

FORM-1

APPLICATION FORM FOR LICENCE OF BUILDER / REAL ESTATE DEVELOPER / FIRM					
To The Commissioner, A.P., Capital Regional Development Authority, Vijayawada. Vijayawada – 520002.					AFFIX LATEST PHOTOGRAPH
Sir, I, The undersigned request that my name / firm may kindly be enrolled as licensed Builder / Real Estate Developer / firm.					
1	Applied for	BUILDER / REAL ESTATE DEVELOPER / FIRM			
2	Application for License	FIRST TIME / RENEWAL			
3	Name of the Applicant/ Firm (in block letters)				
4	Name of the Authorized Person: (in case of firm) (in block letters)				
5	Father's Name				
6	Full Address of the applicant / FIRM				
7	Qualification (Academic and Technical)				
8	Experience				
9	Any other special qualification possessed Which requires consideration.				
10	Whether enclosed copies of the Income Tax Assessment as required on the regularization 3.3				
11	License fee details				
i.	Amount (Rs.)				
ii.	Bank				
iii.	Branch				
iv	Drawn on				
12	If License intended for a firm, the following particulars of the technical employees shall be given along with the certified copies of the qualification.				
	Sl.No	Name of the employee	Qualification	Designation	Signature
Date.....					Signature of the applicant
Encl: 1. Demand Draft 2. Proof of qualification 3. Copy of Income tax Assessment along with copy of PAN card 4. Experience Certificate 5. Passport size photographs 3 No's.					

REQUIREMENTS TO BE SUBMITTED FOR OBTAINING BUILDERS / REAL ESTATE DEVELOPERS / FIRM LICENSE

In case of Builder

- (1) Certificate of Qualification of Degree.
B.E (Civil) / B.Tech. (Civil) / B. (Arch) (duly attested by Gazetted Officer)
- (2) Copy of PAN Card (duly attested by Gazetted Officer)
- (3) Photographs (3 Nos) of the Authorized Person
- (4) Experience Certificate (Optional)

In case of Real Estate Developer / Firm

- (1) Certificate of Qualification of Degree of the authorized person of the Firm or Employee of the Firm (as per Rule 3.1) (duly attested by Gazetted Officer)
- (2) Authorization Letter on behalf of the Company certifying the Person / Employee of the firm.
- (3) An Affidavit on Rs.100/- Non-judicial Stamp Paper by the Employee (Engineer) of the firm (proforma enclosed)
- (4) Incorporation Certificate of the Company / Firm Registration Copy (duly attested by Gazetted Officer).
- (5) Copy of Company PAN Card and Income Tax Returns filed by the Company (for the past five years duly attested by Gazetted Officer)
- (6) Partnership Deed of the Firm / Memorandum & Articles of Association of the Company (duly attested by Gazetted Officer)
- (7) NOC from remaining Partners of the Firm / Directors of the Company for the person represented.
- (8) Photographs (3 Nos) of the Authorized Person.
- (9) Experience / Previous Projects Done (Optional)
(Fee prescribed by the A.P.C.R.D.A with minimum of Rs.10,000/- for (5) years through D.D in favour of the Commissioner, A.P.C.R.D.A ., Vijayawada.

UNDER TAKING

(Notarized Under taking to be executed on Rs.100/- N.J. Stamp Paper)

I, S/o, D/o, W/o
aged about Years, R/o
Situating at Village, Mandal,
..... District.

do hereby solemnly affirm and state that;

I, submit that I am aware about the provisions contained in the Regulations under rules in force for Builder / Real Estate Developer / Firm License of A.P.C.R.D.A., Vijayawada.

I submit that, I possess the required qualification of Engineer as prescribed in Rule 3.1 of the Regulations for Builder / Real Estate Developer / Firm License and I am with my free consent working in the company, I, further undertake all the responsibility as a Civil Engineer of the Firm and will be responsible for all the projects done by my Firm. If any misrepresentation / violation on my supervision, I will be held personally responsible for any consequences aroused now and in future and the competent authority is at liberty to initiate any action upon me including cancellation of Builders License or any other action enforced by the A.P.C.R.D.A., Vijayawada.

Signed & Sworn before me on this day of

WITNESS:

- 1.
- 2.

DEPONENT

A.P.C.R.D.A., Vijayawada

REGULATIONS FOR REGISTRATION OF LICENSED BUILDER / REAL ESTATE DEVELOPER / FIRM

1. Short Title, extent and applicability:

- 1.1. **Short Title:** These regulations may be called “**Regulations for Builder / Real Estate Developer / Firm License of A.P.C.R.D.A., Vijayawada.**”
- 1.2. **Extent:** These regulations shall apply to the entire area of A.P.C.R.D.A., Vijayawada.
- 1.3. **Applicability:** These regulations shall apply to the building activity in accordance with the provisions of A.P. Building Rules-2012 and as amended from time to time.

2. Definitions:

For the purpose of these regulations, the following definitions shall have the meaning indicated against each:

- 2.1. **‘Act’** means, AP Urban Areas (Development) Act, 1975 and as amended from time to time.
- 2.2. **‘Approved’** means, approved by the authority having jurisdiction.
- 2.3. **‘Authority’** having jurisdiction means, the Commissioner or an officer authorized by him to administer these regulations.
- 2.4. **‘Commercial complex’** means, the commercial building proposed for a plot area having more than 300 Sq.mts and above 10 Mtrs height.
- 2.5. **‘Licensed Builder / Real Estate Developer’** means, the Builder / Real Estate Developer / Firm who has been licensed by the Authority.

