

# CONSTRUCTION BYE LAWS



**COOPERATIVE HOUSE BUILDING  
SOCIETY OF EMPLOYEES,  
UNIVERSITY OF AGRICULTURE,  
FAISALABAD.**

2012





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OF EMPLOYEES, UNIVERSITY OF  
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## PREAMBLE

The Construction Bye Laws of Co-operative House Building Society of Employees, University of Agriculture, Faisalabad (CHBSE, UAF) were neither formulated nor approved earlier. In this regard, the Management Committee of CHBSE formed a sub-committee comprising Dr. Zahid Ata Cheema, Mr. Muhammad Iqbal Qureshi and Mr. Abdul Ghafoor to prepare the bye laws. For preparing this document. The Committee has followed mainly the Faisalabad Development Authority (FDA) Building and Zoning Regulations 2008 notified vide gazette notification No.697/TP/FDA-2008 dated 14.02.2008. In addition, construction bye laws of the various societies were also reviewed. These bye laws were approved in the General Body Meeting of CHBSE, UAF held on 29.09.2012 at Old Senate Hall, University of Agriculture, Faisalabad. Strict compliance of these bye laws is compulsory for all the residents of the town in the best interest of the society.

**PROF. DR. ZAHID ATA CHEEMA**  
President,  
CHBSE, UAF.



## CHAPTER NO. I DEFINITIONS

### 1) Bye-Laws

"Bye-laws" mean and include the principles and regulations of Cooperative House Building Society of Employees, University of Agriculture, Faisalabad (CHBSE, UAF) evolved by its General Body and approved by the Registrar Cooperative Societies.

### 2) Act and Rules

"Act" means the Cooperative Societies Act and / or any law made by the Government in addition to/or in substitution of the Societies Act, and the "Rules" mean the rules made under this act.

### 3) Area

"Area" means the area of operation of the "Society" and/or the area shown in the master plan of the "Society" and includes and extension of modification effected therein, from time to time.

### 4) Master Plan

"Master Plan" means the plan showing layout of the "Area".

### 5) Zone

"Zone" means the area earmarked for a particular use only.

### 6) Existing Building

"Existing Building" means a building existing on the date of commencement of the plan.



## **7) Erection of Building**

"Erection of Building" includes the structural alterations for making any addition/(s) to a building.

## **8) Residential Zone**

"Residential Zone" means a zone exclusively earmarked for residential buildings and designed for human habitation and in no case it shall be used in whole or a part thereof for any other purpose e.g., shops, clinics, workshops, stores or godowns, etc. But it includes such out-houses as are ordinarily ancillary to the main buildings and used in connection therewith. It also includes parks, gardens, playgrounds and other open spaces.

## **9) Residential Unit**

"Residential Unit" means an independent unit consisting of rooms for human habitation.

## **10) Flats**

"Flats" mean a block/blocks of buildings consisting of a number of residential units built in horizontal or vertical arrays and exclusively designed for human habitation whether in the Residential or Commercial Zone.

## **11) Commercial Zone**

"Commercial Zone" mean the area where shops, show rooms, light industries, stores/godowns, ware houses, hotels and other market centres etc. as shown in the Master Plan are housed. Corner Shops in each zone shall be constructed as provided in the Master Plan. It also includes the sites reserved for Petrol Filling Stations.

## **12) Shops-Cum-Flats**

"Shop-cum-Flats" means the arcade/(s) with provision of shops on the lower floors and residential apartments on the subsequent higher floors.

## **13) Public Buildings**

A "Public Building" means a building designed for public use, such as Mosque, School/College Dispensary, Post Office, Town Hall, Library or a Recreational Complex, Grave yard etc.

## **14) Sector Shops**

"Sector Shops" amount to a row of single-storey shops provided in Residential Zones for general utility purposes and without any open space in and around it. The height of such a construction shall not exceed beyond 18 feet from the road level with a provision of Mezzanine Floor not covering more than 1/3<sup>rd</sup> of the shop's space.

## **15) Light Industrial Unit**

"A Light Industrial Unit" means a building providing workshops at the Ground Floor and office accommodation above. The workshops shall not involve any obnoxious trading.

## **16) Stores/Godowns**

"Stores/Godowns" refer to a building/buildings meant for storage of materials or finished goods at the Ground Floor (provided those goods are not of inflammable or objectionable nature) and provision of office accommodation above.



### 17) Ware-House

"Ware-House" represents a building meant to provide a space for the storage of commercially saleable goods at the Ground Floor and office accommodation above.

