

நகராட்சி நிர்வாக இயக்குநரகம்,  
எம்.ஆர்.சி. நகர், சென்னை-28.

### சுற்றறிக்கை

ந.க.எண். 8621/2022 /டிபி-2

நாள். 22.12.2022

**பொருள்:** நகரமைப்பு - நகர் ஊரமைப்புச் சட்டம் பிரிவுகள் 56, 57 மற்றும் 80 A அனுமதியற்ற அபிவிருத்திகள் மீது அமலாக்க நடவடிக்கை மேற்கொள்ளுதல் மற்றும் வழிமுறை படுத்துதலுக்கான விதிகள் - பிரசுரிக்கப்பட்டது - விழிப்புணர்வு ஏற்படுத்துதல் மற்றும் தொடர் நடவடிக்கைகள் மேற்கொள்ள அறிவுறுத்தப்படுதல் தொடர்பாக.

- பார்வை:**
- 1 அரசாணை எண்.30, வீட்டு வசதி மற்றும் நகர்ப்புற வளர்ச்சித் [நவ 6(1)] துறை, நாள்.23.03.2022.
  - 2 அரசாணை எண்.195, வீட்டு வசதி மற்றும் நகர்ப்புற வளர்ச்சித் [நவ 4(1)] துறை, நாள்.05.11.2022.
  - 3 முதன்மைச் செயலாளர், வீட்டு வசதி மற்றும் நகர்ப்புற வளர்ச்சித் துறை அவர்களின் நேர்முக கடித எண்.4521/நவ4(1)/2022, நாள்.17.11.2022.

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நகர் ஊரமைப்புச் சட்டம் 1971-ன் கீழ் திட்ட அனுமதி வழங்குவதற்கும் அனுமதியற்ற அல்லது அனுமதிக்கு மாறாக கட்டப்படும் கட்டுமானங்கள் மற்றும் அபிவிருத்திகள் மீது உள்ளாட்சிகளால் நடவடிக்கைகள் மேற்கொள்ள திட்ட குழுமங்கள் மற்றும் அரசால் அதிகார பகிர்வு வழங்கப்பட்டுள்ளது.

அனுமதியற்ற அல்லது அனுமதிக்கு மாறாக கட்டப்படும் கட்டுமானங்கள் மற்றும் அபிவிருத்திகள் மீது நடவடிக்கைகள் மேற்கொள்ளும் சமயங்களிலும், மேல்முறையீட்டு விண்ணப்பங்கள் சமர்ப்பிக்கும் சமயங்களிலும் மேற்படி சட்டம் பிரிவு 80 A யின் கீழ் நடவடிக்கை மேற்கொள்ளுவதில் முறையான நடைமுறைகள் பின்பற்றப் படவில்லை என்ற காரணத்தினால் மாண்புமிகு உயர்நீதிமன்றத்தில் பல்வேறு வழக்குகள் தொடரப்பட்டமையால் முறையான அமலாக்க நடவடிக்கைகளை மேற்கொள்ள இயலவில்லை.

எனவே, மேற்காணும் பொருள் குறித்து ஒரே மாதிரியான நடைமுறைகளை பின்பற்றிட பார்வை 1-ல் காணும் அரசாணையின் படி சென்னை பெருநகர வளர்ச்சி குழுமம், நகர் ஊரமைப்பு

இயக்குநரகம், நகராட்சி நிர்வாக இயக்குநரகம் மற்றும் பேரூராட்சியின் ஆணையரகம் ஆகியோர் அடங்கிய குழுவால் பரிந்துரைக்கப்பட்டதன் அடிப்படையில் பார்வை 2-ல் காணும் அரசாணையில் அமலாக்க நடவடிக்கை விதிகள் மற்றும் அறிவிப்பு படிவங்களை வெளியிடப்பட்டுள்ளது.

பார்வை 3-ல் காணும் நேர்முக கடிதத்தில் “தமிழ்நாடு நகர் ஊரமைப்பு (அனுமதியற்ற அபிவிருத்திகளை அகற்றுதல்) விதிகள் 2022” -ன் அடிப்படையில் அமலாக்க நடவடிக்கைகளை மேற்கொள்ளவும், மேல்முறையீடு மற்றும் சீராய்வு மனுக்களை இவ்விதிகளின் அடிப்படையில் பரிசீலிக்க ஏதுவாக இவ்விதிகளின் விவரங்களை பொது மக்கள் அறிந்து கொள்ளும் வகையில் விழிப்புணர்வு ஏற்படுத்த வேண்டும் எனவும், அலுவலக இணையதளத்தில் வெளியிடுமாறும் அரசு முதன்மை செயலாளர், வீட்டு வசதி மற்றும் நகர்புற வளர்ச்சித் துறை அவர்களால் கேட்டுக் கொள்ளப்பட்டுள்ளது.

