

## **CONSTRUCTION PERMITS IN BLANTYRE CITY**

### **DIRECTORATE OF TOWN PLANNING AND ESTATES MANAGEMENT SERVICES**

#### **INTRODUCTION**

The day-to-day urban management and planning functions of Blantyre City Council are carried out by the Department of Town Planning and Estates Management. The Department is structured into three sections namely Town Planning, Estates and Building Inspectorate. A General Administration services section supports these three sections. The Department is headed by the Director who is deputized by the Deputy Director. The three sections are headed by Section Heads. The purpose and functions of these sections can be described as follows:

#### **Town Planning Section**

1. Provision of urban planning services to the City.
2. Scrutiny of building plans.
3. Secretariat of Blantyre Town Planning Committee.
4. Preparation of local physical development plans: urban structure plans, urban layout plans, urban civic plans and subject physical development plans.
5. Development control and enforcement services.
6. Management of Planning Projects.

#### **Estates Management Section**

1. Management of estates: Traditional Housing Areas (Low Cost Housing Areas).
2. Development of new housing estates.
3. Identification and allocation of plots to communities.
4. Upgrading of informal settlements.

#### **Building Inspectorate Section**

1. Provision of technical services to the Town Planning and Estates Management Sections.
2. Provision of building and design inspectorate services.
3. Review of building code of practice.
4. Provision of land survey, draughting and cartographic services.

## **General Administration Services Section**

Provision of general administration services to the department in the form of office administration and accounting. It provides financial information on the departmental budget and is responsible for all purchases for the department.

## **OBJECTIVES**

### **Corporate Objective**

To provide environmentally friendly, high quality, efficient and effective demand driven municipal services in partnership with the individual and corporate residents to attain better quality lives for all residents in the City.

### **Development Control Objective**

To strengthen urban planning and development control through adherence to building regulations and requirements provided for in the laws governing the development process in the urban areas. This can be achieved through the following:

### **Submission of Development Plans**

When a piece of land or plot is acquired, a developer is required by Law under the Physical Planning Act 2016 to obtain Planning Permission to develop land and a Building Permit from the City Council. Some minimum criteria should be laid down as part of the application process such as:

1. Submission of a duly filed application form together with two by-law forms.
2. A set of four copies of the building plans. These should include floor plan, section, elevation, site and location plans
3. Submission of notification certificates (e.g. Structural Engineers Certificates I and II).
4. Title deed or certified true copy of ownership status
5. Proposed purpose of the development
6. Proposed schematic plan
7. Proposed development plan if large scale estate development

8. Proposed wastewater disposal, sewerage reticulation, domestic water reticulation, electricity reticulation etc
9. Environmental Impact Assessment (EIA) if necessary (for industrial, commercial and leisure development.
10. Proposed accommodation of traffic (for commercial and leisure development)
11. Prescribed scrutiny fees based on the type of development, land use and/or estimated cost of development.

The submitted building plans are scrutinized by the Directorate of Town Planning and Estates Services for either outright approval, approval with conditions or rejection. This is followed by full Council for ratification of grant of Planning Permission to develop and a Building Permit is issued.

Building Permit allows a developer to start developing within Two Years failure to which the permit elapses and has to be renewed.

### **Building Inspections**

Any construction being undertaken in the city has to be inspected by the Building Inspectors. On the Approved building plans will be attached a set of inspection cards which the developer must fill and forward to the Building Inspectorate. These notices act as a request for Building Inspectors to go and inspect the development.

By Law, the following (6) stages of any construction must be inspected:

There are:

1. Trenches/bush clearing.
2. Foundations
3. Damp proof course
4. Drainage
5. Completed up to wall plate and window levels
6. Completed and ready for occupation

### **Variations**

Sometimes a developer may wish to make internal alterations to an existing structure. In this case building plans showing internal changes must be submitted to Council for scrutiny.

