No. RW-NH-33032/01/2017-S&R(R)

Government of India

Ministry of Road Transport & Highways

(S&R (P&B) Section)

Transport Bhawan, 1, Parliament Street, New Delhi–110001

Dated: 26th June, 2020

To

1. The Chief Secretaries of all the State Governments/ UTs.
2. The Principal Secretaries/ Secretaries of all States/ UTs Public Works Department dealing with National Highways, other centrally sponsored schemes.
3. All Engineers-in-Chief and Chief Engineers of Public Works Department of States/ UTs dealing with National Highways, other centrally sponsored schemes.
4. The Director General (Border Roads), Seema Sadak Bhawan, Ring Road, New Delhi- 110 010.
5. The Chairman, National Highways Authority of India, G-5 & 6, Sector-10, Dwarka, New Delhi-110 075.
6. The Managing Director, NHIDCL, PTI Building, New Delhi-110001.
7. All CE-ROs, ROs and ELOs of the Ministry.

Subject: Guidelines/ Norms for Grant of permissions for construction of access to Fuel Stations, Wayside amenities, connecting roads, Other Properties, Rest Area Complexes & such other facilities;

Sir,

The Ministry had issued guidelines regarding Grant of permissions for construction of access to various establishments situated along the National Highways e.g. Fuel Stations, Private Properties, Rest Area Complexes and such other facilities vide circular No. RW/NH-33023/19/99/-DO-III dated 24.07.2013 and its subsequent amendments from time to time with focus on enabling smooth flow of traffic, minimum interference from vehicles entering the Right of Way of a National Highway, safety of road users etc.

2. Considering the difficulties faced and the experience gained over the years, the above mentioned Guidelines/ Norms have been revised, the details of which are separately enclosed under (Grant of permissions for construction of access to Fuel Stations, Wayside amenities, Private Properties, Rest Area Complexes, connecting roads & such other facilities).

3. These guidelines shall be followed without any deviations.

4. The contents of this letter may be brought to the notice of all concerned for necessary compliance.

5. This Circular issues with the approval of Competent Authority.

Yours faithfully,

Enclosure: As above

(MD Shadab Imam)
Executive Engineer to the Government of India
011-23718560

Copy to:

1. All CEs in the Ministry of Road Transport & Highways
2. All ROs of the Ministry of Road Transport & Highways
3. The Secretary General, Indian Roads Congress
4. Technical circular file of S&R (P&B) Section
5. NIC-for uploading on Ministry's website under "What's new"

Copy for information and necessary action to:

1. Sr. PPS to Secretary (RT&H)
2. PPS to DG (RD) & SS
3. PPS to Addl. Secretary (RT&H)
4. PPS to AS&FA
5. PS to ADG-I/II/III/IV/V
6. PS to JS (T)/ JS (H)/ JS (LA&C)/ JS (EIC)

Grant of permissions for construction of access to Fuel Stations, Wayside amenities, Private Properties, Rest Area Complexes, connecting roads & such other facilities/ establishments

1. Reasons necessitating revision of the existing guidelines: -

i. Unlike developed countries, India has witnessed development of various kinds of establishments just abutting the ROW of a National Highway, most often gaining access to the Highways even before a National Highway is formally commissioned and opened to traffic.

ii. Broadly speaking, there are two categories of establishments:-
   a. Which already exist at such location at the time a road is notified as a National Highway;
   b. Those which come up subsequent to the notification of such road as a National Highway and its development and commissioning/ its opening to the traffic.

Hence, the Ministry is constrained to treat the two sets of cases in different ways.

iii. The Ministry of Road Transport & Highways has decided to take up development of all new National Highways of the configuration of divided 4-lane carriageways and above as access-controlled highways, wherever feasible, and all the green-field 4-Lane NH projects, with facility of closed tolling where access to and exit from a National Highway is allowed only at pre-determined points so as to ensure seamless movement of traffic, road safety and that a road user pays toll only for the stretch used. Hence, it is important that the State Governments/ other Infrastructure development agencies make provisions for Service Roads connecting the two points at their own expense outside the Right Of Way (RoW) of any such access controlled facility.

iv. There are certain Highways passing through built-up/ inhabited areas where it may or may not be feasible to make provision for Service Roads along the NHs passing through inhabited areas or open stretches depending upon the availability of RoW.

v. While it is the duty of the NH development authority to ensure that it duly provides for features/ structures to seamlessly assimilate and decelerate the traffic of all connect points at the time of development of the highway, the authority would find it difficult to keep meeting such incremental requirements of any future growth unless any such access to the highway is effectively regulated and controlled.

vi. Once the Highway is opened to traffic, it largely witnesses unrestricted ribbon development, including instances of encroachments over the Right of Way. As a result, these places emerge as accident spots, also known as Black spots, compromising road safety. Typically, the establishments coming up along the NHs can be broadly listed in the following categories:

Sr. No.	Nature/ Type of Establishment seeking access to National Highways	Remarks on the Impact of any such establishment on the Road Safety
a.	A new urban or rural road/ connectivity to the Highway	Any new road, be it a rural road or an urban connectivity, accounts for huge traffic both ways and necessitates provisions for merging or diverging of such traffic with the highway traffic, failing which it is bound to emerge as a Black Spot. Quiet often, it may require provision for a service road or an overpass or underpass or a flyover or a junction or inter-change for smooth movement and merger or demerger of the traffic generated from such connecting artery. Since this is a development after the development of the Highway, the agency (for which such a connectivity is required to be provided) is obliged to make provision for the same at its own cost.
b.	Urban Townships/ Colonies/ Industrial Townships/ Parks/ Estates	Account for generation of High Volume of traffic emanating from and to such townships and covered under (a) above.
c.	Educational Institutions/ Hospitals/ Shopping Malls/ Commercial Establishments set-up by the Public 0r Private Sector	The nature of these establishments, with huge footfalls, is bound to generate a lot of traffic, especially of vulnerable groups (e.g. young students/ patients) gaining access to and from the National Highway creating situations identical to the one mentioned under Sr. No. (a) above
d.	Way-side amenities, Fuel Retail Outlets - Petrol/ Diesel/ Gas/ Charging Stations for EVs/ Hotels/ Restaurants etc.	Involves generation of High traffic Volumes for entry and exit.
e.	Individual/ Stand-alone Industrial Establishments	Generate moderate traffic depending upon the nature of Industry
f.	Small Retail shops/ Individual Houses/ Residences/ Agri-farms etc.	Generally generate very moderate to low traffic.

2. Revised Guidelines:

2.1 Given the above background and context, it became necessary to review the existing guidelines on the subject and issue revised guidelines. Accordingly, in exercise of the powers vested in the Central Government under Sections 28 and 29 of *The Control of National Highways (Land and Traffic) Act, 2002* and the Highway Administration Rules, 2004 and its amendments notified thereunder from time to time, the Central Government hereby notifies the revised guidelines on the subject in supersession of the guidelines in force herein before.

2.2 The power to **Grant of permissions for construction of access** to the National Highways rest with the Highway Administration as per *The Control of National Highways (Land and Traffic) Act, 2002.* The establishment of Highway Administration is being notified separately. The same, as amended from time to time, shall be followed for the purpose of these guidelines. All such access permissions to the National Highways are to be granted under sections 28 and 29 (Chapter IV) and section 38 (Chapter VI) of *The Control of National Highways (Land & Traffic) Act, 2002* by the concerned Highways Administration/ Administrators notified by the Central Government as per the Guidelines and instructions issued by the Central Government under sub-section (2) of Section 28 of *The Control of National Highways (Land & Traffic) Act, 2002.*

2.3 The persons or entities requiring and applying for access to a National Highway, shall submit a self-certified proposal for obtaining access permission to the concerned Authority, to whom such Highway is entrusted, (i.e. The project Director of the National Highways Authority of India/General manager or Deputy General Manager of the National Highway Infrastructural Development Corporation Limited / Executive Engineer of the National Highway Wing of the State Public Work Departments) and shall be responsible for preparation of drawings/ layouts of the proposed locations/ nearby details and other features of the establishment (i.e. Fuel Stations/ Private Properties Rest Area Complexes and such other facilities) in conformity with the norms prescribed under these guidelines. The term "Fuel Station" shall include Petroleum & Diesel Retail Outlets, CNG/ Gas Retail Outlets, Electrical Vehicle (EV) Charging Stations, bio fuel pumps etc. The Oil/ Gas Companies/ Applicants/ Property Owners may, if so required by them, engage any consultant/ architect for preparation of layout drawings. The authorized representative of the Oil/ Gas company/ applicant/ owner of the property shall remain responsible at all times for correctness of the documents submitted with the proposal and execution of the work as per the approved drawings, including its video recordings (before & after completion of the construction work). In case the execution of the access is not carried out as per the prescribed norms, the fuel station shall be de-energized and access of fuel station/ property shall also be disconnected.

2.4 On breach of any of the conditions imposed by the Highway Administration, the officer authorized by such Administration on its behalf may terminate the lease or license, as the case may be. However, before any such action is taken, a notice shall be issued to the concerned person describing the specific violation/ non-compliance of such condition(s), giving him an opportunity to rectify the same within a reasonable time, not exceeding 60 days from the date of issue of such notice. In cases where the rectification entails a longer time, permission for the period exceeding 60 days may be granted by the next higher authority. However, the access shall remain suspended during the

period exceeding 60 days. In cases where the person/ entity concerned does not respond to the notice issued by or on behalf of the Highway Administration, the access permission may be withdrawn on completion of 60 days without any further notice and the access disconnected by whatever means deemed appropriate by the concerned Highway Administrator. Further the district authority shall also be requested to withdrawn the permission granted by them for operation of such retail outlets. Re-grant of access permission in such cases shall entail payment of the applicable License fee and the processing fee.

2.5.1 After payment of the fee prescribed for processing the application and the fee for Provisional permission, the application will be processed in the 'online' system only, subject to submission of complete set of documents to the proposing Authority, to whom such Highway is entrusted (i.e. The project Director of the National Highways Authority of India/General manager or Deputy General Manager of the National Highway Infrastructural Development Corporation Limited/ Executive Engineer of the National Highway Wing of the State Public Work Departments). List of documents to be submitted for getting approval for installation of new Fuel Station/ Way-side Amenity/ Establishment along National Highways is at Annex-I to Appendix-I & List of documents to be submitted for permission for new access to property along National Highways is at Annex-II to Appendix-II. On receipt of application in the on-line mode, the proposing authority examine/check the application/proposal thoroughly and if at first hand any further documents/clarification is required same shall be sought from the applicant within 30 days time after receiving the application.

2.5.2 The officer concerned of the proposing Authority, shall examine the documents either inspect the site himself or cause the same to be inspected by any of his subordinate officers, assess the suitability of the proposal, take the photographs, prepare his recommendations and forward the same on-line to the Highway Administration (i.e Regional Officer of the Ministry of Road Transport & Highways and the Regional Officer of the National Highways Authority of India and Executive Director of the National Highway Infrastructural Development Corporation Limited) within a maximum period of 30 days. The Highway Administration may seek comments of Proposing Authority within 15 days of receipt of proposal / recommendation of the online application and the time-line for submission of comments by Proposing Authority shall be 15 days from the date of receipt of the communication from the Highway Administration. The Highway Administration shall issue provisional permission or reject the application within 15 days after the receipt of comments of the Field Officers. The entire process shall be 'Online' only and it shall be completed excluding timeline for submission of clarification in response to the Authority's comments, within 45 days in any case. This provisional permission for access should not be used for any other purpose including for changing the land use pattern. The Fuel Station shall not be energized during this intervening period of provisional permission and the grant of regular access permission. For the purpose of Access permission the proposing authority and Competent Authority shall be as under:

Section of the Act	Functions and Responsibilities	Project Director of the NHAI/ General Manager or Deputy GM of the NHIDCL/ Executive Engineer of the National Highway Wing of the State PWD in respect of their respective territorial jurisdictions	Regional Officer of the Ministry/ NHAI/ Executive Director of NHICL, as per their respective territorial jurisdictions
28	Grant of Right to Access to the Highway	Proposing Authority	Competent Authority

2.5.3 For defense infrastructure etc. or other important critical and strategic infrastructure, their permission shall be granted by DG (RD) &SS/MD (NHIDCL)/Chairman (NHAI) as the case may be.

2.6 The Oil/ Gas Company/ Owner of the property may construct or develop the Fuel Station/ Private Property along with its access as per approved drawings at their own cost within 12 months from the date of issue of Provisional **permission for access**. After construction/ development of the retail outlet/ private establishment as per approved drawings, the applicant may apply on-line for issue of the final **permission for access**. The Highway Administration may within 7 days of receipt of the application, seek the comments of Proposing Authority about the completion/ construction of the retail outlet/ private property as per approved drawings and the Field Officers shall forward their comments to Highway Administration within 30 days from the date of receipt of such communication. The final approval shall be granted by the authorised Highway Administration within 15 days of the receipt of comments from the Proposing Authority confirming the satisfactory completion of construction of the retail outlet/ private property as per approved drawings and License Deed may be signed by the Competent Authority (i.e. Highway Administration). Regional Officer of the Ministry/ NHAI/ NHIDCL may grant 1 Year time extension to the validity of provisional **permission for access** based on justifications for delay submitted by applicant.

2.7 The Highway Administration reserves the right to carry out inspection at all times for checking any deviations from the prescribed/approved norms after signing of the License Deed. Wherever any default/ deviation is observed during inspection of the Highway or otherwise by the field level, such officer shall point out such default/ deviation to the concerned party, advising/ instructing him to rectify such deviation/ default within a period of 60 days. Failure to rectify the identified deficiencies within the prescribed time would lead to de-energization of the fuel station by the concerned Oil Company and access of such fuel station/ property to the Highway shall be cut-off. The access would be restored only upon complete rectification at the cost of the defaulting party and on the authorization by the authorised Highway Administration. In such cases, appropriate action shall also be taken against the Proposing Authority who certified the completion of access as per approved drawings.

