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GOVERNMENT OF THE PUNJAB LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT

NOTIFICATION (156 of 2022)

26 DECEMBER 2022

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**"GOVERNMENT OF THE PUNJAB
LOCAL GOVERNMENT AND COMMUNITY
DEVELOPMENT DEPARTMENT**

Dated: Lahore the, 24th December 2022

NOTIFICATION

No. SOR(LG)8-5/2022.- In exercise of the powers conferred under section 202 of the Punjab Local Government Act 2022 (XXXIII of 2022), Governor of the Punjab is pleased to make the following rules:

1. Short title and commencement.- (1) These rules may be cited as the Punjab Private Housing Schemes Rules 2022.

(2) They shall come into force at once.

2. Definitions.- (1) In the rules, unless the context or subject requires otherwise:

- (a) "Act" means the Punjab Local Government Act 2022 (XXXIII of 2022);
- (b) "Agency" includes a local government or office or authority or company responsible for the provision of utility services;
- (c) "amalgamation" means joining of two or more housing schemes;
- (d) "chamfer" means the flat surface made by cutting of sharp edge or corner of a plot to enhance the visibility at the turning point;
- (e) "company" means a company registered under the Companies Act, 2017 (XIX of 2017);
- (f) "conversion fee" means the fee levied by the local government for conversion of land use;
- (g) "cooperative society" means a society registered under the Co-operative Societies Act, 1925 (VII of 1925);
- (h) "development works" means the planning and execution of infrastructure of a housing scheme such as roads, street lights, water supply, sewerage system, public parks, electricity, sui gas and such like amenities;
- (i) "District Planning and Design Committee" means a District Planning and Design Committee constituted under the Punjab Land Use Plan (Classification, Reclassification and Redevelopment) Rules, 2020 or any other land use rules;

- (j) "educational institution" includes a school, college, university, research or training center, library or a madrassah;
- (k) "farm house" means a dwelling place on a plot having an area not less than four kanal in a farm housing scheme;
- (l) "Form" means a Form appended to the rules;
- (m) "horticulture" means the art or practice of garden cultivation, tree plantation, arranging of grass and flower beds;
- (n) "housing scheme" includes a private housing scheme, a farm housing scheme, a cooperative housing scheme or any other kind of housing scheme;
- (o) "infrastructure" means the services including road network, public parks, graveyards, street lights, water supply, drainage and sewerage system, electricity, telephone, gas, cable and power lines;
- (p) "Kanal" means a size of land equal to twenty marlas;
- (q) "landscape plan" means a plan showing visible feature in an open space in a scheme such as walkway, green area, fountain, flower bed, grass and trees;
- (r) "land use plan" means a plan drawn up and approved by a local government or any other authority competent to approve under any law which provides the actual and proposed land use to the extent of existing planned areas and non-planned areas and the land uses which are permitted, permissible and prohibited in both planned and non-planned areas;
- (s) "marla" means a size of land equal to two hundred twenty-five square feet in Lahore district and two hundred seventy-two square feet in other districts;
- (t) "master plan" means the traditional method for presenting a set of land usage allocation and control measures in the form of a map in graphical form and is supported by written statements of goals and objectives, strategy, financial implications and policies for planning and development of an area and includes a structure plan, an outline development plan, agro-ville plan, a spatial plan, peri-urban structure plan, site development zone structure plan, land use plan and a metropolitan plan, approved and notified under any law;
- (u) "peri-urban structure plan" means a plan notified under the Punjab Land Use (Classification, Reclassification and Redevelopment) Rules, 2020;
- (v) "property" means a plot or a building in a scheme;

- (w) "public building" includes a dispensary, post office, police station, local government office, educational institution, hospital, clinic, mosque, fire station, community centre, clubs and such other public building;
- (x) "public building area" means an area reserved in a housing scheme for public buildings;
- (y) "right of way" means the width of road between two opposite properties;
- (z) "road" means a road or street including land within the right of way and all works, such as, carriage ways, cartways, foot paths, berms, side drains, culverts, bridges, tunnels, fences, posts, signboards, plantation and lighting arrangements, intersections and medians;
- (aa) "rules" means the Punjab Private Housing Schemes Rules 2022;
- (bb) "saleable area" means an area under the residential, commercial and saleable share of public building area in a housing scheme;
- (cc) "site development zone" means an area within the planned or non-planned area of a local government with proposed land uses and notified by the local government for the future development of the local area;
- (dd) "sponsor" means a company or a cooperative society or a firm or an owner of land who intends to develop a housing scheme or who has developed a housing scheme after approval;
- (ee) "town planner" means a town planner registered with Pakistan Council of Architects and Town Planners; and
- (ff) "valuation table" means the valuation table notified under the Stamp Act, 1899 (*II of 1899*).

(2) A word or expression used but not defined in the rules shall have the same meaning as assigned to it in the Act.

3. Types of housing schemes.- The following are the types of housing scheme:

- (a) housing scheme having an area not less than five hundred kanal;
- (b) housing scheme having an area not less than three hundred kanal but less than five hundred kanal;
- (c) housing scheme having an area not less than one hundred kanal but less than three hundred kanal;
- (d) housing scheme having an area not less than forty kanal but less than one hundred kanal;

- (e) housing scheme having an area less than forty kanal;
- (f) farm housing scheme having area not less than one hundred kanal; and
- (g) apartment housing scheme having minimum area of twenty-five Kanal.

4. No development activity without approval of housing scheme.- The sponsor shall not initiate any development activity without obtaining approval under rule 23 from the local government concerned.

5. Status of land as per master plan.- (1) The local government concerned shall allow a housing scheme in the area declared as residential area in site development zone, structure plan or master plan or outline development plan or peri-urban structure plan.

(2) The local government concerned shall on the application of a sponsor of a housing scheme, within two weeks from the date of receipt of application, intimate the sponsor regarding status of the specific land use prescribed in the site development zone, structure plan or master plan or outline development plan or peri-urban structure plan.

(3) The application shall be submitted with copies of the following documents:

- (a) valid Computerized National Identity Card;
- (b) document indicating location of Khasra numbers marked on satellite image duly certified by the concerned Assistant Commissioner; and
- (c) proof of processing fee of one thousand rupees.

(4) The intimation under sub-rule (1) regarding status of the land as prescribed in the master plan shall be valid for a maximum period of six months.

6. Application for approval of a housing scheme.- (1) A sponsor shall submit an application for approval of the housing scheme to the local government concerned.

(2) In case of a housing scheme comprising of land owned by more than five owners, a company, firm or a cooperative society, shall submit application for approval.

(3) The application, containing complete postal and e-mail addresses, shall be submitted along with the following documents:

- (a) certified copy of valid Computerized National Identity Card of the sponsor;
- (b) complete mailing address of the sponsor;
- (c) a copy of last-paid utility bill or tenancy agreement for the property mentioned in the mailing address as proof of residence;

- (d) a certified copy of certificate of registration of the firm, company or the cooperative society, if applicable;
- (e) triplicate copy of location plan of proposed scheme signed by a town planner and sponsor indicating total area and salient features;
- (f) layout plan, super imposed on a khasra plan, with proposed division of scheme into residential and commercial plots, road network, open spaces, graveyard and public buildings prepared and signed by a town planner and the owner in accordance with the rules;
- (g) certified title document such as registered sale deed, mutation, fard-e-malkiat and any other relevant document to establish ownership of the land, but no special or general power of attorney or agreement shall be entertained or accepted for the proof of the ownership;
- (h) list of Khasra numbers, Khasra plan and boundary superimposed on satellite image, location of site shown on the master plan signed by town planner and sponsor;
- (i) triplicate copy of Khasra plan or aks shajra certified by the concerned revenue officer duly countersigned by Collector of the Tehsil;
- (j) soil investigation report for technical requirements prepared by a consultant, registered with Pakistan Engineering Council, engaged by the sponsor, for housing scheme having area hundred kanals and above;
- (k) triplicate copy of non-encumbrance certificate issued by the Revenue Officer duly countersigned by the Collector of the Tehsil also certifying that the proposed area of the housing scheme is not notified by the Collector for acquisition for any public purpose;
- (l) no objection certificate from the Irrigation Department, Government of the Punjab, certifying that the proposed area of the housing scheme is not prone to flooding and the details of public water ways falling within the proposed area of the housing scheme;
- (m) triplicate copy of topographic survey extended to a depth of one thousand feet around the housing scheme area;
- (n) five hard copies and AutoCAD soft copy of layout plan superimposed on Khasra plan, with proposed division

of scheme into residential and commercial plots, road network, open spaces, graveyard and public building plots and also indicating the amenity plots proposed to be transferred and mortgaged, prepared and signed by a town planner and the sponsor in accordance with the rules;

- (o) soft copy of layout plan geo-referenced with the appropriate coordinate system; and
- (p) any other information, if required by the local government concerned.

