



## INSTRUCTIONS

1. This application form is for obtaining registration/clearances/licences from State Government Departments/agencies only.
2. The application consists of two parts - Part I covers the following:
  - i. Provisional SSI Registration
  - ii. Local Authorities
  - iii. Town Planning
  - iv. Factories and Boilers Department
  - v. Pollution Control Board
  - vi. Power allocation from KSEBPart II will cover other licences clearances applicable to special categories of industries for which separate requisite, application form will have to be attached and Part I and II send to the department.
3. For the sake of simplicity it is suggested that the applicant may first fill in one copy of the application form properly and legibly and then get the required number of copies made out and signed for being sent to all concerned departments.
4. Each copy of the application should be submitted along with the copy of the forwarding letter and declaration duly authenticated.
5. Do not leave any item blank . State NA if any item is not applicable. In case of multiple choices strike out which is not applicable.
6. In case of hazardous factories a site appraisal approved should be attached.

### **THIS APPLICATION SHALL BE ACCOMPANIES BY:**

- i. Site Plan showing the following details drawn to a scale of 1500 – within 100 meters.
  - a) Structures
  - b) Water bodies
  - c) Roads, Drains
  - d) Access to factory with width.
- ii. Lay out plan for the following details.
  - a. Structures
  - b. Water supply lines
  - c. Storm water drains
  - d. Trade effluent lines
  - e. Sewage (including sullage) effluent lines
  - f. Effluent treatment units
  - g. Effluent outlets
  - h. Emission sources (indicate process or origin)
  - i. Chimneys
  - j. Solid waste disposal sites  
(Item it is required only for industries requiring clearance from Pollution Control Board)
- iii. Machinery lay out plan.  
(Item iii. is required only for application to Local Bodies & Factories and Boilers Dept.)
- iv. Building Plan drawn to scale 1:100 showing:
  - a) Plan of each floor
  - b) Cross section
  - c) Height of walls
  - d) Arrangement for Ventilation
  - e) Key Plan showing the various disposition of all structures indicating set backs drawn to a scale 1:1000.
  - f) Process flow chart along with brief description. (This should also indicate effluent and emission source in cases requiring clearance from Pollution Control Board).

FOR OFFICIAL USE ONLY

Appln. No:

DATE

From

To

Sir,

I/We submit herewith an application for the grant of

1. Provisional SSI Registration
2. Permission for factory building construction and installation of plant and machinery from local authority.
3. Approval of location of factory by Dept. of Town Planning.
4. Permission to construct/extend or take into use any building as factory and licence under Factories Act.
5. NOC from Pollution angle and consent.
6. Supply of electricity
7. Others (please specify)

**DECLARATION**

1. I/We hereby declare that the information furnished herein are true to the best of my /our knowledge and belief.
2. That I/We will abide by the rules and regulations under which the licence/permission/consent is granted and fulfil the conditions laid down in the licence/permission/consent.
3. That I/We will afford access and reasonable facilities to authorised officers to inspect my/our premises, books of accounts/registers etc.
4. That I/We will maintain the prescribed registers and records.
5. That I/We will submit the prescribed periodic returns/declarations

Date:

Signature:

Place:

Name:

Designation:

**List of enclosures:**

**No. of copies**

1. Site Plan
  2. Lay out Plan
  3. Machinery lay out plan
  4. Building plan
  5. Key plan
  6. Process flow chart
- (Others please specify)

# COMPOSITE APPLICATION FOR LICENCES/CLEARANCES

## PART I

### I. GENERAL INFORMATION

1. NAME OF THE APPLICANT:
  
2. FULL POSTAL ADDRESS  

OFFICE	FACTORY (EXISTING/PROPOSED)
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- TELEPHONE NO. -  
TELEX -
  
3. CATEGORY OF INDUSTRY - SSESI-TINY/SMALL SCALE/MEDIUM/LARGE.
  
4. WHETHER ANCILLARY OR NOT - YES/NO.  
IF YES NAME  
AND ADDRESS OF PARENT UNIT:
  
5. LOCATION - INDUSTRIAL ESTATE/INDUSTRIAL DEVELOPMENT PLOT /  
GROWTH CENTRE /EXPORT PROCESSING ZONE/ANY  
OTHER INDUSTRIAL AREA APPROVED BY  
GOVERNMENT/OTHER LOCATIONS.
  