2.8 The Highway Administration will maintain a register of Fuel Stations, Private Properties, Rest Area Complexes and such other facilities, for which access permissions have been granted. This will also be regularly updated on the website by the Highway Administrator concerned.

2.9 In the case of existing fuel stations/ private properties, for which approval was earlier obtained from the District administration/ State Government and the retail outlet/ private property

was constructed on the road before its declaration as NH, renewal of the access permission may be obtained from the concerned Highway Administrator by simply depositing the processing fee only, subject to the condition that to ensure road safety for the users, applicant will construct acceleration lane and Deacceleration lane (only in rural area) for getting access to the proposed outlet depending on the availability of ROW.

2.10 In case there is a proposal under consideration/ implementation for capacity augmentation (i.e. widening to 4 or more lanes etc.) of a newly declared National Highway, the applicant shall be required to submit a fresh proposal meeting the requirements keeping in view the proposed improvement.

2.11 License Fee, Processing Fee and Penalties

The details of the license fee/ processing fee/ penalty for unauthorized access or abuse of the permission granted for different types/ categories of access permissions shall be as under:

Sr. No.	Subject	Amount	Remarks/ Conditions
A.	**Way-side amenities, Fuel Retail Outlets - Petrol/ Diesel/ Gas/ Charging Stations for EVs/Biofuel Pumps etc.**		
i.	Non-refundable Processing Fee per Application (to be deposited along with the Application)	Rs. 10, 000/-	
ii.	Grant of provisional approval/ permission subject to the application being found in order/ conforming to the prescribed specifications. (non refundable)	Rs. 20,000/-	The provisional approval shall be valid for a period of one year, which may further be extendable by one more year. However, the owner/ promoter of such facility shall not put it to commercial operations and release traffic on the NH until the provisional approval is converted into final access permission.
iii.	Bank Guarantee towards successful completion of access as per the prescribed norms/ specifications before final approval is obtained.	Rs. 2,50,000/-	Valid for a period of three years. The BG shall be released by the Highway Administrator within 30 days of the grant of regular access permission. In case the access construction is not completed even within the extended period, the Highway Administration may encash the Bank Guarantee.
iv.	One-time License fee for Access permission for a Fuel Station/ Way-side Amenity (with or without Rest areas)	Rs. 2,50,000/-	Access permission would be renewable after 15 years on payment of processing fee only.
v.	Penalty for operating energized fuel stations/ commercial operations of a Way-side amenity, which fulfil the prescribed norms, without obtaining prior permission for grant of access from the Highway Administrator.	Rs. 2,50,000/-	The access permission shall be granted only upon payment of the License Fee, Processing Fee and the Penalty Amount.

vi.	In case the Fuel Station/ Way-side amenity is existing on a road developed earlier but which has been newly notified as a National Highway and approval for access to such road was earlier obtained from the competent Authority in the State/ UT	Rs. 10,000/- Processing Fee	i. Requisite permission documents shall be submitted and only the processing fee of Rs. 10,000/- shall be charged subject to the condition that it fulfils the prescribed access conditions; ii. However, if the existing access facility is found deficient, the owner will have to modify/ make the access facility conform to the prescribed Standards within 12 months subject to availability of land.
vii.	In case the Fuel Station/ Way-side amenity/ property is existing on a road developed earlier but which has been newly notified as a National Highway without any access permission from the competent authority of the State/ UT concerned.	Rs. 10,000/- towards processing fee and Rs 20,000/- for provisional approval and Rs. 2,50,000/- as License fee +Rs. 2,50,000/- as penalty.	The owner of the facility shall have to apply for access permission as if it is a fresh case and conform to the access standards as prescribed. Further, the owner shall have to take the requisite action (i.e. apply for access permission) within a period of one year of the Notification of such road as a NH, failing which the access shall be disconnected.
viii.	Renewal of Access Permission for a Retail Outlet/ Way-side Amenity	Rs. 10,000/-	Only the Processing fees will be paid. However, any violations made during the intervening period since grant of access earlier granted will have to be necessarily rectified.
B.	**Private Properties/Other Establishments (other than Fuel Station)**		
i.	Individual Residential properties/ small individual shops/ agricultural farms in Open Stretches in Rural or the Urban areas	-Nil-	Subject to the condition that any such establishment shall access any divided carriageway of 4-lane or higher configuration only through a service/ slip road. In case of two lane, access would be through acceleration and de - acceleration lane. Wherever such access is without a service road, acceleration / de-acceleration lane, the same will be disconnected.
ii.	Bank Guarantee towards successful completion of access as per the prescribed norms/ specifications before final approval is obtained.	Rs. 2,50,000/-	Valid for a period of three years. The BG shall be released by the Highway Administrator within 30 days of the grant of regular access permission. In case the access construction is not completed even within the extended period, the Highway Administration may encash the Bank Guarantee.
iii.	A residential Colony/ Sector/ Multi-storeyed Apartments developed by	Rs. 10,000/- towards	i. The Access to a National Highway of divided carriageway of 4-lane or higher

	Government/ Society/ Private developers.	processing fee and Rs 20,000/- for provisional approval and Rs. 2,50,000/- as License fee	configuration shall be only through a Service/ Slip Road. In case of two lane, access would be through acceleration and de-acceleration lane. In case the available RoW is available for construction of the Service Road, the Project executing agency shall construct the service road for the purpose as a deposit work (including any variation and revision of cost till the completion of work) . In case the RoW is not available for provision/ development of a Service Road, the applicant shall have to make provision for such service road from out of its own land and construct such service road for safe connectivity to the Highway as per the prescribed standards. ii. In cases where Highway stands developed and the establishments requiring access to the Highway come up after the CoD of such Highway, and the traffic generated from these establishments necessitates provision for a vehicular underpass/ Flyover/ Junction/ interchange/ in the interest of road safety, the applicant will have to bear the cost of development of such facility including the cost of land required/ acquired for the purpose. iii. Wherever such a facility (VUP/ Flyover/ Junction/ Interchange/) is liable to be used by more than one establishments, present or in future, the applicant seeking access to the NH shall have to bear the expenditure equally incurred in development of such a facility.
iv.	Institutions/ establishments such as Hospitals, Educational Institutions, Hotels, Restaurants etc. developed by any Society/ Private developers or promoters/ government or government agency.		
v.	Individual Industrial Units/ Establishments		
vi.	Industrial Parks/ Estates/ Logistics Centres/ Marketing Yards developed by the State/ para-statal agencies or private promoters, which necessitates provision of a facility of VUP/ Flyover/ Junction/ Interchange on the National Highway.	Rs. 10,000/- towards processing fee and Rs 20,000/- for provisional approval and Rs. 2,50,000/- as License fee	The Applicant will have to bear 100% of the cost of development of the facility of a VUP/ Flyover/ Junction/ Inter-change/ on the Highway. The decision as to the kind/ nature of facility required at such connecting point shall rest with the Highway Project Authority.

vii.	A new road connecting to the Highway which necessitates provision of a facility of Interchange/ VUP or flyover on the NH whether developed by the State/ UT or a private entity	Rs. 10,000/- towards processing fee and Rs 20,000/- for provisional approval and Rs. 2,50,000/- as License fee	The Authority, government or private, developing such a connecting road will have to bear 100% of the cost of development of facility of a VUP / flyover / junction / interchanges. The decision as to the kind/ nature of facility required at such connecting point shall rest with the Highway Project Authority.
Notes	i. The License fee and penalties as mentioned above shall be applicable for the Calendar Year 2020 as the Base Year. The same shall be increased @ 5% every subsequent Calendar year. ii. Construction of a Service Road, wherever required to be developed by the applicant within the ROW of a NH, can be either done as a Deposit work through the Project Development Authority or by the applicant agency in accordance with the design and standards prescribed by the Authority in this behalf. No Departmental charges will be levied by the Project Authority for the purpose however the supervision charge as applicable shall be levied. iii. Similarly, development of a facility of VUP/ Flyover/ Junction/ Interchange, wherever required, can be taken up by the Applicant himself as per the prescribed standards and drawings or got done through the Project Development Authority as a Deposit work. No Departmental charges will be levied by the Project Authority for the purpose however the supervision charge as applicable shall be levied.		

2.12. The owner/management of fuel stations/ other properties is not bound to get the acceleration/ deceleration lanes, including other ancillary appurtenances, constructed through the Highway Authority (viz. NHAI, NHIDCL, concerned State PWD/ RCD as the case may be) or the contractor/ concessionaire for the project in the particular stretch of National Highways. It shall be the prerogative of the owner/ management of fuel stations/ other properties to construct the acceleration/ deceleration lanes, including other ancillary appurtenances, either through the Highway Authority/ concerned concessionaire/ contractor in the project section at the cost of the owner/management of fuel stations/ other properties or by himself/ by themselves through any other agency, subject to the same conforming to the standards prescribed by the Authority.

2.13. The access roads including acceleration/ deceleration lanes shall be constructed within available ROW of the National Highways. However, in case of non-availability of adequate ROW for construction of these facilities, owner/management of fuel stations/ other properties shall acquire the required additional land at their cost for construction of such facilities. Similarly, access for/ egress to the facility (primarily for cluster, etc.) may be provided from the Service road which has been developed already; however, service road of required length shall have to be constructed by the owner/ management of fuel stations/ other properties at their cost in case the same has not been constructed but is required for providing access to such properties; additional land acquisition required for construction of service road beyond available ROW of NH in such cases shall have to be done by the owner/ management of fuel stations/ other properties at their cost.

2.14. Proposals in stretches under BOT/ HAM/ TOT Concessions: -

(i) In case of access permissions/ approvals on stretches of National Highway, which are under any BOT/ HAM/ OMT/ TOT concession agreement, the concerned proposal Processing Authority (i.e. Proposing Authority) shall invariably consult the concerned Concessionaire before recommending the proposal to the Competent Authority.

(ii). On receipt of online application from the highway administration, the proposal Processing officer shall forward copies of such application (preferably the soft copies) to the concerned Concessionaire and the IE to submit their comments within 15 days of receipt of such applications.

2.15 In case of Expressway and access controlled Highways above guidelines of access permission will not be applicable. In such cases no access permission shall be given and access shall only be given at pre decided location as provided in the design of Expressway and access controlled Highways with proper access/service road.

2.16. Norms as stipulated in Appendix-I shall be applicable for retail outlets and those stipulated in Appendix-II shall be applicable for all other private properties/ establishments.

APPENDIX - I

Norms for Location, Layout and Access to Fuel Stations along National Highways

1.1 The term "Fuel Station" shall include Petroleum Retail Outlets, CNG/ Gas Retail Outlets, Electrical Vehicle (EV) Charging Stations, bio fuel pumps, wayside amenities etc.

1.2 When the cross slope of the country is more than 25%, the terrain shall be classified as hilly or mountainous terrain. Where National Highway passes through a town of population of 20,000 and more (census 2011 will apply), the stretch shall be categorized as urban stretches.

2.1 Norms on Existing Service Road/ Slip road

Irrespective of the terrain, no norm shall be applicable if the retail outlet is proposed on the existing service roads/ slip road. However, permission for retail outlet proposed on the existing service roads/ slip roads needs to be obtained from Highway Administration to regulate other requirements such as drainage facilities, plot size, drinking water, toilet facilities, signs, markings etc.

However, no access permission shall be granted for establishment of a retail outlet on the entry/ exit ramp of service/ slip road.

2.2 Location Norms on Rural stretches of National Highways

Sr. No.	Items	Norms applicable
1.	Acceleration/ Deceleration lane	Need to construct 100m acceleration lane and 70m deceleration lane
2.	Distance of any Intersection with any category of road and median gap	300 m
3.	Any barrier including that of Toll Plaza and Railway Level Crossing	1000 m
4.	Distance from the Start of approach road of Road Over Bridge (ROB)	200 m
5.	Start of approach road of Grade Separator/ flyover	300 m
6.	Distance between two fuel stations	Undivided carriage way- 300m * Divided Carriageway- 1000m * *including deceleration and acceleration lanes However, this restriction shall not apply in case access/ egress for all such fuel stations are provided through common service road of 7.0m width and not directly to NH. Further, access for fuel stations at closer proximity than above distance may be allowed provided entry/ exit for both the Fuel Stations are provided through service road of 7.0m width having sufficient length; further, additional length of such service road shall be constructed at the cost of the latter fuel station owner/ company seeking grant of permission for access for the facility.

2.3 Location Norms for Urban/ Mountainous stretches of National Highways

Sr. No.	Items	Norms applicable
1.	Acceleration/ Deceleration lane	The deceleration and acceleration lanes may be dispensed with for the fuel station located along urban roads and roads in hilly and mountainous terrain.
2.	Intersection with any category of road and median Gap	100 m
3.	Any barrier including that of Toll Plaza and Railway Level Crossing	1000 m
4.	Start of approach road of Road Over bridge (ROB)	200 m
5.	Start of approach road of Grade Separator/ flyover	300 m
6.	Distance between two fuel stations	300 m* - For both divided and undivided carriageway *(including deceleration and acceleration lanes). However, this restriction shall not apply in case access/ egress for all such fuel stations are provided through common service road of 7.0m width and not directly to NH. Further, access for fuel stations at closer proximity than 300m may be allowed provided entry/ exit for both the Fuel Stations are provided through service road of 7.0m width having sufficient length; further, additional length of such service road shall be constructed at the cost of the latter fuel station owner/ company seeking grant of permission for access for the facility.
Notes:	a. All the dimensions are to be measured from the boundary of the Fuel Station b. In case of distance from intersection with any category of road, the roads means paved carriageway (Bituminous/ concrete/ Interlocking Concrete block) of 3.0m width and having length of Minimum 300m and above irrespective of the category of road. c. The minimum distance between two fuel stations on both sides of the highway is applicable for undivided carriageway. In case of divided carriageway, with no gap in medians, the distance restriction is for same side and is not applicable on the opposite side of the fuel Station. However, access for fuel stations at closer proximity may be allowed provided entry/ exit for both the Fuel Stations are provided through service road of sufficient length; further, additional length of such service road shall be constructed at the cost of the latter fuel station owner/ company seeking grant of permission for access for the facility. d. Distance between the Fuel Station and the structural barrier (i.e. toll plaza, railway level crossing, check barrier etc.) shall not apply if such barriers are located on service road only and are separated from the main carriageway. e. The gap in the Central Median shall be treated as Intersection.	