(4) The sponsor shall not use the name of already approved housing scheme but the words such like 'Phase-I', 'Phase-II' or 'Extension' may be added with the name of the housing scheme; provided that the sponsor for the housing scheme is the same.

7. Evaluation criteria.- (1) The local government concerned shall not entertain an incomplete application.

(2) The local government concerned shall, within ten working days, from receipt of application, evaluate and process the application and technically scrutinize the lay out plan.

(3) The local government concerned shall apply the following criteria for evaluation of the application:

- (a) the site proposed for housing scheme form a contiguous block and fulfills the following requirements;
- (b) the site falls on access road having minimum width of 40 feet;
- (c) it is not prone to flooding as certified by the Irrigation Department, Government of the Punjab;
- (d) it is not notified by the Collector for acquisition for any public purpose;
- (e) the housing scheme proposal is in conformity with the approved master plan or outline development plan, land use plan, agro-ville development plan and other allied plans. The local government and the District Planning and Design Committee concerned shall exercise due diligence keeping in view the availability of infrastructure/ utility services and future growth potential if such plans are not available;
- (f) ownership or title of the land of proposed housing scheme vests with the sponsor;
- (g) soil is suitable for development of a housing scheme;

- (h) for housing scheme less than hundred kanal, the sponsor does not own additional land adjoining the land proposed;
- (i) in case of housing scheme less than hundred kanal, the land is locked owing to the following:
 - (i) surrounded by an existing built up area, planned area or any housing scheme; or
 - (ii) separated from the vacant area by physical barriers such as proposed structure plan road, main road, railway line, canal, distributary or any other public project, farm house or graveyard; or
 - (iii) surrounded by the pockets of land which, if combined, do not form a housing scheme of area having 100 kanal and above.

(4) Chief Officer of the local government concerned shall, within two working days from the receipt of complete application, pending the process of evaluation, forward the case to other agencies for verification of No Objection Certificates submitted along with the application.

(5) The concerned agency shall, within eight working days, either verify No Objection Certificate or communicate its observations to the local government concerned.

(6) Chief Officer of the local government concerned shall forthwith communicate the observations to the sponsor for rectification or action as he deems fit.

(7) Chief Officer of the local government shall, within ten working days after receipt of complete application, technically scrutinize the layout plan in accordance with the planning standards given in Chapter-III of the rules.

(8) Chief Officer of the local government concerned shall, within two working days from the receipt of complete application, forward the ownership documents to the Additional Deputy Commissioner (Revenue) concerned who shall verify the ownership documents and report state land falling in the proposed area, after scrutiny and inform the Chief Officer of the local government concerned within seven working days.

(9) The local government concerned shall, after evaluation, processing of application, verification of ownership documents and technical scrutiny of the lay out plan, publish a public notice for inviting objections on **Form-A** in at least two leading Urdu and one English daily national newspaper.

(10) The sponsor shall bear such cost of the publication of the public notice as the local government concerned may determine.

(11) The public notice shall specify the following:

- (a) location of the scheme;

- (b) total area of the scheme;
- (c) name and address of the sponsor;
- (d) list of khasra number alongwith revenue estates or mauzas; and
- (e) the objections, if any, may be filed within ten working days from the date of publication with such authority as is mentioned in the notice.

(12) The local government concerned shall, within three working days, forward the objections, if received, to the sponsor, for appropriate action or response.

(13) In case an objection is raised about the ownership of a portion of land included in the housing scheme and both the sponsor and objector claim ownership on the basis of title documents, the local government concerned shall exclude the disputed land from the housing scheme.

(14) Head of the local government concerned shall decide upon the response submitted by the sponsor within five working days of its submission in presence of the objector if he chooses to be present.

8. Technical clearance of layout plan.- (1) Planning Officer of the local government concerned shall, within two working days, after the scrutiny of ownership documents and settlement of public objections, forward the lay out plan to the District Planning and Design Committee through the Chief Officer concerned.

(2) District Planning and Design Committee shall, within ten working days, conclude its recommendation regarding technical clearance of the housing scheme and convey its recommendations, through minutes of the meeting, to the local government concerned.

(3) Chief Officer of the local government shall, within two working days, forward the objections of the District Planning and Design Committee, if any, to the sponsor for appropriate action.

(4) Upon clearance of the objection or receipt of response from the sponsor, the matter shall be re-submitted to the District Planning and Design Committee (DP&DC) for consideration;

(5) In case of clearance of the lay out plan by the District Planning and Design Committee, the Planning Officer shall submit the layout plan forthwith for technical clearance to the Chief Officer who shall accord technical clearance within three working days.

(6) Planning Officer shall, within two working days of receipt of the order of the Chief Officer, intimate the sponsor about technical clearance of lay out plan.

(7) The sponsor shall submit the service designs along-with N.O.C. from Environment Protection Department (EPD) within six months of the issuance of technical clearance of the layout plan to the local government concerned.

9. Lay out plan of housing scheme.- The local government concerned shall ensure that a layout plan of a housing scheme is prepared and technically cleared in accordance with the following technical requirements:

- (a) scale of scheme plan is 1 : 1200 to 1 : 2400;
- (b) scale of location plan is 1: 4800;
- (c) size and dimension of each plot are given;
- (d) plots numbers in the scheme are fixed in accordance with **Form-F** for all plots except roads;
- (e) chamfering of a corner plot up to one kanal by 5x5 feet and above one kanal by 10x10 feet;
- (f) size and dimension of public buildings and open spaces;
- (g) right of way of roads;
- (h) parking area with parking layout;
- (i) dimensions of the housing scheme boundary;
- (j) boundary of a Mouza or a revenue estate;
- (k) number and boundary of each Khasra in a Mouza;
- (l) area statement and percentage of:
 - (i) residential use;
 - (ii) commercial use;
 - (iii) open spaces or parks;
 - (iv) roads;
 - (v) graveyards;
 - (vi) public buildings; and
 - (vii) other land uses;
- (m) aggregate of various categories of plots with area and size;
- (n) area of existing graveyard, if any, excluding it from area required for a graveyard under the rules;
- (o) location of pumping station, if any;
- (p) location of overhead water tank and tube well, if any;
- (q) aggregate of various categories of plots to be mortgaged with red colour hatched;
- (r) signatures of the sponsor and town planner;
- (s) provision for affixing seal and signature of the approving authority;
- (t) cardinal sign indicating north;

- (u) name of the housing scheme; and
- (v) names of the Mouza(s) included in or related to housing scheme.