மேற்குறிப்பிட்ட அரசாணை மற்றும் விதிகள் இத்துடன் இணைத்து தக்க தொடர் நடவடிக்கைக்காக அனுப்பிவைக்கப்படுகிறது. மேற்காணும் விதிகளை பின்பற்றியும் உள்ளாட்சிகளுக்கு வழங்கப்பட்டுள்ள அதிகாரப் பகிர்வுகளுக்குட்பட்டு அனுமதியற்ற அல்லது அனுமதிக்கு மாறாக கட்டப்படும் கட்டுமானங்கள் மற்றும் அபிவிருத்திகள் மீது அமலாக்க நடவடிக்கைகளை கண்டிப்பாக மேற்கொள்ளப் பட வேண்டும் என இதன் வாயிலாக அனைத்து ஆணையாளர்களுக்கும், நகரமைப்பு அலுவலர்கள் மற்றும் நகரமைப்பு ஆய்வாளர்களுக்கும் தெரிவித்துக்கொள்ளப்படுகிறது.

ஒம்/- பா. பொன்னையா,  
நகராட்சி நிர்வாக இயக்குநர்.

இணைப்பு: மேற்படி

பெறுநர்:

1. அனைத்து மாநகராட்சி ஆணையர்கள்.
2. அனைத்து நகராட்சி ஆணையர்கள்.
3. அனைத்து நகரமைப்பு அலுவலர்கள்/செயற் பெறியாளர் திட்டம்.
4. அனைத்து நகரமைப்பு ஆய்வாளர்கள்.

நகல்:

1. அனைத்து மண்டல நகராட்சி நிர்வாக இயக்குநர்கள்.
2. இருப்பு கோப்பு.

//ஆணைப்படி அனுப்பப்படுகிறது//

*O. V. S. S. S.*  
22.12.22  
துணை இயக்குநர்(நகரமைப்பு).

*S. S. S.*  
22/12/22



Hitesh Kumar S.Makwana,I.A.S.  
Principal Secretary to  
Government.



Housing and Urban  
Development Department,  
Secretariat, Chennai-9.  
Ph : 044-2567 0516  
Fax : 044-2567 0611  
Email : [hud@tn.gov.in](mailto:hud@tn.gov.in)

**D.O.Letter No.4521/UD4(1)/2022, dated 17.11.2022**

Dear Ponnai h ,

Sub: Urban Development - Framing of rules to streamline the enforcement action on Unauthorized Development under sections 56, 57 and 80(A) of Tamil Nadu Town and Country Planning Act, 1971 - Request for strict adherence and widespread of publicity of the rules - Regarding.

Ref: 1) G.O.(Ms.)No.30, Housing and Urban Development Department, dated 23.03.2022.  
2) G.O.(Ms.)No.195, Housing and Urban Development (UD4(1)) Department, dated 05.11.2022.

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I am to state that sections 56 & 57 of Tamil Nadu Town and Country Planning Act, 1971 empowers the authorities concerned to take action against unauthorized construction of buildings and section 80A of the Act provides for filing special revision petition against the notices issued against the unauthorized buildings. Government in Housing and Urban Development Department is empowered to dispose the special revision petitions filed by the owners / occupiers of the unauthorized buildings.

2. This department while disposing the special revision petitions under section 80A observed that no standard procedure is adopted by the enforcing authorities and inappropriate sections of the Act have been invoked with notices. The format of notices differ and the statutory time to be given to respond to the notices or rectify the defects is not followed in majority of the cases. As a result, the action taken against the unauthorized buildings are quashed by the Hon'ble High Court rendering ineffective enforcement action.

