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Anambra State Physical Planning Board/Local Authority (Building) Regulation 2015

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## PUBLIC NOTICE

**The Anambra State Physical Planning Law No.9 of 2013  
The Urban and Regional Planning Decree 1992**

**THE ANAMBRA STATE PHYSICAL PLANNING BOARD / LOCAL PLANNING  
AUTHORITY  
(BUILDING) REGULATIONS, 2015**

Pursuant to Sub-sections 91 (3), 34(1), 35(e), 37, 65, 28 of the Anambra State Physical Planning Law No 9 of 2013 and all other power enabling her in that behalf, the Commissioner of Lands, Physical Planning and Rural Development Anambra State hereby makes the following:

## REGULATION

- |    |  |   |
|----|--|---|
| 1. | This order may be cited as the Anambra State Physical Planning Board/<br>Planning Authority (Building) Regulations, 2015   | Citation  |
| 2. | (1) Any developer, whether corporate or incorporate intending to carry out any development on any land within Anambra State shall apply to the Anambra State Physical Planning Board or the relevant Local Planning Authority for grant of Building permit.  | Intending Developer to Apply for Grant of Building permit |
|    | (2) Such application shall be made as in Form A of Schedule 2 to these Regulations.  | Schedule Submission of application and                    |
| 3. | (1) The completed application form shall be submitted to the Board or the relevant Local Planning Authority on payment of the prescribed planning fees with the following documents for processing   | payment of prescribed planning fees                       |
|    | (a) The completed application form and a photocopy of same;  | Architectural   |
|    | (b) Five sets of Architectural drawings duly signed, as indicated in Table 1; of Schedule 1;   | Drawings.   |
|    | (c) Five site / location plans showing the size, the Site plan. Position site plan of the proposed building or buildings, the position/s of the other existing building or buildings or erections on the same plot in relation to one another and immediately adjoining plot or plots, drawn to the scale of not less than 1:250. It shall show the North line, and additionally where applicable, any structure or structures to be demolished and those to be retained on the site. It shall also, wherever possible, show the |   |

- name of streets and road sufficient to locate the development. The site/location plan details of the building and shall, in accordance with TOPREC Decree No. 3 Of 1988 be authenticated and signed by a registered Planner.
- Structural Drawings. (d) Five sets of structural drawings and calculations details signed as indicated in Table 1 of Schedule 1.
- Survey plans (e) One original copy and 5 photocopies of the survey plan of plot proposed for development, duly Signed by a Registered Surveyor. Five of those photocopies shall be pasted to the back of the five site/location plans mentioned in (c) above.
- (f) A photocopy of the current Tax Clearance Certificate. The name on the certificate must correspond to the name on the building plans and on the application form; and the Board reserve the right to request a sighting of the original copy.
- (g) Photocopy of the document or any other evidence of ownership of the plot or parcel of land proposed for development including Sworn Affidavit.
- (h) Evidence of payment of planning fees to the Anambra State Physical Planning Board, or the relevant Local Planning Authority.
- Application for Developments of Plot on State Land (i) A copy of a clearance form or letter from appropriate zonal office of the Department of lands or other government agency in charge of land allocation, where land is State land, to the effect that the proposed use of the plot is consistent with the proposed for which the allocation was made, and that the ground rent has been duly paid up to the time the application was made to the Board.
- (2) (a) The working drawings shall be drawn to a scale of not less than 1:100 and shall specify the proposed use of building or buildings and the use of all the rooms and all other enclosures contained therein; shall consist of the following:
- (i) The floor plan of each storey or floor showing appropriate details including dimensions of rooms, positions of doors, windows, services, etc.
- (ii) Cross and longitudinal sectional drawings along appropriate lines;
- (iii) Front, rear, and side elevations of the building, the height, floor levels, and any other

