed Mumbai Trans Harbor Link (MTHL), interchange at Chirle
	<p>Skilled manpower</p>	<ul style="list-style-type: none"> • Located near economic capital of India, Skilled manpower available in abundance • Potential to setup skill development centres as per the industry requirement
	<p>Execution certainty</p>	<ul style="list-style-type: none"> • Land is free of encumbrances and under possession of JNPA • State-of-the-art infrastructure is provided • Utility and support infrastructure is in place
	<p>Single window clearance</p>	<ul style="list-style-type: none"> • Special Planning Authority (SPA) status granted to JNPA for SEZ • Independent DCPR sanctioned by Government of Maharashtra • All the required approvals have been obtained. • Seamless co-ordination with Ministry of shipping and Ministry of Commerce and Industry for all unit and co-developer approvals
	<p>SEZ incentives</p>	<ul style="list-style-type: none"> • *Duty free import of goods • *100% GST exemption on all goods and services • *Duty free export of goods • *Exemption from payment of stamp duty for registration (*As per prevalent Government Guidelines subject to change from time to time)

SEZ being located in close proximity to the upcoming growth centres, promises the ready availability of raw material, access to global markets and strong multi-modal connectivity. The State highway and National highways are upgraded to 6 and 8 lane roads respectively. The proposed Navi Mumbai International Airport will improve the connectivity and cargo movement globally and within the country. Upcoming Mumbai Trans Harbor Link (MTHL) connecting JNPA to Eastern side of Greater Mumbai will contribute in attracting skilled and unskilled labour for the SEZ.

3.2 Government Approvals and Clearances:

The State and Central Government has granted the required approvals for JNPA SEZ.

- ❖ **Approval from MoC&I for setting up SEZ:** JNPA has been granted formal approval for setting up a Multi-sector SEZ, by the Ministry of Commerce & Industry (MoC&I), Government of India by a letter of approval dated 14th July 2014. Pursuant to a Gazette notification bearing No. S.O. 2047 (E) dated 11th August 2014, issued by Ministry of Commerce & Industry, Govt. of India, demarcated an area admeasuring 277.38 Ha for SEZ.
- ❖ **Approval from Development commissioner SEEPZ SEZ:** Approval for 100% processing area was granted by the office of Development Commissioner, SEEPZ vide letter dated 05/02/2018, under section 6 of SEZ Act, 2005 read with rule 11(1) of SEZ Rules, 2006. Thus, entire 277.38 Ha is proposed to be developed as processing area including common facilities.
- ❖ **Appointed as Special Planning Authority:** JNPA is appointed as the Special Planning Authority (SPA) for SEZ, by GoM vide notification bearing no. TPS-1717/612/CRO219/17/UD-12 dated on 20th December 2017.
- ❖ **Environmental Clearance:** JNPA SEZ has received the Environmental Clearance (EC) from GoM on 5th December, 2014 and revised EC received on 24th June 2020.
- ❖ **Operational status:** JNPA SEZ is India's first port based multi-sector operational Special Economic Zone and has received operational status from MoC&I on 24th June 2020.
- ❖ **Consent to Establish:** The Consent to Establish is obtained from Maharashtra Pollution Control Board (MPCB) for the entire SEZ on 25th November 2019.
- ❖ **Consent to Operate:** The Consent to Operate is approved by Pollution Control Board (MPCB), Government of Maharashtra for the entire SEZ vide letter dated 4th November 2022.
- ❖ **Electricity distribution license:** JNPA has received Electricity Distribution license from MERC on 13th November 2018 for SEZ.
- ❖ **Approved Zone plan and DCPR:** Zone plan, Report and Independent Development Control and Promotion regulations are approved by the Director of Town Planning, Government of Maharashtra for JNPA SEZ on 21st September 2021.

❖ **Approved water charges, electricity charges and Service charges:**

- Vide State Government Gazette Notification number RNI No. MAHBIL/2012/46121, Extra ordinary No 101, dated 26th July 2022 JNPA has sanctioned and published the water charges unit rate of Rs 39.47/ cu.m. There will be an annual escalation of 2% per annum on unit rate. Above rate shall be subject to provisions of applicable guidelines / regulations as issued by Central Government/Authority/Other statutory Body etc from time to time. In case of increase in rate by the agencies supplying water to JNPA SEZ the proportionate increase in the rate will be applicable.
- The Electricity energy Tariffs to various categories of consumers at JNPA SEZ are-

Category	Units	Fixed/Demand Charge (Rs./Month)	Energy Charge (Rs./kWh)	Wheeling Charge (Rs./kWh)
LT-Industry	Rs./kW/Month	312	5.30	1.38
LT-Commercial	Rs./kW/Month	415	5.57	1.38
HT-Industry	Rs./kW/Month	432	5.30	0.56
HT- Commercial	Rs./kW/Month	432	5.57	0.56

The above Tariff excludes electrical duty as per current charges of 7.5% for Industrial category and 21% for Commercial category.

Note: The above charges are subject to change.

- JNPA board has approved service charges of Rs 5.70/Sqm/annum on plot area which will be levied from the date of execution of lease deed. This rate will be valid upto 30th June 2023. There after it is subjected to revision.

4. Key Steps to Begin Development in JNPA-SEZ

4.1 E-Tender cum E-Auction process

The land allotment for 60 years lease is done through E-Tender cum E-auction process (paperless process). JNPA invites proposal from interested investors for setting up unit/co-developer within JNPA SEZ. To initiate the allotment process, JNPA releases RFP including details of plots with advertisement (in national newspapers and by uploading the document on JNPA website and CPP portal)

4.2 Letter of Intent (LOI) for SEZ area

LOI means the Letter of Intent issued by JNPA respectively to a party/Investor/Unit for allotment of plot tentatively within 7 days from the approval of the competent authority to highest E-Auction bid. The letter is issued mainly mentioning –

- i. The specify exact area and the exact upfront lease premium which is to be paid by the Investors/units
- ii. Payment Schedule for Plot
- iii. Timelines for obtaining approval, completion of payment and use of plot.
- iv. **Co-Developer Agreement for SEZ area-** JNPA SEZ is developer of SEZ area. Hence, for large plots investors in JNPA SEZ area the Co-Developer Agreement is executed between the Developer and Co-Developer after LOI.

4.3 Letter of Approval (LOA) for SEZ area

The unit holder to whom LOI is issued has to obtain Letter of Approval (LOA) from the Development Commissioner, SEEPZ, SEZ, Mumbai within 90 days from the date of receipt of LOI. Following is the address of DC, SEEPZ, Mumbai:

OFFICE OF THE DEVELOPMENT COMMISSIONER
SEEPZ-Special Economic Zone Govt. of India,
Ministry of Commerce & Industry
Andheri (East),
Mumbai 400 096
Tel.: 022-28294735
Email: dcseepz-mah@nic.in
<http://www.seepz.gov.in/>

Co- developer will have to execute Co-development agreement with JNPA SEZ. Subsequently, obtain permission from Board of Approval, MoC&I, Gol.

4.4 Payment

Payment of upfront lease premium has to be made as per the terms mentioned in the LOI but in any case before –

- ❖ Execution of Lease deed and
- ❖ Possession of the plot

4.5 Application for Development Permission

The Unit holder / Co- developer after execution of lease deed shall apply for development permission in prescribed format as annexed as **Form 1**, with all necessary documents and drawings in hard copy. On receipt of the application, JNPA-SEZ will scrutinize the proposal and work out and communicate the Scrutiny Fee, Security Deposit, Development Charges and Labour Cess to be paid by the Unit holder / Co-developer. The Unit holder / Co-developer shall pay the same by bank transfer and submit the receipt.

4.6 List of documents to be provided by JNPA-SEZ to the Unit holder / Co- developer

After LOA, the Unit Holder/Co-Developer shall be provided following in soft copy by Building Permission Division of JNPA-SEZ to start the development process.

- i. Soft copy of JNPA-SEZ DCPR'S
- ii. Drawing Templates for Development Permission in AutoCAD format. The format is given in **Annexure IV**. Soft copy of the format to be obtained from Chief Architect & Planner, JNPA SEZ.
- iii. List of trees.
- iv. Scrutiny sheet/form

4.7 Application for provisional Fire NOC:

The Unit holder / Co-developer shall apply for Provisional Fire NOC in prescribed format enclosed as Form 22 with all necessary documents and drawings in hard copy and obtain fire remarks/Provisional Fire NOC. The application shall be made through Chief Architect and Planner to:

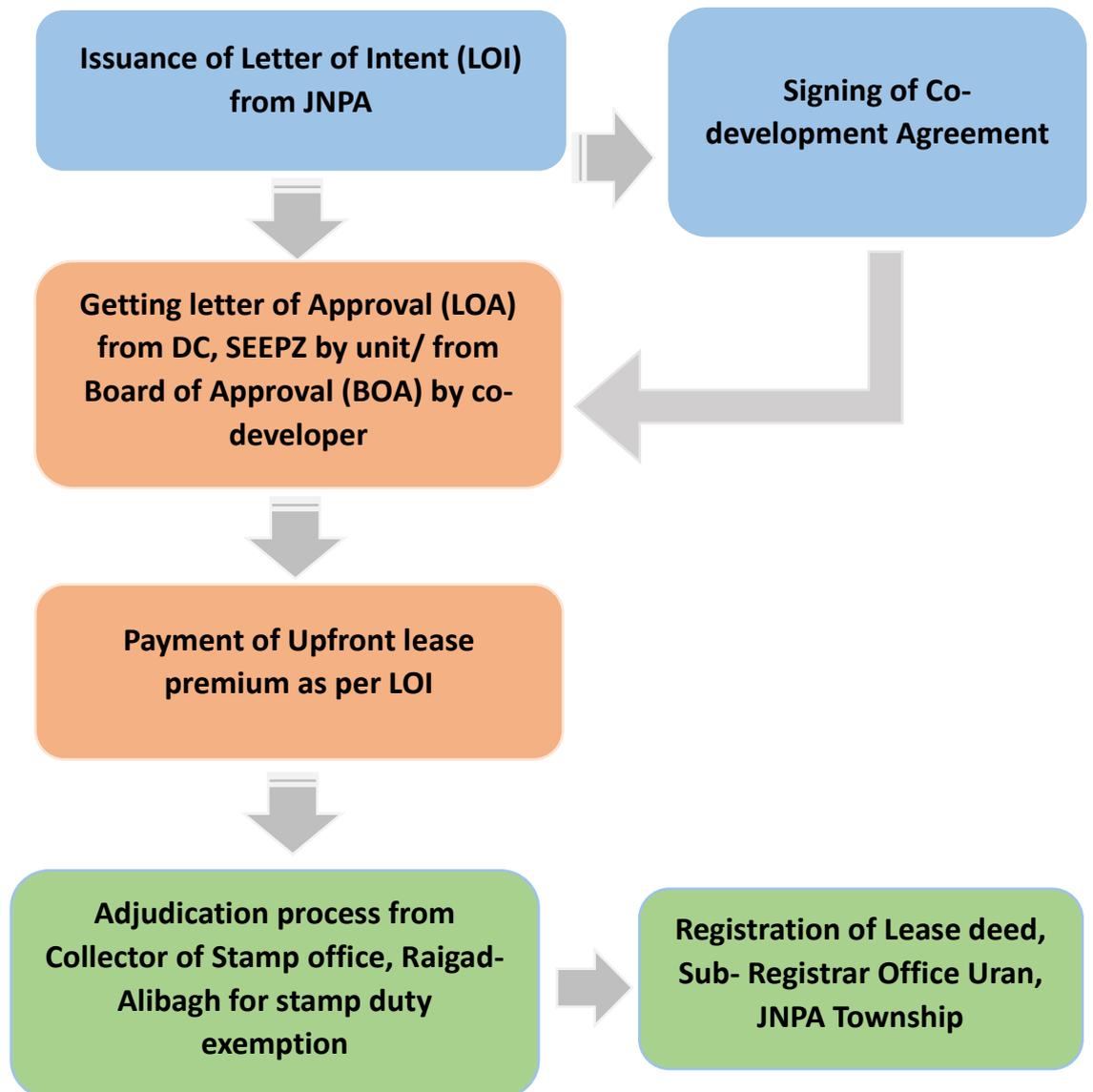
Chief Fire Officer, JNPA-SEZ, Administrative Building, Sheva, Navi Mumbai 400706.