10. Planning standards for housing scheme.- (1) The local government concerned shall ensure that a housing scheme is planned and approved in accordance with the following planning standards and requirements:

(a) Planning standards:

Sr. No.	Land use	Housing Scheme		Farm housing scheme (Not less than 100 Kanal)	Housing Scheme			Apartment Housing Scheme (Minimum area is 25 Kanal)
		Less than 40 Kanal	40 kanal to less than 100 kanal		100 kanal to less than 300 Kanal	300 to less than 500 kanal	500 kanal and above	
1	Park / Open Space / Sports Facility / Playground	Nil	Min. 5%	Min. 7%	Min. 7%	Min. 7%	Min. 7%	Min. 10%
2	Graveyard	Nil	Min. 2%	Min. 2%	Min. 2%	Min. 2%	Min. 2%	Min. 2%
3	Commercial	Max 5%	Max 5%	Max 5%	Max 5%	Max 7%	Max 10%	Max 5%
4	Public Buildings	Min 1%	Min 2%	Min 2%	Min 2%	Min 3%	Min 3%	Min 3%
5	Size of Residential Plot	Max. 10 marla	Max. 1 kanal	Min. 4 kanal	Max. 2 kanal	Max. 2 kanal	Max. 4 kanal	Min. 2 kanal (block area)
6	Internal Roads	Min. 30 feet	Min. 30 feet	Min. 40 feet	Min. 30 feet	Min. 30 feet	Min. 30 feet	Min. 30 feet
7	Site for Solid Waste Management	Min. 5 Marla plot	Min. 10 Marla plot	Min. 10 marla plot for 500 kanal and 10 marla plot for every additional 500 kanal.				Min. 5 Marla plot
8	Grid Station Exclusive of Public	-	-	As per requirements of concerned department / agency.				-

Sr. No.	Land use	Housing Scheme		Farm housing scheme (Not less than 100 Kanal)	Housing Scheme			Apartment Housing Scheme (Minimum area is 25 Kanal)
		Less than 40 Kanal	40 kanal to less than 100 kanal		100 kanal to less than 300 Kanal	300 to less than 500 kanal	500 kanal and above	
	Buildings							
9	Major Road (starts from entrance and serves major area of scheme)	Min. 30 feet	Min. 30 feet	Min. 40 feet up to 300 kanal & Min. 60 feet above 300 kanal	Min. 80 feet	Min. 80 feet	Min. 80	Min. 40 feet
10.	Service Area/ Society Office	Min. 5 Marla	Min. 5 marla	Min. 10 marla	Min. 10 marla	Min. 15 marla	Min. 1 kanal	Min. 5 Marla

In case of apartment housing scheme, minimum 2% area of total scheme area shall also be provided for parking of vehicle of residents of apartment housing scheme.

Explanation: The housing scheme shall, if it consists of combination of different types of housing schemes, be planned in independent blocks following the planning standards of each category for calculation purposes and in the plan.

- (i) the public building, open spaces or graveyard may be located either in blocks or in the scheme as a whole; and
- (ii) the major roads shall be provided separately for farm housing scheme and the housing scheme.

Example: If a sponsor submits the scheme for land measuring 600 kanal, having 300 kanal for farm housing and 300 kanal for private housing scheme, the calculations for the open spaces shall be as follow:

Sr. No.	Land use	Farm Housing Scheme (300 Kanal)	Private Housing Scheme (300 Kanal)

1	Open Space	21 Kanal (Min. 7%)	21K (Min. 7%)
Total requirement of open space shall be 42 Kanals; and			

(b) Other requirements:

The local government concerned shall ensure that the following additional requirements are met by the sponsor:

- (i) accommodation of roads proposed in the master plan, outline development plan, land use plan, structure plan, agro-ville development plan or other allied plans;
- (ii) location of a tube well, overhead reservoirs, pumping stations and disposal stations to be provided if required by Water and Sanitation Agency or any other department or agency;
- (iii) location of fire hydrant on the main water line in open space, commercial center and at regular interval along a road;
- (iv) displaying of a guide map at an entrance and other prominent locations in a housing scheme and board at the corner of road indicating plot numbers and name of the blocks;
- (v) green strip under high tension electricity lines as per requirements of the concerned department or agency responsible for electricity. This strip shall be transferred to the local government free of cost as prohibited area and it shall be exclusive of area reserved for parks. However, 75 % area under High tension line shall be relaxed from the area required for Parks/open spaces. In case such area is more than 50 % of required area for open spaces i.e 07 %, than 3.5 % shall be provided by the sponsored/ developer of the scheme;
- (vi) in a housing scheme, except the housing scheme of having an area upto forty Kanal, a suitable provision for place of worship shall be made;
- (vii) approval of design and specification of water supply, sewerage, drainage system, electricity and street light network, road network, solid waste management system in accordance with the rules from the department responsible for approval of the same, except in housing scheme having an area less than forty kanal where the sponsor shall:
 - (a) provide internal infrastructure and services; and
 - (b) provide septic tank in each plot, in case public sewerage system is not available;
- (viii) Minimum 20% of total residential area shall be provided for apartments or small plots (3Marla-5Marla) or combination of both except in a farm housing scheme or apartment housing scheme or housing scheme less than 40 kanal;

- (ix) graveyard shall be provided:
- (a) within housing scheme or
 - (b) within nearby vicinity (within a radius of 5 kilometer) subject to the conditions that:
 - i. land is owned by the same sponsor;
 - ii. site has appropriate access; and
 - iii. site is in conformity with Master Plan and land use plan of a local government concerned if available;
- (x) in addition to the land uses mentioned in rule 10(1)(a), area(s) for recreational purpose (e.g. camping parks, amusement parks, botanical gardens, mini zoo, golf course, sports ground, etc.) may be provided in the layout plan. Ancillary land uses (residential, commercial, public buildings etc.) may also be provided within these recreation areas subject to the conditions that these provisions do not violate overall planning standards and other requirements of the housing scheme;
- (xi) in the housing scheme, the sponsor shall plant at least ten trees per kanal of gross area of housing scheme, which shall be native to the region preferably fruit trees having minimum height of three feet;
- (xii) minimum four feet wide foot-path in road having right of way of sixty feet and above shall be provided on both sides of road;
- (xiii) area designated as park shall be exclusive of the area under green belt, verge, footpath, roundabout, green island or median etc. within the right of way of roads. Green belts, Green islands and open spaces other than right of way shall be inclusive of the parks area;
- (xiv) minimum 30 feet strip in front of commercial area for parking; and
- (xv) Area under set back / green belts shall be inclusive of the parks/open spaces.

11. Submission of documents.- (1) A sponsor shall, after technical clearance of the housing scheme, submit three sets of services designs, both in hard and soft format, approved by the agencies concerned, to the local government.

(2) A sponsor shall submit no objection certificate obtained from Environment Protection Department, Government of the Punjab.

12. Water supply, sewerage and drainage.- (1) A sponsor shall:

- (a) engage services of a qualified public health and structural engineer, registered with Pakistan Engineering Council, for

the preparation of detailed design and specifications of water supply, sewerage and drainage systems;

- (b) ensure that the design and specifications are in accordance with law, rules, master plan and guidelines of the agency responsible for the approval; and
- (c) ensure that water supply, sewerage and drainage lines are provided on both sides of a road but, if provided only along one side of a road, underground connections for properties on the other side of road shall be provided before road pavement.

(2) A sponsor shall, in areas where public trunk sewer does not exist, abide by the requirements of an agency maintaining a sewerage system and shall ensure disposal of sewerage to the satisfaction of the agency.

(3) A sponsor at his cost shall connect sewerage and drainage system of the scheme to a public trunk sewer wherever available subject to approval of the agency maintaining a sewerage system.

(4) After connecting the system to a public trunk sewer, the same may be taken over by the agency for operation, maintenance and billing.

