

# **DEVELOPMENT PERMITTING GUIDELINES**

**Developed by**

**TOWN AND COUNTRY PLANNING DEPARTMENT**

**In partnership with**

**MINISTRY OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT**

**MINISTRY OF ENVIRONMENT SCIENCE TECHNOLOGY AND INOVATION**

**MINISTRY OF LANDS AND NATURAL RESOURCES**

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## INTRODUCTION

Development permitting is the main instrument for controlling or managing physical development. Effective development management promotes orderliness, convenience of movement, public safety and enhanced economic development. Development permit in this context refers to permits issued in relation to planning and building applications. Effective planning combined with proactive development management is also known to have enhanced aesthetics of human settlements and improved environmental sustainability throughout the world. In recognition of this fact, the Local Government Act, 1993 (Act 462) stipulates that “No physical development shall be carried out in a district without prior approval in the form of written permit granted by the District Planning Authority – Act 462, Section 49 (1)”

The law further requires that “every person shall, before constructing a building or other structure or undertaking any work, obtain a permit from the District Planning Authority which shall contain such conditions as the District Planning Authority may consider necessary – Act 462, Section 64 (1)”.

In Ghana, the impact of development control is yet to be felt, judging from the result of various research findings over the years. In the last decade the World Bank research on “Doing Business in Ghana” indicate that it takes over 16 procedures, 200 days and costs 560% of per capita income to obtain construction permit. In 2012, a study of factors affecting Business Enabling Environment Reform in Ghana by Nathan Associates London Ltd (2012) also observed that “Ghana scores very poorly in obtaining construction permits. With a rank of 156 in the Doing Business (DB) index, Ghana appears to be performing below the Sub-Saharan Africa (SSA) average.

A recent rapid assessment of permitting procedures by the Town and Country Planning Department in four regions and twenty Metropolitan, Municipal and District Assemblies (MMDAs) revealed that the procedure for permitting differed widely across all these places and this seriously frustrated business, especially those that transcend regional and district boundaries. There is also a rising phenomenon of non-coordination among institutions involved in the permitting process, leading to process overlaps, delays and high cost of service provision.

All of these fuelled developments that are largely unauthorised, haphazard and poorly supervised, thus endangering lives and property and affecting the economic and social lives of the citizenry.

As part of initiatives aimed at promoting orderly development of Ghanaian human settlements and promoting sustainable development, these guidelines have been prepared to guide MMDAs in their development management tasks. It also serves as Business Processes Manual that will provide uniform guidance in the permitting processes for all District Planning Authorities in the country.

It is recognized that permitting guidelines already exist for specific construction activities in the area of communication towers, Liquefied Petroleum Gas filling Plants and Fuel Service Stations. These guidelines shall be applied in conjunction with all of these guidelines to ensure harmony and efficiency in the entire development permitting process.

## SECTION ONE

### 1.0 GENERAL PROVISIONS

#### 1.1 Pre-application Information

1.1.1 District Planning Authorities shall be the sole authorities for issuing Planning and Development Permits.

1.1.2 The District Planning Authorities shall through appropriate medium make available the procedure, requirement and general information for securing planning and development permits. Such media shall include but not limited to:

- Websites
- Leaflets and posters in designated offices and notice boards
- One stop service centre
- Notice Board
- Radio and TV programs,
- Data rooms at the Physical Planning Department, Assembly and Community
- Notice boards at the Physical Planning Department, Assembly and Community
- Community durbars
- Newspapers etc.

1.1.3 The permitting information to be provided to the general public shall include

- Applications forms
- Guidelines for completing forms
- Full check list of documents required for various categories of developments
- Schedule of fees
- Duration for acquiring permits
- Designated office for submission and collection
- Contacts for further enquiries
- Zoning status
- Permitting procedure

1.1.4 A developer may request for an extract of the zoning status of a parcel of land at a fee determined in the Fee Fixing Resolution of the District Assembly.

## 2.0 PERMIT TYPES AND REQUIREMENTS

A person who intends to undertake any physical development shall require a **Planning** and/or **Development Permit**

### 2.1 Planning Permit

A Planning permit is a written permit issued for the purpose of fostering compliance of activities with approved zoning regulations (e.g. heights, orientation, building line and setbacks, plot coverage etc) and planning standards (e.g. geographic accessibility, size and class of development)

2.1.1 All developments that are carried out on, under or over land, or cause material change in the existing use of land, or building and includes sub-division or consolidation of land, the disposal of waste on land, including the discharge of effluent into a body of still or running water and the erection of advertisement or other hoarding shall require Planning Permit.

2.1.2 A planning permit shall also be issued by the District Planning Authority with respect to:

- Use or change of use of parcel of land
- Orientation of physical development
- Size and plot coverage
- Height of development
- Building densities
- Building lines and setbacks
- Colour schemes
- Sub-division of land
- Consolidation of land
- Temporary structures
- Physical accessibility to facilities
- Population threshold
- Facility size threshold
- Minimum facility requirements
- Land size requirement

- Any other issue of planning significance to the local authority

2.1.3 In situations where the proposed development does not conform to the approved use or zoning, developers may apply for change of use or rezoning.

2.1.4 The basic requirements for a Planning Permit shall include the following:

- a. Application form: (Attached as Appendix 1)
- b. Evidence of good title to the land
- c. Site Plan to the scale of 1:2500 or 1:1250 and conforming to the local plan of the area
- d. Block Plan to the scale of 1:20, 1:40
- e. Zoning Assessment and Justification Report prepared by a Professional Planner on behalf of applicant (if the application involves change of use or rezoning)

### ***2.1.5 Application for Change of Use/Rezoning***

2.1.5.1 In situations where the proposed development does not conform to the zoning of the area, a Change of Use or Re-zoning justification report (prepared by a Professional Planner) will be required (as the case may be) for a Planning permit in accordance with the procedure prescribed in Appendix 2.

2.1.5.2 A person seeking change of use or Rezoning shall present a report of the area's zoning assessment and justification for the particular request. (Form attached as appendix 3)

### ***2.1.6 Application for Subdivision & Consolidation***

2.1.6.1 Persons seeking to subdivide parcels of land into two or more sections or consolidate same shall be required to apply for Planning Permit.

2.1.6.2 Applicants shall be required to complete an application form (attached as Appendix 4)

2.1.6.3 The District Planning Authority through the Physical Planning Department may request for justification report with respect to the change of use or rezoning. In justifying the subdivision, applicants shall be required, among others to;

- a. Show proof of ownership of existing structure and/or vacant portions of the plot.
- b. Indicate existing and proposed access to the plot.
- c. Undertake a zoning assessment and indicate the development profile of the area.
- d. Impact of subdivision on structure of the existing local plan
- e. Attach Site Plan at a scale of 1:2500 or 1:1250 and conforming to the local plan of the area and Block Plan to the scale of 1:20, 1:40 or 1:200
- f. Evidence of stakeholder consultation

## **2.2 Development permit**

All physical development involving the erection of any structure, making of structural alteration or transformation of any structure, execution of any works or installation of any fittings in connection with any structure shall require a development permit.

A development permit is a written permission authorising a person to carry out development in accordance with conditions specified in the permit. Such development permit shall give due considerations to matters relating to zoning, planning standards and structural conditions of the proposed development

### **2.2.1. Activities that shall require development permit include:**

- Erection of any building or structure except those exempted by law
- Making structural alteration and or transformation (renovation) to a building
- Execution of works or installation of any fittings in a building
- Hoarding of a property

### **2.2.2 Basic requirements for Development Permit shall include;**

- a. Development Permit Application Form (Jacket)
- b. Fully completed application form: TCP Form 1
- c. Permit Application Form A, Regulation. 2

- d. Site Plan to the scale of 1:2500 or 1:1250 and conforming to the local plan of the area
- e. Block Plan to the scale of 1:50
- f. Architectural drawings to the scale of 1:20 or 1:40
- g. Structural drawings to the scale of 1:20 or 1:40
- h. Evidence of ownership of the land
- i. Report on stake holder consultation (where applicable)
- j. Previous permit if any

2.2.3 Depending on the type, scope and complexity of the development, other subsidiary requirements (certified reports/permits) relating to the following among others shall apply:

- a. Aviation safety
- b. Radiation Protection
- c. Environmental protection
- d. Fire safety
- e. Petroleum operations
- f. Verification certificate
- g. Traffic impact
- h. Geo-technical report
- i. Hydrological report
- j. Structural integrity
- k. Highway clearance
- l. Stakeholder consultation report

Refer to appendix 5 for details on specific application requirements for various categories of development. All reports submitted should include a prior consultation and approval from relevant agencies.