The applicant will have to pay the fire fee as worked out by the CFO, SEZ and obtain provisional fire NOC. The same shall be submitted to the Chief Architect and Planner, JNPA SEZ

4.8 MPCB Approval (Consent to Establish-CTE)

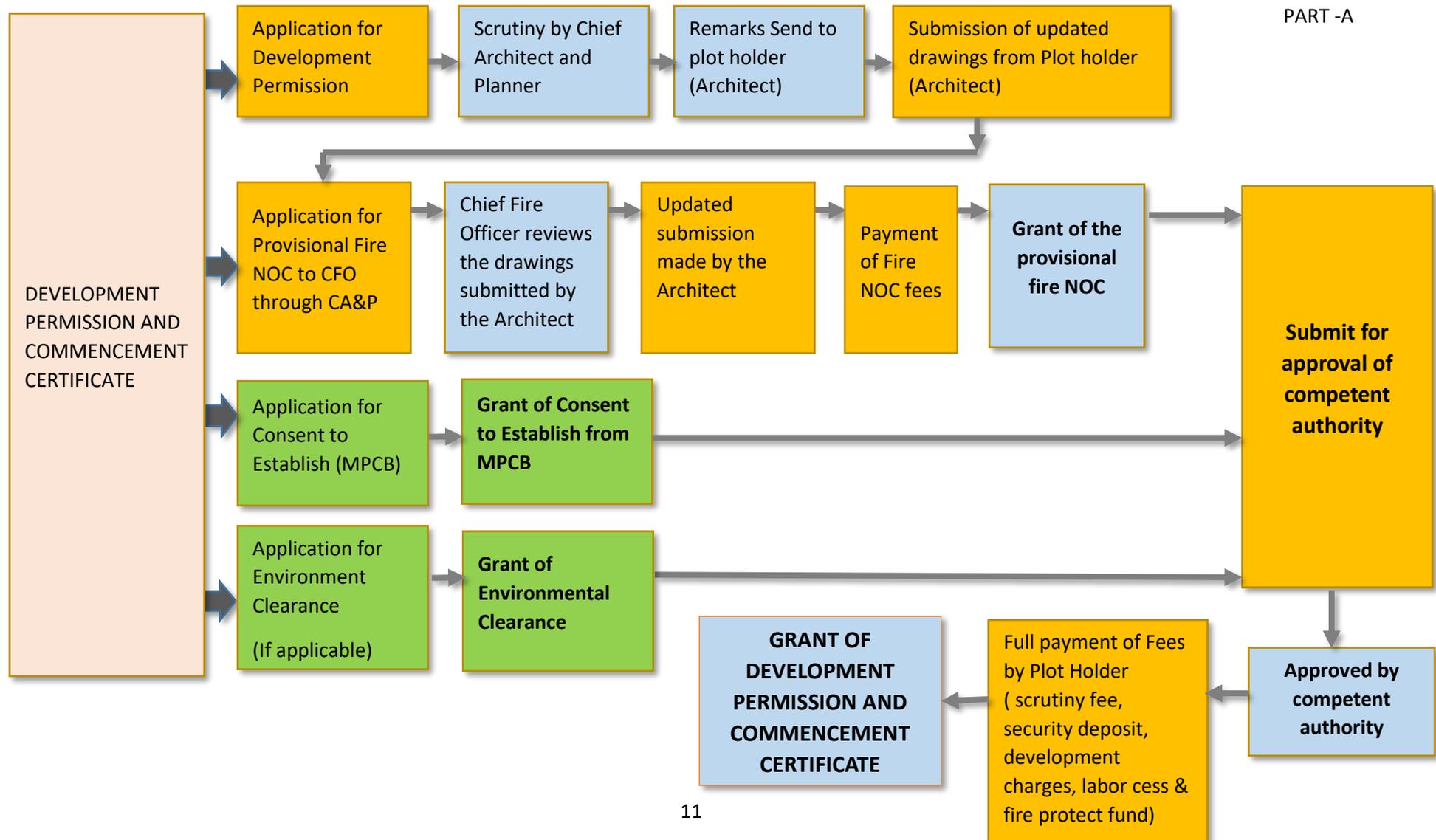
- The Unit holder / Co-developer shall apply for Consent to establish from MPCB. The Unit holder / Co-developer will have to follow the procedure mentioned by MPCB for obtaining the Consent to Establish. The unit holder/co-developer shall register by logging-in using the link: <https://www.ecmpcb.in/>. Applicants are not required to visit any of the MPCB offices at any stage of the application process. For more information, the unit holder/co-developer may log-in to link: <https://mpcb.gov.in/consentmgt/water-and-air-act/procedure> . The applicant has to complete the procedure, pay consent fee and obtain the CTE. After obtaining CTE the same shall be submitted to the Chief Architect and Planner, JNPA SEZ.

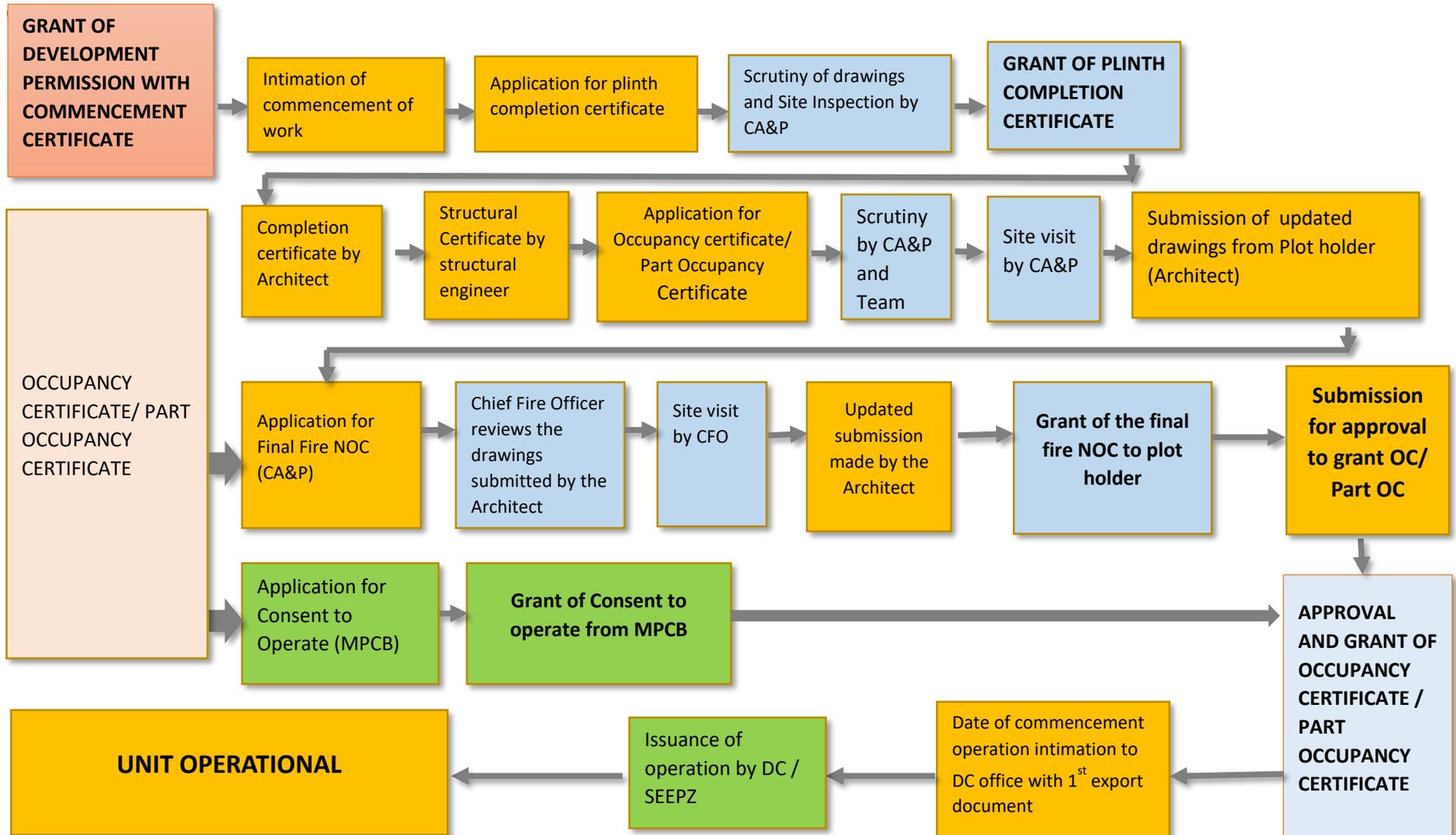
4.9 Process flow for Pre-Development Permission



4.10 Process flow from Development Permission till OC from JNPA SEZ-SPA

PART -A





5. Works requiring development permission

No person shall carry out any development work including development of land or amalgamation of plots or to erect, re-erect or make alterations or demolish any building or cause the same to be done without first obtaining a development permission/ commencement certificate for each such development work/ building from the Authority. No such permission shall be in contravention of the Zonal Plan, Development proposals as the case may be. All activities listed below are considered as Development and hence require Development Permission:

1. Carrying out of Building, Engineering, Earthwork or other Operations
2. Making of any material changes in any building or land
3. Making of any structural changes like change in the design considerations, load factors, geotechnical factors etc.
4. Change in the use or occupancy of any building or land
5. Erection of structure or erection of structures for outdoor display and reclamation, erection of signage
6. Changes or Revisions in the Sanctioned Design and Specification of a Building:
 - a) Change of Leaseholder/Lessee
 - b) Increase or decrease in utilized BUA
 - c) Reduction in Parking area
7. For demolition of existing building/ structure
8. Temporary site offices, contractor's/PMC offices and watchman chowkys within the site only during the phase of construction of the main building.
9. Temporary structures for storage of machinery, material before installation for factories in industrial lands within the site.
10. Labour camps for construction sites, provided adequate water supply and sanitation facilities are provided and safety is ensured.

6. Works not requiring development permission

No Development Permission shall be required for undertaking the following alterations and minor works in all buildings. The following alterations shall have to conform to the JNPA SEZ Development Control & Promotion Regulations (DCPRs).

1. Repairing doors and windows in the same location including change in material (except fire door)
2. Rebuilding an existing wall, repairing the wall including plastering the walls
3. Changing roofing material, increasing the height of the wall to change the slope of the roof and repairing the roof without increasing the existing room height.
4. Changing or repairing flooring on any floor. This only includes wood, stone and metal flooring and does not include RCC flooring slabs.
5. Constructing new lofts allowed as per regulations including repairing them.
6. Constructing a parapet/railing on building terraces.
7. Construction of a water tank or wash area in open area of the unit or terrace for temporary use only. (This does not include building a Swimming pool or tanks)
8. Construction and repairing weather protection.
9. Provision of safety grills to window/ventilator, distribution/receiving substation of the electric supply company.
10. Installation of solar panels having base of solar panel at height upto 1.8m. from terrace, ensuring structural stability from the Licensed Structural Engineer.
11. Providing internal lightweight partitions/cabins in the commercial building/ establishment with certificate of structural stability from the Licensed Structural Engineer.

7. **P**ermission Process for any development in JNPA-SEZ

The process for permission of any development in JNPA-SEZ has three stages:

1. Stage I – Development Permission & Commencement Certificate
2. Stage II – Plinth completion
3. Stage III –Part/Full Occupancy

7.1. **Development Permission (Stage I)**

If the Development Permission Application is not submitted in the prescribed format as given by JNPA SEZ or is not accompanied with any of the requisites, JNPA-SEZ will reject the application.

The Unit Holder/Co-Developer has to submit the two sets of drawings to JNPA SEZ (planning cell) and another set to Chief Fire Officer for obtaining provisional fire NOC through Chief Architect and Planner, SEZ. After scrutinizing both the sets of drawings, if any deviations found in the proposal, the scrutiny remarks will be informed by the authority for necessary revision.

The Unit Holder/Co-Developer has to pay the Scrutiny Fees, Security deposit, development charges and Labour Cess and shall submit the receipts of the payments

After obtaining the development permission and Commencement Certificate, the Unit Holder/Co-Developer can start excavation, barricading and structural work on site after giving an intimation of start of work in the prescribed format. Unit Holder/Co-Developer can also request for the logistic area on leave and license basis and can start material procurement.

Unit Holder/Co-Developer shall submit documents and drawings as listed in Table 1 below for Development Permission:

Table 1: List of Documents and Drawings required for Development Permission

Sr. No.	Name of Document / Drawings	Requirements
1.	Application for Development Permission (Form No.01 as given in JNPA-SEZ DCPR's)	On the letterhead of the Unit Holder/Co-Developer with stamp and sign of the Unit Holder/Co-Developer
2.	Provisional Fire NOC	Unit Holder/Co-Developer shall obtain Provisional Fire NOC from JNPA SEZ Fire Department at the time of Development Permission.
3.	Lease Deed	True/ attested Copy
4.	Copy of Co-developer Agreement	Co-Developer shall submit true/ attested Copy before grant of Development Permission
5.	Copy of Board of approval OR LOA from Development Commissioner SEEPZ	Co – Developer/Unit Holder shall submit true/attested copy of LOA before grant of Development Permission
6.	Possession Receipt and Demarcation Plan	True/ attested Copy
7.	Demarcation of Plot	Site Photographs
8.	Common undertaking	True/ attested Copy, On 100 Rs. Stamp paper
9.	Form for appointment of Architect (Form No.02 as given in JNPA-SEZ DCPR's)	On the letterhead of the Unit Holder/Co-Developer with stamp and sign of the Unit Holder/Co-Developer
10.	Form for acceptance by Architect (Form No.03 as given in JNPA-SEZ DCPR's)	On the letterhead of the Architect with stamp and sign of the Architect Along with its COA certificate
11.	Form for supervision (Registered Architect) (Form No.04 as given in JNPA-SEZ DCPR's)	On the letterhead of the Architect with stamp and sign of the Architect attested copy of valid COA certificate
12.	Form for appointment of Structural Engineer (Form No.05 as given in JNPA-SEZ DCPR's)	On the letterhead of the Unit Holder/Co-Developer with stamp and sign of the Unit Holder/Co-Developer
13.	Form for Acceptance by Structural Engineer (Form No.06 as given in JNPA-SEZ DCPR's)	On the letterhead of the Structural Engineer with stamp and sign of the Structural Engineer along with its registration certificate
14.	Form for Supervision (Structural Engineer) (Form No.07 as given in JNPA-SEZ DCPR's)	On the letterhead of the Structural Engineer with stamp and sign of the Structural Engineer
15.	Copy of Letter of LOA as issued by the Development Commissioner SEEPZ	True/ attested Copy

16.	Co – Developer Agreement with JNPA-SEZ (as Applicable)	True/ attested Copy
17.	Scrutiny Fees	Receipt of fees paid
18.	Security deposit	Receipt of fees paid
19.	Development charges	Receipt of fees paid
20.	Labour cess	Receipt of the cess paid
21.	Fire protect fund	Receipt of fees paid
22.	Consent to establish from MPCB	True/ attested Copy
23.	Provisional Fire NOC	Original copy
24.	Scrutiny sheet/Form duly filled up and signed	Original copy
25.	Four sets of Approval Drawing (As per the Format prescribed in Annexure IV)	With sign and stamp of the Unit Holder/Co-Developer and architect

7.2. Commencement Certificate

At the time of Development Permission Commencement Certificate must be obtained by the Unit Holder/Co-Developer

7.3. Intimation of Commencement of Construction

After obtaining the Development Permission and Commencement Certificate (up to Plinth), the Unit Holder/Co-Developer and the Architect for the building shall notify the Competent Authority their intention to commence the construction at least 7 working days prior to commencing construction by filing an Intimation of Commencement of Construction in the format prescribed in **form no. 11**.

