INTRODUCTION

In terms of Town and Country Planning Act grant of any change of land use is given by the Town and Country Planning Board. However application for change of land use should first be submitted to the District Council for consideration and forwarded to the Town and Country Planning Board for final decision.

Application for change of land use should be accompanied by the following:

i. Justification/application letter stating the reasons for change of land use
ii. Application form
iii. Location plan to an appropriate scale (able to be used for conference room presentation on an A3 sheet) sufficient to identify the plot to which the application relates
iv. Site plan to scale not less than 1:500 (8 copies). Existing development and proposed parking arrangements should be indicated
v. Letters of consent from neighbouring plot holders. These should include all properties sharing boundaries with the applicant’s plot
vi. Floor plan indicating the proposed use of each room, to scale not less than 1:100
vii. Elevation of all sides of the building
viii. Proof of ownership or consent from plot owner

NOTE: Drawing should be submitted at least on an A2 sheet(s)

ASSESSMENT OF AN APPLICATION

The following are some of the factors that will be taken into consideration when assessing an application:

- Development plan policies and other planning policies
- Impact of the proposed on the neighbourhood in terms of traffic and noise likely to be generated
- Existing surrounding developments
- Existing character of the area
- Size of plot and existing developments
- Quality and nature of proposed development

SUBMISSION OF AN APPLICATION

Anyone, who wishes to apply for change of land use, should submit his/her application Southern District Council for assessment and recommendation to the Town and Country Board.

Application must be directed to:

The Principal Physical Planner
Southern District Council
Private Bag 002
KANYE
UNDER THE TOWN AND COUNTRY PLANNING ACT 1977 (CHAPTER 32:09)

APPLICATION FOR CHANGE OF LAND USE

TO BE SUBMITTED IN TWO COPIES

SECTION 1: FOR OFFICIAL USE ONLY

Date stamp
Persual Fee: _______________
Date paid: _______________
Receipt No. _______________
Reference No. _______________

SECTION 2: DETAILS OF THE APPLICANT

NAME OF APPLICANT: ________________________________________________________________
ADDRESS: ___________________________________________________________________________
TEL No. ________________________________ FAX No. ______________________________________

SECTION 3: DETAILS OF THE PROPOSAL

3.1 APPLICATION FOR CHANGE OF LAND USE FROM _____________________________________
    LAND USE TO _____________________________________________________________LAND USE.

3.2 PLOT No. AND WARD _____________________________________________________________

3.3 STATE THE: -
   a) Plot size ____________________________
   b) Area of Buildings (i) existing ____________________________
      (ii) proposed ____________________________
   c) Percentage of site covered by (i) existing buildings___________________________
      (ii) proposed buildings ____________________________
   d) Number of storeys ____________________________
   e) Height of building ____________________________
   f) Total floor area of all storeys ____________________________

3.4 STATE THE EXISTING DEVELOPMENTS, ACTIVITIES ON THE PLOT

__________________________________________________________________________
3.5 DESCRIBE BRIEFLY THE PROPOSED DEVELOPMENT (S)/ ACTIVITIES FOR WHICH THE LAND/OR BUILDINGS ARE TO BE USED

3.6 IF THE BUILDING IS TO BE USED FOR MORE THAN ONE PURPOSE STATE THE FLOOR AREA AND NATURE OF EACH USE
   a) 
   b) 
   c) 
   d) 
   e) 

3.7 EXISTING DEVELOPMENTS/ACTIVITIES OF ADJOINING PLOTS

I DO HEREBY DECLARE THAT THE INFORMATION GIVEN ABOVE IS TRUE AND TO THE BEST OF MY KNOWLEDGE

DATE: ___________________________ SIGNATURE ______________________________________

PLEASE READ THE ATTACHED NOTES AND SUBMIT ALL THE REQUIRED INFORMATION.

N.B. Southern District Council reserves the right to require any information or additional copies of plans and drawings it may consider necessary to process the application.