APPLICATION FORM
FOR
BUILDING AND LAND USE PERMIT
(Designed for self-adherence to Guidelines)
FOR
ALL LOCAL AUTHORITIES

PART A
About this form
Use this form to apply for a Building and Land use Permit for:
(Please tick whichever applies)

☐ RESI – All residential development including enclosure/ wall.
☐ COMM – Commercial development (shops, showrooms, restaurant, etc…).
☐ INDU – Industrial development including hotels, (IRS), workshops, light & general industry.
☐ SERV – Services (offices, banks, etc, community & religious development, educational institutions)
☐ SE – Commercial development by small enterprise or handicraft enterprise under the Small Enterprises and Handicraft Development Authority Act 2005.
☐ MORC – Excision of 1 lot or subdivision of land among heirs.
☐ SUI GENERIS – Extractive industry; polluting & noxious industry, builder’s yard, scrap yard, petrol filling station (as per 11th Schedule of Local Govt Act 2003 as amended).
☐ MOT – Installation of any engine under the Building Act.

CLUSTERS

**Commercial / Industrial / Services / Sui Generis**

In case of an economic activity please state the cluster (as per the 11th schedule of the Local Govt Act 2003) applicable (Tick as appropriate)**

The BLP Guide
The BLP Guide tells you how to fill in this form and about the plans and other documents that you must provide with this application. Ask us for a copy and read it before filling in the application form.

Fees
As per Government Notice published by the Relevant Local Authority.

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| Documents submitted (** Please tick as appropriate) | 
| --- | --- |
| Title Deed/Lease & Planning clearance | Approved PER/EIA licence |
| 3 sets of plan | Newspapers publications |
| Location Plan | Plate notification certificate |
| Site Plan | CEB clearance |
| Layout Plans | CWA clearance |
| Elevations | General Rate receipt (where applicable) |
| Sections | WWMA Clearance (where applicable) |
| Structural details | Certificate of Registration with SEHDA |
| Survey Plan for MORC only | Application form (Parts A & B) filled in |
| Power of Attorney/Owner’s consent | Neighbour’s consent |
| Copy of I.D Card | Affidavit for Hardship case & MORC |
| Business Registration Number | 

REF.No…………../………./………..
Date of Application: …………………
Effective Date: …………………

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# Application and Site Details

## 1. Applicant’s Name

**Address and Contact Details**

Title Mr. □ Mrs. □ Miss. □ Ms. □  
Surname (or company) ……………………………

First Name…………………………………….…. …

ID No…………………………………………….

Postal address………………………………….

……………………………………………….

Phone (Office)…………….. (Home)…………….

Fax………………………... (Mobile)…………….

Email……………………………….…………….

## 2. Location and description of site of proposed development/ construction

Location………………………………………………….

………………………………………………….

Extent………………………………………………….

TV No. ………………………………………………….

## 3. Applicant’s interest in the land/ Owner’s consent

Is the applicant the owner of the site of proposed development?

YES □ NO □

If NO

Name(s) of owner(s) ……………………………….

………………………………………………….

Signature of owner(s) ……………………………

ID No. …………………………………Date…….

If you are signing on the owner’s behalf as their legal representative, please state your legal authority under and attach documentary evidence (e.g. Power of Attorney, written consent)

………………………………………………….

## 4. Description of proposed development

……………………………………………………….

……………………………………………………….

……………………………………………………….

……………………………………………………….

(Specify the no. of floors & no. of res/comm. units & type of commercial/industrial activity)

## 5. (a) Present use of the site (applicable for an economic activity)

Use……………………………………………………….

Hours of operation……………………………………

No. of employees…………………………………….

Ref. No. of relevant permit previously obtained…………….

Date of cessation……………………………………

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2
(b) Details on Proposed economic activity

- Hours of operation
- No. of employees
- Plant/ Machinery to be installed
- Type and quantity of goods to be produced / stored
- No. of vehicles expected

6. Does your proposal involve any of the following?
   - □ Any scheduled activity under the Environment Protection Act for which an approved Preliminary Environmental Report or an Environment Impact Assessment licence is required?
   - □ A land conversion permit from the Ministry of Agro- Industry.
   - □ Notification procedures.

7. Your declaration
   - I apply for consent to carry out the development described in this application. I declare that all the information given is true and correct. I also understand that
     - (a) an effective date will be given to my application immediately if all plans and documents specified in the technical checklist accompanying this form have been submitted.
     - (b) if incomplete the application will not be accepted nor registered.

   Signature: ___________________________ Date: ________________

8. Declaration by applicant relating to service providers, e.g. / Architect/ Town Planner/ Draughtsman/ Sworn Land Surveyor and Engineer

   Name of Architect/Town Planner _____________________
   Draughtsman/Land Surveyor: _____________________
   Engineer: _____________________

   Vat registration no. if applicable: _____________________

   Signature: ___________________________

Office Use:

Receiving Officer: ___________________________ Name ___________________________ Signature ___________________________

Date: ___________________________