



**FORM A**

**(Regulation 3(1))**

**FOR OFFICIAL USE**

**APPLICATION NO.....**

**FEES PAYABLE: .....**

**DATE PAID.....**

**RECIPT NO.....**

**BUILDING ACT 34 Of 1968**

**APPLICATION FOR PERMIT TO CONSTRUCT OR CHANGE THE USE OF A BUILDING**

(to be submitted in quadruplet)

**To:** The Chief Executive Officer

Local Authority of: .....

In terms of section 11 of the Building Act, 1968, I hereby apply for a permit to construct/change the use of a building, and I herewith submit the plans and drawings prescribed by Regulation 5 of the Standard Building Regulations in respect of: -

A New Building/Alterations/Additions/Change of Use intended to be used for the purpose of (describe use) .....

.....

and thereby causing it to be classified under section 3 of the Act in Class .....

.....

Plot No..... Street/Block No.....

and having frontage to.....

I also submit the following particulars: -

Name of Owner: .....

Address of Owner: .....

Telephone Number of Owner: .....

Name of Architect: .....

Address of Architect: .....

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..... Telephone.....

Name of person who will supervise the works.....

Name of Builder.....

Address of Builder.....

.....

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**MATERIALS OF CONSTRUCTION**

Foundation: .....

Damp proof course: .....

External walls: .....

Internal walls: .....

Roof covering: .....

Drainage pipes: .....

Inspection chambers: .....

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**WATER SUPPLY**

Means of water supply (i.e. public mains, well, borehole or river supply) .....

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Size of connexion required if main.....

Supply (Position to be shown on plans) .....

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**DRAINAGE AND SEWERAGE**

Means of sewage disposal (i.e. public sewer, conservancy tank, septic tank or other means (describe)) .....

Is connection to public sewer required? .....

(Position levels and size to be clearly shown on plans)

If other than a dwelling, state number of persons to be employed or resident on the site:

Male.....Female..... Total.....

Will there be any trade effluents?.....

If so, brief description of quality and quantity.....

Number of fitments:

WCs.....Other latrines..... Urinals length.....

Means of disposal of rain water.....

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**FLOOR AREA**

Total area of property.....

Main buildings.....

Outbuildings.....

Estimated completed value of the building E.....

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I understand that: -

- (a) Providing the application is complete in all other respects, the date of the submission will be the date of the receipt for full payment of plan fees;
- (b) Submission of this application does not absolve me from seeking planning approval where required by any other law.

**Signature:** .....

**(Applicant or Authorized Agent)**

**Date:** .....

**Signature:** .....

**(Architect or other person who has prepared the plans)**

**Date:** .....