GOVERNMENT OF KARNATAKA
URBAN DEVELOPMENT DEPARTMENT

UDD 165 BMR 2012

Karnataka Government Secretariat
Vikasa Soudha
Bangalore, **Date: 12.10.2012**

GUIDELINES FOR CHANGE OF LAND USE

In order to remove certain difficulties the guidelines issued vide UDD 165 BMR 2012 dated 18.09.2012 regarding change of land use under Section 14-A of KTCP Act has been withdrawn and replaced with these guidelines.

1. Section 14-A of KTCP Act provides for Change of Land Use from approved Master Plan. However, Section 14-A clearly indicates the circumstances under which such CLU can be granted and pre-requisites for such proposals as below:

- Topographical or Cartographical or other errors and omissions
- Failure to fully indicate the details in the Master Plan
- Changes arising out of the implementation of the proposals in the Master Plan
- Circumstances prevailing at any particular time, by the enforcement of the plan.

Further the Act clearly states

- That all changes should be in public interest
- The changes proposed do not contravene any of the provisions of this Act or any other law governing planning, development or use of land within the local planning area.
- The proposals for all such changes are published in one or more daily newspaper, having circulation in the area, inviting objections from the public within a period of not less than fifteen days from the date of publication, as may be specified by the Planning Authority.

2. Since development is a dynamic process, demand for development is bound to occur in areas where the land potential is high due to several factors that influence development. Further, several policies of Central and State Government, effected from time to time, have either direct or indirect influences on land, and may need to be accommodated in the overall land policy.

3. However, it is important to ensure that such developments, when permitted can be integrated in the overall development scenario envisaged for the city/town. The basic objective of KTCP Act is to provide for the regulation of planned growth of land use and development. From the provision stated above, it is very clear that such changes permitted should not be against the basic spirit/intent of the Act. Further, changes should not jeopardise the proposals of Master Plans, prepared and approved under the Act. Hence change of land use provision should be viewed as an exception rather than a rule.

4. Planning is a macro exercise, wherein public interest is the chief motto. Accordingly the balance of conveniences always shifts in favour of planned development as against private interests. Hence change of land use proposals should be strictly viewed as a provision to basically correct any anomalies in the Master Plan and provide for dynamic changes that may happen due to policy shifts, and not a natural right for dispersed private developments, which are not a part of overall Master Plan proposals. Indiscretionary change of land uses defeats the basic objective of the Act and the Master Plan. It is a tool that needs to be exercised sparingly and with caution.

5. Hon. Supreme Court has, in its judgement in case No. Appeal (civil) 938 of 2006, regarding the change of land use accorded by BDA from "Residential" to "Commercial Use", has observed that ***"the ingredients of Section 14-A has not been followed. However, the change of land use considered under the purview of Circumstances prevailing at any particular time has not been spelt out in the sanction order. Furthermore, none of the other requirements of law stated in the proviso appended thereto had been complied with. It is not known as to what was the public interest involved in directing such change of land use"***. Further, the Change of Land Use accorded by the Government and upheld by the Hon. Karnataka High Court was set aside.

6. Further, in several cases, Hon'ble High Court has taken serious exception to lack of details in CLU orders as laid down in the Act, and ordered for withdrawal of Change of Land Use orders issued by Govt.

7. KTCP Act clearly stipulates that the onus and responsibility of change of land use vests with the authority and authority has to judiciously take decision on permitting such changes within the overall framework of law as well as the planning principles. This has also been established in several case laws. However it has been noticed that authorities submit

proposals to Government without proper justification and information. Such change of land uses permitted have been questioned in the court of law.

8. Several circulars have been issued by Govt. from time to time giving instructions and guidelines on CLU proposals (list is annexed). In spite of the above, it has been noticed that proposals are being submitted to Govt. in contravention to the Act as well as circulars, and with incomplete information. Decision on case-by-case basis under such circumstances becomes discretionary and arbitrary, against the basic intent of the act, also depriving applicants' of natural justice and uniform application of rules. In order to streamline the process and apply uniform parameters for consideration/ rejection, a common set of guidelines are found necessary.

9. A committee was constituted by the Government vide its order No. UDD 165 BMR 2012, Bangalore dated: 09.08.2012, to prepare guidelines for change of land use. The committee submitted its report on 21.08.2012. In addition, meeting was also held to further discuss the draft guidelines submitted by the committee.

10. Accordingly, the following guidelines are issued by the Government to BMRDA/DTCP, all Urban Development/ Planning/ Municipal Planning Authorities. These guidelines shall be adhered to with immediate effect and proposals shall be submitted for change of land use only as specified in the guidelines.

A. Indicative list of cases which may be considered under the provisions of Section 14-A of KTCP Act.

Proviso 1 of 14A(1): Topographical or cartographical or other errors and omissions

This includes the different types of errors that might have occurred during the preparation of Master Plan.

