

RTI Application for Illegal Construction



RTI Wiki
Right to Information, India

RTI Application for Illegal Construction

#RTI #RightToInformation #RTIAct2005 #India #DPDP2025
RTI India - righttoinformation.wiki - Working since 12 October 2005

Drafting notes. This is a sample application. Customise each item before filing. See Guide for applicants for procedure, fee, and appeal path. After 14 November 2025, requests seeking information about a named individual engage Section 8(1)(j) as amended by Section 44(3) of the Digital Personal Data Protection Act, 2023. See the practitioner note for the test the Public Information Officer must apply.

There may be situations where you will find that a public land is encroached upon and new constructions are started. Sometimes, the landlord or promoter of a Housing Scheme starts constructing additional floors, without the knowledge and consent of flat owners. RTI can be used effectively to obtain mandatory documents required for such constructions, based on following sample. **Use application format if prescribed under RTI Rules applicable to the public authority.**

For illegal Construction of Additional Floors

To

The Public Information Officer
[Name of Public Authority]
[Full Address]
[Pin Code]

Sub: Request for information under Section-6(1) of RTI Act.

Sir,

Please supply me the following information with respect to proposed construction / construction works being carried out at below mentioned property:

Details of Property/ construction:

Building name:
Plot No:
City survey No:
Ward No:
Street No:
Name of landlord:

Particulars of Information sought:

[1] Certified copy of the Sanctioned building plan with respect to the ongoing construction / proposed construction / additional construction in existing building at above detailed plot / address.

[2] Certified copy of the sanctioned building plan with respect to the ongoing construction works / proposed construction / additional construction beyond Ground+1 floor, if sanctioned by your public authority.

[3] Inform me the name, designation and office address of officers and subordinate staff who verified the parameters of the ongoing construction / proposed construction / additional construction plan, specifically with respect to permissible FSI, Floor plan and structural strength of the existing building to bear the additional load.

[4] certified copy of sanction letter and FSI permitted.

[5] certified copy of commencement letter for the construction of buildings.

[6] certified copy of sanction accorded for construction beyond G+1 (2nd floor onward).

[7] certified copy of the building bylaws or building regulations or any such other document indicating the provision to permit construction beyond 2nd floor in housing schemes falling under the area under your public authority.

[8] If no such sanction for new construction / additional construction beyond 2nd floor is accorded by your public authority, please inform me the name, designation and office address of the officers of your public authority responsible for taking action in demolishing the illegal construction.

[9] Certified copy of the survey map / town planning map indicating the classification of the above mentioned land, (i.e. either residential or commercial or mixed use or green built or public utility space etc.) in which sanction and permissions have been accorded by your public authority.

Application Fee: Rs.10/- (mention the mode and details of RTI Fee as provided in State RTI Rules) towards RTI Application Fee.

Please send the information to my below address by Registered post.

Yours faithfully,

Signature

Name

Full Address

PIN Code:

Date:

For Encroachment upon public land and illegal construction

To

The Central Public Information Officer

Name of Public Authority

Full address of the public authority

Pin Code....

Sub: Request for information under Section-6(1) of RTI Act.

Sir,

Please supply me the following information with respect to proposed construction / construction work being carried out at below mentioned property:

Details of site & construction:

Plot No:

City survey No:

Ward No:

Street No:

Name of builder/developer:

Name of Housing Scheme (as displayed):

Particulars of Information sought:

[1] Certified copy of the Sanctioned building plan including floor plans with respect to construction of buildings / dwelling units at above detailed plot / address.

[2] Certified copy of the Application submitted by the builder / developer along with all its enclosures, including the title deed of land, for seeking approval for construction of building at the above detailed plot / address.

[3] Certified copy of the note-sheet indicating notings by various officials and approval of competent authority thereby granting permission for construction of building in above detailed plot / address.

[4] Inform me the name, designation, office address and Telephone numbers of

officer(s) and subordinate staff who verified the parameters of the proposed construction plan, specifically with respect to permissible FSI, Floor plan, land classification with respect to proposed utility etc.

[5] Certified copy of the site inspection report / feasibility report / verification report submitted by the concerned officer(s) based on which sanction has been accorded for construction of building at the above detailed plot/address.

[6] Certified copy of the survey map / town planning map indicating the approved classification and utility of above mentioned plot/land/address, where construction activities have been started, (i.e. either residential or commercial or mixed use or green built or public utility space etc,) which classification and/or utility had been approved by appropriate authority.

[7] certified copy of sanction letter for construction of building at the above detailed plot / address.

[8] certified copy of communication / sanction indicating the permissible FSI in respect of construction of building at the above detailed plot / address.

[9] certified copy of commencement letter for the construction of buildings at the above detailed plot / address.

[10] Certified copy of the Layout Plan of the Housing Scheme as existed as on, before date of commencement of present construction.

[11] Certified copy of the Layout Plan of the Housing Scheme incorporating the proposed new construction in above plot/address as sanctioned by your public authority.

[12] certified copy of the building bylaws or building regulations or any such other document indicating the provision to regulate construction of building or structures or housing schemes on plots / land falling under the territorial jurisdiction of your public authority.

[13] If no such sanction for construction is accorded by your public authority, please inform me the name, designation, office address and mobile/telephone numbers of the officers of your public authority responsible for taking action in demolishing the illegal construction.

Application Fee: Rs.10/- (mention the mode and details of RTI Fee as provided in State RTI Rules) towards RTI Application Fee.

Please send the information to my below address by Registered post.

Yours faithfully,

Signature

Name

Full Address

PIN Code

Date:

Strike out the whichever option is not necessary, depending upon the nature of construction i.e. encroachment or additional construction on existing building.

For guidance in writing and submitting RTI Applications, please refer to: [How to Fill RTI Application Form](#)

Check Application Format and mode of payment of RTI Application Fee from State RTI Rules

Related

- [Guide for applicants](#). The procedure, fee, and appeal path.
- [Template: first RTI application](#). A general-purpose first-application format.
- [Template: first appeal](#). For drafting an appeal under Section 19(1).
- [PIO reply after DPDP Rules, 2025](#). On how a Public Information Officer is to reply when personal information is involved.
- [All sample RTI applications](#). The full index.

Sources

1. The Right to Information Act, 2005, Sections 6, 7, 8, 10, 11, and 19.
2. The Right to Information (Regulation of Fee and Cost) Rules, 2005, Central Government.
3. The Digital Personal Data Protection Act, 2023, Section 44(3).

Last reviewed on: 19 April 2026: RTI Wiki editorial team.

Stuck scheme or document? Check the status first

Many RTIs are filed because a government scheme or document is delayed. Before filing, check the status directly:

- [PMAY beneficiary status](#)
- [NREGA / MGNREGA job card and payment status](#)
- [Ration card status](#)
- [PM-KISAN Rs 6,000 status](#)
- [e-Shram card status](#)

If a status is stuck beyond the official timeline, use the [AI RTI Drafter](#) to file in minutes.

[applicant](#), [application](#), [illegal-construction](#), [rti](#), [sample-rti](#)



Right to Information Wiki

The working reference for India's Right to Information Act, 2005.



<p>Read online</p> <p>https://righttoinformation.wiki/guide/applicant/application/sample/illegal-construction</p>	<p>Main website</p> <p>https://righttoinformation.wiki/</p>	<p>Last updated</p> <p>2026/06/03 17:01</p>
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