

To set up an industry, few approvals and licences are mentioned-

Licence Name	Pre Requisite
Factory Licence	1. Form No. 2
	2. Form No. 3
	3. Stability certificate issued by competent person in form No. 1A
	4. Proof for installed H.P. (Electricity Bill)
	5. Proof for strength of workers (Attendance Register Form No.28)
	6. Proof of Manager (Appointment Letter, Residence Proof and Photo ID)
	7. Proof of Occupier with Residence Proof or Photo ID
	a) Partnership Deed
	b) Memorandum of Article of Association, Form No. 32 of ROC
	c) Appointment letter, from concerned administrative department, of Occupier for Government owned factories
	d) Other documents
	8. GPCB consent / NOC
	9. List of raw material, finished goods
	10. Flow process chart
	11. Process description
	12. Such other particulars as the DISH (CIF) may require as per the process of the factory
Boiler Licence	1. As Built construction drawings
	2. Form II of Boiler*
	3. Form II (2)
	4. Form III of Boiler*
	5. Form IV-A
	6. Form III-A
	7. Form III-C (Safety Valves Certificates)
	8. All Mountings & Fittings Certificates
	9. RUB-OFF
	10. Form XII of SIB (small Industrial Boiler)*
	11. Form VII of Economiser*
	12. Form VIII of Economiser*
	13. Undertaking certificate (if any)
Consent to Operate	1 Application processing fees for the period of five years with break-up
	2 Site plan showing the distance of (NA if the industry is to be located in GIDC estate)
	• Nearest residential area with certificate of Talati /Mantri from the proposed site
	• Nearest of state/ national highway from the site of the unit/industries
	• Nearest Lake/ Pond/ River/ Sea/ Canal/ Forest area and any water body
	• Nearest spaces of tourist and historical important

	• School, collage, Temple, Mosque etc.
	3 Lay Out plan showing the location of the:
	• Vents/ Stacks/ Chimney and emission points
	• Drainage and final disposal for liquid effluent
	• Solid waste collection/ storage/ disposal facility
	• Total available open land in the industrial premises
	4 List of partner/ Directors (names along with residential address) and telephone number
	5 Details of effluent Treatment Plant along with flow diagram
	6 Letter of membership of common effluent Treatment plant if applicable
	7 Analysis report of Treated and untreated effluent (Air, water and Hazardous solid waste for Schedule II category from Laboratory specified under HW Rules)
	8 Break-up of water uses and water balance
	9 Details of manufacturing process, with process flow diagram and all chemical equations
	10 Environmental statement (form-V)
	11 Certificate of SSI. (Compulsory for HW fees)
	12 Details of air pollution control measures: stack/ chimney wise for flue gas and process emission
	13 Boiler, Steam generating certificate indicating steam generation and consumption of coal tons per day duly certified by office of boiler inspector (in case of IBR Boiler)
	14 Compliance regarding public hearing /environmental clearance certificate, if applicable
	15 List of raw material with quantity per month (MT/M) (Verify Applicability of CPCB Registration)
	16 List of product/by-product with quantity per month (MT/M) (Verify Applicability of CPCB Registration for disposal)
	17 Copies of consent order /authorization order along with CC&A for which they have last consent
	18 C.A. Certificate for project (if SSI unit)
	19 C.I. NO. For Dyes
	20 Properly filled up Form: I as per Hazardous waste (M&H) amended Rules, 2003.
	21 Annual Report in Form-IV (in case of renewal application), with documents of disposal complying Generation, Stock and Disposal justifying stock (Every Year by 31st January)
	22 Annual Report in Form 12 in case of recycler/ re-refiner of HW as covered in Schedule 4, 5 and 6 of HW Rules
	23 Annual Report in Form 13 in case of Generator or Auctioneer of HW as covered in Schedule 4, 5 and 6 of HW Rules
	24 Form-V under Hazardous waste Rules-1989 in case of accident
	25 Form-VI & Form-VII in case of important of Hazardous waste under Hazardous waste Rules-1989
	26 Photographs of Hazardous Waste Storage facilities
	27 Undertaking should be checked as per amended Rules, 2003 – In case of non applicability of HW Rules
	28 Details of step taken by the applicant for reduction and prevention in the waste generated or for recycling or reuse (Copy of under taking for the same)
	29 Membership certificate of common TSDF /Common incinerator (if applicable)