On receipt of the Intimation of Commencement of Construction from the Unit Holder/Co-Developer and the Architect, it shall be the duty of the Competent Authority, if found necessary, to check and convey decision within 7 days to the Unit Holder/Co-Developer accordingly for compliance. If no communication is made by the Competent Authority, the Unit Holder/Co-Developer can commence the work after expiry of 7 days.

7.4. Plinth Completion Certificate (Stage II)

The Unit Holder/Co-Developer after completion of construction up to plinth shall intimate the Competent Authority in the format prescribed in JNPA-SEZ DCPR'S **Form No. 12**.

The Application shall have to be duly signed/ stamped by the Unit Holder/Co-Developer and accompanied with Progress Certificates of Plinth Stage of Architect.

Also, along with application Unit Holder/Co-Developer has to submit Drawings Signed stamped by architect showing actual extend of the plinth, dimensions of plinth, Co-Ordinates, levels and plot boundary wall, Photographs of board erected and plinth completed.

Upon receipt of such an Application, Building Permission Division JNPA-SEZ shall visit the site for inspection. Once verified that the construction on site is as per the Approved plans Plinth Completion Certificate shall be issued to the Unit Holder/Co-Developer.

7.5. Revised Development Permission

If there is a change in floor plans, parking arrangement, approved BUA, number of floors or any other major change during construction of building and before applying for Occupancy Certificate then the Unit Holder/Co-Developer will have to apply and obtain Revised Development Permission from the Competent Authority following due procedure of Development Permission and Commencement Certificate.

7.6. Part OC/ Occupancy Certificate (Stage III)

The Unit Holder/Co-Developer shall apply for Occupancy Certificate as per the format prescribed in the JNPA-SEZ DCPR's **Form No. 11**. The Unit Holder/Co-Developer shall submit the As Built Architectural Drawings and verify the Approved BUA with the as built BUA. No Occupancy in the Building shall be allowed without obtaining Part OC / Occupancy Certificate.

After completion of the building project in all respects as per the sanctioned plans and on receipt of the Application for Occupancy Certificate along with the drawings and documents by the Unit holder/CO-Developer as given in Table 2, JNPA-SEZ will inspect the building works. Once JNPA-SEZ is satisfied that the executed work is as per the sanctioned plans, fulfils all requirements/instructions issued during construction and that all the necessary certifications are in place, it shall recommend the proposal to the Competent Authority for grant of Occupancy Certificate. The Competent Authority may grant or reject the Occupancy Certificate.

Table 2: List of documents and drawings for Part / Occupancy Certificate

Sr. No.	Name of Document / Drawings	Requirements
1.	Application for Part /Occupancy Certificate	Stamp and Sign of the Unit Holder/Co-Developer
2.	Form for indemnity for grant of Part OC/ Occupancy certificate (Form No.16 as given in JNPA-SEZ DCPR's)	True/ attested Copy, On Rs. 500/-Stamp paper
3.	Form for completion certificate (Form No.14 as given in JNPA-SEZ DCPR's)	Stamp and Sign of the Architect

Sr. No.	Name of Document / Drawings	Requirements
4.	Certificate of stability of structure (Form No.17 as given in JNPA-SEZ DCPR's)	Stamp and Sign of the Structural Engineer
5.	Final Fire NOC for Part OC / Occupancy Certificate	Unit Holder/Co-Developer shall obtain Final Fire NOC from JNPA SEZ Fire Department at the time of Part OC/Occupancy Certification
6.	Copy of Development permission, Commencement Certificate and plinth completion certificates	Issued by JNPA SEZ-SPA
7.	Tree Plantation	List of trees with number and species planted with photograph
8.	Hard copies of as built architectural drawings -	Stamp and Sign of the Unit Holder/Co-Developer and Architect
9.	NOC from Relevant Departments:	
	a) Chief Inspector of Lift (if applicable)	Lift License
	b) Water connection from JNPA SEZ	Copy of agreement
	c) Chief Electrical Inspector	Certificate for charging transformer
	d) Valid Copy of Letter of Allotment/PLOA as issued by the Development Commissioner SEEPZ	True/ attested Copy
	e) Consent to Operate from MPCB	True / attested copy

7.7. Tree plantation

- a) The development in any plot of land shall be such as far as practicable preserve existing trees. Where trees are required to be felled, 2 trees shall be planted for every tree to be felled. Tree shall be felled only after the permission of competent Authority.
- b) Every plot of land shall have at least one tree for every 100 Sq.m or part thereof, of the plot area. Where the number of existing trees in the plot is less than the above prescribed standard, additional number of new trees shall be planted. The gross minimum number of trees in a plot with existing and newly planted shall be 10.
- c) Where the Tree Authority having jurisdiction in the area under development has prescribed standards or regulations in respect of preservation of trees under the Maharashtra (Urban Area) Preservation of Trees Act, 1975, the same shall supersede the sub-regulation mentioned above.
- v. Only Indigenous trees shall be planted as prescribed by SPA. The list of trees to be planted in SEZ is attached as **Annexure V**.

8. Construction Permits

8.1 Temporary / Regular Power connection

The unit holder/Co-Developer shall apply to Electric Department of JNPA SEZ for temporary electricity connection for construction purpose. After furnishing certain documents such as lease deed, plot rea, floor plans etc and paying necessary fees, meter will be handed over. Unit holder should make arrangements ready on site to fix the meter. Application to be made to –

Manager, M & E (US)

Jawaharlal Nehru Port Authority,
Admin Building, Sheva, Navi Mumbai – 400 707,
Fax: 022-27244178

Application forms for power connection HT & LT is enclosed as Form 20 & Form 21 respectively. Connection agreement and Standard Operating Procedure is given on JNPA website in reference to as under-

For Standard Operating Procedure refer below link -

https://www.jnport.gov.in/filedata/JNPT_SEZ_SOP_for_providing_Power_Supplytoconsumers_of_SEZ_23_2021_05_17_09_55_34.pdf

For connection agreement refer below link-

https://www.jnport.gov.in/filedata/Connection_Agreement_23_2021_05_17_09_34_08.pdf

8.2 Temporary / Regular Water connection

It will be unit holders/Co-Developer's responsibility to obtain all necessary approvals from JNPA SEZ (SPA) for temporary water connections within the plot. JNPA will supply water at charges of Rs 39.47/cu.m.(subject to revision). The plot holder shall provide temporary holes or sleeves required to install the connection and shall be responsible to fill the same upon removals of temporary connection.

Application to be made to –

Manager, PPD

Jawaharlal Nehru Port Authority,
Admin Building, Sheva, Navi Mumbai – 400 707,
Fax : 022-27244178, Refer <https://www.jnport.gov.in/sez>

Application form for water connection is enclosed as Form 19.

8.3 Temporary structures

During construction period, erection of temporary structures on respective plots may be required. Permission for erection of Temporary shade / site offices/ Storage yard/ Logistics area/ labour

camp/ watchman chowkys within the site only during the phase of construction shall be taken from Chief Manager, PPD. Labour camps outside SEZ area will be allowed for potential investment by unit holder / co-developer, provided adequate water supply and sanitation facilities are provided and safety is ensured. Refer clause no 9 of JNPA SEZ DCPR for permission for temporary construction including fees and charges.

Application to be made to –

Chief Manager, PPD
JNPA Special Economic Zone
Jawaharlal Nehru Port Authority,
Admin Building, Sheva, Navi Mumbai – 400 707,
Fax: 022-27244178

8.4 Standard Terms and conditions of the Commencement Certificate

1. The applicant shall
 - a) Give written notice to JNPA and may start the development work after sevendays from the date of service of such notice on the land under reference.
 - b) Give written notice to JNPA on completion up to the plinth level and obtain plinth completion certificate before commencement of the further work.
 - c) Give written notice to JNPA regarding completion of the work.
 - d) Permit authorized officers of the JNPA to enter the building or premises for the purpose of inspection with regard to observing building control regulations and conditions of the commencement certificate.
2. Install a 'Display Board' at the conspicuous place on site indicating: -
 - i) Name & address of unit holder/co-developer/Lessee, architect, structural engineer, PMC and contractor
 - ii) Plot number, sector number, village name, street name
 - iii) Order number and date of development permission.
 - iv) FSI/Built-up area, no. of buildings and floors permitted.
 - v) Address where copies of detailed approved plans shall be available
Typical board design is attached as **Annexure II**
3. The structural design including the aspects pertaining to seismic activity, building materials, plumbing services, fire protection, electrical installation etc. shall be in accordance with the provisions prescribed in the National Building Code amended from time to time by the Bureau of India Standards.
4. The Lessee shall provide at his own cost all firefighting requirement along with necessary accessories as prescribed in National Building Code and provisional fire NOC. Will have to obtain final fire NOC before applying for Occupancy Certificate.
5. The Lessee is required to comply with the conditions mentioned in Environmental

- Clearance (EC) given by GoM, as the plot forms part of the area of SEZ to which Environment Department, GoM has issued EC.
6. Lessee will have to follow the conditions mentioned by MPCB in the Consent to Establish and obtain Consent to Operate from MPCB before applying for Occupancy Certificate.
 7. Lessee shall provide at own cost, the infrastructural facilities within the plot as stipulated by the Special Planning Authority (internal access, channelization of water, arrangements of drinking water, arrangements for conveyance, disposal of effluent and sewage, arrangement of collection of solid waste and hazardous waste during construction).
 8. In no case sewage and effluent shall find its way to any water body directly or indirectly at any time.
 9. The applicant shall be responsible to discharge storm water or proposed drain system by connecting to the nearby discharge point like natural drain, existing drain as per the instructions of JNPA SPA.
 10. The applicant shall take all measure as directed, which takes care to avoid stagnation of water due to development of proposed building.
 11. As far as possible no existing tree shall be cut. If this is unavoidable, trees shall be cut only with permission from the competent authority. The trees felled with permission shall be transplanted within your land.
 12. Trees shall be planted at the rate of one for every 100 Sqm of plot area with minimum 10 trees as mentioned in the DCPR. List of trees to be taken from JNPA before submitting documents for development permission. Lessee shall submit the landscaping plan including planting of required trees prepared as per the guidelines issued by JNPA from time to time and shall submit at the time of applying for Plinth Completion Certificate.
 13. The Lessee shall observe all the rules in force regarding overhead/underground electric lines / transmission lines/utilities passing through the layout/plot/along road while designing the individual buildings, while getting the approval of the competent authority and during construction.
 14. Lessee shall submit detailed proposal for rain water harvesting and solid waste disposal to treat dry and organic waste separately before applying for plinth completion certificate.
 15. Rain water harvesting structures shall be sited as not to endanger the stability of building or earth work; the structures shall be designed such that no dampness is cause in any part of the wall or foundation of the building or those of adjacent buildings.
 16. Lessee shall use fly ash bricks or blocks or clay fly ash bricks or cement fly ash bricks or similar products of a combination of aggregate of them in the construction of the project and as per the notification of Ministry of Environment & Forest Govt. of India

date 27th Aug. 2003.

17. Solid waste from the plot shall be segregated as per solid waste disposal guidelines. The Lessee shall keep the waste in accessible place for waste collectors to collect it. Any other means of solid waste disposal may be adopted with special permission.
18. All service elements such as water tanks, cooling towers, solar panels etc. shall be screened with parapet wall so they are not visible from the street or road. All mechanical equipment such as AC unit, solar heaters and TV or satellite antennas must be housed or screened from direct view.
19. None of the area shall be left untreated and exposed for soil erosion. Entire ground within the plot excluding the footprint of buildings shall be either paved or shall have natural or planted ground cover or shrubs.
20. During construction, erosion shall be minimized through proper soil stabilization water control and timely re-vegetation.
21. Construction spoils, including bituminous material and other hazardous materials, shall not be allowed to contaminate watercourses and the dump sites for such material shall be secured so that they shall not leach into the ground water.
22. All required sanitary and hygienic measures shall be in place before starting construction activities and to be maintained throughout the construction phase.
23. Adequate drinking water and sanitary facilities shall be provided for construction workers at the site. The safe disposal of wastewater and solid wastes generated during the construction phase shall be ensured.
24. The diesel generator sets to be used during construction phase shall be low Sulphur diesel type and shall conform to E (P) Rules prescribed for air and noise emission standards. Lessee should submit the detailed specifications of DG sets if proposed to be used to JNPA before start of the work.
25. Adequate measures shall be undertaken to reduce air and noise pollution during construction keeping in mind CPCB norms. Incremental pollution loads on the ambient air and noise quality shall be closely monitored during construction phase.
26. Water demand during construction shall be reduced by use of premixed concrete, curing agents and other best practices.
27. Fixtures for showers, toilet flushing and drinking shall be of low flow either by use of aerators or pressure reducing devices or sensor based control.
28. Application of solar energy shall be incorporated for illumination of common areas, lighting for gardens and street lighting in addition to provision for solar water heating.
29. The energy consumption shall aim to target maximum saving by conforming to latest ECBC norms. Lessee need to submit a report with drawings and specifications about the plans for energy savings before application for occupancy certificate.

