

FORM TCP/1  
To be submitted in **Quadruplicate (4 copies)**

FOR OFFICIAL USE		
Date	Application	Received
.....		
Signed .....		
Reference No.....		
Acknowledgement Sent .....		

**MINISTRY OF PLANNING AND DEVELOPMENT  
TOWN AND COUNTRY PLANNING DIVISION**

**APPLICATION FOR PERMISSION TO DEVELOP LAND**  
*(Town and Country Planning Act, Chap. 35:01)*

To: MINISTER OF PLANNING AND DEVELOPMENT

I/We hereby apply for permission to carry out development described in the application and on the attached plans and drawings.

Signed.....

Dated.....

c/o Town and Country Planning Division,

**NOTE TO APPLICANTS**

1. Has any previous application for planning been made for any part of the lands or building which are the subject of this application? Yes  No

If yes, state the Registration Number(s)..... And Whether Outline  Or Final

**Nature of Development** *(please tick appropriate)* See attached Glossary

Erection of new buildings-  Addition to existing structure -  Alteration -

Change of use -  Retention of use -  Sub- division of land -

1. <sup>1</sup>APPLICANTS SEEKING APPROVAL FOR BUILDING OPERATIONS AND CHANGE OF USE Section 1.0 only  
(New buildings, additions and alterations, retentions) must fill out-

2. \*APPLICANTS SEEKING APPROVAL FOR

<sup>1</sup>Omission or falsification of any information required in this form may invalidate the application.

DETAILS OF APPLICATION

**A. The Applicant**

- 1. SURNAME \_\_\_\_\_
- 2. FIRST NAME \_\_\_\_\_
- 3. MAILING ADDRESS \_\_\_\_\_
- 4. CONTACT – Telephone # (cell) \_\_\_\_\_ other \_\_\_\_\_  
 Email Address \_\_\_\_\_

(Please tick appropriate)

- 5. Interest of the land /building to the applicant:  
 Owner  Lessee  Tenant  Prospective Purchaser  Agent

**B The Property Owner<sup>2</sup>:**

If applicant is *NOT* the owner of the property please state the following **Owner details**:

- 1. NAME \_\_\_\_\_
- 2. ADDRESS \_\_\_\_\_
- 3. CONTACT – Telephone # (cell) \_\_\_\_\_ other \_\_\_\_\_  
 Email Address \_\_\_\_\_

**C The Property i.e. Land or Building:**

1. LOCATION:

- (a) Name of Municipality (*Regional Corporation/ Borough Corporation / City Corporation*) \_\_\_\_\_
- (b) Name of City, Town or Village \_\_\_\_\_
- (c) Street Name \_\_\_\_\_
- (d) Lot number \_\_\_\_\_
- (e) County \_\_\_\_\_
- (f) Ward \_\_\_\_\_

<sup>2</sup> NOTE: *Proof of ownership or evidence of notification to owner that present application is being made may be required.*

(g) Other \_\_\_\_\_

2. REFERENCE: (a) Assessment Roll No \_\_\_\_\_

**(For Official Use)**

**SKETCH PLAN**

**SECTION 1.0 BUILDING OPERATIONS**

*(Erection of New Buildings, Building Additions, Rebuilding or Structural Building Alterations)*

**I. 0 General**

State the TCPD reference number of approved sub-division layout \_\_\_\_\_

1.1. Is there a building on the site?    Yes             No

1.1.2 Is the application for a **change of use** of the Existing Building?    Yes             No

1.1.3 If so state the present use (*see classification below*) \_\_\_\_\_

(a) Is there a building to be demolished?    Yes             No

(b) INTENDED use of Existing or Proposed building: (*Please tick appropriate*)

**Residential**...    (i) Single family           

(ii) Multiple family           

**Mixed use** ...    (i) Residential/Professional/Office           

(ii) Residential/Commercial (Trade or Retail)           