Committee  
14209

3. In order to bring uniformity in the procedures for taking enforcement action throughout the state viz., issue of notices and the statutory procedures to be followed by the authorities and local bodies, this department in the reference first cited constituted a committee comprising of officials from Chennai Metropolitan Development Authority, Directorate of Town and Country Planning, Directorate of Municipal Administration and Commissionerate of Town Panchayats to formulate the guidelines to streamline the enforcement action on unauthorized and deviated buildings as per the provisions of Tamil Nadu Town and Country Planning Act, 1971. Accordingly, the committee submitted its report on 30.05.2022. This department after careful consideration of the recommendations of the committee and in consultation with other departments has now notified the Rules under section 56 & 57 of Tamil Nadu Town and Country Planning Act, 1971 including the rules for filing and disposal of the special revision petition under section 80A of the Act vide G.O.(Ms.) No.195, Housing and Urban Development (UD4(1)) Department, dated 05.11.2022. (Copy of the Rules is enclosed for your reference)

4. I request you to kindly instruct / circulate the rules within your department and instruct the officials to strictly follow the rules for taking action against unauthorized buildings under section 56 & 57 of the Tamil Nadu Town and Country Planning Act, 1971. Wide publicity may also be given for these rules by displaying the same in the official websites of your departments and in the local offices to make the general public aware of the procedures that will be followed by the authorities concerned for taking enforcement action against the unauthorized/ deviated buildings and the availability of the provision to file a special revision petition before the Government against enforcement action including the manner in which special revision petition is to be filed.

Best wishes.

Yours sincerely,

*Chitresh Neekumar*  
22/11/22

To  
Thiru P. Ponniah, I.A.S.,  
Director of Municipal Administration,  
Chennai-600 028. (w.e)

22/11/22  
2022





## **ABSTRACT**

Rules - Framing of rules for Streamline the enforcement action on Unauthorized Development under section 56, 57 and 80(A) of Tamil Nadu Town and Country Planning Act, 1971 - Notification - Orders - Issued.

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### **Housing and Urban Development [UD4(1)] Department**

**G.O.(Ms).No.195**

**Dated : 05.11.2022**

சுபகிருது, ஐப்பசி 19.

திருவள்ளூர் ஆண்டு 2053

Read

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### **ORDER:**

The Notification appended to this Order shall be published in the Tamil Nadu Government Gazette, Extraordinary, dated the 5th November, 2022.

**(BY ORDER OF THE GOVERNOR)**

**HITESH KUMAR S.MAKWANA  
PRINCIPAL SECRETARY TO GOVERNMENT**

To  
The Works Manager,  
Government Central Press, Chennai-600 079.  
The Secretary to Governor, Raj Bhavan,  
Chennai - 600 022.  
The Additional Chief Secretary to Government,  
Municipal Administration and Water Supply Department,  
Chennai-600 009.  
The Principal Secretary to Government,  
Rural Development and Panchayat Raj Department,  
Chennai-600 009.  
The Secretary to Government,  
Commercial Tax and Registration Department,  
Chennai-600 009.  
The Principal Secretary to Government,  
Revenue and Disaster Management Department,  
Chennai-600 009.

The Secretary to Government,  
Agriculture Department, Chennai-600 009.  
The Secretary to Government, Law Department,  
Chennai-600 009.  
All District Collectors  
The Director of Town and Country Planning,  
Chennai-600 107.  
The Member Secretary,  
Chennai Metropolitan Development Authority,  
Chennai-600 008.

**Copy to:**

The Special Personal Assistant to Hon'ble Minister for Housing and Urban  
Development, Chennai- 600 009.  
The Private Secretary to Principal Secretary to Government,  
Housing and Urban Development Department,  
Chennai-600 009.  
The Public (SC) Department, Chennai-600 009.  
Housing and Urban Development (OP1/Budget) Department,  
Chennai-600 009.  
Stock File/Spare Copy.

**//FORWARDED BY ORDER//**

  
**SECTION OFFICER.**

2.93  
5/11/22



## **APPENDIX.**

### **NOTIFICATION.**

In exercise of the powers conferred by sub-section (1) of section 122 read with sections 56,57 and 80-A of the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972), the Governor of Tamil Nadu hereby makes the following rules:-

### **RULES.**

**1. Short title and Commencement.**—These rules may be called the Tamil Nadu Town and Country Planning (Removal of Unauthorised Development) Rules, 2022.

**2. Definitions.**—(1) In these rules, unless the context otherwise requires,—

- (a) "Act" means the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972);
- (b) "Form" means form appended to these rules;
- (c) "Government" means the State Government;
- (d) "Section" means section of the Act;
- (e) "Unauthorised development" means the development of land or building that has been carried out or being carried out,—
  - (i) without the permission required under the Act;
  - (ii) in contravention of any permission granted under the Act or of any condition subject to which such permission has been granted;
  - (iii) after the permission for development of land or building has been duly revoked; or
  - (iv) in contravention any permission which has been duly modified.

(2) Words and expressions used and not defined in these rules but defined in the Act shall have the same meaning respectively assigned to them in the Act.