Indicative list of cases that may be considered under this proviso:

(a) Improper indication of cadastral details such as boundary and number of parcels.

(b) Improper indication of ground features such as nalas, cart tracks, tanks, quarries, brick kilns.

(c) Errors in representation of boundaries of specific activities such as defence, forest, Airport Authorities and Public Institutions.
(d) Errors in location of parks, playgrounds and open spaces of plans of approved layouts in the Master Plan
(e) Errors in representation of alignment of existing road and/ or width.

Proviso 2 of 14A(1): Failure to fully indicate the details in the plan:

This includes features on ground and/or approvals by other competent authorities which are not indicated on Master Plan.

Indicative list of cases that may be considered under this proviso:

(a) Nalas, tanks and other features not indicated in the Master Plan.
(b) Approved layouts and developments but not incorporated in the Master Plan.
(c) Approvals accorded by competent authorities not incorporated in Master Plan such as N.A conversions and lands granted by Govt. for specific purposes.
(d) Proposals of various Govt. departments which have been undertaken prior to the formulation of Master Plan, but not indicated in the Master Plan.

Proviso 3 of 14A(1): Changes arising out of the implementation of the proposals in Master Plan.

Changes in location/alignment of Master Plan proposals at the time of execution due to ground conditions or policy interventions of Government.

Indicative list of cases that may be considered under this proviso:

(a) Minor changes in the alignment of roads due to ground conditions, necessitating change in land falling in original alignment has to be changed.
(b) Schemes of Govt/Authority when implemented may require alteration in the location, boundary and extent (area) from that indicated in the Master Plan.

(c) Small parcels of land in the middle of some other predominant use, unless it is specifically reserved for that purpose.

Proviso 4 of 14A(1): Circumstances prevailing at any particular time by the enforcement of the plan.

Policy decisions of Govt. including investment policies with respect to developments.

Indicative list of cases that may be considered under this proviso:

(a) Establishment of SEZ/Industrial Townships.

(b) Public housing schemes by Govt., Govt. agencies, Urban Development Authorities, KHB, KSDB or any agency notified by the Govt. from time to time.

(c) Establishment of Mass transit systems such as Metro, Ring roads, BRTS and Airports.

(d) Any other policy of Central/ State Govt. issued from time to time.

(e) Any other case falling under this clause, submitted by the authority with suitable justification, may be considered by the Govt. based on the merits of the case, such as lands in the vicinity of/contiguous to Gramathana or conurbation area, lands abutting roads or in the vicinity of roads. In such cases it shall be ensured that the connectivity to the main road and provided through a access road of adequate width.

(f) Cases where lands have been allotted through/project approved by Karnataka Udyoga Mitra or by KIADB for industrial purpose.

(g) Cases where Infrastructure Project is taken up by Govt. or by Govt. agencies or through PPP route or through private developers, approved by the Govt. subject to the condition that such developments have to be integrated with the Master Plan.

(h) Lands converted by the revenue Authorities, lands in the vicinity in contiguous with Gramathana

B. General Instructions:

1. The checklist provided along with these instructions shall be duly filled with all details. Proposals submitted with incomplete information will be rejected.

2. Procedure indicated in Section 14-A of KTCP Act shall be strictly followed. The proposal shall be published in atleast 2 newspapers with wide circulation in the area, inviting public objections and suggestions.

3. Min. 15 days time, as specified in the Act, shall be provided for filing public objections

4. All change of land use proposals shall be in public interest

5. The proposal shall be submitted to the Govt. after placing the subject in the Authority meeting, and drawing detailed resolution with justification, field inspection report and attested documents as listed in the checklist.

6. The Authority should verify all the records of land. The applicant should give a declaration to the effect that all the documents submitted by him are true documents.

7. The Authority shall ensure that grant of Change of Land Use shall not be in contravention to provisions of any Act/ Rules and any Court cases, complaints, Lokayukta cases etc. **The Authority shall obtain notarised affidavit from the applicant with regard to this.**

8. The guidelines and instructions provided by the Government from time to time through circulars shall be adhered to.

9. Space standards specified in Zonal Regulations, shall be strictly followed while submitting CLU proposals. If the property does not conform to space standards, such proposals shall not be submitted for CLU.

10. Only properties having approach from existing public road (NH/ SH/ MDR or roads belonging to local bodies) shall be submitted to

Govt. In addition, if adequate access is provided to an arterial road, such cases also may be submitted to Government.

11. For properties outside the municipal limits, even if the applicant commits to provide infrastructure for the land, since it becomes the responsibility of the local body in the long run, the opinion of the local body shall be obtained in writing in every case and recorded in the meeting proceedings. Further, Authority shall also clearly record its opinion on feasibility of providing infrastructure.

12. **Change of Land Use proposals as per these guidelines may be submitted until submission of draft Master Plan. In such cases, the Authority shall clearly resolve in its meeting that such cases will be integrated with the proposals of the Master Plan under revision, in accordance with the planning principles.**

13. All documents and maps submitted by the Authority shall be attested by the Commissioner/ Chief Officer or Town Planner Member/ Member Secretary.