## **2.3 Temporary Structure Permit**

A temporary structure is any physical structure constructed, installed or placed on spaces zoned for permanent uses and meant to facilitate the construction of a permanent structure, serve short term emergency needs or facilitate small scale

business operations. The temporary permit shall be renewable every six months for a period not exceeding five years.

2.3.1 Permits for Temporary structures shall be issued to developments that are not permanent in nature.

2.3.2 Permits for Temporary structures shall be renewed every 6 months.

2.3.3 Temporary Structure Permit applications shall be presented on the form attached as Appendix 6

2.3.4 The basic requirements for a temporary structure permit are:

- a. Application form
- b. Evidence of good title to the land or permission from relevant stakeholders
- c. Site Plan to the scale of 1:2500 or 1:1250 and conforming to the local plan of the area
- d. Block Plan to the scale of 1:50
- e. Designs of proposed temporary structures

An applicant shall be required to obtain all necessary approvals, permits and licenses from relevant central and local government authorities.

## **2.4 Regularization of existing structures**

Regularization of permit shall be undertaken for all structures that have been developed without permits. Only structures that meet minimum condition for the grant for regular development permit shall qualify for the grant of regularization permit

All applications to regularize permits for existing structures shall be required to submit all requirements listed for the category of such structures in addition to Structure Integrity Report

## **2.5 Extension of existing building**

The addition of a usable area or utility space to an existing structure shall constitute an extension.

Applications for permit to extend existing structures which do not have prior permit shall be treated solely as applications for regularization of permit. In this case the



request for extension of the structure shall be incorporated into the application for extension and treated as one application.

## **2.6 Demolition Permit**

2.6.1 All demolition works shall require permit from the District Assembly.

Sufficient precaution shall be taken to safeguard public safety, health, adjoining properties and properties with heritage significance.

2.6.2 Pollution in relation to air, water, noise and soils shall be avoided or properly mitigated

2.6.3 Details on the requirements and steps for carrying out demolitions shall be contained in separate guidelines

### ***2.6.4 Application for Demolition Permit***

2.6.4.1 Persons seeking to apply for demolition permit shall complete the form attached as Appendix 7 including information such as:

1. Ensure that the following basic requirements have been fully fulfilled:
2. Site plan
3. Block plan
4. Demolition plan and precautions outlined
  - a. Acknowledgment of utility services disconnection (electricity, water, sewer)
  - b. Air pollution
  - c. Noise pollution
  - d. Water
  - e. Handling of hazardous materials
  - f. Occupational health
  - g. Hoarding of site
  - h. Use of catch fans
  - i. Temporary support materials
  - j. Debris and waste handling
  - k. Protection of heritage sites
  - l. Traffic management
  - m. Pedestrian protection
  - n. Avoidance or mitigation of pollution relating to

## 5. Method of Demolition

- i. Top down manual method
- ii. Top down by machines
- iii. Mechanical method by Hydraulic crushers with long boom arm
- iv. Wrecking ball
- v. Implosion
- vi. Other methods
  - i. Non explosive demolition agent
  - ii. Saw cutting
  - iii. Cutting and lifting
  - iv. Mechanical demolition
  - v. Thermal lance
  - vi. Water jet

## 6. Timelines for demolition

### **2.7 Certificate of Completion for Habitation**

2.7.1 Developers who have completed their building to the satisfaction of the District Planning Authority shall be issued a **“Certificate of Completion for Habitation”**

2.7.2 Applicants shall be required to demonstrate that all conditions and requirements of the Development and Building Permit issued have been fulfilled.

#### ***2.8.3 Application for Certificate of Completion for Habitation***

2.8.3.1 For the purposes of issuance of “Certificate of Completion for Habitation” a developer shall give to the District Planning Authority notice in writing (per the form attached as Appendix 8) of:

- a. The erection of a building not more than seven (7) days after completion or if a building or part of a building is occupied before completion, not less than seven (7) days after completion;
- b. Any alteration or extension of a building, not more than seven (7) days after completion; or
- c. The execution of works or the installation of fittings in connection with a building, not more than seven (7) days after completion.

2.8.3.2 The District Planning Authority shall within 7 days after inspection of the development issue the Certificate of Completion for Habitation.

## **2.9 Hoarding of a Property**

Any temporary structure or fence erected round a building or construction site shall require a planning permit

3.9.1 Public safety shall be ensured and pollution in relation to air, water, noise and soils shall be avoided or properly mitigated

## **2.10 Application for Extension of Time**

2.10.1 Where the applicant fails to undertake (commence and complete) development within the validity period of the permit (five years), the applicant shall apply for an

**Extension of Time.** The applicant shall attach the following;

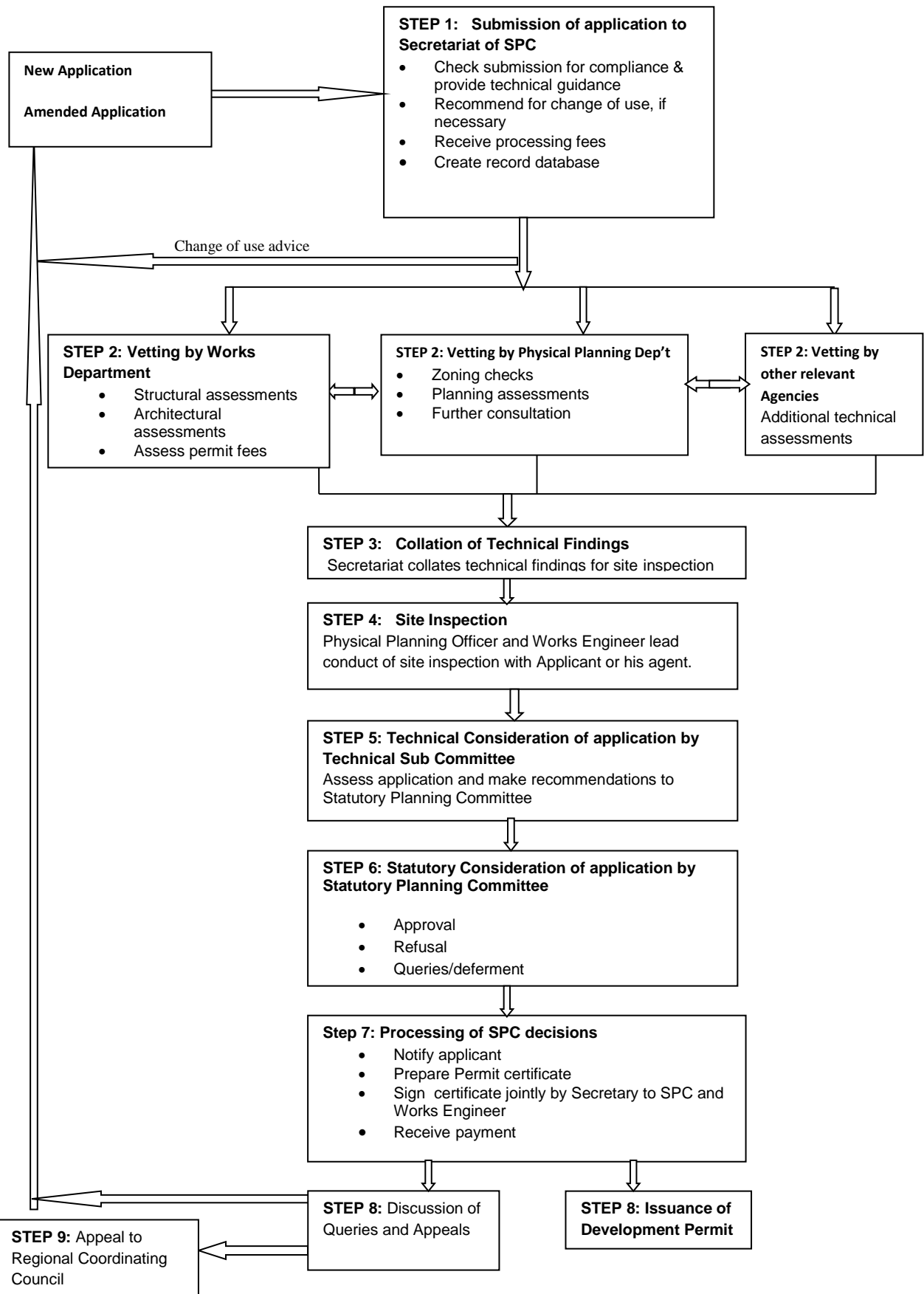
- a. Completed Application form (attached as Appendix 9)
- b. Copy of previous permit with drawings
- c. Architectural and Structural drawings if there are amendments
- d. Site Plan to the scale of 1:2500 or 1:1250 and conforming to the local plan of the area
- e. Block Plan to the scale of 1:50
- f. Applicants shall pay the processing fees and obtain a receipt as evidence of submission of application.

