

# MUNICIPAL COUNCIL OF VACOAS PHOENIX

## BUILDING AND LAND USE PERMIT APPLICATION FORM

Fill in this form to apply for a Building and Land Use Permit for a residential development not exceeding Ground floor +3 levels and submit it together with the information, particulars and documents as per checklist below.

<b>Official Use</b>
Name: .....
REF. No. RESI/...../...../
Date of Application.....
Effective Date:.....
Due Date:.....

<b>Application Form</b>
<b>BLP 1</b>

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### **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 or read it online from our website ([www.vacoasphoenix.org](http://www.vacoasphoenix.org))

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### **List of information, particulars and documents to be submitted (*where applicable*)**

(1) Are you the owner of the site?

YES	NO
<b>SUBMIT YOUR TITLE DEED</b>	<b>YOU MUST SUBMIT:</b> 1. OWNER/S CONSENT 2. COPY NIC OF OWNER/S 3. LEASE DOCUMENT OR OWNER'S TITLE DEED

**(2) SUBMIT 3 SETS OF BUILDING PLANS INCLUDING:**

LOCATION PLAN (with distances from prominent landmarks)
SITE PLAN (including site dimensions, plot extent & plot coverage)
LAYOUT PLAN (for each floor)
SECTION PLAN (minimum 2)
ELEVATION PLAN (minimum 3)
STRUCTURAL DETAILS
SURVEY PLAN (where applicable)
CONTOUR PLAN (WHERE LAND IS SLOPY)
CONTEXT PLAN (FOR PROJECTS OF MORE THAN 10 UNITS)

**(3) CLEARANCE TO BE SUBMITTED:**

ROAD DEVELOPMENT AUTHORITY CLERANCE IF SITE IS SITUATED ALONG MOTORWAY OR A or B ROAD
CLEARANCE OF FORESTRY SERVICE IF LAND BORDERS A MOUNTAIN RESERVE OR A RIVER, RIVULET OR FEEDER
URBAN TRANSPORT PROGRAMME SECRETARIAT CLEARANCE(Where land is along ex-railway track)
LAND CONVERSION PERMIT IF LAND IS LOCATED OUTSIDE SETTLEMENT BOUNDARY/ NOTARY'S CERTIFICAT/ATTESTATION OR SWORN AFFIDAVIT FOR EXEMPTION FROM LAND CONVERSION

**(4) DOCUMENTS TO BE SUBMITTED (*where appropriate*):**

COPY OF NATIONAL IDENTITY CARD OF APPLICANT/S
COPY OF AFFIDAVIT
CONSENT LETTER AND COPY OF NIC OF HEIRS
CONSENT FROM USUFRUCT
COPY OF NATIONAL IDENTITY CARD OF NEIGHBOURS
NEIGHBOUR'S/S CONSENT

**BLP1 – APPLICATION FORM**

**PART A: Application and Site Details**

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

Title Mr.  Mrs.  Miss.  Hrs.

Surname (or company) .....

.....  
First Name.....

ID No.....

*We will post any correspondence to this address* Postal address.....  
.....

Phone (Office)..... (Home).....

Fax..... (Mobile).....

Email.....

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**2. Where is your site  
located?**

Location Address.....  
.....

Extent.....

**TV No.** .....

**Is your site sewerred?  
Is the site located within  
a morcellement?**

**Yes/No** (Delete as appropriate)

**Yes/No** (Delete as appropriate)

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**3. Are you the owner  
of the site of proposed  
development?**

YES  NO

If NO

Name(s) of owner(s) .....

.....  
Signature of owner(s).....

ID No. of owner(s) ..... 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.

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**4. Description of  
proposed development**

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.....  
.....  
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**5. Present use of the site**

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## 6. 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 to the best of my knowledge. I also understand that:

- (a) an effective date will be given to my application if all plans and documents specified in the technical checklist accompanying this form have been submitted or if incomplete, the Council will request me to submit the missing documents within 8 days of my application.

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

## 7. 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 : \_\_\_\_\_  
Engineer: \_\_\_\_\_

Vat registration no. if applicable: .....

Phone No. of Service Provider: .....

Signature of applicant.....

## PART B: SCHEDULE OF FEES PAYABLE ON ISSUE OF PERMIT

### 1. Construction of building or part of building, including extension to/or conversion of existing building

(a) of a floor are of not more than 250m<sup>2</sup>  
Rs10/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> – Rs25/m<sup>2</sup>

Total Floor area: .....m<sup>2</sup> **Rs.....**

(c) of a floor area of more than 500m<sup>2</sup> – Rs65/m<sup>2</sup>  
Total Floor Area: ..... m<sup>2</sup> **Rs.....**

2. Extensive alterations or repairs to an existing building **Rs 1,000**

I hereby certify that the above is correct

.....  
Signature of Service Provider

.....  
Date