

**GUIDE TO FILLING UP FORMS F & F1**

Form	Date	Address To *	Details of Building	1. PSP	2. Local Authority	Forms G-1 to G-21
F	Insert date of CCC	1) Insert name of Developer if it is for development other than individually built building 2) Insert name of owner for an individually built building	1) Insert Address of Building - Lot No/Nos, Section, and Road 2) Insert description of project as per Building Plan Approval adjacent or below or in place of item 1) 3) Insert BP Approval Ref and Date 4) PSP to sign off	1) Insert full name of PSP 2) Insert Name of ACP/ECP and address 3) Insert BAM/BEM Registration no. of PSP	Insert Name of Local Authority	Attach Forms G-1 to G-21 together with other required enclosures before forwarding to Local Authority and BAM/BEM
F1	Insert date of CCC	1) Insert name of Developer if it is for development other than individually built building 2) Insert name of owner for an individually built building	1) Insert Address of Building - Lot No/Nos, Section, and Road 2) Insert description of project as per Building Plan Approval adjacent or below or in place of item 1) 3) Insert BP Approval Ref and Date 4) PSP to sign off	1) Insert full name of PSP 2) Insert Name of ACP/ECP and address 3) Insert BAM/BEM Registration no. of PSP	Insert Name of Local Authority	Attach Forms G-1 to G-21 together with other required enclosures before forwarding to Local Authority and BAM/BEM

Notes:  
 1) PSP shall notify the local authority through OSC (in writing or using prescribed form) after Forms G1-G3 are certified (i.e. after completion of Earthwork, Setting Out and Foundations)  
 2) Form F/F1 and Form G-1 to G-21 shall be forwarded to the Local Authority and BAM/BEM within 14 days of the issuance of Form F/F1