Note: Case specific conditions shall be added by the JNPA SEZ Special Planning Authority and SPA reserves the right to add, amend or delete any condition in the Commencement Certificate (CC)

8.6 Standard Compound wall

Unitholder/ co- developer shall follow standard design for Compound wall especially the face facing along roads. Typical drawing is enclosed as **Annexure I**.

8.7 Standard outdoor plot signage

Unitholder/ co- developer to follow standard design for outdoor signage in form of a Monolith. The signage will display plot no., name of unit and address. Typical drawing giving the design and placement details is enclosed as **Annexure II**.

9. Post-Occupancy

9.1 Commencement of Interior works

The interior works/internal change/modification with or without increase in BUA but involving structural modification, changes in room dimensions, room areas, toilet dimensions, duct dimensions, changes in natural light, ventilation arrangements, entrance/exit location, parking location etc. will need Development Permission.

9.2 Inspections

Inspections shall be carried out by JNPA-SEZ to check the safety, maintenance and aesthetics of the building annually or as may be considered necessary.

9.3 Structural Audit

Structural Audit of all Buildings shall be mandatory. Structural Audit must be carried out at least once in ten years by the concerned Unit Holder/Co-Developer as may be formed, at its cost and expense.

Structural Audit shall be performed by Accredited Professional and shall include all structural elements and Building components.

Structural audit report shall be submitted to the Competent Authority of JNPA-SEZ and shall include repair history of the building, specific observations/ experiences of the occupants, remarks on structural health, recommendations for further action, time-limit for carrying out the required measures, etc.

All necessary actions shall be executed in the prescribed time-limits notifying the Competent Authority and JNPA-SEZ of the same.

On failure in carrying out the Structural audit or compliance with the Structural audit report shall result in penal action by the Competent Authority of JNPA-SEZ.

10. Fees/Charge/Cess to be paid by the Unit Holder/ Co- Developer

Unit Holder/Co-Developer has to pay the following fees/charges for Development Permission and Occupancy Certificate:

All the charges related to utilities and services in terms of connection charges, deposits, consumption charges etc. shall be informed by respective Services JNPA-SEZ Ltd. The Unit Holder/Co-Developer will have to pay these charges to JNPA-SEZ.

10.1 Scrutiny Fee for Development Permission

The Unit Holder/Co-Developer shall have to pay scrutiny fees along with his application to JNPA- SEZ at Rs. 16.00 per sqm. of the proposed Built-Up Area for the intended industrial Development. Refer clause No 5.1 of JNPA SEZ DCPR.

Competent Authority reserves rights to revise the above stated scrutiny fees from time to time as considered necessary.

10.2 Security deposit for Development Permission

The Unit Holder/Co-Developer shall have to pay security deposit to JNPA- SEZ at Rs. 20.00 per sqm. of the proposed Built-Up Area for the intended industrial Development. Refer clause No 5.3 of JNPA SEZ DCPR.

Competent Authority reserves rights to revise the above stated security deposit from time to time as considered necessary.

10.3 Development Charges

Development of land for institutional use, also involving building or construction operation

- i) For land development – 0.5percent of the rates of developed land mentioned in the stamp duty ready reckoner.
- ii) For construction – 2 percent of the rates of developed land mentioned in the stamp duty ready reckoner.

The rates of development charge for different nature or category of development of land and building for industrial and commercial users shall be one and a half times and two times of the rates of development charges, respectively i) and ii). Refer second Schedule, Part I of MR&TP Act.

Therefore,

For development – 0.75 percent of the rates of developed land mentioned in the stamp duty ready reckoner i.e. 5090. (for year 2022-2023, subject to revision)

For construction – 3 percent of the rates of developed land mentioned in the stamp duty ready reckoner i.e. 5090. (for year 2022-2023 subject to revision)

10.4 Labour Cess

As per GR dated 11.09.2020 of Labour and Employment Department, Government of Maharashtra. Unit Holder/Co-Developer shall have to pay to the Competent Authority labor cess calculated at the rate of 1% of construction cost on Super Built up Area (Construction Area).

In case there is change in the Construction Area at the time of Occupancy Certificate, the Unit Holder/Co-Developer shall have to pay the balance amount accordingly at the rate of 1% of construction cost on Super Built up Area (Construction Area).

10.5 Fire Protect Fund

The Fire Protection Fund Fees as applicable and amended from time to time are applicable to all new developments in JNPA SEZ area as per the provisions of clause 11 and 25 of Maharashtra Fire Prevention and Life Safety Measures Act 2006. The additional Fire Protection Fund Fees are applicable to all high rise buildings in addition to Fire Protection Fund Fees.

10.6 Demand Note

JNPA-SEZ shall work out and raise the demand note/invoice for Scrutiny Fees of Development Permission, Security deposit, development charges, and Labour Cess depending upon the proposal of SEZ Area Unit Holder/Co-Developer shall make the payment online in the respective bank account directly and submit the transaction receipt to Building Permission Division of JNPA-SEZ. Details of the bank accounts are mentioned below:

Beneficiary Name : Jawaharlal Nehru Port Trust (SEZ)
Name and Address of Bank : Bank Of India, Administration bldg. Nhava Sheva,
Navi Mumbai-400707
Account Number : 123210110006024
Type of Account : Saving Account
IFSC Code : BKID0001232
MICR Code : 400013100

Form No. -1: Application for Development Permission

Form for Application for Development Permission

To,

The Chief Manager (PPD),

JNPA SEZ

Admin Building, Sheva

Navi Mumbai 400707

Sir,

I/We hereby submit application seeking development permission for the intended development work in accordance with the provisions of section 44 of Maharashtra Regional & Town Planning Act 1966 pertaining to building / project.....on plot number....., situated on road / street....., Sector..... of village....., Taluka Uran, District Raigad of JNPA SEZ.

I/We forward herewith the following plans and statements in quadruplicate, wherever applicable, signed by me and the Licensed Architect (*Name in block letters*) License No. COA/...../..... who have prepared the plans/design and a copy of other statements/ documents as applicable in accordance with the Development Control and Promotion Regulations applicable for JNPA SEZ, Special Planning Authority.

These plans & documents pertain to:

1. Key Plan, location plan and site plan
2. Measurement plan attached to possession receipt
3. Sub-division (Land or building) Layout plan
4. Building Plans
5. Service Plans
6. Particulars of Development in prescribed form
7. Ownership Title (Lease Deed)
8. Attested copy of receipt for payment of application/building scrutiny fees
9. Clearance Certificate of Tax Arrears
10. Landscape/tree plantation plan
11. Specifications of proposed construction giving type and grade of materials to be used duly signed by qualified architect / structural engineer.
12. Certificate of supervision in the prescribed form given in **Form 4** and **Form 7** by the qualified architect and structural engineer respectively.
13. All the drawings attached in soft copies of prescribed formats and scanned copies of all the attached documents on pen-drive / email.

I/We request that the proposed development/Construction may be approved and permission accorded to me/us to execute the work.

Date :

Place:

Name of Applicant /Authorised Signatory:

Address:

Email ID:

Contact No:

Form No. – 2: Appointment of Architect

Form for appointment of Architect

Date:

To,

The Chief Manager (PPD),

JNPA SEZ.

Admin Building, Sheva

Navi Mumbai 4000707

Sir,

Sub:

Ref:

Further to my letter ref. no..... Dated..... for the project.....on plot number....., situated on road / street....., Sector..... of village....., Taluka Uran, District Raigad. of JNPA SEZ, I am pleased to inform you that I have engaged the service of a consulting Architect whose name, address and registration No. are given below:

Name

Address

Reg. No.

I am enclosing herewith the letter of consent along with the Supervision Memo from the registered Architect.

Thanking you.

Yours faithfully

()

Signature of the Applicant

Date :

Place:

Name of Applicant /Authorised signatory:

Address:

Email ID:

Contact No:

c.c.to: Architect

Form No. – 3: Acceptance by Architect

Form for Acceptance by Architect

Date:

To,
The Chief Manager (PPD),
JNPA SEZ.
Admin Building, Sheva
Navi Mumbai 4000707

Sir,

Sub:

Ref:

With reference to the letter no..... Dated addressed to you by I hereby now confirm that I have agreed to act as his Architect for the project.....on plot number....., situated on road / street....., Sector..... of village....., Taluka Uran, District Raigad of JNPA SEZ.

Thanking you.

Yours faithfully

()

Stamp and Signature of the Architect

Name & Address of the Architect:

Registration No:

Contact No:

c.c.to:

1. Lessee

Form no. – 4: For Supervision (Registered Architect)

Form for Supervision (Registered Architect)

To,

The Chief Manager (PPD),

JNPA SEZ

Admin Building, Sheva

Navi Mumbai 400707

Sir,

I hereby certify that the development work/ erection/re-erection /demolition or material alteration in/ of building for Projectin plot No. situated at Street/ RoadSectorat village, Taluka Uran, District Raigad of JNPA SEZ shall be carried out under my supervision and I certify that all the material (type & grade) and the workmanship of the work shall be generally in accordance with the general specifications submitted along with, and that the work shall be carried out according to the sanctioned plans. I shall be responsible for execution of work in all respect.

Signature of Registered Architect:

Name of firm / company:

Name of architect (in block letters):

License Number/COA registration no.:

Address:

Email ID:

Contact number:

Date:

Place:

Form No. – 5: Appointment of Structural Engineer

Form for appointment of Structural Engineer

Date:

To

The Chief Manager (PPD),
JNPA SEZ.
Admin Building, Sheva
Navi Mumbai 4000707

Sir,

Sub:

Ref:

Further to my letter ref. no..... Dated..... for the
project.....on plot number....., situated on road /
street....., Sector..... of village....., Taluka Uran, District
Raigad. of JNPA SEZ wherein I have intimated to you the name and address of Architect engaged
by me for the above proposal, I am pleased to inform you that I have now engaged the service of a
consulting structural engineer whose name, address and registration No. are given below:

Name

Address

Reg. No.

I am enclosing herewith the letter of consent along with the Supervision Memo from the consulting
structural engineer.

Thanking you.

Yours faithfully

()

Signature of the Applicant

Date:

Place:

Name of Applicant /Authorised Signatory:

Address:

Email ID:

Contact No:

c.c.to: 1. Architect

2. Consulting Structural Engineer.

Form No. – 6: Acceptance by Structural Engineer

Form for Acceptance by Structural Engineer

Date:

To

The Chief Manager (PPD),
JNPA SEZ.

Admin Building, Sheva
Navi Mumbai 4000707

Sir,

Sub:

Ref:

With reference to the letter no.Dated.....addressed to you
by..... I hereby now confirm that I have agreed to act as his Consulting Structural
Engineer for the project.....on plot number....., situated on road /
street....., Sector..... of village....., Taluka Uran, District
Raigad. of JNPA SEZ.

Thanking you.

Yours faithfully,

(Consulting Structural Engineer)

Name & Address of the Structural Engineer:

Registration No.:

Contact No:

c.c.to: 1. Architect

2. Lessee

Form No. – 7: For supervision (Structural Engineer)

Form for Supervision (Structural Engineer)

To,

The Chief Manager (PPD),

JNPA SEZ

Admin Building, Sheva

Navi Mumbai 400707

Sir,

I hereby certify that the development work/ erection/re -erection /demolition or material alteration in/ of building for projectuse in plot No. situated at Street/ Road Sector.....at village, Taluka Uran, District Raigad, of JNPA SEZ shall be executed in accordance with my structural design and drawings under my supervision and I certify that all the materials (type and grade) and the workmanship of the work shall be in accordance with the general and detailed specifications submitted along with the application for development permission and that the work shall be carried out according to the sanctioned plans.

Signature of structural engineer

Name of structural engineer:

Address:

Email ID:

Contact No:

Date:

Place:

Form No. – 8: Sanction of Development Permission

Form for Sanction of Development Permission

Date:

To
(Lessee)

Subject:

Ref.:

Sir,

With Reference to your application for development permission for the project.....on plot number....., situated on road / street....., Sector..... of village....., Taluka Uran, District Raigad of JNPA SEZ.

The development permission is hereby granted to construct building on the plot mentioned above under Sec. 45 of Maharashtra Regional and Town Planning Act, 1966 (Mah. XXVII of 1966).

The details of floor wise areas of industrial unit on plot approved are as below:

Sr. No.	Floor	BUA in Sq.m
1		
2		
3		

The development permission is issued with a specific condition to submit Consent to Establish from MPCB within one month from the date of this permission.

The commencement certificate as required under section 45 of the Maharashtra Regional and Town Planning Act, 1966 is enclosed herewith for the building structure referred above.

You will have to submit the structural drawings before commencement of structural works.

The Chief Manager (PPD)
JNPA SEZ

Enclosures: 1. Commencement certificate
2. One set of approved drawings

Form No. – 9: Commencement Certificate

COMMENCEMENT CERTIFICATE

Permission is hereby granted under section 45 of the Maharashtra Regional and Town Planning Act, 1966 (Maharashtra Act no. XXXVII of 1966) to project use in plot No. situated at Street/ Road Sector..... at village....., Taluka Uran, District Raigad, of JNPA SEZ as per the approved plans and subject to the following conditions for the development work of the proposed building having built up area.....Sq.m.as listed below:

- 1).....
- 2).....
- 3).....
- 4).....

