

**APPLICATION FORM
FOR
BUILDING AND LAND USE PERMIT
(Designed for self-adherence to Guidelines)
FOR
ALL LOCAL AUTHORITIES**

REF.No...../...../..... Date of Application: Effective Date:

PART A

About this form

Use this form to apply for a Building and Land use Permit for:
(Please tick whichever applies)

- RESI** – All residential development including enclosure/ wall.
- COMM** – Commercial development (shops, showrooms, restaurant, etc...).
- INDU** – Industrial development including hotels, (IRS), workshops, light & general industry.
- SERV** – Services (offices, banks, etc, community & religious development, educational institutions)
- SE** – Commercial development by small enterprise or handicraft enterprise under the small Enterprises and Handicraft Development Authority Act 2005.
- MORC** – Excision of 1 lot or subdivision of land among heirs.
- SUI GENERIS** – Extractive industry; polluting & noxious industry, builder’s yard, scrap yard, petrol filling station (as per 11th Schedule of Local Govt Act 2003 as amended).
- MOT** – Installation of any engine under the Building Act.

CLUSTERS

****Commercial / Industrial / Services / Sui Generis****

*In case of an economic activity please state the cluster (as per the 11th schedule of the Local Govt Act 2003) applicable (Tick as appropriate)***

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.

Fees

As per Government Notice published by the Relevant Local Authority.

FOR OFFICE USE

Documents submitted (** Please tick as appropriate)	
Title Deed/Lease & Planning clearance	Approved PER/EIA licence
3 sets of plan	Newspapers publications
Location Plan	Plate notification certificate
Site Plan	CEB clearance
Layout Plans	CWA clearance
Elevations	General Rate receipt (where applicable)
Sections	WWMA Clearance (where applicable)
Structural details	Certificate of Registration with SEHDA
Survey Plan for MORC only	Application form (Parts A & B) filled in
Power of Attorney/Owner’s consent	Neighbour’s consent
Copy of I.D Card	Affidavit for Hardship case & MORC
Business Registration Number	

Application and Site Details

1. Applicant's Name Title Mr. Mrs. Miss. Ms.
Address and Contact Surname (or company)

Details First Name.....
ID No.....

We will post any correspondence to this address Postal address.....
.....
.....
Phone (Office)..... (Home).....
Fax..... (Mobile).....
Email.....

2. Location and description of site of proposed development/ construction Location.....
.....
Extent.....
TV No.

3. Applicant's interest in the land/ Owner's consent Is the applicant the owner of the site of proposed development?
YES NO
If NO
Name(s) of owner(s)
.....
Signature of owner(s).....
ID No. 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)
.....

4. Description of proposed development
.....
.....
.....
.....

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

5. (a) Present use of the site (applicable for an economic activity) Use.....
Hours of operation.....
No. of employees.....
Ref. No. of relevant permit previously obtained.....
Date of cessation.....

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

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

**6. Does your proposal
involve any of
the following?**

- Any scheduled activity under the Environment Protection Act for which an approved Preliminary Environmental Report or an Environment Impact Assessment licence is required?
- A land conversion permit from the Ministry of Agro- Industry.
- Notification procedures.

7. Your declaration

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

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

- (a) an effective date will be given to my application immediately if all plans and documents specified in the technical checklist accompanying this form have been submitted.
- (b) if incomplete the application will not be accepted nor registered.

Signature:..... **Date:**.....

**8. 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/Land Surveyor: _____
Engineer: _____

Vat registration no. if applicable:

Signature:

Office Use:

Receiving Officer: _____

Name

Signature

Date: _____

TECHNICAL CHECKLIST

		Applicant Use		Office Use	
		YES	NO	YES	NO
1.0 <i>To be filled in for all applications (except for MORC & MOT)</i>					
(i)	3 sets of plans preferably on A4 or A3 size drawn to metric scale and signed by Professional/s submitted:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	Location plan showing distances from specific and prominent landmarks preferably to the scale 1:2500, as well as width and status of access roads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	Site plan showing plot dimensions, layout of building with set backs from all boundaries, access roads & HWM, parking layout, septic tank/other waste disposal system and any other existing structures preferably to the scale of 1:200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	Area of site, area of each floor and detailed calculations for plot coverage and parking shown on site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) (a)	Any basement proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b)	Contour plan submitted to justify the basement level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vi)	Layout plans of each floor preferably to the scale of 1:100 or 1:200 showing clearly proposed use of all rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vii)	Main elevations preferably to the scale of 1:100 or 1:200, showing height of building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(viii)	Cross-sections preferably to the scale of 1:100 or 1:200 showing height of building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ix)	Title deed submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(x)	Structural details submitted include:				
To be filled in if your development involves building construction	• Foundation layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Columns/Foundation details (bases, strip footing, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Beam details for each level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Slab/s details for each level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Basement (if any)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Septic Tank/other waste water disposal system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Copy of all structural details of existing structure (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xi)	C.E.B Clearance (for all construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xii)	C.W.A/ W.W.M.A Clearance (for new construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xiii)	Engineer's certificate in case of building over 2 levels or span exceeding 5 m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.