- particulars that may be required.
- (iv) Plans and sections of sanitary details;
  - (v) Five sets of structural drawings or details plus bending schedules and calculations prepared and signed by a civil/structural Engineer registered to practice in Nigeria (in the case the proposed building is more than one floor above the ground);
  - (vi) In the case of high-rise buildings, namely, building of five floors (that is, ground floor and 4 upper floors), and above; Institutional buildings; Hotels; Petrol/Gas Filling Stations; plans and sections of plumbing, electrical, and mechanical details shall be drawn to a scale of not less than 1:100, and signed as shown in table 1, of Schedule 1. High- rise Building
  - (vii) Residential Building of more than four floors (that is ground floor and 3 upper floor) shall not be allowed.
  - (viii) A written undertaking by the COREN registered civil/structural Engineer who prepared the said 5 sets of structural drawings or details certifying the structural fitness of the existing structure to bear additional load; where the proposed development is additional to the existing structure/s
    - (b) Any drawing or detail submitted under this regulation shall be prepared and signed by persons with qualifications outlined in Table 1 of Schedule 1.
    - (c) The Board or the relevant Local Planning Authority shall keep and maintain a register of all names of persons qualified to prepare and authenticate all drawings or detail.
    - (d) All drawings shall conform with the stipulated design standards approved by the Board.
- (3) The Board and or the relevant Local Planning Authority shall reject any application submitted to it for processing whose drawing or detail is not prepared or signed by such persons whose qualifications are as outlined in Table 1 of Schedule 1 of these Regulations.

- Additional requirements for developers of plots on State Lands
4. General conditions to be complied with
- (4) The names (or registered trade names), addresses and any other further or better particulars of the architect or urban designer, or engineer or draughtsman; and the name, address, and occupation of the developer (or his agent) and the date of preparing the drawings or details shall be on the application form, drawings or other pertinent documents.
  - (5) All proposals shall conform with the provisions of these regulations before the grant of permit or approval of the plans.
  - (6) An intending developer on State land shall be required to produce a statutory certificate of occupancy or letter of allocation, or any other evidence of title to the land before being granted approval or permit by the Board or relevant Local Planning Authority.
- (1) All habitable rooms shall have a cross ventilation and shall not have a floor area less than 11 (eleven) square metres excluding the area occupied by the dining area; with no side less than 3.0 metres. Where a wardrobe is provided for, its area shall not be part of the 11.00 square metres referred to above.
  - (2) Every room in a building meant solely for storage of articles shall not have a floor area less than (5) square metres, with no side being less than 2 metres. This facility must be provided for in bungalows and maisonettes/Duplexes.
  - (3) In all developments other than bungalows, adequate emergency exits shall be provided.
  - (4) The minimum floor area provision for a kitchen facility shall not be less than 11 square metres with no side being less than 3.048m in the case of bungalow or duplex or such single family dwelling units. In the case of a flat or other multiple family dwelling units, it shall be a minimum floor area of 7.4 square metres with no side being less than 2.4 metres.
  - (5) Where only one toilet and one bath provision exist in a dwelling unit, each of these two facilities shall be in separate compartments. There shall be a minimum of two toilets in all dwelling units such as flats and bungalows. In duplexes/maisonettes, the minimum number shall be three.

- (6) The minimum floor area for toilet/bath facility shall not be less than 4 square metres. Where they are in separate units as in block of flats or in a single family-dwelling unit the minimum floor area for the toilet shall be 2.88 square metres (4' x 8') while the bathroom shall be a minimum of 3.84 square metres (6' x 8'). In Block of flats the minimum size shall be 4' x 8' (2.88 square metres).
- (7) The minimum height of rooms, kitchens and all rooms/enclosures in a building shall not be less than 3.048 metres, provided that the beams, trusses and similar supporting structures extending below the level of the roof or ceiling shall not be such as to reduce this height below 3.048 metres at any point.
- (8) The height of rooms meant for storage of articles in a residential building shall not be less than 3.048 metres.
- (9) A minimum of two staircases shall be provided for any building development proposal more than one unit above the ground floor. In every residential building, no staircase shall be less than 900mm in width and no step shall have a rise of more than 200mm and a tread of less than 280mm. The headroom of the stairwell shall not be less than 2.4 metres. In the case of a service staircase, the width shall not be less than 800mm. The dimensions of risers and treads in the case of commercial buildings and public buildings shall be 190mm and 230mm; and 190mm and 250mm respectively.. The headroom of the service stairwell shall not be less than 1.829m.
- (10) The treads and riser of each flight of stairs or of several flights in the same staircase in any building shall be of uniform width and height. No staircase shall have a height of rise more than 4 metres between landings.
- (11) No corridor or passage or balcony in any residential building shall be less than 1.5 metres in width in the case of bungalows, duplexes, commercial and public/institutional buildings; and 1.2 metres in blocks of flats.
- (12) Every design shall ensure that every room in a building shall be provided with the following:
  - (a) Natural lighting by means of windows, doors or other recognized light - transmitting media;
  - (b) Natural ventilation by means of windows, doors or any other recognized ventilation opening designed

according to accepted standards.

