

**FOR OFFICIAL USE**

Application Received .....

Signed .....

Reference Number ... ..

Acknowledgement Sent .....

**MINISTRY OF PLANNING AND DEVELOPMENT**

**APPLICATION FOR PERMISSION TO DEVELOP LANDS**

*(The Town and Country Plannign 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 ..... And Wether Outline  Or Final

2. NATURE OF DEVELOPMENT Tick ( ) New Building Addition to Existing Structure   
Alteration  Change of Use  Sub-division

3. \* APPLICANTS SEEKING APPROVAL FOR BUILDING OPERATIONS AND CHANGE OF USE (New building additions and alterations)must fill out- Section 1.0 only

4. \*APPLICANTS SEEKING APPROVAL FOR SUB-DIVISION OF LAND MUST FILL OUT Section 2.0 only

\*Omission or falsification of any information required in this form may invalidate the application

**DETAILS OF APPLICATION**

**A. Applicant**

- 1. SURNAME .....
- 2. CHRISTIAN OR OTHER NAMES .....
- 3. ADDRESS (POSTAL) .....  
.....
- 4. TELEPHONE NO. ....
- 5. Is the applicant, *Owner*  *Lessee*  *Tenant*  *Prospective Purchaser*  of the land/building?

**\*B. Owner, (if applicant is NOT owner),state**

- 1. NAME.....
- 2. ADDRESS .....  
.....
- 3. TELEPHONE NO. ....

**C. Land**

- 1. Location: (a) County ..... (b) Ward .....
- (c) Town or Village.....
- (d) Street ..... (e) Lot No. ....
- 2. Reference: (a) Assessment Roll No. .... (b) Unique Ref. No. ....

**SKETCH PLAN (For Official use)**

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\*NOTE: Proof of ownership or evidence of notification to owner that present application is being made may be required.

**SECTION 1.0 BUILDING OPERATIONS**

**1. General**

State reference number of approved sub-division layout .....

1.1 Is there a building on the site? Yes  No

1.1.1. If so, state present use (see classification below) .....

1.1.2. Is the building to be demolished? Yes  No

1.2 INTENDED use of Existing/Proposed\* building:

- (a) Residential
  - (i) Single Family
  - (ii) Multiple-family
- (b) Mixed use
  - (i) Residential/Professional
  - (ii) Residential/Commercial
- (c) Business
  - (i) Commercial
  - (ii) Industrial
- (d) Institutional

1.3. (i) TOTAL SITE AREA .....

(ii) TOTAL FLOOR AREA .....

1.4. SERVICES:

Are the following available on site?

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

If No, Specify Source .....

1.5. DRAINAGE:

State details of existing or proposed

(i) surface drainage (storm) .....

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

\*Delete whichever is not applicable

**AND CHANGE OF USE**

**II. For Residential Use**

1.6.	<i>Type of Dwelling Unit</i>	<i>Number</i>	<i>Floor Area (sq. metres) of Each Unit</i>	<i>Total Floor Area (sq. metres)</i>
	(a) Bed-sitter ... ..	.....	.....	.....
	(b) One-bedroom ... ..	.....	.....	.....
	(c) Two-bedroom ... ..	.....	.....	.....
	(d) Three-bedroom ... ..	.....	.....	.....
	(e) Four-bedroom ... ..	.....	.....	.....
	(f) Four + bedrooms ... ..	.....	.....	.....
	TOTAL NO. OF UNITS ... ..	.....	.....	.....

1.7. Off Street parking space (including garage and carports):      No. ....Area.....(sq. metres)

**III. For Mixed Use**

1.8. Floor Area (sq. metres) devoted to each use      Residential .....

Professional ..... Commercial .....

**IV. For Commercial and Industrial Use**

1.9. Nature of proposed business:    Office     Shop     Factory     Other .....

1.10. Proposed Number of employees on completion of development .....

1.11. Description of Process to be carried on .....

.....

1.12. Composition of Trade Refuse and Effluent and means of disposal .....

.....

1.13. Off-street Loading/Unloading and Parking for commercial industrial and mixed use

	<i>On site</i>	<i>Off-site</i>	<i>No.</i>	<i>Area</i>
(a) parking ... ..	.....	.....	.....	.....
(b) loading/unloading ... ..	.....	.....	.....	.....

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**N.B. : Applicants for mixed use must also fill our Item 1.13.**

**SECTION 2.0 SUD-DIVISION OF LAND**

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

Designation .....

**2.2. (i)** Total Area of Property ..... hectares ..... sq. metres

(ii) Area of Portion to be Sub-divided ..... hectares ..... sq. metres

**2.3. Adjacent Property Owners** North ..... East .....

South ..... West .....

**2.4. Breakdown of proposed plots:**

<i>Type</i>	<i>No.</i>	<i>Area</i>
(a) Residential ... ..	.....	.....
(b) Commercial ... ..	.....	.....
(c) Industrial ... ..	.....	.....
(d) Institutional ... ..	.....	.....
(e) Public Open Space ... ..	.....	.....
(f) Agriculture ... ..	.....	.....

**2.5. Present land use** ... ..

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

2.6.1. If so State (i) Name of Road ..... (ii) width .....

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

.....

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

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

(ii) Location in relation to nearest existing roads .....

**OFFICIAL USE ONLY**

Register Reference No. .... Date Received ..... Approved Date .....

Previous Applications ..... Map Record Sheet No. .... Refused Date .....

**A. Suitability of Site**

Natural Conditions of Site Factors:

- \* topography
- \*drainage
- \*soil
- \*geology

**B. Present Use and Proposals**

**C. Appropriateness of Development**

*C.1. Compatibility of Use*

Present Zoning ..... Proposed Zoning .....

*C.2. Intensity of Development*

Floor Area Ration  $\frac{4ii}{4i}$  ..... Plot Coverage .....

Density of housing (dwelling units per gross hectares) .....

Density of sub-divison development (lots per gross hectares) .....

(min. size of lot per family) .....

**D. Adequacy of Development**

Proposals if  
Not Adequate

*D.1. Adequacy of Sub-division*

(i) Layout .....

(ii) Shape and Size of Lots .....

*D.2. Adequacy of Services*

(i) Electricity .....

(ii) Water .....

(i) Surface Drainage .....

(ii) Foul Drainage .....

*D.3. Adequacy of Access and Parking* .....

*D.4. Adequacy of Disposal of Refuse and Trade Effluent Disposal* .....