

Kerala
Coastal Zone Management Authority

Report of the
Sub-Committee on
Operative Guidelines for
Processing of CRZ Applications

Confidential/ Only for Members

December 21, 2020

Contents

List of Tables	ii
Abbreviations Used	ii
Foreword	iii
Summary	iv
1 Background	1
2 Review of Application Formats.....	1
2.1 Context	1
2.2 Application for Major Projects.....	2
2.3 Application for Small/ Medium Residential Projects	3
3 Certain Essential Clarifications	4
3.1 Context	4
3.2 Occupancy Status of a Building – Existing or Proposed	4
3.3 Home-based Income Generation/ Economic Activity	4
3.4 Traditional Coastal Community	5
3.5 Social Justice Concerns, CRZ Act and Dwellings of the Poor	6
4 Review of Standard Operating Procedures	7
5 Decentralised Processing through District-Level Committees	8
6 Restructuring the Agenda	10
7 Grievance Redress Mechanism	12
8 Human Resource Considerations	12
9 Definitions/ Clarification on Terms Used	13
10 Key Documents Referred	14
Annexures	15
Annexure-1: Notification of the Sub-Committee	16
Annexure-2: Sub-Committee Meetings and Consultations	17
Annexure-3: KCZMA Proceedings of 14/05/2018	18
Annexure-4: KCZMA Proceedings of 26/06/2018 (clarifications)	20
Annexure-5: Additional Requirement for Form-1	22
Annexure-6: Form-1S (Currently in Use).....	23
Annexure-7: Form-1S – Revised/ Recommended	26
Annexure-8: KCZMA Circular Constituting District Level Committees and Delegation of Power	36
Annexure-9: Data Fields Suggested for Common Reporting Worksheet	40

List of Tables

Table 1: Data elements of Form-1S for which processing changes are suggested	3
Table 2: Role, Responsibility and Accountability - Local, District and State	9
Table 3: Agenda – Suggested Categories, Description and Defining Criteria	10
Table 4: Revised Agenda Categories and Suggested Norms.....	11
Table 5: Human Resource Requirements in the Present Scenario.....	13
Table 6: Definition/ Clarification of Terms.....	13

Abbreviations Used

ALS	:	Authorized Land Surveyor
CRZ	:	Coastal Regulation Zone
CZMA	:	Coastal Zone Management Authority
CZMP	:	Coastal Zone Management Plan
DLC	:	District Level Committee
DoECC	:	Department of Environment & Climate Change, Government of Kerala
FOSS	:	Free and Open-Source Software
GIS	:	Geographic Information Systems
GPS	:	Global Positioning System
GPX	:	GPS Exchange Format
GST	:	Goods and Services Tax
HR	:	Human Resource
HTL	:	High Tide Line
KCZMA	:	Kerala Coastal Zone Management Authority
KMBR	:	Kerala Municipality Building Rules
KML	:	Keyhole Mark-up Language
KPBR	:	Kerala Panchayat Building Rules
LSG	:	Local Self Government
LSGI	:	Local Self Government Institution
LTL	:	Low Tide Line
MoEF&CC	:	Ministry of Environment, Forests & Climate Change
MSME	:	Micro, Small & Medium Enterprises
SOP	:	Standard Operating Procedures

Foreword

The 109th meeting of KCZMA held on 24.07.2020 decided to constitute a subcommittee on **Operative Guidelines for Processing of CRZ Applications** consisting of the following members:

- 1) Dr Chandanathil Pappachan Geevan
- 2) Dr P. K. Thulasidas
- 3) Ms Amrutha Satheesan

The members express thanks to the Member Secretary and Chairperson for providing necessary support for completing this study.

The report has benefitted from consultations with Mr Kalaiarasan P., Environmental Engineer, Directorate of Environment and Climate Change as well as the staff of KCZMA especially Mr Sunil K. Babu, Joint Secretary.

We submit this report with the hope that the implementation of the suggestions and recommendations will help in improving the processing the applications for obtaining CRZ approval.

s/d

Dr C. P. Geevan
Member, KCZMA

s/d

Dr P. K. Thulasidas
Member, KCZMA

s/d

Amrutha Satheesan
Member, KCZMA

Date: December 21, 2020

Summary

The 109th meeting of KCZMA held on 24.07.2020 decided to constitute a subcommittee on Operative Guidelines for Processing of CRZ Applications. The key suggestions and recommendations cover the following seven themes:

1. Review of the application formats, faster processing by ensuring applications are complete with all mandatory information and making submission of all documents along with data in structured digital formats for faster and effective processing.
2. Bringing about clarity on certain aspects of processing and providing a framework to deal with applications involving concerns of social justice and welfare.
3. Review of Standard Operating Procedures applicable to the processing-related work in KCZMA office
4. A quick review of the decentralized processing through District-Level Committees constituted as per CRZ Notification of 2011 with delegation of power and decision-making responsibilities
5. Restructuring the Agenda
6. Enhancing effectiveness of grievance mechanisms and
7. A brief look at the human resource aspects of KCZMA in relation to processing applications for CRZ approvals

1 Background

The 109th meeting of KCZMA held on 24.07.2020 decided to constitute a subcommittee on **Operative Guidelines for Processing of CRZ Applications** consisting of the following members (Annexure-1)¹:

1. Dr Chandanathil Pappachan Geevan
2. Dr P. K. Thulasidas
3. Ms Amrutha Satheesan

The constraints and norms applicable for COVID-19 pandemic containment made it necessary to conduct almost all the work through virtual meetings and consultations, telephonic conferences, and exchange of notes through electronic means. The list of meetings and consultations are provided in Annexure-2.

The sub-committee was constituted with a view to provide a more efficient and coherent way to process the applications for CRZ approval. This requires developing greater clarity in the processing the different categories of CRZ Applications, to streamline the process, and to address some of the emerging needs. Based on the experience of processing the applications, the following themes were prioritized by the Sub-Committee through consultations:

1. Structuring the agenda according to the nature, with separate categories by theme and priority
2. Follow-up on the initiatives to implement a MIS beginning with a review of progress and the formats
3. Develop a socially sensitive and inclusive approach to process applications from applicants of small landholdings, especially from the coastal communities within the framework of welfare policies of the central and state governments

2 Review of Application Formats

2.1 Context

There are prescribed application formats for CRZ clearance that can be downloaded from the KCZMA website. Some improvements are possible to enhance the processing efficiency. These changes must be envisaged in the context of online application option and the related input templates or forms. That involves certain degree of formatting details which need not be discussed here.

However, certain important aspects going beyond formats merit some discussion when we consider the scope for improvements in the processing of applications. While the essential contents of the application are prescribed in the notification itself, certain changes can be considered to improve the quality and ease with which an applicant is able to provide data. The changes should be such that it reduces the procedural burden and minimize certification requirements while ensuring that the data provided by the applicant are verifiable.

At present KCZMA uses two types of application formats:

- 1) Large projects as per format prescribed in the CRZ Act 2011
- 2) A simplified format for small constructions (small/ medium residential, quasi-residential, etc.) provided by KCZMA in Malayalam

¹ Annexure-1, Proceedings of Member Secretary No. 1672/A2/2020/KCZMA of 09-09-2020

The proposed processing changes for the two will be discussed separately in the following sub-sections.

2.2 Application for Major Projects

The application format (Form-1) given as an annexure to the CRZ Act notification of 2011 is mandatory for all major projects. All non-residential projects and those not delegated to the District Level Committee (DLC) will be considered in this category. All applications for CRZ approval of projects in this category must be submitted using the format prescribed in CRZ Notification 2011 (Form-1 in the notification's annexure). There should be no difficulty in providing the data sought in Form-1 since all such projects are prepared with the help of professionals.

The application processing must ensure that all projects strictly comply with the Form-1 and all the supporting documents are also submitted along with it. Applicants in this category who prepare detailed project reports through professionals are expected to fully comply with the mandatory requirements. The information sought in Form-1 is unambiguous.

There can be no excuses for non-compliance. To ensure compliance, any application that is not complete in all respects should not be included in the agenda. Incomplete applications should be sent back to project proponent seeking full compliance.

There is considerable scope for improvements in this case also. Most of the suggestions do not require lengthy discussion. The proposed processing changes are listed below:

- 1) A soft copy of the application comprising of all documents must be submitted to KCZMA in addition to the printed copies.
- 2) Spatial data files with geocoordinates be submitted as GIS shape files or GPS data files in GPX or KML formats for the following as required in Section 4.2 of the Notification 2011:
 - a. Digitized CRZ map of the project area indicating HTL and LTL demarcated by authorized agency in 1:4000 scale
 - b. Digitized map in 1:4000 scale showing a) Plot boundaries b) Perimeter of the proposed structure c) Compound wall d) Diaphragm wall (if any)
 - c. CRZ map covering 7 km radius around the project site in 1:4000 scale
 - d. CRZ map indicating the CRZ-I, II, III and IV areas including other notified ecologically sensitive areas incorporating polygons corresponding to each survey number, hazard line, HTL, LTL, existing roads, and structures
- 3) Digital copies of all relevant drawings in any of the portable file formats (e.g., DXF, STEP, IGES)

Form-1 prescribed in the CRZ Notification 2011 seeks basic data on nearly all the key aspects of the project. The proposed changes do not involve removal or any alteration in the data sought. Instead, the suggestion is to make submission of all documents as required mandatory in digital form.

In addition to the mandatory submission of Form-1 and other documents in digital form, we propose to make it mandatory to submit certain geo-spatial data in specified digital file formats. This will facilitate easier verification and faster processing. Undoubtedly, all such data are expected to be in the possession of project proponents of major projects. Availability of soft copies and digital data files will contribute to significant improvement in the processing of such applications. The suggestions to submit digital documents and data are also repeated in Annexure-5 for quick reference.

2.3 Application for Small/ Medium Residential Projects

The original CRZ Act 1991 along with later clarifications and amendments do not have separate application format for what can be called ‘small constructions’, a category employed by the KCZMA for all tiny to minor projects.

The application form used to obtain CRZ clearances for ‘small constructions’ is a simplified version of the longer format given as Annexure IV of the CRZ notification of 2011, henceforth referred to as ‘Form-1S’. The Form-1S does not include details in Form-1 relevant for major constructions. At the same time, a few data requirements have been added. The additions relate to the coastal community status and a section for the use of Local Self-Governance (LSG) institution. Certain changes are suggested in this report.

The category ‘small construction’ shall be restricted to residential projects presently within the purview of the DLCs². The simplified Form-1S can be used to apply for CRZ Approval. All non-residential projects are excluded from this category. The data elements of Form-1S for which certain processing-related changes can be considered are listed in Table-1.

Table 1: Data elements of Form-1S for which processing changes are suggested

SN	Data – Description of Data Element in Form-1S	Section
1	Plot size, building size, estimated cost	7, 8, 9
2	If reconstruction, details (year of construction, door no., plinth area, FAR)	12
3	Applicant’s status, i.e., whether belonging to <i>fishing community</i>	20
4	If belonging to <i>traditional coastal community</i> , testimony from local body	21

At present, Sections 7, 8, 9, 20 and 21 of Form-1S require certification by the LSG. We can consider alternatives to certification by the LSG because that imposes a procedural burden without serving much beneficial purpose. It is better to eliminate nonessential certifications. For these items (SN 1, 3 & 4, Table 3), it is evident that the LSG certification depends essentially on the documents provided by the applicant.

It is suggested that instead of certification by the LSG, the applicant should provide a solemn affidavit on stamp paper with notary’s seal supported by true copy of verifiable documents. This reduces the effort applicant’s effort in processing, dissociates LSG from being responsible for too many certifications, eases the application processing and reduces the total time taken to file the applications.

As regards, section 12 of Form-1S relating to reconstruction/ renovation/ repairs of an existing building, the CRZ permission of the existing building under CRZ Act is an essential information for processing. Without it, processing is not possible. This should also be based on verifiable document that the applicant can easily provide. It can be included in the affidavit with notary’s seal referred to in the preceding paragraph. The applicant can support the data with true copy of documents to prove year of construction, door no., plinth area, FAR and CRZ approval (if any). If the building does not have CRZ approval the applicant must concurrently apply for condonation of delay provided the building is permissible as per CRZ Act applicable to it.

