

FORM NO. 11
(See Regulation No. 9.1)

Registration for Architect/Engineer/Surveyor/Structural Designer.

APPLICATION FORM

Name :

Address (Local) :
.....

Permanent Address :

Telephone No. :

Qualifications :

Experience :

Are you a member of Council of
Architects (if yes please give details) :

Are you serving anywhere ?
(Give detailed address of employer
and his No objection Certificate) :

Further particulars, if any :

I hereby undertake to abide by all Rules, Regulations, Standing Orders, Requisitions and instructions given by the Authority and shall carry out duties and responsibilities as prescribed in Development Control Regulations. I also understand that if, I fail to perform my duties as above, the Authority will be entitled to withdraw my Registration.

Kindly grant me a Registration. Registration Book may be when ready. I send herewith two passport size copies of my photographs signed by me.

Signature of applicant.

P.S. : True Copies of necessary documents of qualifications and experience shall be attached with application.

Fees for registration and renewal of Architects / Engineers / Structural Engineers / Structural Design Expert are given below

No.	Registration / Renewal of	Fees for Registration	Fees for Renewal
1	Architect / Engineers	Rs.1000 = 00	Rs.500 = 00
2	Structural Engineers	Rs.1000 = 00	Rs.500 = 00
3	Site Supervisor	Rs.1000 = 00	Rs.500 = 00
4	Clerk of Works	Rs.1000 = 00	Rs.500 = 00
5	Structural Design Expert	Rs.2000 = 00	Rs.1000 = 00
6	Testing Laboratory	Rs.1000 = 00	Rs.500 = 00

1 REGISTRATION OF ARCHITECT, ENGINEER, SURVEYOR, STRUCTURAL DESIGNER.

- 1 The Authority shall register Architect, Engineer, Surveyor, and Structural Designer. Application for registration as Architect, Engineer, Surveyor, Structural Designer, be in form No.11.
- 2 Qualification, experience, duties and responsibilities of person registered as Architect, Engineer, Surveyor, Structural Designer, shall be as under:

2 (1) ARCHITECT:

(A) Qualifications and experience :

A person registered under the provision of Architect Act, 1972 as an Architect.

(B) Scope of work:

1. All types of layouts.
2. Preparation and execution of plans, specifications and designs for all types of buildings and structures. Provided that in cases of building with basement undertaking shall be given by the registered engineer to ensure safety of the adjoining properties along with certificate that the design, supervision/execution of the concerned property shall be done by him. Such an undertaking and certificate shall be given only by the requester engineer having degree in civil engineering recognized by All India Board of Technical Education and five years experience in professional work.

(C) Duties and responsibilities :

- a) Any registered architect engaged on any project shall plan, design and direct the execution of the project in strict conformity of the provisions of the Regulations and byelaws in all respects.
- b) He/She shall prepare correct drawings with all details and data required. In true and correct manner and as directed by the Authority for the building permission application. He/She should ensure that the existing position on the site is correctly represented on the plan.

- c) He/She shall be overall in charge of the project for the following:
- i) To provide architectural and structural details drawings with specifications and instructions.
 - ii) To appoint on behalf of the owner other person like registered structural designer, building contractor, clerk of works, site supervisor, plumbing contractor and electrical contractor as may be required to be appointed on the project as required under the regulations/bye-laws. He may appoint, on behalf of the client, other consultants like hydraulic consultant, electrical consultant, air-conditioning consultant, pollution control and treatment expert or any other such consultant, or expert, if in his discretion, any such consultant's services are required for proper functioning of the building and its services and shall coordinate the services of all such people appointed on the job. If and when persons mentioned above are not appointed, the architect shall assume the duties and responsibilities of such persons.
 - iii) He shall direct the execution of building works through the persons appointed on the project and shall supervise it to ensure that work is carried out as per the approved drawings.
 - iv) He shall inform in writing to the Authority of any deviation from the approved plan and layouts, which may not be permissible under the regulations/bye-laws and might have been executed on site, for the information and further action by the Authority.
 - v) He shall be responsible for making adequate arrangements to ensure not only that the work is executed as per the approved plans but also in confirmation with the stipulations of the National Building Code and the I.S.I. standards for safe and sound construction and non-hazardous functioning of the services incorporated for installation of services and equipments of the National Building Code in the buildings and shall obtain N.O.C. from the Chief Fire Officer before applying for occupation certificate.

