



REPUBLIC OF BOTSWANA

APPLICATION FOR PLANNING & BUILDING PERMISSION

SECTION 1: TO BE COMPLETED BY THE RECEIVING AUTHORITY

Receiving authority	:	Perusal fee (P)	:
Authority's stamp	:	Date paid	:
		Receipt number	:
		File reference number	:

SECTION 2: NOTES TO THE APPLICANT

A. SUBMISSION OF PLANS

- This form, duly completed should be submitted in triplicate (**submit 3 forms fully filled**).
- All drawing plans to be submitted in **4 copies**.
- Show the **North direction** on the plans and drawings.
- Proof of Identity:** Certified copies of Omang/Passport to the application form.
- Neighbour consultations** are mandatory for **family Residential Development of more than one storey buildings**.

B. PLANS AND DRAWINGS REQUIRED

- Location map** : To an appropriate scale sufficient to identify the site showing the neighbouring surroundings.
- Site plan** : To a scale not less than **1:200** showing;
 - Boundaries of the land/plot, any adjoining plots and any road fronting or adjoining those plots.
 - Road name and width should be shown on the plan.
 - Position of any existing and proposed buildings on the plot/land.
 - Position of any existing and proposed boreholes, conservancy tank, pit latrines, drains, sewers or any other sewerage disposal plant on the plot/land.
 - Position and width of any existing and proposed means of access to any road from the plot.
 - Setbacks from the building to all plot boundaries.
 - Show any other distance of the proposed building in relation to any existing developments of site.
- Building Plans:** To a scale not less than **1:100** showing;
 - Plan of each floor and the proposed use of each space.
 - Elevation of all sides of the building.
 - At least one section through the building giving all the necessary information on type of constructions and building materials to be used.
- Land Board Documents:** Copies to be certified by issuing Land Board ;
 - Land lease/certificate/title deed.
 - Sketch/locality plan.

C. CAUTION

- This application is for permission under the Town and Country Planning Act as well as the Building Control Act and does not absolve the applicant from obtaining any other consent under law, bye-law, regulation, state lease agreement, etc that may be required.

- ii) The receiving authority reserves the right to require any other information or additional copies of plans and drawings it may consider necessary.
 - iii) The Physical Planning and Building Control Office shall access to view, enter and inspect the subject land, on site uses or buildings for assessment pursuant to the permit approval process.
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SECTION 3: APPLICANT DETAILS

Permission is hereby requested by;

Surname: Name:
Postal Address.....
Tel: Cell:
Email:
Omang/Passport No: (Attach certified copy)

To erect, alter, extend, convert a building or to carry out engineering/mining or other operation on, over, in or under any land or in accordance with the undermentioned particulars and with plan and details submitted in..... copies here with

SECTION 4: PLOT DETAILS

Plot Number:
Extension/ward: Town/village:

A. TENURE

Plot owner Renting Leasehold
Other (Explain):
.....

SECTION 5: SITE OWNER DETAILS

Surname: Name:
Postal Address:
Tel: Cell:
Email:

SECTION 6: TOWN PLANNER DETAILS

Surname: Name:
Postal Address.....
Tel: Cell:
Email:
Company name:

(Please attach your certified copies of registration certificate and Omang/Passport to the application form).

SECTION 7: ARCHITECT DETAILS

Surname: Name:
Postal Address.....
Tel: Cell:
Email:
Company name:

(Please attach your certified copies of registration certificate and Omang/Passport to the application form).

SECTION 8: DETAILS OF THE PROPOSED DEVELOPMENT

Fill in the proposed development details below. Include details of any existing developments too.

- a) Plot size :
- b) Land use: Current :
- Proposed :
- c) Area: Existing :
- Proposed :
- d) Plot coverage (%) - Existing:
- e) Proposed :
- f) No. of storeys :
- g) Building height :
- h) Setbacks: Interior :
- i) Street :
- j) Rear :
- k) Front :
- l) Parking required on site :
- m) Parking provided on site:
- n) Loading/offloading parking:
- o) No. of units (for multi-res):
- p) Open Space :

If the building is to be used wholly or partially for commercial or industrial purposes, state:

- q) Nature of proposed uses:
- r) Parking required on site:
- s) Parking provided on site:
- t) Number of people to be employed Males:
- Females:

If for industrial use only

- u) Type of process to be carried out :
- v) Nature and means of trade effluent:

SECTION 9: PRE-APPLICATION CONSULTATION

Has a pre-application consultation taken place in relation to the proposed development?

Yes No

If yes, please give details:

Date(s) of consultation: ___/___/___

Persons involved:

.....

.....

SECTION 10: MATERIALS

State materials to be used;

- a) External walls :
- b) Roofing :

SECTION 11: BOUNDARY WALL

State whether any boundary wall or fence will be provided and give heights.

- c) Front :
- d) Rear :
- e) Sides :
- f) If the side abuts to a road junction, give details and height of any existing or proposed walls, fences, etc fronting thereon:
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.....
.....
.....
- g) Treatment of walls on both sites:
- h) Estimated value of walls or fences:

SECTION 12: MODIFICATIONS OF PLANS

(To be filled only if previous approved plans are resubmitted with modifications)

DETAIL	PREVIOUS PLAN	MODIFIED PLAN
Plot size		
Land use		
Current		
Proposed		
Area		
Existing		
Proposed		
Plot coverage (%)		
Existing		
Proposed		
No. of storeys		
Building height		
Setbacks		
Interior - 1		
Interior - 2		
Street		

Rear		
Front		
Parking required on site		
Parking provided on site		
Loading/offloading parking		
No. of units		
Open Space		

Give detailed descriptions of modifications to be made to the previous approved building plan below.

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For a boundary wall, provide details below:

DETAILS	PREVIOUS PLAN	MODIFIED PLAN
Heights		
Interior - 1		
Interior - 2		
Street		
Rear		
Front		

SECTION 13: UTILITIES

State the method of

- a) Water supply :
- b) Sewerage disposal :
- c) Surface water disposal:

Applicant to show on site plan proximity of storm water drainage and give information

- d) Relative level differences between the lowest point floor level of the building and drain invert:
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- e) Refuse disposal:

Give details in respect to sewer connection

- f) Existing or proposed sanitation :
- g) Distance from inspection Chamber to Council chamber :
- h) Inert levels - Inspection chamber :
- Council manhole :

SECTION 14: SITE ACCESS

State whether the construction of a new or alteration of an existing means of access to or from a road is involved.

- a) Name of the road/street from which access is required:
- b) Details of proposed access – Reinforced concrete:
Width of access:
Specifications:
- c) Estimated value of access:

SECTION 15: DECLARATION

I do hereby declare that the information given above is true to the best of my knowledge and agree to the terms written on this form.

Date : ____/____/____

Applicant signature :

SECTION 16: FOR OFFICIAL USE ONLY

Date of application consideration by the Physical Planning Committee (PPC) : ____/____/____

Decision by the PPC :

Signature :

Date : ____/____/____

Stamp :