3.0 General Conditions of Siting

i. Rest areas should have various amenities for users e.g. fuel stations, places for parking, toilets, restaurants, rest room, kiosks for selling sundry items, bathing facilities, repair facilities, crèche etc. These aspects should be incorporated while planning for improvement

and up-gradation of highways and/or planning for new fuel stations along the highways. The rest area complex may be planned subject to their commercial viability.

ii. It should be ensured that the location of the proposed fuel station does not interfere with future improvements of the highway and the nearby intersections/ junctions.

iii. The fuel stations would be located where the highway alignment and profile are favourable, i.e. where the grounds are practically level, there are no sharp curves not less than those specified for minimum design speed or steep grades (more than 5%) and where sight distances would be adequate for safe traffic operations. The location should not interfere with the placement and proper functioning of highways signs, signals, lighting or other devices that may affect traffic operation.

iv. If two or more fuel stations are to be sited in close proximity for some reasons these would be grouped together to have a common access through a service road of 7.0m width and connected to the highway through acceleration, deceleration lanes. Any objection from the existing fuel station owner against granting of access permission from NH for the proposed new fuel station are to be overruled and access to all fuel stations in case of clustering, shall invariably be from the service road only. Wherever longer service road exists, which may itself act as deceleration/ acceleration lane, no separate deceleration/ acceleration lane is required. New entrant would be responsible for construction and maintenance of the common service road, deceleration & acceleration lanes, drainage and traffic control device. Wherever available ROW is inadequate to accommodate such service roads, deceleration/ acceleration lanes etc., the additional land by the side of ROW to accommodate such service roads shall be acquired by the new entrant Oil Company.

4.0 Plot size for Fuel Station:

i. The minimum size and shape of the plot for fuel station should primarily be laid down by the Company/ Establishment concerned, for which they would need to consider suitable accommodation of all the facilities e.g. fuel pumps, offices, stories, compressor room, air pump and kiosks etc. The Highway Administration steps in primarily keeping in view that no hindrance is caused to the movement of vehicles of expected maximum dimensions, within the fuel station and in the access area. Sufficient space would need to be available to accommodate the number of fuel pumps to cater to the expected number of vehicles in peak time at this location so that the vehicles do not spill over to the access area. The air pump and kiosks for pollution control measurements be installed at some distance from the fuel pumps so that the vehicles requiring these services do not cause hindrance to the free movement of vehicles entering or exiting the fuel station.

ii. Keeping the above considerations in view, the minimum size of the plot for a fuel station along National Highways shall be as follows:-

Sr. No.		Frontage (In Metre)	Depth (In Metre)
(i)	On Rural stretches in plain and rolling terrain	35	35
(ii)	On Urban stretches in plain and rolling terrain	30	30
(iii)	In hilly and mountainous terrain	20	20
Note:	The proposed plot of new fuel stations should be such that the minimum frontage is achieved within the minimum total area as stipulated above.		

iii. For fuel station being part of the rest area complex, the area required for other facilities such as parking, restaurant, rest rooms, toilets, kiosks for selling sundry items, bathing facilities, repair facilities, shops etc. would be extra but there would be a single access/ egress.

5.0 Access for new fuel station along divided/ undivided carriageway sections

i. The access to fuel station along divided/un-divided carriageway for rural stretch of National Highways shall be through acceleration and deceleration lane. The acceleration and deceleration lane may be dispensed with for urban/ hilly and mountainous roads.

ii. The deceleration lane would take-off from the edge of the paved shoulder taken up to the edge of the Right of Way (ROW) of National Highway, beyond which, the boundary of fuel station shall start. Its minimum length would be 70 m measured along the travel direction of highway. Its width would be minimum 5.5m. The shoulder of 2.25 m would be provided towards the outer side of the access/ egress (i.e. on the side farthest from the carriageway) for this deceleration lane.

iii. The acceleration lane would take-off from the edge of the fuel station on exit side having minimum length of 100 m. Its width would be minimum 5.5m. Its starting stretch of 70 m length would be with a curvature of minimum radius of 650m and the remaining 30m length would be tapered so as to facilitate vehicles coming out of fuel station, merging with fast moving through traffic on main carriageway, in a safe and efficient manner. Wherever, available ROW is inadequate to accommodate the service roads and/ or deceleration / acceleration lanes in plain and rolling terrain of non-urban stretches, the additional marginal land by the side of ROW to accommodate the deceleration/ acceleration lanes shall be acquired by the owner of the fuel station. In cases of widening to 4/6 lanes in near future, the matter shall be dealt on case-to-case basis.

iv. A separator island would be provided in front of the fuel station. The length of this separator island would be determined on the basis of the intersecting points of the edge line of the separator island with the line drawn along the edge of chevron marking, as indicated in Figures 1 and 2 for undivided carriageway and Figure 3 and 4 for divided carriageway, of these norms. Its shape for isolated fuel station would be as shown in Figure 1/ Figure 3 and that for the cluster of fuel stations with common service roads, as shown in Figure 2/ Figure 4. It would have minimum width of 3m. The width of approaches connecting deceleration and acceleration lanes, along the separator island should be 5.5m.

v. There would be buffer strip from the edge of the ROW and would extend minimum 3m inside the fuel station plot. Its minimum length would be 12 m. In Urban/ hilly or mountainous areas, minimum length of buffer strip may be reduced to 5m keeping minimum width of opening at entry and exit to 7.5 m. No structure or hoarding except the approved standard identification sign on pole, would be permitted inside the buffer strip. The buffer strip as well as the separator island should be provided with kerb of minimum 275 mm height to prevent vehicles from crossing it or using it for parking purposes. The buffer strip in the approach zone should be suitably shaped or cover extra area in the approach zone after provision of acceleration, deceleration lane and connecting approaches and should be properly turfed for aesthetic landscaping.

vi. The radius for turning curves would be 13 m and that for non-turning curves should be from 1.5 to 3 m, so as to check over speeding while entering or exiting the fuel station. Wherever, available ROW is inadequate, the additional marginal land by the side of ROW shall be acquired by the owner of fuel station to provide prescribed turning radius.

vii. The pavement of the access roads including deceleration, acceleration lanes and connecting approaches would have sufficient design strength for the expected service lane traffic. It would have minimum pavement composition of 150 mm thick Granular Sub Base (GSB) overlaid by three layers of Water Bound Macadam (WBM) (other than WBM-Grading No. 1), each of 75 mm thickness, topped by 50 mm thick Bituminous Macadam (BM) and 30 mm thick Bituminous Carpet (BC). Interlocking Concrete Blocks as per IRC:SP:63 can also be considered.

viii. The typical access layout for the new fuel station with relevant details for deceleration/ acceleration lanes connecting approaches, separator Island buffer strip, drainage, signs and marking on carriageway sections of National Highways would be as shown in Figure 1/Figure 3 of these norms.

ix. The typical access layout for cluster of fuel stations, with details for deceleration lane, service road and acceleration lane etc. would be as shown in Figure 2/ Figure 4 of these Norms.

x. The typical layout for fuel stations and signs and markings along National Highways in Hilly/Mountainous/Urban stretches is given in Figure 5.

6.0 Drainage

There shall be adequate drainage system on the access to the fuel station and inside its area so as to ensure that surface water does not flow over the highway or any water logging takes place. For this purpose, the fuel station and access area would be at least 300 mm below the level at the edge of the shoulder on the highway. The surface water from fuel station/ facility and access road would need to be collected in a suitable underground drainage system (e.g. slab culvert with iron grating of adequate strength constructed in the approaches or any other method as per satisfaction of Highway Administration so as to ensure that surface water from fuel station/ facility does not flow on the highway) and led away to a natural course/ outfall sewer through culvert or led away to a water-recharging system specifically constructed by the owner/ management of the fuel station/ facility in case lined drains of sufficient length upto a natural course/ outfall sewer are not available. The applicant has to prepare separate detailed drawings indicating the drainage arrangements and to be submitted along with the application for permission.

7.0 Enforcement of Right of Way and Building Line

While planning the layout for various facilities inside the fuel stations/ establishments, it has to be ensured that fuel pumps are located beyond the building lines as prescribed in IRC:73, 'Geometric Design Standard for Rural (Non-Urban) Highways' or (as notified by the State Government concerned) or 10m away from ROW boundary whichever is less. The fuel station office building etc. shall be located at a safe distance as prescribed by the Fire Department or other authorities. The buffer strip would extend minimum 3m inside the fuel station plot, beyond the available ROW. The future widening of the Highway shall also be kept in view while setting up and preparing the layout plan of the proposed fuel station. The owner of the fuel station shall acquire additional land, if required, to accommodate access/ egress roads for fuel station, service roads, acceleration/ deceleration lanes, etc.

8.0 System for Signages and Markings

i. An adequate system for signs and marking would be provided at the locations of fuel stations for the guidance of the highway users. The pavement markings would be in the form of chevron at entry and exit locations, give way for the exit from the fuel station. Information signs for fuel station would be provided at 1km ahead, 500m ahead and at the entry point within the NH ROW.

ii. On undivided carriageway, additional signs for the regulation of entry and exit of the vehicular traffic should be provided on the separator island. Also, an informatory sign should be installed showing the distance of the nearest Fuel station located in the direction of travel in order to avoid any need for right turnings for accessing the Fuel Station located on the opposite side. This sign should be installed at a location of about 200 m ahead of the opposite side fuel station within the NH ROW.

iii. The pavement markings shall conform to IRC:35, 'Code of Practice for Road Markings' and the Road Sign to IRC:67, 'Code of Practice for Road Sign's and IRC:SP:55, 'Guidelines on Safety in Road Construction Zones'.

iv. These should be as per Section 801 and 803 of Ministry's Specifications for Road and Bridge Works, as updated from time to time.

v. The system for signs and markings with their type and locations would be as shown in Figure 1,2,3,4 & 5 for the chosen access layout.

9.0 License Deed

i. A License Deed would be required to be signed between the Oil Company wanting to install the Fuel Station (Licensee) and Government of India through their designated officers (Highway Administration). The specimen copy of the license deed is enclosed at **Annexure-III to Appendix-I**.

ii. The license deed would be drawn on a non-judicial stamp paper and all expenses in this regard be borne by the licensee.

iii. **The validity of the license for the use of National Highway land for access to fuel station would be for a period of fifteen years** and on the expiry of lease after which the same would be required to be renewed which could be for a similar period. During this validity period, the owner shall maintain in good condition the deceleration / acceleration lanes, service roads (free from any potholes/patches), toilet & drinking water facilities, drainage arrangement (clean conditions to allow full discharge of storm water), signs and markings (existing at identified location with clear required visibility).

10.0 Payment

The payment of fee etc. would be payable by the licensee to the Highway Administration in consideration of this Agreement for the access for which the license is issued. There would be no need to register the license deed. This fee would be paid on-line in favor of the concerned **Pay & Accounts Officer** of the Ministry of Road Transport and Highways and would be credited to the **Major Head 1054 (Revenue Receipt Head)**. The license deed shall be executed only after the online payment has been remitted in the concerned P&AO office and successfully realized in the Consolidated Fund of India.

11.0 Responsibilities of Oil Companies/Owners

i. The Ministry of Petroleum and Natural Gas/ Oil/ Gas companies, while entertaining any application for the installation of a Fuel Station, would supply a copy of these norms to the applicant so that he may assess his position to fulfil the requirements of these Norms. Ministry of Petroleum and Natural Gas/ Oil & Gas Companies would ensure that the plot identified by the applicant conforms to the requirements of these norms in terms of its location, access layout and signs and markings. It shall also be the responsibility of the applicant/ owner of Fuel Station to provide the prescribed layout for access as given in **Fig.1/2/3/4/5**, as the case may be, while preparing the layout.

ii. After obtaining provisional **permission for access**, Oil Companies/ Owners shall be responsible for the construction and maintenance of deceleration/ acceleration lanes, service roads, channelizers, drainage arrangement, drinking water and toilet facilities, signs and markings in accordance with the approved layout and specifications conforming to these norms, at his own cost. The drinking water and toilet facilities shall be accessible to the public round the clock. In order to inform the public about these, a display board showing availability of such facilities shall be installed before the entry to the fuel station. On completion of the construction in accordance with checklist and conforming to the approvals, a Completion Certificate would be issued by the field unit of NHAI/ PWD/ BRO/ NHIDCL or any other agency (as the case may be) for getting approval of Highway Administration. **The concerned Oil Company would be allowed to energize the fuel station only after the final approval i.e License Deed signed by the Highway Administration.**

iii. Inspections for determining the deviations from prescribed Norms shall be done at any time, even after signing of the License Deed, by the Highway Administration. In cases of defaults/ deviations found during inspections by Highway Administration, each deficiency shall be immediately rectified, which in no case should exceed 60 days from the date of inspection and notification of such deficiencies to the owner. The failure to rectify the identified deficiencies within the prescribed time would lead to de-energizing the fuel station by the concerned Oil Company. The re-energizing would be done only on complete rectification and on the authorization by Highway Administration. The action against the oil companies shall also be taken if the rectification of the identified deficiencies has not been done within the prescribed timeline even after reminders to the oil companies.

iv. Access permission allowed to owner/ management of fuel stations may in some cases lead to substantial vehicular/pedestrian traffic movements on the highway/ access so constructed/allowed. In such cases there may arise a need to construct a cross-over facility such as Underpass/ Overpass/ FOB/ Service lane etc. for ensuring road safety. The cost of such cross-over facility etc. shall be borne by the owner/ management of fuel stations.

v. The owner/ management of fuel stations is not bound to get the acceleration/ deceleration lanes including other ancillary appurtenances constructed through the highway authority or the contractor/ concessionaire for the project in the particular stretch of National highways. It shall be the prerogative of the owner/management of fuel stations to construct the acceleration/ deceleration lanes including other ancillary appurtenances wither through the concerned concessionaire/ contractor in the project section at the cost of the owner/management of fuel stations or by themselves through any other agency.

vi. The access roads including acceleration/ deceleration lanes shall be constructed within the available ROW of the National Highways. However, in case of non-availability of adequate ROW for construction of these facilities, the owner/ management of fuel stations shall acquire the required additional land at their cost for construction of such facilities.

vii. The toilet facility is to be provided as per the standard layout at figure 6 demarking separately gents and ladies and duly equipped with lighting, water and requisite cleaning accessories etc. The necessary alterations in the case of existing retail outlets may be done as felt necessary in accordance with the standard layout. A separate access to all road users of the National Highways with traffic signages of the availability of toilet facility along National Highways may be provided and the toilets are kept open round the clock.

