

**Application No.** .....

**Land Registration No.** .....

**Date received** .....

TOWN AND COUNTRY DEVELOPMENT PLANNING OFFICE

*Town and Country Development Planning Act, Cap. 240*

**Application for Permission to Develop Land**

**(the attention of applicants is drawn to the directions appended to this form)**

**TO THE CHIEF TOWN PLANNER:**

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

(Signed) .....

FULL NAME & ADDRESS OF APPLICANT *(in block letters)*

*(State whether Mr., Mrs., Miss)* .....

*(Postal Address)* .....

.....

Telephone Number.. ..

*If signed by an Agent on behalf of the applicant:*

NAME & ADDRESS OF AGENT .....

.....

.....

Telephone Number.....

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**For office use only:**

*Officer's Comments:* .....

*Accepted by:* ..... **Fee:** ..... **Receipt No.** .....

## PARTICULARS OF APPLICATION

(the word "land" includes 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 consented to the proposed development –  
 .....

(2) Address or location of the land to be developed.	(2)
(3) Describe briefly the proposed development, including the purpose for which the land and/or buildings are to be used. If they are to be used for more than one purpose, give details.	(3)
(4) (a) Area of site in square metres/hectares (b) Gross floor area metres/feet (c) Gross roof area metres/feet	(4) (a) (b) (c)
(5) (a) Where applicable state the number of lots to be created.	(5)
(6) State the purpose for which the land and/or buildings are now used, and if used for more than one purpose, give details.	(6)
(7) (a) State whether the proposed development involves the use or construction of a vehicle access onto a road other than a Class IV road.	(7) (a)
(b) State whether the development is on the coastline.	(b)
(8) Does the land form part of a sub-division plan approved or permitted by – (a) The General Board of Health; or	(8) (a)
(b) Chief Town Planner;	(b)
If so, state the reference number and date of approval or permission.	
(9) 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;	(9)  (i)

(9) (ii) if for industrial use – (a) the amount and the means of disposal of any SOLID, LIQUID, or GASEOUS trade refuse or trade effluents.	(9) (ii) (a)
(b) estimated water requirements in gallons per day.	(b)
(c) estimated electricity requirements in Kilowatts.	(c)
(d) estimated number of persons to be employed.	(d)
(iii) If for industrial use – (a) Does the proposal involve use or storage of any hazardous material.	(iii) (a)
(b) If yes, state materials and approximate quantities.	(b)
(10) Where appropriate state – (i) Source of water supply – (a) existing.	(10) (i) (a)
(b) proposed.	(b)
(ii) Means of wastewater and sewage disposal – (a) existing.	(ii) (a)
(b) proposed.	(b)
(11) Where appropriate state building materials – (i) Walls.	(11) (i)
(ii) Roof covering.	(ii)
(iii) Roof supports.	(iii)
(12) The amount of floor space involved: (a) the amount of retail floor space.	(12) (a)
(b) the amount of office floor space.	(b)
(c) the amount of institutional floor space.	(c)
(d) the amount of warehouse floor space.	(d)
(e) the amount of industrial floor space	(e)
(f) the amount of floor space common to more than one use (e.g., service area).	(f)
(13) (a) Where applicable state the number of storeys/floors to be created.	(13) (a)
(b) State the height of the proposed building(s) from the lowest point of the building(s).	(b) Feet <input type="text"/> Metres <input type="text"/>
(14) (i) For apartment/hotels or town houses, state the number of units proposed.	(14) (i)
(ii) For hotels and guest houses, state the number of bedrooms proposed.	(ii)
(15) For places of public assembly, state the maximum seating capacity.	(15)

**DIRECTIONS TO APPLICANTS**

1. Every application for permission under section seventeen of the Town and Country Development Planning Act, Cap. 240 shall be made on this form.
2. Where appropriate, full particulars should be given in answer to each question.
3. Each application shall be accompanied by –
  - (a) In the case of an application for permission to sub-divide land, four copies of a plan, drawn to an ordinance scale not less than 1:250m. Such plan shall allow the position, boundaries and size of the proposed lots, the position and width of any road reserve and of any gutters, trenches or other means for taking 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 buildings, six copies of a plan drawn to a scale of not less than 1:200m in sufficient detail to show the layout and design of the proposed development in relation to 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.
    - (i) In all cases where the land slopes, the elevation indicating the slope shall be submitted.
  - (c) In all cases the area of each floor shall be indicated on the plans.
  - (d) In all cases, the same number of copies as required at (a) and (b) of a location plan to a scale of 1:2500m 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 block plan.
  - (e) The appropriate fee in accordance with the Town and Country Planning (Fees) Regulations, 1970.

**The orientation of the property shall be indicated by means of a North Point on each drawing or plan and the scale to which each drawing or plan is drawn shall be noted thereon.**

4. Where an applicant so desires, he may make an outline application for permission to erect any building reserving for the subsequent approval of the Chief Town Planner 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 paragraphs 3(a) and (b).

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**Where this application involves the erection of a building –**

- (a) in the case of development for erection of a house -nearer than two metres; and
- (b) in the case of all other classes of development - nearer than three metres;

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 involve the erection of a building in the manner proposed within the prescribed distance of the boundary of my land.

(Signed) (1) .....  
(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.