

**Form No. -1**  
**(Prescribed under Rule-3)**

Application for permission of construction, extension or any building to be used as a factory

1.	Applying for the following activities:-		
a.	New Building - Factory construction:-		
b.	Extension of the existing building:-		
c.	To use any building as a factory:-	Yes (Revision Cum Extension )	
2.	Occupier name and address:-		
3.	Full Name & Address of correspondence of factory:-		
a.	Full name:		
b.	Address of correspondence (City or village/district/pin code)		
4.	Please indicate the following details:-		
a.	Nearest police station distance (KM):-		
b.	Nearest Railway Station or Port, distance (KM):-		
c.	Nearest Government Hospital, distance (KM):-		
5.	a.	Whether is it registered as Factory?	
	b.	If yes than,	
		1. Registration No.:-	
		2. License No.:-	
		3. Last year in the legitimacy of license:-	
	c.	Whether it comes under section 2(cb) of hazardous category?	
	d.	If so, whether is it getting approval for a place under section-41?	
	e.	If yes than, date of approval	
6.	Plant details, if place evaluation is not done under section 41-k		
7.	Enclosure		
	a.	Flowchart Manufacturing Process	
	b.	A brief description of the various stages of the process	
	c.	As per measurement the following details to be shown in maps -( in two copy)	
		1. Status of Factory premises and the surrounding buildings and other structures, roads, drainage, etc. along with its surrounding place.	
		2. Different building map showing natural light, air ventilation and exit route in case of fire (Map should clearly show plant, machinery detail, entry / exit route)	
	d.	At the time of submission of application whether all details are attached as per instructions of Chief Inspector:-	
Date:	<p>Signature of Occupier with stamp Name of Occupier Contact Details</p>		

## GENERAL NOTES

1.	Following documents must be attached with the application.	
1.	1.	Flow chart of production process and list of final product.
2.	2.	List of raw materials to be used and list of final product.
3.	Map showing following in two copies:	
	1.	Factory lay out, Front elevation
	2.	Site plant indicating factory shed, colony area, administrative office etc.
	3.	Emergency exits,, ventilation arrangement, height of factory building layout showing machinery erection points, different building etc.
	4.	All departments and sections are clear to display on the map, also display the number of workers those are going to work in those sections / departments.
	5.	Any alteration/addition in existing factory must be shown in different color lining.
	6.	Other details necessary to chief inspector
	Meanwhile of the time in addition to normal, factory inspectorate's information and guidance can be obtained. According to the map showing the statute carefully, paying attention to the questionnaire will help prevent delay in the proceedings on the map.	
2	1.	If addition/alteration is to be made in existing factory, following points must be kept in mind.
	1.	Where addition/ alteration is to be made must be marked with red lines.
	2.	The portion to be deleted must be marked in yellow line.
	2.	All maps must be made with proper scale. Generally 1 cm = 500 cm. For location Map and for factory building 1 cm. = 100 cm. Scale should be used.
3	Following standard will be acceptable in case of non-dangerous factories. However, CIF's decision will be final.	
	1.	Roof: Generally, "North Light" roof is advisable. From the flooring the minimum Height of roof should be 4.88 meter for cement roof, 5.5 meter for metal roof, 3.66 Meters in case of false-ceiling.
	2.	For the process where hot -air dust, gas steam etc is generated, ridge ventilation Roof is must.
	3.	Bath - rooms: minimum areas must be 24 sq.ft. And it should not be near to lavatories.
	4.	Ventilations: Ventilations points must start from 3 foot from the flooring. For natural light, "north-light" roof is good.
	5.	Walls: Walls of iron sheets/cement is not acceptable.
	6.	Drinking water point: It should be away from lavatories at minimum distance of 20 foot.
4.	Where there are more than one factories in the same compound and where washing Facilities are common, Appendix - II, must be filled.	
5.	In case of big factories, lavatories, toilets and washing places must be properly arranged.	
6.	In this questionnaire, Section of Factories Act of 1948 and Rules of 1963 of Gujarat applicable are considered.	

## QUESTIONNAIRE

1.	Name & Residential address of Occupier (Attached a copy of residential address proof)	Passport size photo and signature	
2.	<b>General</b>		
	1. Whether your maps/structures are approved by Public Health officer of the municipality. If yes, attach the same.		
	2. Map in copies must show clearly the things mentioned in General Notes.		
	3. Whether Appendix-I has been filled for rooms, go down etc.		
	4. A) Proposed work is new or extension of the existing factory		
	B) Whether work is started?		
	5.No. of workers considering all shifts?		
	a) Male=		
	b) Female=		
	6.At any one point time maximum no. of workers?		
	a) Male=		
	b) Female=		
	7.As per section 16, in each room whether provision for each employees for 500 Cubic feet has been made? For this height beyond 4.27 meter is not considered.		
3.	<b>ROOFS:</b>		
	a) Type of roof-		
	b) Material used for covering roof-		
4.	<b>WALLS:</b>		
	a) Which Materials will be used in construction of walls?		
	b) What will be minimum height between flooring and roof ceiling?		
	c) Inner walls are complete with smooth plaster?		
5.	<b>FLOORING:</b>		
	a) Which items are used in Flooring?-		
6.	<b>VENTILATIONS:</b>		
	a) Measurements of ventilation have been mentioned in drawings?		
	b) 1) Ventilation can be opened at full length?		
	2) mention below details:		
	a) Total of opening the windows		
	b) Total area of ventilation		
	c) Total built - up area		
	3)		
	a) Window are put where length breadth of the room are less than 18 meters		
	b) Where length of room is more than 18 meter whether proper arrangement for exhaust fans has been made?		
	4) Process generating gas, dust, fumes etc. exist?		
	5) If yes, then preventive measures?-		
7.	<b>DOORS:</b>		
	1) Whether minimum measurement of each door is 195 x 90 cm?		
	2) Doors except sliding doors are opened at outside?		
8.	<b>EMERGENCY-GATES IN CASE OF EMERGENCY</b>		
	a) To prevent fire, rule 38 & 66/67 is followed?		
	b) Whether doors exist is provided in each room?		
	c) Emergency ladder breadth is 91 cm?		
	d) Material used for emergency ladder is fire-proof? (Rules 35 to 40)		