**3. Calling of documents by the appropriate planning authority.**—The appropriate planning authority or the Officer authorised by him in this behalf, may, on their own motion or on receipt of any complaint regarding unauthorised development of any land or building, for the purpose of taking action under section 56 or 57 of the Act, call for any document or record relating to such unauthorised development, by issuing a notice in Form I to the owner or occupier of the such land or building or to the person in whose possession such document or record is believed to be, to be produced within the time specified therein.

**4. Inspection of unauthorised development.**—(1) The appropriate planning authority or any other Officer authorised by him in this behalf may, inspect any land or building, where an unauthorised development is alleged to have been carried out or being carried out, after giving a notice there for of not less than seven days in Form II, to the owner or the occupier, as the case may be:

Provided that if the situation so warrants and the appropriate planning authority or the Officer so authorised deems fit, he may proceed to inspect such land or building without giving notice.

(2) After such inspection, the appropriate planning authority or the Officer authorised by him in this behalf, as the case may be, shall prepare an Inspection report.

(3) The Inspection report shall, among others, contain the following details, namely:-

- (i) whether building is completed or under construction,
- (ii) details of deviation from the planning permission, if any,
- (iii) whether completion certificate has been obtained or not,
- (iv) whether the building has been assessed for tax or not, and
- (v) whether the building has provision for water, sanitation, electricity and other amenities and services.

**5. Removal of unauthorised development already carried out.**—Pursuant to the inspection carried out in accordance with rule 4, if the appropriate planning authority or the officer authorised by him in this behalf is satisfied that the development of any land or building has already been carried out,—

(a) without obtaining the requisite planning permission under the Act or after the planning permission has been duly revoked, It may serve on the owner of the land or building, a notice in Form III requiring him to restore the land to its condition before the said development took place and also to discontinue any use of land or building, if need be, within the period specified therein, which shall be not less than thirty days from the date of service of such notice;

(b) in contravention of, the planning permission granted under the Act or any condition subject to which such planning permission has been granted or any permission which has been duly modified, it may serve on the owner of the land or building, a notice in Form IV requiring him to secure compliance with the planning permission or with the conditions of the permission or with the permission as modified, as the case may be, and also to discontinue any use of land or building, if need be, within the period specified therein, which shall be not less than thirty days from the date of service of such notice:

Provided that where Form III or IV requires discontinuance of the use of land or building, a copy of the notice shall also be served on the occupier of the land or building.

**6. Removal of ongoing unauthorised development.**—

(1) Pursuant to the inspection carried out in accordance with rule 4, if the appropriate planning authority or the officer authorised by him in this behalf, as the case may be, is satisfied that any unauthorised development as in clause (a) or clause (b) of rule 5 is being carried out, or is in progress, he may serve on the owner of the land or building and on the person carrying out such development, a notice in Form V, requiring



him to discontinue the development forthwith and to inform the fact of discontinuance to the planning authority or the officer authorised.

(2) On receipt of the notice in Form V, if the owner or the person carrying out the unauthorised development fails to discontinue the development, then the planning authority may serve on the owner a notice in Form VI requiring him to remove that part of the building built subsequent to the service of notice in Form V, within a period of not less than seven days as may be specified in the notice.

**7. Lock and seal of unauthorised development.**—(1) If the owner or occupier of any land or building, has not discontinued the use or development of such land or building as required in the notices in Form III or IV and Form V, the appropriate planning authority shall issue an Order in Form VII to lock and seal the premises and accordingly cause the premises to be locked and sealed until further orders. The expenses incurred for the locking and sealing of the premises shall be recovered from the owner or developer of the land or building:

Provided that in case of an ongoing unauthorised development, if the appropriate planning authority is satisfied, he may directly issue an order to discontinue the development by locking and sealing the premises till the production of the required planning permission, without issuing a notice in Form V or Form VI.

(2) After the issue of the Lock and Seal Order, immediate action shall be initiated to lock and seal the outer door or the entrance of the premises, after ensuring that the other outlets and inlets of the premises have been properly locked in such a manner that no person can enter the premises without breaking or removing the seal affixed on the lock.

(3) The premises in respect of which an order of lock and seal has been issued, shall be locked and sealed with seal of the appropriate planning authority and it shall be kept in safe custody.

(4) After causing the premises to be locked and sealed, the appropriate planning authority shall inform the same in writing to the jurisdictional police station.