(5) A sponsor shall submit four sets of the following documents or drawings to the local government concerned:

- (a) detailed designs and specifications of water supply and water quality testing arrangement, sewerage and drainage system;
- (b) number of tube wells, their capacity, chamber design, the details of bore hole and connection with water supply system, including tube well logs (strata chart), details of tube well machinery and installation detail;
- (c) number of overhead tanks, capacity, design, structure design and design calculation details along with structural stability;
- (d) design for ultimate disposal of the sewage; and
- (e) location of septic or soakage well, where disposal is not available.

13. Road network and parking.- A sponsor shall:

- (a) engage the services of a qualified civil or structural engineer, registered with Pakistan Engineering Council, for preparation of detailed design and specifications of road network including underpasses and bridges and parking areas;
- (b) ensure that the design and specifications are in accordance with law, master plan, land use plan and guidelines of agency responsible for approval of the same;

- (c) ensure that foot paths are provided on both sides of a major road;
- (d) ensure that service road is provided on both sides of a road with more than 80 feet right of way; and
- (e) submit to the local government concerned four sets of the following documents or drawings:
 - (i) design and specifications for a road network, bridge and foot path and parking in accordance with law, rules, master plan and guidelines of the agency responsible for approval of the same;
 - (ii) geometric design of road network and junctions;
 - (iii) design of appurtenance and structure;
 - (iv) road drainage design;
 - (v) landscape design for a road network;
 - (vi) design of street furniture and fixtures; and
 - (vii) detail of traffic control devices.

14. Electricity and street light plan.- A sponsor shall:

- (a) prepare design and specification of electricity and street or public lighting and the street or public lighting shall be designed through the most energy efficient lights as may be specified by approving authority, agency or department;
- (b) submit these designs and specifications to concerned agency responsible for the provision of electricity and street or public lights for approval;
- (c) ensure that designs are prepared by an electrical engineer, registered with Pakistan Engineering Council, and approved by the agency responsible for provision of electricity; and
- (d) install or provide energy efficient lights for street or public lighting as may be specified by approving authority, agency or department at the time of approval.

15. Landscape plan.- A sponsor shall, submit to the local government concerned, a landscape plan for parks, open spaces, playgrounds, sports facility, including tree plantation on both sides of a road and in open spaces.

16. Solid waste management plan.- Management plan which shall include a plan showing location of the proposed dust bins, storage plots or places and collection and disposal of solid waste along-with agreement with the concerned waste management company and in its absence with the concerned local government including the payment module.

17. Gas supply charges.- (1) A sponsor shall, within one year of the approval of the housing scheme, deposit charges and costs for provision of gas (if available in the vicinity) in accordance with the requirements of Sui Northern Gas Pipeline Company under intimation to the local government concerned.

(2) In case of non-availability of gas in the vicinity, a sponsor shall provide to the local government concerned a certificate from Sui Northern Gas Pipeline Company.

18. Telephone.- A sponsor shall, within three years of the development of a housing scheme, ensure availability of telephone facilities under intimation to the local government concerned.

19. Underground services.- (1) A sponsor shall ensure that utility services such as water supply, sewerage, sui gas and cable lines are laid underground before construction of roads.

(2) In the area where topography does not permit laying of underground services, exemption may be granted by the local government concerned upon certification of the concerned agency.

20. Processing of services designs.- On submission of the services designs as approved by the concerned agencies:

- (a) the Chief Officer of the local government on the report of Planning Officer shall forward, within four working days, the design for verification to the agency or agencies responsible for its approval;
- (b) the concerned agency shall, within five working days, convey its verification or otherwise to the local government concerned under intimation to the sponsor;
- (c) in case of refusal of verification of any service design by an agency, the sponsor may resubmit the approved service design to the local government concerned;
- (d) upon resubmission of service design by the sponsor, the same shall be got verified from the agency concerned;
- (e) upon receipt of verification of all services designs from the agencies concerned the local government concerned shall inform the sponsor, in writing, within five working days; and
- (f) the sponsor shall forthwith submit a soft and hard copy of approved services design to the concerned local government.

21. Pre-requisites for approval of a housing scheme.- (1) The local government concerned before approval of a housing scheme shall ensure fulfillment of the following requirements:

- (a) deposit approval fee;
- (b) deposit conversion fee under rule 28;

- (c) deposit fee for a public notice to be published in two Urdu and one English daily national newspaper giving details of mortgaged plots and the salient features of the approved housing scheme and publish the same on the official website, if available;
- (d) execute a transfer deed on **Form-B, B1, B2** for free of cost transfer to the local government concerned in the office of Sub Registrar, the total area reserved for roads, parks, open spaces, sports facility/ playground, graveyard, parking, green strip (prohibited area), solid waste management and such other services and fifty percent area of minimum limit of public building sites excluding the area of mosque or worship;
- (e) execute mortgage deed on **Form-C, C1**, in favour of the local government concerned in the office of Sub Registrar to the extent of twenty percent saleable area of the housing scheme or 10% of the saleable plots in case of farm housing scheme as security for completion of development works;
- (f) verification of no objection certificate from Environment Protection Department, Government of the Punjab; and
- (g) verification of approved services designs.

(2) The sponsor and the concerned local government before approval of housing scheme, shall ensure that the mortgage deed and transfer deed are executed, registered and incorporated in the revenue record in the following manner:

- (a) the transfer of land reserved for roads, public buildings, parks, open spaces, sports facility/ playground, graveyard, parking, green strip (prohibited area), solid waste management and such other services in the name of the local government concerned is mutated in the revenue record;
- (b) the mortgage of the plots in favour of the local government concerned is mutated in the revenue record; and
- (c) the housing scheme is incorporated in the revenue record after approval of the District Collector.

22. Approval of housing scheme.- (1) After fulfillment of the above requirements, the local government concerned shall issue a formal letter of approval in **Form-D**.

(2) The marketing or advertisement and sale of plots shall be allowed after accord of approval under sub rule (1) and upon payment of approval fee, penalty, if any, execution of transfer and mortgage deeds and incorporation of the same in revenue record but the sponsor shall not

be absolved of the responsibility to comply with the marketing requirements under any other law.

(3) The sponsor shall not market or sell any mortgaged residential plot unless it has been redeemed from the local government concerned and the plot is released by executing a Redemption Deed.

23. Public notice.- The local government concerned shall, at the cost of the sponsor, publish in two daily national newspapers a public notice in **Form E**, giving details of mortgaged and residential plots and salient features of the approved housing scheme and also publish it on the official website.

24. Fee.- (1) The sponsor shall deposit to the local government or the agency concerned, as the case may be, a fee for:

- (a) approval of a housing scheme at the rate of rupees one thousand per kanal for the total housing scheme area;
- (b) approval of service design and specifications for water supply, sewerage and drainage at the rate of rupees five hundred per kanal for the total housing scheme area; and
- (c) approval of service design and specifications for roads, bridges, underpasses and footpaths of a housing scheme at the rate of rupees five hundred per kanal for the total housing scheme area.

(2) The sponsor shall deposit to the agency concerned for approval of service design and specifications for electricity, gas, telephone and street or public lighting or any other related service design or No Objection Certificate at the rate fixed by the agency.

25. Fee for revised layout plan and service designs.- (1) A sponsor shall deposit the fee for approval of a revised layout plan or service design of an already approved scheme at the rate of fifty percent of the fee mentioned in rule 25.

(2) In case the revision application is for newly added area in an already approved housing scheme, the fee shall be payable at the rate prescribed for a new housing scheme.

26. Fee for transfer, renaming or amalgamation of scheme.- A sponsor shall deposit 25% of the prevailing fee applicable for approval of a housing scheme under clause (a) of sub-rule (1) of rule 25.

