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 the following activities:
(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
☐ MOT – Installation of any industrial engine under the Building Control Act
☐ SERV – Services (offices, banks, etc., community development, educational institutions)
☐ SUI GENERIS – Extractive industry; polluting & noxious industry, builder’s yard, scrap yard, petrol filling station, place of worship
☐ SME – Commercial development by small enterprise or handicraft enterprise under the Small Enterprises and Handicraft Development Authority Act 2005.

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 on our website. (www.vacoasphoenix.org).
State in which Cluster your proposed development falls:**

<table>
<thead>
<tr>
<th>Commercial</th>
<th>Industrial</th>
<th>Services</th>
<th>Sui Generis</th>
</tr>
</thead>
</table>

In case of an economic activity please state the cluster (as per the 11th schedule of the Local Govt Act 2011) applicable (Tick as Appropriate)**

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

(1) Are you the owner of the site?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO,</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBMIT YOUR TITLE DEED</td>
<td>YOU MUST SUBMIT:</td>
</tr>
<tr>
<td></td>
<td>1. OWNER’S CONSENT</td>
</tr>
<tr>
<td></td>
<td>2. COPY NIC OF OWNER’S</td>
</tr>
<tr>
<td></td>
<td>3. LEASE DOCUMENT OR OWNER’S TITLE DEED</td>
</tr>
</tbody>
</table>

(2) SUBMIT 3 SETS OF BUILDING PLANS INCLUDING:

- LOCATION PLAN (with distances from prominent landmarks)
- CONTOUR PLAN (where land is slopy)
- SITE PLAN
- SECTION PLANS
- ELEVATION PLANS (minimum 2)
- STRUCTURAL DETAILS (minimum 3)

(3) NOTIFICATION REQUIRED:

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>COPY OF LEGAL NOTICES SERVED ON NEIGHBORS</td>
<td></td>
</tr>
<tr>
<td>NOTIFICATION CERTIFICATE SUBMITTED</td>
<td></td>
</tr>
<tr>
<td>NEWSPAPER PUBLICATION SUBMITTED</td>
<td></td>
</tr>
</tbody>
</table>

(4) CLEARANCE TO BE SUBMITTED

- ROAD DEVELOPMENT AUTHORITY CLEARANCE IF SITE IS SITUATED ALONG MOTORWAY A or B ROAD
- URBAN TRANSPORT PROGRAMME SECRETARIAT CLEARANCE (Where land is along ex-railway track)
- FORESTRY CLEARANCE IF SITE IS ALONG MOUNTAIN OR RIVER RESERVE
- GRA CLEARANCE IF ACTIVITY IS CONTROLLED BY GRA
<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.I.A LICENCE</td>
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<tr>
<td>P.E.R APPROVAL</td>
<td></td>
</tr>
</tbody>
</table>

(5) DOCUMENTS TO BE SUBMITTED *(WHERE APPLICABLE)*:

- CONSENT FROM USUFRUCT HOLDER
- NEIGHBOUR’S/S CONSENT
- COPY NIC OF NEighbours
- COPY NIC OF APPLICANT
- COPY OF BUSINESS REGISTRATION CARD
- COPY OF SMEEDA’S CERTIFICATE
- COPY OF CERTIFICATE OF INCORPORATION
- COPY OF PARTICULARS OF COMPANY
- COPY OF AFFIDAVIT
- CONSENT LETTER AND COPY NIC OF HEIRS
## PART A: Application and Site Details

### 1. Applicant’s Name

<table>
<thead>
<tr>
<th>Address and Contact</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Mr. □  Mrs. □  Miss. □  Hrs. □</td>
</tr>
<tr>
<td>Surname (or company)</td>
<td>.................................</td>
</tr>
<tr>
<td>First Name</td>
<td>.................................</td>
</tr>
<tr>
<td>ID No.</td>
<td>.................................</td>
</tr>
</tbody>
</table>

*We will post any correspondence to this address*

| Postal address      | ................................. |
| Phone (Office)      | ................................. |
| Fax                 | ................................. |
| Email               | ................................. |

### 2. Where is your site located?

| Location            | ................................. |
| Extent              | ................................. |
| TV No.              | ................................. |

*Is your site sewered?*

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

Wastewater generated daily: $m^3$

*Is the site located within a morcellement?*

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

### 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.

### 4. Description of proposed development

(Specify the no. of floors & no. of res/comm. units & type of commercial/industrial activity)

<table>
<thead>
<tr>
<th>Description of proposed development</th>
<th>.................................</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

### 5. (a) Present use of the site

(applicable for an economic activity)

| Use                              | ................................. |
| Hours of operation               | ................................. |
| Ref. No. of relevant permit previously obtained | ................................. |
| Date of cessation                | ................................. |
(b) Details on Proposed Economic Activity

- Hours of operation
- No. of employees
- Electric Motors/ Plant/ Machinery to be installed
- Type and quantity of goods to be produced / stored
- No. of vehicles expected

6. Your declaration

I apply for consent to carry out the development described in this application. I declare that, to the best of my knowledge, all the information given is true and correct. I also understand that 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: 

No. of employees:

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. Change of use from one cluster to another  Rs 1000

2. Change of use within same cluster
   (Where a BLP is required)  Rs 1000

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 Rs 500)
      Total Floor Area: …………….m²  Rs…….
   
   (b) of a floor area of more than 250m² but not more than 500m² – Rs 25/m²
      Total Floor area: ………………m²  Rs…….
   
   (c) of a floor area of more than 500m² – Rs 65/m²
      Total Floor Area: … ……. m²  Rs…….

4. Conversion of use of existing building by microenterprise/small enterprise registered with SMEDA.(not applicable to new construction)  Rs 500

5. Engineering or other operations in, on, over and the land
   (including rock quarry, golf course, marina)  Rs 5,000

6. 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