MINISTRY OF PLANNING AND DEVELOPMENT

APPLICATION FOR PERMISSION TO DEVELOP LANDS

(The 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 ......................... 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)*

*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) Pipped 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. Type of Dwelling Unit | Number | Total Floor Area (sq. metres)
--- | --- | ---
(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

On site | Off-site | No. | Area
--- | --- | --- | ---
(a) parking | ... | ....................................
(b) loading/unloading | ... | ....................................

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:

<table>
<thead>
<tr>
<th>Type</th>
<th>No.</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Residential</td>
<td>...</td>
<td>...........................................</td>
</tr>
<tr>
<td>(b) Commercial</td>
<td>...</td>
<td>...........................................</td>
</tr>
<tr>
<td>(c) Industrial</td>
<td>...</td>
<td>...........................................</td>
</tr>
<tr>
<td>(d) Institutional</td>
<td>...</td>
<td>...........................................</td>
</tr>
<tr>
<td>(e) Public Open Space</td>
<td>...</td>
<td>...........................................</td>
</tr>
<tr>
<td>(f) Agriculture</td>
<td>...</td>
<td>...........................................</td>
</tr>
</tbody>
</table>

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 .................................
A. Suitability of Site

Natural Conditions of Site Factors:
- topography
- soil
- drainage
- 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 Ratio \( \frac{4ii}{4i} \) ........................................... Plot Coverage ............................................................

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

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

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

D. Adequacy of Development

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 ...............................................................................................................