The last section of the Form-1S is for authentication by the relevant LSG. At present, the LSG must carry out all verifications including measure the distances from the HTL relevant to the application and certify the CRZ status of the site. There is no reason to increase the workload of LSG by insisting on such certification. Instead of the LSG measuring the distances, we suggest that the option to allow an Authorized Land Surveyor (ALS) should be considered so that the applicant can use such services in preparing the application. Instead of the LSG, an ALS may carry out the relevant measurements and provide a certified copy of the layout sketch of the proposed building showing all the relevant details. The

² As per delegation norms decided by the KCZMA

LSG is free to undertake verification in case of doubt. All other aspects of Form-1S be retained as it is. The option to use ALS is a suggestion that may be considered but is not included in the recommendations.

A revised version of Form-1S (bilingual in Malayalam and English) is given in this report incorporating all the suggestions discussed this report (Annexure-7).

3 Certain Essential Clarifications

3.1 Context

There are certain aspects of CRZ application processing that needs more clarity. These concern the following:

- a) Occupancy status of a building - existing, proposed or category change
- b) Commercial vs home-based income generation/ economic activity
- c) Criterion for traditional coastal community

An attempt is made to remove ambiguity and provide guidelines in the following sub-sections.

3.2 Occupancy Status of a Building – Existing or Proposed

The respective LSG should determine occupancy category of a building and it should not be done by the KCZMA. The relevant LSG must determine the occupancy status in accordance with the Kerala Municipality Buildings Rules (KMBR) and Kerala Panchayat Buildings Rules (KPBR) with subsequent amendments applicable at the time of application³. The *eligible occupancy status* – existing or eligible *should be assigned by the LSG*. What has been assigned by the LSG should be used in processing the application for CRZ approval. The Form-1S should be accompanied by the occupancy status certified by relevant LSG. KCZMA will refer the norms used in relevant KMBR/ KPBR for processing the applications for CRZ approval but the occupancy status shall be assigned by the relevant LSG in accordance with the KMBR or KPBR applicable to the case. LSG should not expect KCZMA to assign the occupancy status for each application nor should KCZMA take upon itself the responsibility of determining eligible occupancy status.

3.3 Home-based Income Generation/ Economic Activity

There is an urgent need to examine the scope of the term commercial in the processing of applications by KCZMA under the CRZ-Act 2011. This assumes urgent importance because today there are possibilities of operating fully or partially various home-based tiny/ small/ micro scale economic activities. At present, the term 'commercial activity' is being applied in the processing of CRZ approval in an ambiguous manner. Instead, it is necessary to adopt a rule-based approach that can serve for evaluating the case on merits.

There can be many examples of home-based economic activities that are essentially livelihood options. These include tiny food processing units, crafts, small shops, small family-run restaurants, family-run homestay facilities, home-based tuition centres and so on. There can be many more, traditional, or otherwise. With modernisation, rapid extension of the telecommunication networks and data connectivity many home-based income earning opportunities in the service sector are now available irrespective of the place of residence. If the activities do not have significant implications to the coastal ecology, there are no reasons to disallow these home-based activities. It is not appropriate to classify them as commercial activities merely because the earnings are derived from small or micro-scale home-based economic activity or self-employment.

³ The prevailing building rules are Kerala Municipality Buildings Rules (KMBR) of 2019 and Kerala Panchayat Buildings Rules (KPBR) of 2019 with amendments made in 2020

A careful reading of the CRZ Act from the first version of 1991 onwards will make it clear that the law was not intended to prohibit every possible economic activity by the communities living along the coast. In the 1991 act, the **only time commercial purpose is fully prohibited** is in relation to “*reclamation for commercial purposes such as shopping and housing complexes, hotels and entertainment activities.*” Further, nowhere in the act there is explicit prohibition of home-based economic activities or tiny and small businesses. Therefore, it can be firmly asserted that neither are home-based earnings nor small home-based businesses totally prohibited in the letter or spirit of the act so long as there is no damage to coastal ecology.

Currently, Government of India (Ministry of Micro, Small & Medium Enterprises) defines enterprises in manufacturing and services as ‘micro enterprises’ if the investment is not more than Rs 1 crore and the annual turnover Rs. 5 crores⁴. Further, as per prevailing rules, only a business whose aggregate turnover in a financial year exceeding Rs 20 lakhs for services and Rs 40 lakhs for sales of goods is required to register under Goods and Services Tax (GST). Therefore, the simple rule that can be adopted is to consider only entities or individuals having GST registration to be commercial.

It is not fair or reasonable to classify every livelihood activity as commercial activity unless the activity crosses a threshold when it can be deemed to be a commercial enterprise. Home-based earnings should be treated as self-employment or livelihood. It should not be classified as commercial so long as the unit (home-based earnings or micro-enterprise) is not registered for GST.

The CRZ approval can be granted subject to the condition that the unit continues to be under residential occupancy and the activities causing damage to coastal ecology will not be carried out. The occupancy status should be in accordance with KMBR or KPBR and the applicable category should be assigned by the relevant LSG. The mandate of KCZMA is to determine whether CRZ Act approval should be given to an entity having a certain occupancy status.

3.4 Traditional Coastal Community

The Act does not define who the traditional coastal communities are. This provision in notification of 1991 protected the right to dwellings and livelihoods of existing residents in the zones and restrictions defined in the new law. Decades later, it is not possible to define the traditional communities as per occupations applicable in 1991. The traditional coastal dwellers in any part of the world are diverse without being limited to fishing as the only livelihood option. As in other coastal areas, in Kerala too, the coastal communities are remarkably diverse. As a matter of fact, this is highly diverse and cannot be defined. Over the decades since the enactment of CRZ Act 1991, the socio-economic conditions and occupations have changed within and across generations. While the reference point is the CRZ 1991 and status prior to its implementation, the act refers to these communities in accordance with the location of their dwellings prior to the enactment of the Act.

The CRZ 1991 itself does not attempt to define the communities in any manner other than where their dwellings are located. The amended notification of 2011 provides the guidance in Section 6 on enforcement of the notification [Section 6 (d) (i) and 6 (d) (ii)]. The relevant parts are reproduced below:

6. Enforcement of the CRZ, notification, 2011

(d) The dwelling units of the traditional coastal communities including fisherfolk, tribals as were permissible under the provisions of the CRZ notification, 1991, but which have not obtained formal approval from concerned authorities under the aforesaid notification shall be considered by

⁴ MSME - Classification applicable from July 1, 2020, <https://msme.gov.in/know-about-msme>

the respective [State Government and]⁵ Union territory CZMAs and the dwelling units shall be regularized subject to the following condition, namely -

- (i) these are not used for any commercial activity*
- (ii) these are not sold or transferred to non-traditional coastal community*

The key operative phrases used are land ownership status and transfer. The ownership before and after implementation of the Act should remain with the traditional coastal community to enjoy the protections under the Act. Protection under the Act will cease after it is transferred from a traditional coastal inhabitant to another who is not in that category. This is not difficult to determine or track. In most cases, the ownership changes are through inheritance. The applicant can easily provide documentary proof of ownership status – present and prior to the implementation of the CRZ Act. In case of sale, the status of seller and buyer must be supported by similar documents.

The status as member of traditional coastal community should not be based on certification by any local authority because that leaves the door wide open for arbitrariness in the process. The determination must be based on verifiable proof. Affidavit (notarized self-declaration) also may be considered along with verifiable documents to fast track the processing. All approvals will, anyway, be subject to acceptance of the condition that any approval obtained based on inaccurate or false information is liable to be cancelled forthwith and the structures built would be demolished as per due process.

3.5 Social Justice Concerns, CRZ Act and Dwellings of the Poor

This a sensitive matter which arises in almost every meeting KCZMA when such applications are considered. Concerning the need for a flexible approach for the implementation of various social housing schemes of the state and central governments, as an interim step, a letter was sent to the state government and the Ministry of Environment, Forests and Climate Change (MoEF&CC) from KCZMA. There is also a decision communicated through proceeding of 14/05/2018 and subsequent clarification 26/06/2018 related to this aspect. It appears that the decision was based on an assessment of the plinth area of residential buildings in coastal areas.

The decision of May 14, 2018 was meant to increase the maximum permissible limit for both construction and reconstruction from 66 sq m to 100 sq m. Significantly, the proceeding of 14/05/2018 shows that a limit of 66 sq.m. had been enforced earlier and implemented. The minutes of the 76th Meeting mentions a limit⁶ is applicable only for implementation of government's housing schemes in areas subject to restrictions of CRZ Act. In contrast, the proceedings of 14/05/2018 and 26/06/2018 (clarifications) extends the revised limit beyond the social housing schemes, applicable to all 'traditional coastal communities ...'.

The CRZ Act (1991 or 2011) do not specify any maximum limit to the plinth area in any CR-Zone. The Act does not confer on either State or Central CZMA the power to impose such a limit in any CR-Zone. Further, while the proceedings of May 14 and June 26 of 2018 states it is for enhancing the maximum permissible limit, it is *implying* a maximum limit. A maximum limit to plinth area does not appear anywhere in the Act. The aim of the Act is to stop new construction in NDZ and limit reconstruction to the pre-existing plinth area. There are no provisions in the Act authorizing CZMAs to define such limits. Perhaps, the expert group did not examine if KCZMA, indeed, has the power to specify a plinth area limit. It is not clear what section of the Act confers powers on any State CZMA to define such limits.

The key problems are:

⁵ [Added words] The words 'State Government and' are not there in the original but is implied.

⁶ Minutes of KCZMA, 76th Meeting, Aug 4, 2016, page 1.

- a) Adopting a socially sensitive approach to applications to allow improvements and better reconstruction of existing small residential units which may not be permissible if the Act is applied strictly going by the letter rather than spirit of the law, which is to “ensure livelihood security to the fisher communities and other local communities, living in the coastal areas, to conserve and protect coastal stretches ...”⁷
- b) Implementing a Government Social housing project (State or Central) in CR-Zone

The best option for case (a) is to work within the spirit of the Act that protects the coastal communities who have been inhabitants of the restricted zones prior to the enactment of the CRZ Act and the scope of social housing schemes. Keeping both these aspects in mind, each application from traditional coastal inhabitants for reconstruction, and extension cases in NDZ including pokkali land in CRZ-IB should be considered directly by the KCZMA on a case-to-case basis on its merits. The prevailing minimum plinth area applicable to social housing schemes can be used as a thumb rule for extension in cases where the plinth area of existing dwelling unit is less, and permission may be given to rebuild an existing dwelling on their own or through social housing scheme subject to the basic norms of prevailing housing schemes. The decision in such cases shall not be delegated to the DLC. All such cases must be scrutinized separately and included in the state-level agenda. It is not advisable to formulate a general rule for such cases which should be judged on merits and considering the prevailing norms for housing schemes. KCZMA minutes will clearly state the reasons for the decision taken.

With regards to the second case (b), there have been many instances of social housing projects proposed in NDZ or risk-prone sites. Implementation of any new dwellings including social housing other than reconstruction should not be allowed in NDZ or in risk-prone sites. Where a dwelling does not exist, social housing schemes should be implemented only within permissible sites – under CRZ Act or any other law. Implementing social housing within NDZ will be both unfair to the beneficiary and in clear violation of the Act. It violates the letter and spirit of both social housing policy and the CRZ Act. As far as applications for new construction are concerned, it should be as per the provisions of the Act without any other consideration.

Therefore, the rational decision may be as follows:

- a) Applications for extension and/or reconstruction by the applicant or through social housing schemes of existing dwelling units of plinth area less than the minimum limit in social housing scheme may be allowed without exceeding the minimum plinth area limit of such schemes
- b) New social housing schemes should not be allowed in NDZ strictly in accordance with the Act and should be implemented only in permissible areas – within or outside CRZ.