14. **The CLU proposals shall be forwarded to the Govt. through Director of Town and Country Planning, in all areas of the State excluding Bangalore Metropolitan Region (BMR). In case of BMR it shall be submitted through BMRDA. BMR means Kanakapura, Nelamangala, Magadi, Hoskote, Anekal and Bangalore International Airport Area Planning Authority only.** The Director/ BMRDA shall clearly state his opinion for consideration/ rejection in every case, with justification. DTCP/ BMRDA shall forward only such cases to Govt. where complete information, as specified, has been provided.

15. On approval, the Change of Land Use order shall be issued by Govt. with details indicating the circumstances under which such change has been approved, a certified copy of the atlas/ revenue sketch of the land in question, for which CLU has been granted.

16. Change of land use proposals **shall not be submitted** to the Government under the following circumstances:

    a. Any Change of Land Use (except cartographic errors) within 2 years of approval of Master Plan

b. Lands coming in the alignment of existing /proposed roads of Master Plan.
c. Parks/ open spaces & C.A sites in approved layouts
d. Plots in unauthorised layouts
e. Residential sites seeking commercial CLU abutting less than 12 meter (40') road
f. Major commercial uses such as cinema theatres/ multiplexes/ industries other than those permitted in Zonal Regulations, in predominantly residential areas
g. Public utilities including truck terminals
h. Sites falling within road and railway margins, buffer areas of H.T lines, nalas, tanks/ lakes and other environmentally sensitive areas.
i. Sites in the vicinity of heritage monuments/ areas, land fill sites and such similar activities which impose restriction on surrounding developments, as prescribed by competent authorities.

12/10

(S.Chandrappa)
Under Secretary to Govt.
Urban Development Department

12/X

Copies to:

1. Metropolitan Commissioner, BMRDA, Bangalore.
2. Commissioner, BDA, Bangalore.
3. Secretary to Govt, Urban Development Department, Bangalore.
4. Commissioner, Directorate of Municipal Administration, Bangalore.
5. Director of Town and Country Planning, Bangalore.
6. Chief Executive Officer, Karnataka Industrial Development Board (KAIDB), Bangalore.
7. Commissioners/Town Planner Members of all Urban Development Authorities.
8. Member Secretaries of all Planning Authorities.
9. Chief Officers of all Municipal Planning Authorities.
10. Concerned officers.
11. Spare/file copies.

C. Checklists:

1.0 CHECKLIST TO BE SUBMITTED BY AUTHORITY TO DTCP/ BMRDA

Sl. No.	Description	Details to be provided
General Information		
1.	Applicant name and address	
2.	Site details	
	a. Plot No. /CTS No. / Sy. No.	
	b. Village/town/city	
	c. Taluk	
	d. District	
	e. Extent in sq m	
Land ownership information (certified copies)		
3.	a. Sale/ Partition Deed	
	b. RTC	
	c. Encumbrance in Form 15	
	d. Encumbrance in Form 16	
	e. Mutation/ Khata certificate	
	f. Village map identifying the property	
	g. GPA, if applicable	
	h. Certification from concerned revenue authority **/declaration by applicant** regarding 79(a),(b) case under Karnataka Land Reforms Act, 1964.	
4.	a. Whether the land has been acquired for any public schemes and is it a de-notified land ? Declaration by applicant.	
Proposal of the applicant and details as per Master Plan		
5.	Master plan approval: GO No. and Date	
6.	Land use as per approved Master Plan	
7.	Use for which CLU is sought: Specific use to be mentioned in the news paper publication, resolution and letter of the Authority	
8.	Whether extract of Master Plan showing the proposed plot is enclosed?	Yes / No
9.	Whether the use and type of building is permissible as per zonal regulations (space standards)?	Yes/ No
Procedure as per Section 14-A		
10.	Whether procedure as per Sec 14-A of KTCP Act is followed?	Yes / No
11.	Proviso under Section 14-A under which the proposal is submitted	
	(a) Proviso 1: Topographical or cartographical or other errors and omissions	

