



Attach passport size photo

**APPLICATION FOR OCCUPANCY LICENSE**

Petauke Local Planning Authority

**Appl. fee K 500.00**

<b>OCCUPANCY LICENSE APPLICATION FORM</b>			
<b>Print clearly in BLACK or BLUE INK (or type)</b>	Shaded field for official use only.	Date of Application	
	Land Use (tick)	Residential	
		Commercial	
		Industrial	
		Special Use	
	Size of land (m <sup>2</sup> )		
	Name of Improvement area		
	Services on the land/property (tick available)	i. Electricity ( ) ii. Water ( ) iii. Roads ( ) iv. Garbage Collection ( ) v. Sewerage ( )	
	How many trees are on the plot?		
	How many trees will you uproot on the plot?		
How many trees will you plant on the plot?			
What development is on the plot?			

- Provided four copies of the site/layout plan prepared by a registered Planner.
- Attach copy of NRC
- Attach copy of receipt
- Attach at least two colour photos of the plot showing the development.

**A. APPLICATION BY INDIVIDUALS**

1.	Name (in block letters)	
2.	Sex	M...../F.....
3.	Joint Owner(s)	
4.	Sex	M...../F.....
5.	Phone/Cell No	
6.	Email Address	

7.	Age	
8.	Nationality	
9.	National Registration Card Number	
10.	The name of the mortgagees	
11.	If you do not intend to borrow, state your sources of income with which to finance development (Provide evidence)	
12.	Occupation	
13.	Full description of type of development proposed/existing on the stand applied for:	
14.	Will the proposed/existing building be owner occupied?	
15.	Estimated cost of proposed/existing development:	
16.	Particulars of Land owned by or leased to applicant or husband/wife of applicant in Petauke	Refer to the table on the next page

Type of Property	Plot No.	User Clause	Name of Improvement Area	Term of Lease

**B. APPLICATION BY COMPANIES/ORGANISATIONS**

1.	Name (in block letters)	
2.	Phone/Cell No	
3.	Email Address	
4.	Address	
5.	Nationality	
6.	Registration Number	
7.	Is the company or organization legally competent to hold land in Zambia?	
8.	Issued and paid up capital:	K.....
9.	Name, usual country of residence and shareholders, trustees etc. (attach PACRA print out)	i. .... ii. .... iii. .... iv. .... v. ....

10.	Full description of type of development proposed/existing on the stand applied for:	
11.	Will the proposed/existing building be owner occupied?	
12.	If yes, have you a purchase/tenant in mind and who are they?	
13.	Estimated cost of proposed/existing development:	
14.	Particulars of land owned by or leased to company or organization in Petauke.	Refer to the table below

Type of Property	Plot No.	User Clause	Name of Improvement Area	Term of Lease

**C. STATUTORY DECLARATION**

I, ..... and ..... (joint owner) do hereby solemnly and sincerely declare that the particulars given in this application form are true and correct and that I/We have not withheld any information which might affect my/our application and I/We make solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declaration Act, 1835.

Signature of applicant .....

Signature of joint owner .....

**D. FOR USE BY THE LOCAL PLANNING AUTHORITY**

1. The application under A/B is recommended for the following reasons:

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

2. The application under A/B is not recommended for the following reasons:

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.....  
Town Planner

**CERTIFICATE**

I hereby certify that this application was **approved/not approved** by the Local Authority in line with **Section 30 (2)** of the **Urban and Regional Planning Act, 2015** this ..... day of .....

.....  
**COUNCIL REGISTRAR**

*official date  
stamp*