4 Review of Standard Operating Procedures

The order DoECC/E2/856/2012 of 14/11/2019 issued by Director, DoECC and Member Secretary, KCZMA defines responsibility framework and Standard Operating Procedures (SOP). Essentially, the existing guidelines for processing must be revised aligning it with the recommendations of this report after it is accepted for implementation. Time frames must be incorporated for different tasks as indicated in this report. In addition, the SOP should ensure the following:

- a) Proper log of applications received and processed each day are maintained
- b) Applications are processed within two working days
- c) Applications for which scrutiny has been completed should be forwarded to the officer responsible for technical appraisal every day and not in large batches
- d) All grievance letters, complaints and reports from citizens or organizations received should be processed as they are received with proper record keeping and not in batches prior to a meeting

⁷ Section 1 of the CRZ Notification 2011, its preamble declaring the intent of the Act

- e) Intimation regarding incomplete or defective applications should be sent within two working days after scrutiny is completed
- f) The above task may be assigned to the existing staff in KCZMA office as per the proceedings of the Director, DoECC of 14/11/2019

The creation and use of official email accounts are necessary for reliable, authentic, and effective official communications. There should be separate email-ids for general correspondence including complaints as well as grievances, for correspondence related to functioning of the committee, and for top-level officials. All these should preferably be hosted on official server.

5 Decentralised Processing through District-Level Committees

One of the key changes introduced in the 2011 CRZ notification for enforcement was the introduction of the District Level Committee (DLC). The Section 6 of the CRZ Notification of 2011, dealing with enforcement specifies that while the CZMAs of the State or Union Territory (UT) shall primarily be responsible for enforcing and monitoring and to assist in that task, the State and UT shall constitute District Level Committees under the Chairmanship of the District Magistrate (or District Collector) concerned. According to the notification, the DLC shall consist of at least three representatives of local traditional coastal communities including from fisherfolk. Accordingly, the KCZMA constituted DLCs through the Circular 353/ A2/ 2012/ KCZMA/ S&TD of March 7, 2014 (Annexure-8). In Kerala, the LSGIs are also included in the institutional framework of CRZ approvals.

The decentralised enforcement and monitoring with the involvement of the LSGIs and DLCs is central to the processing of the huge number of applications, especially for small and residential projects. A detailed review with inputs from the LSGIs and DLCs is required for a detailed review of the functioning and to identify options to enhance efficiency. Due to the constraints imposed by the pandemic containment we have not attempted that. However, any discussion on processing of the applications for CRZ approvals will be incomplete without examining some of the crucial aspects which can help in bringing about significant improvements.

Although not stated explicitly, the key concepts behind the introduction of DLC in the 2011 notification are:

- a) Decentralization of the enforcement and monitoring through the involvement of district authorities
- b) Participatory implementation of the CRZ notification by including representatives of coastal communities
- c) Implicit delegation of the powers from the State CZMA to the District

To strengthen decentralization and enhance its efficiency decentralisation of the decision-making is essential. In this section, we have attempted a quick review. The large number of applications are received through LSGIs require faster decision-making while ensuring proper compliance. This requires greater clarity regarding all the provisions in CRZ Notification and their interpretation in specific contexts. While considerable progress has been made, some more efforts are needed to develop the capabilities of DLCs and LSGIs.

Simplification of the application formats has been recommended in this report. The next step should be that of implementing online facilities for submitting the applications that are to be processed through the decentralised route. The option to allow the services of Authorised Land Surveyors in preparing the forms properly can be an integral part of this initiative.

The most important part of decentralisation is clarity regarding role, responsibility, and accountability framework at each level a) LSGI b) DLC and c) State-level. The LSGI's key role is of verification while DLC

must be fully responsible for decisions regarding approvals. Within the decentralised process, the state level has a role only when DLC requires clarification or faces difficulties in decision-making (Table 2).

Table 2: Role, Responsibility and Accountability - Local, District and State

	Level	Role, Responsibility & Accountability
1	LSGI	<ol style="list-style-type: none"> 1. Verification and certification of the details in the application form 2. Prompt processing from receiving, certifying, and forwarding to DLC 3. LSGI must recognise it is deemed responsible for the details verified 4. LSGI shall be held accountable for verified applications 5. Applications made for sites that are not in CRZ should not be included and applicant intimated 6. Allowing the services of an ALS for preparing certified submissions will remove the burden of certification from LSGI 7. Use a common reporting worksheet* for the compiled list of applications across LSGI, DLC, and KCZMA starting with LSGI 8. Use email communication for all correspondence with DLC with paper trail
2	DLC	<ol style="list-style-type: none"> 1. Proactive role in enforcing and monitoring of the CRZ Notification 2. Prompt action on complaints received 3. Thorough scrutiny of the applications received from LSGIs and validation of the CRZ category-wise recommendations of LSGI 4. Applications made for sites that are not in CRZ should not be included, applicant intimated and LSGI told not to repeat it 5. Final decision regarding applications received from LSGI 6. Site inspection and verification of randomly selected of applications received from LSGIs 7. Engage professionals to verify when required 8. Refer to KCZMA only those cases where DLC needs clarification or there are sufficient reasons to seek state-level review 9. Special cases (as discussed in this report) shall be decided by KCZMA, but DLC may provide comments 10. Use a common reporting worksheet* for the compiled list of applications across LSGI, DLC, and KCZMA 11. DLC shall send monthly reports regarding enforcement and monitoring, complaints received, and actions taken 12. Use email communication for all correspondence with LSGI and KCZMA with paper trail
3	State-Level (KCZMA)	<ol style="list-style-type: none"> 1. Having delegated certain powers and responsibilities to the DLC, KCZMA should not attempt to re-examine each case or verify site-specific details 2. Provide and enforce the use of a common reporting worksheet* for the compiled list of applications across LSGI, DLC, and KCZMA 3. The role of KCZMA should be limited to deciding cases referred by DLC for clarifications 4. KCZMA staff will examine the cases referred by DLC and prepare actionable notes which shall be included in the agenda for decision by KCZMA 5. Seek monthly reports from DLC regarding enforcement and monitoring, complaints received, and actions taken 6. Use email communication for all correspondence with LSGI and KCZMA with paper trail

Note: (*) Suggested format in Annexure-9

6 Restructuring the Agenda

Broadly the sections of the Agenda may be re-structured as discussed in this section making certain changes to the current practice. The proposed changes in categories of agenda items, their description and defining criteria are described in Table 3. Certain changes are envisaged for the submission of large projects (non-residential and residential) to facilitate more efficient processing, which shall be discussed in a separate section.

The different categorization proposed here involve re-arranging while retaining the overall approach presently followed. The suggestions also do not imply directly or indirectly that there are any flaws in the present scheme. The prime objective is to improve the processing efficiency.

Table 3: Agenda – Suggested Categories, Description and Defining Criteria

	Agenda Category/ Section	Description and criteria
1	Confirmation of minutes, Deferred decisions/ Pending items	Revisit items of the previous meeting, if any. Items deferred/ brought forward from previous meetings
2	Action Taken Report	Follow-up & Actions on previous meeting's decisions
3	List-A	1) Items of public interest/ govt. projects 2) Large Projects – Private 3) Litigation, Disputes, Matters in Courts of Law, if any
4	List-B: Residential – Permissible and Non-Permissible	1) Only applications complete in all respects shall be included for consideration in the meeting. 2) On the 15 th of every month or the first working day after 15 th , list of all applications received by the 7 th of each month shall be posted on the website as a) proposals complete in all respects and b) incomplete proposals mentioning all the deficiencies – procedural, non-submission of mandatory documents or mistakes. 3) The received list posted on KCZMA website shall be deemed to be acknowledgment by the applicants and flawed applications can be re-submitted with corrections by the applicants
5	List-C	1) Cases of Occupancy Change from Residential to any other 2) Extraordinary cases such those involving small residential applications in NDZ/ <i>Pakkali</i> requiring detailed evaluation
6	DLC Minutes	1) NDZ – Cases for direct evaluation 2) Confirmation/ ratification of other cases decided by DLC
7	Grievance Redressal/ Appeals	Appeals, complaints, reports on CRZ violations, requests for clarification received by KCZMA relating to CRZ Act or decisions taken previously
8	General Matters	1) General issues relating to coastal environment, ecology, shoreline changes, livelihood, compliance monitoring where applicable 2) Suo moto CRZ violations taken up directly by KCZMA and other
9	Any other matter with permission of the Chair	Any matter outside the circulated agenda of immediate relevance

Having suggested changes in the categorizing of the agenda items, it is necessary to discuss the norms that must be followed for processing these items, which are summarized in Table 4. In addition, certain changes are proposed in the application forms and the templates used for presenting cases in the agenda.

The changes in application forms can be part of the proposed online system in a phased manner. These changes are discussed in separate sections on application format and agenda templates.

Table 4: Revised Agenda Categories and Suggested Norms

	Agenda Category	Applicable Processing Norms
1	List-A (1) Projects of Public Interest Only items of public interest/ govt. projects for which all the details are complete shall be included	1) Application shall be made strictly as per Section 4.2 of the CRZ Notification 2011 laying down the 'Procedure for clearance of permissible activities.' 2) Applications that are not fully compliant with condition (1) above shall not be included in the agenda 3) Scrutinize the applications within 10 working days after receiving such a proposal 4) The project proponent must be acknowledged along with a checklist of any deficiencies either procedural or non-submission of mandatory documents 5) Incomplete proposals in any respect – mandatory documents or other details – shall not be processed in the meetings 6) The full details of any item included in this category shall be shared with expert members at least 5 working days before the meeting (excluding the date of the meeting) 7) The project proponent shall be given an opportunity to present the proposal if required through technical experts in 15 minutes, answer queries raised in meeting when the proposal is first introduced.
2	List-A (2): Private: All non-residential projects and residential above the estimated cost limit defined for small/ medium residential projects	
3	List-A (3): Legal Issues	1) In items related to litigation, a summary of the case and current status shall be included in the agenda notes provided to the members by KCZMA 2) Copy of legal advice will be placed wherever applicable
4	List-B (1) Residential – Permissible	1) This list will include only the residential cases that seem <i>prima facie permissible</i> under CRZ Act in preliminary screening 2) Cases referred to KCZMA by DLC requiring additional scrutiny shall be tabled with explanatory notes as discussed in Section 5
5	List-B (2) Residential – Non-Permissible	1) This list will include only the residential cases that seem <i>prima facie non-permissible</i> under CRZ Act in preliminary screening 2) Doubtful cases requiring additional scrutiny shall be flagged in the preliminary screening
6	List-C (1) Occupancy Change	1) Occupancy Change from Residential to Non-Residential or vice versa 2) The construction in CRZ must be consistent with prevailing norms 3) The occupancy categories will be matched with MBR or KPBR applicable to the case.
7	List-C (2) Extraordinary cases	Extraordinary cases such those involving small residential applications in NDZ requiring detailed evaluation which will be evaluated on a case-to-case basis applying prevailing norms applicable to government's social housing, livelihood enhancement and welfare policies. The approach is described in section 3.5

7 Grievance Redress Mechanism

KCZMA must recognize the need for avenues for quick resolution of disputes regarding decisions, especially after certain degree of decentralization through the DLC. Therefore, any applicant who is not satisfied with the decision can file request to review the decision or resolve the dispute regarding any aspect of the decision taken on the application for CRZ approval. Such requests shall be reviewed and decided within 45 working days. KCZMA should review options for strengthening the grievance mechanisms.

8 Human Resource Considerations

An important aspect affecting the processing of applications for CRZ clearance is the effective human resource (HR) utilization. The present the KCZMA state-level office has one Joint Secretary, one Section Officer, and two Assistants as regular staff. In this report we are not discussing the HR related to day-to-day administrative work. We confine the discussions to the explicit requirements of processing the applications for CRZ clearance. At present, this work is carried out mostly by temporary staff. It would be useful to consider their terms of employment, role, and ways for improving efficiency.

The Sub-Committee conducted consultations to understand the present situation. The pandemic norms have also affected the work due to adopting 5-day week. Currently, all the office-level processing of the applications is carried out by the temporary staff, all of whom are now working on daily-wage basis. The feedback received from the consultations point to many difficulties in operating with workers on daily wage basis and more so after number of working days have been cut without increase in daily wages. Since the number of working hours per day has not been increased to ensure that the working hours per week remains same as with 6-day week, the wage rate has not changed.

The suggestion that has emerged from the discussions is to end the workers on daily-wage basis and recruit at least staff on fixed tenure contracts as per standard norms for such employment. That would ensure far greater stability and better work culture. After decentralization of the application screening and approval by delegation to the DLC, the total number of applications to be processed at the state level in KCZMA has been significantly reduced. The streamlining of that is discussed separately. However, even if we manage to shift the application process to an online (web-based) system, considerable application screening-related work would have to be carried out at the state-level in KCZMA.