## SECTION THREE

### 3.0 DEVELOPMENT PERMIT APPLICATION PROCESS

The detailed process for receiving and processing development applications is discussed under this section. Figure 1 represents the summary of the development permit application process. Details of the various stages are discussed under preceding subsections

### 3.1 Development Permit Application Process Flow Chart



## 3.2 Submission of Application

3.2.1 The completed permit application forms and relevant material requirements shall be submitted to the Physical Planning Department of the District Planning Authority in a set of four (4). All relevant material requirements shall be endorsed by accredited professionals

Applications received after 15<sup>th</sup> of November shall be processed as part of applications for the succeeding year

All recommendation made at the technical subcommittee level shall be subject to final consideration at the SPC meeting. Applications can be referred back only at the point of submission by the receiving officer or after the considerations of the SPC.

3.2.2 Applicants and/or receiving officer shall ensure that all requirements specified in section 3.2 and other checklists have been met before receiving.

Receiving officers shall also be required to:

- a. Undertake initial zoning checks
- b. Assign application number to each application
- c. Enter the application in the database.
- d. Circulate application to the works department and other relevant institutions for review.

3.2.3 where a person submits an application for a development permit the district planning authority shall notify the applicant of the receipt of application within **72 hours** from the time of submission

3.2.4 Applicants shall pay the processing fees and obtain a receipt as evidence of submission of application.

3.2.5 Fees shall be paid in accordance with the guidelines for Fee Fixing Resolutions issued by the Ministry of Local Government and Rural Development as well as the fees stipulated in the Fee Fixing Resolution of the District Planning Authority.

3.2.6. Applicants may be required to pay Development Charges, which amount will be used for specific infrastructure development to benefit the applicant directly

### **3.3 Processing of Permit Application**

#### **3.3.1 Circulation of Application Documents**

3.3.1.1 Upon receipt of the Permit Application, the Physical Planning Department is required to forward copies of the building drawings and relevant reports to the Works Department using the Checklist attached as Appendix 11.

3.3.1.2 Other technical reports such as Transport Impact Assessment, Geo-technical Report and hydrological Report may be sent to the relevant institutions for further review and advice.

#### **3.3.2 Site Inspection**

3.3.2.1 A Joint Site Inspection shall be undertaken by members of the Technical Sub-Committee to ascertain the veracity and feasibility of all issues and proposals indicated in the developer's submission.

3.3.2.2 The following, among other issues shall be verified;

- a. Plot size
- b. Plot location
- c. Whether the land has been covered by hazardous, faecal matter or any other offensive matter
- d. Access size and alignment
- e. Whether development has started or not
- f. Adjoining development-type, size and scope
- g. Adjoining uses
- h. The coordinates of the parcel (for purpose of lupmis operations)
- i. Any other relevant consideration
  - a. issues of outright incompatibility caused or suffered by the proposed development
  - b. Fire safety issues
  - c. General environmental concerns

#### **3.3.3 Vetting and Consideration of Application Materials**

3.4.3.1 The Secretariat of the Statutory Planning Committee (SPC) shall convene in collaborations with the Chairman meetings for both the Technical Sub-committee and the Statutory Planning Committee to review applications from developers.

3.4.3.2 The meeting of the Statutory Planning Committee shall be preceded by that of the Technical Sub-committee.

3.4.3.3 The Technical Sub-committee shall make recommendations in respect of each development application for consideration by the Statutory Planning Committee.

3.4.3.5 The SPC after considering each application will decide whether a developer's application is approved, refused or deferred for further information and assessment. The SPC decision shall be taken with **30 working days** of submission of the application.

### **Notification on SPC decision**

An applicant shall be notified through appropriate media of SPC decision within **3 working days** after the SPC meeting indicating whether the application has been approved, queried or refused.

### **Approval and issuance of permits**

3.5.1 Approved application shall be processed and written permit issued within **14 days** of the SPC decision.

3.5.2 Requisite assessment for fees shall be made (in accordance with the published Fee Fixing Resolution of the District Planning Authority).

3.5.3 **Applicant shall pay the requisite Permit Fees and Development Charges and issued with a receipt before Permit is delivered.**

### **3.6 Queries and deferment**

3.6.2 A developer whose application has been queried shall be notified through appropriate media, within 3 working days of the SPC decision to come over for discussion and correction of the shortfalls in their application.

3.6.1 The Head of the Physical Planning Department shall write to affected applicants queries on their applications and explain how to resolve them.

3.6.3 Applicants whose application has been queried shall not be required to pay Permit fees to the District Planning Authority.

### **Refusals and Appeals**

3.6.4 The Head of the Physical Planning Department shall provide guidance to applicants whose application have been refused and intend to appeal.

3.6.5 A developer whose application has been refused has up to 6 months after the decision of the District Planning Authority to appeal against the Authority's decision.

3.6.6 The appeal shall in the first instance be made to the Regional Minister

3.6.8 A decision of the appeal body in respect of an appeal is subject to review by the High Court.



## SECTION FOUR

### 4.0 REQUIREMENTS OF VARIOUS PERMITTING AGENCIES

The following institutions are in charge of the key requirements for development permit.

Town and Country Planning Department

The Town and Country Planning Department is mandated to issue Planning Permit on behalf of the district planning authority

Environmental Protection Agency (EPA)	–	Environmental Permit
Ghana National Fire Service	–	Fire permit
Ghana Civil Aviation Authority	-	Air Safety Permit
National Petroleum Authority	-	Petroleum License
Ghana Tourism Authority	-	Tourism License
Department of Urban Roads	-	Traffic Impact Assessment
Radiation Protection Institute	-	Radiation protection permit
Ghana standards Authority	–	verification certificate
Water resources commission	–	hydrological report
Architectural and Engineering Services Limited	-	- structural integrity
Geological survey department	-	Geotechnical and soil test report,

## SECTION FIVE

### 5.0 STATUTORY PLANNING COMMITTEE (SPC)/ DISTRICT SPATIAL PLANNING COMMITTEE (DSPC)

5.1 The District Planning Authority shall delegate to the Statutory Planning Committee (SPC)/ District Spatial Planning Committee (DSPC) all or any of the powers and duties conferred upon it by law to consider development and building permit applications.

Statutory Planning Committee (SPC)/ District Spatial Planning Committee (DSPC) shall be responsible for the consideration and approval of all development and building permit applications.

