

From No _____

Issued to _____

(1)

PKHA-ROW-PKHA/2

PAKHTUNKHWA HIGHWAYS AUTHORITY
PESHAWAR

APPLICATION FORM FOR INSTALLATION OF FILLING STATIONS / CNG / LPG / COMMERCIAL PLAZAS / HOUSING SOCIETIES / SHOPS / TUCK SHOPS/COMMERCIAL BANKS MARQUEE /WEDDING HALL, ETC:
(FOR USE OF APPLICANT)

1.	Name of Applicant	_____
2.	Father's Name	_____
3.	Permanent Address	_____
4.	Present Address (If different from above)	_____
5.	Telephone/Fax/E-Mail Address	_____
6.	National ID No (Attach Copy)	_____
7.	National Tax No	_____
8.	Company's / Commercial Plaza, Market, Bank, Housing Society ,Marquee,wedding,hall,Name_____ (If different from 1)	_____
9.	Oil or Gas Company/Commercial Plaza, Market, Bank, Housing Society ,Marquee,WeddingHallBeing_____ Being represented	_____
10.	Provincial Highway where Filling Station/ Commercial Plaza, Market, Bank, Marquee Wedding Hall, Housing Society is to be constructed	_____
11.	Location of Filling Station/Commercial Plaza, Market, Bank, Housing Society,Marquee,Wedding Hall, (Give brief on location, & attach sketch).	_____

(2)

UNDERTAKING

UNDER TAKING FOR INSTALLATION OF FILLING STATIONS / CNG / LPG / COMMERCIAL PLAZAS / HOUSING SOCIETIES / SHOPS / TUCK SHOPS/COMMERCIAL BANKS MARQUEE /WEDDING HALL, ETC:

I, _____ S/O _____

holder of National Identity Card No. _____ confirm that all the information and documents provided are correct and authentic & if at any stage any of the information or documents turns out to be false, the Pakhtunkhwa Highways Authority can take any appropriate action.

Place _____ Signature _____

Date ____/____/____ Name _____

FOR OFFICIAL USE

CHECKED Yes No

NUMBER ALLOTTED _____

FORM PKHA-ROW-

REVISION NIL

Date ____/____/____

(3)

CHECK LIST

(Tick relevant box)

Have you done the following:-

1. Obtained permission of Oil or Gas Marketing Company	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Obtain permission of T.M.O. / BCA Commercial Plaza, Market, Bank, Housing Society & attached a copy of this.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Is provided 20' feet Set Back from ROW (Extreme edge of the Road)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Is your application recommended by the Deputy Commissioner / T.M.O. (Attach a copy)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Have you attached the undertaking of the owner of Market, Shop, Bank, Housing Society,Marquee,Wedding Hall /Oil or Gas Marketing Company on Stamp Paper of Rs. 100/-	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Have you attached the all undertakings on Stamp Paper of Rs.100/-.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Have you attached the land Ownership documents / Lease documents etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Have you attached the Building Plans etc:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Have you attached a Bank Guarantee / Pay Order / Call Deposit of Rs. 2,50,000/- as performance guarantee to ensure construction of Cut-Off Drain with steel grating. Slope and paving of approach road, ducts for use of utility provider, construction as per approved drawings and beautification of area. Mosque, Tuck shop, Tire shop, Paring area for commercial plaza/Bank/Market/Housing Society Marquee, Wedding Hall extra area for 20 feet setback	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Have you paid the prescribed installation charges of Rs. _____. Attach copy of Banks receipt.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Have you paid lease charges as five years advance At the prescribed rates for use of approach road. (Attach Copy of Banks Receipt)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PKHA-ROW-PKHA/2

PHAKHTUNKHWA HIGHWAYS AUTHORITY
PESHAWAR

**INSTALLATION OF FILLING STATIONS / CNG / LPG / COMMERCIAL PLAZAS / HOUSING
SOCIETIES / SHOPS / TUCK SHOPS/COMMERCIAL BANKS ETC**

