

Seal of  
Local Authority

**APPLICATION FORM  
OUTLINE PLANNING PERMISSION  
ALL LOCAL AUTHORITIES**

**FORM No: O P P**

**REF. No. OPP...../...../.....**  
**Date of Application: .....**  
**Effective Date: .....**

**CLUSTER**

**\*\*Commercial/Industrial/Services/Sui Generis**

**About this form** Use this form to apply for an Outline Planning Permission only

**FOR OFFICE USE**

<b>Documents submitted (** Please tick as appropriate)</b>	
<input type="checkbox"/> Copy of title deeds <input type="checkbox"/> Survey plan (if available) <input type="checkbox"/> Owner's consent if applicant is not the owner <input type="checkbox"/> Copy of ID card of applicant <input type="checkbox"/> Precise location plan to the scale of 1:25,000 <input type="checkbox"/> Where relevant, a context plan to the scale of 1:25,000 showing all uses within a radius of 500m	<input type="checkbox"/> Where relevant, a contour plan. <input type="checkbox"/> A site plan to the scale of 1:100 showing existing uses, indicative layout with setbacks, indicative parking layout and indicative vehicular access points. <input type="checkbox"/> A development Brief including plot coverage, indicative floor area and indicative building heights. <input type="checkbox"/> notification procedures
<input type="checkbox"/> <b>Other documents</b> ..... ..... ..... ..... .....	

**1. Applicant's Name**

Title Mr.  Mrs.  Miss.  Ms.

**Address and Contact**

Surname (or company name) .....

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

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**5. Present use of the site**

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

Any scheduled activity under the Environment Protection Act for which an approved Preliminary Environmental Report or an Environment Impact Assessment licence is required:

- A Land Conversion Permit from the Ministry of Agro Industry, Food Protection and Security
- Traffic Impact Assessment
- Notification procedures

**7. The reserved matters that shall be included in the application for a Building and Land Use Permit**

- The external appearance of the development (siting, architectural and structural design)
- The bulk of the development (height, width and length)
- EIA/PER
- Land Conversion Certificate/Permit
- Traffic Impact Assessment
- Notification Procedures**

**8. Your declaration**

*applicant is a company or association, the form must be signed by a director or authorized person under common seal*

I apply for an Outline Planning Permission described in this application. I declare that all the information given is true and correct. I undertake not to influence in any manner whatsoever the processing of my application. 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.



Signature: .....

Date: .....

**9. Declaration by applicant relating to service providers e. g/Architect/ Town Planner/ Sworn Land Surveyor and Engineer**

I/we hereby declare that the following agents/companies have prepared the plans submitted

Name of Architect/Town Planner/ \_\_\_\_\_

Land Surveyor/ \_\_\_\_\_

Engineer \_\_\_\_\_

**Vat registration no. if applicable**

Signature of applicant: .....