

# APPLICATION FOR PLANNING AND BUILDING PERMISSION

## Section I

(to be completed by receiving authority)

To be submitted in three copies

Date Stamp of

Perusal Fee: .....

Receiving Authority:

Date Paid: .....

Receipt No: .....

Reference No: .....

### NOTE TO APPLICANT:

#### A. SUBMISSION OF PLANS

1. All plans and drawings to be signed on every sheet by the applicant or his agent and to be drawn in permanent ink or reproduced in a clear and intelligible manner on suitable and durable material.
2. This form, duly completed, to be submitted in triplicate, while all plans and drawings to be submitted in quadruplicate unless otherwise directed.

#### B. PLANS AND DRAWINGS REQUIRED

1. Location Plan: To an appropriate scale sufficient to identify the site showing the land to which this application relates edged red.
2. Block/Site Plan: To scale not less than 1:500 showing —
  - (a) Boundaries of the land and any adjoining plot and any road fronting or adjoining those plots and its name and width.
  - (b) Position of any existing or proposed buildings on the land.
  - (c) position of any existing or proposed boreholes, septic tanks, cesspits or cesspools or pit latrines, drains, sewers or other sewage disposal plant on the land.
  - (d) Position and width of any existing or proposed means of access to any road from the land.
  - (e) Set back from the building to all plot boundaries and the distance in relation to any existing developments on site.
3. Building Plans: To a scale not less than 1:100 showing —
  - (a) Plan of each floor and the proposed use of each space.
  - (b) Elevation of all sides of the building.
  - (c) At least one section through the building giving all necessary information on  
Type of constructions and building materials to be used.

#### C. CAUTION:

- (a) This application is for permission under the Town and Country Planning Act as well as the Building Control Act and does not absolve the applicant from obtaining any other consent under law, bye-law, regulation, state lease agreement, etc., that may be required.
- (b) The receiving authority reserves the right to require any further information or additional copies of plans and drawings it may consider necessary.

## Section II

(to be completed by applicant)

Permission is hereby requested by:

Applicant's Name and Address: .....

.....

.....

Telephone .....

To erect, alter, extend convert a building or to carry out engineering/mining or other operation on, over, in or under any land or to make any material change of any buildings or land or to subdivide a piece of land in accordance with the under mentioned particulars and with plans and details submitted in Copies here with.

1. Plot, Lot or Farm No: .....

Extension/Ward or District Number/Name .....

Town .....

2. Tenure: Owner  Renting  Leasehold

Other (explain) .....

Name and Address of site owner: .....

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.....

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3. Name and Address of Architect/Planner/Engineer/Draughtsman: .....

.....

.....

Telephone: .....

4. Describe briefly the proposed development or subdivision for which land and/or buildings are to be used .....

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5. State the type and intended use of the land/buildings or the subdivided land (e.g. residential, office, shop, factory, institutional, agricultural etc.) .....

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6. If the building or land is to be used wholly or partly for commercial or industrial purposes, state:

(a) Nature of the proposed use(s)

(b) Provision to be made for loading .....  
And unloading .....

(c) Number of people to be employed Male ..... Female .....

If for industrial use only

(d) Type of process to be carried .....

(e) Nature and means of disposal of trade effluent .....

(f) Whether it is proposed to conduct retail or wholesale business on site .....

7. State whether the construction of a new or alteration of an existing means of access to or from a road is involved.

(a) Name of road/street from which access is required .....

(b) Details of proposed access:

(i) Reinforced concrete slab/pipe/drift .....

(ii) Width of access .....

(iii) Specifications \* .....

\* .....

\* .....

\* .....

(c) Estimated Value of Access .....

8. State whether any boundary walls or fence will be provided and give heights

(a) Front .....

(b) Rear .....

(c) Sides .....

(d) If the side abuts on a road junction give details and height of any existing or proposed walls, fences Etc. fronting thereon

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(e) Treatment of walls on both sides .....

(f) Estimated Value of Walls or fences .....

9. (a) State the Method of

(i) Water supply .....

(ii) Sewage Disposal .....

(iii) Surface Water Disposal .....

Applicant to show on site plan proximity of storm water drainage and give information

(iv) Relative level differences between the lowest point in the plot and drain invert.  
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(v) Relative level differences between the lowest point floor level of the building and drain invert .....

(vi) Refuse Disposal .....

(b) Give details in respect of sewer connection:

(i) Existing or proposed sanitation .....

(ii) Distance from Inspection Chamber to council Manhole .....

(iii) Invert Levels Inspection Chamber .....

(iv) Council Manhole .....

(v) Difference in Levels .....

10. State the:—

(a) Plot size .....

(b) Area of buildings (i) existing .....

(ii) Proposed .....

(c) Percentage of site covered by (i) existing building .....

(ii) Proposed building .....

(d) Number of storeys .....

(e) Height of building .....

(f) Total floor area of all storeys .....

(g) Nature and number of parking facilities provided on site .....

(h) Estimated value of Proposed Building .....

11. State Materials to be used:

(a) External walls .....

(b) Roof .....

12. If the building or land is to be used for more than one purpose states the floor area and nature of each use.

(a) .....

(b) .....

(c) .....

(d) .....

(e) .....

13. I do hereby declare that the information given above is true to the best of my knowledge.

Date: ..... signature: .....