Sl No	Description	Details to be provided
	(b) Proviso 2: Failure *to* fully indicate the details in the plan	
	(c) Proviso 3: Changes arising out of the implementation of the proposals in Master Plan	
	(d) Proviso 4: Circumstances prevailing at any particular time, by the enforcement of the plan.	
12.	(a) Name & date of the newspapers in which it is published	1. 2.
	(b) Photo copy enclosed	Yes/No
13.	Public interest in the proposal (i) Whether this has been published in the paper publication (ii) Whether reasons quoted by the applicant are acceptable?	 Yes / No Yes / No
14.	Are there any public objections/ suggestions received within the specified period? If yes, specify the reasons for consideration/ rejection	Yes / No
15.	Does the change proposed contravene any of the provisions of KTCP Act or any other law governing planning, development or use of land within the LPA?	
16.	Resolution of the Authority alongwith detailed justification for recommending the proposal.	
17.	Specific techhical opinion of TPM/ Member Secretary	
18.	Opinion of Commissioner/ chief officer (Chief Executive Officer of the Authority)	
Technical details		
19.	Whether Location plan to scale and google earth image showing land in question and surrounding developments is attached?	
20.	Approach road details:	
	(a) Existing road width	
	(b) Whether it is a public road (belonging to local body/ PWD/ Highway authority)? Proof to be attached *(CLU proposals to be submitted only for plots abutting public roads).*	
	(c) Location of existing road with respect to the property (East/ West/ North/ South)	
	(d) Minimum width of road required as per Zonal Regulations for the proposed activity	
	(e) Is the abutting road proposed for widening in Master Plan?	

Sl No	Description	Details to be provided
	(f) If yes, affidavit from applicant that the road widening portion will be handed over free of cost to Authority	
21.	Site inspection details:	
	(g) Site condition: Plain land, undulated, elevated or low-lying, rocky outcrops, marshy	
	(h) Abutting developments or features on: North: South: East: West:	
	(i) Whether photographs showing land certified by the concerned planning authority is enclosed.	
	(j) Whether dimensions, area, schedule and physical features of land tallies with the documents?	
	(k) Condition of the plot: Vacant/ built partly or fully	
	(l) Whether proposal is part of approved layout or revenue land or unauthorised layout?	Yes/ No
	(m) Any HT line, nala, kharab, utility lines passing through the land? Planning authority shall indicate the plan.	Yes/ No
	(n) Others	

Declaration:

I/ we certify that all the documents submitted by the applicant have been verified and **notarised affidavit from applicant has been obtained.**

I/ we certify that the above particulars submitted are correct.

I/ we certify that any conditions that may be imposed for CLU will be complied with.

-Sd- Member Secretary/ TPM ..... Authority	-Sd- Commissioner ..... Authority

Note: Strike out whichever is not applicable

2.0 CHECKLIST TO BE SUBMITTED BY DTCP/ BMRDA TO GOVERNMENT

Sl No	Description	Details to be provided by DTCP/ BMRDA
1.	CLU from (specific use to be mentioned)	..... to .....
2.	Master plan approval order No. & date	
3.	Whether all the documents prescribed in the checklist have been attached?	
4.	Whether all the documents submitted by the Authority have been verified? *(If any anomalies are found or information is not fully furnished by Authority, DTCP/BMRDA to obtain necessary details before submitting the proposal to Govt.)*	
5.	Whether procedure as per Sec 14-A of KTCP Act has been followed?	Yes / No
6.	Whether justification for CLU has been included in the resolution of the Authority?	Yes / No
7.	Opinion of the TPM/ Member Secretary.	
8.	Opinion of the Commissioner/ Chief Officer (Chief Executive Officer of the Authority).	
9.	Whether the recommendation of Authority is consistent with the guidelines?	Yes / No
10.	Opinion of the DTCP/ BMRDA	
11.	Conditions to be imposed, if any	

-Sd-
DTCP/ Metropolitan Commissioner, BMRDA

3.0 CHECKLIST TO BE SUBMITTED BY UDD TO HON'BLE MINISTER

Sl. No.	Description	Details to be provided by DTCP/ BMRDA
1.	Details of Land in question	
2.	Master plan approval Order number and date.	
3.	CLU from (specific use to be mentioned)	..... to .....
4.	Whether location sketch, Survey/Atlas sketch, Approved Master Plan extract, Google map image attached?	Yes/No
5.	Width of public road abutting the land.	
6.	Opinion of TPM/ Member Secretary	
7.	Opinion of Commissioner/ Chief Officer	
8.	Opinion of DTCP/ BMRDA	
9.	Conditions to be imposed in the order.	

-Sd-
Under Secretary/ **Deputy Secretary/ Joint Secretary**

GUIDELINES FOR CHANGE OF LAND USE IN RESPECT OF INTERIM MASTER PLANS WITHIN BANGALORE METROPOLITAN REGION

In case of Local Planning Areas within BMR where interim Master Plans have been approved by the Government such as Nelamangala, Hosakote, Anekal, Magadi and Kanakapura, section 14-A of KTCP Act does not apply. In such areas change of land use proposals shall be submitted to the Government, as per the meeting resolution dated. 27.08.2009, and opinion of Director of Town and Country Planning dated.25.08.2008 in file No: UDD 302 BMR 2009. The proposals shall contain meeting resolution along with details of site inspection and reasons for recommendation of the case. Details shall be furnished in the checklist annexed to these guidelines.

General Instructions:

1. The checklist provided along with these instructions shall be duly filled with all details. Proposals submitted with incomplete information will be rejected.