(xiv)	Consent and copy of identity card of neighbor for construction at less than 0.9m from the common boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xv)	Lease/letter of reservation and planning clearance in case of state land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xvi)	PER/EIA license submitted for scheduled undertakings as per Environment Protection Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xvii)	Land Conversion Permit /Declaration form for exemption under SIE Act for ownership of 1 Ha in aggregate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xviii)	Clearance from Ministry of Agro-Industry (Forestry Division) submitted for construction within river reserves (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xix)	Certificate of Registration with SEHDA for SE submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xx)	Details of all walls & fences shown on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE PROCEED TO FILL IN FORM OS/PPG/2.0

1.1 To be filled in by Applicants for excision/subdivision in kind (MORC)

(i)	3 sets of plans on A4 or A3 size drawn to metric scale and signed by VAT registered Sworn Land Surveyor submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	Survey plan and report showing clearly one excised lot and one surplus lot, together with report on previous excisions and permits obtained, submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	Survey plan and report showing the number of lots to be subdivided among heirs and attribution of lots submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	Affidavit and consent of heirs (in cases where lots are not attributed to certain heirs) submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v)	Consent of owner (where applicable) submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vi)	Location plan showing accurate distance from specific and prominent land marks submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vii)	Where site is located outside settlement boundaries/limits of permitted development and application is for residential purposes, location plan showing existing development in vicinity of site submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE PROCEED TO FILL IN FORM OS/PPG/8.0

1.2 To be filled in by Applicants submitting application for any engine (MOT)/ a place of public entertainment

(i)	Legal Notice served on contiguous owners by an usher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	Publication made in 2 daily newspapers, 15 days before submission of application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	Publication made in 3 daily newspapers on 3 successive occasions, 15 days before submission of application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of officer.....

Date

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.


2.0 FOR ALL TYPES OF DEVELOPMENT (except MORC & MOT applications)
(Compliance with Outline Scheme, PPG & Building Regulations)

	Applicant Use		Office Use	
	YES	NO	YES	NO
1. Site is located <input type="checkbox"/> within or <input type="checkbox"/> on edge of settlement boundary or <input type="checkbox"/> within growth zone or <input type="checkbox"/> within limits of permitted development, <input type="checkbox"/> coastal frontage, <input type="checkbox"/> coastal land, <input type="checkbox"/> inland. **	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Complies with policies of the Outline Scheme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3(i) Site is outside <input type="checkbox"/> settlement boundary/ <input type="checkbox"/> growth zone/ <input type="checkbox"/> limits of permitted development**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Affidavit submitted to prove hardship as per policy of Outline Scheme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4(i) Site is an agricultural land, as per definition in SIE Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Land conversion certificate has been obtained from the Ministry of Agro-Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Declaration submitted for exemption from land conversion as per S.I.E (Amendment) Act 2005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Clearance from Water Resources Unit - Borehole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) Clearance from Irrigation Authority for site located in Irrigation Zones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Formal commitments given by Ministry responsible for Public Utilities, the Town and Country Planning Board, the Ministry of Housing or other Government approved scheme prior to the approval of the Outline Scheme. Bona fide evidence submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Clearance from Ramsar Committee if site on wetland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Proposal can be readily connected to existing transport and utility networks or can be connected without unacceptable public expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 <u>Building Set Backs</u>				
(a) From roads				
(i) 15 m from motorway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) 6 m from A or B road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) 4.5 m from any other road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) 3 m from lightly-trafficked road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) 1.5 m from minor access roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) From side and rear boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i) 0.9 m from side and rear boundaries (other than coastal zone)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

** Please tick as appropriate

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.