- vi) He shall be responsible for the structural safety of the building when no structural designer is appointed on the project.
- vii) He shall submit with the building permission application, the letter of his appointment on the project and the certificate of appointment of the registered structural designer (when appointed) along with the commencement notice to the Authority before the commencement of the work.
- viii) He shall, on behalf of the owner, apply for the progress certificate, completion certificate and the occupation certificate and obtain the same as required under the regulations/bye-laws.
- ix) If the services of the registered architect are terminated, he shall immediately inform the Authority about his termination and the stage of work at which his services have been terminated. The registered architect appointed as replacement of the preceding architect shall inform about his appointment on the job, and inform the Authority of any deviation that might have occurred on the site with reference to the approved drawings and the stage at which he is taking over the charge. After the inspector of the Authority has inspected the site for his report, the newly appointed architect shall allow the work to proceed under his direction.
- x) The registered architect appointed on the work shall inform the Authority immediately on discontinuation of the services of the registered/structural designer and shall not allow the work to continue till the vacancy is filled by appointment of another person and the certificate of appointment of such person is submitted to the Authority.
- xi) He shall instruct the relevant agency that adequate provisions are made for ensuring the safety of workers and others during excavation, construction and erection.
- xii) He shall instruct the relevant agency that adequate provisions are made for providing safe and adequate temporary structures required for construction and erection.

(2) ENGINEER:

(A) Qualification and experience:

A degree in Civil Engineering recognized by All India Board of Technical Education or a Diploma in Civil Engineering recognized by State Board of Technical Examination of any State of India. In addition to the qualification stated above, the applicant should have at least five years experience in professional work if he is a holder of a Diploma in Civil Engineering and two years experience if he is a holder of a Degree in Civil Engineering.

(B) Scope of work: As per 1.2 B

(C) Duties and responsibilities:

As per 1.2 (1) C.

iii) Revocation of registration: Registration shall be liable to be revoked temporarily or permanently by the Authority if the person registered is found guilty or negligence or default in discharge of his responsibilities and duties or of any breach of any these regulations.

(3) SURVEYOR:

(A) Qualification and experience:

A Degree or Diploma in Civil Engineering of any University or Institution recognized by the Government or Institutions specially approved by the Authority.

OR

A Degree or Diploma in Architecture of any University or Institution recognized by Government.

(B) Scope of work:

Addition/alternation to the existing low raise buildings.

NOTE: Present registered surveyors to continue preparation of plans and layouts and execution of low raise buildings.

(C) Duties and responsibilities:

As per 1.2 (1) C. limited to the scope of work.

(4) STRUCTURAL DESIGNER:

(a) Qualification and Experience:

A degree in Civil Engineering recognized by All India Board of Technical Education. In addition to above qualification, the applicant should have at least five years experience in structural design, two years of which must be in a responsible capacity in form of structural designer.

OR

A Master's degree in structural engineering from a recognized institute and at least two years experience in structural design work.

A Doctor's degree in structural design from a recognized institute and at least one year experience in structural design work.

(B) Scope of work:

To prepare structural details for-

- i) Any building where structural span of any structural element is more than 5 mts.
- ii) High rise building
- iii) Any building, which is a framed structure.

(C) Duties and responsibilities:

- (a) To prepare a report of the structural design according to the prescribed format for submission to the Authority for the purpose of obtained development permission.
- (b) To prepare detailed structural design and to prescribe the method and technique of its execution strictly on the basis of the National building Code or relevant Indian Standard specifications.
- (c) To prepare detailed structural drawings and specifications for execution, indicating, thereon, design live loads, safe soil

bearing capacity, specifications of materials, assumptions made in design, special precautions to be taken by contractor to suit the design assumptions etc. whatever applicable.

