



Documents Required For OMD Application
(Relevant Typology Wise)

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| TYPOLGY B PUBLIC TRANSPORT VEHICLES (PRIVATE) (ROLLING STOCK) | Firm Registration Certificate |
| | PAN Card |
| | Vehicle Registration Card |
| | Valid Insurance of Vehicle |
| | Driver - Driving License |

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| TYPOLGY D OUTDOOR MEDIA DEVICE ON PRIVATE LAND | Property Ownership Paper (Registry Papers/Namantran Certificate) |
| | No dues certificate from the Municipal Authority in relation to property for which application has been made. |
| | A drawing showing the locality plan, marginal open spaces (MOS), details of road inventory, in colour, indicating the proposed position (including GPS coordinates) of the Outdoor Media Device and the distances in relation to any other structures, buildings, Outdoor Media Devices situated within a radius of 25 m from the proposed Outdoor Media Device. |
| | Complete specifications and drawing showing the dimensions of the Outdoor Media Devices and location. |
| | The design and the structure shall be certified by a Structural Engineer with respect to the safety and stability aspect from the point of view of its foundations which can bear extreme wind conditions, earthquakes, soil bearing capacity and shall comply with prevalent Building Bye laws & National Building Code of India (NBC), Standards and Guidelines framed from time to time under these. The details shall include size of all components of supporting frameworks, anchorages and design calculations including proof of compliance with any other law, including but not limited to, the applicable acts and codes/guidelines. |
| | If a proposed Outdoor Media Device is to be attached to, or Displayed on, the Façade of a building, the approved building plans along with measurement and the details, measurements and position of the proposed Outdoor Media Device and the details and the position of every existing Outdoor Media Device on the building drawn to a scale acceptable to the Competent Authority. |
| Self-certification regarding that the property is not in any prohibited zones for the purpose of advertisement. | |

Gwalior Municipal Corporation

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Outdoor Media Management System

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| TYPOLGY E TEMPORARY EVENTS | Event Location Approval Letter |
| | Firm Registration Certificate |
| | PAN Card |
| | Aadhaar Card |

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| TYPOLGY G SHOP SIGNAGES | Shop Ownership Paper (Registry/Namantran/Rent Agreement) |
| | Firm Registration Certificate |
| | PAN Card |
| | Aadhaar Card |

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| TYPOLGY H INNOVATIVE ADVERTISING | Event Location Approval Letter |
| | Firm Registration Certificate |
| | PAN Card |
| | Aadhaar Card |

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| TYPOLGY I IN CINEMA ON SCREEN ADVERTISING | Property Ownership Paper (Registry/Namantran/Rent Agreement) |
| | No dues certificate from the Municipal Authority in relation to property for which application has been made. |
| | Firm Registration Certificate |
| | PAN Card |
| Aadhaar Card | |

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| TYPOLGY J IN SIDE COMMERCIAL BUILDING OR PUBLIC BUILDING | Property Ownership Paper (Registry/Namantran/Rent Agreement) |
| | No dues certificate from the Municipal Authority in relation to property for which application has been made. |
| | Firm Registration Certificate |
| | PAN Card |
| Aadhaar Card | |

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