

FORM NO. 1

(Prescribed under rule 3A)

**APPLICATION FOR PERMISSION TO CONSTRUCT, EXTEND OR
TAKE INTO USE ANY BUILDING AS A FACTORY**

1. Details of Occupier			
(a) Name:			
(b) Address (office):			
(c) Address (residential):			
(d) Contact number, if any:			
2. Details of Factory			
(a) Full name:			
(b) Address with pin code:			
(c) District:			
(d) Town or village:			
(e) Nearest Railway Station:			
(f) Nearest Police Station:			
(g) Phone number, if any:			
3. Particulars of plant to be installed and Manufacturing Process			
4. Maximum number of workers			
(To be employed)		Male	Female
5. Details of-			
a. Raw materials			
b. Intermediate Product/ by Product			
c. Final Product			
6. Use of Chemicals in the manufacturing process, if any			
S. No.	Trade Name:	Chemical Name:	Maximum storage at any time:

7. NOTE:

- a. In case of any change in the above information, Department shall be informed in writing within 30 days.
- b. Seal bearing “ authorized signatory” shall not be used on any document

Place: _____

Date: _____

Signature of occupier with seal: _____

(Name)

Contd...

CHECKLIST

NOTE: This application shall be accompanied by the following documents:-

1. A flow chart of the manufacturing process supplemented by a brief description of the process in its various stage.
 2. Plans, in triplicate, drawn to scale showing:
 - (i) The site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drains, etc and
 - (ii) The Plan elevation and necessary cross-section of various buildings indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of plant and machinery, aisles and passage ways.
 3. Photo ID and address proof of the occupier.
 4. Such other particulars as the Chief Inspector may require.
 5. Every page of the Documents submitted along with the Form should be self-attested by the occupier along with date.
 6. Any correction made in the Form should be duly signed by the occupier.”
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