

**APPLICATION FORM**  
(On the letter head of utility/Municipal agency)

Date: \_\_\_\_\_

To,  
The Asstt. Commissioner \_\_\_\_\_ Ward,  
\_\_\_\_\_

Sub:- Trench on \_\_\_\_\_  
\_\_\_\_\_

Ref: - Circular No. MDB / 4259 Dated 14 March 2005

Dear Sir,

This is to inform you in view of laying / replacing of service cables we would like to undertake excavation in trench. The details of proposed trench is as follows:

1. Name of the Road : \_\_\_\_\_
2. Exact location of starting point : \_\_\_\_\_
3. Exact location of end point : \_\_\_\_\_
4. Width of trench : \_\_\_\_\_ mtrs.
5. Length of trench : \_\_\_\_\_ mtrs.
6. Length of trench on footpath/passeges : \_\_\_\_\_ mtrs.
7. Length of trench on carriageway : \_\_\_\_\_ mtrs.
8. Existing surface of carriageway

	<b>Road Surface</b>	<b>Length in Mtr.</b>
1	Asphalt Macadam	
2	Asphalt Concrete	
3	Mastic Asphalt	
4	Cement Concrete	
5	Crossing Duct	
6	Others	
	<b>Total:</b>	

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- 9 Proposed date of starting : \_\_\_\_\_
- 10 Proposed date of Completion : \_\_\_\_\_
- 11 Details of service likely to be damaged during excavation / trenching work: : \_\_\_\_\_
- 12 Name of the site engineer : Mobile No. \_\_\_\_\_  
Office Tel. No. \_\_\_\_\_
- 13 Quantity of excavated earth to be removed : \_\_\_\_\_ m3.
- 14 Location of disposal of excavated earth : \_\_\_\_\_
- 15 Whether scaled plan showing all above details attached. : Yes / No
- 16 Whether reconnaissance Survey of location for determining the feasibility of trench is to be taken is carried out or not. : Yes / No
- 17 Whether traffic police permission is obtained wherever necessary. : Yes / No.
- 18 Whether N.O.C. from Dy.Ch.Eng (Rd) office is obtained. : Yes / No.

Please examine our above request and kindly permit us to take excavation to lay our service. Also inform the reinstatement charges to be paid by us.

We also agree to abide by conditions enforce laid down by the Municipal Corporation in this regard.

Thanking you,

Yours faithfully,