

## APPLICATION FOR POSSESSION OF PLOT (SITE PLAN)

**To: Director (Building Control)**  
**Defence Housing Authority**  
**Peshawar.**

**Subject: Site Plan of Plot**

Dear Sir,

Please issue site plan of my plot No. \_\_\_\_\_, Sector \_\_\_\_\_,  
Phase \_\_\_\_\_ and hand over to me/my authorized attorney. Photocopy of Computerized National  
Identity Card and Allotment / Transfer letter are attached.

Thanking you, Your's Faithfully,

Owner's Name \_\_\_\_\_  
Signature \_\_\_\_\_

Owner's

Address \_\_\_\_\_

Attorney's Signature

(DHA Approved)

Attorney's Name

**CNIC No.**

[illegible]

**PART I**

**Demarcation of the plot is as under: -**

**Longer Dimensions (1)** \_\_\_\_\_  
By \_\_\_\_\_

fr. Bounded

By \_\_\_\_\_ (2) \_\_\_\_\_

fr. Bounded

**Shorter Dimensions (1)** \_\_\_\_\_  
By \_\_\_\_\_

fr. Bounded

By \_\_\_\_\_ (2) \_\_\_\_\_

fr. Bounded

Area of Plot: \_\_\_\_\_ sq.ft

Standard/Excess/Short by: \_\_\_\_\_ sq.ft

Surveyor \_\_\_\_\_

**Director (Building Control)**

**PART II**

1. Certifies that the ownership is legal.
2. All dues cleared by the applicant, hence possession may be handed over.

**Director (Finance)**

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**PART III**

Handover possession physically.

Surveyor \_\_\_\_\_  
\_\_\_\_\_

Director (Building Control)

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**PART IV**

Possession handed over on \_\_\_\_\_  
\_\_\_\_\_

Surveyor

**Note: Attach a photocopy of CNIC and Allotment / Transfer Letter**

## REQUEST FOR NOC/NDC POSSESSION

To: **The Director (Building Control) Defence Housing Authority, Peshawar.**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Subject: **REQUEST FOR NDC/NOC FOR POSSESSION**

I have decided to construct my commercial building at Plot No. / Property No. \_\_\_\_\_  
\_\_\_\_\_, Sector \_\_\_\_\_ Phase \_\_\_\_\_

Membership No. \_\_\_\_\_ File No. \_\_\_\_\_ Registered in the name  
of Mr / Mrs / Miss \_\_\_\_\_

S/o D/o W/o \_\_\_\_\_ CNIC \_\_\_\_\_

Cell No \_\_\_\_\_.

I am bound to pay all admissible dues on account of possession for my above mentioned plot / property. It is therefore, requested that NOC/NDC may please be issued.

**Note:** I have read the instructions over leaf and deposited the documents as required.

Yours Sincerely

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
FOR OFFICE USE ONLY

### NOC BY TRANSFER BRANCH

Received on- \_\_/\_\_/\_\_

It is certified that File No \_\_\_\_\_ Plot No \_\_\_\_\_ Sector \_\_\_\_\_ Phase \_\_\_\_\_  
property of Mr / Mrs. / Miss \_\_\_\_\_ is not under any litigation/ caution.  
Further process of NDC and possession may be initiated.

• 1<sup>st</sup> Owner of Svc Benefit Plot      Yes ☐      No ☐

Dir

Transfer Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### FOR FINANCE BRANCH USE ONLY

Received on- \_\_/\_\_/\_\_

All dues are cleared by the applicant. Possession process may be commenced.

Dir Finance

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FOR TOWN PLANING/ BUILDING CONTROL ONLY**

Received on-\_\_/\_\_/\_\_  
Handover Possession Physically.

Dir Building Control  
Date: \_\_/\_\_/\_\_

\_\_\_\_\_

## **DOCUMENTS REQUIRED FOR NOC (No Objection Certificate)**

1. Copy of NIC.
2. Copy of Allocation / Intimation / Allotment / Transfer Letter.
3. Customer shall be bound to deposit any sum payable even if identified after issuance of NOC/NDC

### **VALIDITY PERIOD OF NOC:** 90 Days

1. NOC will be prepared within Seven days (On receipt of complete documents).
2. NOC can be applied by allottee / file holder only.

## POSSESSION CERTIFICATE

(MEMBER'S COPY)



### Particulars

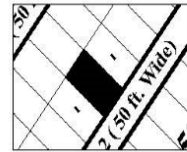
Plot No \_\_\_\_\_  
Sector No \_\_\_\_\_  
Street No \_\_\_\_\_  
Phase No \_\_\_\_\_  
Owner \_\_\_\_\_  
CNIC NO \_\_\_\_\_

Longer Side (1) \_\_\_\_\_ Bounded By PLOT/ STREET NO \_\_\_\_\_  
(2) \_\_\_\_\_ Bounded By PLOT/ STREET NO \_\_\_\_\_  
Shorter Side (1) \_\_\_\_\_ Bounded By PLOT/ STREET NO \_\_\_\_\_  
(2) \_\_\_\_\_ Bounded By PLOT/ STREET NO \_\_\_\_\_

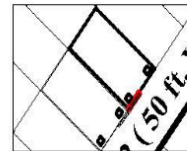
Possession Handed over by \_\_\_\_\_ Date \_\_\_\_\_ Sign \_\_\_\_\_

Possession Taken over by \_\_\_\_\_ Date \_\_\_\_\_ Sign \_\_\_\_\_

- (1) It is Certified that the Ownership is Legal.  
(2) All Dues are Cleared by Owner.