3. General Requirements for License:

- 3.1. Person who applies for license as a Builder shall be a graduate in Architecture or Civil Engineering or in Construction Management or equivalent educational qualifications or 5 years of experience as Class – II Civil Contractor.

or

- 3.2. A Company which applies for a License as a Real Estate Developer / Firm shall submit the application by an authorized qualified person on behalf of the Company and the company should employ a qualified person as prescribed in Rule 3.1 and submit the particulars of the person appointed and such company shall be registered.

or

- 3.3. The Builder / Real Estate Developer who is in the profession of construction activity as on date of notification of revised building rules, is also eligible for license provided that he shall submit the proof of Income Tax Assessment for the past five years that he is engaged in the profession of Builder / Real Estate Developer. A copy of PAN Card shall be submitted along with the application.

4. The Licensing Authority and Procedure for obtaining License:

- 4.1. The Commissioner or an officer authorized by him is the authority for issuing the license for practicing the profession of Builder / Real Estate Developer / Firm.
- 4.2. The fee for License shall be as per the Schedule of Rates as approved by the A.P.C.R.D.A., Vijayawada from time to time.
- 4.3. The format of application for obtaining license as Builder / Real Estate Developer / Firm is as at Form – 1. The applicant shall apply in the

prescribed form duly enclosing the required copies of certificates and duly paying the prescribed fee.

- 4.4. Form of Certificate of License for Builder / Real Estate Developer / Firm is as given at Form – 2.
- 4.5. A register of licensed Builder / Real Estate Developer / Firm shall be maintained by the A.P.C.R.D.A., Vijayawada and up to date list of such licensed Builder / Real Estate Developer / Firm showing the addresses and the period for which the licenses are valid shall be kept for inspection in the office of the A.P.C.R.D.A., Vijayawada during the office hours.

5. Conditions for issuing License:

- 5.1. The Authority has the right to cancel the license for contravention of any of the provisions of the Act, Rules or Bye-laws framed there under or for contravention of any of the conditions of the license or for failure in discharging the duties and responsibilities as prescribed in these regulations.
- 5.2. In case the license is cancelled, he is not eligible for obtaining a fresh license and for practicing as a Builder / Developer / Firm for a period of three (3) years from the date of cancellation.
- 5.3. If for any reason the license is cancelled, the licensed Builder / Real Estate Developer / Firm shall return the license to the Authority within 24 hours of such cancellation.
- 5.4. Every application for the renewal of license shall be submitted to the A.P.C.R.D.A., Vijayawada together with a renewal fee as prescribed from time to time and shall be accompanied by the license in respect of which the renewal is required.

6. Duties and Responsibilities of Builder / Real Estate Developer / Firm:

- 6.1. It shall be incumbent on the Builder / Real Estate Developer / Firm to cooperate with and assist A.P.C.R.D.A., Vijayawada in carrying out and enforcing strictly the provisions of Master Plan / Zonal Development Plan, Zoning Regulations and Development Control Rules of A.P.C.R.D.A., Vijayawada and other rules made under the provisions of relevant Acts from time to time.
- 6.2. Builder / Real Estate Developer / Firm is entitled to execute all types of projects and submit the Building applications to A.P.C.R.D.A., Vijayawada for obtaining building permissions.
- 6.3. A licensed Builder / Real Estate Developer / Firm shall not associate himself with any construction not authorized or licensed by the A.P.C.R.D.A., Vijayawada where such authorization or license is required under the provisions of the Act or Rules or any Bye-laws framed there under.
- 6.4. The licensed Builder / Real Estate Developer / Firm shall not do anything prejudicial to public interest and the objectives for which he is licensed or be a party to any evasion or attempted evasion of the provisions of the relevant statute, and the Rules, Bye-laws and Regulations made there under A.P.C.R.D.A., Vijayawada and for the time being in force.
- 6.5. Copy of the certificate of License shall be submitted along with Building application. The license number and the period of validity of the license shall be incorporated on the building plans.
- 6.6. Every licensed Builder / Real Estate Developer / Firm shall in submitting the plans show correct details and dimensions, levels and give correct information in respect of such plans or building or work for which the proposed execution.

- 6.7. It shall be incumbent on the licensed Builder / Real Estate Developer / Firm to counter sign on Notarized Affidavit of the Owner of the property/GPA holder and submit along with the Building Application for handing over the prescribed floor area of the proposed construction to the Sanctioning Authority as prescribed in the Rules from time to time.
- 6.8. The sale or disposal of such built up area under the said Notarized Affidavit, lease and registration of such buildings shall be allowed by the Registration Authority only after an Occupancy Certificate is obtained from the A.P.C.R.D.A., Vijayawada,
- 6.9. In case of any violation of building constructions, it shall be removed by the owner / Builder / Real Estate Developer / Firm within the stipulated time on receipt of the statutory Notice of A.P.C.R.D.A., Vijayawada.
- 6.10. Upon failure to comply with the direction of the A.P.C.R.D.A., Vijayawada to remove violations, violated portion of the building will be removed summarily and the handed over portion of the building will be disposed off in public auction by A.P.C.R.D.A., Vijayawada/ Local body and further action on licensed Builder / Real Estate Developer / Firm shall be initiated, which includes cancellation of license and debarring from the profession for a period of three (3) years.
- 6.11. It is a prerequisite that every Builder / Real Estate Developer / Firm is required to submit copy of the agreement executed with Consulting Architect / Structural Engineer for execution of the project along with the building application wherein a condition of the agreement shall be incorporated that the consultants will offer their services to builder till completion of work and obtaining of Occupancy Certificate. In no case the construction should take place without the supervision of the Licensed Technical Personnel.