FOR USE BY FIELD STAFF
BEFORE START OF CONSTRUCTION

1. Name of Applicant _____
2. Provincial Highway _____
3. Location _____
4. Application No. _____
5. Distance of Building line from center line of road _____
6. Distance of dispenser from edge of road _____
7. Set Back _____
8. Plot Size _____
9. Parking area for commercial markets, Plaza, Bank, Shops, Marquee, and Wedding Halls etc.
10. Facilities. _____
11. Sewerage/ Sewer treatment plants for Housing societies/ Commercial Plaza /Commercial Markets.
 - (a) Source of Water Supply _____
 - (b) Sewerage disposal system _____
 - (c) Size and location of over head water tank _____
 - (d) Ladies Toilet _____
 - (e) Gents Toilet _____
 - (f) Mosque / Prayer Area _____
 - (g) Tyre Shop _____
 - (h) Drinking Dispenser _____
 - (i) Tuck Shop _____
12. Effect on traffic _____
13. Distance of existing buildings from Center line of road.
 - (a) _____
 - (b) _____

PLACE _____

Signature _____

Date ____ / ____ / ____

Name _____

(5)

1. All facts verified	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Deviations (if any) _____ _____		
3. Amount deposited.		
a. Cost of application (Rs. 500/-)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
b. NOC charges (Rs. 300,000), Rental Charge for five years 250,000/- (Only for Filling Stations).	<input type="checkbox"/> YES	<input type="checkbox"/> NO
c. Lease amount for approach road for 5 (Five) years (variable)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Others (attached)		
a. Undertaking of Oil/Gas Marketing Companies, Housing societies, Commercial Markets, Banks, Shops.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
b. Undertaking of owner	<input type="checkbox"/> YES	<input type="checkbox"/> NO
c. Land ownership Documents	<input type="checkbox"/> YES	<input type="checkbox"/> NO
d. Bank Guarantee of Rs. 250,000/- as performance guarantee	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Approved:		
a. Provisionally		
b. With following restrictions. _____ _____		
PESHAWAR _____	SIGNATURE _____	
DATE _____	NAME _____	
<u>FOR USE OF FIELD STAFF</u>		
1. Following aspects of construction have been checked:		
a. Set Back of 20' feet from ROW provided.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
b. Distance to Building (As per approved Drawings by PKHA Authorities) as per S.O.P of PKHA.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
c. Distance of Dispenser (As per approved Drawings by PKHA Authorities)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
d. Plot Size (As per approved Drawings by PKHA Authorities)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
e. Layout as per approved plan by PKHA Authorities.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
f. Requirement of column 11 (ante)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
g. Provision of cut off drain S.T.P water supply source, Tuck Shop, Mosque public toilets for gents / ladies, separately parking area, in markets, Plaza, Mosque, Wedding Halls, Banks.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

(6)

<p>g. Paving of approach roads Provided.</p> <p>h. Beautification of area Provided.</p> <p>i. Play Ground in Housing Societies / play land for Kids in commercial Plaza, Markets, Parking Area Provided.</p> <p>j. Provision of ducts.</p> <p>2. Main Electric Supply Available i/c Alternate System Provided.</p> <p>3. Remarks (if any) _____</p> <p>5. Recommended for release of completion certificate _____ It is certified that all of the above page 4, 5, 6 Information's are provided in best of my knowledge, I have Checked physically.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <hr/> <hr/> <hr/> <hr/>
<p>LOCATION _____ SIGNATURE of Deputy Director PKHA. _____</p> <p>DATE _____ NAME _____</p> <p style="text-align: center;"><u>FOR USE OF AUTHORITY</u></p> <p>1. All post construction requirements verified <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>2. Completing certificate No. _____ Issued on _____</p> <p>3. Copy sent to Marketing copy and Field Staff vide Letter No. _____ dated _____.</p> <p>4. Copy given to Deputy Director (Finance / Adman :) vide letter No. _____ Dated _____ for record and follow up recoveries.</p>	
<p>LOCATION _____ SIGNATURE of Deputy Director Finance PKHA _____</p> <p>DATE _____ NAME _____</p>	

**Annexure-B to
PKHA-FORM-ROW-2**

(To be produced on Rs. 100/- Stamp Paper)

Owner / dealers undertaking

1.