The HR requirements discussed here are based on two scenarios: a) immediate with without major changes and b) with the adoption of changes proposed in this report. These two scenarios are discussed here.

In the first case, the HR requirements envisaged are based on the following improvements to the existing system:

- a) The decentralized processing of applications through the DLC has stabilized and working well and
- b) The prevailing SOPs for preliminary processing are being followed

In the second case, we consider the following major improvements:

- a) Adoption of the key recommendations of this report
- b) Implementation of the online facility to submit applications for CRZ clearances in all categories – small and major
- c) Effective use of digital data in decision-making, the data which will become mandatory submission for all major projects if the recommendation is implemented.

There is currently an urgent need to streamline the processing and bring about greater professionalism. However, most of the work is handled by temporary staff/daily wage workers.

There has been some progress in implementing an online system to submit applications. However, it may take some time to become operational. The bulk of these applications are residential/ livelihood-related constructions that must be processed through the decentralized system by LSGs and DLC. While the implementation of online submissions will simplify and make it faster, it is unlikely to change the workload at the state-level for KCZMA. On the contrary, once the online system is implemented, KCZMA will be required to keep pace with the ratification of DLC decisions.

There are two kinds of work, a) transferring data from printed forms to digital documents (word processing and/or worksheets) and b) scrutinising the detailed submissions for clearance of large projects which needs certain higher level of technical competence (Table 5). We are of the view that the work can be better managed through two data entry operators and two project fellows on contractual basis. From a quick assessment of the number of applications (all types) listed in the agenda over the previous several months, it seems that on an average 15 applications are handled per day at the state-level, excluding DLC minutes. It is advisable to carry out a time-study (time-motion study) vis-à-vis current workload and work pattern to get a proper assessment of HR needs.

It is high time all the CZMP data, especially spatial, are managed more efficiently on a GIS platform. In our view, there is no need to purchase new equipment (computer) or software for this. What is required is one GIS technician to manage the data (Table 5). We suggest that power-packed Free and Open-Source Software (FOSS) that are available free of cost should be used. Therefore, the only requirement is one technician whose qualifications can be decided later. Since the work in KCZMA does involves only maintenance and not value addition or analysis, highly skilled professional with postgraduate qualifications or higher is not required. Perhaps, this position can also be equivalent to that of project fellow. KCZMA should a view on this as per prevailing norms.

Table 5: Human Resource Requirements in the Present Scenario

	Description	Role	Number	
			Current (actual)	Required Current
1	Data Entry Operator	Transfer data from printed forms to digital documents	4 Daily Wage	2 Contractual
2	Project Fellows	Technical Review of applications received	NIL	2 Contractual
3	GIS Technical Assistant	Support spatial data management on FOSS-based GIS platform	NIL	2 Contractual

9 Definitions/ Clarification on Terms Used

The terms used are define and clarified for quick reference in this section (Table 6) to ensure that there is no ambiguity or scope for misunderstanding.

Table 6: Definition/ Clarification of Terms

Term/ Phrase	Definition/ Explanation
Form-1	This refers to 'Form-1' given in the annexure to the CRZ notification 2011. It is mandatory for all major projects (non-residential and residential not falling within the

Term/ Phrase	Definition/ Explanation
	purview of DLC as per delegation norms) to apply for CRZ approval using this form along with all other specified information, documentation. Some additional requirements have been suggested and specified in this report (Section 2.3 and Annexure-5)
Form-1S	This is a simplified version of the Form-1 provided by KCZMA which may be used to seek CRZ approval for small/ medium or livelihood related construction. This applies only to residential projects falling within the purview of DLC as per delegation norms. The revised version, referred to as of Form-1S, is included as Annexure-7 of this report.
Housing Schemes – Social Housing/ Government Schemes	All housing projects or schemes initiated by government – state or central – that provide financial assistance to ensure proper dwellings or housing to the needy. These are subject to prevailing norms set by government.
Local Self-Governance (LSG) institution	Relevant local-level governance institution, panchayat, municipality, or municipal corporation
Major Projects	All non-residential projects and those not delegated to DLC
Projects – Small/ Medium Residential	All residential projects within the purview of DLC as per delegation norms comes under this category, where residential is as defined in KMBR or KPBR presently applicable along with relevant amendments
Projects – Livelihood/ Home-based Work	Any economic activity for livelihood whose gross turnover does not attract GST and can be allowed within the scope of residential occupancy category, which is Group – A1 of KMBR or KPBR 2019 with later amendments which has provisions for that.
Residential Occupancy Category	Buildings conforming to the norms defined in KMBR or KPBR with later amendments
Traditional Coastal or Fishing Communities	Status determined based on verifiable land ownership documents and not certification by LSG (see Section 3.4)

10 Key Documents Referred

- 1) Coastal Zone Regulation Notifications 1991
- 2) Coastal Zone Regulation Notification 2011
- 3) Coastal Zone Regulation Notification 2019
- 4) Published Minutes of the KCZMA (relevant to the report)
- 5) Several proceedings and circulars of KCZMA relevant to this study
- 6) Standard Operating Procedures as per orders issued
- 7) Samples of applications for CRZ approval received for small construction (applications using the form prepared by KCZMA in Malayalam)
- 8) Samples of applications for CRZ approval received as per detailed format given in the CRZ notification 2011
- 9) Kerala Municipal Building Rules (2019) and subsequent amendments
- 10) Kerala Panchayat Building Rules (2019) and subsequent amendments

Annexures

Annexure-1: Notification of the Sub-Committee

No. 1672/A2/2020/KCZMA Date: 09.09.2020

KERALA COASTAL ZONE MANAGEMENT AUTHORITY

Directorate of Environment & Climate Change

4th Floor, KSRTC Bus Terminal, Thampanoor, Thiruvananthapuram - 695 001

Ph. 0471-2339696, E-mail: kczmasandtd@gmail.com

Proceedings of the member secretary

(Present: Mir Mohammed Ali IAS)

No. 1672/A2/2020/KCZMA

Dated: 09.09.2020

Sub:- KCZMA - Constituting Sub Committee for preparing operative guidelines for the Processing of CRZ applications - Orders issued.

Read :- General decision of 109th Meeting of KCZMA held on 24.07.2020

The 109th meeting of KCZMA held on 24.07.2020 decided to constitute a subcommittee constructing Dr. Chandanathil Pappachan Geevan, Member (Expert), Dr.P.K.Thulasidas, Member (Expert), KCZMA and Smt. Amrutha Satheesan, Member (Legal), KCZMA for preparing operative guidelines for the processing of CRZ Applications.

In the circumstances, a subcommittee is hereby constituted with the following members for the preparation of operative guidelines for processing the CRZ applications.

Dr. Chandanathil Pappachan Geevan, Member (Expert)

Dr.P.K.Thulasidas, Member (Expert)

Smt. Amrutha Satheesan, Member (Legal)

The committee will furnish the report containing the guidelines to Member Secretary KCZMA.

Sd/-

MIR MOHAMMED ALI IAS
Member Secretary, KCZMA

Forwarded by order



SECTION OFFICER



1. Dr.C.P.Jeevan, Member (Expert), ARWA-54, 2nd Floor, Manakkaparambu Lane, Azad Road, Kaloor, Kochi - 682017
2. Dr.P.K.Thulasidas, Member (Expert), Senior Scientist & Head (Retd) Wood Science & Technology Division & Formes TEAKNET Co-coordinator International Teaks Information Network, Kerala, Forest Research Institute, Peechi, Thrissur - 680653
3. Smt. Amurtha Satheesan, Assistant Professor, Mar Gregorious , College of Law, Nalanchira, Thiruvananthapuram
4. The District Treasury Officer, Thiruvananthapuram

Annexure-2: Sub-Committee Meetings and Consultations

SN	Date	Remarks
1	September 25, 2020	Framing the report
2	September 30, 2020	Review & Consultation
3	October 23, 2020	Review of Draft-I
4	November 20, 2020	Review & Consultation
5	November 28, 2020	Review of Draft-II
6	December 20, 2020	Report Finalization

Annexure-3: KCZMA Proceedings of 14/05/2018

KERALA COASTAL ZONE MANAGEMENT AUTHORITY

Directorate of Environment & Climate Change

'Devikripa', Pallimukku, Pettah P.O., Thiruvananthapuram - 695 024

Ph. 0471-2742264, E-mail: kcymasandtd@gmail.com

Proceedings of the member secretary

Present: Smt. Padma Mahantl IFS

No. 5194/A2/2017/KCZMA

dated: 14.05.2018

Sub: KCZMA – Enhancement of plinth area of residential buildings in NDZ and disposal of CRZ applications for the constructions having plinth area up to 100m² in NDZ– Delegation of power to the District Level Committees- Orders issued

Read: 1. Decision of the 86th meeting of KCZMA
2. Proceeding No. 5194/A2/2017/KCZMA dated 05.04.2018
3. Decision No. 94.04.12 of the 94th meeting of KCZMA held on 17.04.2018

ORDER

The 86th meeting of KCZMA decided to grant CRZ clearance for construction/ reconstruction of residential building having plinth area up to 66m² in NDZ. As per the proceedings read as 2nd above, Kerala Coastal Zone Management Authority, delegated the powers of KCZMA to the District level Committees of KCZMA for the disposal of Application for CRZ Clearance for constructions / reconstructions having plinth area up to 66m² within NDZ (200m from the HTL of Sea and 100m from HTL of Backwaters) and applications for CRZ Clearance for constructions/ reconstructions of residential building having plinth area upto 250m² beyond NDZ (above 200m) as per CRZ Notification 2011.

Now Kerala Coastal Zone Management Authority vide decision read as 3rd paper above decided to enhance the maximum permissible limit of the existing plinth area of 66m² sanctioned for CRZ Clearance for construction/ reconstruction of residential building in NDZ to 100m² on the basis of a report furnished by the technical experts of KCZMA wherein it has been assessed the average plinth area of residential buildings in Panchayats, Municipalities and Corporations in 10 coastal districts of Kerala. KCZMA also decided to delegate the powers of KCZMA to the District level committees for the disposal of application for CRZ clearance of residential buildings having plinth area up to 100m² within NDZ (200m from HTL of Sea and 100m from HTL of Backwaters).

In the circumstances Kerala Coastal Zone Management Authority hereby enhances the maximum permissible limit of the existing plinth area of 66m² sanctioned for CRZ Clearance for construction/ reconstruction of residential building in NDZ to 100m². And also delegates the powers of KCZMA to the District level Committees of KCZMA for the disposal of application for CRZ clearance of residential buildings having plinth area up to 100m² within NDZ (200m from HTL of Sea and 100m from HTL of Backwaters) as per CRZ Notification 2011.

