

MUNICIPAL CORPORATION OF DELHI
OFFICE OF THE ADDITIONAL COMMISSIONER (ENGG.)
5TH FLOOR: DR. SHYAMA PRASAD MUKHERJEE CIVIC CENTRE
JAWAHAR LAL NEHRU MARG
NEW DELHI: 110002



No.: D-55/C.E.C(B)MS/2022

Dated: 28/10/22

CIRCULAR

Sub: Policy for Registration and Collection of permission charges for holding Marriage & Social Functions in Village (Rural/Urban). Unauthorized/ Unauthorized Regularized Colony and Special Area (except in Motels/ Hotels and Farm-Houses) in the jurisdiction of the MCD.

The corporation vide decision No. 131 dated 07.10.2022 has approved the Policy for Registration and Collection of permission charges for holding Marriage & Social Functions in Village (Rural/Urban). Unauthorized/ Unauthorized Regularized Colony and Special Area (except in Motels/ Hotels and Farm-Houses) in the jurisdiction of the MCD is circulated for compliance by all concerned as under:

A) DEFINITIONS:

Under this policy, the definitions of certain terms will be as under:-

- i) **Social Functions :** Public gathering, social/community function, marriage etc.
- ii) **Applicant:** Means the owner/allottee/tenant of the premises.
- iii) **Existing Use Premise:**
 - i) Use Premise covered under provision of *The National Capital Territory Of Delhi Laws (Special Provisions) Second (Amendment) Act, 2021*, the use premise existing prior to 1st June 2014 in Un-Authorized Colony, Village (Rural/Urban),
 - ii) Use premise covered under provision of *The National Capital Territory Of Delhi Laws (Special Provisions) Second (Amendment) Act, 2021*, the use premise existing prior to 8th February 2007 in Un-Authorized Regularized Colony, Special Area and in respect of all other areas within the National Capital Territory of Delhi.
- iv) **Social Function Venue:** means the premises to hold social functions as mentioned above. (Minimum Plot Size 200 Sq mt.)
- v) **Competent Authority/Authority for grant of permission:** Deputy Commissioner of the Zone or any other officer authorized by the Commissioner, MCD.
- vi) Other definitions shall be in accordance with the relevant Acts, Delhi Master Plan, Unified Building Bye-Laws, etc.

B) APPLICABILITY & CONDITIONS FOR HOLDING SOCIAL FUNCTIONS: To hold the social functions inside/outside the building in open area within the premises or open Plot, the applicability and conditions in the areas mentioned above, are as under :



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- i) Minimum R.O.W. (Right of Way):
- In A & B Colonies: 18.00m R.O.W. on the parity of Regular Plotted Development.
- In C & D colonies: 18.00m R.O.W. on the parity of Regular Plotted Development, 13.50m R.O.W. in rehabilitation colonies and 9.00m R.O.W. in regularized- unauthorized colonies, resettlement colonies, Walled City, Special Area and urban/rural villages.
- In E,F,G&H Colonies 13.5m R.O.W. Regular Plotted Development, 9.00m R.O.W. in rehabilitation colonies, Walled City, regularized-unauthorized colonies, Resettlement colonies, Special areas, urban/rural villages and unauthorized colonies
- ii) The Social Function shall be permissible on the ground floor and upper floors of the property subject to the condition that the structure safety shall be the responsibility of the owner.
- iii) The existing use premise having protection up to 31/12/2023 under the provisions of ***The National Capital Territory Of Delhi Laws (Special Provisions) Second (Amendment) Act, 2021***, and thereafter as per modification/amendment, if any, in ***The National Capital Territory Of Delhi Laws (Special Provisions) Second (Amendment) Act, 2021*** shall only be eligible for registration and permission under this policy.
- iv) It shall be the responsibility of the Applicant to ensure adequate provision of sanitation facilities and for hygienic disposal of the waste generated in the Social Function premises, so that no inconvenience or hardship is caused to the neighbourhood on any account.
- v) Provision of parking during the events shall be the owner's responsibility, which he may ensure before holding the function. The owner will also deploy sufficient guards for regulating the parking and may also provide valet parking.
- vi) License from Health Department of MCD and DPCC (if, applicable) shall be obtained by the Applicant before holding the social function.
- vii) The permission for the above shall be granted, subject to availability of the number of toilets for male, female and disabled persons as per the applicable Building Bye-Laws.
- viii) All the measures required for ensuring structural safety shall be the responsibility of the owner.
- C) **Registration:** The desirous Applicant fulfilling all the eligibility/conditions shall first to get registered with MCD by filling up the prescribed registration form, along with documents relating to ownership like sale deed/lease deed/sub-lease deed agreement and paying Rs.5000/- towards one-time registration fee. The Registration under this policy shall not give any right of permanent change of land use or regularization, and the same shall always be in accordance with the regulations and policies made by the Delhi Development Authority/Government.