I _____ District _____ bearing the name of (_____) situated at Km _____ on the Left/Right carriage way of Provincial Highway, S-____ do hereby undertake as under:-

2. I will not construct nor cause to be constructed any building or structure within 220 feet of the centre line of the nearest carriage way, except where expressly prior approval of Pakhtunkhwa Highways Authority will be obtained and as per conditions stipulated therein will be complied with. And also as per highway ordinance 20' feet Set Back will be provided.
3. That I shall construct & maintain cut off drains on the approaches of the filling / CNG stations Installation of filling stations / CNG / LPG / commercial plazas / housing societies / shops / tuck shops/commercial banks etc, and ensure that adverse drainage towards the highway embankment is not caused due to construction or operation of my amenity. And also S.T.P in Housing societies with server line / water supply it shall be provide all of the above (Set Back area of 20' feet).
4. That I shall not install the OMC's/CNG, stations Installation of filling stations / CNG / LPG / commercial plazas / housing societies / shops / tuck shops/commercial banks etc, sign boards within 20 feet of the highway berm.
5. That I shall not construct approaches wider than 10 meter and the same will be paved in their entire width and a slope of 0.5% shall be maintained from the road berm up-to the cut off drain. I further undertake to develop the area between the approaches as a green belt, beautified as per instructions and requirements of the Pakhtunkhwa Highways Authority.
6. That I shall pay the administrative charges/rent of approaches to the Pakhtunkhwa Highways Authority before 15th January each year. The dues for the first five years are payable in advance as required in the application for grant of NOC payment has been made vide Pay Order / Demand Draft No. _____ dated _____ Drawn on Managing Director Pakhtunkhwa Highways Authority or deposited in Pakhtunkhwa Highways Authority Account No. Nida-09 vide pay slip No. NIDA-9 at the National Bank of Pakistan, Civil Secretariat Branch, Peshawar.
7. That I shall shift or remove the structure (s) and other installations of my amenity _____ from the ROW / prescribed ribbon area (220 feet from centre of the road), as and when called upon to do so through a written notice from Pakhtunkhwa Highways Authority, without claiming any compensation therefore.
8. That I shall construct the amenity _____ on my privately owned/leased land, by providing 20 feet set back area.
9. The Pakhtunkhwa Highways Authority has full right to depute any of its representatives for inspections of my amenities area at any time during construction and later use and check adherence to approved plan and or services provided to the road users. Directions of Pakhtunkhwa Highways Authority Inspecting officers will be complied with.

10. In case of any fault on my part, following conditions will be complied with:

- (a) Pay lease rent with fine as directed by PKHA
- (b) Remove / stop business of my amenities at once at my own risk and cost without claiming any compensation for PKHA.

WITNESS

OWNER

Date _____

Signature _____

Signature _____

Place _____

Name _____

Name _____

Stamp / Seal

CNIC No. _____

CNIC No. _____

(Attach copy)

(Attach copy)

Thumb impression _____

Left hand

VERIFICATION BY NOTARY PUBLIC

Date _____

Signature _____

Place _____

Name in full _____

Stamp / Seal _____

Number etc. _____

Appendix IV to
SOP for Grant of
NOC to Filling Station

SPECIMEN OF BANK GUARANTEE

L G No. : _____
 Amount : _____
 Date of Issue : _____
 Date of Expiry : _____

To

The Managing Director,
 Pakhtunkhwa Highways Authority,
 Khyber Road Peshawar.

Dear Sir,

BANK GUARANTEE FOR RS. 250,000/-

1. We the undersigned (Write Name of Bank) whose registered office is situated at (Give address) have stood Guarantor of (give Name, and location of facility with full address

(herein after called the dealer) upto the amount of Rupees Two Hundred Fifty thousand Only (Rs. 250,000/-) for the period of construction of the CNG/Filling Station plus three months thereafter from _____ to _____ (both days inclusive) against execution of all works as per the approved plan and as per conditions mentioned on the Provisional NOC (good for construction) granted by Pakhtunkhwa Highways Authority and applicable conditions mentioned in Chief Executives Directive of 31st May, 2001.

2. We also undertake to pay Pakhtunkhwa Highways Authority the said amount immediately on demand without restrictions or conditions and references of any kind whatsoever to the Dealer / OMC / Owner and your (PKHA's) letter of demand shall be conclusive proof of the validity of demand and the amount mentioned therein (not exceeding the total amount of this Guarantee) shall not be questioned by us.