	Applicant Use		Office Use	
	YES	NO	YES	NO
(ii) At less than 0.9 m or on common boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Neighbor's consent submitted for (ii) above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) A distance of 1.8 m observed between 2 buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9(i) The following set backs have been observed from: <u>River-16m</u> / <u>Rivulet-8m</u> / <u>Feeder-3m</u> **	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Permission obtained from the Ministry of Agro-Industry for building within river reserve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 <u>Guidelines applicable to coastal zone</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i) 20% plot coverage within 'coastal frontage A'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) 27.5% plot coverage within 'coastal frontage B'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) 30% plot coverage within 'coastal road C'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) 40% plot coverage within 'coastal road D & inland'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) Height: G +1 for Coastal Frontage A (13m max.) G+1+33% of G for Coastal Frontage B (13m max.) G+1+50% of G within Coastal Road C (13m max) G+2 within Coastal Road D (15m max.) G+2+50% of G within Inland (18m max.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vi) 3 m from side and rear boundaries in 'coastal frontage A & B'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vii) 2 m from side and rear boundaries within 'coastal road C & D and inland E'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(viii) Septic tank/other waste water disposal system at 2m from boundary and 2m from building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ix) Building located at 30m from high water mark (HWM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(x) Provisions have been made for accessibility for persons with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signature of Professional:			Signature of officer	
Date			Date.....	

Note to applicants:	Please proceed as follows
	Fill in 3.0 for residential apartments/tall buildings.
	Fill in 4.0 for commercial development and services.
	Fill in 5.0 for commercial development by SE.
	Fill in 6.0 for industrial development/ sui generis.
	Fill in 7.0 for Hotel/Integrated Resorts development.
	Fill in 8.0 for Excision/Subdivision among heirs.

** Please tick as appropriate

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.

3.0 Development of residential apartments/tall buildings -G+4 & above

- | | | | | | |
|---|---|------------------------------|--------------------------|--------------------------|--------------------------|
| 1. | Location plan/context plan submitted to show existing development in the immediate area | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | There are other buildings of same height in the immediate vicinity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | There are higher/taller buildings in the immediate vicinity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | The following setback provided: | | | | |
| (a) | | | | | |
| | Building height (m) | Min. set back (m) | | | |
| | 7.5 | 2.0 side
3.0 – 15.0 front | | <input type="checkbox"/> | <input type="checkbox"/> |
| | 15.0 | 3.0 side
3.0 – 15.0 front | | <input type="checkbox"/> | <input type="checkbox"/> |
| | 25.0 | 5.0 side
6.0 – 15.0 front | | <input type="checkbox"/> | <input type="checkbox"/> |
| Setbacks for buildings > 25 m to be agreed with Local Authority | | | | | |
| 5. | Parking (2.5m x 5.5m) provided at the rate of 1 space per residential unit and an additional visitor’s space for every 5 units provided on site plan. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Access to parking is not from any main street that has an active retail frontage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Multi level car park is proposed and | | | | |
| | (b) It is screened from principal streets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | (c) It will be used by shops and offices as well | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Vehicles can leave site in forward gear (for A & B roads) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Open balconies are provided and serve as Canopies, verandah | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | The balconies will not be enclosed so as to compromise the integrity and architectural form of the tall building | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | The building will not be detrimental to the privacy, day lighting and amenity of neighboring dwellings. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | There is no “vue directe” onto neighboring properties. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | Commercial/services activities proposed in the building | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | Application complies with outline Scheme/ PPG | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Signature of Professional:

Date

Signature of officer

.....
Date.....

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.

4.0 Commercial Development (COMM), Services (SERV)

	Applicant Use		Office Use	
	YES	NO	YES	NO
1. Site is located in <input type="checkbox"/> CBD, <input type="checkbox"/> edge of centre & Out of town, <input type="checkbox"/> Local centre **	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vehicular access to site is tarred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Site is accessible, well served by public transport & other infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Development will consolidate existing clusters of commercial activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Development will constitute infill within a local centre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Corner shops do not exceed 60m ² in gross floor area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. There is proposal to floodlight the ** <input type="checkbox"/> building, <input type="checkbox"/> perimeter fencing, <input type="checkbox"/> car park, <input type="checkbox"/> grounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Landscaping plan and schedule of landscaping materials submitted for major projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Provision has been made for safe and easy pedestrian movement to the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Provision has been made for side walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. For development in major shopping street, the following have been provided:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) A window shopping space (min 1.5m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) circulation space (min 1.8m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) An amenity lane for street trees, seating, bus Shelters, etc. (Min 1.5m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Sidewalk provided with canopies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Parking has been provided as per the following standards:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i) Cinemas/Theatres/ Concert, Assembly and Wedding halls	1 space/4m ² public floor area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Hotel & Guest House With: Dining areas	1 space/3 bedrooms 1 additional space/ 30m ² dining space 1 additional space for 15m ² of conference or function space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Offices	1 space/60m ² GFA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
** Please tick as appropriate				
(iv) Shops	1 space/ 30m ² gross floor area			

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.

