

GUIDELINES FOR INTERIOR WORKS IN GIFT CITY



Gujarat International Finance Tec-City Company Limited (GIFTCL)

**Zonal Facility Centre (ZFC),
Block-12, Road 1-D, Zone-I,
Gandhinagar, Gujarat, Pin-382355**

Board Line: 079 – 30018300/332

Website: www.giftgujarat.in

December 2015

TABLE OF CONTENTS

Sr. No.	Contents	Page No.
01	Statement of need	3
02	Applicability	3
03	Definitions	3
04	Guidelines for Interior Works of Buildings in GIFT City	4
	04 A Mandatory Guidelines for Interior Works of Buildings	4
	04 B Recommended Guidelines for Interior Works of Buildings	5
05	General Conditions applicable for Interior Works	6
06	Submission Requirements for Commencement of Interior Works	6
	06 A Drawing Requirements	6
	06 B Documents/Data Requirements	6
07	Format of Application for Commencement of Interior Works (Form No. IP – A – 01)	ENCLOSED
08	Format of Undertaking for Commencement of interior works (Form No. IP – A – 02)	
09	Format of drawing template to be used for Submission	

01. Statement of Need

GIFT City, as an upcoming Tec-City, has always focused on appearance and functionality of public areas, common areas and even building interior spaces. Gujarat International Finance Tec - City Company Limited (GIFTCL) management gives high importance to safety and security of its citizens not only in the public areas of the city but also inside the buildings.

GIFTCL intends to grant some flexibility for individual creativity and expression for interiors of buildings so long as it is within building norms. GIFTCL desires to guide the elements enhancing the visual quality of the interior and exterior spaces of the buildings, thereby adding a degree of visual uniformity. At the same time no compromise is permitted on fire safety, building safety. GIFT DCRs were prepared keeping building development as focus without detailing on guidelines for interiors of the buildings.

This guideline handbook will help users / occupants needing to carry out interior works in their offices, work places, shops, retail areas and even residential flats. This document will help to guide the interior design and execution works for creating an efficient and safe indoor environment.

02. Applicability

These guidelines are only for the interior modifications / changes proposed by the occupant in offices, work places, shops, retail areas and even residential flats which do not amount to 'development' as defined in Gujarat Town Planning and Urban Development Act, 1976 and in GIFT DCRs. The interior works not involving any change of use, structural changes and/or changes in light/ventilation, sizes of rooms shall be done as per these guidelines.

The interior works/internal change/modification without increase in BUA but involving structural modification, changes in room dimensions, room areas, toilet dimensions, duct dimensions, changes in natural light, ventilation arrangements, entrance/exit location, parking location etc. will need development permission from GIFT UDA.

03. Definitions

GIFTCL - Gujarat International Finance Tec-City Company Limited and its officers.

GIFT UDA – GIFT Urban Development Authority appointed by Government of Gujarat under section 22 of Gujarat Town Planning and Urban Development Act, 1976 by its notification dated 15 March 2012.

BUA- Built Up Area which is approved by GIFT UDA.

CA- Carpet Area which is mentioned in the registered transfer deed/lease deed/approved as-built drawings of Occupancy Certificate

SQM- Used for referring square meters.

GTPUD ACT - Gujarat Town Planning and Urban Development Act, 1976.

NBC 2005 – National Building Code 2005 and its updated versions.

04. Guidelines for Interior Works of Buildings in GIFT City

04 A. Mandatory Guidelines for Interior Works of Buildings

1. Structural Change –

No alteration of the existing structural elements, façade material / decoration of the building is permissible.

2. Interference in “Common Area” –

Construction within “Common Area” of the building is not permissible. All functional and habitable interior spaces should be designed without any interference in “Common Area” like – corridors, passages, staircases, lift lobby, refuge areas, escape routes etc.

In common areas no permanent or temporary installations, erections, storage, use shall be permitted.

3. Architectural compatibility with existing facilities –

- The architect/interior designer must ensure complete coordination between interior and exterior designs for the best interest of the user and the function of the space.
- The articulation of interior space should be such that it'll provide maximum daylight condition, will not obstruct the existing windows for sufficient ventilation.
- The façade signage on exterior of the building is not allowed.

4. Fire-Fighting –

- Fire-Fighting within the interior space should be as per NBC 2005, Part 4 – Fire & Life Safety.
- Fire-Audit should be conducted for the entire floor to get Fire-Rating and to judge how vulnerable the floor is for fire.
- In no case the fire fighting arrangements in common areas should be altered/modified/changed.

5. All Interior Works for the Buildings in GIFT shall be compliant with Leadership in Energy and Environment Design (LEED) India for the following aspects –

a. Water Efficiency

- Water Use Reduction by application of water efficient fixtures, fittings and appliances as per LEED requirement.