This orders will be in force with effect from 17.04.2018

Padma Mahanti

**PADMA MAHANTI IFS
Member Secretary, KCZMA**

1. The District Collector,
Thiruvananthapuram/Kollam/ Alappuzha/ Kottayam/Erankulam/
Thrissur/Malappuram/Kozhikode/ Kannur/ Kasaragod
2. The Director of Panchayats, Thiruvananthapuram
3. The Director of Urban Affaris, Thiruvananthapuram
4. The Chief Conservator of Forest, Thiruvananthapuram
5. The Chief Town planner, Thiruvananthapuram
6. The District Town Planner, Thiruvananthapuram/Kollam/ Alappuzha/
Kottayam/Erankulam/ Thrissur/Malappuram/Kozhikode/ Kannur/ Kasaragod
7. The Environment Department, Govt. Secretariat, Thiruvananthapuram
8. The Revenue Department, Govt. Secretariat, Thiruvananthapuram
9. The Fisheries Department, Govt. Secretariat, Thiruvananthapuram
10. The Local Self Government Department, Govt. Secretariat,
Thiruvananthapuram
11. The Forest Department , Govt. Secretariat, Thiruvananthapuram
12. Information and Public Relation Department, Govt Secretariat,
Thiruvananthapuram (for publishing in the Govt Website)

Copy to:-

1. PS to Chief Secretary, Govt. Secretariat, Thiruvananthapuram
2. PA to Additional Chief Secretary, Environment Department, Govt.
Secretariat, Thiruvananthapuram
3. SF/OC

Annexure-4: KCZMA Proceedings of 26/06/2018 (clarifications)

KERALA COASTAL ZONE MANAGEMENT AUTHORITY

Directorate of Environment & Climate Change

'Devikripa', Pallimukku, Pettah P.O., Thiruvananthapuram - 695 024

Ph. 0471-2742264, E-mail: kczmasandtd@gmail.com

Proceedings of the member secretary

Present: Smt. Padma Mahanti IFS

5194/A2/2017/KCZMA

dated: 26.06.2018

Sub: KCZMA - Modification in proceedings no 5194/A2/2017/KCZMA dated 14.05.2018- Orders issued- Regg

Read: Proceedings no. 5194/A2/2017/KCZMA dated 14.05.2018

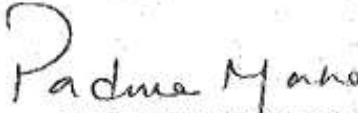
ORDER

As per the proceedings read above KCZMA has enhanced the maximum permissible limit of the existing plinth area of 66m² sanctioned for CRZ Clearance for construction / reconstruction of residential building in NDZ to 100m² and delegated the powers of KCZMA in this regard to the District Level Committee of KCZMA. But the District Level Committees of KCZMA have now sought further clarifications regarding the CRZ Area and permissible/ prohibited activities especially in the NDZ. The KCZMA examined the matter in detail and the following modifications are issued in this regard:-

- i. 100m from HTL of Sea in No Development Zone - only reconstruction or repairing of the residential building by limiting the existing plinth area is allowed in CRZ III, subject to condition that the applicant should belong to the traditional coastal communities including fisher folk.
- ii. 100m to 200m from the HTL of Sea - Construction/ reconstruction of residential building up to the plinth area of 100m² is permissible in CRZ III, subject to condition that the applicant should belong to the traditional coastal communities including fisher folk.
- iii. Beyond 200m from the HTL of Sea-- construction/ reconstruction of residential building having plinth area up to 250m² is permissible in CRZ III
- iv. In NDZ(100m or width of the water body whichever is less) of Backwaters (River, Kayal, Thodu etc.)---only reconstruction or repairing of the residential building by limiting the existing plinth area is allowed in CRZ III.
- v. 50m from the Backwater Island - only reconstruction or repairing of the residential building by limiting the existing plinth area is allowed.
- vi. The overall height of the residential building should not exceed 9 mts with two floors (Ground floor+ one Floor) in CRZ III area beyond NDZ (ie 200m

- away from the HTL of Sea)
- vii. The residential buildings shall be permitted only on the landward side of the existing road or on the landward side of the existing authorized structures in CRZ II Area. The District Level Committee of KCZMA is permitted to issue the clearance for the residential building having plinth area up to 250m².

The proceedings read above stands modified to the above extent.


PADMA MAHANTI IFS
Member Secretary, KCZMA

To

1. The District Collector,
Thiruvananthapuram/Kollam/ Alappuzha/ Kottayam/Erankulam/
Thrissur/Malappuram/Kozhikode/ Kannur/ Kasaragod
2. The Director of Panchayats, Thiruvananthapuram
3. The Director of Urban Affaris, Thiruvananthapuram
4. The Chief Conservator of Forest, Thiruvananthapuram
5. The Chief Town planner, Thiruvananthapuram
6. The District Town Planner, Thiruvananthapuram/Kollam/ Alappuzha/
Kottayam/Erankulam/ Thrissur/Malappuram/Kozhikode/ Kannur/ Kasaragod
7. The Environment Department, Govt. Secretariat, Thiruvananthapuram
8. The Revenue Department, Govt. Secretariat, Thiruvananthapuram
9. The Fisheries Department, Govt. Secretariat, Thiruvananthapuram
10. The Local Self Government Department, Govt. Secretariat,
Thiruvananthapuram
11. The Forest Department , Govt. Secretariat, Thiruvananthapuram
12. Information and Public Relation Department, Govt Secretariat,
Thiruvananthapuram (for publishing in the Govt Website)

Copy to:-

1. PS to Chief Secretary, Govt. Secretariat, Thiruvananthapuram
2. PA to Additional Chief Secretary, Environment Department, Govt.
Secretariat, Thiruvananthapuram
- ✓ 3. SF/OC

Annexure-5: Additional Requirement for Form-1

The proposed changes do not involve removal or any alteration in the data sought. Instead, the suggestion is to make submission of all documents as required mandatory in digital form.

- 1) A soft copy of the application comprising of all documents must be submitted to KCZMA in addition to the printed copies.
- 2) Spatial data files with geocoordinates be submitted as GIS shape files or GPS data files in GPX or KML formats for the following as required in Section 4.2 of the Notification 2011:
 - a. Digitized CRZ map of the project area indicating HTL and LTL demarcated by authorized agency in 1:4000 scale
 - b. Digitized map in 1:4000 scale showing a) Plot boundaries b) Perimeter of the proposed structure c) Compound wall d) Diaphragm wall (if any)
 - c. CRZ map covering 7 km radius around the project site in 1:4000 scale
 - d. CRZ map indicating the CRZ-I, II, III and IV areas including other notified ecologically sensitive areas incorporating polygons corresponding to each survey number, hazard line, HTL, LTL, existing roads, and structures
- 3) Digital copies of all relevant drawings in any of these file formats (e.g., DXF, STEP, IGES)

Annexure-6: Form-1S (Currently in Use)

തീരദേശ നിയന്ത്രണ മേഖല വിജ്ഞാപനമനുസരിച്ച് ഭവന/ചെറു നിർമ്മാണ പ്രവർത്തനങ്ങൾക്ക് അനുമതി ലഭിക്കുവാൻ തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് സമർപ്പിക്കുവാനുള്ള അപേക്ഷ

(പൂർണ്ണമായും പൂരിപ്പിക്കാത്ത അപേക്ഷകൾ നിരസിക്കുന്നതാണ് എന്ന കാര്യം ശ്രദ്ധയിൽപ്പെടുത്തുന്നു.)

1. പേര് :
2. സ്ഥിര മേൽവിലാസം(പിൻ കോഡ് സഹിതം) :
(ഫോൺ) :
3. കത്ത് ലഭിക്കേണ്ട വിലാസം (പിൻ കോഡ് സഹിതം) :
4. പഞ്ചായത്ത് /മുനിസിപ്പാലിറ്റി/ കോർപ്പറേഷൻ :
5. വില്ലേജും സർവ്വേ നമ്പരും :
6. ജില്ല, താലൂക്ക് :
7. പ്ലോട്ടിന്റെ മൊത്ത വിസ്തീർണ്ണം :
(സൈറ്റ് പ്ലാൻ തദ്ദേശ സ്വയംഭരണ സ്ഥാപനം സാക്ഷ്യപ്പെടുത്തിയത് ഉള്ളടക്കം ചെയ്യുക)
8. കെട്ടിടത്തിന്റെ മൊത്ത വിസ്തീർണ്ണം (Plinth area): :
(കെട്ടിട പ്ലാൻ തദ്ദേശ സ്വയംഭരണ സ്ഥാപനം സാക്ഷ്യപ്പെടുത്തിയത് ഉള്ളടക്കം ചെയ്യുക)
 - (1) 100 ചതുരശ്ര മീറ്ററുകളിൽ :
 - (2) 100-200 ചതുരശ്ര മീറ്ററുകളിൽ :
 - (3) 200-500 ചതുരശ്ര മീറ്ററുകളിൽ :
 - (4) 500 ചതുരശ്ര മീറ്ററിന് വെളിയിൽ :
9. പ്രതീക്ഷിത നിർമ്മാണ ചിലവ്/എസ്റ്റിമേറ്റ് :
(തദ്ദേശ സ്വയംഭരണ സ്ഥാപനം സാക്ഷ്യപ്പെടുത്തിയത്)
10. സ്ഥലത്തിന്റെ ഇപ്പോഴത്തെ ഉപയോഗം :
(കൃഷി/വനം/കണ്ടൽകാടുകൾ/മണൽകുന്ന/ ചതുപ്പ്/അംഗീകൃത വ്യവസായം, പാർക്ക്, എസ്റ്റേറ്റ്/മറ്റുള്ളവ)
11. പുതിയ നിർമ്മാണം/പുനർനിർമ്മാണം/ അറ്റകുറ്റപ്പണി :
12. പുനർ നിർമ്മാണം ആണെങ്കിൽ നിലവിലുള്ള കെട്ടിടം നിർമ്മിച്ച വർഷം, കെട്ടിട നമ്പർ, പ്ലാൻ്റെ ഏരിയാ, തറ വിസ്തൃതി അനുപാതം (FAR) :
13. നിർമ്മാണാവശ്യം :
(വീട്/വ്യാപാരം/ മറ്റുള്ളവ) വ്യക്തമാക്കുക
14. നിർമ്മാണം വാസഗൃഹത്തിനല്ലെങ്കിൽ നിർമ്മാണോദ്ദേശ്യം വിശദീകരിക്കുക :
15. സ്ഥലം കായൽ/ ദ്വീപ് ആണോ? :
എങ്കിൽ ദ്വീപിന്റെ പേര്
16. തീരം ഏതു വിഭാഗത്തിൽ പെടുന്നു : കടൽ/കായൽ/നദി/തോട്/പൊക്കൊളി പാടം
17. നിർമ്മാണം നദി/തോട് തീരമെങ്കിൽ നദി/തോടിന്റെ വീതി :

- 18. നദി/തോട് - ൽ നിന്നുള്ള ദുരം
 - (a) പ്ലോട്ടിലേക്ക് :
 - (b) നിർമ്മിക്കുന്ന കെട്ടിടത്തിലേക്ക് :
- 19. വേലിയേറ്റ മേഖലയിൽ നിന്നുള്ള ദുരം
 - (a) പ്ലോട്ടിലേക്ക് :
 - (b) നിർമ്മിക്കുന്ന കെട്ടിടത്തിലേക്ക് :
- 17. അപേക്ഷകൻ മത്സ്യ ബന്ധന സമൂഹത്തിൽ ഉൾപ്പെട്ട വ്യക്തിയാണോ; ആണെങ്കിൽ അതു തെളിയിക്കുന്ന തദ്ദേശസ്വയംഭരണ സ്ഥാപനം സാക്ഷ്യപ്പെടുത്തിയ രേഖ ഹാജരാക്കണം :
- 20. അപേക്ഷകൻ പരമ്പരാഗത തീരദേശവാസിയായിരുന്നോ; സമൂഹത്തിൽ പെട്ട വ്യക്തിയാണോ? (ആണെങ്കിൽ അതു തെളിയിക്കുന്ന തദ്ദേശസ്വയംഭരണ സ്ഥാപനം സാക്ഷ്യപ്പെടുത്തിയ രേഖ ഹാജരാക്കണം) :
- 21. മണൽകുന്നുകൾ നിർമ്മിക്കേണ്ടതുണ്ടോ : ഉണ്ട്/ഇല്ല
- 22. കടൽ/കായൽ/നദി/ചതുപ്പ് നികത്തേണ്ടതുണ്ടോ : ഉണ്ട്/ഇല്ല
- 23. കെട്ടിടത്തിന്റെ ഉയരം :
- 24. നിലകളുടെ എണ്ണം :
- 25. തറ വിസ്തൃതി അനുപാതം (Floor Area Ratio -FAR)/ Floor Space Index -FSI :
- 26. കേന്ദ്ര- സംസ്ഥാന സർക്കാർ മറ്റ് ഏജൻസികൾ എന്നിവ മുഖാന്തരം ധനസഹായം ലഭിക്കുന്ന നിർമ്മാണം ആണോ; ആണെങ്കിൽ പദ്ധതി വ്യക്തമാക്കുക. :
- 27. മുനിസിപ്പാലിറ്റി/കോർപ്പറേഷൻ ആണെങ്കിൽ നിർമ്മിക്കാനുദ്ദേശിക്കുന്ന കെട്ടിടത്തിന്റേയും കടൽ/കായൽ/നദിയുടെയും ഇടയിൽ അംഗീകൃത കെട്ടിടങ്ങളോ റോഡോ ഉണ്ടോ ഉണ്ടെങ്കിൽ അവയുടെ വിശദാംശങ്ങൾ(കെട്ടിടം നിർമ്മിച്ച വർഷം, കെട്ടിട നമ്പർ, പ്ലാന്റ് ഏരിയ, തറ വിസ്തൃതി അനുപാതം, FAR&FSI) :
- 28. ഈ അപേക്ഷ തദ്ദേശ വാസികളുടെ ആവശ്യത്തിനായുള്ള ജലസേചനം, അഴുക്കുപാൽ, റോഡുകൾ, പാലങ്ങൾ, സ്കൂളുകൾ, ആശുപത്രികൾ മുതലായവയുടെ നിർമ്മാണത്തിനാണോ?(ഏതെന്ന് വ്യക്തമാക്കുക) :