### 18) Covered Market

"Covered Market" means a building provided for shopping facilities of general nature as e.g., vegetables, fruit, mutton, fish poultry etc. within the building. In no case, any such shop/stall will have its frontage or door opening towards the exterior face of the building.

## CHAPTER NO. II TOWN PLANNING & DEVELOPMENT

### 1) General

The members shall ensure that they do not indulge in any violations of the society rules regarding "Planned Area" such as encroachments of neighboring plots, roads etc.

### 2) Services

The Society will provide roads, water supply, telephone land line to PTCL, sewerage, disposal of house waste/garbage and arrange provision of electricity through WAPDA and Gas through Sui Northern respectively. In the event of violation of any of the Bye-Laws of the Society by a member, the "Society" reserves the right to disconnect the facilities and/or exercise other punitive measures being necessary to discourage recurrence of such incidents.

### 3) Utilization

The plot shall be strictly utilized for the purpose it has been allotted for. To preserve the sanctity of planning, no deviation shall be permitted at all.

### 4) Area Adjustment

- a) The Society will try to maintain accuracy in the measurement of plots allocated to the members. Standards Sizes of the residential plots allocated to the members shall be as under:

1 Kanal	=	5000 Sqr. Ft.
½ Kanal	=	2500 Sqr. Ft.



- b) In case of any increase in the measurement of a plot assured to a member, which takes place as a result of the Town Planning/Grounds Position, such member shall be bound to pay the cost of the extra land thus given to him, at the price determined by the Managing Committee. In case of any decrease in the measurement of the plot assured to a member, he shall have to accept the corresponding refund of an amount determined by the Managing Committee.
- c) In case a corner plot allocated to a member ceases to be as such because of the area adjustment or the town planning requirements or any other inevitable circumstances or reasons, the member shall be bound to accept the refund of the additional amount deposited by him for the corner plot.

#### 5) Digging

Nobody is permitted to dig or cut the road space including verges without a prior written permission. The defaulters shall be prosecuted under the Society Laws besides other punitive action/(s) which the Managing Committee may impose.

#### 6) Avoiding Blind Corners

- a) All corner plots will be splayed as a matter of rule to avoid blind corners as under:
  - i) 1 Kanal plots - 10 feet on either side from the corner.
  - ii) ½ Kanal plots - 6 feet on either side from the corner.

- b) All owners of the corner plots will be required to plaster the splayed portions of the compound wall so that the names of street etc., could be written under arrangements of the "Society".

#### 7) Hoardings

Erection of commercial hoardings on, along or inside the plot/building within the residential zone is not permitted.

#### 8) Demarcation

- a) The members are required to make an application for demarcation of the plot on the prescribed form to the Chief Executive (President)/Chief Engineer of the society at least 7 days prior to such demarcation. The application shall be routed through the secretary who will verify payment of all dues including the demarcation fee. Once the plot is handed over to the member or his authorized representative, the society will not be responsible for any encroachments. After demarcation, the society will provide one copy of the site plan at the scale: 1"=40'.
- b) The owner of a newly-created plot emerged as a result of sub-division allowed by the society, shall have to pay the prescribed demarcation fee and other charges etc.

#### 9) Disparity of Ground Level

The society shall not be responsible for leveling the plot, should there be any ditch, unevenness or abnormality in the plot.



#### 10) Growth of Trees and Vegetation etc.

- a) All members are expected to help the society in protecting and caring plantation of trees and shrubs/ornamental plants according to the plan. Each member is expected to plant at least 4 shrubs, ornamental plants) trees in front of his premises and preserve them for proper growth as per approved plan of the society. The location of the shrubs/plants shall be marked by the society's staff, who will also help them in this respect.
- b) Members will not grow any vegetation/trees amounting to encroach/occupy the space or block the road or reduce the openness of areas thus marring the aesthetics of the "Society" and create obstruction to visibility. The society reserves the right to remove such vegetation at the risk of the defaulters.
- c) The space between the metalled road and house wall shall not be raised from the level of the road and grass be planted on open space.
- d) General plan of the plantation shall not be disturbed by the residents without permission of the society.

- 11)
- a) Animals (buffalo, cow, goat, donkey pets, dogs, rabbits etc.) will not be allowed in the premises of the Town.
  - c) Members will avoid encroachment on the road side in front/walls of the house.

- d) The level of entrance gate should preferably be at par with the front road and in no case beyond 10 cm from road level.
- e) The Society staff reserves the right to remove any encroachment or violation of the construction by law.
- f) The water after cleaning the porch/or side walk ways should not be allowed to spread on the road rather it should be drained in to resident(s) own house drain.