### **Certificate of Occupation**

When a structure is completed the developer is required to obtain an Occupation Certificate from the Council. An Occupation Certificate is a permit allowing the developer to occupy and start using the structure. This is issued under the Public Health Act. Building inspectors submit reports of inspection of a complete development to certify whether the construction carried out was in accordance with the approved plan and whether the structure underwent the stages of inspection to ensure that the mixtures and block works were according to the recommended.

### **Illegal Development**

Illegal development occurs when a developer undertakes development without planning permission from the Council. This may include development of a new structure or making changes to an existing structure or material change of use of the structure. In some instances, the developer may be required to regularize the development or demolish the structure completely. Before a structure is demolished a Stop Notice or an Enforcement Notice is served on the illegal developer as required under the Physical Planning Act 2016.

The Enforcement Notice gives 30 Days in which the remedy to the breach can be carried out failure to which the structure may be demolished. The City Council is empowered to recover the cost of demolishing the structure from the illegal developer.

### **OBTAIN APPROVAL OF PLAN FROM BLANTYRE CITY COUNCIL**

The general procedure for obtaining the approval of the project plan is as follows:

1. Client arranges for a private architectural consultant to develop architectural designs of the development signed by the licensed architect. Where the proposed development is high rise, double volume, needs structural plans according to the design, the client engages a structural engineer to develop structural plans signed by the licensed structural engineer.
2. When the designs are ready, the client is required to complete the “application for permission to develop or to subdivide land” and a by-laws form, and submits the forms and the plans to the City Council with payment of a fee based on the size of the building and the assessed value of the land.

3. The plans and application are then forwarded to a technical panel for consideration. The panel's members are representatives from the following organizations:

- Electricity Supply Corporation of Malawi
- Malawi Telecommunications Limited
- Blantyre Water Board
- City Council - Physical Planning Department
- City Council - Engineering Department
- City Council - Parks and Recreation Department
- City Council - Health and Environment Department
- Ministry of Lands and Urban Development
- Occupational Safety, Health, and Welfare Department of the Ministry of Labor
- Malawi Housing Corporation
- Ministry of Transport and Public Works

The panel reviews the building plans and application and either approves the development or suggests amendments. If the panel requires amendments the client is notified by mail of the changes required. The client can also contact the City Council by phone or in person to inquire about the status of the application.

A water connection application is filed along with the site plan. If the panel accepts the application, it is forwarded to the Town and Country Planning Committee, which meets monthly. The committee notifies the client by mail and a notice of decision, a legally binding document, the by-laws form and cards are issued.

The meeting of the City Planning Committee takes place only once a month, and the Technical Panel meets only once a month. However, companies may choose to opt for a fast-track option which allows companies to convene an emergency meeting of the Town and Planning Committee at a higher fee charged on top of standard fees. The fee for a fast-track option would be MWK 500,000. In this case, the meeting will take place within about one week of the payment being made. The client will receive an oral decision at the end of the meeting. If there is an affirmative decision, construction can begin right away. The official document will be issued soon after. In practice however, this option is seldom used seldom by companies. Many companies plan ahead of the time and have prior consultations with the municipal officials.

Under normal circumstances under Physical Planning Act 2016, the Town Planning Committee should either approve the application or inform the

applicant why it cannot be approved within 30 days of the application being submitted. The silence-is-consent rule applies. If after 30 days there is no response, construction can begin.

### **Requirement for Project Brief and Environmental Impact Assessment from Director of Environmental Affairs Department**

When a project is likely to have a significant environmental impact, project developers are required to prepare and submit a project brief developed by environmental specialists. Since projects and their stage in the project cycle vary widely, detailed guidelines for the content of a project brief are not possible. However, Section 24 of the Environmental Management Act requires that a project brief should at least state:

1. The nature of the project;
2. The activities that shall be undertaken;
3. The possible products and by-products anticipated;
4. The number of people the project shall employ;
5. The area of land, air or water that may be affected; and
6. Any other matters as may be prescribed.