6. TYPE OF LEGAL ORGANISATION - PROPRIETARY/PARTNERSHIP/ PARTNERSHIP JOINT  
FAMILY/ PRIVATE LIMITED COMPANY/ PUBLIC LIMITED  
COMPANY/ CO-OPERATIVE SOCIETY/ CHARITABLE  
SOCIETY/ PUBLIC CORPORATION / ORGANISATIONS SET UP  
UNDER SPECIAL ACT OF PARLIAMENT OR STATE  
LEGISLATURE/OTHERS (PLEASE SPECIFY).
  
7. IS THERE NRI PARTICIPATION - YES/NO  
IF YES, GIVE DETAILS:
  
8. NAME AND DESIGNATION  
OF THE CHIEF EXECUTIVE
  
9. NAME AND DESIGNATION :  
OF THE OCCUPIER  
(AS UNDER FACTORIES ACT):
  
10. IS THE PROPOSAL FOR : ESTABLISHMENT OF NEW UNDERTAKING/

EXPANSION/ MODERNISATION/ DIVERSIFICATION:

11. IN CASE OF EXISTING UNDERTAKING

- (A) INDUSTRIAL LICENCE NO :  
(B) DGTE REGISTRATION NO :  
(C) SSI REGISTRATION NO :

**II. LAND DETAILS**

12. WHETHER THE LAND IS OWNED BY THE APPLICANT

- OR HELD ON LEASE/RENT OTHERWISE. - OWNED/HELD ON LEASE/RENT  
OTHERWISE SPECIFY -

13. .IF NOT OWNED,

NAME AND ADDRESS OF THE TITLE HOLDER -

14. NO. AND DATE OF

TITLE, DEED/LEASE DEED/RENT DEED -

15. NAME OF SUB REGISTRY OFFICE -

16. NAME OF PANCHAYAT/MUNICIPALITY/CORPORATION -

WARD/DIVISION No. -

17. NAME OF DEVELOPMENT AUTHORITY (IF APPLICABLE) -

18. VILLAGE -

TALUK -

DISTRICT -

19. SURVEY No. WITH SUB DIVISION No. :

20. EXTENT OF LAND :

21. AREA AVAILABLE FOR DISPOSAL OF EFFLUENT :

(IF APPLICABLE)

22. BOUNDARIES:

EAST -

WEST -

NORTH -

SOUTH -

23. NAME DISTANCE

NEAREST POLICE STATION :

24. NEAREST HIGHWAY/MAIN ROAD  
AND DISTANCE FROM IT :
25. NEAREST RAILWAY STATION  
AND DISTANCE FROM IT :
26. NEAREST COMMUNITY WATER SUPPLY/  
CANAL/RIVER AND DISTANCE :
27. NEAREST HOUSE No.  
AND DISTANCE FROM SITE :
28. NEAREST HOSPITAL AND DISTANCE :
- i) IS THERE EDUCATIONAL /RELIGIOUS  
INSTITUTION WITHIN 30 METRES :