The following minimum standards for doors and windows shall apply:

(A) **Windows:**

(i) *Louvers*

1.2m x 1.5m (H x W) for bungalows and flats and  
1.2m x 1.8m (H x W) for duplexes and maisonnettes.  
Toilet windows 0.6m for all.

(ii) *Aluminum Glass Windows*

1.2m x 1.8m (H x W) for bungalows and duplexes and  
1.2m x 1.5m for flats windows – as with louvers.

(B) **Doors**

*Minimum Size of Doors*

Habitable rooms – 0.9m x 2m in bungalows and duplexes, 0.9m.x  
2m in blocks of flats. Toilets (for all) 0.75 x 2m.

- (13) All designs shall conform with fire service requirements.
- (14) The disposal of sewage shall be by septic tanks and soakaway pits constructed within the premises. Septic tanks and soakaway pits shall not be placed less than 1.5 metres from any building or erection such as fence wall.
- (15) Only industrial establishment with non-toxic waste products shall be granted permits.
- (16) Industrial effluents and wastes shall not be channeled to public drains nor discharged into streams and rivers but shall be treated and discharged into soakaway pits within the industrial premises.
- (17) Evidence of proper handling of industrial effluents to the satisfaction of the Board/Authority shall be demanded from the developer before a building permit may be granted for Industrial development proposal or factory building.

5. It shall be the responsibility of the intending developer to provide drains and plant ornamental trees on the side walls abutting his property before approval is given for grant of Building Completion and Fitness for habitation Certificate.

6. Where the application submitted is in respect of the development of hotel, a guest house, a restaurant, application shall be accompanied by:

Conditions to be  
complied with  
respect to of  
development  
relating to hotel.

- (a) a license or evidence of clearance from the State Ministry of Commerce and Industry;
- (b) Town Planner's Technical Report.

- |    |  |   |
|----|--|---|
| 7. | Where the application submitted is in respect of   | Town<br>Planner's<br>Technical<br>Report    |
|    | (a) Development of any land excess of 1/2 hectare (5000 square metres) for whatever purpose;   |   |
|    | (b) Permission to build or expand a factory;   |   |
|    | (c) residential development in excess of 4 floors (including ground floor) or 8 family dwelling units;   |   |
|    | (d) construction of an office building in excess of 4 floors, or 1500 square metres of lettable space, or expansion of same;   |   |
|    | (e) permission for any recreational development in excess of 1000 square metres;   |   |
|    | (f) major commercial development (including supermarkets, shopping centre, hotel, guest house, petrol filling/service station, L.P.G. plants) or any commercial development on area of land in excess of 1500 square metres or 4 floors including the ground floor or 1500 square metres of lettable space;  |   |
|    | (g) Market;  |   |
|    | (h) Institutional Development;   |   |
|    | (i) Place of worship or expansion of place of worship;   |   |
|    | (j) Industrial, Agricultural uses and Mining operations and expansion of these uses and other similar uses: It shall be accompanied with a Town Planner's Technical/Analysis Report duly prepared and signed by a Town Planner registered to practice in Nigeria and showing in details the effects of the proposed development on socio-economic environment, traffic the communications network and ecology. |   |
| 8. | (1) (a) All public and Industrial buildings and their development Proposals are subject to approval by the Board/Authority.  | Additional<br>requirements<br>for high rise |
|    | (b). Developers of high-rise buildings shall submit, in addition to architectural and structural drawings, electrical, mechanical and plumbing details certified by appropriate Engineers registered to practice in Nigeria, as outlined in Table 1 of Schedule 1 of these Regulations.  | Fire Safety                                 |
|    | (c) All high-rise buildings, public and, institutional buildings, and all installations therein shall conform with (Fire Safety Regulations as may be specified by the Chief Fire Officer of the State. All the Fire Safety Installations must be in place before the building is certified duly completed.  |   |
|    | (2) The minimum width of escape exists in high-rise and public buildings shall be as follows:<br>I - 4 floors      1.2 metres.   | Buildings and<br>the like                   |