	(subject to a minimum of 1 space/shop unit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) Supermarkets	1 space/ 18m ² gross floor area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vi) Restaurants/ Cafeteria, Eating houses	1 space/ 8m ² dining area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vii) Bars	1 space/ 6m ² of the predominant drinking area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(viii) Discotheque/ Nightclub	1 space/ 8m ² public floor area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ix) Banks	1 space/ 75 m ² ground floor area for staff + 1 space/ 25m ² public floor area for customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	For mixed use development, “dual use” of parking spaces is proposed (this would apply for development where uses proposed have differing peak parking demands)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Developers of adjoining plots have made provision for collective car parking space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Floor area ratio provided (please specify).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Plot coverage (for sites outside CBD) not more than 35%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Provision made in design of building and car park for specific use by disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	There is adequate visibility, both for drivers turning into the site and for those coming out onto the road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Entrance has been positioned so as to minimize risk of traffic having to queue on public road or street while waiting to get into the car park.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Application complies with all provisions/policies of Outline Scheme/ PPG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Professional:

Date

Signature of officer

.....
Date.....

5.0 Commercial Development by Small Enterprise

	Applicant Use		Office Use	
	YES	NO	YES	NO
1. Approved PER / EIA license submitted for Scheduled activity under the Environment Protection Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Site is located in an established residential zone, commercial zone, industrial zone, CBD, Local Centre**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Site is located in a mixed use zone: residential/comm, residential/industrial, commercial/agricultural**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Proposed development will be carried out in an existing residential building, commercial building, industrial building**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Proposed activity involves a change of cluster (under 11 th schedule of Local Government Act 2003).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The residential building will no longer be used as a private residence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The enterprise will result in a marked rise in traffic or people calling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The enterprise will involve activities unusual in a residential area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The enterprise will create noise, dust, fumes or smell pollution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: If you reply YES to 6-9 above, the proposed activity is likely to be UNACCEPTABLE in a residential area.</i>				
10. Loading and unloading facilities for light van (5.5m x 3.0m) have been provided on site and clearly shown on site plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Adequate parking (2.5m x 5.0m) spaces provided for staff and visitors on site and shown on site plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Proposed activity will not give rise to on-street parking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Vehicles can leave site in forward gear. (Access road is an A or B road)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. There are structures along the roadside boundary of the site (ex. Handrails, open drain, raised pavement, electric pole, wall/hedge, traffic lights, pedestrian crossing, bus lay by, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. If yes, please specify.....				
16. Existing development on neighboring sites (side, rear & opposite side) shown on location plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Activity has already started on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Construction has already started/already completed**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Activity may be carried out outside normal working hours and during week-ends and public holidays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

** Please tick as appropriate

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.

- | | | | | | |
|-----|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 20. | Existing building is at less than prescribed distance (as specified at Para. 8 of 2.0 of this form)
Please specify..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | There are other buildings on that same alignment in that street. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | This has been shown on the location plan. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. | There are other commercial activities in the vicinity of the site and has been shown on the location plan. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. | Vehicular access to site is tarred and is a public road ,
private , common access ** | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. | Site is in a cul-de-sac. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. | There will be flood lighting of the building , perimeter
fencing , car park , whole property ** | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. | The flood lighting will not cause traffic hazard on adjoining roads or cause light pollution nuisance to neighboring properties. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. | Agreement reached with owners of adjoining plots for collective provision of car parking
<i>(Please submit proof)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. | There is adequate visibility, both for drivers turning into the site and for those coming out onto the road. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. | Entrance has been positioned so as to minimize risk of traffic having to queue on public road or street while waiting to get into the car park. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. | Proposed activity will be carried out solely within the building. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. | There will be sale of products on site. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. | Application complies with all provisions/ policies of outline Scheme & PPG | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Signature of Professional:

