



Director General of Civil Aviation,

Date: / /20

Dear Sir,

Request to obtain height clearance for a high rise structure

Owners / Client / Company/ Details

1. Name:
2. Address:
.....
.....
3. If VAT No:

Clearance Details

1. Type of structure: **House/ Apartment/ Condominium**
2. Address:
.....
3. Maximum Height requested (including Water Tanks, Warning Lights, Lift Room etc.):
.....ft/m

Documents to submit for the clearance

- Duly filled application
- Copy of the location’s survey plan.
- Council size drawing of the building plan depicting height/elevation
- Colour printout of Google Earth image with location highlighted.
- Elevation report for the location from a licensed Surveyor (if necessary).

Details of documents Submitted

1. Survey Plan Details		2. Building plan details	
No		No	
Surveyor Name		Name of Chartered Architect/Engineer	
Date of issue		Date of issue	

3. Google map of location **Yes/No**

4. Name and contact no. of authorized person

.....

Name

.....

Signature of the applicant