USER MANUAL

Change of Land Use
Town Planning Section
# Contents

1. INTRODUCTION ................................................................. 1
2. INFORMATION FOR APPLICATION FORM ........................... 1
3. DOCUMENTS CHECKLIST .................................................. 3
4. FEE STRUCTURE AND CALCULATION MATRIX ..................... 3
5. PROCEDURE (PROCESS FLOW) .......................................... 5
6. TIMELINE FOR SERVICE .................................................... 7
7. GRIEVANCE MECHANISM .................................................. 7
1. **INTRODUCTION**

Bangalore Development Authority is established under the Bangalore Development Authority Act in 1976. The Authority functions as a Planning Authority declared under Section 4-A of the Karnataka Town & Country Planning (KTCP) Act, 1961. As per the KTCP Act, Master Plan for the Local Planning area of Bangalore is prepared once in ten years. Till now, four Master Plans have been prepared and presently Revised Master Plan (RMP -2015) is in force by the Authority. Any changes in the land use of the Master Plan are carried out under the provisions of Section 14-A of the KTCP Act. The Town Planning section of BDA is responsible for this service.

2. **INFORMATION FOR APPLICATION FORM**

   **Link of Application Form (English):**  
   [https://bdabangalore.org/uploads/files/EoDB/TPM/ApplicationFormChangeOfLandUse.docx](https://bdabangalore.org/uploads/files/EoDB/TPM/ApplicationFormChangeOfLandUse.docx)

   Application Form is to be submitted to Commissioner, Bangalore Development Authority.

   The following information is required in Application Form for change of land use proposal:

   1. **Applicant Details**
      i. Name of applicant /firm
      ii. Name of GPA holder if applicable
      iii. Aadhar number of the authorised signatory
      iv. Address for correspondence
      v. Email Id
      vi. Mobile Number
      vii. Phone Number

   2. **Land Details**
      i. Property ID Number
      ii. Site Number
      iii. Survey Number
      iv. Layout / extension
      v. Village / Town / City
      vi. Taluk
      vii. District
      viii. Extent

   3. **Boundary Details**
      i. East
      ii. West
      iii. North
      iv. South

   4. **Land use as per proposed Master Plan** (Link of Master Plan is available at [ಪರಿಷ್ಕೃತ್ ಮಹಾಯೋಜನೆ -2015 (bdabangalore.org)](https://bdabangalore.org))
      i. Residential
      ii. Commercial
      iii. Industrial
      iv. Any other use to be specified

   5. **Purpose to which proposed change of land use is sought** whether
      i. Residential
Proposed change of land use category (If the change of land use is sought for commercial, specify the category of commercial land use)

6. Details of approach road connecting the land (Tick whichever is applicable and specify the road width in metres)
   i. National Highway
   ii. State Highway
   iii. Major District Road
   iv. Other District Road
   v. Village Road
   vi. Layout Road
   vii. Others

7. Is the site part of any developed / approved layout
   i. If yes, name of the approving authority

8. Details of the topography of the land (Tick whichever is applicable)
   i. Flat
   ii. Elevated
   iii. Low-lying
   iv. Rocky
   v. Marshy land
   vi. Sloping terrain

9. Existing features in the site (Tick whichever is applicable)
   i. Existing Well:
   ii. Electric Line:
   iii. Nala/Channel:
   iv. Existing Building:
   v. Railway Line nearby:
   vi. Lake/Tank:
   vii. Archaeological Site
   viii. Water Supply Lines
   ix. UGD Trunk Line
   x. Gas Pipeline
   xi. Quarry
   xii. Reserved Forest/Restricted Area
   xiii. Any Other Feature/Observation

10. If the change of land use proposed is in public interest. Specify reasons
3. DOCUMENTS CHECKLIST

Following documents is required to be submitted with application form for change of land use.

1. Copy of Aadhar card of the authorised signatory
2. Location Map
3. Site Plan with Google Map showing the existing developments in the surrounding area of the proposed land
4. Copy of approved layout by competent authority if applicable
5. Registered documents that establish ownership (Sale Deed / Gift Deed / Partition Deed / Release Deed as applicable)
6. Mutation Copy
7. R.T.C
8. Survey Sketch /Atlas / Tippani from Dept of Land Records
9. Akarbandh
10. Khata Certificate (if applicable)
11. Encumbrance Certificate in Form No.15 / 16 (Updated)
12. Village Map
13. Recent Tax paid receipts

(Applicant will be notified in case of any additional documents/ information through Notice/Letter, applicant must re-submit the said documents at the earliest)

Declaration that the information provided in the application is correct.

