

**MUNICIPAL CORPORATION OF DELHI
HEALTH DEPARTMENT
TOWN HALL, DELHI-110006**

NO. DY. MHO (PH)/2008/507

DATED 8.04.2008.

CIRCULAR

Sub: Renewal of Licenses of Guest Houses/Lodging Houses.

Clause 15.7 (Other Activity) of Master Plan of Delhi (MPD)-2021 permits guest houses in the residential plots abutting roads of minimum ROW prescribed in 15.7.2, whether or not the road is notified as mixed use street.

In view of above provision in MPD-2021, applications for grant of license of guest houses in such area(s) will be considered subject to registration of premises for mixed use, payment of annual conversion charges, one time parking charges, Structural Safety Certificate, Fire Safety Certificate and undertaking from the owner (s) that he/she/they will get the unauthorized construction regularized, if any. The applicant will submit the rectification plan along with the application for grant of license to bring the building under the ambit of law mentioning the period required for rectification which shall not be more than sixty days.

The Walled City and its extension, Karol Bagh and the contiguous area in between have been designated as Special Area under clause 16.2 of MPD-2021. The applications for grant of license for Guest Houses in the Special Areas shall be considered on submission of Structural Safety Certificate, Fire Safety Certificate and an undertaking that the development control norms as per MPD-2021 would be followed i.e. the maximum height of the building shall not be more than 15 meters and in existing building the portion of building above 15 meters shall not be used for any purpose for which Local Body would seal this portion before issuing the license.

The applicants will be required to submit proof of registration of premises for mixed use, payment of annual conversion charges, one time parking charges, existing building plan along with key plan showing location of the premises and other details in the enclosed proforma signed by registered Architect and the owner. He would also be required to submit Structural Safety Certificate from qualified engineers and Fire Safety Certificate.

Provisional licenses will be issued by Health Deptt. initially for one year with a disclaimer that the permission shall not be construed as the regularization of unauthorized construction, if any, existing in the premise and the owner shall not claim any benefit in the court of law on the basis of permission and MCD shall be at liberty to take action against unauthorized construction. An affidavit to this effect will be obtained from the applicant(s). The applicants will have to fulfil all the technical conditions as contained in the booklet of Technical Instructions & Bye-laws for Trade License for the trade of Guest House/Lodging Houses. The Guest House License Policy issued vide Circular No.265/Dy.MHO(PH)/07 dated 8/10/2007 would remain valid.

Sd/-
(Dr. N.K. Yadav)
Municipal Health Officer

Distribution:

1. Chief Town Planner
2. CLO
3. SE (Building)
4. Dy. MHO (PH)
5. All DHOs
6. EC (IL)
7. All zonal EEs (Building) – To provide report in respect of registration of Property under mixed land use policy of the MPD-2021, payment of annual conversion Charges & one time parking charges within one Week.

Copy for information to :

1. Secy. To Commissioner for kind information of Commissioner
2. Addl. Commissioner (Engg.)
3. Addl. Commissioner (Health)
4. DOV
5. DCP (Licensing)

INDEMNITY BOND

I/We _____ S/O
_____ Aged _____ years R/o
_____ do hereby Solemnly affirm
and declare and also undertake to abide by the statement made herein
below-

That I/We are running the trade of guest house/lodging house in
premises No. _____
_____ Block No. _____ Situated in
_____ Colony, Delhi (Give complete address of the
Guest House).

That I am the Prop./ Partner/Director of the firm M/s and I am full
empowered to apply for licence to the MCD.

That I am the owner / lawful tenant of the premises where license is
applied and photocopies of ownership/tenancy documents submitted are
the latest and finally executed documents.

That I will pay all fees, takes, penalty or any other charges that may be
imposed by the MCD, including the arrears thereof from the date the trade
having been established by me and such payment shall not entitle me to any
right whatsoever for continuously running the trade in the premises.

That the premises qualify for use as Guest Houses/Lodging House under
Mixed use regulation of MPD-2021 and the said premises falls in special area
as per MPD-2021 qualify for use as guest house in special area.

That he said building has been constructed in accordance with the
Building Bye laws and I/We undertake to abide by the provisions of the
Building Bye-laws.

That height of the premises is less than 15 metres and in case Height is
more than 15 metres I will not use the portion of the building above 15 metres
of height for any purpose and MCD may seal this portion.

That I hereby undertake to abide by the terms & conditions as
stipulated in the licence and as imposed by the Commissioner, MCD from
time to time for the said licence and shall also not hold the MCD responsible
or liable for any action against me/us by any department of the Corporation,
Delhi Administration, DDA or any authority arising from or out of the licence of
the unit by the Corporation.

That I have got the premises registered with the local body for use as
guest houses and I have deposited the registration, conversion and parking
charges as per the provision of MPD-2021. I further undertake to make
payment of annual mixed use charges.

That I have got the structural stability certificate from the registered
Structural Engineer and That I hereby certify that the building/structure of my
licensed premises is structurally safe & sound and I will keep the same in safe
& sound condition in future also. I shall be fully responsible for any kind of
mishappening, due to any reasons what so ever in future.

That the MCD shall have the absolute right to refuse the renewal/grant
of the licence or cancel the provisional licence or to alter the terms &

condition thereof at any time either before the expiration or at the time of renewal of the municipal licence/provisional license.

That I have complied with the provision and have installed all the fire fighting equipments as per specifications of Delhi Fire Service.

That I will comply with all the technical conditions contained in the booklet of technical instruction and bye laws for trade licence for the trade of Guest House/Lodging House.

That I also undertake to indemnify the MCD and keep free from all encumbrances, claim losses and damages arising out of the litigation regarding the ownership of the premises.

That I further undertake not to claim for regularization of any unauthorized construction and ownership or any other type of claim on the basis of the provisional municipal licence.

That I will submit the rectification plan of the building and will bring the building under the ambit of law within 60 days failing which MCD shall be at liberty to cancel the provisional licence.

That I further declare that grant of the provisional Health Trade Licence will not confer any right/claim/entitlement in any manner except running the trade subject to the terms & condition of this trade licence.

That I undertake to indemnify and/or keep harmless the MCD for any action that may be taken or proposed to be taken by any of the aforesaid authorities, Courts of departments and shall not claim damages or compensation in case I/We am/are asked or required to close or shift the trade from the existing premises in respect whereof the licence has been granted to me/us by the MCD.

Dated: _____

Place: _____

EXECUTANT

Witnesses:

1.

2.

(With name and address)

(to be submitted on Non-judicial Stamp paper Rs. 100/- duly attested by Oath Commissioner)

UNDERTAKING

UNDERTAKING TO BE FURNISHED BY THE APPLICANT FOR GRANT/RENEWAL OF LODGING HOUSE/GUEST HOUSE LICENCE IN MIXED LAND USE AREA & SPECIAL AREA AND ANNUAL MIXED USE CHARGES AS PER MASTER PLAN OF DELHI-2021

1. Name of the applicant

2. Status of the applicant

3. Type of use, approved commercial/identified commercial/mixed land use/street/residential (guest house, retail shop, other trades)

4. Name and style of the Unit

5. Address/Location of the premises

6. Category of locality (as per Property Tax Deptt.)

7. Type of locality : regularized/unauthorized regularized/Lal Dora/unauthorized _____

8. ROW of abutting mixed used road/street

9. Area of plot in sq. mtrs.

10. Premises is situated in Special Area Yes / No

11. Payment for mixed use charges i.e. Registration, Parking, Conversion Charges and detail of any other charges paid with Receipt No. amount paid and date of payments _____

(Name & Signature of the Applicant)

Name & Signature of Registered Architect
With stamp