KEY PLAN



\_\_\_\_\_  
Chief surveyor

\_\_\_\_\_  
AD TP & BC

\_\_\_\_\_  
DY Dir TP & BC

## UNDERTAKING

CERTIFIED THAT: -

1. **I HAVE READ AND UNDERSTOOD** the Building Bye –Laws of DHA Peshawar and will abide by them.
2. I will make the construction according to approved plan. I will not do any addition / alteration prior to approval of revised drawings.
3. I will ensure design of my building as per the bearing capacity of the soil.
4. I will take boundary wall up to plinth level before starting the construction house.
5. I will get checked all construction activities progressively and will get signed the Inspection Card on regular basis from the concerned authority.
6. I will apply for Sewer connection at the time of occupying the building and will not connect it myself, failing which, I will be liable to punitive action as per the rules.
7. I will apply for water connection and will not connect it myself, failing which I will be liable to punitive action as per the rules.
8. I will not undertake construction or installation of steel stair in clear space and keep it as such forever except as permitted in Byelaws.
9. I will not cut the road for any purpose without getting written Permission from DHA Peshawar.
10. I will not use road for dumping the materials, mixing mortar and cutting steel bars etc.
11. I will not put earth outside the boundary wall and will not erect fencing / hedging /thick vegetation on road shoulder.
12. I agree that till DHAP Services are not Engaged, I will use Construction Bore for water supply, Temporary Electrical meter for Electricity after Construction Completion and Once DHAP services are active I will discard the same.

**Note:**

- A. In case of repeated failure to observe rules / regulations, the water supply may be disconnected/plugged by concerned staff. Either the violation will have to be demolished or will be dealt with according to the Bye-laws.
- B. Any oversight in scrutiny of Drawings does not create member's right to construct the B by violating authority Bye-laws. Any such omission is liable to be changed at any stage of construction.

Signature: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

CNIC: \_\_\_\_\_

Plot No: \_\_\_\_\_

Street No: \_\_\_\_\_

Phase: \_\_\_\_\_

Dated: \_\_\_\_\_

## APPROVAL OF DRAWINGS

From

Name of Owner \_\_\_\_\_

Membership No: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

Dated: \_\_\_\_\_

To: DEFENCE HOUSING AUTHORITY  
PESHAWAR

Subject: Approval of Drawings

1. Building plans in quintuplicate (5 copies) along with necessary documents in respect of \_\_\_\_\_ Plot No \_\_\_\_\_ Street \_\_\_\_\_ Phase \_\_\_\_\_ are enclosed herewith for further necessary action.

Following documents are attached: -

- a. A copy of NOC duly verified from Transfer & Record Dte and Finance Dte.
- b. 5 x set of submission Drawings.
- c. 2-Set of Structure Drawings duly stamped by Structure Engineer on A-3 size.
- d. Structure Stability Certificate.
- e. Copy of Allotment Letter.
- f. Copy of Site Plan/Possession.
- g. Copy of NIC.
- h. Soft copy of drawings. (Auto Cad Format & PDF Format)
- i. Bearing capacity test report.
- j. Undertaking by owner.
- k. Undertaking by Structure Engineer and Architect.
- i. Attorney certificate (If applicable)

2. The building plans conform to the Building Bye-laws of DHA Peshawar. After approval, kindly return one copy of approval plan.

Thanking you.

Owner's Signature \_\_\_\_\_

Date of dwg receiving \_\_\_\_\_ Date of dwg Handover \_\_\_\_\_

-----  
Receipt

Received Building plan (Working Ammonia Copies) in respect of Plot No \_\_\_\_\_ Street No \_\_\_\_\_ Phase \_\_\_\_\_. Please report on \_\_\_\_\_ for collection of approval plan.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_\_

Phone # 091- 5613814 ext =





To,  
  
Defence Housing Authority  
  
Peshawar

**Subject: Collection of Approved Drawings**

Plot No----- Street No----- Sector-----Phase-----  
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I undertake that I have receive the following approval drawings from BC/TP branch. From now  
And onward I shall be responsible for any loss/damage to these drawings.