5.2 The composition of the SPC/DSPC shall be as follows:

- a. District Chief Executive - Chairman
- b. Head of PPD - Secretary
- c. District development planning officer
- d. Head of Works Department
- e. Head of Road Agencies (DFR/DUR/GHA)
- f. Head of Department of Transport
- g. Regional Director of Environmental Protection Agency (EPA)
- h. Head of Health Department
- i. One rep from Lands Commission in the district
- j. Head of customary lands secretariat
- k. Assembly Members nominated by members as follows
  - I. In the case of metropolitan assemblies three representatives
  - II. In the case of municipals assemblies two representatives
  - III. In the case of a district assembly one representative
- l. The chairperson of sub committee on
  - i. Development planning of the district assembly
  - ii. Works of the district assembly
- m. A Statutory Planning Committee may co-opt or invite any other qualified person as a consultant for the purpose of the specific subject matter being considered by the **Statutory Planning Committee**

5.2.1 where a proposed development transcends beyond the boundary of one district a Joint Statutory Planning Committee involving the affected district assemblies shall be composed

Where a proposed development impacts more than one district, a multi district Statutory Planning Committee shall be setup by the RCC to consider such applications.

a regional Spatial Planning committee shall be setup to consider the application

5.3 The following institutions may be co-opted to assist with the work of the SPC/DSPC.

- a. Ghana National Fire Service (GNFS)
- b. Hydro Department
- c. National Disaster Management Organization (NADMO)
- d. Representatives from institutions in charge of water, electricity and telecommunication
- e. Ghana Tourism Authority
- f. Ghana Highway Authority

5.4. The Statutory Planning Committee or District Spatial Planning Committee (SPC/DSPC) may defer consideration of some permit applications to a Technical Sub-committee to review.

- a. Head of PPD - Secretary
- b. District Development Planning Officer
- c. Head of Works Department
- d. Head of Road Agencies (DFR/DUR/GHA)
- e. Head of the Disaster Prevention Department of the District Assembly
- f. Regional Head of Environmental Protection Agency (EPA)
- g. Head of the District Health Department
- h. One representative from Lands Commission in the District
- i. The District fire Officer
- j. Two co-opted members at least one of whom is the chairperson of a sub-metro or urban council as appropriate

5.5 The Head of TCPD/PPD shall at all times serve as the Secretary to both the SPC/DSPC and the Technical Sub-committee.

5.6 All decisions of the Technical Sub-committee shall be subject to further consideration by the SPC/DSPC.

## REFERENCES

1. GIA (2014): Review of the National Building Regulations, (LI 1630): Key Recommendations and Final Draft Report, April 2014. (**GIA/BUSAC** Fund Advocacy Programme)
2. Town and Country Planning Ordinance, 1945 (Cap 84)
3. Local Government Act, 1993 (Act 462)
4. Land Use and Spatial Planning Bill, 2015
5. National Building Regulations, 1996 (L.I. 1630)
6. Local Government (Departments of District Assemblies) (Commencement) Instrument, 2009 (LI 1961).
7. Guidelines for the Establishment and Operation of LPG Filling Plants in Ghana, September 2010
8. Guidelines for the Deployment of Communication Towers in Ghana

**APPENDICES**

**Appendix 1: Application form for Planning/Development Permit**

THE .....PLANNING AUTHORITY

**APPLICATION FOR PLANNING/DEVELOPMENT PERMIT**

**Spatial Planning LIXXXXXXXXXXX**

<i>For office use only</i>
Appn. No. ....
Date Recd. ....
Permit No. ....
Refusal No. ....
Queried No.....

<p><b>TO:</b></p> <p><b>THE SECRETARY</b></p> <p>.....DISTRICT/MUNICIPAL/  <b>METROPOLITAN</b></p> <p><b>PLANNING AUTHORITY</b></p>	
<b>ADDRESS OF PLANNING AUTHORITY</b>	<b>E-MAIL ADDRESS OF PLANNING AUTHORITY</b>
<p><b>I/WE</b></p> <p>.....</p> <p>.....</p> <p><b>OF.....</b></p> <p>.....</p>	
<b>PERSONAL DETAILS OF APPLICANT ONLY</b>	
<b>Residential Address</b>	<b>E-Mail Address</b>
<b>Nationality</b>	

Gender (✓)	Male	Female	Neuter	Postal Address
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PERSONAL DETAILS OF AGENT ONLY				
Residential Address		E-Mail Address		Nationality
Gender (✓)	Male	Female	Neuter	Postal Address
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

DETAILS OF APPLICATION	
TO:	
THE SECRETARY	
.....DISTRICT/MUNICIPAL/ METROPOLITAN	
PLANNING AUTHORITY	
ADDRESS OF PLANNING AUTHORITY	E-MAIL ADDRESS OF PLANNING AUTHORITY
I/WE	
.....	
OF.....	
.....	

BEING THE OWNER OF THE (LAND KNOWN AS/BUILDING SITUATED)

.....  
.....

APPLY TO THE PLANNING AUTHORITY FOR PERMISSION TO:

1.

DEVELOP LAND KNOWN

AS.....  
.....

AND/OR

**DETAILS OF APPLICATION**

2

CONSTRUCT A BUILDING

AT.....  
.....

FOR THE PURPOSES

OF.....  
.....

AND/OR

3

- (a) Demolish
- (b) Extend
- (c) Alter
- (d) Repair
- (e) Rehabilitate

The building at

.....

In accordance with the Plan of the scale of 1/1250 attached in four copies

And under the National Building Regulations and in accordance with the particulars attached including the relevant

drawings. The Land Title Certificate No..... is attached.

Date of Application

Signature of Applicant  
(Witness to Signature of applicant if illiterate )

\_\_\_/\_\_\_/\_\_\_

dd/mm/yyyy



## **Appendix 2: Application for change of use or request for re-zoning**

1. (1) Where a person seeks to change the zoning of the whole or part of a piece of land, that person shall apply in writing to the District Spatial Planning Committee of the district to which the change relates in the form prescribed in the zoning regulations and planning standards.

(2) The request for re-zoning or change of use of land shall be accompanied with a report prepared by a professional planner.

(3) A District Spatial Planning Committee shall not grant a request for change of the existing zoning or land use unless the request is intended to make the zoning of the land comply with the structure plan or zoning scheme or local plan.

(4) Where the request for change is for a purpose other than compliance and there is evidence that

(a) a special circumstance has arisen that necessitates the change requested;

(b) a notice of the special circumstance has been brought to the attention of the community in which the land affected by the request is located and an objection has not been raised by that community; and

(c) details of the special circumstance have been made available at the Public Data Room for a period of at least twenty-one days after the request,

the District Spatial Planning Committee shall grant the request.

(5) Where an application for re-zoning relates to a change of use and the address of the owners of land abutting the land to which the application relates are not known, the District Planning Officer shall

(a) require the applicant concerned to

(i) give notice in the manner prescribed by Regulations to the owners of land abutting the land to which the application relates; and

(ii) advertise the application in the manner prescribed by the Regulations; and

(iii) post the notice in the immediate vicinity of the land concerned subject to Regulations made under this Act;

(b) where an objection against the application is received submit the objection to the applicant for comment and the comment shall be submitted to the District Assembly through the District Spatial Planning

Committee within fourteen days;

- (c) request for comment from any person who in the opinion of the Head of the Physical Planning Department of the District Assembly has an interest in the application;
- (d) submit the application and relevant documents to the District Spatial Planning Committee;
- (e) give notice to the applicant of the decision of the District Spatial Planning Committee and, where applicable, furnish the applicant with a copy of the conditions imposed by the local authority;
- (f) give notice to an objector in the manner prescribed by Regulations, of the decision of the District Spatial Planning Committee; and
- (g) record the re-zoning in accordance with this Act.

### **Change of use or zoning by district assemblies**

2. Where there is an application to re-zone land or to change the land use, the Physical Planning Officer shall give notice of the proposed change of use or re-zoning to

- (a) the owners of the abutting lands if their addresses are known or can be ascertained and give the owner an opportunity to comment on or to make representations in respect of the re-zoning; and
- (b) the public through a newspaper of national circulation and the *Gazette*.

