



# APPLICATION FORM

## BUILDING & LAND USE PERMIT

*(Designed for self-adherence to Guidelines)*

### ALL LOCAL AUTHORITIES

Form No. :

BLP 1

REF. No. RESI ...../...../.....
Date of Application: .....
Effective Date: .....

**About this form**

Use this form to apply for a Building and Land Use Permit for a residential development not exceeding Ground floor + 3 levels.

**This form consists of 3 parts:**

**Part A: Application and Site Details (to be filled in by applicant)**

**Part B: Technical Checklist ( to be filled in by Draughtsman / Professional)**

**Part C: Schedule of fees( to be filled in by Draughtsman / Professional)**

**The BLP Guide**

The BLP Guide tells you how to fill in this form and about the plans and other documents that you must provide with this application. Ask us for a copy and read it before filling in the application form.

**Fees**

As per Government Notice published by the Relevant Local Authority. Refer to Part C

### FOR OFFICE USE

Documents submitted (** Please tick as appropriate)			
	Title Deed / Lease & Planning clearance		CEB clearance
	3 sets of plan		CWA clearance
	Location Plan		General Rate receipt (where applicable)
	Site Plan		WMA Clearance (where applicable)
	Layout Plans		Application form (Parts A,B &C) filled in
	Elevations		Neighbour's consent
	Sections		Affidavit for Hardship case
	Structural details		Copy of I.D Card
	Power of Attorney / Owner's consent		

**PART A : APPLICATION AND SITE DETAILS**

**1. Applicant's Name  
Address and Contact  
Details**

Title Mr.  Mrs.  Miss.  Ms.   
Surname (or company) .....  
First Name.....  
ID No .....  
Postal address .....  
.....  
.....  
Phone (Office) ..... (Home) .....  
Fax ..... (Mobile) .....  
Email .....

*We will post any  
correspondence to this  
address*

**2. Location and  
description of site of  
proposed development /  
construction**

Location .....  
.....  
Extent .....  
TV No. ....

**3. Applicant's interest in  
the land/ Owner's  
consent**

Is the applicant the owner of the site of proposed development?  
YES  NO   
If NO  
Name(s) of owner(s) .....  
.....  
Signature of owner(s) .....  
ID No..... Date .....  
If you are signing on the owner's behalf as their legal representative,  
please state your legal authority under and attach documentary  
evidence (e.g. Power of Attorney, written consent) Attach separate  
sheet if space is insufficient.

**4. Description of  
proposed development**

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

**5. Present use of the site**

Use .....

**6. Does your proposal involve any of the following?**

- Any scheduled activity under the Environment Protection Act for which an approved Preliminary Environmental Report or an Environment Impact Assessment licence is required?
- A land conversion permit from the Ministry of Agro - Industry.
- Notification procedures.

**7. Your declaration**

*If applicant is a company or association, the form must be signed by a director or authorized person under common seal.*

I apply for consent to carry out the development described in this application. I declare that all the information given is true and correct. I undertake not to influence in any manner whatsoever the processing of my application for a permit. I also understand that :-

- (a) an effective date will be given to my application immediately if all plans and documents specified in the technical checklist accompanying this form have been submitted.
- (b) if incomplete the application will not be accepted nor registered.

Signature :..... Date :.....

**8. Declaration by applicant relating to service providers, e.g. / Architect / Town Planner / Draughtsman / Sworn Land Surveyor and Engineer**

I / we hereby declare that the following agents/companies have prepared the plans submitted by me/us.

Name of Architect/Town Planner/ \_\_\_\_\_

Draughtsman/Land Surveyor/ \_\_\_\_\_

Engineer: \_\_\_\_\_

**Vat registration no. if applicable :** .....

*Signature of applicant* .....

**OFFICE USE**

Receiving Officer :.....  
Name Signature

Date :.....

## PART B : BUILDING AND LAND USE PERMIT APPLICATION

### 1.0 TECHNICAL CHECKLIST

<i>To be filled in for all applications</i>		Applicant Use		Office Use	
		YES	NO	YES	NO
(i)	3 sets of plans preferably on A4 or A3 size drawn to metric scale and signed by Professional/s submitted :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	Location plan showing distances from specific and prominent landmarks preferably to the scale 1:2500, as well as width and status of access roads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	Site plan showing plot dimensions, layout of building with set backs from all boundaries, access roads & HWM, parking layout, septic tank/other waste disposal system and any other existing structures preferably to the scale of 1:200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	Area of site, area of each floor and detailed calculations for plot coverage and parking shown on site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v)	(a) Any basement proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(b) Contour plan submitted to justify the basement level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vi)	Layout plans of each floor preferably to the scale of 1:100 or 1:200 showing clearly proposed use of all rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vii)	Main elevations preferably to the scale of 1:100 or 1:200, showing height of building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(viii)	Cross-sections preferably to the scale of 1:100 or 1:200 showing height of building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ix)	Title deed submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(x)	Structural details submitted include:				
	• Foundation layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Columns/Foundation details (bases, strip footing, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Beam details for each level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Slab/s details for each level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Basement (if any)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Septic Tank/other waste water disposal system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of all structural details of existing structure (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(xi)	C.E.B Clearance (for all construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xii)	C.W.A / W.M.A Clearance (for new construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xiii)	Engineer's certificate in case of building over 2 levels or span exceeding 5 m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xiv)	Consent and copy of identity card of neighbour for construction at less than 0.9m from the common boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To be filled in if your development involves building construction

