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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 : _____

FAX;
LANDLINE phone no.
MOBILE Phone No. _____

(c) Local Residential Address

(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. : Yes/No
- 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?
- | | <u>Dangerous operations</u> | <u>Workers Employed</u> |
|--------|-----------------------------|-------------------------|
| (i). | | |
| (ii). | | |
| (iii). | | |
| (iv). | | |

Name and Signature of the Occupier

Date: -