

Name : .....  
 REF. No...../...../.....  
 Date of Application: .....  
 Effective Date: .....  
 Due Date 1: .....  
 2: .....  
 3: .....

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

**Application Form**  
**BLP2**

<b>About this form</b>	Use this form to apply for a Building and Land use Permit for the excision of 1 lot or subdivision of land among heirs
<b>This form consists of 3 parts:</b>	<b>Part A: Application and Site Details (to be filled in by applicant)</b>
	<b>Part B: Technical Checklist (to be filled in by Land Surveyor)</b>
	<b>Part C: Schedule of fees (to be filled in by Land Surveyor)</b>
<b>The BLP Guide</b>	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
<b>Fees</b>	As per Government Notice published by the Relevant Local Authority. Refer to Part C

**CHECKLISTS**

PLANS 3 SETS		CLEARANCES		DOCUMENTS			Agricultural Land under S.I.E Act	YES	NO
LOCATION		C.E.B		N.I..CARD OWNER					
SURVEY		C.W.A		N.I. CARD APPLICANT			L.C.P required	YES	NO
CONTEXT PLAN		W.W.M.A		TITLE DEED					
CONTOUR PLAN		R.D.A		Development along Mountain/ River Reserve/Motorway	YES	NO	IF NO, Declaration Form Affidavit		
OTHERS		T.M.R.S.U							
		U.T.P.S		IF YES, CLEARANCE SUBMITTED			IF YES, L.C.P submitted		
		CIVIL AVIATION							
Approval of MLG required	Yes		No		Approval from MLG obtained	Yes		No	

## PART A Application and Site Details

**1. Applicant's Name** Title Mr.  Mrs.  Miss.  Ms.   
**Address and Contact** Surname (or company) .....

**Details** 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. Location and description of site of proposed development/ construction** Location.....  
.....  
Extent.....  
TV No. ....

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**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.  
.....

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**4. Description of proposed development** .....  
.....  
.....  
.....  
.....

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

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

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**6. Does your proposal involve any of the following?**

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 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 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.
- (c) I will be informed within 8 days of any major shortcomings which prevent the determination of the application. In this case the Effective date given will no longer apply and a new Effective date will be given once all the short comings are cleared.

**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 Town Planner \_\_\_\_\_  
 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: <ul style="list-style-type: none"> <li>• 10 perches for sites within Settlement Boundary</li> <li>• 20 perches for sites outside Settlement Boundary</li> </ul>	<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: 1000m <sup>2</sup> within Coastal Frontage A 600m <sup>2</sup> within Coastal Frontage B 300m <sup>2</sup> within Coastal Road C 265m <sup>2</sup> for Semi-D plots within Coastal Road C 235m <sup>2</sup> within Coastal Road D & Inland E 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"/>
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 Land Surveyor/Planner:*.....

*Date* .....

*Signature of officer:*

.....

*Date.*

.....

**PART C SCHEDULE OF FEES PAYABLE ON ISSUE OF PERMIT**

Tick as appropriate

Fees payable

- 1. Change of use from one cluster to another **Rs1000**
- 2. Change of use within same cluster  
(Where a BLP is required) **Rs1000**
- 3. 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>  
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> **Rs500**
- 5. Engineering or other operations in, on, over and the land  
(including rock quarry, golf course, marina) **Rs5,000**
- 6. Excision/Subdivision of land among heirs- Rs500/lot  
Number of lots:..... **Rs.....**
- 7. Extensive alterations, additions or repairs to an existing  
building **Rs1,000**

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