*****

ANNEX-I
(To Appendix-I)

List of documents to be submitted for getting approval for installation of new Fuel Station/ Way-side Amenity/ Establishment along National Highways

1. Signed copy of license deed. The draft is at **Annex III**.
2. Certified copy of location plan of the Fuel Station along the National Highway showing details of Right of Way (ROW) of National Highway, existing intersections and the intersecting roads, including existing public roads and other developments, falling within a reach of 1.1 km in each side of the Fuel Station and carriageway.
3. Certified copy of plan of the proposed Fuel Station showing details of deceleration, acceleration lanes, service road (if provided), buffer strip, fuel pump, office, kiosk, lubritorium, air and water supply, toilet & drinking water facilities, drainage details, signages and markings conforming to applicable figures enclosed with these norms.
4. Certified copy of sectional view showing elevation of Fuel Station with respect to National Highway and slopes to be provided for adequate drainage and preventing water logging on the National Highway.
5. Drainage plan of the Fuel Station.
6. Detail of the material for pavement composition for deceleration lane, service road and acceleration lane.
7. Undertaking from the oil company that the oil company would pay necessary fee for the use of the National Highway land whenever the fee is demanded by the Highway Authorities in future.
8. Undertaking from Oil Company that necessary alteration including complete removal/ shifting of the approach roads at its own cost if so required by Ministry, for the development of National Highway or in the interest of safety in this section.
9. Undertaking from Oil Company that they shall take all the action as prescribed in Appendix - I to ensure conformity of these Norms.
10. Undertaking from the Oil Company that the fuel station is neither in operation nor energized and that construction of the fuel station has not been commenced.
11. Documentary evidence of additional Land Acquisition details (if required) beyond the available ROW (to accommodate service roads, deceleration / acceleration lanes, turning radius etc.) done by the owner of the fuel station. [NOTE--- It needs to be specifically mentioned if the same is not applicable /required.]

ANNEX-II
(To Appendix-I)

CHECKLIST

Check list for getting approval for installation of new Fuel Stations along National Highways

General Information:

i.	National Highway Number	
ii.	District and State	
iii.	Location	
iv.	(Chainage in Km)	
v.	Side of NH (Left or right side of NH towards: Increasing Chainage/ km/ direction]	
vi.	Name of Highway Authority (NHAI/ State PWD/ NHIDCL)	
vii.	Highway Administration address	
viii.	Name of the Oil Company (as applicable)	
ix.	Whether the Fuel Station is part of a Rest-area complex	

Stipulated Norms for Fuel Stations on National Highways

A. For Retail Outlet on existing service road/slip road

Sr. No.	Item	MORTH Norms	Measurement at site	Whether complying with MORTH Norms**
1	Whether the retail outlet is on service road/ slip road (and not on entry/ exit ramp of service road/ slip road)	YES		Yes/No
2	Size of plot			
	Rural stretch	35m x 35m		Yes/No
	Urban area stretch	30m x 30m		
	Hilly/ Mountainous	20m x 20m		Yes/No
3	Whether the retail outlet satisfy the general condition of sitting, access condition, drainage, building line, sign boards etc. depending upon the availability of land.	YES		Yes/No

B. Retail Outlet in Rural Stretches

Sr. No.	Item	Measurement at site	MORTH Norms	Whether conforming to MORTH Norms**
1	Acceleration lane		Minimum 100m	Yes/No
2	Deceleration Lane		Minimum 70m	Yes/No
3	Distance from intersection:			
	Intersection with any category of road/ Median Gap		Minimum 300 m	Yes/No
4	Distance from Check barrier/Toll Plaza/Railway level crossing		Minimum 1000m	Yes/No
5	Distance from start of approach road of Road Over Bridge		Minimum 200m	Yes/No
6	Distance from start of Grade Separator/ Flyover		Minimum 300m	Yes/No
7	Distance from nearest Fuel Station Undivided carriageway (for both side of carriageway), or Divided carriageway (with no gap in median at this location)		300 m- Undivided carriage way 1000m-Divided carriage way However, this restriction shall not apply in case access/ egress for all such fuel stations are provided through common service road of 7.0m width and not directly to NH. Further,	Yes/No

			access for fuel stations at closer proximity than 300m/1000m may be allowed provided entry/ exit for both the Fuel Stations are provided through service road of 7.0m width having sufficient length; further, additional length of such service road shall be constructed at the cost of the latter fuel station owner/ company seeking grant of permission for access for the facility.	
8	Provision of service/ connecting road		Necessary at clustering of retail outlet/ intersection with any category of road less than 300m/1000m	Yes/No
	i. Length of the service road including deceleration and acceleration lanes		[Mention the lengths in m]	
	ii. Whether additional Land acquisition is required (for service road/ turning radius)			Yes/No
	iii. If Yes, mention the extent of additional L.A. required		[Mention Area (sq.m.)]	
	iv. Whether additional Land Acquisition as above has been done by oil company			Yes/No/ Not Applicable
	v. If Yes, whether the documentary evidence of the L.A. details are attached			Yes/No/ Not Applicable
9	Gradient of Highway section		Maximum 5%	Yes/No
10	Slope of Fuel Station Premises/Service Area for drainage purpose		Minimum 2%	Yes/No
11	Width of Frontage of Plot		Minimum 35m	Yes/No
12	Depth of Plot		Minimum 35m	Yes/No
13	Length of Buffer Strip		Minimum 12m	Yes/No

14	Width of Buffer Strip extending inside ROW		Minimum 3m	Yes/No
15	Height of kerb for buffer strip		Minimum 275mm	Yes/No
16	Radius of Turning Curve		Minimum 13 m	Yes/No
17	Radius of Non-turning curve		Minimum 1.5m Maximum 3m	Yes/No
	i. Whether additional Land acquisition is required by the side of ROW (to provide prescribed turning radius) by the owner of the fuel station.			Yes/No
	ii. If Yes, mention the additional L.A. required to be done by the owner of the fuel station.		[Mention Area (sq.m.)]	
	iii. Whether additional Land Acquisition as above is required by the side of ROW (to provide prescribed turning radius) has been done by the owner of the fuel station.			Yes/No/ Not Applicable
	iv. If Yes, whether the documentary evidence of the L.A. details are attached			Yes/No/ Not Applicable
18	Minimum downward slope of access roads towards the fuel station.		Minimum 2%	Yes/No
19	Difference in level between the highway and the fuel station and access area measured at the edge of the shoulder on the highway.		Minimum 300 mm	Yes/No
20	Provision of Culvert, designed for drainage according to IRC:SP-13		Slab culvert with iron grating of adequate strength constructed in the approaches or any other method as per satisfaction of Highway Administration so as to ensure that surface water from fuel station/ facility does not flow on the highway and led away to a natural course/ outfall sewer through culvert or	Yes/No

			led away to a water-recharging system specifically constructed by the owner/ management of the fuel station/ facility in case lined drains of sufficient length upto a natural course/ outfall sewer are not available.	
21	i. Provision of drinking water and toilet facilities ii. Provision of proper drainage arrangement for fuel station premises		Drawing showing these arrangements as per satisfaction of highway authorities to be submitted	Yes/No
22	Provision of adequate signs, display board and markings as per the drawings		Minimum requirement as shown in the Drawing	Yes/No
23	Whether the oil company has certified that the fuel station is neither in operation nor energized and that construction of the fuel station has not been commenced.		____	Yes/No

C. Retail Outlet on Urban/ Hilly/ Mountainous Stretches

Sr. No.	Item	Measurement at site	MORTH Norms	Whether complying with MORTH Norms**
1	Distance form intersection: Intersection with any category of road/ Median Gap		100 m	Yes/No
2	Distance from Check barrier/ Toll Plaza/ Railway level crossing		Minimum 1000m	Yes/No
3	Distance from start of approach road of Road Over Bridge		Minimum 200m	Yes/No
4	Distance from start of Grade Separator/ Flyover		Minimum 300m	Yes/No
5	Distance from nearest Fuel Station Undivided carriageway (for both side of carriageway) and Divided carriageway (with no gap in median at this location)		300 m. However, this restriction shall not apply in case access/ egress for all such fuel stations are provided through common service road of 7.0m width and not directly to NH. Further, access for fuel stations at closer proximity than 300m may be allowed provided entry/ exit for both the Fuel Stations are provided	Yes/No

			through service road of 7.0m width having sufficient length; further, additional length of such service road shall be constructed at the cost of the latter fuel station owner/ company seeking grant of permission for access for the facility.	
6	Provision of service /connecting road		Necessary at clustering of retail outlet/ intersection with any category of road less than 300 mtr	Yes/No
	i. Length of the service road including deceleration and acceleration lanes		[Mention the lengths in m]	
	ii. Whether additional Land acquisition is required (for service road/ turning radius)			Yes/No
	iii. If Yes, mention the extent of additional L.A. required		[Mention Area (sq. m.)]	
	iv. Whether additional Land Acquisition as above has been done by oil company			Yes/No/ Not Applicable
	v. If Yes, whether the documentary evidence of the L.A. details are attached			Yes/No/ Not Applicable
7	Gradient of Highway section		Maximum 5%	Yes/No
8	Slope of Fuel Station Premises/Service Area for drainage purpose		Minimum 2%	Yes/No
9	Width of Frontage of Plot		Minimum 30 m for Urban area, 20m for Hilly/ Mountainous area	Yes/No
10	Depth of Plot		Minimum 30m for Urban area, 20m for Hilly/ Mountainous area	Yes/No
11	Length of Buffer Strip		Minimum 5m	Yes/No
12	Width of Buffer Strip extending inside ROW		Minimum 3m	Yes/No

13	Height of kerb for buffer strip		Minimum 275mm	Yes/No
14	Radius of Turning Curve		Minimum 13 m	Yes/No
15	Radius of Non-turning curve		Minimum 1.5m Maximum 3m	Yes/No
	i. Whether additional Land acquisition is required by the side of ROW (to provide prescribed turning radius) by the owner of the fuel station.			Yes/No
	ii. If Yes, mention the additional L.A. required to be done by the owner of the fuel station.		[Mention Area (sq.m.)]	
	iii. Whether additional Land Acquisition as above is required by the side of ROW (to provide prescribed turning radius) has been done by the owner of the fuel station.			Yes/No/ Not Applicable
	iv. If Yes, whether the documentary evidence of the L.A. details are attached			Yes/No/ Not Applicable
16	Minimum downward slope of access roads towards the fuel station.		Minimum 2%	Yes/No
17	Difference in level between the highway and the fuel station and access area measured at the edge of the shoulder on the highway.		Minimum 300 mm	Yes/No
18	Provision of Culvert, designed for drainage according to IRC:SP-13		Slab culvert with iron grating of adequate strength constructed in the approaches or any other method as per satisfaction of Highway Administration so as to ensure that surface water from fuel station/ facility does not flow on the highway and led away to a natural course/ outfall	Yes/No

			sewer through culvert or led away to a water-recharging system specifically constructed by the owner/ management of the fuel station/ facility in case lined drains of sufficient length upto a natural course/ outfall sewer are not available.	
19	i. Provision of drinking water and toilet facilities ii. Provision of proper drainage arrangement for fuel station premises		Drawing showing these arrangement as per satisfaction of highway authorities to be submitted	Yes/No
20	Provision of adequate signs, display board and markings as per the drawings		Minimum requirement as shown in the Drawing	Yes/No
21	Whether the oil company has certified that the fuel station is neither in operation nor energized and that construction of the fuel station has not been commenced.		____	Yes/No

It is certified that the fuel station is neither in operation nor energized and that construction of the fuel station has not been commenced. Further, we bear full responsibility for genuineness of the site particulars mentioned above and for adherence to the stipulated norms.

[Name, Designation and Signature
Of the authorized representative of the
Concerned Oil Company]

Note: - If norms are not satisfied, detailed explanation needs to be given, otherwise the application will not be considered. In all cases supporting documents as per Annex-I have to be submitted, otherwise the case will be summarily rejected.

The Right Of Way (ROW) of the National Highway available at the proposed location from the centre line of the nearest carriageway is [___] m.

The above particulars along with the drawings and documents have been verified and are certified as correct as per the prevailing site conditions.

