



APPLICATION FORM

BUILDING & LAND USE PERMIT

(Designed for self-adherence to Guidelines)

ALL LOCAL AUTHORITIES

Form No. :

BLP 3

REF. No. / /

Date of Application:

Effective Date:

About this form

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

- RESI** – All residential development above Ground + 3 levels.
- COMM** – Commercial development (shops, showrooms, restaurant, etc...).
- INDU** – Industrial development including hotels, (IRS), workshops, light & general industry.
- SERV** – Services (offices, banks, etc, community development, educational institutions)
- SE** – Commercial development by small enterprise or handicraft enterprise under the Small Enterprises and Handicraft Development Authority Act 2005.
- SUI GENERIS** – Extractive industry, polluting & noxious industry, builder’s yard, scrap yard, petrol filling station, place of worship
- MOT** – Installation of any engine under the Building Act.

This form consists of 3 parts:

Part A: Application and Site Details (to be filled in by applicant)

Part B: Technical Checklist (to be filled in by Land Surveyor)

Part C: Schedule of fees (to be filled in by Land Surveyor)

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. Refer to Part C

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 SEDHA |
| Legal Notice | Application form (Parts A, B & C) filled in |
| Power of Attorney / Owner’s consent | Neighbour’s consent |
| Copy of I.D Card | Affidavit for Hardship case & MORC |
| Business Registration Number | |

PART A : APPLICATION AND SITE DETAILS

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

Title Mr. Mrs. Miss. Ms.
Surname (or company)
First Name.....
ID No
Postal address
.....
Phone (Office) (Home)
Fax (Mobile)
Email

*We will post any
correspondence to this
address*

**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) Attach separate
sheet if space is insufficient.

**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.....

5. (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 undertake not to influence in any manner whatsoever the processing of my application for a permit. 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 of applicant

OFFICE USE

Receiving Officer :.....
Name Signature

Date :.....

PART B : BUILDING AND LAND USE PERMIT APPLICATION

TECHNICAL CHECKLIST

| 1.0 | <i>To be filled in for all applications</i> | Applicant Use | | Office Use | |
|--------|--|--------------------------|--------------------------|--------------------------|--------------------------|
| | | YES | NO | YES | NO |
| (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: | | | | |
| | • 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.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"/> |

To be filled in if your development involves building construction

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

| | | | | | |
|------------|---|--------------------------|--------------------------|--------------------------|--------------------------|
| (xiv) | Consent and copy of identity card of neighbour 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 licence 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 SEDHA 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"/> |
| 1.1 | <i>To be filled in by Applicants submitting application for any engine (MOT) / a place of public entertainment</i> | | | | |
| (i) | Legal Notice served on contiguous owners by an usher | | | | |
| (ii) | Publication made in 2 daily newspapers, 15 days before submission of application | | | | |
| (iii) | Publication made in 3 daily newspapers on 3 successive occasions, 15 days before submission of application | | | | |

Signature of Officer : Date

PART B

FORM OS / PPG / 2.0

**2.0 FOR ALL TYPES OF DEVELOPMENT
(Compliance with Outline Scheme, PPG & Building Regulations)**

| | Applicant Use | | Office Use | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| | YES | NO | YES | NO |
| 1. Site is located <u>within</u> or <u>on edge</u> of settlement boundary or <u>within growth zone</u> or <u>within</u> limits of permitted development, <u>coastal frontage</u> , <u>coastal land</u> , <u>inland</u> ** | <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 <u>settlement boundary</u> / <u>growth zone</u> / <u>limits of permitted development</u> ** | <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 permit 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"/> |

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

| | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 5 | Formal commitments given by Ministry responsible for Public Utilities, the Town and Country Planning Board, the Ministry of Housing and Lands or under a 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 | Building Set Backs | | | | |
| | (a) <i>From roads</i> | | | | |
| | (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) <i>From side and rear boundaries</i> | | | | |
| | (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"/> |
| | (ii) At less than 0.9 m or on common boundary | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | (iii) Neighbour'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"/> |
| | (v) A minimum of 3m from boundary for place of worship subject to PPG 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | (i) The following set backs have been observed from: | | | | |
| | River-16m / Rivulet-8m / Feeder-3m ** | <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 | Guidelines applicable to coastal zone | | | | |
| | (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) | | | | |

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

| | Applicant Use | | Office Use | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| | YES | NO | YES | NO |
| (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 Service Provider :

.....
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.

* Please put a ✓ in the YES/NO box or a ✗ 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
- 2. There are other buildings of same height in the immediate vicinity
- 3. There are higher/taller buildings in the immediate vicinity
- 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"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 15.0 | 3.0 side 3.0 – 15.0 front | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 25.0 | 5.0 side 6.0 – 15.0 front | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Setbacks for buildings > 25 m to be agreed with Local Authority | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- 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.
- 6. Access to parking is not from any main street that has an active retail frontage
- 7. Multi level car park is proposed and
 - (a) It is screened from principal streets
 - (b) It will be used by shops and offices as well
 - (c) Vehicles can leave site in forward gear (for A & B roads)
- 9. Open balconies are provided and serve as Canopies, verandah
- 10. The balconies will not be enclosed so as to compromise the integrity and architectural form of the tall building
- 11. The building will not be detrimental to the privacy, day lighting and amenity of neighbouring dwellings.
- 12. There is no “*vue directe*” onto neighbouring properties.
- 13. Commercial/services activities proposed in the building
- 14. Application complies with Outline Scheme/ PPG