(5) If it is found that the seal as affixed on the lock has been broken or tampered-with, the same shall be reported by the planning authority in writing to the police station concerned.

**8. Register of Lock and Seal.**—The appropriate planning authority shall keep a complete record of all the lock and seal orders passed by him in a Register in Form VIII.

**9. Mode of service of notice.**— Any notice issued to any person under these Rules shall be served on him,—

(a) by giving or tendering such notice in person or to some adult member of his family; or

(b) if such person is not found, by forwarding such notice to him by registered post to the address of his last known residence, or office or any other address where he is known to be available, or

- (c) if he cannot be reached by the above means, by causing a copy of such notice to be affixed on some conspicuous part of the building or land, to which the notice relates.

**10. Manner of presentation of application under section 80-A.**—(1) Any person aggrieved by an order of lock and seal under sub-section (2-A) of section 56 or sub-section (4) of section 57 of the said Act, may prefer an application under section 80-A in Form IX to the Government.

(2) An application under sub-rule (1) shall be accompanied by the following:—

- (i) copy of notice together with the enclosures issued by appropriate planning authority under section 56 or 57;
- (ii) reply submitted by the applicant, if any, against the notices served under section 56 or 57;
- (iii) copy of Lock and Seal Order;
- (iv) documents, approved plans and permits with a list thereof, on which the applicant wishes to place reliance in support of his application;
- (v) grounds of application;
- (vi) any other relevant document.

(3) The application shall be presented in triplicate, in person or through registered post addressed to the Additional Secretary (Technical), Housing and Urban Development Department, Secretariat, Fort St. George, Chennai-600009, with the superscription "Application under section 80-A of the Tamil Nadu Town and Country Planning Act, 1971".

(4) Every such application shall be made within the period of thirty days from the date of sealing of the premises.

**11. Registration of application.**—(1) The officer not below the rank of Under Secretary to Government, authorised in this behalf shall, on receipt of an application under section 80-A, affix the date stamp on the application and on such additional copies thereof and shall also affix his initials on the stamp affixed.

(2) Thereafter, the officer authorised in this behalf shall examine,—

- (i) whether the person presenting it has the authority to do so;
- (ii) whether it conforms to the provisions of the Act and these Rules; and
- (iii) whether the application is in the proper form and has all the prescribed enclosures.

(3) If the officer authorised in this behalf is satisfied that the application is in order, he shall admit the application and cause the application to be numbered and cause to enter the particulars of the application forthwith in the register in Form X maintained for this purpose.

(4) If the officer authorised in this behalf finds that the application does not fall under section 80-A of the Act, he shall summarily reject the application in Form XI and return all the papers to the applicant.



(5) If the officer authorised in this behalf finds that the application is not submitted in accordance with the manner prescribed in rule 10, may issue a notice to the applicant in Form XII requiring him to rectify the defects within a reasonable period of not less than fifteen days to be specified in such notice and return the application along with all the enclosures to the applicant. If the application is resubmitted after due rectification of all the defects within the stipulated period, the application shall be admitted and numbered as per sub-rule (3) above.

**12. Procedure for disposal of application under section 80-A.**—(1) Within thirty days from the date of the numbering of the application, the officer authorised in this behalf shall fix a date for hearing the application and send a notice in Form XIII to the applicant under intimation to the planning authority concerned.

(2) On the day fixed for the hearing of the application, the applicant shall appear, either in person or through his authorised representative, who shall be duly authorised in writing in this behalf, and shall be entitled to present his case before the officer authorised by the Government in this behalf.

(3) The officer authorised in this behalf shall maintain a diary in Form XIV, wherein he shall record all the details of the hearing.

(4) The officer authorised in this behalf may at any time call upon the applicant or the appropriate planning authority or any other person with regard to the application filed, to produce such further documents as he deems necessary.

**13. Order of the Government.**—(1) Every order passed by the Government on an application under section 80-A shall be entered in the register in Form XV.

(2) The order of the Government shall bear the official seal and shall be communicated within seven days from the date of passing thereof to the parties concerned.

**14. Delegation.**— The Government may, by general or special order in writing, authorise any officer to carry out the functions under this rules, as it may deem necessary.

**HITESH KUMAR S. MAKWANA,  
PRINCIPAL SECRETARY TO GOVERNMENT.**

**//TRUE COPY//**

  
**SECTION OFFICER.**

2. 96  
5/11/22

**APPENDIX**

**FORM- I**

**[See rule 3]**

**NOTICE FOR PRODUCTION OF DOCUMENTS**

Notice No.