#### 12) Departmental Bye-Laws

Users will have to observe the rules, regulations and instructions of the department whose services are being utilized. The society bears no liability in this respect.

#### 13) Development and Related Charges

Development charges or other charges for construction of roads, boundary wall, water supply, sewerage, sui-gas, electricity, Mosque, dispensary school or other such items worked out tentatively and are subject to approval of the management committee. Members shall be responsible to pay the balance if any, on completion of the work.

#### 14) Water Supply

- a) Application for water connection shall be made on the prescribed form to the authorized office. The applicant shall also be required to pay "water connection fee" and "security" as fixed by the Managing Committee.
- b) The consumer shall pay for the supply of water as per meter reading or at a flat rate as decided by the Managing Committee.



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#### 14) Water Supply

- a) Application for water connection shall be made on the prescribed form to the authorized office. The applicant shall also be required to pay "water connection fee" and "security" as fixed by the Managing Committee.
- b) The consumer shall pay for the supply of water as per meter reading or at a flat rate as decided by the Managing Committee.



- c) Special rates for supply of water, as decided by the Managing Committee, shall be charged for new construction, addition of alteration etc.
- d) The owner of the premises shall be liable to make payment of any arrears with penalty or fine as imposed by the "Management".
- e) Nobody is permitted to install motor/pump on the water supply line.

#### 15) Sewerage/Manhole

Society shall provide the facility to connect the completed house to the network of sewerage system. Connection cost shall to be paid by the member as decided by the Management from time to time. In case of sub-division, no separate connection in the manhole shall be given.

#### 16) Gas Connection

Application for Sui Gas connection shall be made directly to Sui Northern Gas Pipelines Limited in accordance with their prescribed terms and conditions.

#### 17) Telephone Connection

Application for installation of a telephone connection shall have to be submitted to the concerned department directly and shall be governed by the rules of the respective department.

#### 18) Electricity Connection

Members shall apply directly to the WAPDA authorities. Society will, however, help expediting the connection to the possible extent.

#### 19) Sub Division

Services have been designated on the basis of one house per plot, as such sub-division of a plot and construction of an additional unit in the form of detached or semi-detached (duplex) shape shall be discouraged as far as possible. The Managing Committee may however, decide in case of real need.

- a) The application for sub division/additional unit is made on the prescribed form.
- b) All dues pertaining to the plot are cleared and a No Demand Certificate is attached with the application.
- c) Site plan duly verified by the society is attached with the application.
- d) Sub-division fee/additional unit fee of Rs.15,000/- has been paid through a pay order/bank draft to the Society.

It may, however, be noted that:

- a) Separate sewer and water connection will not be given.



## CHAPTER NO.III DRAWINGS AND DOCUMENTS

### 1) Application

Application for erection, construction, addition or alteration of a building shall be made to the Society on the prescribed form to seek an approval for such erection, construction, addition or alteration.

### 2) Drawings and Documents

Applicants shall submit alongwith the application, five sets of the drawings with on "original" on the tracing cloth and a site plan showing North point, boundaries of the proposed plot, adjacent plots, roads and the block/sector in which the plot is located.

### 3) Building Plans

- a) The building plan submitted for approval should clearly indicate the following details:
  - 1) External dimensions of the building with and without extended portions.
  - 2) Schedule of open/covered area.
  - 3) Thickness of RCC/RB components.
  - 4) Position of proposed drains, fire places, kitchen, gutters, etc.
  - 5) Internal dimensions of all rooms.
  - 6) The purpose for which the building is intended to be used.
  - 7) Dimensions of all components.
  - 8) Specifications of the components indicated on the drawings.
  - 9) Details of reinforcement in RCC/RB components.
  - 10) Plan of services like water supply, sewerage etc.

- 11) Location of kitchen, grease trap.
- 12) Layout water supply system including underground and overhead tanks
- 13) Layout of sewerage system and cross section of the specific tank.
- 14) Details of construction of ramps (X-section).
- 15) Total height of the building.
- 16) Indication of clear distances.
- 17) Cross section of the boundary wall towards road.
- 18) Levels of road, ground and plinth.
- 19) Schedule of doors and windows.
- 20) Schedule of reinforcement of roof, beams and lintel.
- 21) Foundation details.
- 22) Specification for foundation and plinth detailing:
  - a) Superstructure
  - b) Roof
  - c) Joinery
  - d) Floor
  - e) Plinth protection
  - f) Finishing and plastering etc.
  - g) Site plan of the plot including width of road and key plan of layout of the buildings.
  - h) Plan and elevation at the minimum scale of 1" = 8".
  - i) Sectional drawings at the minimum scale 1" = 4".
  - j) A certificate from the engineer/architect to the effect that all components of the building have been designed by him (or rechecked in case the design has originally been made by some one other than the enlisted architect).