A project brief should also contain:

1. A basic description of the project purpose, size, location and preliminary design, including any alternatives which are being considered (i.e., site, technology, construction and operation procedures, handling of waste).
2. The stage of the project in the project cycle.
3. A location map of the project site or site alternatives, and a site plan as it is currently known. Maps and plans should conform to the standards discussed below.
4. A discussion of which aspects of the project are likely to cause environmental concerns and the proposed environmental management measures.

### **Notifying Blantyre City Council of the commencement of construction and receive inspection**

During the construction phase of an approved project, the City Council sends out inspectors at various stages of construction. Inspectors from the City Council's Departments of Town Planning and Estates Services (Building Inspection Section), Environment and Health and Engineering Services (Fire Section) join the national-level Occupational Safety, Health, and Welfare Department to inspect the construction site approximately five times. These inspectors come as a team, and there is no charge for these visits.

The Departments of Town Planning and Estates Services (Building Inspection Section) issues six cards that specify when a building should be inspected. The client notifies the inspectors by sending a card at the appropriate stage of construction. The City Council inspectors come within 2 days to 2 weeks of notification.

**Notify the City Council of foundation excavation and receive inspection**

Once the excavation phase is reached, the client notifies the City Council and receives inspection

**Notify the City Council of brick work foundation and receive inspection**

Once the brick work foundation phase is reached, client notifies the City Council and receives inspection

**Notify the City Council of damp proof course and receive inspection**

The client notifies the City Council of the damp proof course phase and receives inspection

**Notify the City Council when the construction reaches wall plate level and receive inspection**

The client notifies the City Council once the wall plate level phase is reached and receives inspection

**Apply for water and sewerage connections at the City Council**

Sewerage services can be obtained by completing a form that asks for technical information about the capacity needed and the location of the pipelines. In practice, the type of construction considered here would include a septic tank.

**Receive water and sewerage inspection by the City Council engineers**

After the inspection, the cost of extending the sewer pipes to the facilities is estimated, and the client is informed of how much to pay to complete the connection.

**Apply for occupancy permit**

When a structure is completed the developer is required to obtain an Occupation Certificate from the Council. An Occupation Certificate is a permit allowing the developer to occupy and start using the structure. This is issued under the Public Health Act. Building inspectors submit reports of inspection of a complete development to certify whether the construction carried out was in accordance with the approved plan and whether the structure underwent the stages of inspection to ensure that the mixtures and block works were according to the recommended.

To define the base for the levying fee, the Municipality has to evaluate the construction cost according to its methodology. In addition, quantitative surveyors who work for construction companies provide monthly updates to

the authorities on the cost incurred. The fee must be paid before the occupancy permit is issued.

### **Change of land Use and Re-Designation**

The City of Blantyre has undergone major transformation in terms of land use. This has been among other factors due to the inability to expand the Central Business District (CBD) so as to accommodate the increased business activities in the country. The current urban structure plan recommended that land use zoning for all residential plots to the south of Blantyre CBD from Hannover Avenue to Buchanan Road be changed to commercial to accommodate the growing CBD.

### **Change of Land Use**

Urban land is demarcated into different land uses such as residential, institutional and commercial. This process of demarcation is referred to as zoning. In the recent past, it has been observed that residential areas especially those near the CBD are being encroached upon by other land uses especially commercial activities. The result is a conversion of land use from the originally planned use to another.

There are acceptable and unacceptable uses in as far as change of use is concerned. The acceptable uses include: Office type uses, servicing (i.e. hairdressing, shoe repairs, clothing manufacturing and trading etc.). The Unacceptable uses include car repair, haulage contracting, animal breeding, forging, joinery, storage and processing of dangerous materials e.g. cellulose spraying, upholstery, manufacturing of paper and straw goods etc. The vision is to encourage development which will enhance the quality of life by allowing a mix of compatible and environmentally friendly uses in the residential area.

When a parcel of land is changed from one use to another, it entails that Blantyre City Council would make modifications to the approved Development Plan. The recent trend in Blantyre City where land owners decide to change the use of their land on experimental basis has proved to be a great problem to the Council because it becomes difficult to constantly change the development plan and more still it does not promote sustainable development.