- 1x set of submission drawings
- 1x set of structure

\_\_\_\_\_

(Signature of Owner)

\_\_\_\_\_  
(Name of Owner in Block Letters)

\_\_\_\_\_  
(Membership No)



**PAYMENT CHALLAN**

**BC/TP Branch Copy**

**DEFENCE HOUSING AUTHORITY PESHAWAR**

**PAYMENT CHALLAN**



Askari Bank Limited Fakhar-e-Alam Road, Peshawar Cantt

Account No. _____	CNIC. _____
Plot No. _____	Challan No. _____
Name: _____	Date: _____
Initial Remarks _____	

S. No.	Particular	Amount (Rs)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Amount in Words: (Rupees)\_\_\_\_\_

\_\_\_\_\_

Asstt Accountant	Customer Signature	Signature/ Bank Stamp
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## **DRAWING SUBMISSION**

### **DOCUMENTS REQUIRED**

1. Architect Stability Certificate (Original + Photocopy)
2. Structure Stability Certificate (Original + Photocopy)
3. Form A & B. Filled With Owner's Current Address
4. 01 x Tracing Cloth + 07 x Ammonia Prints + 01 x Soft Copy in Form Of CD (AutoCAD Format ) + 02 x Ammonia Prints of firefighting drawing (Only For Commercial)
5. Photocopy of Allotment / Transfer Letter.
6. Photocopy of Site Plan Issued By Building Control Branch in Current Owner's Name.
7. Photocopy of CNIC of the Owner.
8. Original paid Challan of Drawing Scrutiny Fee.
9. General Undertaking on Affidavit Rs.50/- (Specimen available with Customer Care)
10. Undertaking on Affidavit Rs.50/- For Temp Lavatory in Residential Buildings (Specimen available with Customer Care).
11. Undertaking on Affidavit Rs.50/- in case of Basement (Specimen available with Customer Care).
12. Undertaking on Affidavit Rs.50/- For Swimming Pool for Residential Building. (Specimen available with Customer Care).
13. No claim of services on Affidavit Rs.50/- .

#### **Note:**

- All undertakings to be duly signed by owner and attested by the Oath Commissioner.
- 3 x Photocopies of Paid Challan of TIP Tax / IPF are required to receive approved drawings.
- Customer will collect details of TIP Tax / IPF from Building Control Branch and Obtain Challan Form from Finance counter to deposit in National Bank of Pakistan (NBP).

## REGISTERED ARCHITECT CERTIFICATE

(To be accompanied with Form 2)

This is to certify that the building plans submitted by \_\_\_\_\_ for Plot No. \_\_\_\_\_ have been prepared by me/us and that I/we undertake to supervise the proposed construction as per specifications submitted herewith. I/We further undertake that if I/We discontinue supervision of the work, I/We shall give immediate intimation thereof, as required under the above Byelaws.

Name & Signature of Architect \_\_\_\_\_

Registration No. of PCATP \_\_\_\_\_

Category of Registration: \_\_\_\_\_

DHAP Registration No: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

### SPECIFICATIONS ATTACHED:

1. Nature of the soil below foundation
2. Specification of foundation
3. Specification of plinth
4. Specification of superstructure
5. Specification of floor
6. Specification of roof
7. Method of drainage and sewerage
8. Kind of slab

## REGISTERED ENGINEER'S CERTIFICATE

(To be accompanied with Form 2)

This is to certify that the building plans submitted by \_\_\_\_\_ for Plot No. \_\_\_\_\_ have been prepared by me/us and that I/we undertake to supervise the proposed construction as per specifications submitted herewith. I/We further undertake that if I/We discontinue supervision of the work, I/We shall give immediate intimation thereof, as required under the above Byelaws.

Name & Signature of  
Civil Engineer/ Structural Engineer \_\_\_\_\_

Registration No. of PEC \_\_\_\_\_

Category of Registration: \_\_\_\_\_

DHAP Registration No: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

### SPECIFICATIONS ATTACHED:

1. Nature of the soil below foundation
2. Specification of foundation
3. Specification of plinth
4. Specification of superstructure
5. Specification of floor
6. Specification of roof
7. Method of drainage and sewerage
8. Kind of slab

## CERTIFICATION OF STRUCTURAL SOUNDNESS OF BUILDING

I/we certify that:

1. I/we have been appointed as consulting Structural Engineer by Mr./Mrs./M/s \_\_\_\_\_ for the structural design of the building on Plot No. \_\_\_\_\_ situated on \_\_\_\_\_ DHAP on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_. Which:
  - a. Is likely to be constructed from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.
  - b. Is under construction since \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.
  - c. Has been virtually completed on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.
  - d. Stage of construction \_\_\_\_\_.
  - e. No. of storeys designed \_\_\_\_\_.
2. The structure designed has been based on following codes/ Regulations rationally coupled with Engineering knowledge and judgment where necessary.
  - a. The sub-surface investigation was carried out by M/s \_\_\_\_\_ on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.
  - b. A design bearing capacity of \_\_\_\_\_ Tons/Sft was adopted based on \_\_\_\_\_.
4. Our/my contractual responsibilities were / are limited to:
  - a. Structure analysis and design.
  - b. Preparation of working structure drawings.
  - c. Preparation of bar bending schedule.
  - d. Checking bar bending schedule prepared by the contractors/ constructors/builders.
5. The following documents are attached:
  - a. Set of working structural drawings.
  - b. Set of bar bending schedule.
  - c. Set of design calculations.
  - d. Set of specifications relevant to structural work.