Signature of Service Provider :

.....
Signature of Officer

Date

.....
Date

* Please put a ✓ in the YES/NO box or a ✗ 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="text" value="CBD"/> , <input type="text" value="edge of centre & Out of town"/> , <input type="text" value="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="text" value="building"/> , <input type="text" value="perimeter fencing"/> , <input type="text" value="car park"/> , <input type="text" value="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 : | | | | |
| (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 (subject to a minimum of 1 space / shop unit) | <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"/> |

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

| | | Applicant Use | | Office Use | | | |
|--------|--|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | | YES | NO | YES | NO | | |
| (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 Service Provider :

.....
Signature of Officer

Date

.....
Date

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

5.0 Commercial Development by Small Enterprise

| | Applicant Use | | Office Use | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| | YES | NO | YES | NO |
| 1. Approved PER / EIA licence 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 <input type="text" value="residential zone"/> , <input type="text" value="commercial zone"/> , <input type="text" value="industrial zone"/> , <input type="text" value="CBD"/> , <input type="text" value="Local Centre"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Site is located in a mixed use zone: <input type="text" value="residential / comm"/> , <input type="text" value="residential / industrial"/> , <input type="text" value="commercial / agricultural"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Proposed development will be carried out in an existing <input type="text" value="residential building"/> , <input type="text" value="commercial building"/> , <input type="text" value="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. <i>Note : If you reply YES to 6-9 above, the proposed activity is likely to be UNACCEPTABLE in a residential area.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 neighbouring 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 <input type="text" value="started"/> / already <input type="text" value="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 ✗ if it is not applicable to your application.

| | Applicant Use | | Office Use | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| | YES | NO | YES | NO |
| 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 <input type="checkbox"/> public road, <input type="checkbox"/> private, <input type="checkbox"/> common <input type="checkbox"/> 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 <input type="checkbox"/> building, <input type="checkbox"/> perimeter fencing, <input type="checkbox"/> car park, <input type="checkbox"/> 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 neighbouring 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 Service Provider :

.....
Signature of Officer

Date

.....
Date

** Please tick as appropriate

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

6.0 Industrial Development (INDU) & SUI GENERIS

| | Applicant Use | | Office Use | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| | YES | NO | YES | NO |
| 1. Site located in | | | | |
| (i) Industrial zone | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) Mixed industrial/residential zone | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (iii) Residential zone | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (iv) Other (specify) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 <input type="text" value="14m x 3.5m"/> or <input type="text" value="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 Service Provider :

Date

.....
Signature of Officer

.....
Date

* Please put a ✓ in the YES/NO box or a ✗ 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 <u>golf</u> , <u>marina</u> , <u>hotel</u> , <u>residential villas</u> ** | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Design of the golf course is as per PPG. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Parking provided as follows : | | | | |
| -1 space/3 rooms or 1 space per apartment in IRS. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| -1 space for every 3-hotel room. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| -1 space for 15 m ² conference / function rooms. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| -1 space for 30 m ² of hotel dining space. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| -1 space for 8 m ² public floor area for discotheques. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Building set backs are as per PPG | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Plot coverage for Hotel Resort provided as follows : | | | | |
| - 20% within coastal frontage A | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - 40% within coastal road B | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - 40% within inland C | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Height for Hotel Resort : | | | | |
| G+1+33% for coastal frontage A within 81.21m | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| G+ 2 for remainder of coastal frontage 13 m – 15 m | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| G+ 2 within coastal road B (15m) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| G+ 2 + 50% within inland C (18m) | <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 Service Provider :

Date

.....
Signature of Officer

.....
Date

** Please tick as appropriate

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

PART C – SCHEDULE OF FEES PAYABLE ON ISSUE OF PERMIT

Fees Payable

Tick as appropriate

- 1. Change of use from one cluster to another **Rs 1000**
- 2. Change of use within same cluster **Rs 1000**
(Where a BLP is required)
- 3. Construction of building or part of building, including extension to / or conversion of existing building
 - (a) of a floor area of not more than 250m²
Rs 10/m² (subject to a minimum of Rs500)
Total Floor Area :..... m² **Rs.....**
 - (b) of a floor area of more than 250m² but not more than 500m² – Rs20/m²
Total Floor area :..... m² **Rs.....**
 - (c) of a floor area of more than 500m² – Rs50/m²
Total Floor Area :..... m² **Rs.....**
- 4. Development by small enterprise registered with SEHDA
Total Floor Area :..... m² **Rs 500**
- 5. Engineering or other operations in, on, over and the land (including rock quarry, golf course, marina) **Rs 5,000**
- 6. Excision/Subdivision of land among heirs- Rs500/lot
Number of lots :..... **Rs.....**
- 7. Extensive alterations, additions or repairs to an existing building **Rs 1,000**

I hereby certify that the above is correct

.....
Signature of Service Provider

.....
Date

FOR OFFICE USE ONLY

Calculation of fees: Correct / Incorrect

Discrepancies :.....
.....

Actual fees payable :.....

.....
Name & Signature of Officer

.....
Date