Design – Liaison Coordination Timelines & Process

Criteria:

a. Start of construction within max. 3 months of sales launch.
b. All plans full approved, to top floor, within 6 months of sales launch.

In order to achieve these criteria, following steps/measures are required for coordination between design and liaison:

a. **Within 2 weeks of project design being initiated, Design to inform Liaison (Internal team) to apply for environmental clearance**. Before actual design, the design team shall discuss with Liaison teams about the DC R and policy of approvals of that area and land details and the physical area. Design team to plan the buildings stringent of physical and revenue records, which overlap line shall be given on AutoCad by Liasion within 2 weeks of project design team asking for the same. Design team to give the approx. BUA, Construction area and the Tenement details etc for submission to SEAC at this time. Generally, environmental clearance takes about 2-3 months before our turn comes and in this period, design should be able to complete concept design and other details required for environmental clearance.

b. **All plans & sections submitted to Liaison (Internal team) for approval within 2 weeks of completion of concept design (sales launch is generally planned 4-6 weeks after completion of concept design)**. This plan should be complete in all respects and there should be no further changes wrt p-line and section of the building. The carpet area mentioned in approval drawing should be **exactly same** as communicated by design to Sales/Marketing/CC (excluding areas not counted in FSI/Fungible FSI/equivalent). At this stage, the non saleable building areas such as club house, parking etc. can be 'dummy' (but preferably the location and area should be 90% accurate). On receipt of these plans Liaison (Internal team) will ensure detailed feedback on anything which may require to be changed for regulatory perspective including CFO, Civil Aviation etc. within 2 weeks. Prior to submission to authorities, submission drawings shall be given by Liaison (Internal Team) to Design for review and Design shall ensure that such review is done within 2 working days and any comments/discrepancies pointed out to Liaison (Internal Team).

c. **Once these details are submitted, Liaison (Internal & External teams) will ensure approval within max. 3 months ("Initial Approval").** Once such approvals are received, work can commence at site. Excavation and Civil Contractor appointment and linked action can be completed prior to plan approval. No work for the building construction (except excavation) should be done at site without receipt of 'Initial Approval'.

d. Once approved plans are received, they should be thoroughly scrutinized by the Project Architect (Design Team). The carpet area mentioned in approval drawing should be **exactly same** as communicated by design to Sales/Marketing/CC (excluding areas not counted in FSI/Fungible FSI/equivalent). Any discrepancies with VFC plans + final plans for non saleable building areas such as club house, parking should be given to Liaison (Internal team) within 4 months from the sales launch. Once again, prior to submission of final plans to authority, submission drawings shall be given by

Liaison (Internal Team) to Design for review and Design shall ensure that such review is done within 2 working days and any comments/discrepancies pointed out to Liaison (Internal Team). **With these final plans, Liaison (Internal & External teams) will obtain approval within 60 days ("Final Approval"). No further changes in approval drawings shall be permitted hereafter by the Design team.** This entire process of final approval has to be completed prior to buildings reaching plinth level.

e. **No site works are to progress beyond plinth without plinth checking.**

f. In case of very large projects, the no. of permissible approvals (as covered under c. and d. hereinabove) shall be higher and the maximum limit shall be calculated as follows: roundup (Total BUA of site / 25 L, 0) * 2.

g. It is to be ensured by Liaison that OC is obtained as soon as possible (maximum of 6 months from completion of building works). CM will need to ensure that the requirements of OC (as per 'Occupation Certificate Requirements' policy) are completed in timely manner.

The aforesaid timeframes are summarized below:

No.	Stage/Action	Responsibility	Timeline
1	Design Start	Design	As soon as land details are available
2	Intimation to Liaison (Internal) to apply for EC	Design	Within 2 weeks from 1
3	Concept Design Finalization	Design	6-14 weeks from 1
4	Submission of Initial Plan Details to Liaison (Internal)	Design	+ 2 weeks from 3
5	Review & correction of Initial Plans	Liaison (Internal)	+ 2 weeks from 4
6	Receipt of EC (if applicable)	Liaison (Internal & External)	+ 16 weeks from 2
7	Sales Launch	Marketing; Sales	+ 4-6 weeks from 3
8	Approval of Initial Plans	Liaison (Internal & External)	+13 weeks from 4
9	Commencement of Building Works at site (excluding excavation & any site enabling works, which can be commenced earlier, subject to management approval. Royalty should be in hand prior to commencement of excavation)	Design; CM	Immediately after 8
10	Review of Initial Plans and submission of balance/updated details to Liaison (Internal team)	Design	+4 weeks from 8
11	Approval of Final Plans (no further changes in p-line or section permitted thereafter)	Liaison (Internal & External)	+ 8 weeks from 10
12	Plinth Checking & progress beyond plinth	Liaison	+ 2 weeks of plinth being

		(external); CM	completed, subject to Plan for that building/wing being finally approved (if no change in p-line from Initial plan, Initial approval is ok)

- If project is being done in phases, steps 9 – 12 shall be linked to Design informing Liaison (Internal) team atleast 8 weeks prior to 10 that they intend to now start work on the phase. Design should ensure that phasing is done in a practical manner to ensure that size of phase is sizeable (> 8 L sft of saleable area) and Liaison is not inconvenienced by breaking project into too many phases.

- Certain risks may be referred to Director-Liaison by Liaison eg. Civil Aviation, CRZ and decided upon accordingly. Prior to launch, if Liaison feels that some % of the approvals will take > 6 months, Liaison should inform the same to Design, after discussion with Director-Liaison, and Design should not open such affected units for sale. Once units are opened up for sale, the 6 month limit for building plan approvals should be achieved.