3. Our undertaking is valid for a period of _____ from the date of issue _____ to _____ (both days inclusive). And the amount herein fixed above represents the maximum of our obligation under this guarantee. If the obligations / terms of the undertaking submitted by the said dealer are not fulfilled, he shall get the Guarantee revalidated one month before the expiry date, otherwise the Guarantee shall be encased, by the Pakhtunkhwa Highways Authority from this Bank.

4. The Guarantee will be released by Director Maintenance, Pakhtunkhwa Highways Authority. After the work is certified as completed according to the approved plan by the Deputy Director (Concerned) PKHA.

For (Write Name of Ban with Address)

STATON:

Dated:

Signature: _____

Name: _____

Designation: _____

Authority No. _____

Stamp / Seal: _____

VERIFICATION

The contents of the above mentioned Guarantee issued by this bank on _____, upon presentation by Pakhtunkhwa Highways Authority on _____, have been confirmed and verified.

For (Write Name of Ban with Address)

STATON:

Dated:

Signature: _____

Name: _____

Designation: _____

Authority No. _____

Stamp / Seal: _____

**Appendix-V to
SOP for Grant of
NOC to Filling
Station**

CLASSIFICATION OF TOWNS

1. MAJOR

(Jurisdiction / Limit to be the same as Municipal or Cantonment)

- (a). Peshawar
- (b). Charsadda
- (c). Mardan
- (d). Swabi
- (e) Haripur
- (f). Nowshera
- (g). Malakand
- (h). Mingora (Swat)
- (j). Kohat
- (k) DI Khan
- (l) Tank
- (m) Abbott Abad
- (n) Mansehra
- (o) Bannu
- (p) Karrak

2. Minor

All others

**Annexure-A to
PKHA-FORM-ROW-2**

(To be reproduced on Rs. 100/- stamp paper)

**Oil / Gas Marketing Company / Commercial Markets / Banks / Housing Societies /
Shops / Tuck Shops / Hotels / Ministry's undertaking**

1. We M/S (Mention Name of Marketing Company.)

Do hereby undertake to remove the structure to be constructed on the premises of
Filling / CNG Station, oil / gas marketing company / commercial markets / banks /
housing societies / shops / tuck shops / hotels / ministry's undertaking

(Give complete description of amenities to include. Name, situated on plot.)

, pursuant
to this NOC as and when desired by the Pakhtunkhwa Highways Authority and so
directed by its representative through a written notice, within 30 days of receipt of such
notice, at our own risk and cost and that no claim for compensation shall lie against the
Pakhtunkhwa Highways Authority from the owner and Oil / Gas Marketing company or
their representatives, heirs and successors consequent thereto

2. We will not construct nor cause to be constructed any building or structure within
220 feet of the centre line of nearest carriage-way. Except where expressly prior
approval of Pakhtunkhwa Highways Authority will be obtained and as per conditions
stipulated therewith.

3. We will ensure that cut off drains are provided and maintained on the
approaches of filling stations filling, / CNG Station, oil & gas marketing company /
commercial markets / banks / housing societies / shops / tuck shops / hotels, Marquee.
Incase prescribed rates on a single notice from Pakhtunkhwa Highways Authority if the
owner / dealer does not do so.

4. We further undertake that we will pay the administrative charges / rent of
approaches annually as per prescribed rates or a single notice from Pakhtunkhwa
Highways Authority if the owner / dealer do not do so.

5. We also undertake the Pakhtunkhwa Highways Authority has full right to depute
its representative for inspection of our Filling / CNG Stations, Housing societies, Markets,
Plaza, Banks, Tuck shops, Commercial Plaza, Mosque, Wedding Halls, Marquee etc at
any time during construction ad latter use and check, adherence to approved plan
and or services provided to the road users.

6. In case of default, we will comply with the following conditions,

- (a) Pay lease rent with fine as directed by Pakhtunkhwa Highways Authority
- (b) Remove filling station or stop supply of our products to the Filling / CNG
Station housing Societies, Markets, Commercial Plaza, Banks, Tuck Shops at once,
at our risk and cost without claiming any compensation from PKHA.

Date _____

Signature (Signature of authorized
Representative of Oil / Gas Marketing Company)

Place. _____

Name in full _____

Stamp / Seal

Designation _____

C.N.I.C No. _____

(Attach copy)

VERIFICATION BY NOTARY PUBLIC

Date _____

Signature _____

Place _____

Name in full _____

Stamp / Seal: _____

Number etc _____