2. All change of land use proposals shall be in public interest. The public interest involved shall be justified by the Authority and published in the notice board of office.

3. The proposal shall be submitted to the Govt. after placing the subject in the Authority meeting, and drawing detailed resolution with justification, field inspection report and attested documents as listed in the checklist.

4. The applicant should give a declaration to the effect that all documents submitted by him/her are true documents.

5. The Authority shall ensure that grant of Change of Land Use shall not be in contravention to provisions of any Act/ Rules and any Court cases, complaints, Lokayukta cases etc. The authority shall obtain notarised affidavit from applicant with regard to this.

6. The guidelines and instructions provided by the Government from time to time through circulars shall be adhered to.

7. Space standards specified in Zonal Regulations shall be strictly followed while submitting CLU proposals. If the property does not conform to space standards, such proposals shall not be submitted for CLU.

8. Only properties having approach from existing public road (NH/ SH/ MDR or roads belonging to local bodies) shall be submitted to Govt. In addition, if adequate access is provided to an arterial road, such cases also may be submitted to Government.

9. For properties outside the municipal limits, even if the applicant commits to provide infrastructure for the land, since it becomes the responsibility of the local body in the long run, the opinion of the local body shall be obtained in writing in every case and recorded in the meeting proceedings. Further, Authority shall also clearly record its opinion on feasibility of providing infrastructure.

10. All documents and maps submitted by the Authority shall be attested by the Commissioner/ Chief Officer or Town Planner Member/ Member Secretary.

11. The CLU proposals shall be forwarded to the Govt. through BMRDA. BMRDA shall clearly state its opinion for consideration/ rejection in every case, with justification. BMRDA shall forward only such cases to Govt. where complete information, as specified, has been provided.

12. On approval, the Change of Land Use order shall be issued by Govt. with details indicating the circumstances under which such change has been approved, a certified copy of the atlas/ revenue sketch of the land in question, for which CLU has been granted.

13. Change of land use proposals **shall not be submitted** to the Government under the following circumstances:

    a. Lands coming in the alignment of existing /proposed roads of Master Plan.
    b. Parks/ open spaces & C.A sites in approved layouts
    c. Plots in unauthorised layouts
    d. Residential sites seeking commercial CLU abutting less than 12 meter (40') road

e. Major commercial uses such as cinema theatres/ multiplexes/ industries other than those permitted in Zonal Regulations, in predominantly residential areas

f. Public utilities including truck terminals

g. Sites falling within road and railway margins, buffer areas of H.T lines, nalas, tanks/ lakes and other environmentally sensitive areas.

h. Sites in the vicinity of heritage monuments/ areas, land fill sites and such similar activities which impose restriction on surrounding developments, as prescribed by competent authorities.

(S.Chandrappa)
Under Secretary to Govt.
Urban Development Department

Copies to:

1. Metropolitan Commissioner, BMRDA, Bangalore.
2. Commissioner, BDA, Bangalore.
3. Secretary to Govt, Urban Development Department, Bangalore.
4. Director of Town and Country Planning, Bangalore.
5. Commissioners/Town Planner Members of all Urban Development Authorities.
6. Member Secretaries of all Planning Authorities.
7. Chief Officers of all Municipal Planning Authorities.
8. Concerned officers.
9. Spare/file copies.

Checklists for Interim Master Plan:

1.0 CHECKLIST TO BE SUBMITTED BY AUTHORITY TO BMRDA

Sl. No.	Description	Details to be provided
	General Information	
1.	Applicant name and address	
2.	Site details	
	a. Plot No. /CTS No. / Sy. No.	
	b. Village/town/city	
	c. Taluk	
	d. District	
	e. Extent in sq m	
	Land ownership information (certified copies)	
3.	a. Sale/ Partition Deed	
	b. RTC	
	c. Encumbrance in Form 15	
	d. Encumbrance in Form 16	
	e. Mutation/ Khata certificate	
	f. Village map identifying the property	
	g. GPA, if applicable	
	h. Registered Joint Development Agreement, in case of Joint Development/ more than one owner	
	i. Certification from concerned revenue authority /**declaration by applicant** 79(a),(b) case under Karnataka Land Reforms Act, 1964.	
4.	a. Whether the land has been acquired for any public schemes and is it a de-notified land? Declaration by applicant.	
	Proposal of the applicant and details as per Interim Master Plan	
5.	Master plan approval: G.O No. and Date	
6.	Land use as per approved Master Plan	
7.	Use for which CLU is sought:	
	Specific use to be mentioned in the meeting resolution and letter of the Authority	
8.	Whether extract of Master Plan showing the proposed plot is enclosed?	Yes / No
9.	Whether the use and type of building is permissible as per zonal regulations (space standards)?	Yes/ No
10.	Public interest in the proposal Whether reasons quoted by the applicant are acceptable?	Yes / No
11.	Resolution of the Authority along with detailed justification for recommending the proposal, along	