[Name, Designation and Signature
of the concerned field authority of
NHAI/State PWD/BRO]

ANNEX-III
(To Appendix-I)

LICENSE FOR THE USE OF NATIONAL HIGHWAY LAND

AGREEMENT TO construct an approach/access road with necessary provisions for drainage, signage and markings, **to _____**located on plot no._____, Survey No. _____ of the village/town_____in the Taluka of_____in the District_____ abutting on NH_____ in kilometer **_____.**

AN AGREEMENT made this _____ day of _____ Year Two thousand_____ between the President of India (hereinafter called the Government which expression shall, unless excluded by or repugnant to the context, include his successors in Office and assigns) of the ***First*** part and (name and address of Oil Company) hereinafter called "the Licensee"/"the Licensees" (which expression shall, unless excluded by or repugnant to the context, include the said licensee's successor/Licensees successors, heirs, executors, administrators and assigns) of the ***Second*** part.

2. WHEREAS THE Licensee has/licensees have applied to the Government for permission to construct on the Government land an approach road with necessary provisions for drainage, signs and markings to his/their ***Retail Outlet*** located in plot no._____, Survey No._____ in the village_____, Taluka _____ and District_____ abutting on the boundary of NH_____in Kilometer_____, more particularly described in the Schedule annexed hereto and shown in the drawing attached hereto (herein after referred to as "the ***Retail Outlet***").

3. AND WHEREAS THE GOVERNMENT has agreed to grant such permission on the terms and conditions hereinafter mentioned.

4. Now, this Agreement witness that, in consideration of the terms and conditions hereinafter contained and on the part of the licensee/licensees to be observed and performed, the Government hereby grants to the licensee/licensees permission to construct an access/approach road with necessary provisions for drinking water and toilet facilities, drainage works, signs and markings to the said ***Retail Outlet*** as per approved drawings attached, subject to the following terms and conditions, namely:-

i. That the licensee/ licensees shall within **twelve months** from date of receipt of the provisional **permission for access**, but without interfering in any way with the highway traffic, complete the construction of the approach road (including deceleration/ acceleration lanes) and shall make provisions for drinking water, toilet facilities, drainage, signs, markings etc. at his own cost and to the full satisfaction of the Highway Administration according to the approved drawings and specifications. The drinking water and toilet facilities shall be accessible to the public round the clock. In order to inform the public about these facilities, a display board showing availability of such facilities shall be installed before the entry to the Fuel Station. The

said approach road shall not be brought into use after its completion until the field officers of NHAI/ NHIDCL/ State PWDs gives a completion certificate after satisfying himself that it has been completed as per the sanctioned drawings and specifications. The Fuel Station would be energized by the concerned oil company only after issue of the completion certificate by the Highway Administration.

ii. That on the completion of the said work, that part of the approach road, which lies within the limits of Government land together with any culvert of drain therein constructed shall become the absolute property of the government, subject to the rights of the licensee/licensees to use the same for ingress and egress.

iii. The licensee/ licensees shall at his/ their own cost keep the said approach road, and any culvert or drain therein, in proper repair and condition to the satisfaction of the Highway Administration. The approach roads would be considered in proper conditions when they are free from potholes and patches. The culverts and drains would be kept in clean conditions to allow full discharge of the storm water, signs and markings to be kept at their respective locations and in clean condition for visibility at all times.

iv. That within six months of a notice duly given to the licensee/ licensees in this behalf, the licensee/ licensees shall at his/ their own cost remove the said approach road or any drainage work constructed in connection therewith and restore the land to its original condition when required to do so by the Government or by any person duly authorized on its behalf. The licensee/ licensees shall not be entitled to any compensation on account of such removal and restoration.

v. That the approach road shall not be used for any purpose other than that of access to any egress from the Retail Outlet of the licensee/ licensees on to the Government road.

vi. That the licensee/ licensees shall not, without the prior permission in writing of the Government/ NHAI/ NHIDCL, in any way extend or alter the said approach road or any culvert or drainage therein.

vii. That the licensee/ licensees shall at all times permit any duly authorized officer of the Government/ NHAI/ NHIDCL to inspect the said approach road including any culvert or drainage therein. He shall keep the said approach road clear **from all obstruction** and shall not be entitled to close any right of way over or in respect of the same against Government, or any member of the public.

viii. That the licensee/ licensees shall be liable for any loss or damage caused to the Government by obstruction of drain or any other similar causes due to the said approach road or the drainage work.

ix. That the permission granted by this license shall not in any way be deemed to convey to the licensee/ licensees any right into or over, or any interest in Government land other than that herein expressly granted.

x. That in case the said approach road is destroyed, this license shall automatically become redundant and the licensee/ licensees shall not be entitled to claim any right to construct another approach road in lieu of that so destroyed.

xi. That during the subsistence of this license, the said approach road including the road drainage shall be deemed to have been constructed only by the consent and permission of the Government so that the right of the licensee/licensees to use the same shall not become absolute and indefeasible by lapse of time.

xii. In cases of defaults/ deviations found during inspection by Highway Administration, each deficiency shall be immediately rectified, which in no case should exceed 60 days from the date of inspection. The failure to rectify the identified deficiencies within the prescribed time would lead to de-energizing the fuel station by the concerned Oil

Company. The re-energizing would be done only on complete rectification and on the authorization by Highway Administration.

xiii. That the licensee/ licensees shall not sell, transfer or otherwise dispose of the license without obtaining from the transferee a duly executed agreement with the Government embodying the terms and conditions therein before.

xiv. The Oil Company shall have to enter into an Agreement for signing the license deed for **fifteen years** with the Highway Administration (as per Highway Administration Rules 2004), for the use of NH land. The license shall be issued to the Oil Company on payment of **Rs. <_____ (Rupees (In words)_____ only)>** as per the applicable policy only as one-time license fee for the calendar year in which this Circular is issued, alongwith the processing fee, with license fee and penalty to be increased by 5% on every subsequent year. A non-refundable processing fee of Rs. 10,000/- (Rupees Ten Thousand) only per application shall also be deposited alongwith the application. A Bank Guarantee of Rs. 2,50,000/- (Rupee two lakh and fifty thousand only) valid for a period of 3 years for successful completion of access before final approval is obtained. In case the access construction is not completed even in the extended period, the BG shall be encashed by the Highway Administration.

xv. The owner/ management of fuel stations is not bound to get the acceleration/ deceleration lanes including other ancillary appurtenances constructed through the Highway Authority (viz. NHAI, NHIDCL, concerned State PWD/ RCD as the case may be) or the contractor/ concessionaire for the project in the particular stretch of National Highways. It shall be the prerogative of the owner/management of fuel stations to construct the acceleration/ deceleration lanes including other ancillary appurtenances wither through the Highway Authority/ concerned concessionaire/ contractor in the project section at the cost of the owner/management of fuel stations or by themselves through any other agency.

xvi. The access roads including acceleration / deceleration lanes shall be constructed within available Right of Way (ROW) of the National Highways. However, in case of non-availability of adequate ROW for construction of these facilities, owner/management of fuel stations shall acquire required additional land at their cost for construction of such facilities. Similarly, access for/ egress to the facility (primarily for cluster, etc.) may be provided from the Service road which has been developed already; however, service road of required length shall have to be constructed by the owner/management of fuel stations at their cost in case the same has not been constructed but is required for providing access to such properties; additional land acquisition required for construction of service road beyond available ROW of NH in such cases shall have to be done by the owner/management of fuel stations at their cost.

5. On the expiry of lease, the access permission may be renewed by the Highway Administration on payment of Rs. _____/- (Rupees _____) only as renewal fee, if it conforms to the stipulated norms of the Ministry. In case of existing fuel stations constructed as per Ministry's norms but for which prior approval have not been obtained from the Ministry, a penalty of Rs. _____/- (Rupees _____) shall be imposed on the Oil Company to regularize such fuel stations along with payment of the License Fee and Processing Fee. In case of fuel stations already existing on newly declared National Highways for which approval for access to such road was earlier obtained from the Competent Authority in the State/ UT, such Oil Company shall have to pay the processing fee of Rs. _____/- (Rupees _____) only to the Highway Administration and will be granted 12 months

time to comply with the Ministry's norms; however, in case of fuel stations already existing on newly declared National Highways for which approval for access to such road was not obtained earlier from the Competent Authority in the State/ UT, the proposal shall be processed as if it was a fresh case for which the owner/ company shall have to take requisite action to apply for access permission within a period of one year of the notifications of such road as a National Highways along with payment of processing fee and license fee & penalty fee.

i. That if and when parallel service roads are constructed, the access to fuel station shall be from the service road alone and no claim/ compensation shall be entertained on that account.

ii. That this Agreement shall remain in force for fifteen years from the date of execution in the first instance and be terminable by a notice of 6 month and the permission may be renewed after expiry of the said period.

iii. That the license hereby granted shall not be transferable.

iv. That the licensee/licensees shall bear the cost of Stamp and attestation of this Agreement.

6. Situations given below would be treated as violations of the license deed agreement and the Government would be within its right to ask the concerned Oil Company to de-energize the Fuel Station;

i. Non-maintenance of deceleration lane, acceleration lane, service road, drinking water and toilet facilities, drainage system, channelisers, markings, signs and other traffic control devices in good operating conditions (as specified in Para 4(iii)), during the period of license deed and not rectifying the short comings within the specified period.

ii. Non-compliance for revising the layout of access as directed by the Highway Administration in writing within specified period.

7. Not-withstanding anything contained in clause 4, this license can be cancelled at any time by the Highway Administration for breach of any of the terms and conditions of license and the licensee/licensees shall not be entitled to any compensation for loss caused to him/them by such cancellation nor shall be absolved from any liability already incurred by him/them under this Agreement. The licensee/licensees shall at his/their own cost remove approach road lying within the boundary of the Government land and restore the Government land to its original condition in the event of licensee/licensees refusing to do so, the restoration of the Government land to its Original condition shall be done by the In charge Executive Engineer/Divisional Engineer, at the cost of licensee/licensees and the expenditure incurred shall be recoverable from the licensee/licensees as an arrear without prejudice to any other remedies which may be fixed by Government in this behalf.

8. This Agreement may be executed in two counterparts, each of which when executed and delivered shall constitute an original of this Agreement.

IN WITNESS WHEREOF this agreement is executed in two parts by the parties hereto on the date first above mentioned.

Signed by Shri (Name in full) the licensee/ licensees

Signed by Shri (Name in full) for and on behalf of the President of India

In the presence of

1. Name in full (signature) with designation

1. Name in full (signature) with designation

2. Name in full (signature) with designation

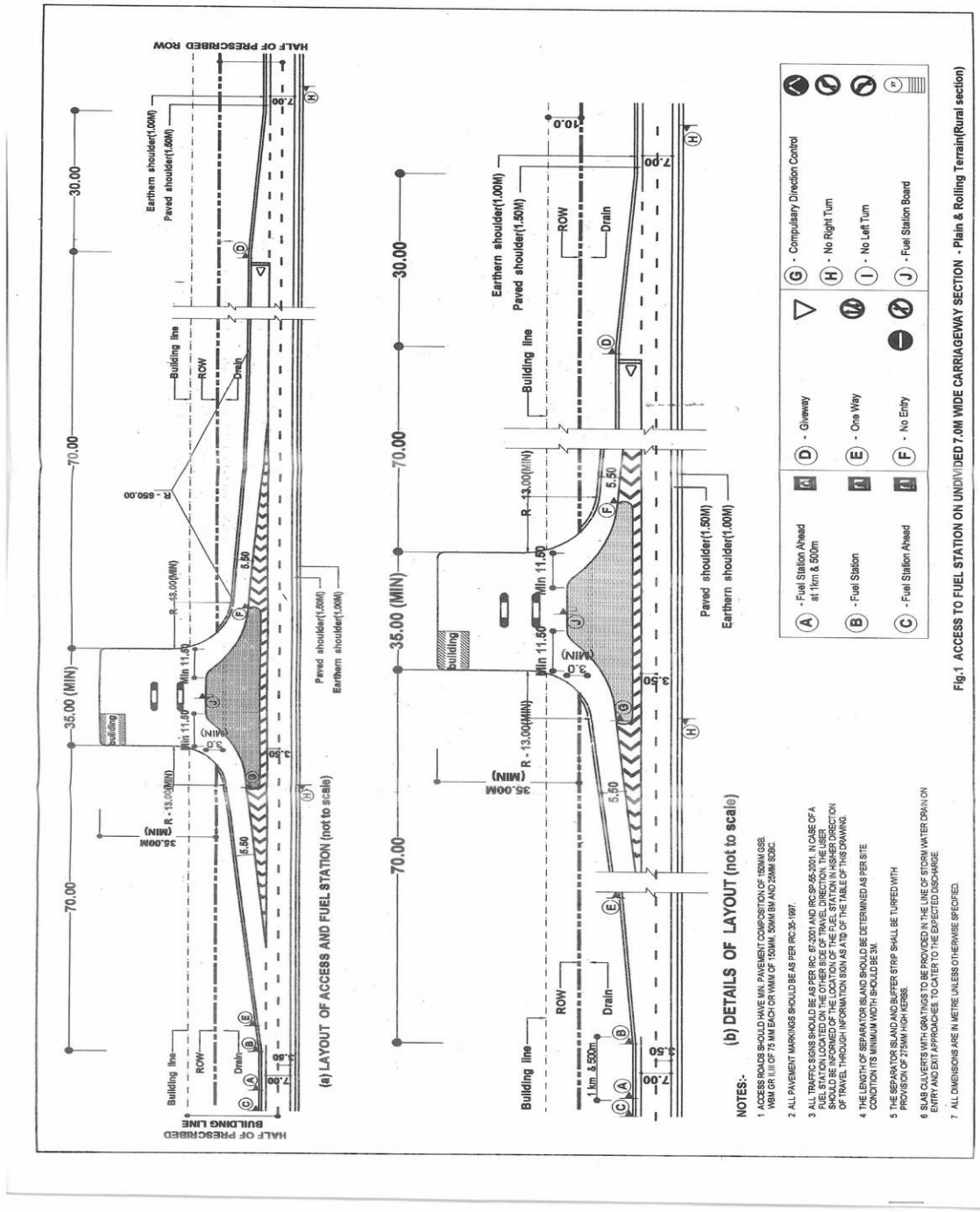
2. Name in full (signature) with designation

N.B wherever alternative such as his/their Licensee/Licensees has/have etc. are given, only applicable portions should be typed in the fair license deed.