### **When to apply for Change of Land use**

The Physical Planning Act 2016 requires that before land is converted from one gazette use to another, permission should be obtained for its conversion. The implications to change the use of land can be change in property tax. In a situation where one is changing from general residential to commercial, property tax is expected to increase and vice versa. Utility bills are also expected to follow suit. A Penalty fee is payable to the Council in the event that



a land owner has started operating before obtaining approval. The existing development is modified to suit the changed use. This may mean that some changes, and improvement can be done to the development and some facilities that suit the changed use can be introduced. However, it should be noted that, such changes should be within the acceptable context of the approved original zoning.

After approval, the Development plan is modified to indicate the changed use, which means that for the applicant to revert back to the previous use, a change of use has to be done following the same process. All permanent changes should be reflected during review processes of the urban structure plan.

### **What is Re-Designation**

Re-designation applies to Statutory Housing Areas and as such the conversion is not for the land but for the building structure. Permission for re-designation is granted by the City Council.

## **FORWARD PLANNING**

### **Land Use Planning**

This, in general terms involves distribution of land uses. It determines which part of land of the city are to be used for housing, industry, commercial or other urban uses and which parts are to be retained as open spaces.

The Town Planning Section is in charge of preparation of land use plans for the City.

### **Methodology**

The following are some of the procedures for land use planning:

1. Identification of the vacant land for planning.
2. Establish the suitability of the use of land through carrying out of a reconnaissance survey of the area, the terrain of the land with consideration of existing developments if any and surrounding areas.
3. Concept plans in form of sketches of the proposed plans are prepared for with consultation with the known stakeholders. The final plans are presented to various Directorates for their input before presenting the same to Town Planning Committee for planning decision.
4. The layout plans are then sent for numbering and later for surveying to either the Council Surveyor or the Surveyor General depending on the area planned.
5. Once surveyed, the areas are ready for plot allocations.

## **Urban Renewal**

This concept entails the re-assessment, and re-planning of already developed but run-down areas of the City as a result changes in the development cycle. The process involves:

1. Road widening/narrowing and Re-alignment.
2. Clearance of slums, improvement and rehabilitation.
3. Recommendation and advocacy for rehabilitation of buildings to conform with modern standards.
4. Re-Gazetting already zoned sites to provide adequate commercial and industrial areas.
5. Gazetting historical and cultural sites for preservation as monumental sites.
6. Urban renewal is an effective tool in maintaining a lively, liveable and sound environment of the city.
7. It's also worth to note that for renewal to be successful, there must be a strong and good understanding with the private sector since most of the property in the prime areas are owned by Private individuals and companies.

## **Benefits**

Maintaining a vibrant, economically attractive city for both investment and doing business.

## **Road Side Trading Sites**

Temporal trading is one of concepts which was adopted as part of planning of the City in the 15 Years. The concept goes towards addressing the need for creation of employment for urban dwellers. The sites are planned especially on reserved land e.g. wide road reserves, that may not be in use for specified period of time. Activities carried out on these temporal sites include, car washing, Movable canteens and containers, telephone booths, money transfer booths, car selling yards dealing in second hand vehicles, fast food caravans and flower gardens especially in the stream reserves. The approval of using these sites is a short term one renewable every year and can be terminated at any time when the site is needed for use it was gazette for.

## **Regularization of illegal settlements**

This is a planning concept which is yet to be fully adopted to respond to the need for re-organizing illegally squatted on land that was developed without a guide or plan as prescribed in the laws governing the development process. This arise as a result of realization of the fact that the illegally invaded on areas do accommodate a lot of people in our city and instead of demolitions some of the illegal settlements on land which was formerly un surveyed can be adopted with minimum required changes to suit a planned settlement. The process of legalization will entail planning, or reorganization, to provide for the needed services that the occupants omitted when moving on the unplanned land.

The legalized developments will be surveyed and legal ownerships will be issued. It is also worth noting that, the process of regularization is expensive and requires a lot of time. For this to be achieved the illegal developers may have to bare the whole cost of the planning process through payment of penalty fees. There penalty fees applied which can be paid in full or in instalments.

