

Capital Development Authority
(Secretary CDA Board Office)

No.CDA-1329/BM-SCB/2018/

Islamabad Feb 19, 2018

Subject: **MINUTES OF THE 2ND CDA BOARD MEETING FOR THE YEAR 2018**

2nd CDA Board meeting for the year 2018 was held on February 19, 2018 (Monday) at 04:30 P.M, in the Conference Room of Executive Block, CDA Headquarter, Islamabad under the Chairmanship of Chairman, CDA.

2. Following attended the meeting:

1. Mr. Usman Akhtar Bajwa (In Chair)
Chairman, CDA
2. Mr. Asad Mehboob Kayani,
Member (P&D), CDA
3. Mr. Shahid Sohail,
Member Engineering, CDA
4. Dr. Fahad H. Aziz
FA/Member CDA
Member (Admin), CDA, (Look after charge)
5. Mr. Khushal Khan,
Member Estate, CDA
6. Mr. Nadeem Akbar Malik
Secretary CDA Board.

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3. Member (P&D) explained to the Board that in order to process the approval of new marriage / event halls and marquees and regularize the already constructed marriage / event halls and marquees, a summary regarding byelaws / parameters was placed before CDA Board in its meeting held on 12-02-2018. However the byelaws have been further elaborated as under:

i. **FOR MARRIAGE HALLS / EVENT HALLS**

1.	Minimum Area Requirement	2000 Sq. Yards
2.	Maximum Ground Coverage	50%
3.	Maximum Number of Storeys	02
4.	Floor Area Ratio (F.A.R) maximum	1:1
5.	Minimum Setbacks	Front: 30 ft. Sides: 15 ft. Rear: 15 ft
6.	Parking	One car space for each 250 Sq. ft. of Gross Covered Area
7.	Basement	Shall be allowed for Car Parking only
8.	Minimum Frontage	100 ft.
9.	Minimum Access Road	60 ft.
10.	Fire and safety standards as per Building Code of Pakistan (Fire Safety Provisions 2016)	
11.	Structural design to be prepared & vetted by licensed professional engineer in accordance with applicable Building Code.	

12.	Where Sewerage network is not available, provision of a compact Sewage Treatment Plant for disposal of sewage shall be made or fully sealed septic tanks which shall be mechanically drained through flushing unit be provided.
13.	Solid Waste Management plan to cater for the disposal of garbage generated from the premises @ of 1kg/person/event shall be submitted along with the plans for approval. Garbage shall be transported to the approved disposal sites.

ii. **FOR MARQUEES**

A marquee would be a large tent setup for an outdoor event such as wedding, meetings etc. made up of temporary steel structure and Fire Rated Material as per following parameters:

1.	Minimum Area Requirement	2000 Sq. Yards
2.	Maximum Ground Coverage	50% - including kitchen & other amenities
3.	Minimum Setbacks	Front: 30 Ft. Sides: 15 Ft. Rear: 15 Ft.
4.	Parking	One car space for each 250 Sq. Ft. of Covered Area
5.	Minimum Frontage	100 Ft.
6.	Minimum Access Road	60 Ft.
7.	Fire and safety standards as per Building Code of Pakistan (Fire Safety Provisions 2016)	
8.	Structural design to be prepared & vetted by licensed professional engineer in accordance with applicable Building Code.	
9.	Where Sewerage network is not available, provision of a compact Sewage Treatment Plant, for disposal of sewage shall be made or fully sealed septic tanks which shall be mechanically drained through flushing unit.	
10.	Solid Waste Management plan to cater for the disposal of garbage generated from the premises @ of 1kg/person/event shall be submitted along with the plans for approval. Garbage shall be transported to the approved disposal sites.	

4. The above said byelaws will be publicized for the information of general public. The owners/ operators of existing marriage halls / marquees will be advised to get their buildings/marquees regularized as per following schedule:

SCHEDULE FOR APPROVAL/REGULARIZATION OF MARQUEES/MARRIAGE HALLS

1	Submission of application for regularization of existing marquees/marriage halls along with documents, plans and scrutiny fee after advertisement of the public notice.	4 weeks
2	Scrutiny of applications, issuance of planning permission and approval of building plans by CDA	4 weeks
3	Bringing existing structures in conformity to approved building plans	12 weeks
4	Extension in the period at serial 3 with penalty	4 weeks (maximum)
5	Show-cause Notice prior to demolition under Section 49 C of CDA Ordinance 1960 after expiry of extension period.	2 weeks

6	Operation for sealing and demolition of unauthorized structures.	Immediately after completion of action at S.No.5.
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5. Following procedure for approval of marriage / event halls and marquees is proposed:

- A. Land use Conversion/ Planning Permission:
- B. Approval of Building Plans
- C. Completion Certificate

A. Land use Conversion/ Planning Permission:

On completion of the following formalities, planning permission would be granted :

- i. Application with Scrutiny Fee
- ii. CNIC of applicant
- iii. Company Registration in case of company
- iv. Land ownership documents i.e. Fard (naqal register haqdarane-zameen), Aks, NEC, Sale Agreement, Lease etc.
- v. Site Plan
- vi. The payment of Landuse Conversion Charges, Development Charges, Regularization Charges (where applicable), Access Charges (Applicable along Islamabad Highway, Kashmir Highway, Park Road, I.J.P. Road and G.T. Road(From EME College to Nicholson Monument). As per schedule at **Annex-A**.

B. Approval of Building Plans

- i. Submission of application in one widow
- ii. Form A-I, A-II
- iii. Planning Permission
- iv. Architectural, Structural & fire Safety Drawings duly signed by licensed Architects and Engineers.
- v. Indemnity Bond

C. Completion Certificate would be obtained by the applicant from CDA after completion of the building.

6. Establishment/ Regularization of marriage halls/ Marquees shall be allowed subject to the provisions of ICT Zoning Regulations 1992 and its subsequent amendments.

7. The operators of marquees/marriage halls who do not apply for regularization procedure as elaborated above shall be proceeded for demolition of the violating structures under Section 49 C of CDA Ordinance.

8. The proposals at preparas was placed before CDA Board for consideration.

DECISION

The Board approved the proposed Bye laws/ Parameters for establishment of marriage/event halls and marquees presented by Member (P&D).

Action By: Member (P&D)

SCHEDULE OF FEES/ CHARGES

S. No.	Type	Rate	Remarks
1	Scrutiny Fee	Rs.300,000/-	One time non refundable
2	Land use conversion charges including development charges for marquees and marriage halls	Rs. 2000/- per square yard of the total site area.	One time non refundable
3	Regularization Charges	Rs. 100/- per sq feet of total covered area	One time non refundable
4	Access charges	Rs. 50,000/ per month	Payable in advance for first five years
5	Penalty for delay in bringing existing structures in conformity to approved building plans	Rs.500,000/- plus Rs.5000/- per day	

Note: The above said fees/charges/penalties would be subject to enhancement at the rate of 15% after every three years.