	30 Details of HW as per 2003 amended rules or for all categories with Quantity, for Reception (Reprocessor/ Re-cycler), Generation, Collection, Storage, Treatment (Details of Method) and Disposal (Details of Method)
	31 Compliance of earlier authorization in case of renewal.
	32 Copy of CPCB registration or proof of application made to CPCB in case of recycler/ redefine of HW as covered in Schedule 4, 5 and 6 of HW Rules 33 Copy of Inter State Transport NOC under Rule 7(6) in case of Selling/ receiving HW To/From State other than Gujarat
	34 Inspection Report in CPCB Performa in case of authorization for registration as recycler/ preprocessor
	35 In Case of rejected application compliance of reasons of rejection
	36 Form I of Environmental Clearance, if Environmental Clearance is applicable
	37 For ground water, central ground water authority permission, if in dark zone
Factory Plan Approval	1. Form No. 1
	2. Questionnaires Form prescribed by DISH
	3. Drawings
	(a) Site Plan
	(b) Key Plan
	(c) Detailed drawing with machine layout in third angle projection
	4. Proof of ownership building or land
	(a) GIDC allotment letter
	(b) Letter of approval of construction by local authority
	(c) Sale deed
	(d) Lease deed
	(e) Form No. 7 / 12 of Gram Panchayat
	5. Proof of Occupier
	(a) Partnership deed
	(b) Memorandum of Article of Association
	(c) Appointment letter of concerned administrative department Occupier for Government owned factories
	(d) Other documents
	6. Schedule VII (Notification of site) with MSDS for chemical factory
	7. GPCB consent / NOC
	8. List of raw material, finished goods
	9. Flow process chart
	10. Annexure B for Chemical Industry
	11. PASO license/approval (if applicable)
	12. Process description with parameter
	13. Fire load calculation as per Rule 66 A
	14. Details of firefighting equipment
Building Use Certificate	No objection certificate from the Local Municipal Corporation/Council/Nagar Panchayat concerning land use as per Master/Zonal Plan, if applicable.

	No objection certificate from the Inspector of Factories in case of industrial Constructions as well as from the Pollution Control Board.
	No objection certificate should be acquired from the Controller of Explosives and Chief Fire Officer in case of hazardous buildings.
	Indemnity Bond in case of the proposal for the construction of a basement.
	NOC from the adjacent properties/ plots/roads for construction of basement from the concerned authority.
	Photographs of building and site showing dustbin, trees and Rainwater Harvesting.
	The Roadside drain along with the Road is to be constructed at the cost of the builder connecting the main outlet of the area.
	Clearance from Gujarat Ground Water Control & Regulation Authority to be obtained for boring for extraction of water.
	For building above seven-storied, Party shall submit detail structural design for proof checking by SDRP at least a month before the start of construction.
	Form No. 27 to be provided by the applicant and Registered Technical Personnel jointly for Occupancy Certificate.
Fire NOC	Records of Rights
	Layout and Building Plan
	Google Map Image
	Certified Measurement Sheet / D.I.L.R
	Sanctioned Plan by Competent Authority (If applicable)
	Affidavit & Undertaking
	Power of Attorney (If Applicable)
	Notarized Form
	NOC from Appropriate Authority (If Applicable)
	Revenue Records (7/12, 6A Haqpatrak, NA)
	TP & DP part plan, Zoning Certificate, F- form
FDA	1. Form-B Duly completed and signed (in Duplicate) by the Proprietor or Partner or the Authorized Signatory.
	2. Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation (mandatory for manufacturing and processing units only).
	3. List of Directors/Partners/Executive Members of Society/Trust with full address and contact details (mandatory for companies only)
	4. Name and list of Equipment and Machinery along with number, installed capacity and horse power used (mandatory for manufacturing and processing units only)
	5. Identity and address proof issued by Government Authority for Proprietor/Partner/Director(s)/Authorised Signatory
	6. List of food category desired to be manufactured. (In case of manufacturers)
	7. Authority letter with name and address, responsible person nominated by the manufacturer along with alternative responsible person indicating the powers vested with them viz assisting the officers in inspections, collection of samples, packing & dispatch (for manufacturers/processors)
	8. Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the potability (mandatory only for manufacturing and processing units)
	9. Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.)