9.	<b>DRINKING WATER:</b>	
	a) Provision of section 18 and Rule 35 to 40 are followed.	
	b) Drinking water points are shown in map?	
10.	<b>TOILETS/LAVATORY:</b>	
	1. Toilets/Lavatory is as per section 19 & rule 45 to 50?	
	2. For male/female toilets are separate with closed doors?	
	a. No. of toilets:	
		<b>For male</b>
		<b>For female</b>
	3. No's of Urinals for male	
	4. Arrangements are approved by health department.	
	5. Whether glassed tiles are used section 19(2) (c)	
	6. Toilets are with flush arrangement	
	7. As per rule of 47 of Guj. Factories Act, toilets are joined with sewage pipes.	
	8. If sewage disposal system doesn't exist then septic tank is made?	
	9. Whether proper water arrangement is made in toilets?	
11.	<b>PROVISION MADE FOR DISPOSAL OF INDUSTRIAL WASTE.</b>	
	1) Whether polluted water/waste is generated?	
	2) System of disposal of industrial waste/ polluted water is approved by public wealth Office? If yes, approved then detailed map.	
12.		
	1) Washing places are as per rule 69 read with section 42?	
	2) A) For male and female separate closed door arrangement is made?	
	B) No. of water outlet in men and women bathrooms	
	Existing	<b>MALE</b> <b>FEMALE</b>
13	<b>CLOAK ROOM:</b>	
	a) Provisions for cloak rooms as per rule 69 are made for worker? If yes, then total areas is:	
	b) Separate system for male / female?	
	c) Lockers have been provided?	
	d) Provision is made for drying the wet cloths of worker?	
14.	<b>CANTEENS: (WHERE MORE THAN 250 WORKERS ARE EMPLOYED)</b>	
	1) Maps of canteen in duplicate have been attached.	
	2) Canteens are as per rules 72 to 78 read with Sec. 46?	
	3) For female workers, separate closed-door canteen is made?	
	4) A) Total flooring area of dining hall per worker is calculated per sq. mtr. For more than 30% of the workers at a point of time.	
	b) At one point of time, maximum number of workers and total following area of the Dining hall in each section:	Male: Female:
	5) Whether distance between flooring and roof is 3.75mtr.	
	6) Provision for stores, kitchen, wash-basin, space for cleaning utensils, have been made and mentioned in the map.	
	7) Canteen's door windows are mosquito proof?	
	8) From the proposed canteen place, at the distance of 50 ft.	

	whether, toilets, coal-staining place, boiler tower is situated?	
15.	<b>RETIRING ROOMS/DINING HALLS.</b> (Applicable when there are more than 150 workers) N.A. Note: Provision as per sec47 for retiring rooms/dining hall is different from Sec46 & Rule 76.	
	1) Proposed work is included in 2 copies of map?	
	2) Proposed work in accordance with rule 79 read with Sec.47.	
	3) Retiring rooms/dining halls are as per convenience of workers?	
	4) Is height between flooring and roofs are 3.75?	
	5) No. of worker who will avail there facilities.	
	6) Whether total floor area is 1 sq.mtr. Per employee?	
16.	<b>CREACH HOUSE:</b> (Applicable where more than 30 female workers are working) N.A.	
	1. Maps for cradle house are enclosed in 2 copies?	
	2. Cradle house is as per rule 80 to 83 read with Sec. 48?	
	3. How many children can be accommodated?	
	4. Total flooring area kept is 2 sq.mtr. per child?	
	5. Total flooring area?	
	6. Whether provisions for following are made?	
	a) Bathroom for child.	
	b) Toilet/lavatory.	
	c) Cupboard for keeping cloths/food.	
	d) Feeding room	
	e) Room for nurse.	
	f) Playground for children.	
	g) Arrangement for keeping milk, food etc.	
17.	<b>AMBULANCE ROOM / O H C</b> N.A. <b>AMBULANCE ROOM</b> is Applicable for more than 500 workers & <b>O H C</b> is applicable for more than 50 workers under 2(c b) hazardous chemical factories.	
	1. Map for <b>AMBULANCE ROOM / O H C</b> is included in two copies?	
	2. Ambulance rooms are as per Sec. 45(4) & rule 78?	
	3. <b>O H C</b> comply rule 68(U)?	
	4. Floor area of ambulance room =24 Sq. Miter?	
	5. <b>O H C</b> area of floor =15sq. Miter?	
	6. Walls of ambulance room are imperious and free from humidity or not?	
	7. Ambulance room must comply?	
	Doctor Room	
	Patient Room	
	8. Provision for following in enclosed:	
	Doctor's checking room.	
	Visitor's/Patient's room	
18.	<b>ARRANGEMENT FOR MACHINES:</b>	
	1. Whether arrangement for machinery clearly shown?	YES
	2. Minimum distance between two machines and machine tool is kept in 1 mtr?	YES
	3. Provision is made for approaching the emergency gates, easily in case of emergency, fire etc.	YES
	Date:	Signature of Occupier with stamp Name of Occupier Contact Details