#### 4) SECURITY OF DRAWINGS & DOCUMENTS

- a) Where plans are unintelligible, ambiguous or stand in contravention to the bye-laws, the society may reject the application and return the drawings and documents giving reasons in writing for such a refusal. The applicant may resubmit the application after necessary corrections and rectifications in the drawings and documents.
- b) As soon as "approval" is issued by the society, the documents may be collected by the applicant by hand, in order to avoid any loss or an un-necessary delay and for its submission to the society board for final sanction.

#### 5) Design

- a) The applicant/owner shall on demand produce details of the structural designs/calculations in order to ensure the safety of buildings.
- b) No construction, addition or alteration etc. shall be allowed unless the drawings are approved by the society and sanctioned by the Management Committee.

#### 6) Oversight in Security of Drawings

An oversight in the security of documents and drawing at the time of "NOC", approval or sanction of the building plan does not entitle the owner to violate the bye-laws.

### CHAPTER NO.IV CONSTRUCTION

#### 1) Designer/Architect

- a) Every member intending to carry out the building work entirely a new or amounting to addition or alteration shall engage a licensed engineer/architect. Society reserves the right of blacklisting the architects whose performance/attitude towards the profession is found objectionable.
- b) Enlisted architects are required to contact the "Society" regularly for any change in the bye-laws, policies and procedures, etc. In order to avoid confusions and difficulties which may take place for a member.

#### 2) Construction Period

The member must complete the building on the plot within the stipulated period or such period as may be laid down by the "Management" failing which the society reserves the right to take any punitive action including cancellation of the plot as deemed necessary by the managing committee.

#### 3) Combination

Combination of two or more plots for making one building is not allowed without the approval of Management Committee of the society.



#### 4) Clear Spaces

- a) Owner shall leave the following minimum clear spaces for each category of plots:

Plot Size	Building Line	Rear Space	Side Space
10 marlas and above but less than 1 kanal	5 ft	5ft (1.52 m)	5 ft (1.52 m) (on one side)
1 kanal	12 ft	7ft (2.13 m)	5 ft (1.52 m) (on both sides)

- a) If construction is envisaged on the 1<sup>st</sup> floor, the covered area of 1<sup>st</sup> floor will not exceed 2/3<sup>rd</sup> of roof area of ground floor, excluding the car porch, if raised on the compound wall.

#### 5) Maximum Height

- a) The height of any building other than apartment buildings measured from the crown of the road to the top of the parapet wall (exclusive of chimney stacks, lift heads & water tower) shall not be exceed 38 ft (11.58m)
- b) The total number of storeys permissible in an apartment building on residential plots excluding basements, shall not be more than four. Each storey shall have a minimum building height of 10 ft 6 inches (2.9 m) other than the basement.

The height of sector shops will be restricted to a maximum of 25 feet from the road level. The height of the entrance gate shall not be beyond 4" (10 cm).

#### 6) Construction in clear spaces

No construction shall be carried out in the clear spaces except swimming pools, drains, septic tanks, sewers etc.

#### 7) Covered Area of Shops.

Maximally, the following proportions of the total area may be covered by the owners:

##### a) Sector Shops

Ground Floor	First Floor
100% including	100%

- b) Construction of a toilet in each shop would be compulsory.

#### 8) Height or Level above the Ground/Road

- a) The top of plinth of the building should not be more than 2.5 feet from the adjoining road level.



- b) Lawn level/top level of the ramp will preferably be equal either to 4" (10 cm) higher than the connecting road or maximum 4" (10 cm) of the road level in order to have smooth slopes of the ramp. Ramp should be made as per approved plan of the society and be categorically noted that the ramp be made, if required, inside the personal premises and not outside it.
- c) The road sides should be kept 2-3 cm lower than the road to avoid standing of water.
- d) The level of roads will not be raised in case of any repair.
- e) No water from the house/car porch washing floor/cars would be allowed on the road.

#### 9) Height of Boundary Walls

The maximum height of the boundary wall should not exceed 6 feet from the road level.

#### 10) Size of Rooms

Maximum size of the living rooms should not be less than 100 squares feet. All rooms should be well lit and well ventilated.

#### 11) Height of Rooms

Height of ceiling from the floor level should not be less than 10 feet"

#### 12) Toilets

All the toilets will be based on water borne sewerage system without any exception whether they are built in residential, commercial or any other area of the society.