	10. Partnership Deed or Affidavit of Proprietorship or Memorandum & Articles of Association towards the constitution of the firm. (optional)
	1. FSSAI Self-Declaration for Proprietorships
	11. Copy & certificate obtained under Coop – 1861/Multi State Coop Act – 2002 in case of Cooperatives
	12. NOC & Copy of License from manufacturer (mandatory for relabelers and repackers only)
	1. Declaration and Undertaking by Food Business Operator
	13. Food Safety Management System Plan or certificate.
	14. Source of mil or procurement plan for milk including location of milk collection centres (in case of Milk and Milk Products processing).
	15. Sources of raw material for meat and meat processing plants.
	16. Pesticide residues report of water in case of units manufacturing packaged drinking water, packaged Mineral water and/or carbonated water from a recognized public health laboratory.
	17. Recall plan wherever applicable.
	18. NOC from Municipality or local body.
	19. Form IX: Nomination of Persons by a Company along with the Board Resolution
	20. Certificate provided by Ministry of Tourism.
	21. For Transporters – Self declaration of number of vehicles.

Sr. No	List of Approvals	Priority/Stage	Due Date / Stage
1	Submission of Part A of Industrial Entrepreneur Memorandum (IEM)	Pre-Construction	Pre-Construction Work
2	Submission of Part B of Industrial Entrepreneur Memorandum (IEM) after commencement of production	Post Commercial Prod	Post commencement of production
3	Allotment of Plot for Factory Set Up	Pre-Construction	Pre-Construction Work
4	Lease Deed of Land	Pre-Construction	Pre-Construction Work
5	NOC/ CTE i.e. Consent to Establishment	Pre-Construction	Pre-Construction Work
6	NOC/CTO i.e. Consent to Operate i.e. CCA (Consolidated Consent Authorization)	Post Construction	Post Project Completion
7	Building Plan Approval	Pre-Construction	Pre-Construction Work
8	Construction Permission	Pre-Construction	Pre-Construction Work

9	Occupancy certificate / completion certificate (as Applicable) Building Use Certificate	Post Construction	Post Project Completion
10	Permanent water connection	Post Construction	at the time of Farm Tank Installation
11	Approval of chief fire officer as and when required (NO C) or Fire Certificate	Post Construction	Post Project Completion
12	UGVCL- Temporary power Connection	Post Construction	Pre-Construction Work
13	UGVCL - Permanent power Connection	Post Construction	Post Temp Connection
14	Electrical duty exemption certificate (5 year)	Post Construction	Before 90 days from Prod Start
15	Application to Uttar Gujarat Vij Company Ltd .- Distribution Company or respective agencies	Post Construction	Post Temp Connection
16	Factory building plan approvals as per DISH norms	Pre-Construction	Pre-Construction Work
17	Stability Certificate submission	Post Construction	15 days before use of Factory building
18	Factory inspector visit	Post Construction	Prior to Mfg. Process start within 15 days
19	Factory license / registration	Post Construction	Prior to Mfg. Process start within 15 days
20	Application for consolidated return (If opted for self-certification cum consolidated annual return)	Post Commercial Prod	Post Mfg. Process
21	Plan submission and approval from chief electrical inspector office	Post Construction	Before release of Power connection
22	Site inspection from the electrical inspector before connection release	Post Construction	Before release of Power connection
23	Certification from chief electrical inspector office	Post Construction	Before release of Power connection
24	Certification from BOCW and Contract Labour	Pre-Construction	Pre-Construction Work
25	Registration of Principal Employer's establishment under provision of Contract Labour Act	Post Construction	Post Employing Contract Labour

26	Registration with PF and ESI organizations	Post Construction	Nil
27	DG set/Boiler (Non IBR) approval	Post Construction	Post Construction
28	Permission for installation of a lift	Post Construction	Nil
29	GST registration	Pre-Construction	Pre-Construction Work
30	State tax on Professions registration	Post Construction	Within 30 days post employing staff
31	Manufacturing lic	Prior to Mfg. Process	Prior to Mfg. Process
32	Product Registrations	Prior to Mfg. Process	Prior to Mfg. Process
33	Stamping & Calibrations	Post Construction	Prior to Mfg. Process
34	Net SGST Reimbursement upto 10 Years	Post Construction	Before 2 Months from Prod Start
35	Inclusion of Contractors in the Registration Certificate and Issue of Form V	Prior to Mfg. Process	Post Employing Contract Labour
36	Licence of Contractor	Prior to Mfg. Process	