27. Fee for conversion of land use.- A sponsor shall deposit fee for conversion of land under the Punjab Land use Plan (Classification, Reclassification and Redevelopment) Rules, 2020 or any other land use rules.

28. Penalty for illegal development.- The local government concerned besides any other action, may impose the penalty under the law on a sponsor, if the sponsor develops or continues to develop a housing scheme without approval or fails to develop a housing scheme

within the stipulated period after approval of the local government concerned.

29. Action against violations.- The local government concerned shall take appropriate action under the law against a sponsor in case any provision of the rules is violated.

30. Default and action.- (1) Deputy Commissioner concerned, on report of Chief Officer of a local government, shall impose a ban on sale and purchase of plots in illegal scheme.

(2) An agency responsible for provision of utility services such as Sui Gas, Electricity, Water Supply, Street Lighting, Sewerage and Solid Waste Management shall not provide its services in an illegal scheme.

(3) On start of development work in illegal scheme, a local government may without prior notice suspend work, seal the premises and demolish illegally developed structure or infrastructure.

(4) In addition to the above, the local government concerned may take over the development works of the scheme and execute the development works from the sale proceeds of mortgaged plots.

(5) If the cost of development is more than the proceeds as mentioned in sub-rule (4), the local government concerned may recover the extra amount from the sponsor as arrears of land revenue.

31. Advertisement and sale of plots.- (1) A sponsor shall not advertise plots or housing units in print or electronic media or in any other manner, without prior approval of housing scheme under rule 23 by the local government concerned.

(2) A sponsor shall not sell plots or housing units in print or electronic media or in any other manner, without prior approval of housing scheme under rule 23 by the local government concerned.

(3) The local government concerned may within fifteen days after fulfillment of the conditions, prescribed for purpose, grant no objection certificate to a sponsor under sub-rule (1).

(4) The contents of advertisement shall include:

- (a) total area of the housing scheme along with location plan;
- (b) total number of residential and commercial plots with area;
- (c) detail of public building sites;
- (d) detail of mortgaged plots;
- (e) detail of parks, open spaces, sports facility, playgrounds;
- (f) period for completion of development works;
- (g) name of approving authority and approval number and date;

- (h) procedure of allotment through balloting or otherwise;
and
- (i) details of plots to be sold.

32. Execution of agreement.- (1) A sponsor shall execute a registered agreement with the allottee at the time of booking of a plot or constructed house.

(2) The agreement shall also include the following terms and conditions:

- (a) the number of the allotted property shall not be changed without prior consent, in writing, of the allottee;
- (b) a sponsor shall ensure that an allottee becomes member of a resident association and is bound to pay management and maintenance charges on regular basis;
- (c) allotment of a property shall not be cancelled without prior notice of at least 15 days, sent to the allottee through registered post indicating the reasons for such cancellation;
- (d) the date of handing over possession of the property shall be indicated;
- (e) notwithstanding anything in the contract, in case of delayed handing over of possession of the plot or property beyond the stipulated date, the sponsor shall be liable to pay an amount equivalent to 2% per month of the amount paid by the allottee;
- (f) in case the cancellation of property is due to the non-payment of installment of the price of property, at least one opportunity for making the required payment shall be given to the allottee;
- (g) in case of non-payment of development charges, at least two opportunities for making the required payment shall be given to the allottee;
- (h) in case of cancellation due to default of the allottee, ten percent of the paid price of the property shall be deducted and the balance amount shall be refunded within six months of cancellation;
- (i) development charges per plot shall be clearly defined in the terms and conditions and shall not be increased without written permission of the local government concerned; and
- (j) on payment of full installments, the sponsor shall immediately execute the sale deed in favour of the allottee.

(3) The sponsor shall submit to the local government concerned a copy of every booking agreement duly registered and sale of plots, on monthly basis.

33. Execution of sale deed.- The sponsor, on receipt of full payment of a plot or property, shall immediately execute the sale deed in favour of the purchaser or allottee.

34. Development of an approved scheme.- The sponsor shall:

- (a) execute all development works within the time mentioned as under:
 - (i) two years, in case of housing scheme of an area up to hundred kanal;
 - (ii) three years, in case of housing schemes of more than hundred kanal upto three hundred kanal; and
 - (iii) five years, in case of housing scheme of an area above three hundred kanal;
- (b) undertake development works after issuance of approval of the housing scheme.

35. Monitoring of development works.- (1) The local government concerned shall ensure that there is no deviation from the approved housing scheme plan.

(2) The local government concerned or agency which approved service design and specifications or any person authorized by either of them shall:

- (a) conduct, without prior notice, regular site visits to ensure that development works are being executed in conformity with approved design and specifications;
- (b) carry out hydraulic tests for sewer and water supply lines;
- (c) determine testing laboratory, types and number of tests to be performed;
- (d) complete testing and inspection prior to back filling of trenches and paving road surface;
- (e) intimate the sponsor to rectify any deviations from approved design and specifications; and
- (f) take action against the deviations or violations as per law.

(3) A sponsor shall:

- (a) prior to commencement of development works, inform the agency which approved design and specifications in writing of his intention to commence the development works;
- (b) engage services of public health, structural and electrical engineers, registered with Pakistan Engineering Council, to ensure quality control and execution of works in

accordance with an approved design and specifications;
and

- (c) rectify any deviations from the approved design and specifications as intimated under clause (e) of sub-rule (2).

(4) Testing and inspections carried out by the Agency which approved design and specifications shall be at the cost of the sponsor.

36. Extension in time.- (1) If a sponsor fails to complete the development works within the given time owing to reasons beyond his control, the local government concerned may, after recording reasons, extend the period for completion of the development work up to two years on payment of penalty of ten thousand rupees per kanal per year, for the total area of the scheme but no further extension shall be allowed.

(2) The local government concerned may extend development period for less than two years on payment of penalty as prescribed in sub rule (1) proportionate to the period requested by the sponsor if it is satisfied that the remaining development work can be completed in such lesser period.

(3) In case of a housing scheme approved prior to the enforcement of the rules, the local government concerned may, on a written request of sponsor, allow extension for maximum of two years, irrespective of the time lapsed, on payment of the sum of rupees ten thousand per kanal per annum for the total area of the scheme but no further extension shall be allowed.

37. Release of mortgaged plots.- (1) A local government shall release mortgaged plots in following proportion on completion of development works as follows:

(a)	water supply, sewerage and drainage:	25%
(b)	roads work	25%
(c)	electricity and street lights	25%
(d)	sui gas or in case the service is not available, a certificate from the Sui Northern Gas Limited about non-availability of the same for the scheme	10%
(e)	Horticulture works	10%
(f)	Solid waste management system	5%

(2) The local government concerned shall release the mortgage plots proportionate to development works after:

- (a) obtaining reports regarding completion of works from the concerned agency under the approved design and specifications; or
- (b) in case of Electricity and Sui Gas obtaining report of completion of works from the concerned agencies.

38. Management of housing scheme.- (1) After development works are completed and plots are handed over to allottees, plot owners' / residents' association of a scheme, incorporated under the Cooperative Societies Act 1925, shall be responsible for its management and maintenance.

(2) The plot owners' / residents' association of scheme shall manage and maintain water supply, sewerage, drainage, street light, electricity, park, open spaces, sports facility, playgrounds, road, solid waste, parking and graveyard till such time that these services are taken over by the Government, local government or its agency.

(3) The plot owners' / residents' association of scheme shall make security arrangements and manage buildings of common use such as mosques and clubs.

(4) The allottees or residents shall contribute proportionately for management and maintenance of the scheme.

39. Cancellation of approved scheme.- (1) In case a sponsor is unable to develop or complete an approved housing scheme within the stipulated time, he may apply to the local government concerned for the cancellation of the housing scheme subject to the condition that he has not sold any plot in the housing scheme, provides such surety as the local government concerned deems appropriate and deposits the requisite fee for publication of a public notice in two Urdu and one English newspapers at the cost of the sponsor.