### **Appendix 3: FORMAT FOR CHANGE OF USE /REZONING REPORT**

1. GENERAL INTRODUCTION
2. PROJECT OBJECTIVES
3. SITE APPRAISAL
  - a. Location and Size
  - b. Topography and Drainage
  - c. Site analysis
  - d. Zoning analysis
  - e. Accessibility
  - f. Utilities
  - g. Summary of Findings
4. PROJECT SCOPE AND PROPOSED CHANGE OF USE

Description of project components

Details of change of use request

5. STAKEHOLDER CONSULTATIONS
6. JUSTIFICATION FOR THE PROPOSED CHANGE OF USE
7. PROPOSED MITIGATION MEASURES
  
8. RECOMMENDATIONS AND CONCLUSIONS
9. REFERENCES
10. APPENDICES

**Appendix 4: Application for Subdivision & Consolidation**

THE .....PLANNING AUTHORITY

**APPLICATION FOR SUBDIVISION & CONSOLIDATION**

**Spatial Planning LIXXXXXXXXXXX**

*For office use only*

Appn. No. ....

Date Recd. ....

Permit No. ....

Refusal No. ....

..... DISTRICT/MUNICIPAL/METROPOLITAN  
ASSEMBLY

**REQUIREMENT FOR SUB-DIVISION**

REQUIREMENT FOR SUB-DIVISION				
Name of Applicant		Address		Phone Number
				Email
Gender (✓)	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Others (specify)	Date of Application

**REQUIREMENT FOR SUB-DIVISION (contd)**

Existing Land Use from Approved Local Plan	Proposed Land Use of the created parcel

<b>Brief description of Current Development on site</b>		<b>Brief description of Proposed Development</b>	
		<b>Signature of Applicant</b>	
<b>Justification Report (✓)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Office Use Only</b>			
<b>Evidence of Title to Land (✓)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Size of Parcel/s (acres)</b>
<b>Type of Document (title)</b>			
<b>Any other relevant information</b>			
<b>Name of Officer</b>		<b>Signature of Officer</b>	

## **Appendix 5: Details on Specific Application Requirements for Categories of Development**

### **Undertakings for which Air Safety Permits is required**

(a) A developer who proposes the construction or alteration of a structure within an Airport Zone (Approach Zone, Transitional Zone, Horizontal Zone, Conical Zone, Clear Zones and Accident Potential Zones), shall apply to the Director General of the GCAA (in the form and manner prescribed by the GCAA) if:

(1) Any construction or alteration shall result in an overall height of the structure above ground level as follows:

(i) more than 10 meters at its site and within a 5000 meters radius of an existing or proposed

aerodrome; or

(ii) 46 meters or more at its site beyond 10nm radius of an existing or proposed aerodrome.

Note: 1nm=6076ft, or 1853m

(2) Any construction or alteration of greater height than any obstacle limitation surface in accordance with the criteria specified in the Manual of Standards (GCAA).

(3) Any highway, railroad, or other traverse way for mobile objects, of a height which, if adjusted upward by 5 meters for any highway where over crossings are designed for a minimum of 5 meters vertical distance, 4 meters for any other public roadway, 3 meters or the height of the of the highest mobile object that would normally traverse the road, whichever is greater, for a private road, 7 meters for a railroad and for any other traverse way not previously mentioned, an amount equal to the height of the highest mobile object that would normally traverse it, would exceed a standard of subparagraph (a) (1) or (2) of this section.

(4) The object, construction or alteration would be in an instrument approach area.

(5) The object would be on designated low-level flying routes or close to major highways

(6) The object is located within an IFR en-route obstacle clearance area, including evaluated routes on enroute and area charts but excluding charted routes as published in the AIP instrument flight guide, and would necessitate an increase in an existing or planned minimum obstacle clearance altitude; or

(7) The object exceeds the general tree height in the area by 18 m and is located in an area of low level aerial activity or other low flying activity, or in a low flying zone or low level route.

(8) Any object, construction or alteration would be on any of the following airports;

(i) an airport that is available for public use.

(ii) an airport under construction, that is the subject of an application or proposal on file with the Authority at the time of application.

**Ref.** GHANA CIVIL AVIATION AUTHORITY (GCAA) Technical Directives, 2012, *Erection of Masts in Navigable Air Space and Aerodrome Design, Development, Maintenance & Safeguarding (Part 27)*

## **1. Undertakings for which Environmental Permit is required**

### **2. Agriculture**

Livestock farms

Community pastures-

(a) Involving the clearing of land of greater than 40 hectares in area; or

(b) Involving the clearing of land located in an environmentally sensitive area

Fruit and vegetable farms

Management areas-

(a) Involving the clearing of land of greater than 40 hectares in area, or

(b) Involving the clearing of land located in an environmentally sensitive area

### **3. Fishing and Trapping**

Fishing –

(a) Fish or shellfish farming in salt water, brackish water or fresh water, where the proposal includes the construction of shore-based facilities other than wharves;

(b) Permanent traps or weir fisheries, salt water.

Fish or shellfish breeding and propagating services, or fish or shellfish hatchery services, where the proposal includes the construction of shorebased facilities other than wharves.

### **4. Logging and forestry**

Logging-

Management of forested land for the primary purpose of harvesting timber in a contract area

## **5. Forestry Services**

Forestry Services-

- (a) Application of pesticides;
- (b) Introduction of exotic species of animals, plants or microbial agents;
- (c) Establishment of forest in previously forested and unforested areas

Mining (including milling), quarrying and oil wells

## **6. Mining**

- (a) non-metallic mines
- (b) metallic mines

## **7. Crude oil and Natural Gas**

- (a) crude oil or petroleum production facilities;
- (b) natural gas production facilities.

## **8. Quarries and Sand Pits**

Stone quarries-

- (a) Where the total area is greater than 10 hectares, or
- (b) Where any portion is to be located within an environmentally sensitive area.

Manufacturing

## **9. Food**

Meat and poultry products –

- (a) Abattoirs;
- (b) Meat, fat or oil processing facilities;
- (c) Poultry processing facilities.

Fish Products –

Flours, prepared cereal foods and feeds –

Feed mills.

## **10. Beverages**

- (a) Distillery products; (distilleries)
- (b) Brewery products (Breweries)
- (c) wines



**11. Rubber Products**

- (a) Rubber hoses and belting;
- (b) Tyres and tubes;
- (c) Other rubber products

**12. Plastic products**

- (a) Foamed and expanded plastic products;
- (b) Plastic pipes and pipe fittings;
- (c) Plastic films and sheetings;
- (d) Other plastic products

**13. Leather and Allied Products**

Leather and allied products  
Leather tanneries

**14. Primary Textiles**

- (a) Man-made fibres and filament yarns;
- (b) Spun yarns and woven clothes;
- (c) Broad knitted fabrics

**15. textile products**

- (a) natural fibres processing and felt products;
- (b) carpets, mats and rugs;
- (c) canvas and related products
- (d) other textile products

**16. Wood**

- (a) sawmill, planing mill and shingle mill products industries;
- (b) veneers and plywoods;
- (c) other wood products;
- (d) wood preservation facilities which use hazardous chemicals or similar chemicals processes;
- (e) particle board or wafer board production

**17. Paper and Allied Products**

- (a) Pulp and paper;
- (b) Asphalt roofing;
- (c) Other converted paper products

**18. Primary Metals****19. Fabricated metal products****20. Transportation equipment**

Shipbuilding and repair –

Facilities engaged in building and repairing all types of ships above 4000 tonnes displacement including marine production platforms for petroleum, natural gas or mineral resource extraction

## NON-METALIC MINERAL PRODUCTS

### **21. Refined petroleum products**

### **22. Chemicals and chemical products**

- (a) Industrial chemicals;
- (b) Agricultural chemicals;
- (c) Plastic and synthetic resins;
- (d) Paints and varnishes;
- (e) Soaps and cleaning compounds;
- (f) Other chemical products

### **23. Other Manufacturing**

Scientific and Professional equipment-

- (a) Photographic films and plates manufacturing;
- (b) Floor tiles, linoleums and coated fabrics manufacturing;
- (c) Other manufactured products

### **24. Construction**

Industrial construction (other than buildings)

- (a) Construction of pipelines for the transmission of oil, natural gas and other related products from source to the point of distribution, where –
  - i. Any portion of the pipeline is to be located at a distance greater than 500 meters from an existing right-of-way; or
  - ii. Any portion of the pipeline is to be located in an environmentally sensitive area;
- (b) Diesel electric power generating plants having a capacity greater than 1 megawatt;
- (c) Gas turbine electric power generating plants having a capacity greater than 1 megawatt;
- (d) Nuclear electric power generating plants.