## **Subdivision/Consolidation of land held on Title**

Subdivision of land involves demarcating of land held on title into two or more parcels (plots). Consolidation on the other hand involves the merging of two or more parcels of land into one. These Applications for permission under the Town and Country Planning Act 1991 and do not absolve the applicant from obtaining any other consent or to refuse the application.

What is required to consolidate/subdivide land

The following are the requirements for a subdivision application:

Six (6) copies of the site plans for the proposed subdivision/ consolidation, including site plan, certified copy of title deed, completed form for subdivision of land

1. Once plans are submitted with the required information, they are scrutinized by the Council who recommend to either approve with conditions to the plans before planning decision by the Town Planning Committee.
2. The layout plans are then sent for numbering to either the Council Surveyor or the Surveyor General depending on the area.
3. The numbered plans are then given to the owners so that they can engage a Registered Surveyor *within one year from the date of approval* to demarcate the area and the official layout plans are updated based on the subdivision/consolidation.

## **SURVEY WORKS**

### **Land Surveying**

Demarcating boundary of real property/plots in areas where the City Council has a lease.

### ***Cadastral and Topographic maps creation.***

A *cadastral* map is a map which provides detailed information about real property within a specific area. A cadastral map might be a map of a township which shows the boundaries of all of the parcels within the township. These maps are usually maintained by the Government, and they are a matter of public record.

*Topographical Surveys* are general surveys of earth/ ground features. These are surveys for both natural and man-made features like rivers, roads, buildings, contours etc.

The survey data captured in cadastral & Topographic maps is used in the Planning Process. The data derived from detail survey of features (Topographical and Cadastral) is used by Surveyors and Planners to prepare base Maps.

### **Picking of Structures for Regularisation**

This is a typical example of a *topographical survey*. It is mostly done in unplanned Settlements where structures have been built without a formal Layout map. Picking of structures is an initial process which facilitates the normalisation or Legalisation of buildings and settlements to ensure sustainable development.

### **GIS (Geographic Information Systems)**

A GIS is a system designed to capture, store, manipulate, analyse, manage, and present all types of *geographical data*. GIS data represents real objects (such as roads, land use, elevation, trees, waterways, etc. The GIS unit collects geo-data and packages it into a geo-database. Blantyre City Council has a geo-database has data covering the whole city. This data is open for both public and private planning purposes.

## **ESTATES MANAGEMENT**

The section is charged with the responsibility of managing Council's property portfolio to ensure that they are managed professionally and efficiently using the best current estate management principles so as to enhance their value to the Council.

The functions of the Real Estate Management Section include:

1. Management of estates: Traditional Housing Areas (Low Cost Housing Areas).
2. Development of new housing estates.
3. Identification and allocation of plots to communities.
4. Servicing of the Plot Allocation Committee.
5. Upgrading of informal settlements.
6. Lease administration.
7. Performance tracking of the property portfolio.
8. Facilitating property maintenance.
9. Facilitation of processing of titles for Council properties; and
10. Administering property sales and acquisitions.

The Section is also charged with the responsibility of ensuring efficient and timely preparation of the main and supplementary valuation rolls as well as attending to associated queries and provision of general valuation services to the City Council and the general public. The valuation rolls are prepared for the purpose of levying property rates on all ratable properties within the City in accordance with the provisions of the Local Government Act 1998 and Land Economy Surveyors, Valuers, Estates Agents and Auctioneers Act. As an oversight responsibility, the section also works closely with the Directorate of Finance in resource identification and mobilization.

