



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

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

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.

FOR OFFICE USE

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	

Application and Site Details

1. Applicant's Name

Title Mr. Mrs. Miss. Ms.

Address and Contact

Surname (or company)

Details

First Name.....

ID No.....

*We will post any correspondence
to this address*

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.....

**(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

*If applicant is a company
or association, the form
must be signed by a
director or authorized
person under
common seal.*

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**

I / we hereby declare that the following agents/companies have prepared the plans submitted by me/us.

Name of Architect/Town Planner _____
draughtsman/Land Surveyor: _____
Engineer: _____

Vat registration no. if applicable:

Signature:

Office Use:

Receiving Officer: _____

Name

Signature

Date: _____