Yours faithfully,

(Authorized Signatory),

The Chief Manager (PDD) JNPA SEZ

Form No – 10: For refusal of permission

Form for Refusal of permission

To,

Sir (Lessee),

With reference to your application No dated, for the grant of sanction for the development work/ the erection of a building/ execution of work in Building Projectin plot no. situated at Street/ Road Sectorat village, Taluka Uran, District Raigad of JNPA SEZ.

I have to inform you that the sanction has been refused on the following grounds:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Yours faithfully,

(Authorized Signatory),

The Chief Manager (PDD)

JNPA SEZ

Date: _____

Form No – 11: Notice for Commencement of work

Form for Notice for Commencement of Work

(On letter head of the applicant's company)

To

The Chief Manager (PPD),
JNPA SEZ.
Admin Building, Sheva
Navi Mumbai 4000707

Sir,

I hereby certify that the development work / erection, re-erection or material alteration in / of building / project.....on plot number....., situated on road / street....., Sector No..... of village....., Taluka Uran, District Raigad of JNPA SEZ will commence on date: In accordance with the plans sanctioned, vide C. C. number. dated..... under the supervision of architect Mr./Mrs./M/s registration number.....

Signature of Applicant:

Date :

Place:

Name of Applicant /Authorised Signatory:

Address:

Email ID:

Contact No:

Form No. – 12: For Informing Completion of work up to plinth level

Form for Informing Completion of Work up to Plinth Level

To,

The Chief Manager (PPD),

JNPA SEZ.

Admin Building, Sheva

Navi Mumbai 4000707

Sir,

I hereby inform that the construction up to plinth/column up to plinth level has been completed for the building for use in project.....on plot number....., situated on road / street....., Sector No..... of village....., Taluka Uran, District Raigad of JNPA- SEZ as per your permission vide office communication No dated..... under my supervision and in accordance with the sanctioned plan.

The completed work may be checked and permission given to proceed with further works.

Signature of Registered Architect _____

Name of Registered Architect _____

License Number of Registered Architect _____

Address of Registered Architect _____

Date:

Form No. – 13: Approval of work up to Plinth level

Form for Approval of Work up to Plinth Level

To,

(Lessee)

Sir,

With reference to your intimation No..... dated regarding the completion of construction work up to plinth/columns up to plinth level for Building for Industrial/ Commercial purpose on/ project.....on plot number....., situated on road / street....., Sector No..... of village....., Taluka Uren, District Raigad of JNPA SEZ, I have to inform that the further work may be proceeded as per sanctioned plans/ shall not be proceeded as the construction up to plinth level is not as per sanctioned plans.

Yours faithfully,

Office Communication No: _____

(Authorized Signatory),

Office Stamp: _____

The Chief Manager (PDD) JNPA SEZ Date:

Form No. – 14: For Completion Certificate

Form for Completion Certificate

To

The Chief Manager (PPD),

JNPA SEZ.

Admin Building, Sheva

Navi Mumbai 4000707

Sir,

I hereby certify that the erection/ re-erection or development work in/ on building/ part building on project.....on plot number....., situated on road / street....., Sector No..... of village....., Taluka Uren, District Raigad of JNPA SEZ has been supervised by me and has been completed on according to the plans sanctioned vide office communication No. dated..... .

The work has been completed to my best satisfaction, the workmanship and all materials (type and grade) have been used strictly in accordance with general and detailed specifications. No provisions of the Act or the Building Bye-laws, no requisitions made, conditions prescribed or orders issued there under have been transgressed in the course of the work. I am enclosing three copies of the completion plans, one of which is cloth mounted. The building is fit for occupancy for which it has been erected/ re-erected or altered, constructed and enlarged.

I have to request you to arrange for the inspection and give permission for occupation of the building.

Encl.: as above

Signature of Registered Architect _____

Name of Registered Architect _____

License Number. of Registered Architect _____

Address of Registered Architect _____

Date:

Form No. – 15: For Occupancy Certificate

Form for Occupancy Certificate

To,

(Lessee)

Sir,

This is to certify that the development work/ erection/ re-erection or alteration in/ of building/ part building project..... on plot number....., situated on road / street....., Sector No..... of village....., Taluka Uran, District Raigad of JNPA SEZ completed under the supervision of Structural Engineer/ Architect, License No.is permitted to be occupied/ not permitted to be occupied on the following grounds:

1 _____.

2 _____.

3 _____.

Yours faithfully,

Office Communication No : _____

(Authorized Signatory),

Office Stamp : _____

The Chief Manager (PDD) JNPA SEZ

Date : _____

Form No. – 16: For Indemnity for Grant of Occupancy Certificate for part of building

Form for Indemnity for Grant of Occupancy Certificate for part of Building

(on Rs. -----Stamp) As stipulated from time to time by Supdt. of Stamps

To,
The Chief Manager (PPD),
JNPA SEZ.
Admin Building, Sheva
Navi Mumbai 4000707

Sub:

Sir,

While thanking you to allow me to occupy a portion of the above building before acceptance of the Completion Certificate of the whole building for the plans approved under communication no. dated....., I hereby indemnify SPA of JNPA SEZ against any risk, damage and danger which may occur to occupants and users of the said portion of the building and also undertake to take necessary security measures for their safety.

We say that this undertaking will be binding on me/ us, our heirs, administrators and to our assignees.

Yours faithfully,

Registered Architect:.....

Lessee

Form No. – 17: Certificate of stability of structure

Certificate of Stability of Structure

1. Proposal
2. Ref. No.
3. Name and Address of the Lessee
4. Name and address of Architect

I hereby certify that the structural work of the above proposal has been carried out as per my structural design and details and that the said structure is safe and stable for the purpose for which it is intended.

(Signature of Structural Engineer)

Name of Structural Engineer &

Registration No.

Place:

Date:

JAWAHARLAL NEHRU PORT AUTHORITY, SPECIAL ECONOMIC ZONE

SPECIAL PLANNING AUTHORITY,

BUILDING PERMISSION SECTION

Form No- 18 - Scrutiny Sheet

Proposal for Development Permission : Development permission for the proposed Industrial Building of M/s.

Address : Plot No-, Sector-, Special Economic Zone, JNPA, Village-
Taluka Uran, Navi Mumbai.

Date of submission of the Proposal :

Brief description of the Proposal :

Type of Certificate : Commencement Certificate

I) Plot Details:

Sr. No	Particulars of Development	Details
1	Plot Number	
2	Sector No	
3	Access from road number and width	
4	Village	
5	Land Use	
6	Type of Development	
7	Type of Land Use proposed	
8	Applicable DCPR	
9	Name of the Applicant	
10	Address of the applicant	
11	Name and address of architect/Firm	
12	Name and address of structural engineer	

II) Proposal Details:

Sr. No	Details of Technical Personnel	Details	
1	Architect		
	a)	Name	
	b)	Address	
	c)	Declaration	
	d)	Appointment letter (Appendix VIII form no- 2 of JNPA SEZ DCPR, Pg. no.-95)	
	e)	Acceptance letter(Appendix VIII form no- 3 of JNPA SEZ DCPR, Pg. no.-96)	
	f)	Form of supervision (Appendix VIII form no- 4 of JNPA SEZ DCPR, Pg. no.-97)	
	g)	Architect's Registration	
	h)	Registration No with COA	
	i)	Validity	Up to: ; Valid
	j)	Area Certification	
2	Structural Engineer		
	a)	Name	
	b)	Address	
	c)	Appointment letter (Appendix VIII form no- 5 of JNPA SEZ DCPR, Pg. no.-98)	
	d)	Acceptance letter (Appendix VIII form no- 6 of JNPA SEZ DCPR, Pg. no.-99)	
	e)	Form of supervision (Appendix VIII form no- 7 of JNPA SEZ DCPR, Pg. no.-100)	
	f)	Registration/License No.	(Self-attested copy)
	g)	Validity	Up to ; Valid/Invalid
	h)	Earthquake stability	Yes / No ; C/
		If not, Justification	
	i)	Column position confirmation	Yes / No ; C/

		If not, Justification	
	j)	Structural Design calculations	Yes / No ; C/
		If not, Justification	
3	Licensed Plumber :		
	a)	Name	
	b)	Address	
	c)	Appointment letter	C/
		If not, Justification	
	d)	Acceptance letter	C/
	e)	Form of supervision	C/
	f)	Registration/License No	C/(Self attested copy)
	g)	Validity	Up to ; Valid/Invalid

III) Other Documents:

Sr. No	Documents	Details	Page No.
1	Prescribed application form duly filled(Appendix VIII form no- 1 of JNPA SEZ DCPR, Pg. no.- 93)	Yes / No ; C/	C/
2	NOC from Fire Officer (Building Height more than 15 m or for special buildings)	Yes / No ; C/	C/
3	Copy of lease deed/land ownership documents	Yes / No ; C/	C/
4	Possession Plan	Yes / No ; C/	C/
5	Possession Receipt	Yes / No ; C/	C/
6	Aesthetic approval	Yes / No ; C/	C/
7	Site photograph indicating site boundary marking with the signature & date of Engineer in charge/architect/supervisor	Yes / No ; C/	C/

IV) Area of the Plot:

Sr. No	Particulars of Development	Details	Page No.
1	Plot Area		C/
2	Area as per possession plan		
	a) Area calculation sheet attached	Yes / No	C/
	b) Possession receipt attached	Yes/ No	C/
3	Area taken for the proposal		

V) Submission Details:

a) Site details

Sr. No	Particulars of Site	Details	Page No.
1	Location of plot with respect to adjacent Sector Road (Key Plan) enclosed		C/
2	Development Plan Zone in which Proposal falls		
3	Principle Land Use		C/
4	Does Mangroves exist on plot	Yes / No	
	If Yes		
	a) Mangroves clearance from..... submitted	Yes / No	C/
	b) If clearance not submitted, justification....	--	C/
	c) As per demarcation, 50 mtrs buffer shown	Yes / No	C/
	d) If buffer not shown, justification....	--	C/
	e) Remarks from Manager (Env)& its compliance	--	C/
5	Whether environment clearance required		C/
	Reason	Does not fall under EIA notification	
6	Does MPCB Clearance submitted	Yes / No	C/

	If Yes – Special Conditions & its compliance	--	C/	
	If NO - Justification		C/	
7	Does Plot affected by CRZ	Yes / No		
	If Yes	--	C/	
	a	Remarks from Manager (Envi)	--	C/
	b	Category	CRZ I/II/III/IV	C/
	c	Does CRZ clearance submitted	Yes / No	C/
	d	CRZ clearance -Special Conditions & its compliance incorporated in proposal drawings		
	e	Permissible F.S.I. as per CRZ clearance		C/
	f	Applicable DCPR as per CRZ clearance	JNPA SEZ DCPR	
	g	Applicable FSI & related Env notification clause		C/
h	Superimposed version of CZMP & Plot confirmation from Chief Planner		C/	
8	Any encroachment at site	Yes / No	C/	
	If Yes			
	a	Land area under encroachment	Sqm	C/
	b	Total BUA of such structures	Sqm	C/
	c	Stage of removal of encroachment		C/
	d	Does encroachment proposed to be retained	Yes / No	C/
		If Yes, does BUA of encroachment considered in Proposed BUA	Yes / No	C/
	If No, Justification		C/	
9	High Tension Electrical line proximity			
	a	Does electrical HTL Lines exists/proposed within Plot	Yes / No	C/
	b	Does Electrical HTL lines exists/proposed adjacent to plot	Yes / No	C/
		Distance from HTL	C/	

	If ye s	NOC from concerned authority submitted		
		If not, justification....		C/
		Compliance of remarks in proposal drawings		C/
10	Does plot falls within 15 mtr of water course(JNPA SEZ DCPR clause no.- 17.1		Yes / No	C/
	If Yes			
	a	Does development proposed within 15 mtr of water course		C/
	b	If Yes, Justification		C/
11	Does Plot is abutting National/State highway		Yes / No	C/
	If Yes			
	a	Remarks from Chief Planner (SEZ) section in Plot confirmation		C/
	b	Highway/NHAI NOC submitted	Yes / No	C/
	c	Remarks from CM (PPD)		C/
	d	Compliance of the Highway NOC/Chief Planner (SEZ)/ CM (PPD) in the proposal drawings		C/
E	If not, justification....		C/	
12	Land acquisition status as per Plot confirmation remark			C/
13	Abutting road width			C/
	a	On Front side	mtr	
	b	On Rear side	mtr	
	c	On left side	mtr	
	d	On right side	mtr	
	e	Whether Entry/Exit point confirmation from M (PPD)/Dy M (PPD) submitted If NOT, justification	Yes / No	C/
14	Does Fire NOC submitted		Yes / No	C/

	If Yes – Special Conditions & its compliance		C/
	If NO - Justification		C/

b) Layout details:

Sr No	Particulars of Plot	Details	Page No.
1	Plot Area		C/
2	Deduction for - 15% Open Space		C/
3	Amenity area		C/
4	Net Plot Area		C/
5	Permissible F.S.I:		C/
6	Permissible Built up area		C/
7	Proposed Area (FSI Purpose):		C/
	i Industrial Built Up Area		C/
	ii Office Built Up Area		
	iii Multi-Level Car Parking Built Up Area if any		
	iv Podium BUA		
	v Total ramp area		
	vi Other area – Free of FSI as per GDCR (security cabin, sub-station, panel room, pump room, transformer room, meter room)		
	vi i Gross BUA/Total construction area		Sqm
	Total Proposed Built Up Area (FSI Purpose)		Sqm
8	Balance BUA		Sqm
9	FSI Consumed		

c) Building planning details:

Sr No	Structures	Perm BUA in sqm.	Perm Units	Proposed BUA in sqm.	Excess BUA in sqm.	Counted in FSI	Remarks
		a	b	c	D=c-axb		
1	Industrial Buildings		1 Nos			Yes / No	
2	Shop/Comm space		Nos			Yes / No	
3	Maintenance/ admin Office		Nos			Yes / No	
4	Panel Room		Nos			Yes / No	
5	Security Cabin		Nos			Yes / No	
6	Electric Sub station		Nos			Yes / No	
7	Electric cabin		Nos			Yes / No	
8	Refuge/garbage chute		Nos			Yes / No	
9	Fire duct		Nos			Yes / No	
10	Electrical duct		Nos			Yes / No	
11	Service slab		Nos			Yes / No	

VI) Electrical Details:

Sr No	Documents	Details
1	If applicable, NOC from Electrical Section	Yes / No ; C/.....
2	BUA with Full Permissible FSI	Yes / No ; C/.....
3	Electrical Sub Station for BUA equal or more than 4000 m ² , letter from Electrical Department	Yes / No ; C/.....
4	Confirm Demarcation Plan	Yes / No ; C/.....