Date

** Please tick as appropriate

Signature of officer:

Date

6.0 Industrial Development (INDU) & SUI GENERIS

	Applicant Use		Office Use	
	YES	NO	YES	NO
1. Site located in				
(i) Industrial zone				
(ii) Mixed industrial/residential zone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Residential zone				
(iv) Other (specify)				
2. 1 km buffer zone provided from an existing residential area for polluting activities (Sui Generis cluster)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3(a) Site located at 200 m from existing residential area for animal activities & treatment plant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Site is located at 500m from housing/education and health facilities for piggery/slaughter house	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maximum plot coverage of 50% complied with.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. For building over one floor the 2 m set back from side and rear boundaries increased by half a metre for each additional floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Loading and unloading space 14m x 3.5m or 18.5m x 3.5m provided on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. On site parking space (2.5m x 5.0m) provided for both staff and visitors at the rate of 1 space/115 m ² of gross floor area but with no less than 2 car spaces per industrial unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Parking for offices provided at the rate of 1 space/60m ² gross floor area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Heavy goods vehicle parking provided as follows:				
(i) Light industry/service industry - 1 space/500m ² gross floor area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) General industry - 1 space/200m ² gross floor area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Hazardous materials will be stored. If yes, please specify.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Security gate at minimum of 15m into the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. There is adequate visibility, both for drivers turning into the site and for those coming out onto the road.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Entrance has been positioned to minimize risk of traffic having to queue on public road while waiting to get into the car park.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Application complies with Outline Scheme/PPG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Professional:.....

Date

Signature of officer:

.....

Date.

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.

7.0 Hotel/Integrated Resorts Development

	Applicant Use		Office Use	
	YES	NO	YES	NO
1. IRS project includes <input type="checkbox"/> golf, <input type="checkbox"/> marina, <input type="checkbox"/> hotel, <input type="checkbox"/> residential <input type="checkbox"/> villas**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Minimum area of 80-100 Ha provided for IRS development including golf course (18 holes), hotel, villas, and clubhouse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Design of the golf course is as per PPG.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Parking provided as follows:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-1 space/3 rooms or 1 space per apartment in IRS.				
-1 space for every 3-hotel room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-1 space for 15-sm conference/function rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-1 space for 30 sm of hotel dining space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-1 space for 8sm public floor area for discotheques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Plot coverage for Hotel Resort provided as follows:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- 20% within coastal frontage A & B				
- 30% within coastal road C & D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- 40% within inland E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Height for Hotel Resort:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G+1+33% for coastal frontage A & B within 81.21m				
G+ 2 for remainder of coastal frontage 13 m – 15 m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G+ 1 + 50 % within coastal road C & D (13m – 15m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G+ 2 + 50% within inland E (18 m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Project complies with all provisions/ policies of Outline Scheme & PPG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Professional:.....

Date

** Please tick as appropriate

Signature of officer:

.....

Date.

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.

8.0 Excision/Subdivision among heirs

	Applicant Use		Office Use	
	YES	NO	YES	NO
1. Purpose of excision/subdivision tallies with zoning in Outline Scheme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. In case of an agricultural development size of lots are in conformity with the policy of the Ministry of Agro-Industry: <ul style="list-style-type: none"> • 0A 25P (for heirs). • 0A 50P (for sites not exceeding 2 Arp). • 1A (for sites exceeding 2 Arp) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. There is only 1 excised lot and 1 surplus lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Minimum plot size: 1000m2 within Coastal Frontage A 600m2 within Coastal Frontage B 300m2 within Coastal Road C 265m2 for Semi-D plots within Coastal Road C 235m2 within Coastal Road D & Inland E 210m2 for Semi-D plots within Coastal Road D & Inland E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Site is located in a Morcellement where there is a restriction on the further subdivision of lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Adequate Kerb radius (3m/4.5m/6m/10m) provided as per PPG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Road reserves provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Access road of min. width 5.0 – 5.5m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Access road/s will be tarred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Water & electricity are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. There are existing buildings on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Not more than 3 excisions have been approved by the Local Authority from original lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Last permit issued by the Council for excision – more than 1 year ago.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Application complies with all provisions/policies of the Outline Scheme & PPG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Land Surveyor/Planner:.....

Date

Signature of officer:

.....
Date.

* Please put a ✓ in the YES / NO box or a X if it is not applicable to your application.