Name of Structural Engineer: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 PEC Regn No. \_\_\_\_\_  
 DHAP Regn No. \_\_\_\_\_

## CONSTRUCTION OF SWIMMING POOL (INDEMNITY BOND)

(For Swimming Pool)  
On Rs. 100/- Stamp Paper

1. I, \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_  
Muslim, Adult, R/o House No. \_\_\_\_\_  
solemnly affirm that I am the owner of Plot No. \_\_\_\_\_, measuring  
\_\_\_\_\_sft located in Defence Housing Authority. That I have applied for  
permission to construct building on the said plot. I intend to construct a swimming  
pool on the same plot for which I undertake to fulfill the following conditions:-

- a. Proper filtration plant will be erected.
- b. The swimming pool will be properly covered for privacy.
- c. The same will not be constructed on the compulsory open space.
- d. If any damage is done to the neighboring structure due to our swimming pool, it will be our responsibility to make good the losses or in the event of our failure to do so, the owner/DHA may good such repair at our cost or any other measures as deemed fit by the Defence Housing Authority.
- e. It will be structurally designed and signed by approved Structural Engineer.

2. That the above declaration is true and correct to the best of my knowledge and belief.

**DEPONENT**



**SUBMISSION OF ALTERNATIVE POWER PROPOSAL OF BUILDING PLAN**

To,  
DHA Peshawar.

I/We M/S -----Certify that  
We/our consulting MEP Engineer Mr. /Mrs/M/S-----  
Has submitted drawings/documents as per attached RE Performa for the alternative power  
(Solar/Wind) installation on my building on

Plot No-----  
Situated on-----DHAP

**Building Owner**  
-----  
-----

Dated: -----/-----/-----



Name: \_\_\_\_\_ House No: \_\_\_\_\_

Building Category: ☐ Residence ☐ Commercial ☐ Mixed use

1. Plot Size: \_\_\_\_\_ sft
2. 30% of the total electricity connected load capacity ☐ Yes ☐ No  
has been connected through Alternative Renewable Energy power. [Note]
3. RE power system has been grid connected for Net Metering ☐ Yes ☐ No
4. I plan to install: ☐ Solar ☐ Wind ☐ Both
5. I plan to install: ☐ On grid ☐ Hybrid
6. Solar PV Power Installed Capacity \_\_\_\_\_ KW.
7. Solar PV Manufacturer: \_\_\_\_\_
8. Support Structure: \_\_\_\_\_ Aluminum / Steel
9. I plan to use following Batteries for my solar hybrid system:-
  - a. Manufacturer: \_\_\_\_\_
  - b. Capacity: \_\_\_\_\_
10. Cables Types/ Manufacturer: \_\_\_\_\_
11. Safety switches/ Cut out manufacturer: \_\_\_\_\_
12. I plan to install Wind Power with following data:
  - a. Manufacturer
  - b. Type: ☐ Horizontal Axis ☐ Vertical Axis
  - c. Pole Material
  - d. Controller:
  - e. Inverter:

**Notes:**

- For Minimum Required alternative RE Power see Appendix "I"
- Only DHA Authority's approved Net Meters are allowed.
- Only net metering capability of hybrid inverters are allowed
- On grid inverter power line shall be connected to the Main Breaker of Distribution Box (DB) although hybrid inverter can be connected to the desired distributed breakers in the DB.



To,  
Defence Housing Authority  
Peshawar

**Subject: Provision of Services**

Plot No: \_\_\_\_\_ Street No\_\_\_\_\_

Sector\_\_\_\_\_ Phase \_\_\_\_\_

1- I Notify That My Building Has Been (Design Approved/Construction Completed) There for Request That Following Services May Be Provided.

Temporary	<input type="checkbox"/>	Permanent	<input type="checkbox"/>
	<input type="checkbox"/>		
Electricity Connection	<input type="checkbox"/>		
Water Connection	<input type="checkbox"/>		
Sewerage Connection	<input type="checkbox"/>		
Fiber optical Connection			
Gas Connection	<input type="checkbox"/>		

2- I Undertake to Pay Installation Fee and Charges Regularly as Per Rules

\_\_\_\_\_  
Signature of Owner  
\_\_\_\_\_  
(Name of Owner in Block Letters)  
\_\_\_\_\_  
(Membership No)

(For Office Use Only)

Sewer Connection Open On \_\_\_\_\_  
On \_\_\_\_\_  
Site Supervision \_\_\_\_\_  
\_\_\_\_\_  
Owner’s Confirmation \_\_\_\_\_  
\_\_\_\_\_  
Clerk for Billing/Record \_\_\_\_\_  
\_\_\_\_\_

Sewer Connection Open  
Site Supervision  
Owner’s Confirmation  
Clerk for Billing/Record



### INSPECTION CARD

Owner's Name \_\_\_\_\_ Plot No \_\_\_\_\_ Street \_\_\_\_\_ Sector \_\_\_\_\_ Phase \_\_\_\_\_