(2) Subject to the conditions mentioned in sub-rule (1) and after hearing the public objections, if any, the local government concerned may cancel the housing scheme subject to the fulfillment of the following condition by the sponsor:

- (a) upon deposit of all outstanding dues including fine; and
- (b) upon payment of fifty percent of the value of public building areas transferred to the local government concerned as per the valuation table of the year of submission of application

(3) Upon fulfillment of conditions laid down in sub-rule (2), the local government concerned shall be bound to transfer and redeem to the sponsor all the lands transferred and mortgaged in the name of the local government concerned under the rules.

(4) Nothing in this rule shall have the effect of absolving the sponsor of any liability or claim of a third person on account of the cancellation of the approved housing scheme.

40. Committee for an approved housing scheme if sponsor is not available.- In case a housing scheme was approved prior to the enforcement of the rules but has not been developed and the sponsor is not available, the persons interested, if any, may constitute a committee registered under the Cooperative Societies Act 1925 for purposes of approval of revised plan, release of mortgaged plots, development of the housing scheme and other allied matters.

41. Transfer of approved housing scheme.- (1) The local government concerned may allow the transfer of an approved housing scheme from a sponsor to another sponsor subject to fulfillment of the following conditions:

- (a) provision of valid sale deeds of the housing scheme;
- (b) submission and execution of the agreement between the sponsors with the approval of the local government concerned that the sponsor shall abide by all the terms and conditions of the approved housing scheme;
- (c) public notice to be published in two national Urdu and one English newspapers for calling objections from the general public and settlement of the objections, if any;
- (d) payment of fee for transfer of the housing scheme; and
- (e) transfer of all assets, rights and liabilities.

(2) The transfer to the new sponsor shall not absolve the original sponsor of any liability arising at any stage.

42. Amalgamation of approved housing schemes.- (1) The local government concerned may allow amalgamation of two or more approved housing schemes, on payment of fee prescribed in rule 27, subject to the following conditions:

- (a) public notice to be published in two national Urdu and one English newspapers for calling objections from the general public and settlement of objections, if any;
- (b) payment of fee for amalgamation of housing schemes;
- (c) clearance of the outstanding dues, if any; and
- (d) transfer of all assets, rights and liabilities.

(2) The amalgamation of approved housing schemes shall not absolve the original sponsors from any liability arising at any stage.

43. Revision of approved housing scheme.- (1) The local government concerned may allow revision of an approved housing scheme on payment of fee prescribed in rule 27 subject to the following conditions:

- (a) fulfillment of all financial requirements (fees and penalties) of the already approved area;

- (b) fulfillment of requirements under rules 6, 7, 8 and 9 to the extent of additional area, if any;
- (c) scrutiny of housing scheme plan as per planning standards;
- (d) public notice to be published in two national Urdu and one English newspapers for invitation of objection regarding change in layout plan and ownership of additional land;
- (e) technical clearance;
- (f) payment of approval fee or penalty or both;
- (g) execution of mortgage deed and transfer deed, if required;
- (h) approval of services designs, if required;
- (i) final approval; and
- (j) No Objection Certificate issued by Provincial Environmental Protection Agency.

(2) For revision in the plan of an approved housing scheme, the sites earmarked for public amenities in approved housing schemes can be changed however, open spaces shall not be shifted to a different location in the revised layout plan, except if:

- (a) no plots have been sold in the scheme; or
- (b) the sponsor has provided no objection certificates from the buyers of sold plots facing the open space required to be changed after issuance of public notice specifying proposed changes.

(3) No revised scheme shall be entertained and approved unless the local government concerned has granted two years extension in the development period in accordance with the rules except in case of schemes where development works has already been completed.

(4) The sponsor shall not be allowed any extra time for executing the revised scheme. However, in case of revision of an approved housing scheme, where development works have already been completed, the sponsor shall complete the development works as per revised plan in two years, if any.

(5) If before the expiry of the development period, the sponsor submits the revised plan which includes an additional area, the local government concerned may, in accordance with the rules, grant extension in the development period but only to the extent of the additional area.

(6) The sponsor shall, while revising the layout plan of the housing scheme, follow the existing planning standards or the planning standards under the rules under which the housing scheme was

approved. In case of additional area, the existing planning standards shall be applicable.

(7) In case of open or unapproved pockets within the already approved scheme, the same sponsor shall submit the proposal along with already approved layout plan.

(8) The ownership documents to the extent of proposed pockets shall be scrutinized by the local government concerned on the pattern of rules of new housing scheme.

(9) The scrutiny fee shall be charged of the unapproved pockets.

(10) The planning standards shall be applicable on the aggregated areas of open or unapproved pockets.

(11) In case different sponsor want to develop a housing scheme on any portion of land lying vacant within or adjacent to an already approved scheme with access or right of way from approved scheme in addition to other requirements, mutual consent of the sponsors shall be mandatory regarding already approved schemes whose right of way or any other facility is to be utilized or shared by the other housing scheme proposed in the pocket of land.

(12) One time partial revision for maximum of 10% area of scheme shall be made subject to the following:

- (a) payment of penalties, if any;
- (b) submission of complete housing scheme plan showing boundary of area proposed for modification;
- (c) scrutiny of the housing scheme plan as per the planning standards;
- (d) no change in planning standards;
- (e) location of area or plot reserved for park, open spaces or public buildings or sports facility shall not be altered;
- (f) public notice regarding changes in plan;
- (g) technical clearance;
- (h) payment of approval fee for the revised area;
- (i) execution of mortgage deeds in case of change of mortgaged plots;
- (j) execution of transfer deed in case of change in public buildings transferred to local government concerned;
- (k) approval of services designs in case of any major change; and
- (l) final approval.

Note: in case, sponsor provide graveyard in his adjacent approved scheme, then partial revision of approved scheme for this particular

purpose shall not cease the right of sponsor of one time partial revision.

44. Change of name of approved scheme.- (1) A local government concerned may allow a sponsor to change the name of approved scheme on payment of fee prescribed in rule 27 subject to fulfillment of the following conditions:

- (a) application for change of name of approved private housing scheme or farm housing scheme; and
- (b) public notice, at the cost of the sponsor, for calling objections from the general public and settlement of the objections, if any.

45. Appeal.- (1) Any person aggrieved by an action taken under the rules, may, within sixty days, file an appeal before the Secretary.

(2) An appeal under the rules shall consist of an application signed by the aggrieved person and shall include a copy of the computerized national identity card of the aggrieved person, a copy of the impugned notification or order and any other document relevant to the appeal.

(3) The Secretary shall afford an opportunity of hearing to the aggrieved person himself, through an officer or a duly constituted committee, and decide the appeal within ninety days and communicate its decision to the parties.

46. Repeal and savings.- (1) The Punjab Private Housing Scheme and Land Sub-division Rules 2010 are hereby repealed.

(2) For purposes of finalization of applications for development of private housing schemes in which preliminary planning permission fee under rule 38 of the repealed Punjab Private Housing Scheme and Land Sub-division Rules 2010 had been deposited in bank account of a local government and preliminary planning permission had been issued, the local government shall, for the disposal of such applications, apply the planning standards contained in the repealed rules mentioned in sub-rule (1).

SECRETARY

GOVERNMENT OF THE PUNJAB
LOCAL GOVERNMENT AND COMMUNITY
DEVELOPMENT DEPARTMENT"

(AKHTAR JAVAID)

Secretary

Government of the Punjab
Law and Parliamentary Affairs Department

Form-A [Rule 7(9)]

Punjab Private Housing Schemes Rules 2022

PUBLIC NOTICE

(Name, location and address of scheme)

The public is hereby informed that M/s

(Name of sponsor)

(Address of sponsor)

has applied to _____ for approval of a scheme
located _____ at _____ Khasra _____ Mauza
_____ Tehsil _____ District
_____ having a total area of _____ kanal _____
marla _____ square feet.