Sl. No.	Description	Details to be provide
	with inspection report.	
12.	Specific technical opinion of TPM/ Member Secretary	
13.	Opinion of Commissioner/ chief officer (Chief Executive Officer of the Authority)	
Technical details		
14.	Whether Location plan to scale and google earth image showing land in question and surrounding developments is attached?	
15.	Approach road details:	
	(a) Existing road width	
	(b) Whether it is a public road (belonging to local body/ PWD/ Highway authority)? Proof to be attached *(CLU proposals to be submitted only for plots abutting public roads).*	
	(c) Location of existing road with respect to the property (East/ West/ North/ South)	
	(d) Minimum width of road required as per Zonal Regulations for the proposed activity	
	(e) Is the abutting road proposed for widening in Master Plan?	
	(f) If yes, affidavit from applicant that the road widening portion will be handed over free of cost to Authority	
16.	Site inspection details:	
	(a) Site condition: Plain land, undulated, elevated or low-lying, rocky outcrops, marshy	
	(b) Abutting developments or features on: North: South: East: West:	
	(c) Whether photographs showing land certified by the concerned planning authority is enclosed?	
	(d) Whether dimensions, area, schedule and physical features of land tallies with the documents?	
	(e) Condition of the plot: Vacant/ built partly or fully	
	(f) Whether proposal is part of approved layout or revenue land or unauthorised layout?	Yes/ No
	(g) Any HT line, nala, kharab, utility lines passing through the land?	Yes/No
	(h) Others	
Declaration:		

Sl No	Description	Details to be provided
I/ we certify that all the documents submitted by the applicant have been verified and **notarised affidavit from the applicant has been obtained.** I/ we certify that the above particulars submitted are correct. I/ we certify that any conditions that may be imposed for CLU will be complied with.		
-Sd- Member Secretary/ TPM ..... Authority		-Sd- Commissioner ..... Authority

Note: Strike out whichever is not applicable

2.0 CHECKLIST TO BE SUBMITTED BY BMRDA TO GOVERNMENT

Sl No.	Description	Details to be provided by DTCP/ BMRDA
1.	CLU from (specific use to be mentioned)	..... to .....
2.	Interim Master plan approval order No. & date	
3.	Whether all the documents prescribed in the checklist have been attached?	
4.	Whether all the documents submitted by the Authority have been verified? *(If any anomalies are found or information is not fully furnished by Authority, DTCP/BMRDA to obtain necessary details before submitting the proposal to Govt.)*	
5.	Whether justification for CLU has been included in the resolution of the Authority?	Yes / No
6.	Opinion of the TPM/ Member Secretary.	
7.	Opinion of the Commissioner/ Chief Officer (Chief Executive Officer of the Authority).	
8.	Opinion of the DTCP/ BMRDA	
9.	Conditions to be imposed, if any	
	-Sd- DTCP/ Metropolitan Commissioner, BMRDA	

3.0 CHECKLIST TO BE SUBMITTED BY UDD TO HON'BLE MINISTER/ CHIEF MINISTER

Sl. No.	Description	Details to be provided by UD / DPC / BMR
1.	Details of Land in question	
2.	Master plan approval Order number and date.	
3.	CLU from (specific use to be mentioned)	..... to .....
4.	Whether location sketch, Survey/Atlas sketch, Approved Master Plan extract, Google map image attached?	Yes/No
5.	Width of public road abutting the land.	
6.	Opinion of TPM/ Member Secretary	
7.	Opinion of Commissioner/ Chief Officer	
8.	Opinion of DTCP/ BMRDA	
9.	Conditions to be imposed in the order.	

-Sd-
Under Secretary/ Deputy Secretary/ Joint Secretary

ANNEXURE

Circulars issued by Government regarding change of land use

Sl. No	Circular No.	Date	Subject
1	HUD 212 TTP 91	07.08.1991	***Guidelines for submission of proposal to Government for change of land use reg.*** Detailed guidelines and checklist are given for submission of the proposal.
2	HUD 459 TTP 91	30.11.1991	***Clarification regarding formation of sites within the greenbelt areas for the implementation of Ashraya schemes.*** Permission has been accorded by Government for formation of residential sites within green belt areas (Agriculture zones) for the implementation of Ashraya scheme only.
3	HUD 459 TTP 91	30.12.1991	***Clarification regarding formation of sites within the greenbelt areas for the implementation of Ashraya schemes.*** Permission has been accorded for Ashraya sites in green belt areas only in Bangalore Urban Agglomeration and not in other towns and cities of the state.
4	HUD 459 TTP 91(p)	19.03.1991	***Clarification regarding formation of sites within the greenbelt areas for the implementation of Ashraya schemes.*** Modification made to circular above, wherein permission was accorded for formation of Ashraya sites in all urban areas of the State, subject to the condition that Ashraya sites should be on lands adjoining the urbanisable lands and should not lead to isolated