VII) Number of Units Details:

a) Distance between two buildings (JNPA SEZ DCPR clause 22.2):

Sr No	Adjoining Structures	Distance between two Structures	Remarks

	Structure	Height	Structure	Height	Required	Proposed	
1							
2							
3							

VIII) Minimum Dimensions/Area:

a) Rooms Sizes other than Residential Use (JNPA SEZ DCPR clause 25):

Sr. No.	Type of room	Use	Required min dim. in m	Provided min dim. in m	Required min Area in m ²	Provided min Area in m ²	Remarks
1	Industrial Shed						
2	Shop						
3	Office						
4	Other Rooms						
5	Multi-Level Car Parking						
6	Society office						
7	UGT & Panel Room						
8	Pump room						
9	Security cabin						
10	Electric substation						
11	Electric room						

b) Common Lobby Area (JNPA SEZ DCPR clause 30(2)):

Common Lobby Area	Permissible Lobby Area		Provided Lobby Area		Excess Lobby Area counted in F.S.I.
	Sqm	Percentage	Sqm	Percentage	
Max Lobby Area permissible is 17%					Yes / No

c) Staircase (JNPA SEZ DCPR clause 30(2)):

Staircase in	Normal Staircase						Fire Escape Staircase						Remark
	Nos		Tread Width (250 min)		Riser Height (190 min)		Nos		Tread Width (250 min)		Riser Height (190 min)		
	Req	Pro	Req	Pro	Req	Pro	Req	Pro	Req	Pro	Req	Pro	
Industrial													C/
Shop / Comm. space													C/
Comm. Centre	--	--	--	--	--	--	--	--	--	--	--	--	C/
Other	--	--	--	--	--	--	--	--	--	--	--	--	C/

d) Stair Width (JNPA SEZ DCPR clause 30):

Sr. No	Building	Mini Required (mm)	Proposed	Remarks
1				
2				
3				
4				
5				

e) Mezzanine Floor (JNPA SEZ DCPR clause 29.2):

Structure	Location	Area		Height (mtr)				Remarks
		Perm.	Prop	Below		Above		
				Perm	Prop	Perm	Prop	
Building								
Comm Centre								

f) Lofts: (JNPA SEZ DCPR clause 29.1):

1) Industry & Shops (DCPR clause 29.1(2)):

Sr. No	Description	Permissible	Proposed	Remarks
a)	Width/Depth			
b)	Clear height below slab			

g) Chowk provided (JNPA SEZ DCPR clause 24): NA

Sr. No	Chowk type	Abutting to	Required min dim. in m	Provided min dim. in m	Required min Area in m ²	Provided min Area in m ²	Remarks
1	Inner Chowk	Doors & windows				NA
2	Inner Chowk	Bath & W.C.				NA
3	Outer Chowk					NA
4	Inner /Outer Chowk	For light & ventilated room					NA

h) Gate & Compound Wall (JNPA SEZ DCPR clause37):

Front Boundary Wall as per JNPA-SEZ, standard design.

Sr. No.	Particulars	Required size			Proposed size			Section	Remarks
		L	B	H	L	B	H		
1	Gate 1							Yes/No ; C/	
	Gate 2								
	Gate 3								
	Gate 4								
2	Compound Wall							Yes/No ; C/	
3	Footing							Yes/No; C/	

i) Floor/room Height: (JNPA SEZ DCPR clause26):

Sr. No	Building / Room Type	Required		Proposed		F.S.I.	Remarks
		Min (mtr)	Max mtr	Min mtr	Max mtr		
1	Industrial (shed) Warehousing, FTWZ						
2	Office						
3	Other Rooms (WC Toilet)						
4	Assembly occupancy						NA
5	Storage Occupancy						NA
6	Multi-Level Car Parking						NA
7	Store rooms						NA
8	Other						NA

j) Lay bye (GDCR clause):

Sr No	Plot Area	Land Use	Required Lay bye	Provided Lay bye	Location of Lay Bye	Remarks
1	sqm		Yes/No	Yes/No		NA
2	sqm		Yes/No	Yes/No		NA

k) Travel Distance (GDCR clause Appendix -III, 5.6):

Details as per Annex-B, NBC-2016 (Confectionery Manufacturing)

Sr No	Building	Required T. D.	Provided T. D.	Remarks
1	Industrial space			C/
2	Shop / Commercial space			C/
3	Administrative Office			C/
4	Mezzanine Floor			C/
5	Ramp			Gradient

l) Stilt (JNPA SEZ DCPR clause):

Sr No	Stilt in	Req. Min.Ht.	Ground Floor	Remarks

			Ht	Use	
1	Industrial				C/ NA
2	Shop				C/ NA
3	Mezzanine				C/ NA
4	Office				C/ NA
6	Other				C/ NA

m) Lift (JNPA SEZ DCPR clause 31):

Sr No	Lift in	Normal Lift				Fire Lift				Remarks
		No of Lifts		Passenger Capacity/ Lift size		No of Lifts		Passenger Capacity/ Lift size		
		Reqd	Prov	Reqd	Prov	Reqd	Prov	Reqd	Prov	
1	Industrial	0	0	0	0	0	0	0	0	NA
2	Office									NA
3	Other									NA

n) Height of Building: (JNPA SEZ DCPR clause 2.46)

Sr No	Details		Remarks	
1	Aviation NOC submitted	NA	C/	
	If Yes	Date of NOC		
		Issuing Authority		
		Max. Permissible height as per AAI	mtr.	C/
		Max. Per. Ht. above MSL	mtr.	C/
		REL	mtr.	C/
		Max. Permissible Height to topmost portion of Bldg.	mtr.	C/
		Ground Level	mtr.	C/
		Bldg. height upto terrace floor	mtr.	C/
		Shed height upto ridge lvl.	mtr.	
Highest Building's top most portion.	mtr.	C/		

o) Marginal open Space (JNPA SEZ DCPR clause 22.1)

Sr. No	Building Type	Description	Minimum Marginal Open Space on front side	Required Permissible Top Floor	Proposed	Remarks
1	Industry	Front	9 m or 1/3 rd of height of building whichever is more	9.00		
		Rear	9 m or 1/3 rd of height of building whichever is more	9.00		
		Side-1		9.00		
		Side-2		9.00		NA

p) Car parking / two wheeler parking/ Loading- Unloading parking - Industrial Parking (JNPA SEZ DCPR clause 36):

Car Parking Space Provision: Industrial /Storage - One space for every 500 Sq.m. of floor area up to 2000 Sq.m and one space for 1000 Sq.m. thereafter

Sr No	use	Total Floor Area (a)	Required Parking	Proposed parking	Remarks
1.	Industrial/ storage				
2.	Office Car parking				
3.	Visitor Parking (10% of total parking spaces sr.no.1)				
4.	ECS/Car park for Two wheeler parking (20% of total parking spaces sr.no.1)				
5.	Consider number of 4 two wheelers per 1 car park/ECS				
6.	Loading /Unloading spaces (One space for every 500 sqm of floor area)				

q) Fire Occupant Load: Reference: -NBC-2016 (PART 4 FIRE AND LIFE SAFETY, Table 3 Occupant Load (Cl. 4.3 And 4.4.2.1)

Sr. No.	Group of Occupancy	Number of occupancy
1.		
2.		
3.		
4.		

r) Domestic, flushing Water requirement:

Reference: -PART 9 PLUMBING SERVICES (INCLUDING SOLID WASTE MANAGEMENT).

SECTION 1 WATER SUPPLY

Table 1 Water Requirements for Buildings Other than Residencies (Clause 4.1.2)

Sr. No	Type of Building	Domestic Per Day litre	Flushing Per Day litre	Total Consumption Per Day litre
1.	Factories including canteen where no bath rooms are required to be provided			
2.	Calculation of water storage required for total occupancy (Note: Occupant Load = 76 As per M/s. KFI(I))			
3.	For Processing			
4.	Total			

s) Water Storage Capacity Provided:

Sr. No.	Use			
1.	Domestic			
2.	Flushing			

3.	<p>Fire</p> <p>Reference: - PART 4 FIRE AND LIFE SAFETY</p> <p>Table 7 Minimum Requirements for Fire Fighting Installations</p> <p>[Clauses 4.9(a), 4.9(c), 4.9(e), 5.1.1(a), 5.1.1(d), 5.1.2.1, 5.1.3(a), E-7, H-2(f) and Table 2]</p>			
4.	Total			
* Considering UGWT -1 & 2				

t) Sanitation Requirements (Factories)

Reference: -PART 9 PLUMBING SERVICES (INCLUDING SOLID WASTE MANAGEMENT) SECTION 2 DRAINAGE AND SANITATION

(As per table 2, Cl 4.2.5.1, NBC-2016, Part-9, and Section-2):

Sr. No.	Fixtures	Required		Proposed		Remarks
		Male	Female	Male	Female	
1.	Water closets (workers and staff)					
2	Urinals					
3	Wash basins					

u) Charges:

Sr. No	Particular	Rate/Sqm	Area Sqm	Amount in Rs	Total in Rs	Remarks
1	Scrutiny fee (On BUA)	16.00				
2	Security Deposit (On BUA)	20.00				
3	Devp. Charges					
	a. On land	38.175				0.75% of 5090/-

	b. On BUA	152.70				3.00% of 5090/-
4	Labour cess (On construction area)	19439.00				1% of const. cost
5	Fire protect fund					Min.as per fire act.

Name and Sign of Architect:

Place:

Date:

Name and Sign of scrutiny officer JNPA SEZ

Form No- 19 – Application form for requesting water connection

On Company Letter Head

To
The Manager, PPD
JNPT SEZ,
Special Planning Authority,
Administration Building, Sheva
Navi Mumbai

Subject : Request For Drinking Water Connection For Plot No. ___ Sector - ___ JNPA,SEZ.

Ref: 1) Building Permission Granted by Letter No. JNPA SPA/ BP/ ____, Dated _____
2) Circular – Application for water supply connection in JNPA SEZ, Dated 31/05/2021
3) Gazette notification about SOR for water charges dated 26th July 2022

Dear sir,

With reference to above mentioned building permission and circular, we here by apply for drinking water connection at our Plot No. ___ Sector ___ Required Details are as follows:

- 1) Size of the pipe connection:- _____
- 2) Drawing indicating the line connection from tapping point to underground tank at our plot is enclosed.
- 3) Cost estimate for connection.

Request your kind approval.

Thanking you,

Authorized Signatory.

Sign & Stamp

Form No- 20 – Application form (High Tension / Extra High Tension service)

Registration No: _____ (For official purpose only)

Date: _____ / _____ / 20__

To,

Jawaharlal Nehru Port Trust Special Economic Zone
Administrative
Building, Sheva,
Navi Mumbai,
Dist. – Raigad,
400707

Passport size photo

Under Section 43 of Electricity Act-2003 hereinafter called 'Act' and Maharashtra Electricity Regulatory Commission (Electricity Supply Code and Standard of Performance including Power Quality) Regulations, 2021, herein after called 'Regulations'.