### III. BUILDING DETAILS

29. BUILDING NO. (IF EXISTING) :
30. NAME OF STREET :
31. REGISTRATION NO, AND FULL ADDRESS OF  
ARCHITECT/ENGINEER/SUPERVISOR :
- REG. NO. :
32. REGISTRATION NO. AND ADDRESS OF  
ELECTRICAL CONTRACTOR REG. NO. :
- REG. NO. :
33. NATURE OF CONSTRUCTION - NEW/ALTERATION/ADDITION/RECONSTRUCTION.
34. IF FOR EXPANSION OF EXISTING FACTORY BUILDING, PLEASE SPECIFY.
- (a) YEAR OF ESTABLISHMENT :
- (b) BUILDING PERMIT NO. AND DATE :
- (c ) INSTALLATION NO. AND DATE :
- (d) PERMIT No. & DATE  
UNDER THE FACTORIES ACT :
35. PURPOSE OF CONSTRUCTION - MANUFACTURING/JOB WORK/ SERVICING/  
REPAIRING/ PROCESSING /  
STOCKING/ SELLING

36. PLINTH AREA - FLOOR-WISE
- |  |       |          |          |
|--|-------|----------|----------|
|  | FLOOR | EXISTING | PROPOSED |
|--|-------|----------|----------|
37. CARPET AREA - FLOOR-WISE
- |  |       |          |          |
|--|-------|----------|----------|
|  | FLOOR | EXISTING | PROPOSED |
|--|-------|----------|----------|
38. HEIGHT OF BUILDING
- FROM ROAD :
- FROM LAND :
39. SET BACK FROM BOUNDARIES  
(FOR PROPOSED CONSTRUCTION ONLY) :
40. DETAILS OF OPEN SPACES :
41. ESTIMATED COST OF PROPOSED CONSTRUCTION :

#### IV. MACHINERY AND POWER

42. PLANT AND MACHINERY

SL. No.	ITEM NO.	COST (TOTAL)	MAIN SUPPLIERS
TOTAL			

43. TOTAL POWER REQUIREMENT

LAMPS	FANS	PLUGS, HEATERS etc.	MOTORS	TOTAL DEMAND
WATTAGE	WATTAGE	WATTAGE	BHP PURPOSE	KW/KVA
OF EACH	OF EACH	OF EACH	OF EACH	OF EACH

44. WHETHER POWER REQUISITION IS FOR - NEW SERVICE/RECONNECTION/ AT ALTERATION OF EXISTING INSTALLATION/ TEMPORARY SERVICE
45. INSTALLED CAPACITY PER 8 HOURS -
46. PROPOSAL FOR AUGMENTATION, IF ANY -

#### V. PROJECT COST

47. TOTAL ESTIMATED COST OF THE PROPOSED PROJECT  
 (IF THE PROPOSAL IS FOR EXPANSION OR  
 THE DIVERSIFICATION, INFORMATION ONLY  
 ABOUT THE ADDITIONAL INVESTMENT  
 REQUIRED MAY BE INDICATED HERE) (IN RUPEES)

- (A) LAND :
- (B) BUILDING :
- (C) PLANT AND MACHINERY :
- (a) IMPORTED :
- (b) INDIGENOUS :
- (D) MISCELLANEOUS ASSETS :
- (E) CONTINGENCIES :
- (F) PRELIMINARY/PRE-OPERATIVE EXPENSES :
- (G) MARGIN MONEY FOR WORKING CAPITAL :

TOTAL :

48. WORKING CAPITAL :  
 (TOTAL REQUIREMENT AT 100% CAPACITY UTILISATION)

49. IN THE CASE OF EXISTING UNITS,  
 PLEASE INDICATE THE TOTAL INVESTMENT IN FIXED ASSETS :  
 (THE INFORMATION SHOULD PERTAIN TO  
 ALL THE EXISTING UNITS/FACTORIES  
 BELONGING TO THE SAME UNDERTAKING).