			developments within the green belt.
5	ವನಇ 234 ಟಿಟಿಪಿ 92	18.01.1993	ಉದ್ಯಾನವನ ಹಾಗೂ ಬಯಲು ಜಾಗವನ್ನು ಇತರೆ ಉದ್ದೇಶಕ್ಕೆ ಪರಿವರ್ತಿಸುವ ಬಗ್ಗೆ. Direction issued to all authorities not to encourage change of land use from park and open spaces to other uses and if submitted disciplinary action shall be initiated against the concerned officer.
6	ನಅಇ 244 ಟಿಟಿಪಿ 95	05.08.1995	ಕೆಟಿಸಿಪಿ ಕಾಯ್ದೆ ಪ್ರಕಾರ ಸ್ಥೂಲಾಭಿವೃದ್ಧಿ ಯೋಜನೆ/ವ್ಯಾಪಕಾಭಿವೃದ್ಧಿ ಯೋಜನೆ (ಒ.ಡಿ.ಪಿ/ಸಿ.ಡಿ.ಪಿ)ಯ ಕೃಷಿ ಭೂಮಿಯನ್ನು ಕೃಷಿಯೇತರ ಉದ್ದೇಶಕ್ಕೆ ಭೂ ಬದಲಾವಣೆ ಮಾಡುವ ಬಗ್ಗೆ. Directions have been issued to all the Deputy Commissioners not to undertake land conversion in agriculture zone of Master Plan unless change of land use made by the Government.
7	ನಅಇ 328 ಭೂಬವಿ 97 (ಸರ್ಕಾರದ ಪತ್ರ)	04.11.1997	ಉದ್ಯಾನವನ ಬಯಲು ಹಾಗೂ ಸಾರ್ವಜನಿಕ ಉದ್ದೇಶಕ್ಕೆ ಕಾಯ್ದಿರಿಸಿರುವ ಜಮೀನಿನ ಭೂ ಬದಲಾವಣೆ ಬಗ್ಗೆ. Direction issued to all authorities not to encourage change of land use from park and open spaces and public and semi public use to other uses and if submitted disciplinary action shall be initiated against the concerned officer.
8	ನಯೋ:ಉನಿ:ಯೋ.ನಿ:ಭೂಉಬ:ಸುತ್ತೋಲೆ 2001–12	27.08.2001	ಭೂ ಉಪಯೋಗ ಬದಲಾವಣೆಗೆ ಸಂಬಂಧಿಸಿದ ಪ್ರಸ್ತಾವನೆಗಳನ್ನು ಸರ್ಕಾರಕ್ಕೆ ಸಲ್ಲಿಸುವಾಗ ಪ್ರಾಧಿಕಾರಗಳು ಅನುಸರಿಸಬೇಕಾದ ಕ್ರಮದ ಬಗ್ಗೆ. Detailed guidelines and checklist are given for submission of the proposal.
9	ನಅಇ 165 ಬೆಂರೂಪ್ರಾ 2003	23.09.2003	ಭೂ ಉಪಯೋಗ ಬದಲಾವಣೆಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಪ್ರಸ್ತಾವನೆಗಳನ್ನು ಸಲ್ಲಿಸುವಾಗ ನೀಡಬೇಕಾಗಿರುವ ವಿವರಗಳ ಪರಿಶೀಲನಾ ಪಟ್ಟಿ. Modified checklist given for the submission of the proposal.
10	ನಅಇ 107 ಬೆಂಆಸೇ	04.08.2005	ವಸತಿ ಬಡಾವಣೆಗಳಲ್ಲಿ ವಾಣಿಜ್ಯಕ್ಕೆ ಭೂ ಉಪಯೋಗ ಬದಲಾವಣೆಗೆ ಸರ್ಕಾರಕ್ಕೆ ಶಿಫಾರಸ್ಸು ಮಾಡುವ ಮೊದಲು