S.No	Description	Comments	Violation Rectified		Building Inspector Name	Date	Signature
			Yes	No			
1	Demarcation of Site						
2	Before Excavation Contact B.C. D						
3	Layout of Building						
4	Layout of Building With Set Backs						
5	Construction of Boundary Wall Up to D.P.C						
6	D.P.C Level with Set Back Porch Level from Center of Road						
7	Under Ground Water Tank (Size Only)						
8	Basement Floor / Slab Steel Fixing & Shuttering						
9	Ground Floor Window Lintel Shuttering						
10	Ground Floor Slab Steel Fixing & Shuttering						
11	Porch Slab Steel Fixing & Shuttering, Slab Height from P. L						
12	Layout of First Floor						
13	First Floor Window Lintel Shuttering						
14	First Floor Roof Slab Steel Fixing & Shuttering						
15	Over Head Water Tank (Size Only)						
16	Layout of Mumty						
17	Mumty Slab Steel Fixing & Shuttering						
18	Rear Elevation						
19	Roadside Elevation						
20	Ramp 8" High from Road Level & Laying of 3" DIA Three Pipes Outside Gate for Services						

## INSPECTION CARD

21	Septic Tank (Size & Location only)						
23	Internal Drainage (For Rain Water) Should be Connected to Road/Drain						
24	Front Boundary Wall Design						
25	Side Boundary Wall						
26	Rear Boundary Wall						
27	Grey Structure Before Finishes						
28	In Case of Corner Plot Boundary Wall should be Chamfered						
29	Exterior Finishing (Material/Color)						
30	Gas/Electric Meters Installation + Service Ducts						
31	Site Clearance + Spiral Stairs on Set Backs						

### General Notes

1	To be kept at site for entries by building inspector.
2	Every stage must be informed to Building Control Department one day earlier before execution.
3	Before Start of Excavation please inform Building Control Department. Client will be Fined Rs.50,000/- If they Do Not Contact BCD Before Excavation.
4	Completion certificate will not be issued unless filled inspection card is deposited in building control dept along with certificate from the Concerned Site engr
5	Before starting construction of building it is mandatory that Boundary Wall be Built-Up to D.P.C Level & get checked from DHAP Service, Survey Section
6	AC Outdoor units must be placed/installed on top of the buildings.
7	Drainage lines should not be connected with sewer lines.
8	Plinth Protection and to stop ingress of water to foundation will be the responsibility of the Owner/Contractor.
9	Rs. 10,000/- charge for stages missing on inspection card.
10	Rs.50,000/- if inspection card is misplaced / lost during construction by Owner of Plot.

**CONSTRUCTION COMPLETION**

To  
  
Defence Housing Authority  
  
Peshawar

Subject: **Application for Construction Completion NOC**

Plot No \_\_\_\_\_ Street No \_\_\_\_\_ Sector \_\_\_\_\_ Phase \_\_\_\_\_

I notify that my house construction has been completed. I also undertake that I have followed and conformed to all the Bye-Laws of DHA Peshawar. Following documents are attached here with.

- Photo copy of approved submission drawing
- Prescribed Dues (Rs.5000/-) and un-paid charges if any) to Fin branch (Challan form attached)
- Inspection card duly signed by the concerned officer during construction
- Copy of site plan/possession

\_\_\_\_\_  
(Signature of Owner)  
  
\_\_\_\_\_  
(Name of Owner in Block Letters)  
  
\_\_\_\_\_  
(Membership No)



CERTIFICATE OF COMPILATION

This certificate is presented to:

Name (Owner)-----S/O, D/O, W/O----- DHA Membership No.-----

Resident of-----Tel No(S): Mo-----Residential-----Office-----

As per Regulation for the completion of buildings on

Plot No. -----Street -----Sec-----Phase-----

Awarded on-----/-----/-----

-----  
-----

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Signed by  
by

Signed

## NOTICE OF DISCONTINUANCE

TO  
The Administrator  
DHA Peshawar.

I hereby give notice of my discontinuance from the building works with effect from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ as the Registered Architect/Civil Engineer/Structural Engineer in respect of Plot No. \_\_\_\_\_ situated at \_\_\_\_\_ DHAP. It is certified that the following building work on the said plot has been carried out under my supervision and to my entire satisfaction.

Name & Signature(s) of Architect/ Civil Engineer/ Structural Engineer	_____
Registration No. of PEC/PCATP	_____
Category of Registration:	_____
DHAP Registration No:	_____

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Description of the work:

- 1.
- 2.
- 3.
- 4.
- 5.

Copy to:-

_____
(Owner's Name)
_____
(Owner's Address)
_____

**UNDERTAKING FOR USING ADJACENT PLOT AS LAWN**

**(On Stamp Paper Worth Rs.50/- Duly Signed by Oath Commissioner)**

I, \_\_\_\_\_, S/O, D/O, W/O \_\_\_\_\_,  
Owner of House No. \_\_\_\_\_, Sector, \_\_\_\_\_, Phase \_\_\_\_\_ of Defence  
Housing Authority, Peshawar hereby undertake that:

- a. Open Plot No. \_\_\_\_\_ is owned by \_\_\_\_\_ whose relation with me is \_\_\_\_\_.
- b. I will not make any temporary/permanent structure or carryout hard landscaping like construction of waterfalls, water ponds, plat forms, rockeries etc. in the plot. Only soft landscaping will be done.
- c. I will not construct the boundary wall beyond the specified height of 7' ft. from the road level and will not provide independent gate therein.
- d. I will use the plot only for lawn purpose and pay full water charges for Kanal \_\_\_\_\_ plot
- e. in addition to my House No. \_\_\_\_\_ I will use water from existing water connection and there is no need for fresh connection for the said plot.
- f. I will maintain prescribed open spaces of two plots.
- g. I will pay non-construction penalty, which is applicable for open plot as per rules.
- h. In case any construction in the plot or specified open spaces is made, DHA Management can disconnect services of Building (address) \_\_\_\_\_ without notice in addition to cancellation of membership.