Date:

On the basis of information which has come to notice that the development/premises at ....., .....village, .....taluk, ..... district has been made or is being developed, without obtaining due planning permission or in deviation of the permission granted.

You are hereby requested to produce the following documents within ..... days from the date of receipt of this notice, failing which necessary action will be initiated under section 56 or 57 of the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972), based on the records / documents available at our end.

1.

2.

.....  
[Specify the documents required]

XXXXXX

Signature of the issuing authority

Date: .....

Seal : .....

To.

The Owner and/or Developer



**FORM II**

[See rule 4 (1)]

**NOTICE OF INSPECTION**

Notice No.

Date:

Sub: Development[carried out / being carried out] \* .....,

.....village, .....taluk, ..... district.

Take notice that the building/land situated at .....,  
.....village, .....taluk, ..... district will be inspected on  
.....[Date not less than seven days from the date of Notice shall be  
specified)] between the hours of..... [Time].

Please ensure to make yourself or your authorised representative  
present with all the necessary documents to carry out the inspection.

[\*Strike out whichever is not applicable]

XXXXXX

Signature of the issuing authority

Date: .....

Seal : .....

To,

The Owner and/or Developer and/or occupier

**FORM III**

[See rule 5(a)]

**NOTICE FOR THE REMOVAL OF UNAUTHORISED DEVELOPMENT  
CARRIED OUT WITHOUT PLANNING PERMISSION.**

Notice No.

Date:

Subject : Unauthorised Development at .....,  
.....village, .....taluk, ..... district – Notice  
under section 56(1) of the Tamil Nadu Town and  
Country Planning Act, 1971 (Tamil Nadu Act 35 of  
1972) – Issued - Reg.

Reference: 1. Notice No \_\_\_\_\_ of the \_\_\_\_\_ Planning  
Authority, dated \_\_\_\_\_ .(requiring production of  
documents).  
2. Site inspection made on \_\_\_\_\_.

\*\*\*\*\*

Pursuant to the inspection carried out on \_\_\_\_\_, it is found that  
an unauthorized development of [land/building]\* has been carried out in  
the premises at ....., .....village, .....taluk, ..... district  
without permission/after the permission for development of land or  
building has been duly revoked\*. The photographs of the development  
taken during the site inspection are enclosed.

You are hereby required to restore the [land/building]\* to its  
condition before the said development took place by  
[demolishing/altering the building or works or carrying out on land, of any  
building or other operations,..... (narrate the  
alteration required)]\* within .....days # from the date of receipt of this  
notice.

If the land or building has not been restored within the above period, appropriate action will be taken under sub-section (5) of section 56 of the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972), for demolition or alteration of any building or works or carrying out of any building or other operations as it may consider necessary, without any further notice. The cost incurred for demolition or alteration will be recovered from you.

[You are also requested to discontinue the use of the [land/building]\* within ..... # days from the date of receipt of this notice.

If the owner or occupier has not discontinued the use of land or building within the specified period, appropriate action under sub-section (2-A) of section 56 of the said Act will be initiated by locking and sealing of the subject premises.]\*

[\*strike out whichever is not applicable]

[# not less than 30 days to be specified]

XXXXXX

Signature of the issuing authority

Date: .....

Seal : .....

To

Name and address of the owner/occupier



**FORM IV**

[See rule 5(b)]

**NOTICE FOR COMPLIANCE OF PLANNING PERMISSION IN  
RESPECT OF UNAUTHORISED DEVELOPMENT CARRIED OUT IN  
CONTRAVENTION OF PLANNING PERMISSION**

Notice No. \_\_\_\_\_

Date: \_\_\_\_\_

Subject: Unauthorised Development at \_\_\_\_\_,  
.....village, .....taluk, ..... district – Notice  
under section 56(1) of the Tamil Nadu Town and  
Country Planning Act, 1971 (Tamil Nadu Act 35 of  
1972) – Issued - Reg.

Reference: 1. Notice No \_\_\_\_\_ of the \_\_\_\_\_ Planning Authority,  
dated \_\_\_\_\_ (requiring production of documents).  
2. Site inspection made on \_\_\_\_\_.

\*\*\*\*\*

Pursuant to the inspection carried out on \_\_\_\_\_, it is found  
that an unauthorized development of [land/building] \* has been carried  
out in the premises at \_\_\_\_\_, .....village, .....taluk, .....  
district in contravention of [any permission granted or any condition  
subject to which permission has been granted/in contravention of any  
permission which has been duly modified] \*. The following deviations  
from the planning permission are found, namely:-

- 1.
- 2.
- 3.