Detail list of Khasra Numbers alongwith Mauza is:

Any person having objection against approval of the scheme or title of land may, within fifteen days of publication of this notice, submit the same in writing to undersigned. Any objection filed after due date shall not be entertained. This notice shall not be taken a commitment of _____ for approval of the scheme.

Name of the officer _____

Designation _____

Address _____

Phone No. _____

Form-B [Rule 21(1)(d)]

Punjab Private Housing Schemes Rules 2022

TRANSFER DEED

This TRANSFER DEED made at _____ on the _____ day of _____ in year _____ by sponsor _____ CNIC No/s. _____ of the Scheme Located at Mouza _____ hereinafter called the Transferor;

IN FAVOUR OF

_____ local government hereinafter called the "Transferee"

WHEREAS the Transferor is absolute owner with possession of land measuring _____ kanal _____ marla _____ square feet. _____ bearing _____ Khasra Nos. _____ in _____ Mouza _____ Tehsil / Town _____ District.

AND WHEREAS _____ has approved layout plan of scheme on land of the Transferor, including the area under revenue paths and water courses measuring a total of _____ kanal _____ marla _____ square feet. A total area of _____ kanal _____ marla square feet. (shown in the plan at annex I) is reserved for public use as detailed below and thereinafter called the property:

Sr. No.	Public Land Use	Kanal	Marla	Sq. ft.
1.	Road			
2.	Park / Open Space / Sports Facility / playground			
3.	Graveyard			
4.	Public building			
5.	Water Supply, Disposal station and pumping station			
6.	Solid Waste Management Site			
7.	Parking			
Total:				

Schedule of area under the property is at annex II.

NOW THEREFORE, this deed witnesses as follows:

1. That the transferor hereby warrants that he / she is the absolute owner of the property and no person whatsoever has any charge, encumbrance, lien or mortgage over the property and same is free there from.

2. That in consideration of public welfare the transferor hereby transfers to the Transferee free of charge all his / her rights, interests, easements, appurtenant hereto in the property and to hold the same to the transferee as absolute and lawful owner.

3. That the Transferor further agrees that all times hereinafter, upon request and at expense of the Transferee, to execute or cause to be executed lawful deed and act whatever for better and more perfectly conveying and assuring the property for the Transferee, its heirs, executors, administrators, assignees as shall be reasonably required by the Transferee and placing it in its possession or same according to true interests and meaning of this Deed.

4. That even after execution of this transfer deed the transferor will be responsible for maintenance of area transferred till such time that the same is taken over by an agency responsible for maintenance:

5. That the transferor shall abide by conditions imposed in the Mortgage Deed.

IN WITNESS WHEREOF the Transferor has as here into set his hand on the day and the year first above written.

THE TRANSFEROR

Signed _____

Name _____

CNIC No. _____

Address _____

WITNESS 1

Signed _____

Name _____

CNIC No. _____

Address _____

WITNESS 2

Signed _____

Name _____

CNIC No. _____

Address _____

Form-B1

Punjab Private Housing Schemes Rules 2022

Layout plan of scheme

(approved Layout Plan of the scheme showing land transferred through the Transfer Deed)

Form-B2

Punjab Private Housing Schemes Rules 2022

Schedule of the property

1. Park / Open Space / Sports Facility / playground

Plot number	Block	Dimension	Area		
			Kanal	Marla	Sq. ft.
Total Area					

2. Public building plots (Min.1%)

Plot number	Block	Dimension	Area		
			Kanal	Marla	Sq. ft.
Total Area					

3. Graveyard

Plot number	Block	Dimension	Area		
			Kanal	Marla	Sq. ft.
Total Area					

4. Other plots

Plot number	Block	Dimension	Area		
			Kanal	Marla	Sq. ft.
Total Area					

5. Total area under roads

Kanal	Marla	Sq. ft.

6. Total area under Parking

Kanal	Marla	Sq. ft.

**Form-C [Rule 21(1)(e)]
Punjab Private Housing Schemes Rules 2022**

MORTGAGE DEED

THIS MORTGAGE DEED is made at _____ on the _____ day of the month of _____ in the year _____ BETWEEN M/S. _____ C.N.I.C. No. _____ residing _____ at _____

(hereinafter referred to as the mortgagor which expression, where the context so admits, shall include heirs, executors, administrators, legal representatives, assigns and successors) of the first part AND the local government of the second part.

WHEREAS _____ the mortgagor applied for approval of _____ Scheme for an area of _____ kanals _____ marlas _____ sq.ft. bearing khasra Nos. _____

In Mouzas. _____

Tehsil _____ District _____

The scheme is approved and the mortgagor has agreed to mortgage twenty percent (ten percent in case of a farm housing scheme) of the saleable area of the said scheme with local government. NOW this deed witnesses as follows:

1) As a security for provision of development works in the scheme, the mortgagor hereby grants, assures, demises and mortgages to local government following plots.

Plot number	Block	Dimension	Area		
			Kanal	Marla	Sq. ft.
Total Area					

The mortgaged plots are also shown in red color on the scheme plan at **annex C1**.

2) The mortgagor shall pay stamp duties, registration charges and other incidental expenses for and in connection with this or any other document to be required in respect of redemption of this mortgage deed.

3) The mortgagor shall submit and get approved designs of services from the concerned design approving agencies and completes development work within the stipulated time period after approval of the scheme.

4) The mortgagor shall provide paved roads, sewerage system, drainage system, water supply system, electrification and street lights, horticulture works, solid waste management system, gas etc. within the scheme area.

5) The mortgagor or the plot owners shall pay the proportionate cost of construction of trunk sewers, sewerage disposal station on proportionate served area basis as and when demanded by the concerned design approving agency.

6) The local government shall release mortgaged plots, in proportion to development works, on obtaining field report from an agency, which approved design and specifications about the satisfactory completion of work as follows:

a. twenty five percent of mortgaged plots on one hundred percent completion of water supply, sewerage and drainage works;

b. twenty five percent of mortgaged plots on one hundred percent completion of road, bridge and footpath works;

c. twenty five percent of mortgaged plots on one hundred percent completion of electricity and streetlight network;

d. fifteen percent of mortgaged plots on one hundred percent payment of gas charges; and

e. ten percent of mortgaged plots on one hundred percent completion of horticulture and solid waste management works.

7) On completion of development works, the operation and maintenance of the infrastructure, public and utility services in the scheme shall be the responsibility of the residents and/or the plot owners till such time that the same are taken over by the concerned agencies.

8) The local government shall not be responsible for undertaking development works in the scheme. If the mortgagor fails to do so and the local government decides to undertake development works, the mortgagor will provide additional funds, if so required, for the development works over and above the amount received from the sale of the mortgaged plots.

9) If at any stage, the land under the scheme or any part thereof is required by the local government or the Government for any public purpose, the mortgagor or his successor in interest or any other person claiming any right or interest in the said land shall have no objection to its acquisition.

10) The plots mortgaged to the local government shall be open to inspection at any time by any officer deputed for the purpose.

11) The mortgagor and or all plot owners of the scheme shall pay to the local government the Betterment Fee as and when levied.