1. \_\_\_\_\_  
(Signature)

2. \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Owner of Building)

Name: \_\_\_\_\_  
(Owner of Open Plot)

House No.: \_\_\_\_\_

Plot No.: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**COMMERCIAL BASEMENT**

I, \_\_\_\_\_, S/O, D/O, W/O \_\_\_\_\_ Owner

2. I shall observe in true letter spirit all the instructions and precautionary measures listed below during the excavation and construction of the basement on the above mentioned plot with a view to avert any damage to the life and property of all the adjoining buildings: -
- a. That I shall employ a qualified and experienced Engineer to supervise the work and to ensure that the work is carried out in the light of latest engineering practices/rules.
  - b. That the excavation for the basement will not be carried out during rainy spells / season.
  - c. That the work on basement once started shall be completed with utmost speed.
  - d. That under no circumstances the work shall be left incomplete or abandoned after the excavation of the basement has commenced.
  - e. That under no circumstances the foundation of the adjoining building not having basements shall be exposed not more than 6' ft. in length at one time. In case of exposure more than 6' ft. by accident, immediate steps will be taken to secure them by applying popular engineering practice/knowledge.
  - f. That proper dewatering arrangement will be available throughout the construction of the basement
3. I also affirm that in spite of all the above mentioned precautions I shall be responsible for any damage to the property of the adjoining buildings and the persons dwelling therein caused due to excavation/construction of the said basement and that I shall make any such damage/loss good through the mode agreed and to the entire satisfaction of the parties involved and DHA.
4. I will not use mechanical Excavator for excavation of basement.
5. That I shall carefully read and fully understood the contents of this undertaking before signing.

\_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(In Full)

Cell No.: \_\_\_\_\_

Date: \_\_\_\_\_

## **COMMERCIAL BASEMENT DOCUMENTS REQUIRED**

1. NOC for dues clearance from Finance.
2. Demarcation and Pass Performa to be filled by the owner or DHA's special power of attorney holder.
3. Photocopy of TIP and photocopy of IPF.
4. Undertaking of "Own Water Supply Arrangements" on Stamp paper of Rs.50/- duly attested by Oath Commissioner.
5. Undertaking of "Stacking of Material and Temporary Hut" on Stamp Paper of worth Rs.50/- duly attested by Oath Commissioner.
6. Photocopy of 'Drawing approval Letter' issued by DHA.
7. Original paid challan of possession charges for all phases.

Note:

- Demarcation is valid for one month only in case construction activity has not commenced.
- After receiving the demarcation papers, Owner / DHA's Special Power of Attorney Holder is bound to construct Septic Tank & Temporary Lavatory as per approved drawing within the plot area and both should be ready before the field staff visit.

**REGULARIZATION OF WORKS CARRIED OUT WITHOUT PERMISSION**

The Administrator,  
DHA Peshawar.

1. Whereas I/We have constructed \_\_\_\_\_ on Plot No. \_\_\_\_\_ located at \_\_\_\_\_ DHAP as shown on the plan attached here with.
2. Whereas I/We have made deviations from building plans sanctioned vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ in the course of construction of the building/ alteration and additions to the building as shown on the plans attached herewith.
3. Whereas I/We are willing to make any alteration required to be made in the said structure so as to make it consistent with the permission of the DHAP and also willing to pay the composition fee imposed by the DHAP for regularization of illegal construction/deviations from approved plan or in violation of Byelaws. It is, therefore, requested that plans may be regularized by way of composition as per law and permission to occupy the said building may be granted.

Owner's Signatures & Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ARCHITECT'S CERTIFICATE**

I/We hereby certify that existing structure on plot No. \_\_\_\_\_ located at \_\_\_\_\_ has been fully and correctly shown on the plan submitted by me. And I/We further certify that the building is structurally stable. Necessary structural calculations and detail are attached herewith.

Registered Architect/ Structural Engr: \_\_\_\_\_  
Signature: \_\_\_\_\_  
CBC License No. \_\_\_\_\_  
PEC/PCATP Registration No. \_\_\_\_\_  
DHAP Registration No. \_\_\_\_\_

## **BUILDING DEMOLITION**

### **DOCUMENTS REQUIRED**

- a. Site plan in the name of current Owner of building as per DHA rule.
- b. Undertaking for Demolition of House / Building on stamp paper worth Rs.50/- (as per specimen)
- c. Deposit a sum of Rs.50,000/- (Rupees Fifty Thousands Only) through attached challan form as Debris Security (Refundable).

