



REPUBLIC OF ZAMBIA

The Urban and Regional Planning Act

(Act No. 3 of 2015)

APPLICATION FOR PLANNING PERMISSION / DEVELOPMENT PERMIT / CHANGE OF LAND USE / CONSOLIDATION OF LAND			
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 FOR ALL APPLICATIONS		
1.	Indicate the type of application: (please tick appropriate box)	
(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	

8.	Give the 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.	
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9.	Services (please tick appropriate box)			
	(a) Proposed source of water supply:			
	Public mains []	Private borehole []		Private well []
	Other (please specify):			
	(b) Proposed sewerage disposal			
	Public sewer []	Septic tank and Soakaway []		
	Other on site treatment system (please specify):			
	(c) Proposed surface water disposal			
	Public sewer/Drain []	Soak pit []		Watercourse []
	Other (please specify):			
(d) Refuse disposal				
Council collection []	Private collection []	Rubbish pit []		
Other (please specify):				

INFORMATION REQUIRED FOR ALL APPLICATIONS FOR DEVELOPMENT PERMIT (EXCLUDING CHANGE OF LAND USE AND SUBDIVISION AND CONSOLIDATION)		
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.	If 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 area of the proposed building(s) and structure(s).	
(d)	Gross floor area of any building(s) or structure(s) to be demolished.	
(e)	Gross floor area of building(s) or structure(s) to be retained.	
(f)	Plot ratio [gross floor area of all building(s) and/or structure(s) as a percentage of the site area]	
(g)	Site coverage [gross floor area of the ground floor of all building(s) and/or structure(s), as a percentage of the site area].	
(h)	State the number of trees on the site.	
(i)	State the number of trees to be retained on the site/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:				
	(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 wholesale or retail 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 for:	(a)	Cars	
		(b)	Trucks	
		(c)	Buses	
		(d)	Bicycles	
		(e)	Other (please specify)	

DEVELOPMENT PERMIT FOR CHANGE OF LAND-USE					
19.	If the proposed development is for a change of land-use, state:				
	(a)	The total area of land to which this application relates.			
	(b)	The description of the proposed use including the gross floor area of building(s) and/or structure(s).			
	(c)	The description of the existing use including the gross floor area of building(s) and/or structure(s).			
	(d)	The description of the use to be retained including gross floor area of building(s) and/or structure(s) to be retained.			

DEVELOPMENT PERMIT FOR SUBDIVISION OR CONSOLIDATION OF LAND			
20.	Describe briefly the proposed subdivision or consolidation, including reference to the number of proposed plots to be created.		

21.	State the:			
	(a)	Total area of land to which this application relates and number of proposed plot(s)		
	(b)	Total area of land and number of plots proposed for the following purposes	Area	No. of Plots
	(i) Residential			
	(ii) Commercial			
	(iii) Industrial			
	(iv) Public			
(v) any other purposes				

22.	State the area of the smallest plot		
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23.	State whether the construction of a new or alteration of an existing means of access to or from a road is involved.		
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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:	
<i>Name/Position</i>	
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Signature	OFFICIAL STAMP