SCHEDULE

(Here type the schedule referred to in clause 2)

Fig:1



NOTES:-

1 ACCESS ROADS SHOULD HAVE MIN. PAVEMENT COMPOSITION OF 150MM GSB, WBM GR II/III OF 75 MM EACH OR WMM OF 150MM, 50MM BM AND 25MM SDBC.

2 ALL PAVEMENT MARKINGS SHOULD BE AS PER IRC:35-1997.

3 ALL TRAFFIC SIGNS SHOULD BE AS PER IRC: 67-2001 AND IRC:SP:55-2001. IN CASE OF A FUEL STATION LOCATED ON THE OTHER SIDE OF TRAVEL DIRECTION, THE USER SHOULD BE INFORMED OF THE LOCATION OF THE FUEL STATION IN HIS/HER DIRECTION OF TRAVEL THROUGH INFORMATION SIGN AS AT'B' OF THE TABLE OF THIS DRAWING.

4 THE LENGTH OF SEPARATOR ISLAND SHOULD BE DETERMINED AS PER SITE CONDITION ITS MINIMUM WIDTH SHOULD BE 2M.

5 THE SEPARATOR ISLAND AND BUFFER STRIP SHALL BE TURFED WITH PROVISION OF 275MM HIGH KERBS.

6 SLAB CULVERTS WITH GRATINGS TO BE PROVIDED IN THE LINE OF STORM WATER DRAIN ON ENTRY AND EXIT APPROACHES TO CATER TO THE EXPECTED DISCHARGE

7 ALL DIMENSIONS ARE IN METRE UNLESS OTHERWISE SPECIFIED.

Fig.1 ACCESS TO FUEL STATION ON UNDIVIDED 7.0M WIDE CARRIAGEWAY SECTION - Plain & Rolling Terrain(Rural section)

11

Fig:2

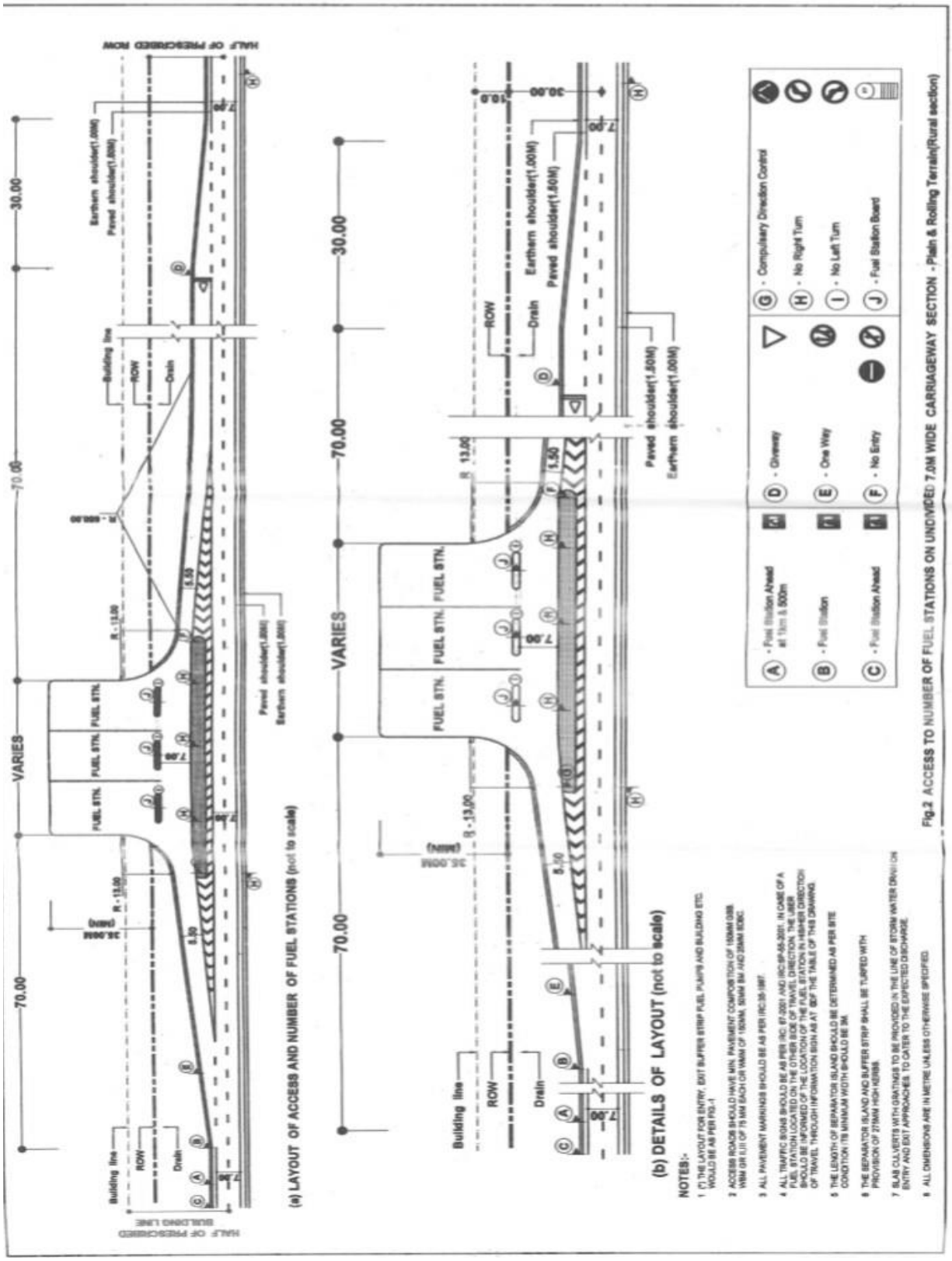


Fig.2 ACCESS TO NUMBER OF FUEL STATIONS ON UNDIVIDED 7.0M WIDE CARRIAGEWAY SECTION - Plain & Rolling Terrain(Rural section)

NOTES:-

1. (1) THE LAYOUT FOR ENTRY, EXIT BUFFER STRIP FUEL PUMPS AND BUILDING ETC. WOULD BE AS PER FIG.1
2. ACCESS ROADS SHOULD HAVE MIN. PAVEMENT COMPOSITION OF 150MM GSB, WBM GR II/III OF 75 MM EACH OR WMM OF 150MM, 50MM BM AND 20MM BSMC
3. ALL PAVEMENT MARKINGS SHOULD BE AS PER IRC:35-1997.
4. ALL TRAFFIC SIGNS SHOULD BE AS PER IRC: 67-2001 AND IRC:SP:55-2001. IN CASE OF A FUEL STATION LOCATED ON THE OTHER SIDE OF TRAVEL DIRECTION, THE USER SHOULD BE INFORMED OF THE LOCATION OF THE FUEL STATION IN PROPER DIRECTION OF TRAVEL THROUGH INFORMATION SIGN AS AT 'B' OF THE TABLE OF THIS DRAWING.
5. THE LENGTH OF SEPARATOR ISLAND SHOULD BE DETERMINED AS PER SITE CONDITION ITS MINIMUM WIDTH SHOULD BE 3M.
6. THE SEPARATOR ISLAND AND BUFFER STRIP SHALL BE TURFED WITH PROVISION OF 270MM HIGH KERBS.
7. SLAB CULVERTS WITH GRATINGS TO BE PROVIDED IN THE LINE OF STORM WATER DRAIN ON ENTRY AND EXIT APPROACHES TO CATER TO THE EXPECTED DISCHARGE.
8. ALL DIMENSIONS ARE IN METRE UNLESS OTHERWISE SPECIFIED.

Fig:3

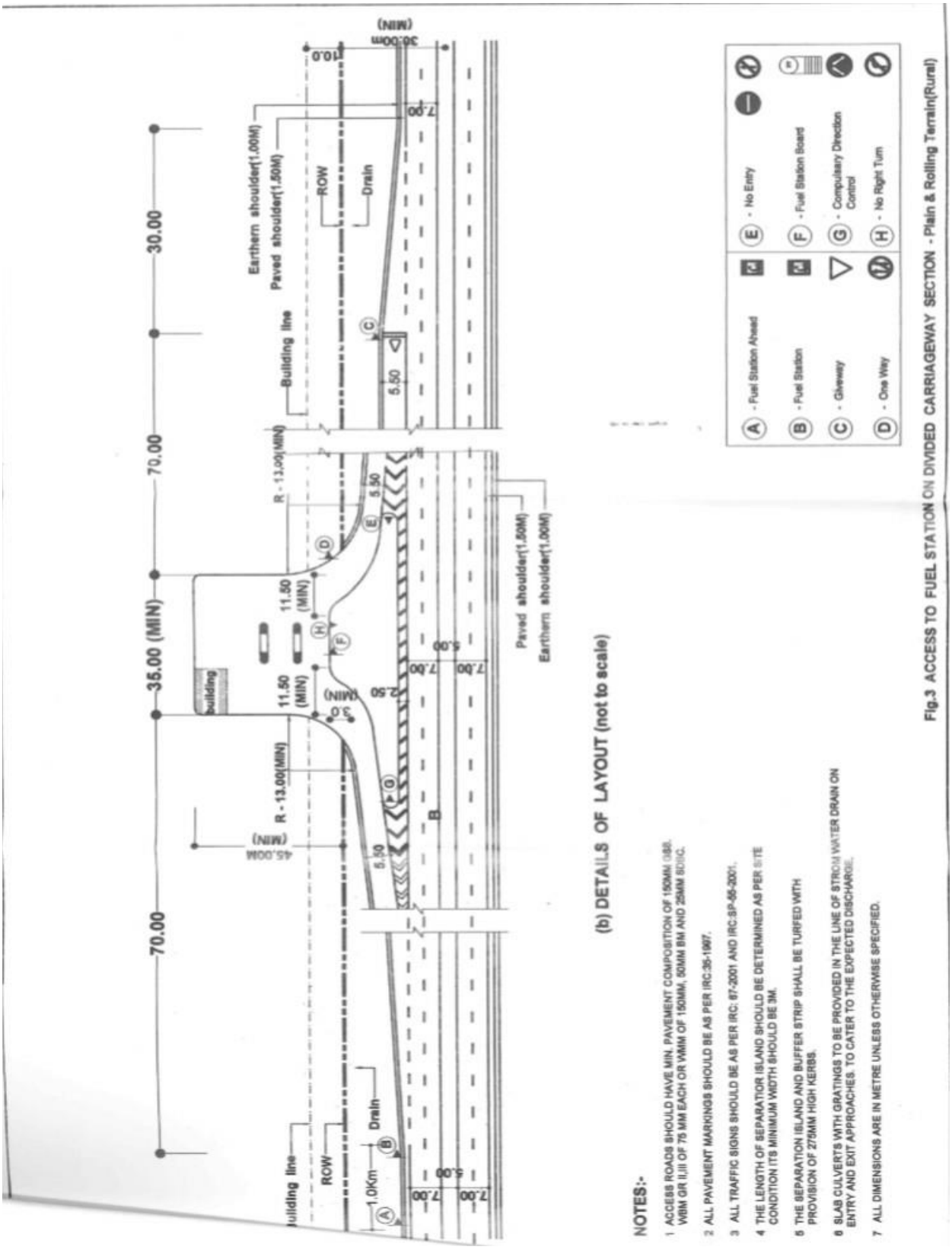

(b) DETAILS OF LAYOUT (not to scale)
NOTES:-
1 ACCESS ROADS SHOULD HAVE MIN. PAVEMENT COMPOSITION OF 150MM GSB, WBM GR II,III OF 75 MM EACH OR WMM OF 150MM, 50MM BM AND 25MM BDBC.
2 ALL PAVEMENT MARKINGS SHOULD BE AS PER IRC:35-1997.
3 ALL TRAFFIC SIGNS SHOULD BE AS PER IRC: 67-2001 AND IRC:SP-55-2001.
4 THE LENGTH OF SEPARATION ISLAND SHOULD BE DETERMINED AS PER SITE CONDITION ITS MINIMUM WIDTH SHOULD BE 3M.
5 THE SEPARATION ISLAND AND BUFFER STRIP SHALL BE TURFED WITH PROVISION OF 275MM HIGH KERBS.
6 SLAB CULVERTS WITH GRATINGS TO BE PROVIDED IN THE LINE OF STROM WATER DRAIN ON ENTRY AND EXIT APPROACHES. TO CATER TO THE EXPECTED DISCHARGE.
7 ALL DIMENSIONS ARE IN METRE UNLESS OTHERWISE SPECIFIED.
Fig.3 ACCESS TO FUEL STATION ON DIVIDED CARRIAGEWAY SECTION - Plain & Rolling Terrain(Rural)

Fig:4

Fig.4 ACCESS TO FUEL STATION ON DIVIDED CARRIAGEWAY SECTION - Plain & Rolling Terrain(Rural)

17

Fig:5

(b) DETAILS OF LAYOUT (not to scale)

NOTES:-

1 'D' IS MINIMUM 300M WHEN INTERSECTING ROAD IS NH/SH/MDR AND IS MINIMUM 100M FOR OTHER ROADS.

2 ACCESS ROADS SHOULD HAVE MIN. PAVEMENT COMPOSITION OF 150MM GSB, WBM OR RUM OF 75 MM EACH OR WMM OF 150MM, 50MM BM AND 25MM SDBC.