## Charges

To determine scrutiny fees, the formula below is used:

$$\text{Built up area} \times \text{Rate} \times 0.004$$

<b>BLANTYRE CITY COUNCIL</b>				
<b>CHARGES</b>				
<b>TOWN PLANNING AND ESTATE MANAGEMENT SERVICES DEPARTMENT</b>				
<b>MAIN VOTE</b>	<b>SUB VOTE</b>	<b>DETAILS</b>	<b>OLD RATE</b>	<b>RATES</b>
	<b>5000</b>			
		<b>SCRUTINY FEES</b>	<b>RATE</b>	
		<b>PLANNING</b>		
		<b>RESIDENTIAL DEVELOPMENT</b>		
			<b>COST/M<sup>2</sup>/METRE</b>	
		High Density	75,000.00	80,000.00
		Medium Density	80,000.00	90,000.00
		Low Density	90,000.00	100,000.00
		Multi- Units (Medium and Low)		-
		<b>INSTITUTIONAL DEVELOPMENT</b>		
		Churches and Schools	150,000.00	170,000.00
		<b>INDUSTRIAL DEVELOPMENT</b>		
		Factory	180,000.00	200,000.00
		Warehouse	180,000.00	200,000.00
		<b>OFFICE/COMMERCIAL DEVELOPMENT</b>		
		Single Storey	180,000.00	200,000.00
		Multi- Storey	250,000.00	275,000.00

<b>FENCES</b>		
Brick Fence	75,000.00	85,000.00
Concrete Panel Fence	75,000.00	85,000.00
<b>SEPTIC TANK .4% OF MK1000000</b>	4,000.00	15,000.00
<b>ADVERTISING</b>		
Application Form	5,000.00	5,000.00
Billboard	100,000.00	200,000.00
Single Sided Sign Post	20,000.00	50,000.00
Double Sided	35,000.00	75,000.00
Composite Sign Post	40,000.00	200,000.00
Gantry	100,000.00	500,000.00
<b>MISCELLANEOUS</b>		
One surface car parking space	50,000.00	100,000.00
Application in Principle	50,000.00	150,000.00
Technical/Planning Permission		
Subdivision per plot created	30,000.00	50,000.00
Subdivision per plot created (above 10 plots)	300,000.00	1,000,000.00
Sewer Application Fees	20,000.00	35,000.00
Certificate of Occupation, 0.1 % of final cost	<i>0.1 % of final cost (MK100,000.00 Maximum)</i>	500,000.00
<b>ESTATES</b>		
<b>APPLICATION FORMS</b>		
Residential Plot (THA)	5,000.00	10,000.00
Residential Plot (PHA)	15,000.00	25,000.00
Commercial Plot		50,000.00

	20,000.00	
Land Lease Plot(THA)	30,000.00	40,000.00
Land Lease Plot(PHA)	30,000.00	60,000.00
<b>LEGAL SERVICES FEES</b>		
Recovery of Legal Costs	20% of amount charged	20% of amount charged
Consent Application Fee	20,000.00	30,000.00
Legal Fee	30,000.00	50,000.00
<b>PROCESSING FEES</b>		
Allocation Fees for:		
Residential Plot	20,000.00	50,000.00
Church Plot	30,000.00	70,000.00
School Plot	30,000.00	100,000.00
Commercial Plot (0.0036/ha)	80,000.00	150,000.00
Industrial Plot (0.0036/ha)	80,000.00	150,000.00
<b>GROUND RENTS</b>		
THA	5,000.00	10,000.00
High Density	7,500.00	15,000.00
Medium Density	10,000.00	20,000.00
Commercial BY MKT Value	Premium*0.075*Plot Area	Premium*0.075*Plot Area
<b>LEGALISATION(THA)</b>	500,000.00	1,000,000.00
<b>CHANGE OF OWNERSHIP</b>		
Next of Kin	15,000.00	30,000.00
Private Sale(THA)	30,000.00	60,000.00



Private Sale(PHA)	30,000.00	120,000.00
<b>DEVELOPOMENT CHARGES</b>		
THAs per 0.036 ha	200,000.00	1,000,000.00
<b>BEACON REPLACEMENT</b>		
First Beacon	20,000.00	20,000.00
Extra beacon	10,000.00	10,000.00
Survey of Plot	100,000.00	100,000.00
Site Plan Provision	20,000.00	30,000.00
Proto type House Plan	40,000.00	50,000.00
Survey drawing and computation fees - 0.036ha	50,000.00	60,000.00
<i>Plan scrutiny fees is calculated at 0.4% of the cost of construction</i>		