The photographs of the development taken during the site inspection are  
enclosed.

You are hereby required to secure compliance with the  
[permission/with the conditions of the permission]\* by  
[demolishing/altering the building or works or carrying out on land the  
works of.....(narrate the alteration required)/by carrying out  
on land of any building or other operations] \*(narrate the work to be  
carried out) within ..... days # from the date of receipt of this notice.

If the compliance of the permission has not been secured within the specified period, appropriate action will be taken under sub-section (5) of section 56 of the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972), for demolition or alteration of any building or works or carrying out of any building or other operations as it may consider necessary, without any further notice.

[You are also requested to discontinue the use of the [land/building]\* within ..... days# from the date of receipt of this notice.

If the owner or occupier has not discontinued the use of land or building within the specified period, appropriate action under sub-section (2-A) of section 56 of the said Act will be initiated by locking and sealing of the subject premises.]\*

[\*strike out whichever is not applicable]

[# not less than 30 days to be specified]

XXXXXX

Signature of the issuing authority

Date: .....

Seal : .....

To

Name and address of the owner / occupier

**FORM V**

[Seerule 6(1)]

**NOTICE TO DISCONTINUE ONGOING UNAUTHORISED  
DEVELOPMENT.**

Notice No.

Date:

Sub: On-going development work at ....., .....village,  
.....taluk, ..... district.

Ref: Site inspection made on .....

Pursuant to the inspection carried out on ....., it is found that the development on the premises at ....., .....village, .....taluk, ..... district is being carried out[without obtaining the required permission/in contravention of any permission granted under the Act/ in contravention of any condition subject to which such permission has been granted/after the permission for development of land or building has been duly revoked/in contravention any permission which has been duly modified]\*

The photographs of the development work taken during inspection are enclosed.

You are hereby directed to discontinue the above development immediately and to inform us the fact of discontinuance of the said development.

[\*Strike out whichever is not applicable]

xxxxxx

Signature of the issuing authority

Date: .....

Seal : .....

To,  
The Owner /Developer



**FORM VI**

[See rule 6(2)]

**NOTICE REQUIRING THE DEMOLITION OF WORK CARRIED OUT  
AFTER THE NOTICE TO DISCONTINUE WORK**

Notice No. ....

Date: .....

**Sub:** On-going development work at ....., .....village,  
.....taluk, ..... district.

**Ref:** (1) Site inspection made on .....

(2) Notice requiring discontinuance of work dated .....

Pursuant to the inspection carried out at the premises at .....,  
..... village, .....taluk, ..... district on ....., a Notice'  
was served on you on .....directing you to stop the development  
work immediately and to inform in writing to the Planning Authority  
about the discontinuance of work within the time mentioned therein.

Despite the issue of the said Notice dated ....., you have  
continued the development work on the subject site.

You are, hereby directed to demolish/remove the part of the  
building built after the service of said Notice dated ....., within..... days  
(Number of days not less than seven days shall be specified) from the  
date of service of this notice. Failing which, appropriate action will be  
taken by the undersigned to demolish that part of the building built  
subsequent to the date of service of the notice dated ....., without  
any further notice.

XXXXXX

Signature of the issuing authority

Date: .....

Seal : .....

To,  
The Owner and/or Developer

**FORM VII**

**[See rule 7]**

**LOCK AND SEAL ORDER**

**Order No.**

**Date:**

**Sub:** Premises at ....., ..... village, .....taluk,  
..... district.

**Ref:** Notice dated ..... for discontinuance of use/development.

In the Notice dated .....referred above, you were directed to  
discontinue the [use of land or building/to discontinue the ongoing  
development work]\*at ....., .....village, .....taluk,  
..... district.

You have failed to comply with the aforesaid direction. Under  
[section 56(2-A)/57(4)]\* of the Tamil Nadu Town and Country Planning  
Act, 1971 (Tamil Nadu Act 35 of 1972), the premises at .....,  
..... village, .....taluk, ..... district is hereby ordered to  
be locked and sealed by the undersigned.

The owner/occupier of the subject premises is/are hereby directed  
not to break or tamper with the lock and seal, failing which, appropriate  
action will be initiated.

Any person aggrieved by this Order may prefer an application  
under section 80-A of the said Act, addressed to the Additional  
Secretary (Technical), Housing and Urban Development Department,  
Secretariat, Chennai – 600009, within thirty days from the date of  
sealing of the premises.