- (d) To supply two copies of structural drawings to the site supervisor.
- (e) To inspect the works at all-important stages and certify that the work being executed is up to the satisfaction of the Architect / Engineer / Surveyor.
- (f) To certify the structural safety and overall structural soundness of the building to the architect/Engineer/Surveyor
- (g) To advise the Owner/Architect/Engineer/Surveyor for arranging for tests and their reports for soil, building material etc. for his evaluation and design consideration.

1.3 When any of the person employed under these Regulations / Bye-laws and required for the execution of the project dies or ceased to be employee before such building work is completed, the further erection of such building or the further execution of such works shall forthwith be suspended until the another person as required under these Regulations / bye-laws is engaged and his name has been duly communicated to the Chief Executive of the Authority.

1.4 In case of termination of employment of any of the person employed under these Regulations/Bye-laws, it shall be the duty of the person employed to intimate immediately in writing to the Chief Executive of the Authority specifically indicating the stage upto which he has supervised the construction. In the absence of any such intimation and until such intimation has been received, person so last engaged shall be deemed to continue to supervise the work in question.

Application Form

Structural Design Expert

(1) Name of Institute : -

(2) Address, Phone No. E-mail Address : -

(3) Date of Establishment of Institute : -

(4) Name of Owner :-

(5) Educational qualification :-

(6) Name and qualification of Employees
working in this Institute :-

(7) Information regarding already designed
High rise bldgs and commercial bldgs :-

Signature of Expert

Vadodara Urban Development Authority
VUDA Bhavan, L & T Circle, Karelibaug, Vadodara-390 018

Qualification and duties of structural Design Expert

(A) Qualification :-

- (1) Minimum ten years of experience in Structural Design.
- (2) Minimum experience of designing structures for five High Rise/ Building having more than three storey & used for commercial purpose with either RCC or load bearing structures.
- (3) Minimum education qualification should be M. E. (civil) or B. E. (civil) with 10 years of experience of design of high Rise Building and commercial buildings.
- (4) Amendment in qualification by Government or Authority from time to time. Will be considered to be final.

B) Duties & Responsibilities:-

- 1) Scrutiny of the structural Design, structural drawing, calculation of design, specification etc. with respect to regulation & I.S. code & test reports of Laboratory and if necessary advise to owner / developer and structural designer in structural design.
- 2) Additional duties/ suggestions as per the orders issued from time to time by Government or Authority.

Application Form
Testing Laboratory

- 1) Name of Laboratory :-
- 2) Address , Phone No., E- mail address :-
- 3) Date of Establishment of Laboratory :-
- 4) Registration no. of district indastries centre :-
- 5) A. Name of owner :-
B. Education :-
C. Name and experience of employees
working in laboratory :-
- 6) Information regarding testing s in laboratory :-
- 7) Experience :-

Signature of Laboratory owner

Vadodara Urban Development Authority
VUDA Bhavan, L & T Circle, Karelibaug, Vadodara-390 018

Qualification and duties of testing laboratories testing laboratory

(A) Qualification :-

1. Should be established & working since with minimum Five years.
2. Laboratory registration from district Industries centre is compulsory.
3. Facility of testing machines for chemical investigation for cement, bricks, sand, Kapachi, stone, lime, tiles, wood, steel, water is required.
4. Necessary Amendment in qualification as amended by Govt. or Authority from time to time shall be binding to the laboratory.

(B) Duties and responsibilities :-

1. Sample collection for testing of soil bearing capacity and for materials used for construction shall be done as per the provision of Is code.
2. Test report and record should maintain up to completion of project as represented by Land owner / Developers & After Completion of project one copy of the same shall be submitted to authority & second to the owner / development.
3. Additional duties/suggestions as recommended from time to time by Government or Authority.