3 ALL PAVEMENT MARKINGS SHOULD BE AS PER IRC:35-1997.

4 ALL TRAFFIC SIGNS SHOULD BE AS PER IRC:67-2001 AND IRC:SP:55-2001.

5 THE LENGTH OF SEPARATOR ISLAND SHOULD BE DETERMINED AS PER SITE CONDITION ITS MINIMUM WIDTH SHOULD BE 3M.

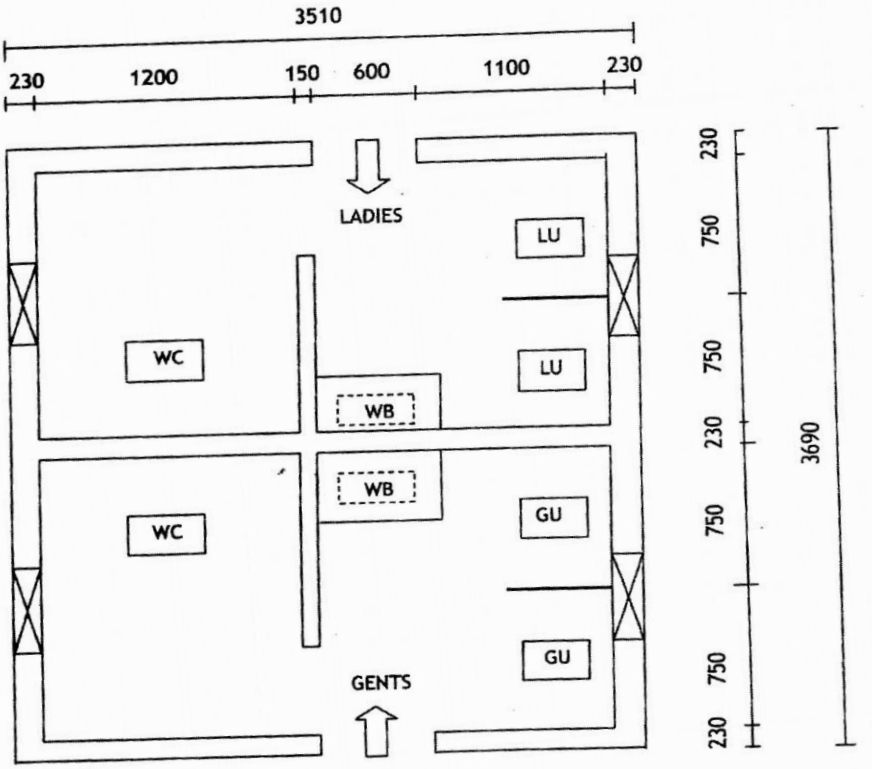
6 THE BUFFER STRIP SHALL BE TURFED WITH PROVISION OF 275MM HIGH KERBS.

7 SLAB CULVERTS WITH GRATINGS TO BE PROVIDED IN THE LINE OF STROM WATER DRAIN ON ENTRY AND EXIT APPROACHES. TO CATER TO THE EXPECTED DISCHARGE.

8 ALL DIMENSIONS ARE IN METRE UNLESS OTHERWISE SPECIFIED.

Fig.5 ACCESS TO FUEL STATION ON IN MOUNTAINOUS TERRAIN AND URBAN STRETCHES AND RURAL ROADS WHERE ACCELERATION AND DECELERATION LANES ARE NOT REQUIRED

Fig:6



All dimensions are in mm

Legend:
WB: Wash Basin
WC: Water Closet
LU-Ladies Urinal
GU- Gents Urinal

Toilet Layout Plan

Appendix - II

GUIDELINES FOR GRANT OF PERMISSIONS FOR CONSTRUCTION OF ACCESS TO PRIVATE PROPERTIES/ OTHER ESTABLISHMENTS (OTHER THAN FUEL STATIONS) ALONG NATIONAL HIGHWAYS

Separate provisions are specified for Other & Residential Properties in Urban & Rural reaches.

- **The Residential Properties (RPs)** shall mean individual plots with no more than 4 dwelling units.
- **The Other Properties/ Establishment (OPs)** whether private or Government, shall include (except Fuel Retail outlets for which separate guidelines exist) all other properties such as Industrial Units, Hotels, Motels, Hospitals, School, Educational / Research Institutes, Housing Complexes, Hotels Recreational Centers, Religious structures etc.
- For the purpose of these guidelines, the Urban Reaches are defined as National Highway Reaches falling under Territorial jurisdiction of Municipal Council/Nagar Palika.

1. For Other Properties (OPs):-

i. There shall be no direct access to the National Highway. The access shall be through the service road (which will include deceleration and acceleration lanes) in case of both Rural and Urban reaches. **However before allowing the access through service roads the possibility of providing the access through nearby cross roads should be explored and only if it is not feasible then the permission for access through service road at limited possible location may be permitted.**

ii. If the land for Acceleration Lane, Deceleration Lane & Service Road is available in ROW, the land will be provided for their construction; otherwise land shall be provided/ acquired by the concerned organization, owner of OP seeking the access permission.

iii. The service road shall be constructed and maintained by the concerned organization/owner of OP seeking the access permission.

iv. Fee as specified by the Government shall be paid by the property owner for access permission.

v. The service road (excluding deceleration and acceleration lanes) shall have a minimum length equal to the plot length of concerned property along the National Highway. No access connection shall be allowed on deceleration and acceleration lanes. Where the concerned property is near junction / median opening etc. the length of the service road shall be increased appropriately.

vi. The location & layout, road signs & markings requirements for access permission for OPs in Urban & Rural reaches are specified in Annex I.

2. For Residential Properties (RPs):-

i. As far as possible, in Urban reaches there shall be no direct access to the National Highway; the access be through service road only. **However before allowing the access through service roads the possibility of providing the access through nearby cross roads should be explored and only if it is not feasible then the permission for access through service road at limited possible location may be permitted.**

ii. The service road in Urban / Rural reaches may be constructed by the Highway Authority, subject to availability of funds.

iii. The location & layout, road signs & markings for access permission for RPs in Urban & Rural reaches are specified in **Annex I**.

3. Payment:

A payment of one-time license fee to the Highway Administration, as specified in the guidelines, would be payable by the licensee to the Government in consideration of this Agreement for the land for which the license is issued. The license deed is not required to be registered. This fee amount would be paid online in favor of the concerned **Pay & Accounts Officer** of the Ministry of Road Transport and Highways and would be debitable to the **Major Head 1054 (Revenue Receipt Head)**. The license deed shall be executed only after the online payment has been remitted in the concerned P&AO office and successfully realized in the Consolidated Fund of India.

Annex-I

(To Appendix-II)

Location & Layout, Drainage, Road Signs and Markings requirements for Access connection to Residential Properties (RP) and other Properties (OP) in Urban, Built up & Rural Reaches

(Refer Fig. at Annex—IV)

(A) For Private properties on existing service road/slip road

Sr. No.	Item	Measurement at site	MORTH Norms	Whether complying with MORTH Norms
1.	Whether the Private Property is on service road/slip road (and not on entry/exit ramp of service road/slip road)		YES	Yes/No
2.	Whether the Private Property satisfy the general condition of access, drainage, building line, sign boards etc. depending upon the availability of land.		YES	Yes/No
3.	Total traffic (incoming and outgoing) per day			

(B) For Individual Private Properties where service road does not exists

Sr. No.	Description	Urban/Built up reaches	Rural reaches	Remarks
1.	Minimum Distance between merging points of a service road including acceleration & deceleration Lanes of 100m and 70m respectively.	Limited to plot size+ acceleration & deceleration Lanes only	Limited to plot size+ 50m on either side +acceleration & deceleration Lanes only	For Individual Private Residential Properties.
2.	Minimum Distance between merging points of two access (take off/ end point of acceleration/ deceleration/ service lane) on the same side of carriage way.	100m	300m	If the distance is less than the distance specified, service road to be extended/provided to cover both the access.
3.	Minimum Distance between take off point of access /service road and median gap / intersection with any road	100m	300m	If less than the distance specified, service road to be provided / extended (which can left with a dead end also.)
4.	Minimum Distance from Check Barrier	1000m	1000m	If distance is less than the distance specified, service road to be provided /

				extended (which can left with a dead end also.)
5.	Minimum Distance between start of Grade Separator/Flyover/Road Over Bridge/ Railway level Crossing and entry/take off point of the access	300m	300m	If distance is less than the distance specified, service road to be provided / extended (which can left with a dead end also.)
6.	Width of entrance / exit	Minimum 9m Maximum 12m		For Other Properties only
7.	Radius of Turning curve	Minimum 13m Ruling 30m		
8.	Radius of Non-Turing curve	Minimum 1.5m Maximum 3m		
9.	Width of acceleration lane	5.5 m minimum		
10.	width of deceleration lane	5.5 m minimum		
11.	Width of Service Road	5.5 m - 7m		
12.	Crust composition of Service Road Acceleration & Deceleration lane	Minimum pavement composition of 150 mm thick Granular Sub Base (GSB) overlaid by three layers of Water Bound Macadam (WBM) (other than WBM-Grading No. 1), each of 75 mm thickness, topped by 50 mm thick Bituminous Macadam (BM) and 30 mm thick Bituminous Carpet (BC). Interlocking Concrete Blocks as per IRC:SP:63 can also be considered.		
13.	Crust composition of access connection / extended service road to Residential Properties	At least Gravel road		For Residential Properties only
14.	Width of access connection / extended service road to Residential Properties	Minimum 3.5m		
15.	Radius of Turning curve	Minimum 13m Ruling 30m		
	Road Signs (According to IRC:67)			

16.	Road signs are to be provided as per **IRC:67** such as Side Road sign on NH before Deceleration lane, Appropriate facility information sign (i.e Hospital, Eating place etc.) One way signs on left side of the Deceleration & Acceleration lanes, No Parking sign on left side of the Deceleration & Acceleration lane, No entry sign on right side of the Deceleration lane at its connection with service road, Appropriate No. of right turn prohibited signs on right side of service road in front of Property Plot (facing the property), Give way sign with Give way line marking according to IRC:35 on left side of the acceleration lane at 30 m before its connection with NH, No left turn sign on NH before its connection with Acceleration lane, No right turn sign on right side of NH in case of undivided carriageway		For Other Properties only
17.	Marking for deceleration and acceleration lane are to be provided as per IRC:35		For Other Properties only
	Drainage Requirements		
18.	Provision of Culvert for drainage in accordance with IRC SP-13	Slab culvert with iron grating of adequate strength constructed in the approaches or any other method as per satisfaction of Highway Administration so as to ensure that surface water from fuel station/ facility does not flow on the highway and led away to a natural course/ outfall sewer through culvert or led away to a water-recharging system specifically constructed by the owner/ management of the fuel station/ facility in case lined drains of sufficient length upto a natural course/ outfall sewer are not available.	For both residential and Other Properties
19.	Provision for intercepting drain with vertical Drain system for Rain water harvesting at the downstream end of intercepting drain (According to Appendix A-2 of IRC:SP:50)		
20.	Downward slope of the access road towards the intercepting drain	Minimum 2%	
	Total Traffic		
21.	Total traffic (incoming and outgoing) per day		

(C) Access to Private Properties through common service road.

Sr. No.	Description	Urban/Built up reaches	Rural reaches	Remarks
1.	Minimum Distance between merging points of a service road including acceleration & deceleration Lanes of 100m and 70m respectively. (Length of the Service Road)	Limited to plot size+ acceleration & deceleration Lanes only	Limited to plot size+ 50m on either side +acceleration & deceleration Lanes only	Clustering of Private Properties/Large Scale Private Properties
2.	Minimum Distance between merging points of two access (take off/ end point of acceleration/ deceleration/ service lane) on the same side of carriage way.	1000m	1000m	If distance is less than the distance specified, service road to be provided / extended (which can left with a dead end also.)
3.	Minimum Distance between take off point of access /service road and median gap / intersection with any road	100m	300m	If less than the distance specified, service road to be provided / extended (which can left with a dead end also.)
4.	Minimum Distance between start of Grade Separator/Flyover/Road Over Bridge/ Railway level Crossing and entry/take off point of the access	300m	300m	If distance is less than the distance specified, service road to be provided / extended (which can left with a dead end also.)
5.	Width of entrance / exit	Minimum 9m Maximum 12m		For Other Properties only
6.	Radius of Turning curve	Minimum 13m Ruling 30m		
7.	Radius of Non-Turing curve	Minimum 1.5m Maximum 3m		
8.	Width of acceleration lane	5.5 m minimum		
9.	width of deceleration lane	5.5 m minimum		
10.	Width of Service Road	5.5 m - 7m		
11.	Crust composition of Service Road Acceleration & Deceleration lane	Minimum pavement composition of 150 mm thick Granular Sub Base (GSB) overlaid by three layers of Water Bound Macadam (WBM) (other than WBM-Grading No. 1), each of 75 mm thickness, topped by 50 mm thick Bituminous Macadam (BM) and 30 mm thick Bituminous Carpet (BC). Interlocking Concrete Blocks as per IRC:SP:63 can also be considered.		
	Road Signs (According to IRC:67)			

12.	Road signs are to be provided as per **IRC:67** such as Side Road sign on NH before Deceleration lane, Appropriate facility information sign (i.e Hospital, Eating place etc.) One way signs on left side of the Deceleration & Acceleration lanes, No Parking sign on left side of the Deceleration & Acceleration lane, No entry sign on right side of the Deceleration lane at its connection with service road, Appropriate No. of right turn prohibited signs on right side of service road in front of Property Plot (facing the property), Give way sign with Give way line marking according to IRC:35 on left side of the acceleration lane at 30 m before its connection with NH, No left turn sign on NH before its connection with Acceleration lane, No right turn sign on right side of NH in case of undivided carriageway		For Other Properties only
13.	Marking for deceleration and acceleration lane are to be provided as per IRC:35		For Other Properties only
	Drainage Requirements		
14.	Provision of Culvert for drainage in accordance with IRC SP-13	Slab culvert with iron grating of adequate strength constructed in the approaches or any other method as per satisfaction of Highway Administration so as to ensure that surface water from fuel station/ facility does not flow on the highway and led away to a natural course/ outfall sewer through culvert or led away to a water-recharging system specifically constructed by the owner/ management of the fuel station/ facility in case lined drains of sufficient length upto a natural course/ outfall sewer are not available.	For both residential and Other Properties
15.	Provision for intercepting drain with vertical Drain system for Rain water harvesting at the downstream end of intercepting drain (According to Appendix A-2 of IRC:SP:50)		
16.	Downward slope of the access road towards the intercepting drain	Minimum 2%	
17.	**Total Traffic**		
	Total traffic (incoming and outgoing) per day		

Note:

1. All the dimensions are to be measured from the boundary of the private property

2. In case of distance from intersection with any category of road, the roads means paved carriageway (Bituminous/ concrete/ Interlocking Concrete block) of 3.0m width and having length of Minimum 300m and above irrespective of the category of road.

