



REPUBLIC OF ZAMBIA
The Urban and Regional Planning Act
(Act No. 3 of 2015)
The Urban and Regional Planning (General) Regulations, 2020

**APPLICATION FOR DETERMINATION OF WHETHER DEVELOPMENT
 REQUIRES A DEVELOPMENT PERMIT**

Print clearly in black or blue ink (or type)	Shaded fields for official use only	Registered Number of Application	A/
		Date of Receipt	
<i>Information Required</i>	<i>Information Provided</i>		

1.	Name and address of the Planning Authority:		
	<p>I/We hereby apply for a determination whether the carrying out of the building, rebuilding, mining or other works or operations on or under land or the making of the change in use of the land, or the subdivision or consolidation of land, as described in this application and shown on the attached plan would constitute or involve development and, if so, whether an application for planning permission is required.</p> <p>Date: Signature of Applicant (1) or Agent:</p>		

2.	If signed by Agent state:		
	(a) Agent's Name:		
	(b) Agent's Address (2):		
	(c) Agent's Email Address:		
	(d) Agent's Telephone No.:		
	(e) Profession/Relationship to Applicant		
(f) Agent's Professional Registration No. (if applicable)			

3.	Location of the Development:		
	(a) Plot, Stand, Lot or Farm No.:		
	(b) Road, Area and Town:		

4.	(a) Applicant's Name (1,2,3)		
	(b) Applicant's Address (2)		
	(c) Applicant's Telephone Number		
	(d) Applicant's Email Address		

5.	(a) Owner's Name (1,2,3)		
	(b) Owner's Address (2)		
	(c) Owner's Telephone Number		
	(d) Owner's Email Address		

6.	Legal interest in land (Please tick appropriate box)		
	Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Prospective Purchaser <input type="checkbox"/>		

	<p>Others (Please specify):</p> <p>.....</p> <p>.....</p> <p>If the Applicant is not the owner of the land, has a letter of consent from the owner to make the application been provided:</p> <p>Yes [] No []</p>	
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7.	<p>Describe briefly the proposed development including the purpose for which land, building(s) or structure(s) are to be used⁵</p>	
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8.	<p>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.</p>	
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9.	<p>State whether the construction of a new or, alteration of an existing means of access to or from a road is involved.</p>	
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10.	<p>If the proposed development consists only of a change of use and does not involve building operations state:</p>	
(a)	<p>total area of the land to which this application relates</p>	
(b)	<p>description of the proposed use including gross floor area of building(s) and structure(s) (5,6);</p>	
(c)	<p>description of the existing use including gross floor area of building(s) and structure(s) (5,6)</p>	
(d)	<p>description of the use to be retained including gross floor area of building(s) and structure(s) to be retained (5,6)</p>	

NOTES

1. Applicant means the person seeking the planning permission, not an agent acting on the applicant's behalf. The Applicant must have an interest in the land, such as be the owner, a prospective purchaser or a tenant or have the consent of the owner of the land.
2. Address means a postal, residential, business, or other address to which any correspondence relating to the application shall be sent and at which any notice may be served.
3. Where an applicant or owner is a business registered under the Business Regulatory Act 2014, state the names of the company directors and the address and registration number of the company or where the business is not a company the names of business owners and the address of the person being a business owner to which notices should be sent. Where an applicant or owner is an organisation registered under the Non-Governmental Organisations Act 2009, state the names of the board members and the address and registration number of the organisation. Where an applicant or owner is a club, society, church or religious body registered under the Societies Act, state the names and position of an office bearer.
4. Where an application for planning permission is made by a state institution, give details of the Ministry or local authority or other government body (as applicable) on behalf of whom the application is made.
5. The form should include a description of the full extent of the development including the type of permission to which the application relates, details of all the separate elements of the development and the total number of units of each class or type of use. It may be necessary to include an addendum to the form to provide for a full description of the development.
6. Gross floor area means the area ascertained by the external measurement of the floor space on each floor of a building. In the case of an advertisement, the area of the advertisement should be provided. In the case of a structure, the area of the footprint of the structure(s) should be provided.
7. This application is for permission under the Urban and Regional Planning Act, No. 3 of 2015 and does not absolve the applicant from obtaining any other consent under any law, by-law, regulation, State Lease Agreement, etc., that may be required.
8. The planning authority reserves the right to require any further information or additional copies of plans and drawings as it may consider necessary.