

## Application Form for Works (Registered Heritage Buildings or Protected Zones)

Year:	Dzongkhag Code:	Work category:	Sl./no.

To  
 Director General,  
 Department of Culture  
 Ministry of Home and Cultural Affairs  
 Thimphu

I would like to seek approval for the works to a Registered Heritage Building or in protected zone as specified in this application form.

I hereby declare that the statement provided in this application form as well as in the documents attached to this application is true and correct.

Upon approval of the Department of Culture, I will implement the approved works in accordance with instructions provided by the Department of Culture.

Yours sincerely,

\_\_\_\_\_  
 (dated signature of applicant)

### 1) Information of applicant

i) Name of applicant:	iv) Status of applicant: (put a tick)  Owner Caretaker
ii) Contact address:	
iii) CID Number:	

### 2) Name and location of Registered Heritage Building:

i) Name of Registered Heritage Building:	
ii) Dzongkhag:	iii) Gewog:
iv) Village:	



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- 4) Choose a category of works in the below table, for which approval is sought in this application. Attach the necessary documents to this application as instructed in the below table:

Work category (put a tick)	Documents required for the specific category:	Documents required for all the categories:
<input type="checkbox"/> A: works to the Registered Heritage Building	<p>→ fill out the tables of <b>5), 6), 11) and 12)</b> in this form</p> <p>→ photographs of:</p> <ul style="list-style-type: none"> <li>- overview of the Registered Heritage Building including the surrounding area</li> <li>- façade of the Registered Heritage Building taken from four directions</li> <li>- parts of the Registered Heritage Building of which photographs show the situation for that the works are proposed</li> </ul>	<p>→ Work schedule of implementing the proposed work</p> <p>→ A set of drawings for the proposed works, if applicable</p>
<input type="checkbox"/> B: works to ancillary structure in the protected zone	<p>→ fill out the tables of <b>7), 8), 11) and 12)</b> in this form</p> <p>→ photographs of:</p> <ul style="list-style-type: none"> <li>- overview of the ancillary structure with the Registered Heritage Building</li> <li>- façade of the ancillary structure taken from four directions</li> </ul>	
<input type="checkbox"/> C: construction of new structure in the protected zone	<p>→ fill out the tables of <b>9), 10), 11) and 12)</b> in this form</p> <p>→ photographs of:</p> <ul style="list-style-type: none"> <li>- overview of the proposed site including the Registered Heritage Building</li> </ul> <p>→ a set of drawings for the proposed structure</p>	

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### For Category A: Works to Registered Heritage Building

5) Choose one or more, where applicable, of the types of works listed in the below table and provide detail explanation for each work chosen:

Type of work (put ticks)	Detail explanation of work
a) Replacement of decayed wooden components of the building (without any changes in the original form)	
b) Consolidation of damaged stone masonry/rammed earth walls of the building (without any changes in the original form)	
c) Alteration of the building, including change in floor layout, height, façade design, or form of wooden component	
d) Extension of the building	
e) Demolition of whole or part of the building	
f) Other works to the building	

If (c) or (d) is chosen;

➔ Attach **a set of drawings** for proposed works.

6) Explain the key reason why the above mentioned works are needed:  
(put ticks and fill in brackets where applicable)

	Due to deterioration of the Registered Heritage Building by aging * Describe the condition of deterioration: ( )
	Due to damage of the Registered Heritage Building caused by a disaster/human activity * Type of the disaster: ( )
	The work is required to maintain/rehabilitate function of the Registered Heritage Building * Describe the requirements in detail: ( )
	Other reasons * Describe the reasons in detail: ( )

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### For Category B: Works to existing structure in protected zone

7) Choose one or more, where applicable, of the types of works listed in the below table and provide detail explanation for each work chosen:

Type of work (put ticks)	Detail explanation of work
g) Restoration of existing structure in protected zone without any changes in the original form	
h) Alteration or extension of existing structure in protected zone	
i) Demolition of existing structure in protected zone	
j) Other works to existing structure in protected zone	

If (g) or (h) is chosen;

→ Attach **a set of drawings** for proposed works.

8) Description about the structure, for which the work is proposed:

i) Name of the structure:	ii) Year of construction:
iii) Description about current usage of the structure:	
iv) Key reason why the above mentioned works are needed:	
v) Material of main wall: (put a tick and fill in a bracket if applicable) Stone masonry Rammed earth Ecra Other:(            )	vi) Stories of the structure:  vii) When and what type of renovation work was implemented on the structure in the past:

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### For Category C: Construction of new structure in protected zone

9) Choose one or more, where applicable, of the types of works listed in the below table and provide detail explanation for each work chosen:

	Type of work	Detail explanation of work
	k) Construction of new structure in protected zone	
	l) Other works in protected zone	

Attach **a set of drawings** for proposed structure.

10) Description about the new structure proposed:

i) Name of the structure:	ii) Use of the structure
iii) Key reason why the structure needs to be constructed:	
iv) Material of main wall: (put a tick and fill in a bracket if applicable) Stone masonry Rammed earth Ecra Other:(            )	v) Stories of the structure:
	vi) Size of the structure:

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### For All Categories

11) Financial statement:

i) Cost estimate for the proposed works: Total amount: (Nu. _____ )
ii) Budget secured for the proposed works: Total amount: (Nu. _____ )
iii) Source of the budget secured:
iv) Does the applicant want to seek financial assistance from the Government? Yes: (Amount of financial assistance expected: Nu. _____ ) No ➔ If yes, submit <b>FORM (b)</b> and <b>cost estimate</b> to the <i>Dzongkhag</i> Administration or <i>Thromde</i> together with this application.

12) Timber estimate:

member	Nos. of members	Amount of wood (cft)
1. <i>Kachen</i> (column) or <i>Zhu</i>	pieces	
2. <i>Dung</i> or beam	pieces	
3. <i>Cham</i> or joist	pieces	
4. Floor plank or ceiling plank	sqft	
5. Window or door	nos	
6. <i>Rabsal</i> or <i>gommangrabsal</i>	nos	
7. Room partition		
8. Roofing truss		
9. Other		
<b>TOTAL AMOUNT OF WOOD:</b>		

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FOR OFFICIAL USE ONLY:

***Dzongkhag Administration / Thromde***

*Dzongkhag Administration / Thromde* has authorized that the information provided in this application is correct and herewith forwards to the Department of Culture.

Dispatch number: \_\_\_\_\_ dated \_\_\_\_\_

Remarks:

(dated signature and seal)

**Department of Culture**

The Department of Culture has taken the following action on this application:

Approved all or part of the works proposed in the application form and provided necessary instructions for implementation.

Not approved the works proposed in the application form.

Requested re-submission of an application form.

The above decision was informed to the applicant by the letter no.:  
\_\_\_\_\_ dated \_\_\_\_\_

Remarks:

(dated signature and seal)