### **25. Highways and Heavy construction**

- (a) Roads
- (b) Water works and sewage system –
  - i. Construction of trunk pipelines for transmission of water from the source to the point of distribution
  - ii. Construction of trunk sewer pipelines
  - iii. Construction of trunk sewer pipeline outfalls

## **26. Utilities**

- (a) Establishment of waste disposal sites;
- (b) Establishment of facilities for the collection, storage and disposal of hazardous waste materials

### WHOLESALE TRADE

## **27. Petroleum Products**

Petroleum Products, wholesale –

Establishment of petroleum products storage facilities

## **28. Other products, wholesale**

Waste materials, wholesale –

Establishment of facilities of the purpose of assembling, breaking up sorting or wholesale trading of scrap, junk or waste material of any type.

## **29. services**

Economic services administration –

- (a) Resource conservation and management programmes involving introductions of exotic species of animals or plants for any purpose;
- (b) Resource conservation and management programs involving introductions of native species of animals or plants into areas where those species do not occur at the time of the proposed introduction;
- (c) Designation of land of cottage development or other recreational development

### ACCOMODATION, FOOD AND BEVERAGE SERVICES

## **30. Accommodation Services**

Establishment of recreation and vacation camps

## **31. Amusement and Recreational Services**

Commercial spectator sports –

- (a) Establishment of horse racetrack operations;
- (b) Establishment of racetrack operations for motorized vehicles sports and recreation clubs and services;
- (c) Establishment of facilities, including trails;
- (d) Establishment of outdoor firearm ranges;
- (e) Establishment of marina operations
- (f) Establishment of facilities, including trails, for motorized recreational vehicles;
- (g) Other amusement and recreational services

## UDERTAKINGS FOR WHICH ENVIRONMENTAL IMPACT ASSESSEMENT (EIA) IS MANDATORY

### **1. Agriculture**

- (a) Land development for agriculture purpose not less than 40 hectares;
- (b) Agricultural programmes necessitating the resettlement of 20 families or more

### **2. Airport**

Construction of all airports or airstrips as well as the enlargement of existing airports or airstrips

### **3. Drainage and Irrigation**

- (a) Construction of dams and man-made lakes;
- (b) Drainage of wetland;
- (c) Irrigation schemes

### **4. Land Reclamation**

- (a) Coastal land reclamation
- (b) Dredging of bars, estuaries

### **5. Fisheries**

- (a) Construction of fishing harbours;
- (b) Harbour expansion;
- (c) Land based aquaculture undertaking

### **6. Forestry**

- (a) Conversion of hill forest land to other land use;
- (b) Logging or conversion of forest land to other land use within catchment area of reservoirs used for water supply, irrigation or hydro-power generation or in areas adjacent to forest, wildlife reserves;
- (c) Conversion of wetlands for industrial, housing or agricultural use

### **7. Housing**

- (a) Human settlement development undertaking;
- (b) Housing development

### **8. Industry**

- (a) Chemical – where production capacity of each product or combined products is greater than 100 tonnes/day;
- (b) Petrochemicals sizes or raw materials requirements of 100 tonnes/day or greater;
- (c) Non-ferrous – smelting
  - I. Aluminium – all sizes
  - II. Copper – all sizes
  - III. others – producing 50 tonnes/day and above product;

- (d) Non-metallic –cement – lime – 10 tonnes/day and above burnt lime rotary kiln of 50 tonnes/day and above vertical kiln
- (e) Iron and steel
- (f) Shipyards
- (g) Pulp and paper

## **9. Infrastructure**

- (a) Construction of hospitals
- (b) Industrial estate development
- (c) Construction of roads and highways
- (d) Construction of new townships
- (e) Construction of railways

## **10. Ports**

- (a) Construction of ports
- (b) Port expansion involving an increase of 25percent or more in handling capacity per annum

## **11. Mining**

- (a) Mining and processing of minerals in areas where the mining lease covers a total area in excess of 10 hectares;
- (b) Quarries-  
Proposed quarrying of aggregate, limestone, silica, quartzite, sandstone , marble and decorative building stone within 3 kilometres radius of any existing village, residential, commercial or industrial areas or any area earmarked for residential, commercial or industrial development
- (c) Sand dredging

## **12. Petroleum**

- (a) oil and gas fields development
- (b) construction of off-shore pipelines
- (c) construction of oil and gas separation, processing, handling and storage facilities
- (d) construction of oil refineries
- (e) construction of product depots for the storage of petrol, gas or diesel which are located within 3 kilometres of any commercial, industrial or residential areas

## **13. Power Generation and Transmission**

- (a) Construction of steam generation power stations
- (b) Dams and hydroelectric power schemes
- (c) Construction of combined cycle pwer stations
- (d) Construction of nuclear-fueled power station
- (e) Erection of power transmission lines

## **14. Resort and Recreational Development**

- (a) Construction of coastal resort facilities or hotels with more than 40 rooms

- (b) Hill top resort or hotel development
- (c) Development of tourist or recreational facilities in national parks
- (d) Development of tourist or recreational facilities on islands in surrounding waters

#### **15. Waste treatment and disposal**

- (a) Toxic and hazardous waste-
  - i. Construction of incineration plant
  - ii. Construction of recovery plant (off-site)
  - iii. Construction of waste water treatment plant (off-site)
  - iv. Construction of secure landfills facility
  - v. Construction of storage facilities (off-site)
- (b) Municipal solid waste-
  - i. Construction of incineration plant;
  - ii. Construction of composting plant;
  - iii. Construction of recovery/recycling plant
  - iv. Construction of municipal solid waste landfill facility
  - v. Construction of waste deposits
- (c) Municipal sewage
  - i. Construction of wastewater treatment plant
  - ii. Construction of marine outfall
  - iii. Night soil treatment

#### **16. Water Supply**

- (a) Construction of dams impounding reservoirs
- (b) Groundwater development for industrial, agricultural or urban water supply

#### **17. Environmental Conservation and Management**

- (a) Activity to remove “designated” status from an area designated for wildlife conservation and management
- (b) Activities relating to
  - i. Wildlife conservation and management
  - ii. Forest conservation and management
  - iii. Watershed conservation and management
  - iv. Commercial exploitation of fauna and flora

Ref: Environmental Assessment Regulations, 1999 (L1 1652) Arrangement of Regulations

EPA

#### **Undertakings for which Hydrological Report is required**

Hydro report will usually be requested based on observation from site visit. However, if there are indications from a geotechnical study that the location for a particular development has a shallow water table a hydrological study may be requested.