- Fixtures for showers, toilet flushing and drinking shall be of low flow either by use of aerators or pressure reducing devices or sensor based control.

b. Energy and Atmosphere

- Optimizing Energy Performance through efficiency in energy related systems
 1. HVAC
 2. Lighting and day lighting controls

c. Materials and Resources

As far as possible all the materials used for interior works should be fire resistant. The use of combustible materials like natural wood, plywood, fiber, particle boards shall be avoided. The materials like glass, steel, aluminum etc. should be used.

It is recommended to use low – emitting adhesives, sealants, paints, coatings, flooring systems, composite wood and furniture.

6. Distribution systems including fire hydrant, electrical, mechanical, HVAC, data / telecommunication and plumbing network –

- Distribution system network should be compatible with existing facilities / network.
- Distribution system network should be compatible with fire and life safety code of NBC 2005.
- All the additional services including water, fire detection, fire suppression, electrical, ventilation, air-conditioning, plumbing etc. must be integrated with the building's Intelligent Building Management System (IBMS).

7. Execution of Work –

Following shall be observed during execution work of interior.

- Noise Control should be done within permissible level.
- Safety of laborers, occupants and other users of the building and its surrounding precinct should be maintained.
- Minimum disturbance to the existing occupants should be ensured during execution of interior works.
- Minimum exposure of building occupants to potentially hazardous particulates and chemical pollutants should be ensured.

04 B. Recommended Guidelines for Interior Works of Buildings

1. Furniture Layout –

Following shall be observed while preparing the layout of furniture.

- Designing with essential ergonomics and anthropometric dimensions
- Compact arrangement
- Flexibility for current use and future alterations
- Efficiency in terms of maximizing use of space

2. Non-structural systems including ceilings, flooring and interior walls –

Following shall be ensured in the interior design.

- Stability of false ceiling, partition walls
- Use of anti-skid materials for flooring.
- The clear height from the finished floor to soffit of false ceiling /ceiling must be minimum 2.75 M.

3. Horizontal & Vertical circulation system -

- Minimize the corridors to reduce horizontal distance from stair / lift area.

05. General Conditions applicable for Interior Works

- 1) No alteration in “Common Areas” of the constructed building shall be done. Entrances from the common areas must be considered as constructed.
- 2) No violation of façade – structure / material / decoration etc shall be done.
- 3) Construction of permanent interior components like internal walls, partition walls etc are not permissible to ensure flexible use of space at present and future.
- 4) Owner/Architect shall prepare and submit to GIFTCL one set of drawings as mentioned in point number 06 A. prior to the commencement of the interior work.
- 5) Fire – resistant materials along with their fire – rating shall have to be adhered to by the applicant.

06. Submission Requirements for Commencement of Interior Works

06 A. Drawing Requirements:

One set of following scaled drawings duly signed by owner/lease/license holder and registered architect shall be provided.

- i. Plans and sections with dimensions and clear heights
- ii. Partition details and Furniture Layout
- iii. Floor Plan, showing common area and proposed area with BUA and carpet area calculations
- iv. Services drawings – HVAC, Electrical, Plumbing, fire services, IBMS layouts
- v. Integration with IBMS

Note:

- 1.All the drawings must be prepared in the standard drawing template of GIFTCL. For the format of the template refer Annexure – A.
- 2.The soft copy of the AutoCAD drawing template can be obtained from Building Permission Division, GIFTCL.

06 B. Documents/Data Requirements:

- i. Application and undertaking in standard format (Refer Form :IP-A-01, 02)
- ii. Document of title of property/transfer deed/lease deed.
- iii. NOC issued by the owner or the society as the case may be.
- iv. Certificate of Fire Audit of the proposed interior work from consultant

Enclosed:

01. Format of Application for Commencement of Interior Works - **Form no. IP-A-01**
02. Undertaking Format for Interior Works - **Form no. IP-A-02**
03. Undertaking Format for Fire Audit - **Form no. IP-A-03**
04. Format of drawing template to be used for Submission

Form no. IP-A-01
Application for commencement of interior works¹

To
The Chief Architect and Planner,
Gujarat International Finance Tech-City Company Limited
Office No. 1, 28th Floor, GIFT One Tower, Building 56A,
Block No. 56, Road-5C, Zone -5, GIFT City
Gandhinagar 382355.

Sir,
The occupancy certificate was granted for the following building by GIFT UDA as per GIFT Area Development Control Regulations letter no. ____ Dt. ____.

