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| **LAND USE AND PLANNING DEPARTMENT** | **F A Q S** | **ANSWERS** | **NAME AND PARTICULARS OF CONTACT PERSON** |
| 1. **APPLICATION FOR BUILDING AND USE PERMIT**
 | I intend to construct /demolish/ alter/effect extension/ repairs to a building. What should I do? | You must apply and obtain a Building and Land Use Permit from the Council. | Any Desk Officer at the Land Use and Planning Department on telephone number 401-3100, and extension numbers 3137 and 3148 |
| What is a Building and Land Use Permit application? | It is a formal request for permission to carry out a proposed development/building construction. Under Section 117(2) of the Local Government Act 2011 “every person who intends to (a) commence the construction or demolition of a building or effect extensive alterations, additions or repairs to an existing building; (b) Carry out development of land; (c) Carry out development, including demolition of a building in the Buffer Zones.  |
|  | What is an Outline Planning Permission (OPP)? | According to the Town & Country Planning Act (as amended) “an Outline Planning Permission is a permission for the development of land sought from a Local Authority at an early stage, irrespective of whether a Building and Land Use Permit is to be granted or not and before any substantial costs are incurred in relation to the development of the land”. However, an OPP does not authorise the holder to start work on the land to which the application relates until and unless a Building and Land Use Permit is issued. |
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|  | How do I make the application?How long do I await for my application to be determined? | Call at the Land Use and Planning Department for advice and guidance or consult our website, to collect/download the required application forms. You must then follow these steps:1. Check the BLP Guideline applicable to your proposed development.
2. Prepare plans and drawings as per specifications given to you in the guide and gather all necessary documents.
3. Fill in Parts A, B and C of the application form as follows: Part A – which needs to be filled in and signed by the applicant and the owner of the site (if applicant is not the owner) you need to give accurate information on the exact nature of your proposed development to help us deal promptly with the application. Parts B and C need to be filled in and signed by the person having prepared the development/building plans and who would understand all the technical points that are included in this Section of the form.
4. Comply with notification procedures where required and submit proof thereof.
5. Submit your application form with all necessary information and documents. Your documents will then be processed.

The time frame to determine your application is:1. Within 3 working days of the effective date of application for small enterprise falling under Small and Medium Enterprise Development Authority Act 2009
2. Within 14 working days of the effective date of application for all others.
 | Any Desk Officer at the Land Use and Planning Department on telephone number 401-3100, and extension numbers 3140 and 3144 |
|  | What is an Exempt Development? | It is a development that does not require a Building and Land Use Permit. A small scale enterprise/office activity that is carried out in the home without modification of the dwelling is exempt development that does not require a Building and Land Use Permit provided it satisfies established criteria. |  |
|  | Do I still require to make any application for an Exempt Development? | Yes. You need:1. to collect the Request Form for Exempt Development;
2. to call at the Land Use and Planning Department with all the documents specified in the form;
3. once the Desk Officer is satisfied that the economic activity is exempted from a Building and Land Use Permit, you should call at the Public Health Department to pay the appropriate trade fee.
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