#### 13) Basement

Basements are permitted to be built only in the residential areas. In such cases the height of plinth shall be at least 3'-6" from ground level.

#### 14) Privacy

All members particularly the subsequent builders are expected to respect the privacy of the neighboring areas. Architects are well advised to give due regard to the privacy of buildings.

#### 15) Checks of Construction at Different Stages

Members are supposed to get their construction checked by the engineering branch of the society at the following stages in order to avoid violation or clear spaces etc:

- a) When the layout is accomplished
- b) When the digging of the foundations is complete
- c) When the building has been finished upto foundation and plinth
- d) At the time of pouring the roof slabs
- e) When the layout of rooms on the first is distinctly visible.
- f) On final completion of the house before occupation and applying for sewerage connection.



## 16) Inspection of Buildings

The society through its authorized officer will exercise continuous vigilance and may inspect the premises at any time after completion. If during any such inspection, it is found that the building works contravene any of the rules or by-laws, the society shall serve a notice to the owner with the object of bringing the works in conformity to the approved plan or withhold the work till such time the amended plans are approved. In the event of non-compliance, the work shall not be allowed to proceed and the society reserves the right to disconnect or refuse any or all the services as per decision of the Managing Committee.

## 17) Completion Certificate

On completion of a building, the owner will duly intimate to the society administration in writing. One copy of the completion drawing will also be submitted to the society.

## 18) Construction of Building Violations

- a) The members shall not violate construction and building bye-laws. The variations and deviations shall be liable to be demolished at the risk and cost of the owner. Managing committee is empowered to take strict punitive action in such cases so as to preserve the sanctity of planning and parameters. Defaulters shall be subjected to a "Fine" which may amount to Rs.100,000/- depending on gravity of the case. Some of the possible violations are as under:

- 1) **Sewer:** Connection of house sewer is made with the main network unauthorisedly and without knowledge of the Society; staff. (The owners are advised not to open the plug and join the sewer

themselves unless completed house has been the case.

- 2) **Improper Ramp:** Whereas according to the by-laws, ramp slope must finish within 5 feet from the boundary wall, members have the tendency to extend the slope beyond it thus causing obstructions.
  - 3) **Damaging the Road:** By mixing concrete or cutting./bending MS bars on the road, placing concrete mixer on road-berm or by filling area outside the boundary above the road level and blocking flow of waters.
  - 4) Cutting of road for laying underground electric cable: Members cut the road surface without written approval of the society thereby damaging the road(s).
  - 5) **Construction deviation/addition to approved drawings:** No constructor is permitted without prior written approval of the society and members so doing are liable to undergo a penal action.
  - 6) **Open space violations:** Some members reduce clear spaces while carrying out construction.
- b) The members/residents are solicited to cooperate with the society's staff to run the business.

## 19) Prerogative of the Managing Committee

The approving authorities reserve the rights of rejecting the plans or suggesting any modification which through may not contravene the



laid down building bye-laws but are hampering to the general interests of the society/community.

## 20) Culverts

All owners will be required to provide a pipe/culvert for the surface drainage at the entrance of their plots so that the water gets disposed off through the culverts etc. without unnecessary blockage at various places and creating unnecessary problems.

## 21) Theft of Services for Outside Area

If any service of the society is carried out in the area other than included in society, the services to the owner of defaulting premises from where the connections are drawn will be disconnected, besides levying a fine which may extend to an amount of Rs.10,000/-.

## 22) Managing Committee's Powers

The members and the residents shall be bound by the decisions and directions of the Managing Committee failing which they shall be liable to be penalized according to the gravity of the offense. Non-compliance of such decisions or directions may lead to disconnection of any or all services.

## 23) Strain on Services

The members shall be liable to pay extra charges on account of water supply and sewerage etc. For each additional bedroom beyond the prescribed limit for each size of plot at the rates given below:

Sizes of plots	To pay standard charges upto	Charges for additional bedrooms on monthly basis	
		Water supply	Sewerage
1 K	3 bedrooms	Rs.10/-	Rs.10/-
½ K	2 bedrooms	Rs.10/-	Rs.10/-

Ruling of the Managing Committee for determination of number of bedrooms will be binding and conclusive.

## 24) Termite Proofing

To rule out the presence of white ants in the society area, members are advised to carry out termite proofing.

## 25) General Cleanliness

- Each resident shall cooperate with the society to keep the residential/commercial/parks or other areas as road sides, neat and clean.
- A bucket or garbage drum shall be placed in front of each house/shop.
- The society shall arrange the lifting carrying of garbage twice a week and nominal charges (fixed by the Management Committee) will be charged from each resident/owner.