(xv)	Lease/letter of reservation and planning clearance in case of state land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xvi)	PER/EIA licence submitted for scheduled undertakings as per Environment Protection Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xvii)	Land Conversion Permit /Declaration form for exemption under SIE Act for ownership of 1 Ha in aggregate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xviii)	Clearance from Ministry of Agro-Industry (Forestry Division) submitted for construction within river reserves (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(xix)	Details of all walls & fences shown on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 2.0 FOR ALL TYPES OF DEVELOPMENT (except MORC & MOT applications) (Compliance with Outline Scheme, PPG & Building Regulations)

		Applicant Use		Office Use	
		YES	NO	YES	NO
1.	Site is located <input type="checkbox"/> within or <input type="checkbox"/> on edge of settlement boundary or <input type="checkbox"/> within growth zone or <input type="checkbox"/> within limits of permitted development, <input type="checkbox"/> coastal frontage, <input type="checkbox"/> coastal land, <input type="checkbox"/> inland **	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Complies with policies of the Outline Scheme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	(i) Site is outside <input type="checkbox"/> settlement boundary / <input type="checkbox"/> growth zone / <input type="checkbox"/> limits of permitted development **	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(ii) Affidavit submitted to prove hardship as per policy of Outline Scheme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	(i) Site is an agricultural land, as per definition in SIE Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(ii) Land conversion permit has been obtained from the Ministry of Agro-Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(iii) Declaration submitted for exemption from land conversion as per S.I.E (Amendment) Act 2005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(iv) Clearance from Water Resources Unit – Borehole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(v) Clearance from Irrigation Authority for site located in Irrigation Zones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Formal commitments given by Ministry responsible for Public Utilities, the Town and Country Planning Board, the Ministry of Housing and Lands or under a Government approved scheme prior to the approval of the Outline Scheme. Bona fide evidence submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Clearance from Ramsar Committee if site on wetland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Proposal can be readily connected to existing transport and utility networks or can be connected without unacceptable public expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Please put a ✓ in the YES/NO box or a ✗ if it is not applicable to your application.

		Applicant Use		Office Use	
		YES	NO	YES	NO
<b>8 Building Set Backs</b>					
<i>(a) From roads</i>					
(i)	15 m from motorway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	6 m from A or B road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	4.5 m from any other road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	3 m from lightly-trafficked road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v)	1.5 m from minor access roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(b) From side and rear boundaries</i>					
(i)	0.9 m from side and rear boundaries (other than coastal zone)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	At less than 0.9 m or on common boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	Neighbour's consent submitted for (ii) above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	A distance of 1.8 m observed between 2 buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(c) The following setback provided for building 7.5m or above in height:-</i>					
	Building height (m)				
	7.5	2.0 side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		3.0 - 15.0 front	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	15.0	3.0 side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		3.0 – 15.0 front	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	25.0	5.0 side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		6.0 – 15.0 front	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	(i) The following set backs have been observed from: <u>River-16m</u> / <u>Rivulet-8m</u> / <u>Feeder-3m</u> **	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(ii) Permission obtained from the Ministry of Agro-Industry for building within river reserve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10 Guidelines applicable to coastal zone</b>					
(i)	20% plot coverage within 'coastal frontage A'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	27.5% plot coverage within 'coastal frontage B'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	30% plot coverage within 'coastal road C'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	40% plot coverage within 'coastal road D & inland'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v)	Height:				
	G +1 for Coastal Frontage A (13m max)				
	G+1+33% of G for Coastal Frontage B (13m max)				
	G+1+50% of G within Coastal Road C (13m max)				
	G+2 within Coastal Road D (15m max)				
	G+2+50% of G within Inland (18m max)				

\* Please put a ✓ in the YES/NO box or a ✗ if it is not applicable to your application.

		Applicant Use		Office Use	
		YES	NO	YES	NO
(vi)	3 m from side and rear boundaries in 'coastal frontage A & B'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vii)	2 m from side and rear boundaries within 'coastal road C & D and inland E'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(viii)	Septic tank/other waste water disposal system at 2m from boundary and 2m from building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ix)	Building located at 30m from high water mark (HWM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(x)	Provisions have been made for accessibility for persons with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Service Provider : .....

.....  
Signature of Officer

Date .....

.....  
Date

**PART C – SCHEDULE OF FEES PAYABLE ON ISSUE OF PERMIT**

Fees Payable

Tick as appropriate

- 1. Change of use from one cluster to another **Rs 1000**
- 2. Change of use within same cluster **Rs 1000**  
(Where a BLP is required)
- 3. Construction of building or part of building, including extension to / or conversion of existing building
  - (a) of a floor area of not more than 250m<sup>2</sup>  
Rs 10/m<sup>2</sup> (subject to a minimum of Rs500)  
Total Floor Area :..... m<sup>2</sup> **Rs.....**
  - (b) of a floor area of more than 250m<sup>2</sup> but not more than 500m<sup>2</sup> – Rs20/m<sup>2</sup>  
Total Floor area :..... m<sup>2</sup> **Rs.....**
  - (c) of a floor area of more than 500m<sup>2</sup> – Rs50/m<sup>2</sup>  
Total Floor Area :..... m<sup>2</sup> **Rs.....**
- 4. Development by small enterprise registered with SEHDA  
Total Floor Area :..... m<sup>2</sup> **Rs 500**
- 5. Engineering or other operations in, on, over and the land (including rock quarry, golf course, marina) **Rs 5,000**
- 6. Excision/Subdivision of land among heirs- Rs500/lot  
Number of lots :..... **Rs.....**
- 7. Extensive alterations, additions or repairs to an existing building **Rs 1,000**

I hereby certify that the above is correct

.....  
*Signature of Service Provider*

.....  
Date

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**FOR OFFICE USE ONLY**

Calculation of fees: Correct / Incorrect

Discrepancies :.....

.....Actual fees payable:

.....  
*Name & Signature of Officer*

.....  
Date