BLANTYRE CITY COUNCIL

FORM NO. 3

# PHYSICAL PLANNING ACT

(No. 17, 2016)

## PHYSICAL PLANNING (FEES AND FORMS) REGULATIONS

### APPLICATION FOR DEVELOPMENT PERMISSION

(SECTION 46)

**THIS FORM, WHEN COMPLETED,  
SHOULD BE DELIVERED TO:**

For official use only

- (a) The Planning Committee, if the proposed Plot Number \_\_\_\_\_  
development is within a Planning Area (together with  
three copies of the Plans). Application Number \_\_\_\_\_  
Date Received \_\_\_\_\_

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

Signed: \_\_\_\_\_

If signed by an Agent: Name of Agent: \_\_\_\_\_  
Profession: \_\_\_\_\_  
Address of Agent: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Date: \_\_\_\_\_

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**\*Note** (1) 'Development' in relation to any land means any building, rebuilding, engineering or mining operations in, on, under, or over land and any material change in the use of land or building.

- (2) An application IN OUTLINE may be made if the applicant wishes to ascertain, before preparing detailed drawings, whether the proposed development will be acceptable in principle. In this case, the words 'Outline Application' should be written in bold lettering at the top of page 2 of this Form, and no Plans other than a plan sufficient to identify the site need be required by other authorities.
- (3) This application is only for planning permission under the Physical Planning Act, and does **NOT** include any additional sanctions which may be required by other authorities.
- (4) All building related developments must obtain building by law approval before commencement of works.

- (5) It must be clearly understood that any action taken by applicants before receipt by them of the Planning Authority's written decision is entirely at their own risk, and that, in the event of operations proceeding without permission of the Authorities, those responsible may make themselves liable to the penalties laid down in section 98 of the Physical Planning Act.
- (6) Submissions of large scale projects (on land over 5 hectares) must be accompanied by an approved Environmental Assessment Report).

1. Name and address of applicant (IN BLOCK LETTERS)

Surname (Prof/ Dr/Mr/Mrs/Ms):  
 .....  
 Other Names:  
 .....  
 Postal address:  
 .....  
 Telephone Number ..... E-Mail  
 Address.....

<p>2. (i) Interest in the land and /or buildings (e.g. owner, lessee, prospective purchaser, etc.).</p> <p>(ii) If lessee or prospective purchaser, has the lessor or vendor agreed to the proposed development ?</p> <p>(iii) Land Registry No(s). of deed(s).</p>	
<p>3. (i) Plot Number. Full address or Title Deed description of the land.</p> <p>(ii) Area of the land.</p> <p>(iii) Name of local authority, if any.</p>	

<p>4. (i) Purpose for which the land and/or buildings are NOW used. If for more than one purpose give details.</p> <p>(ii) Brief description of any existing buildings.</p>	
<p>5. (i) Brief particulars of the proposed development e.g. (a) alterations, (b) additions, (c) change of use, etc.</p> <p>(ii) If the site is within a layout plan for which permission has already been granted by the Planning Authority, give reference number and date of permission. If not, state the reference number of any previous correspondence;</p> <p>(iii) Is permission required for permanent development or use, or for a limited period? If the latter, state for what period;</p> <p>(iv) Estimated date for completion of the proposed development;</p> <p>(v) Name of building contractor, if any.</p>	
<p>6. (i) Method of water supply. (ii) Method of sewage disposal. (iii) Method of access.</p>	