## **OPENING RESTAURANT**

### **DOCUMENTS REQUIRED**

- a. An application for request of opening restaurant.
- b. Plan of kitchen layout for approval.
- c. Arrangements for disposal of kitchen waste.
- d. Arrangements for disposal of smoke / fuel / gas and exhaust etc.
- e. Details of parking area.
- f. Details of floors to be used for restaurant.
- g. Undertaking as per specimen attached.
- h. Completion certificate.
- i. Approved revised drawing (if applicable).
- j. Site plan in the name of current owner as per DHA rules.
- k. Permission certificate for use of LPG cylinders as per specimen attached

## RENOVATION OF COMMERCIAL BUILDING

### UNDERTAKING

(On Stamp Paper Worth Rs.50/- Duly Signed By Oath Commissioner)

I, \_\_\_\_\_, S/O, D/O, W/O \_\_\_\_\_ having

- a. I'm owner of Building No. \_\_\_\_\_ Sector \_\_\_\_\_ Phase \_\_\_\_\_ Measuring \_\_\_\_\_, situated in Defence Housing Authority, Peshawar.
- b. I intend to undertake some renovation/ repair work in my building.
- c. The renovation/ repair does not require any structural change / change in covered area for which revised drawing is essentially required.
- d. I will complete the renovation work within 30 days from the issuance of permission letter.
- e. If I dispose of the debris in open plot or roadside it will be removed simultaneously.
- f. I will stack the construction material within my own area.
- g. In case of non-compliance of above undertaking and DHA byelaws/rules, DHA may disconnect the services of the house/building or impose fine as per rules.
- h. If I violate these conditions I will pay Rs.200,000/- (Rupees two hundred thousand only) to DHA as penalty charges. I will not challenge this penalty charges in any court of law outside / inside Pakistan.

Date: \_\_\_\_\_

DEPONENT

(Signature & Thumb Impression)

### VERIFICATION:

Verified on Oath at Peshawar this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, that the contents of the above undertaking are true and correct to the best of my knowledge and belief.

DEPONENT

(Signature & Thumb Impression)

**STALKING OF MATERIAL – TEMPORARY HUT**  
**UNDERTAKING**

(On Stamp Paper Worth Rs.50/- Duly Signed By Oath Commissioner)

I, \_\_\_\_\_, S/O, D/O, W/O \_\_\_\_\_ having CNIC No. \_\_\_\_\_

Contact No \_\_\_\_\_

R/O \_\_\_\_\_, do hereby solemnly affirm and declare as under:-

1. I am owner of Plot / House no. \_\_\_\_\_ Sector, \_\_\_\_\_, Phase \_\_\_\_\_, Measuring \_\_\_\_\_, situated \_\_\_\_\_
2. I have undertaken the construction / renovation on above mentioned plot / house.
3. I will not use road space / berm for dumping the material, mixing the mortar / concrete, cutting steel etc.
4. I will stack construction material within my own plot area and use adjoining open plot No. \_\_\_\_\_ if required. The construction material in open plot will be stacked / managed properly.
5. Debris during construction will not be thrown in this plot or any other vacant plot. Debris to be placed outside front boundary wall of under construction house / building but 5 feet clear of road edge. Owner will contact Maintenance Office of respective phase for removal of debris as and when required.
6. Temporary hut, if made in \_\_\_\_\_ adjoining open plot will be only used for storage of construction material. No other construction (WC, bath etc.) will be made in that.
7. Under construction Building / House and temporary hut will not be used for living of families of Chowkidar / Labor / Servants.
8. I will erect green protective cloth all around the staked construction material / temporary hut so that it should not be visible from the adjoining roads.
9. Temporary hut and construction material will be removed completely from open plot as directed by DHA for any reason or required by owner of the plot for construction within 03 days.
10. No water supply line will be extended to open plot.
11. Temporary hut will be removed soon after removal of shuttering of ground floor of the under construction house.
12. I will abide by the rules / instructions issued from time to time from the DHA. In case of non-compliance DHA may take any action which includes disconnection of services and imposing of fine as per rules.

Date: \_\_\_\_\_

DEPONENT

\_\_\_\_\_  
(Signature & Thumb  
Impression)

**VERIFICATION:**

Verified on Oath at Peshawar this \_\_\_\_\_ day of \_\_\_\_\_ 20, that the contents of the above undertaking are true and correct to the best of my knowledge and belief.

DEPONENT

\_\_\_\_\_  
(Signature &  
Thumb Impression)

**TEMPORARY SEWERAGE CONNECTION**

To:

Director Maintenance Branch Defence Housing Authority Peshawar.

Subject: **Temporary Sewerage Connection**

Respected Sir,

I have started constructing my house at Plot no.\_\_\_\_\_, Sector\_\_\_\_\_of Phase\_\_\_\_\_.  
You are kindly requested to issue me a temporary sewerage connection for the construction purpose.  
Thanking you in anticipation of your kind cooperation. Thanking you,

Yours Faithfully,

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<u>Name of Present Owner of Building</u>	<u>Telephone No.</u>	<u>E-mail</u>

**Note:**

- Photocopy of CNIC is required.  
Temporary Sewerage Connection will be provided to particular house / building when Temporary Lavatory has been constructed and connected with Septic Tank.