4. FEE STRUCTURE AND CALCULATION MATRIX

- **Scrubtivy fee**
  One Rupee per square metre of total land area is to be remitted by the applicant along with the Application Form. This fee is non-refundable. Following are the details for remittance of Scrutiny Fee.
  - Name: 'Commissioner, BDA, Bangalore'
  - Account No. 2828201002001
  - CANARA BANK
  - IFSC Code CNRB0002828
  Receipt of the payment made to BDA needs to be attached with the Application Form.

- **Fee for paper publication:**
  Rs. 50,000/- for paper publication (In two newspapers)
  (Applicant will be notified via Notice/Letter, applicant has to pay the fees for the paper publication as prescribed in the notice through remittance challan and receipt needs to be submitted to Town Planning Section)

- **Betterment fee**
  Betterment fee is prescribed based on land use and market value of land determined under Karnataka Stamps Act, 1957 per sq. m of non-agricultural land vide Notification No. UDD 23 TTP 2020(E) dated 21-06-2021.
### Percentage of market value per sq. m of non-agricultural land

<table>
<thead>
<tr>
<th>Type</th>
<th>Percentage</th>
<th>Minimum Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>0.2%</td>
<td>Rs. 40/m²</td>
</tr>
<tr>
<td>Commercial</td>
<td>0.3%</td>
<td>Rs. 60/m²</td>
</tr>
<tr>
<td>Industrial</td>
<td>0.50%</td>
<td>Rs. 100/m²</td>
</tr>
<tr>
<td>Others</td>
<td>0.2%</td>
<td>Rs. 40/m²</td>
</tr>
</tbody>
</table>

(Once Change of Land Use is approved by the Government, Applicant will be notified via Notice/Letter by BDA, the applicant will have to pay the Betterment fee prescribed in the notice through remittance challan and the receipt needs to be submitted to Town Planning Section)
5. PROCEDURE (PROCESS FLOW)

User End

Document Requirement
1. Aadhar card
2. Location Map
3. Site Plan with Google Map showing the existing developments in the surrounding area of the proposed land
4. Copy of approved layout by competent authority if applicable
5. Registered documents that establish ownership (Sale Deed / Gift Deed / Partition Deed / Release Deed as applicable)
6. Mutation Copy
7. R.T.C
8. Survey Sketch /Atlas / Tippangi from Dept of Land Records
9. Akarbandh
10.Khata Certificate
11.Encumbrance Certificate in Form No.15 / 16 (updated)
12.Village Map
13.Recent Tax paid receipts

<table>
<thead>
<tr>
<th>Application and Documents</th>
<th>INDICATIVE TIMELINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Verification</td>
<td>05 days</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Land Acquisition Opinion along with certified Survey Sketch</td>
<td>07 days</td>
</tr>
<tr>
<td>Site Inspection (Town Planning Department)</td>
<td>08 days</td>
</tr>
<tr>
<td>Recommend /Reject</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Payment of Fee - Paper Notification</td>
<td>08 days</td>
</tr>
<tr>
<td>Paper Notification Public Relation Department</td>
<td>15 days</td>
</tr>
<tr>
<td>Scrutiny of objections</td>
<td>09 days</td>
</tr>
<tr>
<td>Place subject in meeting</td>
<td>17 days</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Commissioner to send to ACS, UDD</td>
<td>12 days</td>
</tr>
<tr>
<td>Approval by Minister , UDD</td>
<td>30 days</td>
</tr>
<tr>
<td>Issue of Govt. Order</td>
<td></td>
</tr>
<tr>
<td>Fees Notice Issued / Endorsement under Section 18 / Rejection</td>
<td>07 days</td>
</tr>
<tr>
<td>Issue of Change of Land Use Certificate</td>
<td>02 days</td>
</tr>
</tbody>
</table>
6. TIMELINE FOR SERVICE

The time limit for the service notified under Sakala: 120 working days
Designated Officer: Town Planner Member, BDA

Note: Approval of layout is subject to the decision of the Town Planning Committee.

7. GRIEVANCE MECHANISM

Designated Officer: Town Planner Member
Phone No: 080 2344 3206/2336 8615 (Ext. 289)
Email id: tpm@bdabangalore.org

Competent Officer: Commissioner
Phone No: 080 23360843
Email id: commissioner-bda@ka.gov.in

Appellate Authority: Additional Chief Secretary, Urban Development Department
Phone No: 080 22035075
Email id: acsuddoffice@gmail.com

Official Website: ಬೆಂಗಳೂರು ಅಭಿವೃದ್ಧಿ ಪ್ಾಾಧಿಕಾರ (bdabangalore.org)