സ്ഥലം :
തീയതി :

അപേക്ഷകന്റെ ഒപ്പ്

തദ്ദേശ സ്വയംഭരണ സ്ഥാപനത്തിലെ ഓഫീസ് ആവശ്യത്തിന്

- 1. പഞ്ചായത്തിന്റെ ജൂനിയറായും നിയന്ത്രിത മേഖലയിൽ വരുമോ? :
- 2. അപേക്ഷകൻ മത്സ്യ ബന്ധന സമൂഹത്തിൽ/ പരമ്പരാഗത തീരദേശവാസി / പരമ്പരാഗത തീരദേശ സമൂഹത്തിൽ ഉൾപ്പെട്ട വ്യക്തിയാണോ; ആണെങ്കിൽ അതു തെളിയിക്കുന്ന സ്വയംഭരണസ്ഥാപനം സാക്ഷ്യപ്പെടുത്തിയ രേഖ :

- 3. നിർമ്മാണ സ്ഥലം ഏത് കാറ്റഗറിയിൽപ്പെടുന്നു? : CRZ I/ CRZ II/ CRZ III/ CRZ V (ഭിപി)
- 4. വേലിയേറ്റ രേഖയിൽ നിന്നുള്ള ദൂരം? :
(നിർമ്മിതിയിലേക്ക്)
- 5. നദി/തോടി നെറ്റ് വീതി : :
- 6. നദി/തോട് - ൽ നിന്നുള്ള ദൂരം(നിർമ്മിതിയിലേക്ക്) : :
- 7. കേന്ദ്ര- സംസ്ഥാന സർക്കാർ മറ്റ് ഏജൻസികൾ :
എന്നിവ മുഖാന്തരം ധനസഹായം ലഭിക്കുന്ന
നിർമ്മാണം ആണെങ്കിൽ പദ്ധതി
വ്യക്തമാക്കുക.
- 8. വിജ്ഞാപനത്തിന്റെ രണ്ടാം ഖണ്ഡികയിൽ :
പാഞ്ഞിരിക്കുന്ന നിരോധിത പ്രവർത്തനങ്ങൾ
ഉൾപ്പെട്ടിട്ടുണ്ടോ?
- 9. അനുവദനീയ പ്രവൃത്തികളിൽപ്പെടുമോ? എങ്കിൽ :
ഏതു വകുപ്പിൽ
- 10. സംസ്ഥാന കേന്ദ്ര തീരദേശ പരിപാലന :
കമ്മ്യൂണിറ്റി/അതോറിറ്റിയുടെ ആവശ്യമുണ്ടോ?
- 11. മറ്റു സർക്കാർ വകുപ്പുകളിൽ നിന്നുള്ള അനുമതി :
ആവശ്യമുണ്ടോ?(അനുമതി ലഭിച്ചിട്ടുണ്ടെങ്കിൽ
ആ രേഖയുടെ പകർപ്പ് ഉള്ളടക്കം ചെയ്യുക)
- 12. പഞ്ചായത്തിന്റെ/മുനിസിപ്പാലിറ്റിയുടെ അനുമതി :
നൽകാമോ?
- 13. അനുമതി ശുപാർശ ചെയ്യുവാനുള്ള / :
നിഷേധിക്കാനുള്ള കാരണങ്ങൾ
(CRZ നിയമത്തിലെ പ്രസക്തമായ
വകുപ്പുകൾ സൂചിപ്പിക്കുക)
- 14. അനുമതിക്കായി ശുപാർശ ചെയ്തിരിക്കുന്നു / :
നിഷേധിച്ചിരിക്കുന്നു .
- 15. പ്രത്യേക അഭിപ്രായംകുറിച്ച് ഉണ്ടെങ്കിൽ അത് : :

സ്ഥലം :

തീയതി :

പഞ്ചായത്ത്/മുനിസിപ്പാലിറ്റി/കോർപ്പറേഷൻ

സെക്രട്ടറിയുടെ ഒപ്പും, സീലും

(ഓഫീസ് സീൽ)

ചെക് ലിസ്റ്റ്

- 1. സി.ആർ. ഇസഡ് അപേക്ഷ(അപേക്ഷകൻ ഒപ്പിട്ട് തദ്ദേശ സ്വയംഭരണ സ്ഥാപനം സാക്ഷ്യപ്പെടുത്തിയത്)
- 2. തദ്ദേശ സ്വയംഭരണ സ്ഥാപനം സാക്ഷ്യപ്പെടുത്തിയ, സൈറ്റ് പ്ലാൻ, ബിൽഡിംഗ് പ്ലാൻ, പ്രതീക്ഷിത നിർമ്മാണ ചിലവ് തുടങ്ങിയവ.
- 3. അപേക്ഷകൻ ഏത് വിഭാഗത്തെ പ്രതിനിധാനം ചെയ്യുന്നു (മത്സ്യബന്ധന സമൂഹം/ തീരദേശവാസി /പരമ്പരാഗത തീരദേശ സമൂഹം തുടങ്ങിയവ) എന്ന് തെളിയിക്കുന്ന സാക്ഷ്യപ്പെടുത്തിയ രേഖ.
- 4. മറ്റു സർക്കാർ വകുപ്പുകളിൽ നിന്നുള്ള അനുമതി ആവശ്യമുള്ള നിർമ്മാണ പ്രവർത്തനങ്ങളിൽ ആ വകുപ്പിൽ നിന്നും അനുമതി ലഭിച്ചിട്ടുള്ള പക്ഷം ആ രേഖയുടെ സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പ് ഉള്ളടക്കം ചെയ്യുക

Annexure-7: Form-1S – Revised/ Recommended

Form-1S

Application for CRZ Approval for Residential and Livelihood Related Construction

പാർപ്പിടത്തിനും ഉപജീവനവുമായി ബന്ധപ്പെട്ട നിർമ്മാണത്തിനും CRZ അനുമതി നേടുന്നതിനുള്ള അപേക്ഷ

Application to be submitted to the Local Self Government (LSG) തദ്ദേശ സ്വയംഭരണ സ്ഥാപനത്തിന് സമർപ്പിക്കേണ്ട അപേക്ഷ

Note: incomplete forms are liable to be rejected
ശ്രദ്ധിക്കുക: അപൂർണ്ണമായ ഫോമുകൾ നിരസിക്കപ്പെടും

Date of Submission/ സമർപ്പിച്ച തീയതി:

Full Name of the Applicant as in Self-Attested ID Proof ^(a)
അപേക്ഷകന്റെ മുഴുവൻ പേര് (സ്വയം സാക്ഷ്യപ്പെടുത്തിയ തിരിച്ചറിയൽ രേഖയിലേത്)^(a)

1	Required information from the applicant അപേക്ഷകൻ നൽകേണ്ട വിവരങ്ങൾ	Response from the Applicant അപേക്ഷകൻ നൽകുന്ന വിവരങ്ങൾ	Attachment Required അനുബന്ധ രേഖകൾ ഉൾപ്പെടുത്തണം	Official Verification	
				Yes	No
1	Primary Information പ്രാഥമിക വിവരങ്ങൾ - 1				
1.1	Purpose of Construction നിർമ്മാണത്തിന്റെ ഉദ്ദേശ്യം	[A] Residence (വാസസ്ഥലം) [B] Livelihood/ Home-based work (ഉപജീവന മാർഗം / വീട് അടിസ്ഥാനമാക്കിയുള്ള ജോലി)			
1.2	Plinth/ Built Area of the Proposed Building (sq.m.) നിർദ്ദിഷ്ടകെട്ടിടത്തിന്റെ തറ / ബിൽറ്റ് ഏരിയ (ചതുരശ്ര മീറ്റർ)				
1.3	Area of the plot in are (1 are = 100 sq.m.) പ്ലോട്ടിന്റെ വിസ്തീർണ്ണം- എത്ര ആർ (1 ആർ=100 ചതുരശ്ര മീറ്റർ)				
1.4	Estimated cost കണക്കാക്കിയ ചെലവ്				

	Required information from the applicant അപേക്ഷകൻ നൽകേണ്ടവിവരങ്ങൾ	Response from the Applicant അപേക്ഷകൻ നൽകുന്നവിവരങ്ങൾ	Attachment Required അനുബന്ധ രേഖകൾ ഉൾപ്പെടുത്തണം	Official Verification	
				Yes	No
2	Primary Information പ്രാഥമിക വിവരങ്ങൾ - 2				
2.1	District / ജില്ല				
2.2	Taluk / താലൂക്ക്				
2.3	Panchayat/ Municipality/ Corporation പഞ്ചായത്ത് / മുനിസിപ്പാലിറ്റി / കോർപ്പറേഷൻ				
2.4	Village/ Ward ഗ്രാമം / വാർഡ്				
2.5	Survey Number / സർവ്വേ നമ്പർ				
3	CRZ-Information CRZ- വിവരം				
3.1	CZMP Map Number (1:4000) CZMP മാപ്പ് നമ്പർ (1: 4000)				
3.2	Short Description of the CRZ Category - as shown in the CZMP (i.e., list what is there in CZMP) CRZ - ഹ്രസ്വ വിവരണം. (CZMP ൽ കാണിച്ചിരിക്കുന്നതു രേഖപ്പെടുത്തുക)				
3.3	If the waterbody is river or canal, its width ജല-അതിർത്തി നദിയോ കനാലോ ആണെങ്കിൽ, അതിന്റെ വീതി				
3.5	Distance from HTL to the proposed building HTL-നിന്ന് നിർദ്ദിഷ്ട കെട്ടിടത്തിലേക്കുള്ള ദൂരം				
4	Site Plan സൈറ്റ് പ്ലാൻ This sketch should contain: 1) Boundaries of the plot 2) Layout of the proposed construction 3) Survey Numbers of the plot and all the adjacent plots 4) HTL/ shore/ water-boundary	ഈ സ്കെച്ചിൽ താഴെ കൊടുത്തിരിക്കുന്നവ അടങ്ങിയിരിക്കണം: 1) പ്ലോട്ടിന്റെ അതിരുകൾ		Attach Layout/ രേഖാചിത്രം ചേർക്കുക^(c)	

	Required information from the applicant അപേക്ഷകൻ നൽകേണ്ടവിവരങ്ങൾ	Response from the Applicant അപേക്ഷകൻ നൽകുന്നവിവരങ്ങൾ	Attachment Required അനുബന്ധ രേഖകൾ ഉൾപ്പെടുത്തണം	Official Verification	
				Yes	No
	5) Distance from HTL to the perimeter of the proposed building 6) Existing structures between the plot and the water-boundary/ HTL (marking with building no.) 7) Existing road present in the CZMP Map	2) നിർദ്ദിഷ്ട നിർമ്മാണത്തിന്റെ രേഖാചിത്രം/ കരടുകൾ 3) സർവ്വേനമ്പറുകൾ - പ്ലോട്ടിന്റെയും അടുത്തുള്ള എല്ലാ പ്ലോട്ടുകളുടെയും 4) HTL / തീരം / ജല-അതിർത്തി 5) എച്ച്ടിഎല്ലിൽ നിന്ന് നിർദ്ദിഷ്ടകെട്ടിടത്തിന്റെ ചുറ്റളവിലേക്കുള്ള ദൂരം 6) പ്ലോട്ടിനുംജല-അതിർത്തി / എച്ച്ടിഎല്ലിനുംഇടയിൽ നിലവിലുള്ള കെട്ടിടം/ നിർമ്മിതി (കെട്ടിട നമ്പർ ഉപയോഗിച്ച് അടയാളപ്പെടുത്തുക) 7) CZMP മാപ്പിൽ കാണിച്ചിട്ടുള്ള നിലവിലുള്ള റോഡ്			
5	Construction Type/ നിർമ്മാണം	[A] New പുതിയത് [B] Reconstruction പുനർനിർമ്മാണം/ Renovation നവീകരണം			
6	Details of Existing Building നിലവിലുള്ള കെട്ടിടത്തിന്റെ വിവരങ്ങൾ^(b)	If applicable ബാധകമെങ്കിൽ മാത്രം	Attested Copy^(b) സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പ് ^(b)		
6.1	Door Number/ വീട് നമ്പർ				
6.2	CRZ Approval status of existing building/ structure as per relevant notification – നിലവിലുള്ള കെട്ടിടത്തിന് CRZ	Reference and date റഫറൻസും, തീയതിയും			

