

# DISTRICT/MUNICIPAL COUNCIL OF

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## BUILDING AND LAND USE PERMIT APPLICATION FORM

Fill in this form to apply for a Building and Land use Permit for the following activities:  
(Please tick whichever applies)

**RESI** – All residential development above Ground+3 levels

**SERV** – Services (offices, banks, etc., community development, educational institutions)

**COMM** – Commercial development (shops, showrooms, restaurant, etc...).

**SUI GENERIS** – Extractive industry; polluting & noxious industry, builder’s yard, scrap yard, petrol filling station, place of worship

**INDU** – Industrial development including hotels, (IRS), workshops, light & general industry

**SME** – Commercial development by small enterprise or handicraft enterprise under the Small Enterprises and Handicraft Development Authority Act 2005.

**MOT** – Installation of any industrial engine under the Building Control Act

<b>Official Use</b>
Name: .....
REF. No...RESI...../...../.....
Date of Application.....
Effective Date: .....
Due Date: .....

<b>Application Form</b>
<b>BLP 3</b>

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### 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 or read it online on our website. ([www. ....](http://www. ....)).

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**State in which Cluster your proposed development falls:\*\***

Commercial	Industrial	Services	Sui Generis
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*In case of an economic activity please state the cluster (as per the 11<sup>th</sup> schedule of the Local Govt Act 2011) applicable (Tick as Appropriate)\*\**

**List of information, particulars and documents to be submitted (where applicable)**

**(1) Are you the owner of the site?**

YES	NO,
SUBMIT YOUR TITLE DEED	<p><b>YOU MUST SUBMIT:</b> 1. OWNER/S CONSENT</p> <p>2. ID NUMBER/S OF OWNER</p> <p>3. LEASE DOCUMENT OR OWNER 'S TITLE DEED</p>

**(2) SUBMIT 3 SETS OF BUILDING PLANS INCLUDING:**

LOCATION PLAN
CONTOUR PLAN
SITE PLAN
SECTION PLANS
ELEVATION PLANS
STRUCTURAL DETAILS

**(3) NOTIFICATION REQUIRED:**

	YES	NO
COPY OF LEGALNOTICES SERVED ON NEIGHBORS		
NOTIFICATION CERTIFICATE SUBMITTED		
NEWSPAPER PUBLICATION SUBMITTED		

**(4) CLEARANCE TO BE SUBMITTED**

ROAD DEVELOPMENT AUTHORITY CLERANCE IF SITE IS SITUATED ALONG MOTORWAY OR A or B ROAD		
URBAN TRANSPORT PROGRAMME SECRETARIAT CLEARANCE(Where land is along ex-railway track)		
Dept of CIVIL AVIATION CLEARANCE( Where airport constraint zones apply)		
FORESTRY CLEARANCE IF SITE IS ALON MOUNTAIN OR RIVER RESERVE		
GRA CLEARANCE IF ACTIVITY IS CONTROLLED BY GRA		
	YES	NO
E.I.A LICENCE		
P.E.R APPROVAL		

**(5) DOCUMENTS TO BE SUBMITTED ( WHERE APPLICABLE):**

CONSENT FROM USUFRUT HOLDER
NEIGHBOUR'S/S CONSENT
NUMBER OF NATIONAL IDENTITY CARD OF NEIGHBOURS
NUMBER OF NATIONAL IDENTITY CARD OF APPLICANT
NUMBER OF BUSINESS REGISTRATION CARD
COPY OF SMEDA'S CERTIFICATE

## PART A: Application and Site Details

### 1. Applicant's Name Address and Contact Details

Title Mr.  Mrs.  Miss.  Hrs.

Surname (or company) .....

.....

First Name.....

ID No.....

*We will post any correspondence  
to this address*

Postal address.....

.....

.....

Phone (Office)..... (Home).....

Fax..... (Mobile).....

Email.....

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### 2. Where is your site located?

Location.....

.....

Extent.....

TV No. ....

### Is your site sewered? Is the site located within a morcellement?

Yes/No (Delete as appropriate) Wastewater generated daily: m<sup>3</sup>

Yes/No (Delete as appropriate)

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### 3. Are you the owner of the site of proposed development?

YES  NO

If NO

Name(s) of owner(s) .....

.....

Signature of owner(s).....

ID No. of owner(s) ..... 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) Attach separate sheet if space is insufficient.

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### 4. Description of proposed development

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.....

.....

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

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

Use.....

Hours of operation.....

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

Date of cessation.....

**(b)Details on Proposed economic activity**

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

**6. Your declaration**

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

I apply for consent to carry out the development described in this application. I declare that, to the best of my knowledge, all the information given is true and correct. I also understand that

an effective date will be given to my application if all plans and documents specified in the technical checklist accompanying this form have been submitted or, if incomplete, the Council will request me to submit the missing documents within 8 days of my application.

Signature:.....

**activity)**

No. of employees.....

Date :.....

**7. 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 : \_\_\_\_\_  
Engineer: \_\_\_\_\_

**Vat registration no. if applicable: .....**

**Phone No. of Service Provider: .....**

**Signature of applicant .....**

**PART B SCHEDULE OF FEES PAYABLE ON ISSUE OF PERMIT**

- |                          |  |                |
|--------------------------|--|----------------|
| <input type="checkbox"/> | 1. Change of use from one cluster to another   | <b>Rs1000</b>  |
| <input type="checkbox"/> | 2. Change of use within same cluster<br>(Where a BLP is required)  | <b>Rs1000</b>  |
|                          | 3. Construction of building or part of building, including extension<br>to/or conversion of existing building  |                |
| <input type="checkbox"/> | (a) of a floor are of not more than 250m <sup>2</sup><br>Rs10/m <sup>2</sup> (subject to a minimum of Rs500)<br>Total Floor Area: .....m <sup>2</sup>    | Rs.....        |
| <input type="checkbox"/> | (b) of a floor area of more than 250m <sup>2</sup> but not more<br>than 500m <sup>2</sup> – Rs20/m <sup>2</sup><br>Total Floor area: .....m <sup>2</sup> | Rs.....        |
| <input type="checkbox"/> | (c) of a floor area of more than 500m <sup>2</sup> – Rs50/m <sup>2</sup><br>Total Floor Area: ... .. m <sup>2</sup>                                      | Rs.....        |
| <input type="checkbox"/> | 4. Conversion of use of existing building by microenterprise/small<br>enterprise registered with SMEDA   | <b>Rs500</b>   |
| <input type="checkbox"/> | 5. Engineering or other operations in, on, over and the land<br>(including rock quarry, golf course, marina)   | <b>Rs5,000</b> |
| <input type="checkbox"/> | 6. Extensive alterations, additions or repairs to an<br>existing building  | <b>Rs1,000</b> |

I hereby certify that the above is correct

.....  
Signature of Service Provider

.....  
Date