

# Application for temporary permission from Fire Service for the year 20 .....

To  
The Director General  
West Bengal Fire & Emergency Services

*Sub: Application for erection of Temporary Structure for Durga Puja, Kali Puja and Jagadhyatri  
Puja and permission thereof*  
(Tick out the puja applied for)

## No objection Certificate from concerned Police Station .....

Sir,

We are organizing ..... puja for the year 20 .....accordingly. We are submitting herewith three essential documents ( i ) No objection certificate from respective Police Station, ( ii ) Job undertaken letter from license holder electrician, ( iii ) The site plan of Puja Pandal as per requirement.

### Particulars are given below:

1. The Name of the Puja Committee : .....  
(As per Subscription Collection Book in Block Letters)
2. Location of the Pandal (Address) : .....
3. Name & Address of President : .....
4. Name & Address of Secretary : .....
5. Area of the Pandal Sq. ft. : .....
6. No. of days : From ..... To.....
7. The height of Pandal : .....ft.
8. Material used for construction of Pandal in brief : .....
9. No. of persons expected to be present at a time inside the pandal : .....

**We shall be obliged if you kindly issue the necessary permission.**

Date: .....

.....  
Full signature of the Secretary

### DECLARATION

We, hereby declare that we shall abide by the following rules and regulation for Social security and safety in all respect and on behalf of the Puja Committee.

1. Govt. License holder Electric Contractor with valid license number will be appointed for the electrification of Puja Pandal.
2. Separate **Entrance** and **Exit** for covered Puja Pandal shall be provided.
3. Enough space for movement of Fire & Emergency Service Vehicles shall be maintained.
4. Width and height of the gate shall be minimum 12 ft. and 14 ft. respectively and height of the superstructure shall not be more than 40 ft.
5. No open flame can be used within 200 yards from Pandal and No cooking arrangement would be allowed within such radius.
6. Use of highly inflammable materials for erection of the Pandal is discarded .
7. Clothes used fo the Pandal to be dipped in Fire Retardant Solution.
8. Provision of sufficient water for the fighting which shall not be less than 0.75 Ltrs. per Sq. Mtrs. of floor area for each pandal/structure and **I.S.I.**, marked appropriate Fire Extinguisher @ minimum 2(two) per 1000 sq. ft. floor area, two nos. ceiling hook, ladder and sand bucket to be kept ready in the Pandal for fighting the small fire.
8. There must be a **4 (four) feet** clear open space from the property line of any building, boundary wall or any other permanent structure as per judgement of Hon'ble High Court, Kolkata vide W.P. No. - 856 of 2009 dated 15.09.2009.

SEAL

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Full Signature of the Secretary

Date: .....