Application for (Please tick the appropriate field)

- | | |
|---|--|
| <input type="checkbox"/> New Connection | <input type="checkbox"/> Load Enhancement |
| <input type="checkbox"/> Conversion of Services | <input type="checkbox"/> Change of Consumer |
| <input type="checkbox"/> Category Shifting of Premises | |
| <input type="checkbox"/> MSEDCL – Option of Changeover & Switchover, as applicable to be added | |

If Existing Consumer, provide Connection Number: _____

Name of the Supplier: _____

1.	Name of the Applicant/Organization:	
2.	Name of Father/Husband/Director/ Partner/Trustee	
3.	Address for Communication:	
	Contact Number:	
	E-mail ID:	
	Mobile No:	
4.	Address of the premises for which the new connection is applied/ existing connection is required to be shifted (Indicate the landmarks to identify the location)	
5.	Voltage at Which Supply is required (kV) (Please tick the category applicable)	<input type="checkbox"/> 11 kV <input type="checkbox"/> 33 kV

6.	Type of Supply	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary
7.	If Temporary Supply, Specify Period of requirement	From (date) :	
		To (date) :	
8.	Total Contract Demand applied for (in kW/kVA)		
9.	Phasing of Contract Demand Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If Yes, then provide the following details in the given format:		
	<i>Contract Demand (kVA) along with remarks</i>	<i>Tentative Date of requirement</i>	
	(a)		
	(b)		
	(c)		
10.	Purpose of Installation:	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (Specify)	
11.	Category of Tariff as per purpose:		
12	Category of Industry: (Tick the applicable one)	<input type="checkbox"/> Small Scale Industry <input type="checkbox"/> Medium Scale Industry <input type="checkbox"/> Large Scale Industry	
	Type of Unit: (viz. Ownership/Partnership/Private Ltd./Public Ltd./Society/Govt. Dept./Govt. undertaking)		
13.	Name of Institution developing Industrial Premises:		
14.	Whether supply is needed through an independent feeder:		
15.	Whether the above unit ever operated at some other place or applied for connection? (If Yes, provide details)	(a) Sanctioned Load:	
		(b) Service Connection No. :	
		(c) Arrears of payment (if any) :	
16.	If electricity connection for the premises was requested in the past? (If Yes, Provide details)	(a) Name of Unit:	
		(b) Service Connection No.	
		(c) Arrears of Payment (if any):	

17.	Any electricity dues outstanding in Distribution Licensee's area of operation applied for : Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, Provide the details)
18.	Any electricity dues outstanding on the premises for which connection applied for : Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, Provide the details)

Declaration:

I/We hereby declare that:

- The information provided in this application is true to my knowledge.
- I/We have read the Maharashtra Electricity Regulatory Commission (Electricity Supply Code and Standard of Performance including Power Quality) Regulations, 2021 and agree by the conditions mentioned therein.
- I/We will deposit electricity dues, every month, as per the applicable electricity tariff and other charges.
- I/We will own the responsibility of security and safety of the meter, cut-out and the installation thereafter.
- I/We have complied with all requirements under all statute of the time being in force and shall be held legally responsible for any issue arising out of such non-compliance. The Distribution Licensee is indemnified from any loss that may occur on account of such non-compliance.

Shri/Smt. _____

Date:

Place:

***Applicant's Signature/ Thumb Impression**

=====

ACKNOWLEDGEMENT

Application No.:

Date of receipt :

Purpose of supply:

Name of Consumer:

(Signature with office seal)

List of documents required as Applicable:

1. Duly filled and signed Application Form.
2. Passport size photograph of Applicant/Authorized signatory.
3. Aadhar Card and Pan Card for identification of authorized signatory.
4. Pan Card: Mandatory in case of company/Trust/Society/ Partnership/LLP
5. GSTIN No. : Mandatory in case of company/Trust/Society/ Partnership/LLP
6. Aadhar Card/ Voter Id/ Passport/ Bank Passbook for address proof.
7. Ownership Proof: Registered lease deed/Sale deed.
8. Completion Certificate if plot is functional (applicable only for permanent connection)
9. Board Resolution for authorized signatory on company's letter head (duly signed and sealed by Director/Company Secretary)
10. NOC from other partner (if required)
11. List of Directors on company's letter head.
12. Certificate of Incorporation (Attested by Director/ Company Secretary of company)
13. Partnership Deed (in case of partnership firm)
14. NOC from pollution Control Board.

Other Documents before Energization of HT/LT installation:

15. Completion Certificate & Test Result Work.
16. Transformer Test Report/ Commissioning Report.
17. NOC from Directorate of Electrical Safety with Electrical Drawing.
18. Agreement for supply of electrical energy on Rs.100 stamp paper.
19. Load certificate report (which load is required) by licensee electrical contractor.

Instruction for filling the New Service Application form:

1. Kindly fill complete and correct information in relevant column.
2. Applicant will be solely responsible for incomplete or incorrect information.
3. Test report should be submitted with complete information related to Load/ Machinery (i.e., Name, KW rating, Voltage, etc.)
4. Applicant is requested to take Acknowledgment for form submission.
5. Connection will be release only after payment of arrears (if any) on the said premises.
6. Applications will be accepted at only JNPT SEZ office.

Contact:

In case of any queries, please feel free to contact on +91 22-27245125

Form No- 21 – Application form (Low Tension service)

Registration No: _____ (For official purpose only)

Date: ___/___/ 20___

To,

Jawaharlal Nehru Port Trust Special Economic Zone

Administrative
Building, Sheva, Navi
Mumbai, Dist. – Raigad,
400707

Passport size photo

Under Section 43 of Electricity Act-2003 hereinafter called 'Act' and Maharashtra Electricity Regulatory Commission (Electricity Supply Code and Standard of Performance including Power Quality) Regulations, 2021, herein after called 'Regulations'.

Application for (Please
tick the appropriate
field)

New connection

Load Enhancement

Conversion of Services

Change of Consumer Category

Shifting of Premises

MSEDCL-Option of Changeover & Switchover, as applicable to be added

If Existing Consumer, provide **Connection Number**: _____

Name of the Supplier: _____

1	Name of the Applicant/Organization:	
2.	Name of Father/Husband/Director/ Partner/Trustee:	
3.	Whether Applicant is Owner or Occupier:	
4.	Address for Communication:	

	Contact Number:		
	E-mail ID:		
	Mobile No:		
5.	Address of the premises for which the new connection is applied/ existing connection is required to be shifted		
		Street:	
		Area:	
		Colony:	
	<i>(Indicate the landmarks to identify the location)</i>		
6.	Plot Size: _____ sq. feet	Covered Area _____ sq. feet	
7.	Category of Supply: (list of categories attached)		
8.	Purpose of Supply:		
9.	Total Load applied for (<i>in kW</i>):		
10.	Option for e-bill (Yes/No):		
11.	Type of Supply (Permanent / Temporary):		
	If Temporary Supply, specify period of requirement:	From (date):	
		To (date):	
12.	Please indicated whether you want to carry out the works of laying service line and/or dedicated distribution facility for the electricity supply requisitioned (Yes/No):		
13.	Please indicate whether you want to purchase and install own meter and all allied equipments from a supplier other than the Distribution Licensee (Yes/No)		
14.	Any electricity dues outstanding in Distribution Licensee's area of operation in consumer's name:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If Yes, Please provide details:		
15.	Any electricity dues outstanding on the premises for which connection applied for:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If Yes, Please provide details:		
16.	Purpose of Installation:	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (Specify)	

Declaration:

I/We hereby declare that:

- a) The information provided in this application is true to my knowledge.
- b) I/We have read the Maharashtra Electricity Regulatory Commission (Electricity Supply Code and Standard of Performance including Power Quality) Regulations, 2021 and agree by the conditions mentioned therein.
- c) I/We will deposit electricity dues, every month, as per the applicable electricity tariff and other charges.
- d) I/We will own the responsibility of security and safety of the meter, cut-out and the installation thereafter.
- e) I/We have complied with all requirements under all statute of the time being in force and shall be held legally responsible for any issue arising out of such non-compliance. The Distribution Licensee is indemnified from any loss that may occur on account of such non-compliance.

Shri/Smt. _____

Date:

Place:

*Applicant's Signature/ Thumb Impression

=====

ACKNOWLEDGEMENT

Application No.:

Date of receipt :

Purpose of supply:

Name of Consumer:

(Signature with office seal)

List of documents required as Applicable:

1. Duly filled and signed Application Form.
2. Passport size photograph of Applicant/Authorized signatory.
3. Aadhar Card and Pan Card for identification of authorized signatory.
4. Pan Card: Mandatory in case of company/Trust/Society/ Partnership/LLP
5. GSTIN No. : Mandatory in case of company/Trust/Society/ Partnership/LLP
6. Aadhar Card/ Voter Id/ Passport/ Bank Passbook for address proof.
7. Ownership Proof: Registered lease deed/Sale deed.
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18. Agreement for supply of electrical energy on Rs.100 stamp paper.
19. Load certificate report (which load is required) by licensee electrical contractor.

Instruction for filling the New Service Application form:

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3. Test report should be submitted with complete information related to Load/ Machinery (i.e., Name, KW rating, Voltage, etc.)
4. Applicant is requested to take Acknowledgment for form submission.
5. Connection will be release only after payment of arrears (if any) on the said premises.
6. Applications will be accepted at only JNPT SEZ office.

1Contact:

In case of any queries, please feel free to contact on +91 22-27245125

Form No- 22 – Application form for provisional fire NOC

On Company Letter Head

To,
The CFO and Safety Officer,
JNPA SEZ,
NAVA SHEVA, Raigad

Subject: Application for provisional fire NOC for plot no. __ sector __, JNPA SEZ for
_____.

Dear Sir,

Please find attached following documents for obtaining development permission for proposed _____ at plot no _____, sector no _____ JNPA SEZ for company _____.

- 1) List of items to be stored in the warehouse(in case of warehousing activity)
- 2) Details of manufacturing (In case of manufacturing activity)
- 3) Drawings

You are requested to issue provisional fire NOC at the earliest.

Thanking you,

Architect Name & COA No/
Authorized Signatory
Sign & Stamp

Form No- 23 – Application form for Final fire NOC

On Company Letter Head

To,
The CFO and Safety Officer,
JNPA SEZ,
NAVA SHEVA, Raigad

Subject: Application for provisional fire NOC for plot no. __ sector __, JNPA SEZ

Reference:

- 1) Development permission granted by letter no. JNPA SPA/ BP/ ____, Dated ____
- 2) JNP/SEZ/ Provisional Fire – NOC/2020/14 Dated ____

Dear sir,

We request you to issue the grant of final fire NOC for the unit/ co-developer on plot no. ____ sector __ which is completed as per attached as-built plans.

To facilitate SPA approval and issuance of the part / full occupancy certificate, the following documents are submitted herewith for your ready reference:-

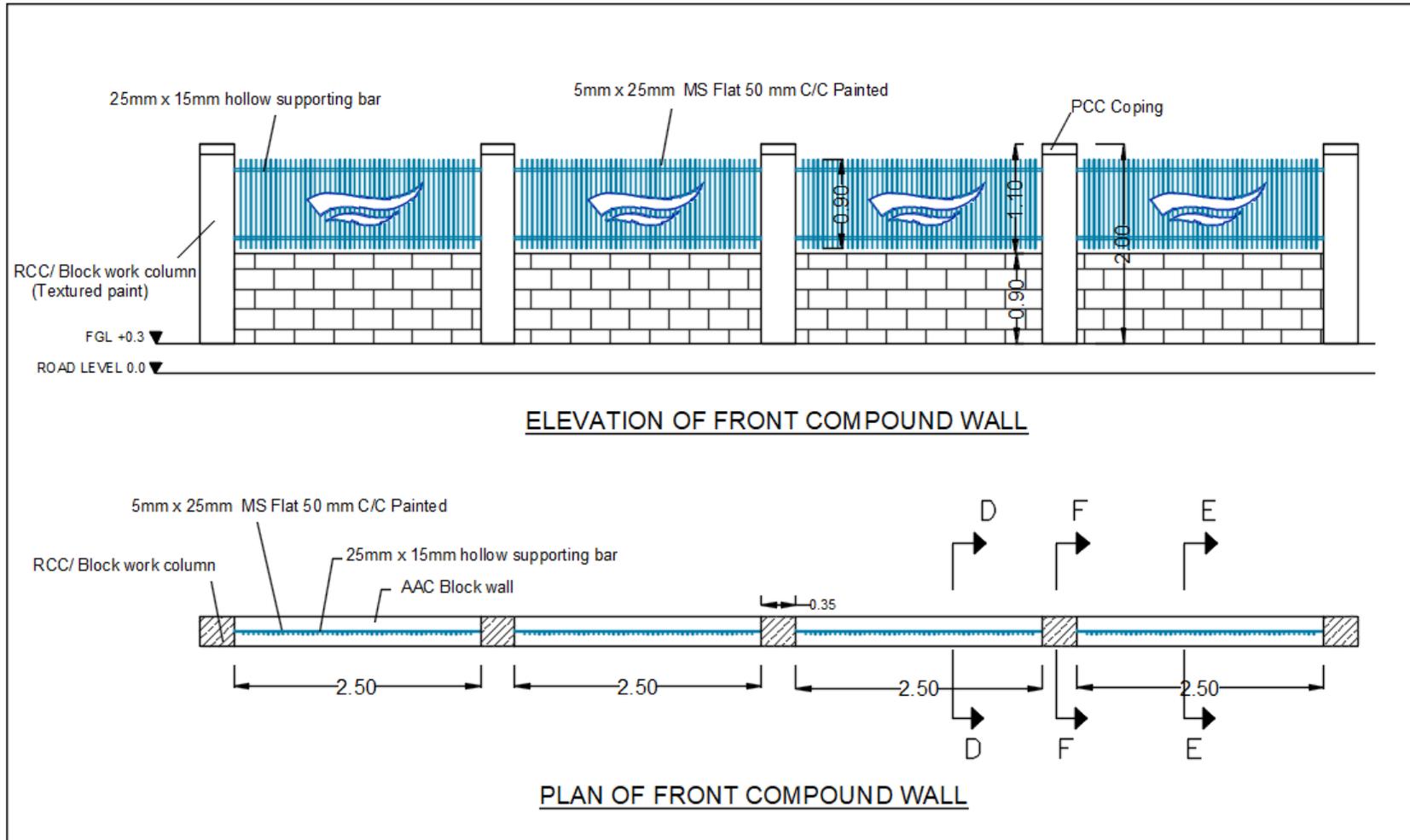
1. As-built architectural drawings.
2. Provisional fire NOC.