All developments which are located within the following riparian buffer zones policy for managing fresh water bodies may be required to submit hydrological report;

- Municipal reservoir shoreline protective buffer: 60 to 90 meters (e.g. Weija Dam and Lake Bosomtwe)
- Major perennial streams: 10 to 20 meters
- Important seasonal streams: 10 to 15 meters
- Streams within forest reserves: 10 to 50 meters; and
- Wetlands: 30-meters around the perimeter as defined from the high water elevation

### **National Petroleum Authority Permit**

Undertakings for which National Petroleum Permits are required

- Fuel service stations
- Fuel filling stations
- Reseller outlets/premix operators
- LPG Filling Plants
- Depots(Storage tanks)
- Pipeline operators
- Manufacturers of Lubricating Oil
- Waste Oil Recycling Plant
- Petroleum Refinery

Wharf and Tank farms

### **TRAFFIC IMPACT ASSESSMENT**

**Undertakings for which Traffic Impact Assessment is required**

**Table A2     Typical threshold values**

Land use description	Possible criteria	Possible		
		low	middle	high
All	Vehicle movements per day	100	500	1000
All	Vehicle movements per peak hour	10	50	100
All	Heavy goods vehicles (7.5 t+)/day	5	20	40
All	Heavy goods vehicle movements	Any	Any	Any

All	Car parking spaces proposed.	10	50	100
Office+Business	sq m GFA	500	2500	5000
Food retail	sq m GFA	100	500	1000
Non-food retail	sq m GFA	500	2500	5000
Take-away restaurant	sq m GFA, or	50	250	500
Sit-down restaurant	seats	20	100	200
Industrial	sq m GFA	500	2500	5000
Warehouses +distribution	sq m GFA	1000	5000	10000
Hotel	beds	20	100	200
Conference centre	sq m GFA	100	500	1000
Education/health centre	sq m GFA	500	2500	5000
Hospital/nursing homes	beds	20	100	200
Residential	dwelling units	20	100	200
Entertainment	person capacity	50	250	500

## Undertakings for which fire certificates are required

### Public residential accommodation

- premises providing sleeping accommodation for temporary or permanent residents; for example: hotels, motels, inns, residential clubs, hostels (including nurses homes etc),
- boarding houses,
- lodging houses,
- holiday camps,
- boarding schools and
- living accommodation in colleges and universities;

### (b) Premises for entertainment, recreation, or as a club

- places where people resort, whether as members of the public, members of a club or otherwise: for example,
- theatres,
- cinemas,
- public boxing and wrestling halls,
- conference halls,
- dance halls,
- exhibition halls,
- galleries,
- museums,
- public libraries,
- enclosed public swimming pools,



- billiard halls,
- enclosed premises at zoos,
- clubs,
- bingo halls,
- bowling alleys,
- amusement arcades,
- piers,
- football stands and
- indoor sports centres;

(c) Premises as a place of work

- premises used as factory,
- shop,
- office and
- storage.

(d) Premises used as institution providing health treatment or care for infants, disabled or aged persons;

- Hospitals,
- Nursing Homes,
- Probation Homes,
- Remand Homes,
- Community Homes and Nurseries,
- prenatal and
- post natal,
- clinics,
- child welfare clinics,
- mental health clinics and
- day care nurseries;

(e) Premises for the purpose of teaching, training or research and

- schools,
- universities, and colleges including laboratories and workshops
- lecture rooms and
- classrooms,
- drama schools, and
- dancing tuition centres.

(f) Premises for a purpose which involves access to the premises by members of the public, whether on payment or not

- court buildings

- Theatres
- Sports stadia
- Places of worship
- Vehicle terminals
- Public parking spaces

## **BRIEF ON FIRE CERTIFICATE AND APPROVAL-IN-PRINCIPLE (FIRE PERMIT)**

### **FIRE CERTIFICATE**

*Regulation 1(1)* Unless exempted by Fire Precaution (Premises) Regulations, 2003 (LI 1724) a fire certificate issued by the Ghana National Fire Service shall be required for public premises put to a use or premises which involve members of the public being present in any numbers.

The designating premises fall within the following classes of use:

- a. Use as public residential accommodation (hotels, motel, inns, hostels, boarding houses, guesthouses, lodges etc.);
- b. Use for entertainment, recreation, or as a club (theatre, bingo hall, cinemas, conference halls, museums, public library, sport stadia);
- c. Use as place of work (offices, shops, factories, banks warehouses, restaurants, chop bars, drinking spots);
- d. Use for teaching, training or research purposes (schools, colleges, universities and research centres);
- e. Use as an institution providing health treatment or care for infants, physically challenged persons (hospitals, clinics, care centres);
- f. Use for a purpose which involves access to the premises by members of the public, whether on payment or not (car park, fuel filling stations, churches, mosque etc.).

The classification of premises stated above is more of emphasis on the use to which premises are put regardless of their description. Whether a building or part of a building is covered by the LI 1724, is determined by the use to which it is being put. The Fire Precaution (Premises) Regulations, 2003 is concerned with buildings as occupied and used, rather than with new buildings which are under construction.

### **Approval-in-Principle (Fire Permit)**

The Legislative Instrument (LI 1724) mandates Ghana National Fire Service to issue approval-in-principle permit for proposed projects so that those responsible for the design and construction of public buildings will factor fire safety measures at the design and construction stages.

Usually, approval-in-principle is granted so that appropriate agencies allow the project to go on if the **zoning status/planning scheme** and/or other requirements support the

development but in compliance with what have been stated in the conceptual report (Fire protection installation proposal).

The approval-in-principle is valid for twenty-four (24) months from the date of issue and subject to renewal for a fee if the project is still under construction. This permit is not transferable and it is location (site) specific.

The proponent (property owner or his/her agent) is required to make copies of the drawings and report available to the contractor(s) and project management team for compliance.

To ensure that requirements relating to life safety and fire defense arrangement in general are not compromised for other facilities, an authorized Inspector is appointed to monitor and ensure that the conditions mentioned in the permit are complied with.

*SOURCE: FIRE PRECAUTION (PREMISES) REGULATIONS, 2003 (LI 1724)*

## Appendix 6: Application form for Temporary Structure Permit

THE .....PLANNING AUTHORITY

### Application Form for Temporary Structure Permit

The Land Use and Spatial Planning Bill, 20xx

<i>For office use only</i>
Appn. No. ....
Date Recd. ....
Permit No. ....
Refusal No. ....

..... DISTRICT/MUNICIPAL/METROPOLITAN ASSEMBLY

APPLICATION FOR TEMPORARY STRUCTURE PERMIT						
Personal Details						
Name of Applicant		Residential Address		Phone Number		
				Email		
				Postal Address		Nationality
				Gender (✓)	Male	Female
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

APPLICATION FOR TEMPORARY STRUCTURE PERMIT						
ID Type (✓)	Passport <input type="checkbox"/>	Driver's License <input type="checkbox"/>	Voter's ID <input type="checkbox"/>	NHIS <input type="checkbox"/>	ID Number	
Application details						
Information on the current use						
Date of Application	____/____/____ d d / m m / y y y y			Use of particular parcel		
Zoning of the area						

Location of site			Size	
Attach site plan (✓)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Nature of accessibility	
Adjoining uses				
<b>Information on the proposed use</b>				
Proposed use			Project component	
Block plan(✓)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Designs of proposed temporary structure (✓)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Evidence of Title to Land or permission (✓)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Type of Document (title) (✓)	Land Certificate <input type="checkbox"/> Deed Certificate <input type="checkbox"/> Noted proposal <input type="checkbox"/> Allocation Note <input type="checkbox"/> Executed Indenture <input type="checkbox"/> Consent/permission note <input type="checkbox"/>			
Outline of likely effects if any and proposed mitigation measures (TIA, EIA, etc)				
Name of Receiving Officer			Signature of Officer	

Appendix 7: Application form for demolition permit

THE .....PLANNING AUTHORITY

Application Form for Demolition Permit

Spatial Planning LI xxxx, 20xx

<b>For office use only</b>
Appn. No. ....
Date Recd. ....
Permit No. ....
Refusal No. ....

