Form II
(*Regulations* 12 and 14)

REPUBLIC OF ZAMBIA

The Urban and Regional Planning Act

(Act No. 3 of 2015)

The Urban and Regional Planning (General) Regulations, 2020

APPLICATION FOR PLANNING PERMISSION TO DEVELOP					
Print clearly in BLACK OR BLUE INK (or type)			Shaded fields for official use only	Registered Number of Application	
				Date Valid Application Submitted:	
Information Required			Information Required		✓
	INFORMATION REQUIRED FOR ALL APPLICATIONS				
	Indicate the type of application: (Please tick appropriate box)				
1.	a.	Application for permission for the carrying out of any building, rebuilding, mining or other works or operations on or under land			
	b.	Application for permission for the retention of any building, rebuilding, mining or other works or operations on or under land carried out without the grant of planning permission			
	c.	Application for permission for change of land use			
	d.	Application for permission for approval in principle for the carrying out of any building, rebuilding, mining or other works or operations on or under land			
	e.	Application for permission consequent on the grant of approval in principle for the carrying out of any building, rebuilding, mining or other works or operations on or under land			
	f.	Application for permission to subdivide or consolidate land			
2.		If an application in principle has previously been submitted, state the registered number of the application			

3.		State whether subdivision is involved and if so whether permission has been applied for and give registered number of the application		
4.	Provide details of the location of the development: *(a)* Plot, Stand, Lot or Farm No.:			
	(b) Road, Area and Town:			
5.	*(a)* Applicant's name			
	(b) Applicant's address			
	(c) Applicant's telephone number			
	(d) Applicant's email address			
6	*(a)* Owner's name			
	(b) Owner's address			
	(c) Owner's telephone number			
	(d) Owner's email address			
7.	Legal interest of the Applicant in the land. (Please tick appropriate box)			
	Owner	Tenant	Prospective Purchaser	
	Other (please specify): ……			
	If the applicant is not the owner of the land, has a letter of consent from the owner to make the application been provided?	Yes	No	
8.	Give details of any relevant easement, wayleave or right of way affecting the proposals. Please note that the extent of such easement/wayleave/right of way should be shown on the site or location plan.			
9.	Services (Please tick appropriate box)			
	(a) Proposed source of water supply			
	Public Mains [ ] Private Bore Hole [ ] Private Well [ ] Other (please specify) ……			
	(b) Proposed Sewerage Disposal			
	Public Sewer/Drain [ ] Soakpit [ ] Watercourse [ ] Other (please specify) ……			
	(d) Refuse disposal			
	Council collection [ ] Private Collection [ ] Rubbish pit [ ] Other (please specify) ……			
	INFORMATON REQUIRED FOR ALL APPLICATIONS FOR DEVELOPMENT PERMIT			
10.	Describe briefly the proposed development including the purpose for which land, building(s) or structure(s)			

	is/are to be used.					
11.	State the purpose for which land, building(s) or structure(s) are now used. If not now used, the purpose for which they were last used.					
12.	State whether the construction of a new or, alteration of an existing means of access to or from a road is involved.					
13.	the site abuts on a road junction, give details and height of any proposed walls, fences, etc. fronting onto the junction and the materials to be used.					
14.	State the-					
	a.	total area of the land to which this application relates				
	b.	gross floor area of any existing building(s) and structure(s)				
	c.	gross floor area6 of proposed new building(s) and structure(s)				
	d.	gross floor area6 of any building(s)s or structure(s) to be demolished				
	e.	gross floor area6 of building(s)s or structure(s) to be retained				
	f.	plot ratio (gross floor area6 of all building(s) as a percentage of site area)				
	g.	site coverage (gross floor area of the ground floor of all building(s)s as a percentage of site area)				
	h.	state the number of trees on the land				
	i.	state the number of trees to be retained on the land				
15.	State the materials to be used for -					
	a.	external walls				
	b.	internal walls				
	c.	roof				
16.	In the case of mixed-use development, provide a breakdown of the different types of use and the gross floor area of each use and the number of units for each use.		Type of Use	No. of Units	Gross Floor Area	
			a.			
			b.			
			c.			
			d.			
			e.			
17.	If the development is wholly or partly for commercial or industrial purposes state:					

	a.	the nature of the proposed use(s)		
	b.	the provision to be made for loading and unloading of vehicles		
	c.	whether it is proposed to conduct retail or wholesale on the premises		
	If an industrial use is proposed state:			
	d.	the type of process to be carried on		
	e.	the nature and means of disposal of refuse or effluent arising from the industrial process		
18.	Except in the case of a residential dwelling, state the number and size of parking spaces to be provided.		Cars:	
			Trucks:	
			Buses:	
			Bicycles:	
			Other (Please specify)	
	DECLARATION I/We certify that the information provided in this application is true and accurate. I/We understand that the outcome of the evaluation will be based on the information available. Submitted by: *Name:* …….. *Position:* …….. *Signature* Date			

FOR OFFICIAL USE ONLY
Date of submission: ……
Application number: ……
Payment receipt number: ……
Received by (Name/Position): …… ……

……..
Signature

Official Stamp