	Required information from the applicant അപേക്ഷകൻ നൽകേണ്ടവിവരങ്ങൾ	Response from the Applicant അപേക്ഷകൻ നൽകുന്നവിവരങ്ങൾ	Attachment Required അനുബന്ധ രേഖകൾ ഉൾപ്പെടുത്തണം	Official Verification	
				Yes	No
	അനുമതി ഉണ്ടെങ്കിൽ, വിശദാംശങ്ങൾ				
6.3	Year of Construction: നിർമ്മാണവർഷം:				
6.4	Plinth Area തറ വിസ്തീർണ്ണം (sq.m. ചതുരശ്ര മീറ്റർ)				
7	Proposed Plan/ നിർദ്ദിഷ്ട പദ്ധതി		Attested Copy^(b) സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പ്^(b)		
7.1	Building Plan കെട്ടിടത്തിന്റെ പ്ലാൻ	Attach/ ഫോമിനൊപ്പം ചേർക്കുക			
7.2	Compound Wall type അതിർത്തി മതിൽ (വിവരിക്കുക)				
7.3	Compound Wall sketch അതിർത്തി മതിൽ - രേഖാചിത്രം	Attach/ ഫോമിനൊപ്പം ചേർക്കുക			
7.4	Height of the proposed building (metres)/ നിർദ്ദിഷ്ട കെട്ടിടത്തിന്റെ ഉയരം (മീറ്റർ)				
7.5	Number of floors/ എത്ര നിലകളുണ്ട്?				
7.6	If reconstruction/ renovation difference between plinth area of the existing and proposed പുനർനിർമ്മാണം ആണെങ്കിൽ, നിലവിലുള്ളതും നിർദ്ദിഷ്ടവുമായ കെട്ടിടത്തിന്റെ വിസ്തീർണ്ണം തമ്മിലുള്ള വ്യത്യാസം	[A] No difference വ്യത്യാസമില്ല [B] Less കുറവാണ് [C] Increase കൂടുതലാണ് [D] Not Applicable ബാധകമല്ല			
7.7	FAR(or FSI) of the proposed നിർദ്ദിഷ്ട കെട്ടിടത്തിന്റെ FAR (FSI)				
7.8	Permitted maximum FAR (or FSI) അനുവദനീയമായ പരമാവധി FAR (FSI)				
7.9	Difference between proposed and permitted FAR (or FSI) നിർദ്ദിഷ്ട കെട്ടിടത്തിന്റെ FAR (FSI) - ഉം	[A] No difference വ്യത്യാസമില്ല [B] Less/ കുറവാണ് [C] Increase/ കൂടുതലാണ്			

	Required information from the applicant അപേക്ഷകൻ നൽകേണ്ടവിവരങ്ങൾ	Response from the Applicant അപേക്ഷകൻ നൽകുന്നവിവരങ്ങൾ	Attachment Required അനുബന്ധ രേഖകൾ ഉൾപ്പെടുത്തണം	Official Verification	
				Yes	No
	അനുവദനീയമായതും തമ്മിലുള്ള വ്യത്യാസം	[D] Not Applicable ബാധകമല്ല			
8	Coastal Community Status/ പരമ്പരാഗത തീരദേശവാസിയായോ? - ബാധകമെങ്കിൽ മാത്രം പൂരിപ്പിക്കുക		Attested Copy ^(b) സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പ് ^(b)		
8.1	Fishing/ Coastal Community Status മത്സ്യബന്ധന/ പരമ്പരാഗത തീരദേശവാസി ആണോ?	Yes – അതെ [] No – അല്ല []			
8.2	Owner of the Plot in 1996 – Name as in Ownership Document 1996-ൽ പ്ലോട്ടിന്റെ ഉടമ (ഉടമസ്ഥാവകാശ പ്രമാണത്തിലെ പേര്)				
8.3	Present owner of the plot – Name as in Ownership Document പ്ലോട്ടിന്റെ ഇപ്പോഴത്തെ ഉടമ - ഉടമസ്ഥാവകാശ പ്രമാണത്തിലെ പേര്				
8.4	Relationship of the owner of plot in 1996 with the applicant അപേക്ഷകനും 1996-ൽ ഈ ഭൂമിയുടെ ഉടമസ്ഥാവകാശം ഉണ്ടായിരുന്ന വ്യക്തിയും തമ്മിൽ എന്താണ് ബന്ധം?	[A] Self/ അപേക്ഷകൻ തന്നെ [B] Other Relation (specify)/ (മറ്റു ബന്ധം വ്യക്തമാക്കുക)			
9	If the construction is supported by any state or central government scheme, attach details of the scheme and application. നിർമ്മാണത്തിന് ഏതെങ്കിലും സർക്കാർ (സംസ്ഥാന/ കേന്ദ്ര) പദ്ധതിയുടെ പിന്തുണ ലഭിക്കുന്നുണ്ടെങ്കിൽ, വിശദാംശങ്ങൾ ഉൾപ്പെടുത്തുക		Attach Details (if required) ആവശ്യമെങ്കിൽ വിശദാംശങ്ങൾ പ്രത്യേകം ഉൾപ്പെടുത്തുക		

	Required information from the applicant അപേക്ഷകൻ നൽകേണ്ടവിവരങ്ങൾ	Response from the Applicant അപേക്ഷകൻ നൽകുന്നവിവരങ്ങൾ	Attachment Required അനുബന്ധ രേഖകൾ ഉൾപ്പെടുത്തണം	Official Verification	
				Yes	No
10	If the proposed construction is for home-based livelihoods/ income generation, provide brief description and attach details, if required. നിർദ്ദിഷ്ട നിർമ്മാണം വീട് അടിസ്ഥാനം ആയുള്ള ഉപജീവന മാർഗ്ഗത്തിനോ, വരുമാനത്തിനോ ഉപകരിക്കാൻ ആണെങ്കിൽ, പ്രസ്ഥ വിവരണം നൽകുകയും ആവശ്യമെങ്കിൽ വിശദാംശങ്ങൾ ഉൾപ്പെടുത്തുകയും ചെയ്യുക		AttachDetails (if required) ആവശ്യമെങ്കിൽ വിശദാംശങ്ങൾ പ്രത്യേകം ഉൾപ്പെടുത്തുക വേണമെങ്കിൽ വേറെ കടലാസ്സ് ചേർക്കുക		
11	Solid waste disposal arrangements (describe) ഖരമാലിന്യ സംസ്കരണ ക്രമീകരണം (വിവരിക്കുക)				
12	Liquid waste disposal arrangements (describe) ദ്രാവക സംസ്കരണ ക്രമീകരണം (വിവരിക്കുക)				
13	a) Is there pumping of ground water? ഭൂഗർഭജലം മോട്ടോർ ഉപയോഗിച്ച് പമ്പുചെയ്യുന്നുണ്ടോ? b) If so, purpose and details അങ്ങനെയാണെങ്കിൽ, എന്തിന്? (വിവരിക്കുക)	Yes – അതെ [] No – ഇല്ല []			

- (a) Identity Proof – Any of those prescribed by the Election Commission of India/ Kerala Public Service Commission | ഐഡൻറിറ്റി തെളിവ് - തിരഞ്ഞെടുപ്പ് കമ്മീഷൻ / കേരള പബ്ലിക് സർവീസ് കമ്മീഷൻ അംഗീകരിക്കുന്നവയിൽ ഏതെങ്കിലും ഒന്ന്
- (b) Self-Attested and Notarised | സ്വയം സാക്ഷ്യപ്പെടുത്തിയതും നോട്ടറൈസ് ചെയ്യപ്പെട്ടതും
- (c) Copy certified by LSG | തദ്ദേശ സ്വയംഭരണ സ്ഥാപനം സാക്ഷ്യപ്പെടുത്തിയത്

Address of the Applicant^(a)

Postal/ Mailing Address Details	
Door No./ Name വീട് നമ്പർ / പേര്	
Road/ Landmark റോഡ് / അതിരടയാളം	
Village/ Ward ഗ്രാമം / വാർഡ്	
Taluk താലൂക്ക്	
Panchayat/ Municipality/ Corporation പഞ്ചായത്ത് / മുനിസിപ്പാലിറ്റി / കോർപ്പറേഷൻ	
PIN Code/ പിൻ കോഡ്	
Phone/ ഫോൺ	
Mobile/ മൊബൈൽ	
Email (if any) ഇമെയിൽ (ഉണ്ടെങ്കിൽ)	
Permanent Address സ്ഥിര മേൽവിലാസം (if different from mailing address) <i>Details including PIN Code</i> (തപാൽ വിലാസത്തിൽ നിന്ന് വ്യത്യസ്തമാണെങ്കിൽ) പിൻ കോഡ് ഉൾപ്പെടെ ഉള്ള വിശദാംശങ്ങൾ	

(a) Address Proof – Any one of those prescribed by the Election Commission of India/ Kerala Public Service Commission | മേൽവിലാസത്തിന്റെ തെളിവ് – തിരഞ്ഞെടുപ്പ് കമ്മീഷൻ / കേരള പബ്ലിക് സർവീസ് കമ്മീഷൻ അംഗീകരിക്കുന്നവയിൽ ഏതെങ്കിലും ഒന്ന്

List of Permissions, if applicable, from government departments/ agencies other than the LSG
എൽഎസ്ജി ഒഴികെയുള്ള സർക്കാർ വകുപ്പുകളിൽ നിന്നും ഏജൻസികളിൽ നിന്നുമുള്ള അനുമതികളുടെ പട്ടിക

	Department/Agency ഏജൻസി	വകുപ്പ് /	Permission/ അനുമതി	Document Attached (Yes/No) അനുബന്ധ രേഖകൾ ചേർത്തിട്ടുണ്ടോ (ഉണ്ട് / ഇല്ല)
1				
2				
3				
4				
5				

I, (name) _____

hereby solemnly declare that all the above statements and information are complete and true to my knowledge. I understand that in case any of the statements given are found to be incomplete, untrue, or false the permission granted will be cancelled forthwith and steps initiated to demolish the structure built as per prevailing laws. I understand that if there are any untrue or false documents, criminal

proceedings will be initiated, the permission cancelled, and all benefits obtained in this manner are liable to be denied.

മുകളിൽ കൊടുത്തിട്ടുള്ള വസ്തുതകളും വിവരങ്ങളും സമ്പൂർണ്ണവും സത്യവുമാണെന്ന് ഞാൻ, (പേര്)

ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു. ഏതെങ്കിലും രേഖ അപൂർണ്ണമോ, അസത്യമോ, വ്യാജമോ ആയി കാണുന്നപക്ഷം തൽക്ഷണം അനുവാദം റദ്ദാക്കുന്നതിനും, അനുമതി പ്രകാരം പൂർത്തിയാക്കി നിർമ്മാണം നിയമവിരുദ്ധമാവുകയും, അത് പൊളിച്ചുനീക്കാനുള്ള നടപടികൾ നിലവിലുള്ള നിയമങ്ങൾ പ്രകാരം സ്വീകരിക്കുന്നതുമാകുന്നു എന്ന് ഞാൻ മനസ്സിലാക്കുന്നു. അസത്യമോ, വ്യാജമോ ആയ രേഖകൾ സമർപ്പിച്ചതിന് എതിരെ ശിക്ഷാനിയമാവലി അനുസരിച്ച് തക്കതായ നടപടികൾ നേരിടാനും, നിർമ്മാണ അനുമതി റദ്ദാക്കപ്പെടുമെന്നും, ഇതുമൂലം ലഭിച്ച എല്ലാ ആനുകൂല്യങ്ങളും നിക്ഷേധിക്കപ്പെടുമെന്നും ഞാൻ മനസ്സിലാക്കുന്നു.