[\* strike out whichever is not applicable.]

xxxxxx

Signature of the issuing authority

Date: .....

Seal : .....

To,  
The Owner / Occupier

**FORM VIII**

[See rule 8]

**REGISTER OF LOCK AND SEAL ORDERS**

S.no.	Name	Address of the premises	Date of Lock and Seal Order



**FORM IX**

[See rule 10(1)]

**APPLICATION UNDER SECTION 80-A OF THE TAMIL NADU TOWN  
AND COUNTRY PLANNING ACT, 1971**

Application No ..... of .....

From:

To:

The Additional Secretary (Technical),  
Housing and Urban Development Department,  
Secretariat, Fort St. George,  
Chennai -600009.

1. Address for service of notice and orders :
2. Particulars of land/building: (a) Address (b) No. of floors (c) Floor area
3. Usage of land/building:  
(industrial, commercial, residential, agricultural, institutions, others)
4. Details of Planning Permission:
5. Date of Lock & Seal Order of the appropriate planning authority  
against which this application is filed (copy of the order to be enclosed):
6. Date of receipt of the Lock & Seal Order by the applicant:
7. Date on which the premises was sealed:
- 8 . Grounds for filing this application:
- 9 . *Interim* order, if any, sought for:
- 10 . List of Enclosures:
- 11 .Whether application is filed within thirty days from date of sealing of  
the building/premises: (yes/no)

**DECLARATION**

I/We declare that the particulars furnished above are true to the  
best of my/our knowledge.

Signature of Applicant(s):

Date:

**FORM X**

[Seerule 11(3)]

**REGISTER OF APPLICATIONS UNDER SECTION 80-A**

Serial no.	Date of receipt of application	Name and Address of the applicant	Whether application filed within 30 days from the date of sealing	Whether application is as per rule	Application no.
(1)	(2)	(3)	(4)	(5)	(6)

Details of the premises		Particulars of Notice against which application is filed		Prayer sought for in application
District	Village	Date of Notice to discontinue use/development	Order of Lock and Seal	
(7 (i))	(7 (ii))	(8 (i))	(8(ii))	(9)
Interim relief, if any		Hearing date		
(10)		(11)		

**FORM XI**

[See rule 11(4)]

**SUMMARY REJECTION OF APPLICATION UNDER SECTION 80-A**

To,

..... (Applicant)

Ref.: Your application dated.....

Please take note that your application referred above does not fall under section 80-A of the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972) for the following reasons and therefore, is summarily rejected and returned herewith:-

1.

2.

....

XXXXXX

Signature of the authorised officer

Date: .....

Seal : .....



**FORM XII**

[See rule 11(5)]

**NOTICE TO RECTIFY THE DEFECTS IN THE APPLICATION**

To,

..... (Applicant)

Ref : Your application dated .....

Please take note that your application referred above filed against the Lock and Seal Order dated ..... has not been admitted as it is found to be defective, for the following reasons:-

- 1.
- 2.
- 3.

You are hereby required to rectify the aforesaid defects and resubmit the application within ..... days (Number of days not less than fifteen days shall be specified) from the date of receipt of this notice, failing which your application will not be entertained.

XXXXXX

Signature of the authorised officer

Date: .....

Seal : .....

**FORM XIII**

[Seerule 12(1)]

**NOTICE OF HEARING**

Application No. .... of .....

To,

..... (Applicant)

Please take note that the application dated ..... filed by you under section 80-A of the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972) will be taken up for hearing at ..... [place of hearing] on ..... at ..... AM/PM.

You are requested to participate in the hearing and make necessary arrangements to produce all the relevant documents for reference.

xxxxxx

Signature of the authorised officer

Date: .....

Seal : .....

Copy to :

The planning authority (concerned).

**Form XIV**

[See rule 12(3)]

**DIARY OF RECORD OF HEARINGS**

Application No.	Status of the application (adjourned/heard/ disposed off/orders reserved)	Date of next hearing, if applicable
(1)	(2)	(3)



**Form XV**

[See rule 13(1)]

**REGISTER OF ORDERS UNDER SECTION 80-A**

Serial No.	Application no.	Details of Order passed		Interim Order, if passed
		Date	Whether Lock and Seal order is affirmed or dismissed	
(1)	(2)	(3)	(4)	(5)

**HITESH KUMAR S.MAKWANA,  
PRINCIPAL SECRETARY TO GOVERNMENT.**

**//TRUE COPY//**

*[Signature]*  
**SECTION OFFICER.**

*2-03*  
*5/11/22*