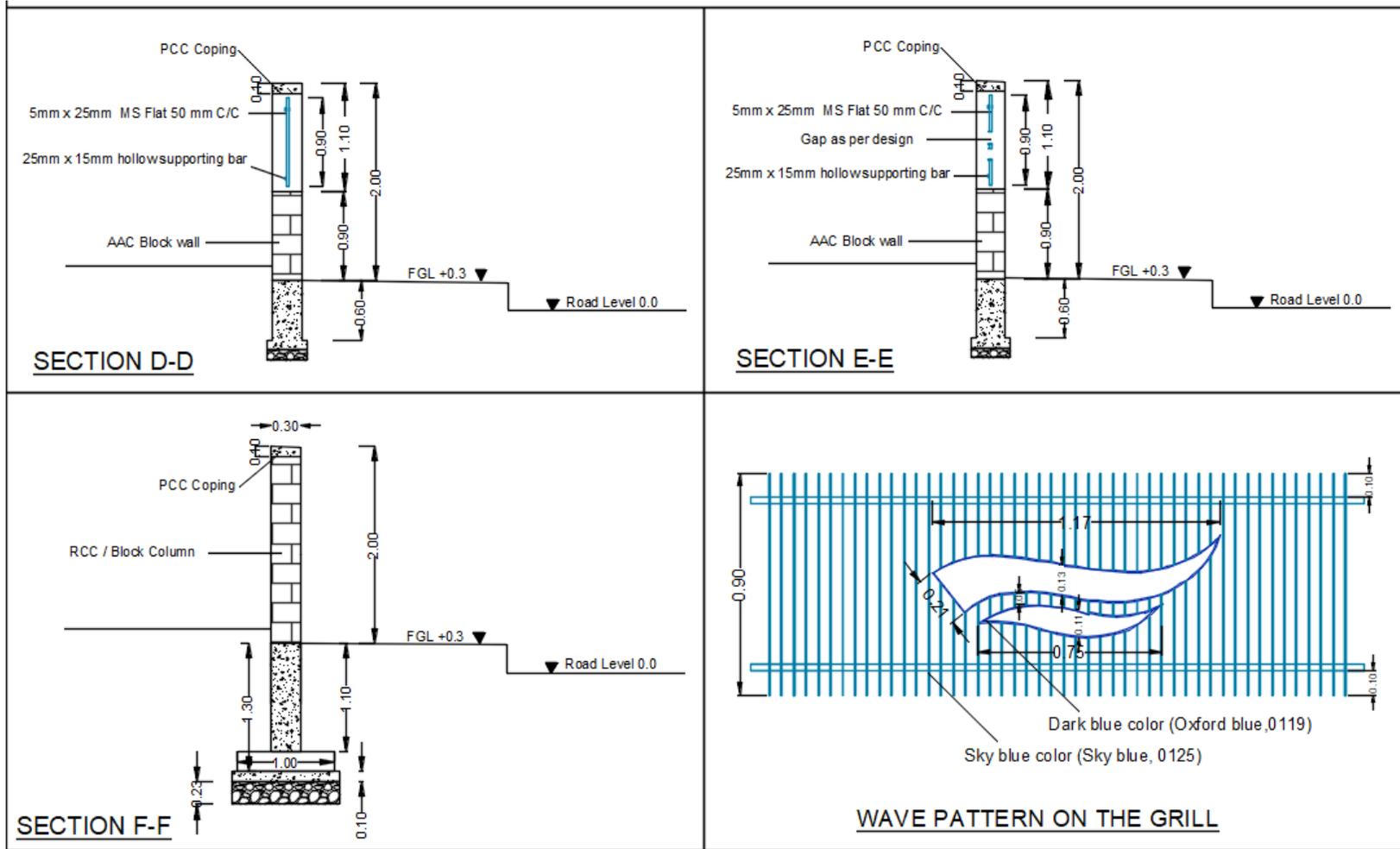
Kindly acknowledge the receipt of these document. We now look forward to receiving the approval and the occupancy certificate.

Thanking you,

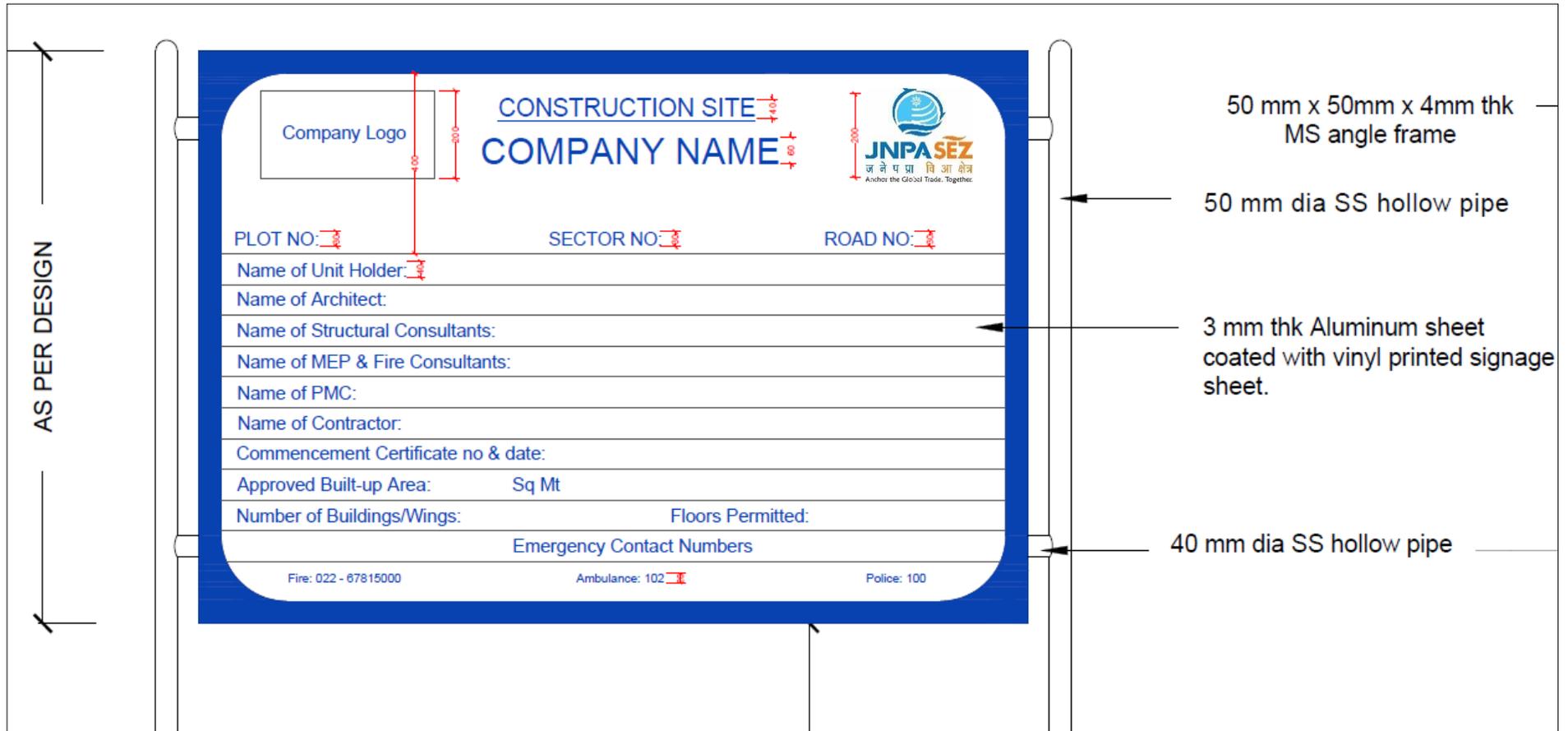
Authorized Signatory
Sign & Stamp

Annexure – I: Standard Compound wall design for units in JNPA SEZ

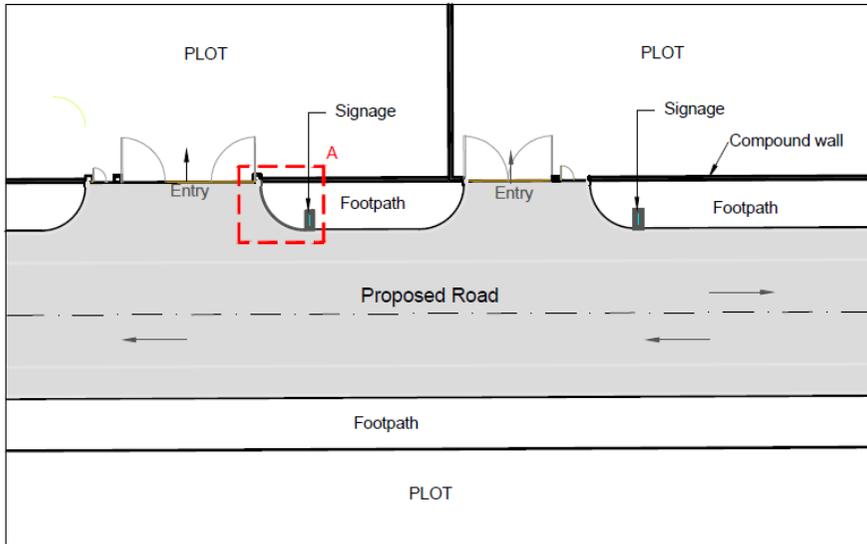




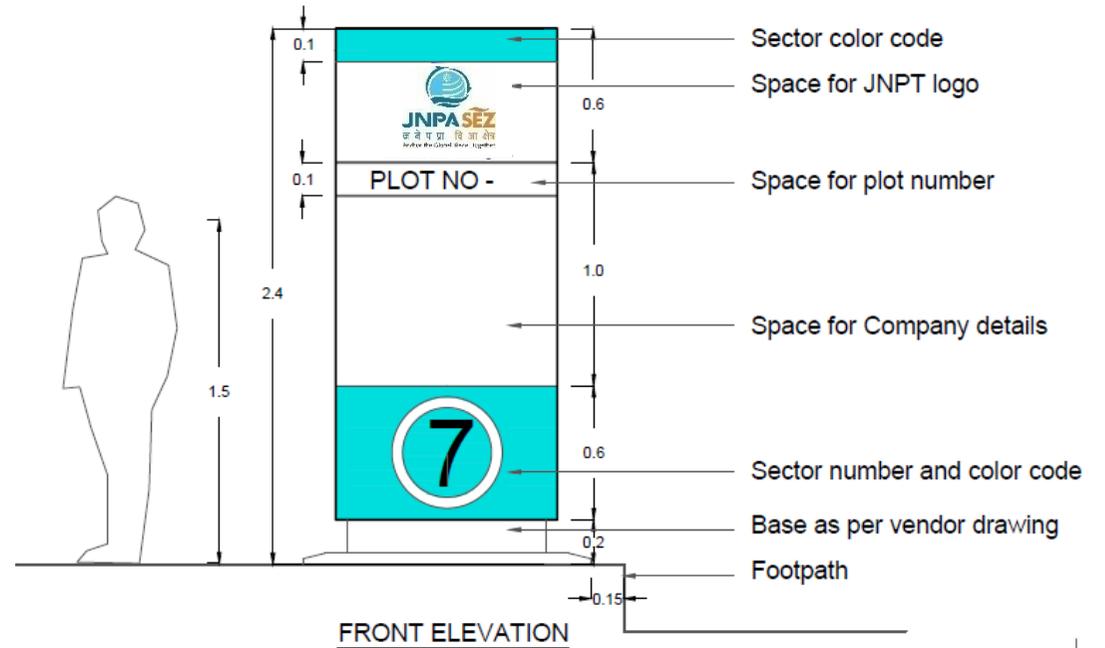
Annexure - II: Typical Board at the Construction Site



Annexure - III: Typical Plot signage outside unit holder/ co-developer plot



LOCATION PLAN OF SIGNAGE



Annexure – V: List of Trees and shrubs to be planted at JNPA SEZ

Sr. No.	BOTANICAL NAME	COMMON NAME	Specialty	Type
1	Cassia Fistula	Amaltash, Golden shower	Flower	
2	Mimusops elengi	Bakul, Borsali	Evergreen	
3	Lagerstroemia speciosa	Pride of India	Flower	
4	Alstonia Scholaris	Saptaparni/ Satvin	Evergreen	
5	Anthocephalus indicus	Kadamb	Evergreen	

Sr. No.	BOTANICAL NAME	COMMON NAME	Specialty	Type
6	Tamarindus indica	Tamarind, Imli, Chinch	Evergreen	
7	Bauhinia Variegata	Kachnar, Purple Orchid	Flower	
8	Saraca asoca	Ashoka tree	Evergreen	
9	Cocos nucifera	Coconut	Evergreen	
10	Roystonea regia	Royal palm	Evergreen	

List of shrubs for Plantation at JNPA SEZ:

Sr. No.	BOTANICAL NAME	COMMON NAME	Specialty	Type
1	Plumaria rubra	Lal Chapha, Champa	Flower	
2	Nerium oleander	Kaner	Flower	
3	Nyctanthes arbor-tristis	Parijatak, Harsingar	Flower	
4	Bougainvillea glabra	Bougainvillea	Flower	

REFERENCES

1. JNPA SEZ Website- <https://jnport.gov.in/sez>
2. Formal approval for setting up a Multi-Product SEZ, by the Ministry of Commerce & Industry (MOC&I), Gazette notification bearing no. S.O. 2047 (E) dated 11th August 2014.
3. JNPA appointed as the Special Planning Authority (SPA) for the SEZ, by the Government of Maharashtra vide notification bearing no. TPS-1717/612/CR0219/17/UD-12 dated 20th December 2017
4. Approved SEZ Zone plan, Report and Independent Development Control and Promotion regulations vide notification No JNPT/SEZ/Sec115(3)/ TPV-3/4255 dated 21 st September 2021.
5. Approved SOR and water charges vide State Government Gazette Notification number RNI No. MAHBIL/2012/46121, Extra ordinary No 101, dated 26th July 2022.
6. Maharashtra Regional and Town Planning Act, 1966
7. Maharashtra Fire Prevention and Life Safety Measures Act, 2006 Act 3 of 2007