



OFFICE USE

NO.

DATE RECEIVED

01 Application for Permission to Develop Land

(the attention of applicants is drawn to the directions at the back of this form)

TO THE SECRETARY

I/WE HEREBY make an ☐ application ☐ approval in principle for permission to carry out the development described hereunder and on the attached plans and drawings.

(*delete where applicable. See paragraph 4 of Directions).

(SIGNED)

NAME AND ADDRESS OF APPLICANT (IN BLOCK LETTERS)

(STATE WHETHER MR., MRS., MISS)

(POSTAL ADDRESS)

TELEPHONE NO.

NAME AND ADDRESS OF AGENT

If signed by an Agent on behalf of the applicant.

TELEPHONE NUMBER

DATE

Applicants are advised to read the directions at the back of this form before submitting application papers to the Planning and Development Authority.

02 Particulars of the Application

(the word "land" indicates any buildings thereon)

- (1) (i) Particulars of the applicant's interest in the land (e.g. free holder, lessee, prospective purchaser,) etc.

(ii) If the applicant is a prospective purchaser or lessee of the land, state whether the vendor or lessor has consent to the proposed development-

- (2) Address or location of the land to be developed.

- (3) Describe briefly the proposed development, including the purpose for which the land and/ or buildings are to be used for more than one purpose, give details

- (4) State the purpose for which the land and/or buildings are now used, and if used for more than one purpose, give details

- (5) State whether the proposed development involves the construction of a new or the alteration of an existing vehicle access, to or from the public highway. If so state the purpose for which the new or altered access is required.

- (6) Does the land form part of a sub-division Approved by –

(a) The planning and development Authority or

(b) If so, state the reference number And date of approval permission.

(7) If the land is to be used wholly or Partly for industrial or commercial use, state:-

(i) the nature of the proposed industry or business, including, if for Industrial use, a brief description of the type of processes to be carried on;

(ii) if for industrial use-

(a) the means of disposal of any trade refuse or trade effluents.

(b) estimated water requirements in gallons per day.

(c) estimated electricity requirements in Kilowatts

(d) estimated number of persons to be employed.

(8) Where appropriate state-

(i) Source of water supply- (a) Existing

(b) proposed

(ii) Means of waste water and sewage disposal- (a) existing

(b) proposed

(9) Where appropriate state building Materials-

(i) Walls

(ii) Roof covering

(iii) Roof support

PLEASE NOTE

Every application must be supported by a location map which indicates the site in relation to the area in which it is situated, and a site plan which shows the proposed development in relation to the property boundaries and existing buildings, drains, utility poles, trees and other features on or adjoining the site.

Applicants who have queries about the information required by the Planning and Development Control Authority in regard to proposed development are advised to consult the Secretary of the Authority or the Chief Executive Officer before they submit application papers.

Directions to Applicants

1. Every application under section 19 (1) of the Physical Planning and Development Control Act No. 23 of 2016 shall be made on this form and shall be submitted in triplicate.
2. Where appropriate, full particulars should be given in answer to each question. Failure to do so, is liable to cause delay.
3. Each application shall be accompanied by –
 - (a) In the case of an application for permission to sub-divide land, three copies of a plan, drawn to a scale of not less than 1/250. The plan shall show the situation, boundaries and size of the lots into which the land is proposed to be divided, the position and width of any road reserve and of any gutters, trenches or other means of taking off water to be made or constructed over and through the land, and the levels for surface drainage.
 - (b) In the case of an application for permission to erect any building or carry out any building or engineering operations, or to change the use of any building, three copies of a plan drawn to a scale of not less than one sixteenth of an inch equal to one foot in sufficient detail to show the layout and design of the proposed development in relation the any existing building on the land and to the boundaries of the plot on which it is situated, and the layout of any proposed existing road or other vehicular access.
 - (c) In all cases, three copies of a location plan to a scale of 1/2500 showing clearly the location of the property in relation to the nearest identifiable road junction or other land mark. The names of all roads and such other descriptions as may be necessary to identify the property should be marked on the plan. The orientation of the property shall be indicated by means of a North Point on each drawing or plan and to a scale to which each drawing or pan is drawn shall be noted thereon.
4. Where an applicant so desires, he may make an outline application for permission to erect any building or to sub-divide any land, reserving for the subsequent approval of the Planning and Development Authority on a further application any matters relating to the siting, design or external appearance of the building, or the layout of the land or the means of access thereto. An outline application need not be accompanied by the plans or drawings required by paragraph 3 (a) and (b).

Where this application involves the erection of a building-

- (a) in the case of development for housing purposes – nearer than six feet; and
- (b) in the case of all other classes of development – nearer than ten feet;

from any side or rear boundary of the plot to which the application relates it must be accompanied by the following statement or statements signed by the owner or owners of any conterminous plot affected by the encroachment.

I,/WE, (Mr./Mrs./Miss) hereby consent to the proposals contained in this application, which involves the erection of a building in the manner proposed within the prescribed distance of the boundary of my land.

(SIGNED) (1)

CONTACT NO.

(2)

(3)

In the case of any conterminous owner who objects to the proposed encroachment, a separate statement signed by that owner and stating the grounds of any objections should be obtained and attached to this application.

Should a statement of consent or objection for some reason not be obtainable, the applicant should notify this office in writing accordingly stating the reasons why the statement is not obtainable.