**Business** ...    (i) Commercial           

(ii) Industrial           

**Institutional** ...    eg school, church, community centre

**Other** (Please state) \_\_\_\_\_

1.1.4 (i) Total Site Area (m<sup>2</sup>) \_\_\_\_\_

(ii) <sup>3</sup>Total Gross Floor Area of Existing or Proposed Building (m<sup>2</sup>) \_\_\_\_\_

**1.2 PUBLIC UTILITIES:**

Are the following supplied to the site? (Please tick appropriate)

(i) Electricity Yes  No  (ii) Piped Water Supply Yes  No

If No, please specify source

\_\_\_\_\_

**1.3 DRAINAGE:**

State details of existing or proposed drainage for the following:

(i) Surface drainage (storm/rainwater run off)

\_\_\_\_\_

(ii) Foul drainage (sewerage) W.A.S.A  Septic   
Pit Latrine  Other (state).....

**1.4 RESIDENTIAL USE**

1.4.1 How many <sup>4</sup>dwelling units are proposed? \_\_\_\_\_

Unit Types	Number	<sup>5</sup> Floor Area (m <sup>2</sup> ) of Each Unit	Total Floor Area (m <sup>2</sup> )
(a) Bed-sitter/Studio Apt	.....	.....	.....
(b) One-bedroom	.....	.....	.....
(c) Two-bedroom	.....	.....	.....
(d) Three-bedroom	.....	.....	.....
(e) Four-bedroom	.....	.....	.....

<sup>3</sup> Total Gross Floor Area refers to the sum of every individual enclosed floor of an existing or proposed building.

<sup>4</sup> One or more habitable rooms constitute a single unit which is used by a single household for living and sleeping purposes

<sup>5</sup> Where there is only one dwelling unit – regardless of the number of bedrooms- the floor area of that unit and the total floor area remain the same.

(f) Four + Bedrooms .....

**1.4.2** Off-Street parking space (including garages and carports):

No. of parking spaces..... Total area of land allocated to car parking allocated parking area (m<sup>2</sup>).....

**1.5** <sup>6</sup>For Mixed Use

Please state the floor area allocated to the following uses (m<sup>2</sup>)

Residential .....

Professional/ Office .....

Commercial (Trade or Retail).....

Other (please specify) .....

**1.6 For Commercial (Trade, Retail, Offices etc.) and Industrial Use**

(a) Type of proposed business: Office  Shop  Factory   
Other.....

(b) Proposed number of employees generated by the development -  
Construction phase ..... Operations and Management Phase.....

(c) Nature of business activity to be undertaken .....

(d) Composition of Trade Refuse and Effluent and Means of disposal .....

(e) *Off-street* Loading/Unloading and Parking for commercial, industrial and mixed use.

	On Site	Off-site	Total Area (m <sup>2</sup> )
(a) Available parking spaces	.....	.....	.....
(b) Available loading bays	.....	.....	.....

<sup>6</sup> NB. Applicants for mixed use must also fill out Item 1.13

**SECTION 2.0 SUBDIVISION OF LAND**

2.1. Design of Layout prepared by: Name .....

Designation .....

2.2. (i) Total Area of Property (ha)..... (m<sup>2</sup>).....

(ii) Area of Portion to be Sub-divided (ha)..... (m<sup>2</sup>).....

2.3. Current land use .....

2.4. Breakdown of proposed land use per plot:

Land Use type	No. of plots	Combined Area (m <sup>2</sup> )
(a) Residential ... ..	.....	.....
(b) Commercial (Trade /Retail/Offices)...	.....	.....
(c) Industrial ... ..	.....	.....
(d) Institutional ... ..	.....	.....
(e) Public Open Space ... ..	.....	.....
(f) Agriculture ... ..	.....	.....
(g) Other (Please specify) ... ..	.....	.....

2.5. State names of Adjacent Property Owners (*Surnames, separate by comma for multiple*)

North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

2.6. Is there an existing access to the site Yes  No

2.6.1. If so state (i) Name of road ..... (ii) Width .....

(iii) Nature and condition of road surface.....

2.6.2. If not (or if existing access is to be altered) state

(i) Proposed width of reservation of new road .....

(ii) Identify access to site (map/Location plan) .....