D) **Application:** The Application form shall be filled up for getting permission to hold social functions.

E) **Annual Charges:**

i) **For Temporary Structure:**

The annual charges for holding social functions will be as per the rates mentioned in the table below. The annual charges shall be paid in two equal instalments (half-yearly). The first instalment shall be payable up to 10th January, and the second instalment shall be payable up to 10th July of every year. In case of delay in such payment, the Applicant shall have to pay a penalty @ Rs.5,000/- per day for a maximum of 15 days. After that, the permission shall be treated as withdrawn. If the Applicant deposits annual charges in a single stroke, the Applicant shall be entitled to a rebate of one-month charges, as per the below table: -

a)	For plot area 200 Sqm. (Min. plot size) up to 400 sqm.	Rs.4,000/- per Month
b)	For plot area above 400 up to 1000 Sqm.	Rs.6,000/- per Month
c)	For Plot area above 1000 up to 5000 Sqm.	Rs.12,000/- per Month
d)	For Plot area above 5000 Up to 10000 Sqm.	Rs.27,000/- per Month
e)	For Plot area more than 10000 Sqm.	Rs.50,000/- per Month

ii) **For Pucca / Permanent Structure:**

- a) The structure constructed up to Ground Floor only; the charges shall be the same as the table above.
- b) The structure constructed above Ground Floor and used for holding functions, an additional charge for each subsequent upper Floor shall be @ 25% of the above table rates.

(e.g. (1) for 1st Floor – 1.25 times of above table, (2) for 2nd Floor – 1.50 times of above table and so on.)

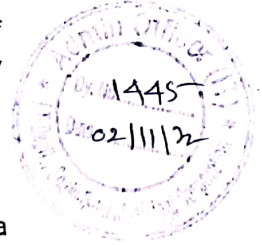
iii) The charges for holding functions shall be enhanced every year @ 10% per annum. Besides, the revision of rates will be within the absolute discretion of the MCD.

F) **Procedure to be Adopted:** The Applicant shall apply for permission to hold social function to the office of Ex. Engineer (Bldg.) of the concerned Zone. The Applicant shall be responsible for getting the necessary N.O.C. from all concerned N.O.C. agencies before holding the function (Delhi Fire Services Department, Delhi Traffic Police, Delhi Pollution Control Committee, Health Department-MCD, etc., whichever applicable).

G) **Punitive Action in Case of Violations of Terms & Conditions of Permission (Annexure-I, II & III):**

- i) For the first time offence, imposition of a penalty equal to permission charges for a month in addition to permission charges.
- ii) For the second time offence, the imposition of a penalty double to permission charges for a month in addition to permission charges.

- iii) For the third offence / consecutive offences, a penalty of 10 (Ten) times of permission charges for a month. If the penalty is not deposited, the property will be debarred for two years for not holding any social function.



H) **Penalty for holding Functions without permission :**

If any property is found to carry out the social function without prior permission, a penalty @ 10 (Ten) times of a month charge (as mentioned in above table) will be charged.

I) **N.O.C.s:**

All applicable N.O.C.s like Fire, Delhi Traffic Police, Health Department (MCD), etc., is the Applicant's responsibility and the same are to be obtained by the Applicant itself before holding the social function.

J) **Safety & Responsibility:**

- i) The Owner / Applicant must ensure the fire safety norms prescribed by the Chief Fire Officer-GNCTD and take necessary approval from D.F.S. if required by the Law. MCD has no responsibility for any fire accident or otherwise due to slackness, carelessness, or owner/applicant's negligence.
- ii) The Owner / Applicant shall comply with all applicable statutes, rules, regulations of Central, State government / MCD and all applicable rules and regulations.

Encl:

1. Check list
2. Annexure-I, II, III & IV

Saujeet

Additional Commissioner (Engg.)

Distribution:

1. All Additional Commissioners
2. All Zonal Deputy Commissioner
3. Chief Law Officer
4. Chief Engineer (Building) HQ
5. Chief Town Planner
- ✓ 6. Director (IT)- (a) With the request to upload the above circular on the website
7. All Zonal SEs
8. All Zonal EEs (Bldg.) & EEs (Bldg.) HQ
9. EE(EODB)/ IT Department- To prepare online module for the subject policy.