..... DISTRICT/MUNICIPAL/METROPOLITAN  
ASSEMBLY

APPLICATION FOR DEMOLISHING PERMIT						
Personal Details						
Name of Applicant			Residential Address		Phone Number	
					Email	
Gender (✓)	Male	Female	Neuter	Postal Address		Nationality
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

APPLICATION FOR DEMOLISHING PERMIT					
ID Type (✓)	Passport <input type="checkbox"/>	Driver's License <input type="checkbox"/>	Voter's ID <input type="checkbox"/>	NHIS <input type="checkbox"/>	ID Number
Application details					
Information on the current use					
Date of Application	____/____/____ d d / m m / y y y y			Use of particular parcel	
Zoning of the area					

Location of site		Size	
Attach site plan (✓)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Nature of accessibility
Age of Structure			
Adjoining uses			
		Evidence of good title (✓)	
		Land Certificate <input type="checkbox"/>	Deed Certificate <input type="checkbox"/>
<b>Demolishing Details</b>			
Precautionary Measures (✓)			
Air pollution <input type="checkbox"/>	Noise pollution <input type="checkbox"/>	Water <input type="checkbox"/>	Handling of hazardous materials <input type="checkbox"/>
Occupational health <input type="checkbox"/>	Traffic management <input type="checkbox"/>	Pedestrian protection <input type="checkbox"/>	Debris and waste handling <input type="checkbox"/>
Methods of Demolishing			
Top down manual method <input type="checkbox"/>	top down by machines <input type="checkbox"/>	Mechanical method with	
wrecking ball <input type="checkbox"/>	Implosion <input type="checkbox"/>	Hydraulic crushers <input type="checkbox"/>	Long boom arm <input type="checkbox"/>
Cutting and lifting <input type="checkbox"/>	Mechanical demolition <input type="checkbox"/>	Non explosive demolition agent <input type="checkbox"/>	Saw cutting <input type="checkbox"/>
		Thermal lance <input type="checkbox"/>	Water Jet <input type="checkbox"/>
Acknowledgment of utility services disconnection		Electricity <input type="checkbox"/>	Water <input type="checkbox"/>
			Sewer <input type="checkbox"/>
Timelines for demolition			
Name of Receiving Officer		Signature of Officer	

Appendix 8: Application for certificate of completion for habitation

THE .....PLANNING AUTHORITY

APPLICATION FORM FOR CERTIFICATE OF COMPLETION FOR HABITATION

Spatial Planning LI XXX

<b>For office use only</b>
Appn. No. ....
Date Recd. ....
Permit No. ....
Refusal No. ....
Queried No.....

DETAILS OF APPLICANT ONLY							
Personal Details							
Name of Applicant			Residential Address		Phone Number		
					Email		
			Postal Address		Nationality		
Gender (✓)	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Neuter <input type="checkbox"/>				

DETAILS OF AGENT ONLY							
Personal Details							
Name of Applicant			Residential Address		Phone Number		
					Email		
			Postal Address		Nationality		
Gender							



(✓)	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Neuter <input type="checkbox"/>		
-----	----------------------------------	------------------------------------	------------------------------------	--	--

DETAILS OF APPLICATION						
Description of Development Type						
Description of Building						
Description of works executed at	(a)	Erection of a building	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	(b)	Alteration or extension of a building	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	(c)	Execution of works or the installation of fittings in connection with a building	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Development Permit Number						
Development Permit Issue Date	____/____/_____ d d / m m / y y y y					
Address to which Development Permit applies(Location)						
Date of commencement of Development	____/____/_____ d d / m m / y y y y					
Date of Completion of Development	____/____/_____ d d / m m / y y y y					
Is building Occupied?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
If yes, indicate date of occupancy	____/____/_____ d d / m m / y y y y					
Date of Application			Signature of Applicant/Agent			
____/____/_____ d d / m m / y y y y						

Appendix 9: Application Form for the Extension of Time

THE .....PLANNING AUTHORITY

APPLICATION FORM FOR THE EXTENSION OF TIME

Spatial Planning LI xxx, 20xx

<b>For office use only</b>
Appn. No. ....
Date Recd. ....
Permit No. ....
Refusal No. ....

..... DISTRICT/MUNICIPAL/METROPOLITAN  
ASSEMBLY

APPLICATION FOR EXTENSION OF TIME

Personal Details				Name of Applicant		Residential Address		Phone Number	
								Email	
Gender (✓)	Male	Female	Neuter	Postal Address			Nationality		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

APPLICATION FOR CHANGE OF USE/REZONING

ID Type (✓)	Passport <input type="checkbox"/>	Driver's License <input type="checkbox"/>	Voter's ID <input type="checkbox"/>	NHIS <input type="checkbox"/>	ID Number	
Application details						
Information on the current use						
Date of Application		____/____/____ d d / m m / y y y y		Previous Permit Attached (✓)		
Stage of development		Sub structure <input type="checkbox"/>		Yes <input type="checkbox"/>		No <input type="checkbox"/>

<b>(if commenced) (✓)</b>	Super structure <input type="checkbox"/>	Below lintel <input type="checkbox"/> Up to lintel <input type="checkbox"/> Roofing <input type="checkbox"/>
<b>Attach site plan (✓)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Revised drawings if change in designs (✓)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Outline of likely effects if any and proposed mitigation measures (TIA, EIA, etc)</b>		
<b>Name of Receiving Officer</b>		<b>Signature of Officer</b>

## Appendix 10: Development permit extract (Jacket form)

THE .....PLANNING  
AUTHORITY

### APPLICATION FOR DEVELOPMENT PERMIT EXTRACT

Spatial Planning LIXXXXXXXXXXX

Personal Details						
Name of Applicant			Residential Address		Phone Number	
					Email	
Gender (✓)	Mal e <input type="checkbox"/>	Fem ale <input type="checkbox"/>	Neut er <input type="checkbox"/>	Postal Address		Nationality
Date Received	___/___/___		Development Application No:		Sector	Area
	dd/mm/yyyy					
Zoning			General Classification			
Specific Classification			Building Line (s)		Fence Line (s)	
Height						
more Not.....than.....stor ey's less						
Previous Applications			Approved(Date)			
			Refused(Date)			

	Deferred (Date)	
<b>Notes</b>	Records..... ..	
<b>Recommendations of the Physical Planning Officer</b>	PPO..... ..	
<b>Statutory Planning Committees Decision</b>		
<b>Appeal Considered by Committee</b>		<b>Reference to Appeals Committee</b>

**Appendix 10: Checklist for Submission of permit application** *(Sample from AMA)*

CHECK LIST FOR DEVELOPMENT APPLICATIONS

Application No .....  
 Name of Applicant .....  
 Proposed Development .....  
 Location .....

**Document to submit**

B.P.A. Form	<input type="checkbox"/>	No. ....
Title Search Form	<input type="checkbox"/>	No. ....
Architectural Drawings	<input type="checkbox"/>	No. ....
Structural Drawings	<input type="checkbox"/>	No. ....
Electrical and Plumbing Drawings	<input type="checkbox"/>	No. ....
Fire Report	<input type="checkbox"/>	No. ....
Geotechnical Report	<input type="checkbox"/>	No. ....
Structural Integrity Report	<input type="checkbox"/>	No. ....
Structural Calculation Report	<input type="checkbox"/>	No. ....
Environmental Permit	<input type="checkbox"/>	No. ....
Traffic Impact Assessment ( <b>T.I.A</b> )	<input type="checkbox"/>	No. ....
Indenture/Land Title Certificate	<input type="checkbox"/>	No. ....
Soft copy of drawing ( <b>PDF on CD</b> )	<input type="checkbox"/>	No. ....
Property Rate	<input type="checkbox"/>	No. ....
Business Operating Permit	<input type="checkbox"/>	No. ....
Old Permit	<input type="checkbox"/>	No. ....
Waste Management Plan	<input type="checkbox"/>	No. ....
Air Safety Permits		

Hydrological Report

National Petroleum Authority Permit

Issued by .....

Signed .....

Date.....

THE .....PLANNING AUTHORITY

REQUEST FOR FURTHER PARTICULARS)

Spatial Planning LIXXX ,20xx

<i>For office use only</i>
Appn. No. ....
Date Recd. ....
Permit No. ....
Refusal No. ....
Queried No.....

REQUESTED DETAILS	
THE.....PLANNING AREA	
REQUISITION FOR FURTHER PARTICULARS OF PROPOSED DEVELOPMENT	
The District Planning Authority hereby requires.....	
.....	
.....	
Of.....	
.....	
To furnish particulars, plans and drawings of the proposed:	
1.	DEVELOP LAND KNOWN AS..... AND/OR
2.	CONSTRUCT A BUILDING AT.....
	FOR THE PURPOSES OF..... AND/OR



**REQUESTED DETAILS**

- 3. (a) Demolish
- (b) Extend
- (c) Alter
- (d) Repair
- (e) Rehabilitate

the building at

.....  
.....

as

follows.....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....