

To
The Land Manager, Bidhannagar,
Urban Development Department,
Government of West Bengal,
Nagarayan, DF-8, Sector-I, Salt Lake,
Kolkata – 700064

Sub: Application seeking No Objection Certificate(**NOC**) towards using the Residential Building for Non-Residential use in terms of the provisions as laid down in clause 2(9)/2(10) of the lease deed.

Sir,

I do hereby request you to accord NOC in connection with the proposed non-residential use at my building constructed on the plot allotted by your department. Requisite information are noted below for your kind information and actions. I agree to pay the permission fees for a period of 5(five) years and the application fees as well in terms of the Government Notification on the subject.

1. Name of the Lessee (Applicant) :
2. Full Address of the Plot :
3. Contact No
- a) Landline Phone :
- b) Mobile :
- c) Email-id :
4. No. Of floors of the building :
5. Name of the proposed business :
6. a) Exact area(sq. ft.) to be used for the business :
- b) Floor of the Proposed Business :
7. Total floor area (sq. ft.) of the building :
8. Duration of the proposed business :
9. Name & style of the firm/business :
10. Name & Address of the owner/owners of the proposed business :

Yours faithfully,

Date: _____

[Signature of Applicant(s)]

Enclosed:

1. Original receipt of e-challan of Rs 500/.
2. Attested copy of Mutation Order if issued by the Department.
3. Attested copy of the Clearance Certificate (C.C.) of the building issued by Bidhannagar Municipality.
4. Sketch Map showing floor area to be used for non-residential use.
5. Attested copy of the last Tax bill issued by Bidhannagar Municipality.
6. Copy of Electricity bill.
7. Copy of Sanctioned Building Plan.