	2005(ಭಾ)		ಅನುಸರಿಸಬೇಕಾದ ಮಾರ್ಗಸೂಚಿಗಳು.
11	ನಅಇ 9754 ಕಾರ್ಯದರ್ಶಿ 2005	03.05.2006	ಭೂ ಉಪಯೋಗ ಬದಲಾವಣೆ ಪ್ರಸ್ತಾವನೆಯನ್ನು ನಗರ ಯೋಜನಾ ನಿರ್ದೇಶಕರಿಗೆ ಸಲ್ಲಿಸುವ ಬಗ್ಗೆ.
12	ನಅಇ 60 ಬೆಂರೂಪ್ರಾ 2006	10.07.2006	ಭೂ ಉಪಯೋಗ ಬದಲಾವಣೆ ಕೋರಿಕೆ ಪ್ರಕರಣಗಳಲ್ಲಿ ಒಳಗೊಂಡಿರುವ ಸಾರ್ವಜನಿಕ ಹಿತಾಸಕ್ತಿ ಅಂಶವನ್ನು ಪ್ರಾಧಿಕಾರವು ಪರಿಶೀಲಿಸಿ ಸರ್ಕಾರದ ಅನುಮೋದನೆಯನ್ನು ಪಡೆಯುವ ಬಗ್ಗೆ.
13	ನಅಇ 75 ಬೆಮಪ್ರಾ 2010	30.06.2010	ರಾಜ್ಯದ ನಗರ ಪಟ್ಟಣಗಳ ಮಹಾಯೋಜನೆಗಳ ಅನುಮೋದನೆಯ ಪ್ರಾರಂಭದಲ್ಲಿಯೇ ಭೂ ಉಪಯೋಗ ಬದಲಾವಣೆಗೆ ನಗರಾಭಿವೃದ್ಧಿ ಪ್ರಾಧಿಕಾರಗಳು/ ಯೋಜನಾ ಪ್ರಾಧಿಕಾರಗಳು ಸರ್ಕಾರಕ್ಕೆ ಪ್ರಸ್ತಾವನೆಯನ್ನು ಸಲ್ಲಿಸುತ್ತಿರುವ ಬಗ್ಗೆ. Directions have been issued not to submit change of land use proposal for a minimum period of 2 years from the date of approval of Master Plan.
14	ನಅಇ 508 ಮೈಅಪ್ರಾ 2010	30.09.2010	ಭೂ ಉಪಯೋಗ ಬದಲಾವಣೆಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಪ್ರಸ್ತಾವನೆಗಳನ್ನು ಸರ್ಕಾರಕ್ಕೆ ಸಲ್ಲಿಸುವಾಗ ಪ್ರಾಧಿಕಾರಗಳು ಅನುಸರಿಸಬೇಕಾದ ಕ್ರಮದ ಬಗ್ಗೆ. Directions have been issued to follow the instructions given in the circulars and also not to submit proposals for change of land use from park and open space, and public and semi public use under section 14-A. Further, while submitting proposals from agriculture zone, it is to be ensured that it is possible for the concerned local body to provide basic amenities and infrastructure facilities, does not lead to spotted developments, opinion of TPM/member secretary and commissioner is recorded clearly in the check list as well as meeting proceedings.
15	ನಗ್ರಾಯೋ/ಜಂನಿ/ಸುತ್ತೋಲೆ/2011-12	25.01.2012	ಭೂ ಉಪಯೋಗ ಬದಲಾವಣೆ ಪ್ರಸ್ತಾವನೆಗಳನ್ನು ಸಲ್ಲಿಸುವಾಗ ದಾಖಲಾತಿಗಳನ್ನು ಪೂರೈಸುವ ಬಗ್ಗೆ. DTCP has issued guidelines along with detailed checklist.

16	ನಅಇ 609 ಮೈಅಪ್ರಾ 2011	27.01.2012	ಮಹಾಯೋಜನೆ ಪರಿಷ್ಕರಣೆಯಲ್ಲಿರುವ ನಗರಾಭಿವೃದ್ಧಿ ಪ್ರಾಧಿಕಾರ/ ಸ್ಥಳೀಯ ಯೋಜನಾ ಪ್ರದೇಶಗಳ ಭೂ ಉಪಯೋಗ ಬದಲಾವಣೆಗಳ ಪ್ರಸ್ತಾವನೆಯನ್ನು ಸಲ್ಲಿಸದಿರುವ ಬಗ್ಗೆ. Directions have been issued not to submit change of land use proposals where Master Plan is under revision, as it will vitiate the Master Planning process.
17	ನಗ್ರಾಯೋ/ಉನಿ(ಯೋವಿ)/ಭೂಉಬ/ ಸುತ್ಕೋಲೆ/2011-12	22.02.2012	ಮಹಾಯೋಜನೆಯಲ್ಲಿ ಕಾರ್ಟೋಗ್ರಾಫಿಕ್ ತಪ್ಪಿನಿಂದಾಗುವ ತೊಂದರೆಗಳನ್ನು ನಿವಾರಿಸಲು ಭೂ ಉಪಯೋಗ ಬದಲಾವಣೆ ಮಾಡುವ ಬಗ್ಗೆ. Directions have been issued by the Government and DTCP regarding the change of land use proposal with respect to the cartographic errors and other errors as specified in the section 14-A of KTCP Act.
18	ನಅಇ 306 ಬೆಮಪ್ರಾ 2012	14.09.2012	ಮಹಾಯೋಜನೆ ಪರಿಷ್ಕರಣೆಯಲ್ಲಿರುವ ನಗರ/ ಪಟ್ಟಣಗಳಲ್ಲಿ ಭೂ ಉಪಯೋಗ ಬದಲಾವಣೆಗಳ ಪ್ರಸ್ತಾವನೆಗಳನ್ನು ಸಲ್ಲಿಸುತ್ತಿರುವ ಬಗ್ಗೆ.