



APPLICATION FORM  
**BUILDING & LAND USE PERMIT**  
*(Designed for self-adherence to Guidelines)*

**ALL LOCAL AUTHORITIES**

Form No. :

BLP 2

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

**About this form**

Use this form to apply for a Building and Land Use Permit for the excision 1 lot or subdivision of land among heirs.

**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)**

**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
	4 sets of survey plan		General Rate receipt (where applicable)
	Power of Attorney / Owner’s consent		Application form (Parts A,B &C) filled in
	Copy of I.D Card		Affidavit

**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**

.....

.....

.....

.....

.....

*(For subdivisions & excisions specify purpose : residential / commercial / industrial / agricultural)*

**5. Present use of  
the site**

Use .....

**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.

**7. Your declaration**

*If applicant is a company or association, the form must be signed by a director or authorized person undercommon 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

### 1.1 TECHNICAL CHECKLIST

	Applicant Use		Office Use	
	YES	NO	YES	NO
(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"/>
(viii) Copy of title deeds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 1.2 TECHNICAL GUIDELINES

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:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 0A 25P (for heirs).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 0A 50P (for sites not exceeding 2 Arp).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 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:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1000m <sup>2</sup> within Coastal Frontage A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
600m <sup>2</sup> within Coastal Frontage B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
300m <sup>2</sup> within Coastal Road C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
265m <sup>2</sup> for Semi-D plots within Coastal Road C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
235m <sup>2</sup> within Coastal Road D & Inland E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
210m <sup>2</sup> for Semi-D plots within Coastal Road D & Inland E	<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.  | 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 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.

**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 250m<sup>2</sup>  
Rs 10/m<sup>2</sup> (subject to a minimum of Rs500)  
Total Floor Area :..... m<sup>2</sup> **Rs.....**
  - (b) of a floor area of more than 250m<sup>2</sup> but not more than 500m<sup>2</sup> – Rs20/m<sup>2</sup>  
Total Floor area :..... m<sup>2</sup> **Rs.....**
  - (c) of a floor area of more than 500m<sup>2</sup> – Rs50/m<sup>2</sup>  
Total Floor Area :..... m<sup>2</sup> **Rs.....**
- 4. Development by small enterprise registered with SEHDA  
Total Floor Area :..... m<sup>2</sup> **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