## **NEW WATER AND SEWERAGE SYSTEM**

To:

Director Maintenance  
Branch Defence Housing Authority Peshawar.

**Subject: New Water & Sewerage Connection**

Plot No.\_\_\_\_\_, Sector\_\_\_\_\_, Phase\_\_\_\_\_ .

Respected Sir,

1. I hereby notify that my house / building has been completed as such I may be provided Water & Sewerage connections.
2. I undertake to pay water / sewerage charges regularly as per DHA rules.

Thanking you in anticipation of your kind cooperation.

Yours Faithfully,  
Signature: \_\_\_\_\_

Name of Owner:

\_\_\_\_\_

Date: \_\_\_\_\_

**Note:**

Water connection charges & cost of installation of water meter will be borne by the member.

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### **FOR OFFICE USE ONLY**

1. Sewer opened on\_\_\_\_\_SDO's Signature \_\_\_\_\_
2. Noted for Record\_\_\_\_\_Clerk's Signature \_\_\_\_\_
3. Reported to Billing Section on \_\_\_\_\_

## **NEW WATER AND SEWERAGE SYSTEM**

### **DOCUMENTS REQUIRED**

2. Application form duly filled by the Owner / Attorney
3. Original and 1 x photocopy of paid challan of Water & Sewerage Connection charges
4. Photocopy of CNIC of the Owner / Attorney
5. 2 x identical colored photographs of front elevation of house / building on photopaper (6" x 4" Size) showing complete elevation including beam area / driveway and paved area etc. In case of corner plot, 2 x additional photograph (6" x 4" Size) of side elevation are also required.
6. 1 x Photocopy of Site Plan with current Owner's name

#### **Note:**

- After site visit by the field staff of building control branch and if satisfied with the construction as per approved drawing, having no construction violations, recommendation for opening of both the connections is made.

Water & Sewerage Connection will be provided after flooring, plastering, gate, doors, windows, electrification, and plumbing of the house / building are ready by.

## **USE OF EXCAVATOR**

### **UNDERTAKING**

**(On Stamp Paper Worth Rs.50/- Duly Signed By Oath Commissioner)**

I, \_\_\_\_\_, S/O, D/O, W/O \_\_\_\_\_ Owner of Plot N / Building No. \_\_\_\_\_ Sector, \_\_\_\_\_, Phase \_\_\_\_\_ of Defence Housing Authority, Peshawar hereby undertake that:

- a. I am owner of Plot no. \_\_\_\_\_ Sector, \_\_\_\_\_, Phase \_\_\_\_\_, Measuring \_\_\_\_\_, situated in DHA Peshawar.
- b. I or my engineer will supervise the work during the excavation of basement with excavator.
- c. Excavator will work only from 0800 hours to 1700 hours. No excavation will be carried out with excavator other than above hours.
- d. Excavation work with excavator will not be carried out in 5 feet area from roadside in building line. This will be done manually.
- e. I will accept the penalty and cost of damage and repair what-so-ever decided by DHA in case of any damage / loss to the service / loss of water of DHA or concerned departments i.e. WAPDA, Sui Gas, PTCL and Cable network.
- f. I shall be responsible for any damage to the adjoining property and will make good to the entire satisfaction of parties involved and shall not involve DHA. However, the decision of DHA will be final.
- g. I shall intimate DHA Complaint Office and DHA Security in case of any damage occur to the services.

2. I have carefully read and fully understood the contents of the undertaking.

**Date: \_**

**DEPONENT**

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**(Signature & Thumb Impression)**

### **VERIFICATION:**

Verified on Oath at Peshawar this \_\_\_\_ day of \_\_20, that the contents of the above undertaking are true and correct to the best of my knowledge and belief.

**DEPONENT**

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**(Signature & Thumb Impression)**

## AFFIDAVITS

1. I, \_\_\_\_\_ S/O \_\_\_\_\_  
owner of Plot No. \_\_\_\_\_ Sector \_\_\_\_\_, Phase \_\_\_\_\_ hereby  
solemnly declare and bind myself that I will take possession/demarcation of my  
above plot subject to following conditions/undertaking:-

- a. That I will not claim, my utility services like electricity, Sui gas and telephone from the Authority unless these are finally completed/developed and provided to me by DHA and other concerned agencies/ authorities.
- b. That if due to DHA's planning/development any service/structure, pole or constriction etc. comes in front of my plot or gate of my house or otherwise touches/passes through/ besides boundary wall of my building, I will not ask/require the DHA for its cost, if permitted by law to do so.
- c. That during the execution of DHA service/development, if boundary wall or any part of my building is damaged or if there is any change in planning whereby area of my plot is reduced, I shall not claim my compensation from DHA.
- d. That whatever the direction, instructions and decision taken by DHA, I shall comply with the same and have no objection to offer.

Deponent

Name: \_\_\_\_\_

I.D Card No: \_\_\_\_\_

### Verification

Verified on Oath at Peshawar this \_\_\_\_\_ day of \_\_\_\_\_ that the contents of the above affidavits  
am true and correct to best of my knowledge and belief.