ANNEX-II
(To Appendix-II)

List of Documents to be submitted to Highway Administration by the applicant for permission for new access to property along National Highways

1. Signed copy of license deed. The draft is at **Annex-III.**
2. Self –Certified copy of drawings showing requirements as per norms i.e., Location & Layout, Road Signs, Road Markings, Drainage plan & Crust composition of access road etc.
3. The location drawing shall show the relevant details of reach for 1.1 km along National Highway on either side of property.
4. Undertaking from the Owner that the Owner would pay necessary fee for the use of the National Highway land whenever the fee is asked by the Highway Authorities in future.
5. Undertaking from Owner that necessary alteration including complete removal/shifting of the approach roads at its own cost if so required by Ministry, for the development of National Highway or in the interest of safety in this section.
6. Undertaking from Owner that they shall take all the action as prescribed in Appendix II to ensure conformity of these Norms.

ANNEX-III
(To Appendix-II)

AGREEMENT TO construct an access road with necessary provisions for drainage, Road signs and markings to the premises having Plot No……., Survey No. ……..of the village/TOWN…… in the Taluka of …….. in the District ……..abutting NH……. in kilometer……..

AN AGREEMENT made this _____ day of _____ Year Two thousand _____ between the President of India (hereinafter called the Government which expression shall, unless excluded by or repugnant to the context, include his successors in Office and assigns) of the one part and (name and address of Owner of Property) hereinafter called "the Licensee"/"the Licensees" (which expression shall, unless excluded by or repugnant to the context, include the said licensee's successor/Licensees successors, heirs, executors, administrators and assigns) of the other part.

2. WHEREAS THE Licensee has/licensees have applied to the Government for permission to construct on the Government land an access road with necessary provisions for drainage, signs and markings to his/their property having Plot No……., Survey No. ……..of the village …… in the Taluka of …….. in the District …….. abutting NH……. in kilometer……..more particularly described in the **Schedule** annexed hereto and shown in the drawing attached hereto (hereinafter refer to as "the said premises").

3. AND WHEREAS THE GOVERNMENT has agreed to grant such permission on the terms and conditions hereinafter mentioned.

4. Now, this Agreement witness that, in consideration of the terms and conditions hereinafter contained and on the part of the licensee/ licensees to be observed and performed, the Government hereby grants to the licensee/ licensees permission to construct an access road to the said premises as per approved drawings attached, subject to the following terms and conditions, namely:-

i. That the said access road shall not be brought into use after its completion until the Highway Administration gives a completion certificate after satisfying himself that it has been completed as per the approved drawings and specifications and issue duly signed License deed by Highway Administration.
ii. That on the completion of the said work, that part of the access road which lies within the limits of Government land together with any culvert or drain therein constructed, shall become the absolute property of the Government subject to the rights of the licensee/ licensees to use the same for ingress and egress.
iii. The licensee/ licensees shall at his/ their own cost keep the said access road and any culvert or drain therein, in proper condition and repair to the satisfaction of the Highway Administration.

iv. That within six months of a notice duly given to the licensee/ licensees in this behalf, the licensee/ licensees shall at his/ their own cost remove the said access road or any drainage work constructed in connection therewith and restore the land to its original condition when required to do so by the Government or by any person duly authorized on its behalf. The licensee/licensees shall not be entitled to any compensation on account of such removal and restoration.

v. That the access road shall not be used for any purpose other than that of access to and egress from the premises of the licensee/ licensees to the Government road.

vi. That the licensee/licensees shall not, without the prior permission in writing of the Highway Administration in any way extend or alter the said access road or any culvert or drainage therein.

vii. That the licensee/ licensees shall at all times permit any duly authorized officer of the Government/ NHAI/ NHIDCL to inspect the said access road including any culvert or drainage therein. He shall keep the said service road/ access road clear and shall not be entitled to close any right of way over or in respect of the same against Government, or any member of the public.

viii. That the licensee/ licensees shall not object to any future extension or improvement of service road/ access road or any shifting of its connection with highways.

ix. The Licensee/ Licensees shall have to enter into an Agreement for signing the license deed with the Highway Administration (as per Highway Administration Rules 2004), for the use of NH land. The permission shall be granted to the Licensee/ Licensees on payment of **Rs. <_____*> (Rupees <____*> Lakh)** only as one-time license fee for the calendar year in which this Circular is issued, alongwith the processing fee, with license fee to be increased by 5% on every subsequent year. A non-refundable processing fee of **Rs. <_____*> (Rupees <____*> Lakh)** only per application shall also be deposited alongwith the application. A Bank Guarantee of **Rs. <_____*> (Rupees <____*> Lakh)** only valid for a period of 3 years for successful completion of access before final approval is obtained. In case the access construction is not completed even in the extended period, the BG shall be encashed by the Highway Administration.

[* - **to be appropriately included]**

x. That the licensee/licensees shall be liable for any loss or damage caused to the Government by obstruction of drain or any other similar causes due to the said access road or the drainage work.

xi. That the permission granted by this license shall not in any way be deemed to convey to the licensee/ licensees any right into or over or any interest in Government land other than that herein expressly granted.

xii. That in case the said access road is destroyed, this license shall **automatically become redundant** and the license/ licensees shall not be entitled to claim any right to construct another access road in lieu of that so destroyed.

xiii. That during the subsistence of this license, the said access road including the road drainage shall be deemed to have been constructed only by the consent and permission of the Government so that the right of the licensee/licensees to use the same shall not become absolute and indefeasible by lapse of time.

xiv. The owner/ management of other properties is not bound to get the acceleration/ deceleration lanes including other ancillary appurtenances constructed through the Highway Authority (viz. NHAI, NHIDCL, concerned State PWD/ RCD as the case may be) or the contractor/ concessionaire for the project in the particular stretch of National Highways. It

shall be the prerogative of the owner/ management of other properties to construct the acceleration/ deceleration lanes including other ancillary appurtenances wither through the Highway Authority/ concerned concessionaire/ contractor in the project section at the cost of the owner/ management of other properties or by themselves through any other agency.

xv. The access roads including acceleration/ deceleration lanes shall be constructed within available Right of Way (ROW) of the National Highways. However, in case of non availability of adequate ROW for construction of these facilities, owner/management of other properties shall acquire required additional land at their cost for construction of such facilities. Similarly, access for/ egress to the facility (primarily for cluster, etc.) may be provided from the Service road which has been developed already; however, service road of required length shall have to be constructed by the owner/management of other properties at their cost in case the same has not been constructed but is required for providing access to such properties; additional land acquisition required for construction of service road beyond available ROW of NH in such cases shall have to be done by the owner/management of other properties at their cost.

xvi. The license /licensees shall at his/their own cost remove access road lying within the boundary of the Government land and restore the Government land to its original condition. In the event of licensee/licensees refusing to do so, the restoration of the Government land to its original condition shall be done by the Highway Administration, at cost of licensee/licensees and the expenditure incurred shall be recoverable from the licensee/licensees as and arrear without prejudice to any other remedies which may be fixed by Government in his behalf.

xvii. That, if the licensee fails/licensees fail to execute any work which he has/ they have agreed under this agreement to the full satisfaction of the Highway Administration, the work shall be executed by the Highway Administration at the cost of licensee/ licensees and the expenditure so incurred shall be recoverable from the licensee/ Licensees as an arrear of land revenue without prejudice to any other remedies which may be open to Government in this behalf.

xviii. That the licensee/ licensees shall not sell, transfer or otherwise dispose of the premises without obtaining from the transferee a duly executed agreement with the Government embodying the terms and conditions herein before.

xix. That if and when parallel service roads are constructed, the access to premises shall be from the service road alone as determined by the Highway Administration and no claim for compensation shall be entertained on that account.

xx. That this Agreement shall, **in normal circumstances**, remain in force for forever from the date of execution and may be terminable by a notice of 6 months, **if required, for traffic safety or other causes as mentioned in clause (iv) above.**

xxi. That the license hereby granted shall not be transferable.

xxii. That the licensee/ licensees shall bear the cost of Stamping for execution of this Agreement.

Not-withstanding anything contained in clause (4) above, this license can be cancelled at any time by the licensor through the Highway Administration, for breach of any of the terms and conditions of the license and the licensee/ licensees shall not be entitled to any compensation for loss caused to him/ them by such cancellation nor shall be absolved from any liability already incurred by him/ them under this Agreement.

SCHEDULE

(Here type the schedule referred to in para 2)

IN WITNESS WHERE OF this agreement is executed in two parts by the parties hereto on the date first above mentioned.

Signed by Shri (Name in full) the licensee / Licensees

Signed by Shri (Name in full) for and on behalf of the President of India

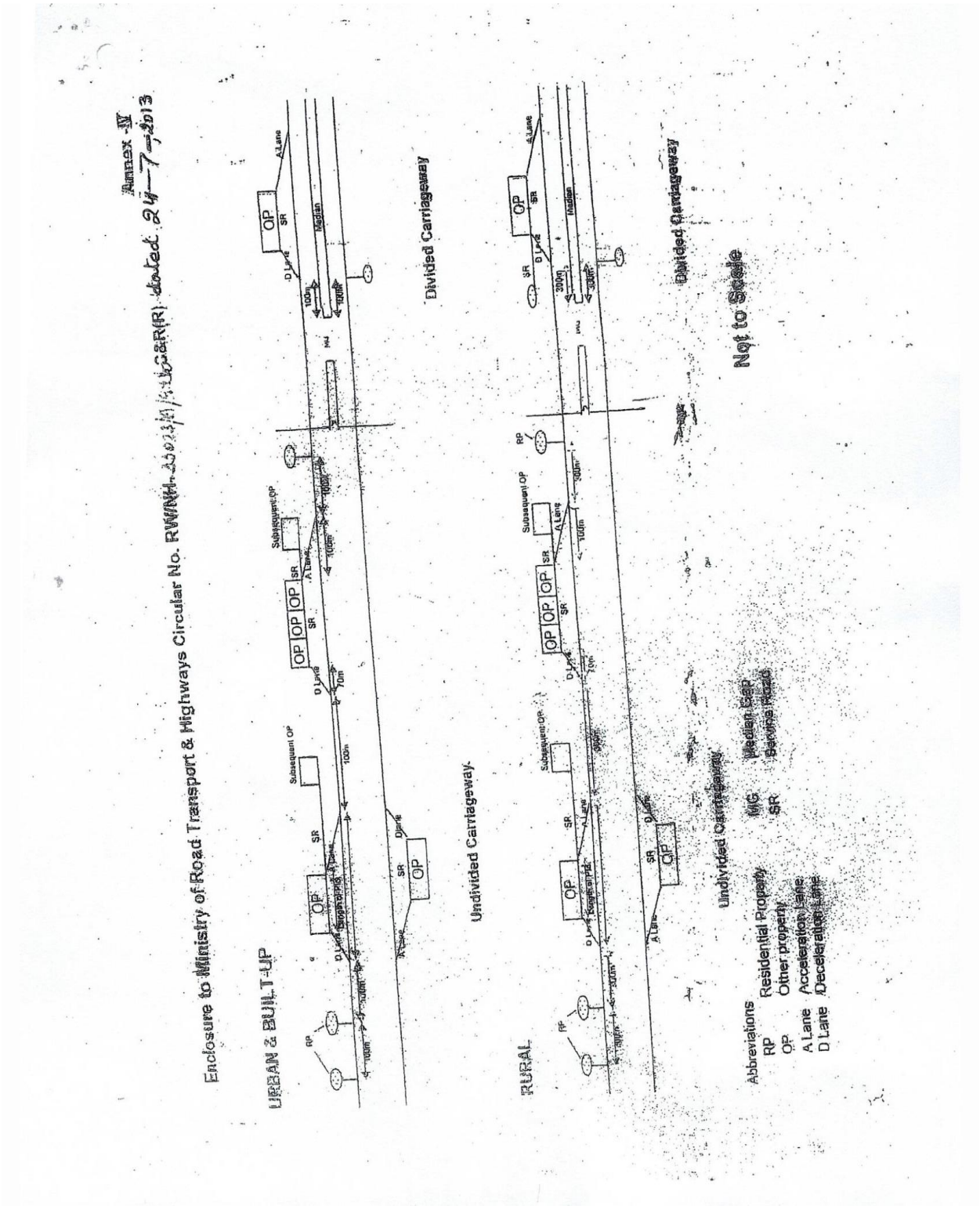
In the presence of

1. Name in full (signature) with designation
2. Name in full (signature) with designation

1. Name in full (signature) with designation
2. Name in full (signature)with designation

N.B wherever alternative such as his/their, Licensee/Licensees, has/have etc. are given, only applicable portion should be typed in the fair license deed.

Annex-IV
(To Appendix-II)



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