Sr. No.		Details
1.	Building ID	
2.	Road/Street Number	
3.	Zone Number	
4.	Floor Number/s	

I/We are the lease holder/licensee of ____ Sqm (____ Sqft) Carpet Area on ____ floor of the building No. _____. I/We intend to do the interior works for this area. I/We herewith submit the following drawings in accordance with the GIFT Guidelines for Interior Works, duly signed by me and Mr/Ms. _____, the Architect Registered with Council of Architecture having valid COA No. _____ who will supervise the execution. Also, submitting the Drawings/documents required as given below.

1. Plans and sections with dimensions and clear heights
2. Partition details and Furniture Layout
3. Floor Plan, showing common area and proposed area with BUA and carpet area calculations
4. Services drawings – HVAC, Electrical, Plumbing, fire services, IBMS layouts
5. Application in standard format (Refer Form No. IP – A – 01)
6. Document of title of property/transfer deed/lease deed.
7. NOC issued by the owner or the society as the case may be.
8. Certificate of Fire Audit of the proposed interior work from consultant.

This is to intimate you that the interior work will commence as per the plans prepared based on guidelines and submitted to you herewith for the said area.

Signature of Applicant:

Name of Applicant (In block letters):

Address, e-mail ID and mobile number of Applicant:

Date: _____

¹ Application to be made on the letterhead of the applicant

Form no. IP-A-02

Undertaking for commencement of interior works²

To,
The Chief Architect and Planner,
Gujarat International Finance Tech-City Company Limited
Office No. 1, 28th Floor, GIFT One Tower, Building 56A,
Block No. 56, Road-5C, Zone -5, GIFT City
Gandhinagar 382355.

Regarding : Premises no : _____, Floor no : _____ of _____ Building, Block _____,
Road - __, Zone __, GIFT City, Gandhinagar (“Premises”)

Whereas we intend to undertake the interior works for the said Premises.

We confirm that we shall undertake and complete the interior works in the said Premises as per the layout and drawings submitted by us along with the application / prepared by the architect Mr./Ms. _____ registered with COA, having no.- _____ in conformity with the Guidelines For Interior Works in GIFT City and in compliance of the provisions of the Green Building Guidelines and National Building Code.

We further undertake that we shall indemnify and keep indemnified GIFTCL, from and against any claim, demand, actions, proceedings, losses, damages, costs, charges and expenses which GIFTCL may or may have to bear, pay or suffer, or any loss or damage caused to the life and property of GIFTCL or its group Companies and their employees, representatives or third party caused directly or indirectly as a result of non compliance of any of the undertaking as stated hereinabove, on our part.

Signed and delivered by,

(Developer / Occupier / Applicant)

Date:

Place:

² Undertaking to be made on the letterhead of the applicant

Form no. IP-A-03

Undertaking for certificate of fire audit for proposed interior works³

To,
The Chief Architect and Planner,
Gujarat International Finance Tech-City Company Limited
Office No. 1, 28th Floor, GIFT One Tower, Building 56A,
Block No. 56, Road-5C, Zone -5, GIFT City
Gandhinagar 382355.

Regarding : Premises no : _____, Floor no : _____ of _____ Building, Block _____,
Road - __, Zone __, GIFT City, Gandhinagar (“Premises”)

I _____ authorized signatory for _____, do hereby agree that
we will submit the certificate of Fire Audit for _____ for permission of
interior works, according to the guidelines & conditions mentioned by GIFTCL.

We will also be abiding by the regulations and conditions laid down in the mandatory guidelines
for interior works for our office in _____ at GIFT City.

Signed and delivered by,



(Developer / Occupier / Applicant)

Date:

Place:

³ Undertaking to be made on the letterhead of the applicant

Standard Drawing Template for Submission

	<p>DRAWINGS</p>	<p>LEGEND / WRITE-UPS</p>				
<p>1. The Interior drawings are preferred in 1 : 50 scale. 2. Use A1 size drawings sheets only.</p>						
<p>Gujarat International Finance Tec-City Company Ltd. Office No. 1, 28th Floor, GIFT One Tower, Building 56A, Block No. 56, Road-5C, Zone -5, GIFT City, Gandhinagar 382355.</p>  <p>Issued for COMMENCEMENT OF INTERIOR WORKS</p>	<p>Note: 1. Do not scale the drawing 2. Only written dimensions to be followed. 3. All dimensions are in mm/m</p>	<p>Key Floor Plan</p> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 5px auto;"></div>	<p>Applicant <small>(Sign & Stamp)</small></p>	<p>Architect/Interior Designer <small>(Sign & Stamp)</small></p>	<p>Design Engineering Consultant <small>(MEP & Fire-Fighting)</small> <small>(Sign & Stamp)</small></p>	<p>Project Name XXXX</p> <p>Drawing Title XXXX</p> <p>Drawing Number XXXX</p> <p>Scale - 1:xxx INSERT ACTUAL GRAPHICAL SCALE</p>
		<p>Date XX.XX.2015</p> <p style="text-align: center;">North </p>				