Signature of Applicant | അപേക്ഷകന്റെ ഒപ്പ്

Place | സ്ഥലം

Date | തീയതി

List of Documents Attached/ ചേർത്തിട്ടുള്ള അനുബന്ധ രേഖകൾ (use separate sheet if needed | വേണമെങ്കിൽ വേറെ കടലാസ്സ് ചേർക്കുക)

	Document / അനുബന്ധ രേഖ
1	
2	
3	
4	
5	
6	
7	
8	
9	

For Official Use/ ഔദ്യോഗിക ഉപയോഗത്തിന്

VERIFICATION

	Description	Remarks
1	CRZ Status Applicable to the Proposal/ നിർദ്ദിഷ്ട സ്ഥലത്തിന് ബാധകമായ CRZ	
2	Coastal Community Status – based on information in (12) പരമ്പരാഗത തീരദേശവാസിയായോ? (12) ലെ വിവരങ്ങളുടെ അടിസ്ഥാനത്തിൽ	
3	Any prohibitions mentioned in Para 2 of Notification 2011 applicable to proposal 2011 ലെ വിജ്ഞാപനത്തിന്റെ ഖണ്ഡിക 2 ൽ പരാമർശിച്ചിരിക്കുന്ന ഏതെങ്കിലും വിലക്കുകൾ നിർദ്ദേശത്തിന് ബാധകമാണ്	
4	Applicable Occupancy for the Proposed Building (as per prevailing KMBR/ KPBR)	

	നിർദ്ദിഷ്ട കെട്ടിടത്തിന് ബാധകമായ 'ഒക്യുപൻസി' (നിലവിലുള്ള കെ.എം.ബി.ആർ./ കെ.എം.പി.ആർ. പ്രകാരം)	
5	Permission from other departments, if any, are pending മറ്റ് വകുപ്പുകളിൽ നിന്നുള്ള അനുമതി എന്തെങ്കിലും ലഭിക്കാൻ ബാക്കി ഉണ്ടോ?	[Yes] / [No]
6	Missing Mandatory Attached Documents നിർബന്ധമായി ചേർക്കേണ്ട അനുബന്ധ രേഖകളിൽ ഏതെങ്കിലും വിട്ട് പോയിട്ടുണ്ടോ?	[Yes] / [No]
7	DECISION തീരുമാനം	[A] Permissible/ അനുവദനീയമാണ്
		[B] Non-Permissible/ അനുവദനീയമല്ല
		[C] Review at State Level/ സംസ്ഥാന തലത്തിൽ അവലോകനം

If not permitted specify reasons | അനുവദനീയമല്ലെങ്കിൽ കാരണങ്ങൾ വ്യക്തമാക്കുക:

Additional remarks, if any. | മറ്റ് പരാമർശങ്ങൾ, ഉണ്ടെങ്കിൽ:

Place | സ്ഥലം

Panchayat/ Municipality/ Corporation
പഞ്ചായത്ത് / മുനിസിപ്പാലിറ്റി /
കോർപ്പറേഷൻ

Secretary's signature/ സെക്രട്ടറിയുടെ ഒപ്പ്

Name

Date |
തീയതി

Seal

Tracking the Application File Movement

SN	Date	Remarks
1		
2		
3		
4		
5		

SN	Date	Remarks
6		
7		
8		
9		
10		

Annexure-8: KCZMA Circular Constituting District Level Committees and Delegation of Power

KERALA COASTAL ZONE MANAGEMENT AUTHORITY

Science & Technology Department,
Sasthra Bhavan, Pattom, Thiruvananthapuram-4

No. 353/A2/2012/KCZMA/S&TD.

Date: 07.03.2014.

CIRCULAR

Sub:- Kerala Coastal Zone Management Authority (KCZMA) – CRZ Notification 2011 – Constitution of District Level Committee to enforce and monitor the provisions of the CRZ Notification – Functions of the District Level Committees – regarding.

Ref:- (1) Coastal Regulation Zone Notification 2011 issued by Ministry of Environment & Forest (MoEF), Government of India, vide S.O. 19(E) dated 06-01-2011.
(2) S.O. 2843(E) dated 20-12-2011 of the MoEF, GoI.
(3) G.O.(Rt) No. 69/2013/S&TD dated 12.12.2013.

The Ministry of Environment and Forests, Government of India as per the first reference cited above in exercise of the powers conferred by sub-section (1) and clause (v) of sub-section (2) of section 3 of the Environment (Protection) Act, 1986 (29 of 1986), with a view to ensure livelihood security to the fisher communities and other local communities, living in the coastal areas, to conserve and protect coastal stretches, its unique environment and its marine area and to promote development through sustainable manner based on scientific principles taking into account the dangers of natural hazards in the coastal areas, sea level rise due to global warming, have declared as per the reference first cited the coastal stretches of the country and the water area upto its territorial water limit, excluding the islands of Andaman and Nicobar and Lakshadweep and the marine areas surrounding these islands upto its territorial limit, as Coastal Regulation Zone (CRZ).

In exercise of the powers conferred by sub-sections(1) and (3) of Section 3 of the Environment (Protection) Act, 1986 (29 of 1986) (hereinafter referred to as the Act), the Central Government have constituted the Kerala Coastal Zone Management Authority vide the notification second cited.

As per section (II) sub-section (iii) of the notification 2nd cited, the State Government or the Union Territory of Coastal Zone Management Authorities shall primarily be responsible for enforcing and monitoring of the CRZ notification and to assist in this task, the Sate Government and the Union Territory shall constitute District

Level Committees under the Chairmanship of the District Magistrate concerned containing at least three representatives of local traditional coastal communities including the fisher folk.

In compliance with the requirements as per the notification, the State Government have constituted the District Level Committees in the ten (10) Coastal Districts of Kerala as per the order 3rd cited.

Pursuantly, the Kerala Coastal Zone Management Authority (KCZMA) issues the following guidelines on the powers and functions of the District Level Committees:

1. District Magistrate (District Collector)	:	Chairman
2. Representative of Local Traditional Community	:	Member
3. Representative of Local Traditional Community	:	Member
4. Representative of Local Traditional Community	:	Member
5. Deputy Director of Panchayats	:	Member
6. Assistant Conservator of Forest	:	Member
7. District Town Planner	:	Member Secretary

Powers and functions of the District Level Committees

1. The District Level Committee shall assist the Kerala Coastal Zone Management Authority for enforcement and monitoring of the CRZ Notification, 2011, in matters pertaining to the respective districts.
2. The District Level Committee shall verify the complaints regarding CRZ violations in their respective jurisdiction, submit reports to the KCZMA for further action and take necessary actions as directed by the KCZMA from time to time.
3. The KCZMA may give directions to the District Level Committee for the effective implementation and monitoring of activities under the CRZ Notification 2011.
4. The District Level Committee shall submit reports about the action taken based on the directions/instructions received from the KCZMA, in all cases where such reports are due.
5. The committee shall have the powers to take measures for protecting and improving the quality of the coastal environment including preventing, abating and controlling of environmental pollution in the coastal areas of the District.

6. The committee shall take time bound steps for identification of violations of the provisions of the CRZ Notification and the approved CZMP thereunder, for action under the Environmental (Protection) Act, 1986.
7. The committee shall identify violations in CRZ-I areas (i.e. encroachment on Mangroves, beaches, intertidal areas and other ecologically sensitive areas), CRZ-II areas and CRZ-III areas, within their respective jurisdiction and initiate action under Section 19 of the Act, under the powers delegated to the District Collector under the Act in their respective jurisdiction.
8. The committee shall report the details of the identified violations including action taken thereon to the KCZMA.
9. The committee shall be responsible for removal of encroachments and unauthorized structures in coastal areas of CRZ-I, CRZ-II, CRZ-III and CRZ-IV, *Suo Moto* or as directed by the KCZMA or as per Court directions. The District Collector being the Chairman of the Committee shall exercise powers as vested in him to recover cost from unauthorized constructions, in case of demolition or removal by Government or Local Bodies.
10. The committee shall also identify the areas under its jurisdiction which need special conservation and protection measures and recommend to the KCZMA for further action. If required, the committee may consult or obtain opinion of experts, institutes, universities, etc, in the field in this regard.
11. The Member Secretary of the committee shall be the District Town Planning Officer, who shall maintain all records and make correspondence on behalf of the Committee.
12. The committee may also take on priority the issues/complaints of coastal communities including fishermen on matters related to coastal zone conservation and management and if necessary may report the matter to the KCZMA for appropriate further action.
13. The committee shall undertake review of cases involving violation of the provisions of the Act and the rules thereunder, or under any other Act, rules, orders or circulars as the case may be for the time being in force which are related to the CRZ, and if necessary, refer such cases, to the KCZMA with recommendations.
14. The committee shall take up cases *Suo Moto* or on the basis of complaints made by individuals or representative body or based on newspaper report or as directed by the KCZMA or any organization or any Member of the Committee. The

- committee may refer cases to the KCZMA for appropriate action, if needed. The committee shall submit its action taken report on complaints to the KCZMA.
15. The committee shall identify Ecologically Sensitive Areas in the CRZ and report to the KCZMA and assist the KCZMA to formulate area specific management plan.
 16. The committee may seek the assistance of Police in removing encroachments, unauthorized and illegal structures from CRZ areas, in case of identified violations, after issue of notice for removing such violations or as per directions of the KCZMA.
 17. The materials and assets forfeited or confiscated at the site of violation may be disposed of as per the provisions of law/rules/orders governing the matter.
 18. An appeal against the decision of the District Level Committee shall lie to the KCZMA.
 19. The committee shall provide all assistance and shall co-ordinate preparation of CZMP of the district and mapping of hazard line in the coastal areas as per the direction of the State and Central Governments.
 20. The District Level Committees shall comply with any other condition/s as may be issued generally or specifically by the KCZMA.
 21. The committee shall meet periodically, but not less than once in a calendar month.
 22. The committee shall send minutes of the meeting immediately on conclusion of the meetings to the Member Secretary, KCZMA, Sasthra Bhavan, Pattom, Thiruvananthapuram 695 004.
 23. The committee shall specifically be responsible to ensure that all the coastal Grama Panchayat, Municipalities and Municipal Corporations within its jurisdiction have approval Coastal Zone Management Plan.
 24. Notwithstanding any of the above, the KCZMA shall have powers to modify, alter and amend any of the above as and when required

(Sd/-)
Dr. K.K. RAMACHANDRAN,
Member Secretary, KCZMA.

To

Annexure-9: Data Fields Suggested for Common Reporting Worksheet

The following data entry fields are suggested for the Common Reporting Worksheet to share data across Local Self Government Institutions, District Level Committees and KCZMA. The suggested fields refer to data compiled from applications for CRZ approval received by each LSGI and falling within the decision-making powers delegated to the DLC. These are merely indicative, and the final version should be decided after consulting LSGI and DLC. Once finalised, the use of the worksheet should be made mandatory for the LSGIs and DLCs.

SN	Data Field <i>(tentative & purely indicative)</i>
1	LSGI Name
2	LSGI ID (for online use)
3	List Number (for online use)
4	Serial No.
5	Name of the Applicant (Full Name)
6	Application Date (First/ Original)
7	LSG File Ref#
8	LSG File Date
9	LSG to DLC Date
10	Applicant status Traditional
11	Landownership In 1996
12	Applicant's Relationship to Owner in 1996
13	Land Survey. Nos.
14	CZMP Map No.
15	Plot Area (are)
16	Existing Yes/ No
17	If yes, year of construction
18	CRZ Approval Current Status
19	Boundary S/R/BI
20	Distance from HTL
21	CRZ - Category I/II/III/IV
22	Plinth Area (sq. m) of existing construction in sq. m.
23	Plinth Area – Proposed Building
24	Proposed Building Height
25	FAR/ FSI
26	Existing Building
27	Existing Road
28	DLC Decision
29	Remarks/ Reasons
30	Referred to KCZMA (Yes/No)
31	KCZMA Remarks
32	KCZMA Decision
33	Unique-REF (for online use)