<p>7. State type and colour of materials to be used for -</p> <ul style="list-style-type: none"> <li>(i) walls</li> <li>(ii) roofs</li> </ul>	
<p>8. If the building is to be used wholly or partly for commercial or industrial purposes, state -</p> <ul style="list-style-type: none"> <li>(i) nature of proposed business or industry, including, if for an industrial use, a description of the type of process to be carried on.</li> <li>(ii) brief description of any existing buildings, giving the present use, the ground floor area and total floor area;</li> <li>(iii) the ground floor area (new);</li> <li>(iv) the total floor area (new);</li> <li>(v) intended provisions for loading and unloading of vehicles;</li> <li>(vi) if for industrial use, the means of disposal of any trade refuse or trade effluents;</li> </ul>	
<p>9. If the application relates to the winning and working of surface or underground minerals, state -</p> <ul style="list-style-type: none"> <li>(i) Types of minerals to be extracted;</li> <li>(ii) Estimated quantity to be extracted yearly;</li> <li>(iii) Method, direction and estimated rate of working;</li> <li>(iv) How it is proposed to deal with over-burden, and proposals, if any, for the treatment of the land after extraction;</li> <li>(v) In the case of surface working, the estimated maximum depths of excavations.(In place of the plans detailed on page 4 of this Form plans should be attached to this application on a scale appropriate to the proposed development, showing the land to which the application relates, together with any adjoining land in the same ownership; the area, if any, already excavated; the sites of existing and proposed buildings, tips, and means of access; and any proposals for the planting or restoration of trees.)</li> </ul>	
<p>10. If the application relates to the sub-division of land, the reasons for sub-division should be given and plans submitted as required under paragraph 14 (5), of this form.</p>	
<p>11. If the application relates to any development, full details of which do not appear on this form so far, further details should be given here.</p>	

12. Estimated cost of development.	
13. Application Fee paid	GR No.

#### PLANS TO BE ATTACHED TO THIS APPLICATION

14. – (1) Plans and drawings in quadruplicate/duplicate should be submitted with this application in sufficient details to enable the Planning Authority to determine the application. They should be drawn or reproduced in a clear and intelligible manner on suitable, durable material, and should be signed on every sheet by the applicant or by his agent, all duplicates being true copies of the original plan or set of plans. One set of the drawings submitted will be returned to the applicant.

##### Site plan

(2) A Site Plan should be attached to all applications except an application relating to land included in a layout plan for which permission has already been granted by the Planning Authority, in which case the reference number and date of the permission should be given at 5 (ii) above.

##### Scale of Site plans etc.

(3) The Site Plan should be drawn to a scale appropriate to the development (e.g. 1/5000, 1/1250, etc) showing clearly the land to which the application relates, any adjoining land in the same ownership, and sufficient details for the site to be readily identified, including all existing roads and all existing buildings on the adjoining plots.

##### Block and Building Plans

(4) Block and Building Plans should be attached to all applications for the erection, rebuilding, alteration or extension of a building, and -

(a) block plans should be drawn to a scale of not less than 1:1250, and, where necessary, suitably dimensioned and there should be shown thereon:

- (i) the boundaries of the land to which the application relates, and the existing and proposed layout thereof, including any proposed sub-division into plots;

- (ii) the position of all existing and proposed buildings, roads, streets and carriageways thereon (distinguishing existing from proposed), indicating the widths of proposed roads, etc.;
  - (iii) the position and widths of all existing and proposed means of vehicular access to roads;
  - (iv) unless the land is flat, surface contours at not less than 3 metres vertical intervals;
  - (v) any existing and proposed drains, manholes, septic tanks, cesspools, etc., with reference to any services in the vicinity; and
  - (vi) any trees or natural features to be preserved.
- (b) building plans should be drawn to a scale of not less than 1:200 and there should be shown thereon-
- (i) the materials to be used;
  - (ii) the colour of the external walls and roof;
  - (iii) a plan for the roof and for each floor;
  - (iv) typical sections; and
  - (v) elevations of all sides of buildings, except party walls.

#### Sub-division

- (5) Where an application for sub-division is made under paragraph 10, page 3, of this Form, plans of the proposed sub-division must be attached showing-
- (a) existing buildings, physical features and sufficient information of surrounding development to enable the site to be easily identified.
  - (b) Any existing survey information; and
  - (c) Proposed method of access to all sub-divisions including widths of all roads.

#### Factories

- (6) If the application for development relates to a Factory, one further copy of the plans must be submitted with the application for the attention of the Chief Inspector of Factories.