12) The mortgagor hereby covenants with the local government and guarantees that he/she:

a. shall from time to time and all times hereafter comply with all rules, regulations and byelaws framed by the local government under the respective laws.

b. has exclusive and absolute ownership of the mortgaged property in which no one else has any claim, concern, right or interest of whatsoever nature.

c. has a legal right, full power, absolute authority to mortgage such property by way of such mortgage deed.

d. has not, prior to the date of these presents, done, made, committed, caused or knowingly done any act under a deed or matter whereby the right to so mortgage has been or may be impaired.

e. hereby declares that the property offered as security for provision of development works is free from all sorts of encumbrances and charges and undertakes that the said property shall not be sold or charged without the prior approval in writing of the local government.

f. shall not put the property in any other charge or otherwise transfer the same or any part thereof in any way and would keep and hold the local government secured harmless and indemnified against all losses and damages caused to be suffered or sustained by the local government as a result of any defect in title or any claim or demand preferred by any one with respect to the property or any part thereof.

g. shall keep the property mortgaged with the local government as security for the provision of development works to the satisfaction of the local government.

13) In case the mortgagor fails to provide the development works as required by the local government under the preceding clauses, the local government without any further notice to or concurrence on the part of the mortgagor shall be entitled to:

a. take possession of the mortgaged property.

b. sell or dispose of the said property or any part thereof together or in parcel on the account and at the risk of mortgagor either privately or by public auction or by private contract on such terms and conditions as the local government shall think fit and proper, without the bid and intervention of a court of law and without prejudice to the local government's rights to execute the necessary sale deed, present it for registration

and get the same registered and have the necessary mutation of names entered in the Government, revenue records, and on such transfer the property shall vest in the transferee, all rights in or to the property transferred, as if the property had been sold to the transferee by the owner and for the purpose aforesaid or any of them to make agreements, execute assurance and give effectual receipt for discharges for the purchase money and do all other acts and things for completing the sale, which the person or persons exercising powers of sale shall think proper of the aforesaid power shall be deemed to be a power to sell of concur in selling without the intervention of the court under the transfer of property Act-1882.

14) The mortgagor shall abide by the conditions imposed in the letter of approval of the scheme.

IN WITNESS WHEREOF the mortgagor as here into sets his hand on the day and the year first above written.

Mortgagor

Signed _____

Name _____

CNIC No. _____

Address _____

WITNESS 1

Signed _____

Name _____

CNIC No. _____

Address _____

WITNESS 2

Signed _____

Name _____

CNIC No. _____

Address _____

FORM C1

Punjab Private Housing Schemes Rules 2022

SCHEME PLAN SHOWING MORTGAGAGE PLOTS

Plot Number	Block	Dimension	Area		
			Kanal	Marla	Sq.ft.
Total Area					

FORM D [Rule 22(1)]**Punjab Private Housing Schemes Rules 2022**

From: _____

To: _____

SUBJECT: **APPROVAL OF SCHEME** (name and location of scheme)

The scheme plan submitted by you for an area measuring _____ kanals _____ marlas _____ sq.ft _____ in Mouza/s _____ in Tehsil _____ and District _____ has been sanctioned by (Name of local government)

This approval of the scheme is subject to the following conditions:

1. No change in land use of plots will be allowed at later stage in violation of any prevailing Laws for the time being enforce
2. The approval of designs of services such as water supply, sewerage and drainage systems and of roads, parking have been obtained from the agencies responsible for its approval
3. The approval of design of electrification and street lights have been obtained from WAPDA or other agency designated for it.
4. The development works in the scheme shall be completed in accordance with the approved designs and specifications.
5. All development works shall be completed within stipulated time period from the date of issuance of this letter.
6. Construction of buildings shall be undertaken after approval of building plans in accordance with prevailing Building and Zoning Regulations/Bye-Laws.
7. Proportionate cost for the provision of trunk services on proportionate area basis shall be paid by the plot owners as and when demanded by the concerned agency.
8. Provision of horticulture and landscaping of the scheme area will be done as per approved plans.
9. The operation and maintenance of the schemes after completion of development works shall be responsibility of the plot owners association.
10. In case of any litigation or objection regarding the land ownership, you will be responsible for the same and (Name of local government) shall not be a party in this issue. You will be responsible to settle any dispute about ownership of land if arises at any stage.

11. In case of any complaint from the plot owners, you or plot owners association shall be responsible to settle the issue.
12. You will display a copy of approved scheme plan, a copy of approval letter and a list of mortgaged plots in your office.
13. You will abide by the terms and conditions of the Transfer Deed and Mortgage Deed.
14. No revision in layout plan and design specification etc. to be done without the approval of concerned agency.
15. You will hand over the possession of the areas to (Name of local government) as per Transfer Deed.
16. The advertisement and publicity material shall include:
 - i. Approval number and date;
 - ii. Total area and location;
 - iii. Total number of residential and commercial plots of various sizes;
 - iv. Detail of mortgaged plots.
 - v. Detail of parks, open spaces, sports facility.
 - vi. Period for completion of development works.
 - vii. Layout plan of scheme with plot numbers.
17. Sale or commitment of plots over and above the total number of plots provided in the approved scheme shall be an offence.
18. Sale or commitment of mortgaged plots shall be an offence.
19. Full contents of this letter shall be given in the publicity brochure prepared for the sale of plots.
20. You shall include all the general terms and conditions under the rules in your application forms.

Name of the officer _____

Designation _____

Address _____

FORM E [Rule 23]

Punjab Private Housing Schemes Rules 2022

PUBLIC NOTICE

(Name and location of the scheme) The public is hereby informed through this notice that M/s (Name and Address of the sponsor) has applied to (Name of local government) for approval of the scheme named (name of scheme) located in mauzas (name of mauzas) in tehsil (name of tehsil) in district (name of district), having a total area of _____ kanals _____ marlas _____ sq.ft. (Name of approving agency) has approved this scheme.

Detail of various categories of plots provided in the scheme is as follows:

	Size of plots	No. of plots
Residential		
Commercial		
Others		

The public is hereby informed through this notice that the following plots in the scheme have been mortgaged with the (name of approving agency) as security towards provision of development works (provision of roads, parks, open spaces, sports facility, playground, parking area, water supply sewerage and drainage system, street light and electricity network, gas facilities and horticulture works). It is the responsibility of the sponsor of the scheme to provide and complete the development work. The sponsor cannot sell or transfer these plots until these are redeemed after due completion of the development works. List of mortgaged is as follows;

Plot number	Block	Dimension	Area		
			Kanal	Marla	Sq. ft.

Total Area					

Public is informed through this notice not to enter into any transaction, sale or purchase of the mortgaged plots till they are redeemed.

Name of the officer _____

Designation _____

Address _____

Phone No. _____



FORM F [Rule 9(d)]
Punjab Private Housing Schemes Rules 2022
NUMBERING OF PLOTS AND ROADS

1. NAMING THE BLOCKS

- i. The scheme may be divided into Blocks keeping in view its area.
- ii. Efforts shall be made to ensure that each Block is bounded in such a way that total numbers of plots in the Block do not exceed 500 or so.
- iii. Boundaries of each Block shall be well defined with a road or prominent physical feature
- iv. These Blocks shall be named or given alphabetical numbers.

2. NAMING THE ROADS

Each road shall be given a name, numerical or alphabetical number for identification

3. NUMBERING OF PLOTS

A particular plot in a street shall be given a unique/specific number. The intention is to make it easier to locate it. There are different systems being followed for numbering of plots, same are summarized below.

Option 1

Odd numbers on the left side, as viewed from the datum point at the start of the road, and even numbers on the right side. Along long roads numbers will typically ascend until the road crosses a junction or reaches the boundary of the next Block.

Option 2

To proceed sequentially along one side of the road and then back down the other, it is a combination of clockwise and anti-clockwise system, depending on the layout plan.

Option 3

First roads are numbered. Then plots are numbered along both sides of the road sequentially or on odd/even system basis. In this case the road numbers vary but the plot numbers in each road start from one.

Option 4

Plots which surround a square are usually numbered consecutively clockwise.