

Mumbai Port Authority  
Estate Division

No. EM/RC-96/1158/2885

Date : 29.12.2025

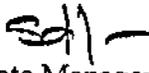
**Circular**

**Sub: Grant of permission for Temporary land allotment for commercial programmes, events, exhibitions and festivals, etc. as per Para 8.1.5 of SoR 2022-27 published vide Gazette No. 43 dated 26.04.2023. ---**

Mumbai Port Authority is receiving a number of requests for temporary use of MbPA land/ structures for commercial programmes, events, exhibitions and festivals, etc. which are being processed on first come first served basis. To streamline the said process and to ensure that only Bonafide Applications are processed in a transparent manner, the following procedure will come into effect while granting permission for temporary use with immediate effect.

- 1) Particulars of the vacant land/structure will be placed on MbPA website and the same will be updated every 60 days. Structures which are in dilapidated condition will not be offered for temporary use. Also land/structures intended to be monetised in proximate future would not be offered for temporary use.
- 2) Temporary Land shall not be allotted for marriage ceremony, religious functions/gathering, political functions/ agitation/movement etc.,
- 3) All applications for grant of permission for temporary use will have to be submitted in the prescribed form along with copy of PAN Card, Aadhar Card, GST Certificate, Police verification certificate and will be **accepted through dedicated mail** which will have date and time stamp (Mail ID [tempuse.estate@mumbaiport.gov.in](mailto:tempuse.estate@mumbaiport.gov.in)).
- 4) Applicants shall submit GST registration certificate and GST return alongwith application form.
- 5) Applications complete in all respect to be processed as far as possible within a week from the date of receipt of application. In case of multiple applications for the same space, priority will be by FIFO (First In First Out) method. Date of submission of all documents as per this circular to be considered as a date of receipt of application.
- 6) Permission will be granted only after the charges are deposited in advance and duly Notarised Indemnity Bond is submitted in the prescribed format.
- 7) Once permission is granted for a particular location, the user will have to vacate the space at the expiry of the permitted period.
- 8) The grant of permission shall be strictly for the own use of the permission holder. The permission holder shall not transfer or sublet the said permission to any third party.
- 9) In case of any damage to Port property, the cost of the damage shall be recovered from the permission holder, and the security deposit shall be adjusted proportionately.
- 10) In case of usage of area beyond the permitted area or beyond the permitted period or violation of any term of grant of permission, would result in revocation of the permission and in such case no amount would be refundable and the occupier would be liable to be removed at 12 hours' notice and also liable to pay the expenses incurred by the Port on such removal. Such permission holder shall not be permitted future permissions.

- 11) Permission will not be granted to those who have encroached on Mumbai port lands previously or currently.
- 12) Charges for event days – per day 100% charges of SoR for Temporary Use (Rs.16.98 per sq. mtr. per day upto 30.09.2026)
- 13) Charges for days used for setup & dismantling of infrastructure – per day 50% of SoR for Temporary Use (Rs.16.98 per sq. mtr. per day upto 30.09.2026)
- 14) Security Deposit to be charged 25% of Total Temporary Use charges. (25% of 12 + 13)
- 15) Temporary Use Charges exclude GST. Permission holder is liable to pay applicable GST on above charges, which is presently 18%.
- 16) The security deposit amount will be refunded within a period of 15 days of discontinuation of the use of the land/structure for which permission was granted.
- 17) All the terms and conditions mentioned in Circular No. EM/RC-96/1158 dated 25.06.2025 along with duly filled an application form and duly executed Indemnity Bond in prescribed format to be complied.
- 18) The permission holder shall always indemnify fully to MBPA by way of Indemnity Bond for losses, claim, demands, proceedings, expenses, cost, and loss/damages to life/property arising out of any mishap/accident/fire/any natural calamity.
- 19) The permission holder shall obtain all the requisite permissions of State Government and statutory authorities to perform events and shall fully indemnify MbPA for any responsibilities in full, on account of any lapse of permission holder.
- 20) Any unauthorized usage will be charged 3 times the event date rates.
- 21) Request for Booking for the commercial programs, events, exhibitions and festivals, etc. will be accepted only 90 days before event date.
- 22) In case of cancellation of scheduled event,
  - i. If it is prior to 15 days form the scheduled event date 90% of charges collected will be refunded
  - ii. Within 15 days from the schedule event date, no charges will be refunded.
- 23) Permissible days for set up maximum 7 days and for dismantle maximum 4 days will be permitted at the 50% rate of event day charges and any additional days beyond permissible days will be charged at 100% rate of event day charges.
- 24) If permission holder fails to handover the site in a clean and orderly condition upon conclusion of event to the satisfaction of MbPA officials, penalty of Rs.5 lakhs will be recovered form security deposit amount.
- 25) Postponement will be treated as cancellation.
- 26) Booking of the event shall be online through dedicated email address [tempuse.estate@mumbaiport.gov.in](mailto:tempuse.estate@mumbaiport.gov.in) on FIFO method.

  
Estate Manager  
Mumbai Port Authority