DBA (Indrakant)
02/11/22
A/IT

UNDERTAKING

I, S/o, D/o, W/o owner/occupier of
..... do hereby solemnly affirm and undertake as under:

1. That I am the owner/occupier of the premises named situated at
..... and am competent to submit the undertaking on behalf of
.....
2. That I will strictly follow all the terms & conditions of the policy circulated by the
Municipal Corporation of Delhi.
3. That I will use the premises for holding social functions after getting necessary N.O.C.s
/ approvals from Delhi Fire Service, Delhi Traffic Police, Public Health Deptt. - MCD, DPCC
etc.
4. That I will take all the measures for the safety and security of visitors and will be held
responsible for any mishap.
5. That the Pandal / temporary structure has been erected and maintained properly under
the supervision of qualified professionals and will adhere to all the conditions of the
approvals/clearances / N.O.C.s.
6. That in case of any violation, MCD will be at liberty to initiate any action against me,
including revocation of permission and other actions as per Law.
7. That the MCD shall not be held responsible for any liability arising out of this permission
/ social function.
8. That my premises qualify the cut-off date as per The National Capital Territory Of Delhi
Laws (Special Provisions) Second (Amendment) Act, 2021.

Owner / Applicant / Authorized signatory

THE LIABILITY OF THE OWNER / OCCUPIER

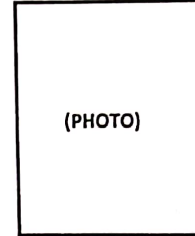
1. Sanitary conditions should be maintained in and around the premises during and after the functions. In the event of violations, the necessary action will be taken as per law.
2. The Owner / Applicant must ensure the life and fire safety norms prescribed by the Delhi Fire Services Department and take necessary approval from Delhi Fire Services Department if required by the Law.
3. The Owner / Applicant shall comply with all applicable statutes, rules, and regulations of the Central, and Delhi Government / MCD and all applicable rules and regulations.

Applicant / Authorized signatory

REGISTRATION FORM**INFORMATION TO BE FURNISHED FOR GETTING REGISTERED FOR APPLYING THE PERMISSION FOR HOLDING SOCIAL FUNCTION**

1. Name (s) of the applicant: _____
2. Mobile No. & E-Mail ID: _____
3. Name & Style of Function site: _____
4. Status of Applicant (Owner / Allottee / Tenant, etc.): _____
5. Location of the premises: _____

6. Category of the locality (As per House Tax): _____
7. Status of the locality:
- | | |
|---------------------------------------|--------------------------|
| Unauthorized Regularized (U/R) colony | <input type="checkbox"/> |
| Special area | <input type="checkbox"/> |
| Urban / Rural Village | <input type="checkbox"/> |
| Unauthorized colony | <input type="checkbox"/> |
| Any Other Area | <input type="checkbox"/> |
8. ROW of abutting road/street (Mts.): _____
9. Area of plot in Sq. Mts. _____
10. Details of the covered area of pucca/permanent structure (if any) on
Each Floor (sq. Mts.)
- | | |
|---------------------------|-------|
| (a) Ground Floor | _____ |
| (b) 1 st Floor | _____ |
| (c) 2 nd Floor | _____ |
| (d) 3 rd Floor | _____ |
11. Total height of the building (Mts.): _____
12. Detail of Area of Pandal / Temporary Structure (Sq. mt.): _____
13. Available Open Area (Sq. mt.): _____
14. Geo Coordinates of the property (Longitude/Latitude): _____



Signature of Applicant

Certificate of Structural Safety
(To be submitted by Structural Engineer)

This certificate is hereby submitted along with the application for obtaining permission for holding social function for Building No. _____ on Plot no. _____ situated at _____.

- I. Certified that the plans submitted to the authority for permission for holding social functions has been designed for safety requirements.

- II. It is also certified that the structural design was based on National Building Code, including safety from natural hazards, based on soil conditions taken into consideration and has duly been incorporated in structural drawings of the building / structure so constructed.

Signature of Owner / Applicant

Signature of Structural Engineer



CHECK LIST

1. Undertaking as per Annexure-I and Annexure-II.
2. Registration / Application Form along with photographs of the Applicant. As per Annexure-III
3. Structural stability certificate from the registered Structural Engineer as per Annexure-IV. However, for buildings having the built-up area as per sanction building plan or completion plan or regularization plan The structure stability will not be insisted upon
4. Ownership documents in the shape of conveyance deed, lease deed, Rent Agreements etc.
5. I.D. Proof of the Applicant (Aadhar / Driving License / EVIC etc.)
6. Site Plan of the building showing covered area, area of the pandal, open area, parking area etc. self attested by the Applicant.