#### VI. RAW MATERIALS

50. ANNUAL REQUIREMENT OF MAIN RAW MATERIALS, CONSUMABLES ETC. (AT 100% CAPACITY  
 UTILISATION, 8 HOURS PER DAY SHIFT).

A. INDIGENOUS

SL No.	NAME OF THE ITEM	QUANTITY (PL. SPECIFY UNIT)	COST PER UNIT	TOTAL COST	SOURCE
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SUB TOTAL -----

B. IMPORTED

SL No.	NAME OF THE ITEM	QUANTITY (PL. SPECIFY UNIT)	COST PER UNIT	TOTAL COST	SOURCE
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SUB TOTAL -----

GRAND TOTAL -----

C. NO. OF SHIFTS PROPOSED :

**VII. FUEL**

51.

ITEM	QUANTITY CONSUMED PER DAY (SINGLE SHIFT BASIS)	FUEL ANALYSIS REPORT (IF AVAILABLE ATTACH SEPARATELY)

**VIII. FINISHED PRODUCT**

52. DETAILS OF PRODUCTS:

Sl. No.	PRODUCTS (include bye products & intermediate products)	GROSS OUTPUT (specify unit)	UNIT PRICE (ex-factory)	TOTAL VALUE	USE

53. MARKET

- a) DEMAND :
- b) COMPETITION :
- c) WHETHER ANY LARGE/MEDIUM SCALE INDUSTRY HAS INTEREST IN THE PROPOSED UNIT, IF SO GIVE DETAILS :

**IX. MAN POWER REQUIREMENT**

54.

Sl. No.	DESCRIPTION	EXISTING	PROPOSED NUMBER	TOTAL NUMBER
a	MANAGERIAL			
b	SUPERVISORY			
	i TECHNICAL			
	ii NON-TECHNICAL			
c	CLERICAL			
d	LABOUR			
	i SKILLED			
	ii SEMI SKILLED			
	iii UNSKILLED			
e	OTHERS			
GRAND TOTAL				

**X. MISCELLANEOUS DETAILS**

55. WORKING SEASON :
56. SCOPE FOR FUTURE EXPANSION IF ANY :

**XI. POLLUTION CONTROL**

(TO BE FILLED UP ONLY BY UNITS WHICH REQUIRE PERMISSION FROM  
POLLUTION CONTROL BOARDS)

57. INVESTMENT PROPOSED ON
- a) EFFLUENT TREATMENT & DISPOSAL -
  - b) EMISSION CONTROL -
  - c) SOLID WASTE PROCESSING AND DISPOSAL -
  - d) SOUND POLLUTION CONTROL -
58. WATER CONSUMPTION PER DAY ( in litre)
- a) BOILER -
  - b) COOLING -
    - i. CONTACT -
    - ii. NON-CONTACT -
  - c) DOMESTIC -
  - d) PROCESS -
  - e) OTHERS (SPECIFY) -
- TOTAL -
59. SOURCE OF WATER :
60. TRADE EFFLUENT & SEWAGE EFFLUENT :

a)

Ref. no. of outlet in plan	unit	Source of effluent	Effluent Quantity m <sup>3</sup> /day	quality		
				Characteristics	unit	Concentration

b)

Ref. no. of outlet in plan	Outlet location possession/ access	Effluent discharged into stream/ well/sewer/ land for irrigation/ land for percolation (identify)	Effluent treatment

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61. SOLID WASTES:

Unit Source	Quantity tonne/day	QUALITY			Mode of treatment/ disposal
		Characteristic	Unit	Concentration	

62. EMISSION:

A)

Stack number	Emission source	Height (m)	Inside dimension	
			Top	Bottom

\* State type and quantity per hour of fuel in case of boiler stack.

Stack number	Velocity of flow	Emission quality			Control Measures
		Characteristic	Unit	Concentration	

B) SOUND POLLUTION - SIGNIFICANT SOURCES AND CONTROL MEASURES

DATE:

SIGNATURE:  
NAME:  
DESIGNATION:

Note: This downloaded form will be considered by the Board only if Rs. 10/- is remitted as cost of the application form along with consent fee. The amount should be remitted as cash or DD drawn in favour of the Kerala State Pollution Control Board, Thiruvananthapuram.