FORM No. 1
(See rule 3)

APPLICATION FOR APPROVAL OF PLANS TO CONSTRUCT, EXTEND OR TAKE INTO USE ANY BUILDING AS FACTORY OR REVISION IN PLANT AND MACHINERY LAYOUT

(1) Application for – *(Tick one or more, as applicable)*
(a) Constructing a new building : ______________
(b) Extending the existing building : ______________
(c) Taking into use any building as a factory : ______________
(d) Revision in Plant and Machinery Layout : ______________

(2) Applicant’s/Occupier’s details in block letters
(a) Full Name : ______________________________________
(b) Permanent Residential Address : ______________________________________
(c) Local Residential Address : ______________________________________

FAX;  
LANDLINE phone no.  
MOBILE Phone No. _____________
(i). : ____________________________

LANDLINE phone no.

(3) Full name and postal address of factory including phone No.
(a) Name : M/s.________________________________
(b) Address : ______________________________________

FAX;  
LANDLINE phone no.

(4) Please indicate also the following details:-
(a) Nearest police station : ______________________________________
(b) Nearest railway station : __________________________

(c) Nearest public hospital : __________________________

(5) (a) Whether already registered as a factory : Yes/No

(b) If yes,

(i) Registration No. : __________________________

(ii) Licence No. : GOA/___________

(iii) Valid upto : __________________________

(c) Does it fall in THE FIRST SCHEDULE under section 2 (cb) of the Factories Act, 1948.

If yes,

(i) State the category as per THE FIRST SCHEDULE of the Factories Act 1948. (Details given in Annexure VI hereto)

(d) Dangerous Manufacturing Process or Operation carried on or to be carried on as per rule 131 of the Goa Factories Rules, 1985. (Details given in Annexure VII hereto)

(e) Approval for Project / Proposal by High Powered Co-ordination Committee.(For new and existing large factories)

(f) N.O.C from Directorate of Industries.(For new and existing micro, small or medium factories)

(g) N.O.C from Local Authority i.e. Municipality / Panchayat / Goa Industrial Development Corporation along with photo copy of approved plans.(For new and existing factories)

(h) N.O.C from Goa State Pollution Control Board as under: -

(i) For new factories, Consent to Establish

(ii) For existing factories, Air and Water Consent to Operate and Hazardous Waste Authorization

(i) N.O.C from Petroleum and Explosives Safety Organization in case of factories using / manufacturing / storing explosives or petroleum substances (For new and existing factories)

(j) N.O.C from Directorate of Foods and Drugs Administration for pharmaceutical and foods and drugs factories (For new
factories)

(k) N.O.C from Captain of Ports / Marmugao Port Trust for shipyard, docks or any site near river banks, sea, etc. (For new and existing factories)

(6) OTHER DOCUMENTS:

(1) List of directors/partners in case of company/firm with their permanent address and telephone numbers.(For new factories and in case of existing factories if there is any change)

(2) Board Resolution appointing one of the Directors/partners as Occupier of the factory. As per Annexure – I hereto.(For new factories and in case of existing factories if there is any change)

(3) Ownership documents of the premises i.e. Sale Deed/Lease Deed.(For new factories and in case of existing factories if there is any addition / deletion of plot or survey no.)

(4) List of raw material used in the manufacturing process .(For new factories and in case of existing factories if there is any change in raw material)

(5) List of finished products manufactured in the factory.(For new factories and in case of existing factories if there is any change in finished product)

(6) Schematic flow chart of the manufacturing process.(For new factories and in case of existing factories if there is any change in manufacturing process)

(7) Brief description of the manufacturing process.(For new factories and in case of existing factories if there is any change in such process)

(8) List of chemicals/oils/solvents/gases that are stored, produced or discharged to be given as per Annexure – II hereto .(For new factories and in case of existing factories if there is any change thereto)

(9) Details of trade waste to be submitted as per Annexure – III hereto.(For new factories and in case of existing factories if there is any change thereto).

(10) Statistical data to be submitted as per Annexure – IV hereto (to be obtained from Architect/Engineer)
(11) Stability Certificate of the building/shed/structure/work of engineering construction (to be obtained from Competent person approved by Chief Inspector of Factories):

(12) Plans in duplicate in blue print/CAD print (Refer Annexure V hereto for guidelines of plan preparation):

(13) Details of safety fittings, equipments, devices and the measures to be adopted with the list of protective wears:

(14) (i) List of machineries/equipments with their power rating in HP/kilo watts.(For new factories and in case of existing factories if there is any change):

(ii) List of other power/steam generating equipments along with their details:

(15) List of raw materials imported indicating the name of the country from where it is imported and the quantity imported.(For new factories and in case of existing factories if there is any change):

(16) Risk Analysis Report in case of Major Accident Hazard installation/Chemical Unit.(For new factories and in case of existing factories if there is any change):

Rubber stamp and signature of the Occupier: ________________

Name of Occupier: ________________________________ (in block letters)

Date:-

Notes: (1) Applicant should be the occupier of the factory, as specified under the following circumstances:-

(a) The proprietor of proprietary concern, or

(b) Anyone of the individual partners of the firm by consent from all other partners.

(c) One of the directors of the company nominated by Board of directors by resolution.

(d) The person appointed by notification to manage the affairs of the factory, owned or controlled by the Central Government or State Government or a local authority.

(2) The application in this Form is not valid after 3 months from the date of submission, if plans are not approved.

(3) Application made by a person other than the occupier of a factory will not be entertained.
QUESTIONNAIRE

(1) Has the construction work been started? If yes, □ No when? □ Yes On……………

(2) Has the construction work been completed? If yes, □ No when? □ Yes On……………

(3) Has the manufacturing process commenced? If yes, □ No when? □ Yes On……………

How many workers were employed on the first day of the manufacturing activity?

(4) From which date you are employing more than 9 workers with the aid of power or more than 19 workers without the aid of power? From ……………

(5) What is/will be the maximum number of workers employed per day? (Maximum, counting all shifts in the entire factory) Male: …………

Female: …………

(6) What is/will be the maximum number of workers working in the entire factory at any one time? Male: …………

Female: …………

(7) How many workers are engaged in each dangerous manufacturing process or operation specified at serial no. 5 (d) of the Application? Dangerous operations Workers Employed

(i). ……………. ……………

(ii). ……………. ……………

(iii). ……………. ……………

(iv). ……………. ……………

Name and Signature of the Occupier

Date: -

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