- (3) There shall be a minimum of two escape staircases in all public buildings above 4 floors and at least a lift or escalator capable of carrying a minimum of 8 persons per flight where the building is up to 5 floors and an additional lift if it is above 5 floors. The design, installation, testing, inspection and operation of the lift or lifts shall be in accordance with standards approved by the Nigerian Society of Engineer.
- (4) Every floor of a high-rise or public building shall have provision for water sprinkler in every unit.
- (5) A high-rise building shall have at least 2 fire hydrants within its premises and installed with detection and fire alarm devices.
- (6) A high-rise public building shall be tested by NEPA for all electrical installations before Electrification. This test is mandatory before the Board's certificate of fitness for habitation or occupation is issued.
- (7) All public buildings shall provide adequate toilet facilities for the use of the public. In the case of commercial buildings including petrol filling/service stations etc, there shall be designated toilet facilities for the customers.

9. An application for permit to construct a petrol filling (and service) station, shall, in addition to complying with the provisions of sections 3 (1) and 7 of these Regulations, be required to be submitted with the following:
- Additional requirement for petrol filling/service Station
- (a) Six copies of the location plan drawn to a scale of 1:2000 and showing the details of all existing structures located 460 metres (500 yards) on either side of the proposed station;
  - (b) 6 copies of the site plan of the proposed station drawn to a scale of 1:100 and showing the location of the pumps, the service station building, the paving and the fall of the front line drain the layout of tanks and pipes, metal grills over drain, the general lighting, land-scapping, etc;
  - (c) The number of copies referred to in paragraphs (a) and (b) of this sub-section shall be 9 if the plot proposed to be developed is within an unapproved layout; and 7 if it is within a State land layout;
  - (d) Clearance from Anambra State Chief Fire Officer certifying that the proposed development has complied with the fire service requirements;

- (e) Clearance from the appropriate Divisional Police Officer;
- (f) Evidence of a Statutory Certificate of Occupancy;
- (g) Evidence of compliance with the following conditions:
- (i) A petroleum filling station shall have a minimum frontage of 30 metres (approximately 100ft).
- (ii) On highways and expressways, access to and from the petrol filling station shall be provided as shipways at angle of 30° to the carriageway in other cases, entrance and exit to the station shall be at an angle of 50° and 60° to the main road; the radius of kerb line at the entrance shall be 13 metres.
- (iii) The set-back of the petrol filling/service station building shall comply with the building line regulation stipulated in section 10 of these Regulations.
- (iv) The set-back of pumps shall be at least 25 metres from the edge of the carriageway.
- (v) On local roads, the pumps shall be sited at least?
- (vi) The distance of a proposed filling station from a road intersection or round-about shall not be less than 45.73 metres (150 feet).
- (vii) Where a petrol filling station exist on a minor road at its junction within a major road, no petrol filling station shall be permitted on the other side of the minor road at the junction.
- (viii) A petrol filling station shall not be permitted on road bend unless there is an unrestricted view for 400 metres on both side of the proposed filling station.
- (ix) The distance from a dispenser of petrol pump to the main petrol filling station DPR building shall be at least 7.5 metres.
- (x) There shall be a good access road to a petrol filling station, and each station shall be installed with at least two hydrants to serve the fire vehicles if the need arises.
- (xi) The area covered by the petrol filling station shall be properly fenced, with at least 6 inch blocks to separate it from other buildings.
- (xii) At least two toilets for use by members of the public must be provided for in each station.
- (xiii) Other conditions that may from time to time, be prescribed by the Board and DPR.
10. The setbacks set out below must be complied with by an applicant for grant of building permit within Areas of Anambra State before the Building

Compliance  
with Fire  
Service

Add other  
DPR  
condition

General  
Set back  
permissible

permit is granted. However, in approved layouts, the permissible set-back stipulated in their respective Approval Order shall be complied with. Where, however, the approval Order of any layout is silent on permissible set-backs, the stipulated herein shall apply,

- (a) The setback of residential building from the front property boundary demarcated by the property beacons at the front line shall not be less than 4.5 metres, except where otherwise stated in the stipulations.
- (b) A Residential building which does not exceed 3 floors in height (that is, a ground floor and 2 upper floors) shall have minimum sides set-backs of 3.0 metres on one of its sides and 3.6 metres on the other side of the building. Where the building exceeds 3 floors in height, it shall have a minimum of 4.0 metres on the other. In all cases, the rear set-back shall not be less than 3.0 metres. For the purposes of this regulation, building includes cantilever. The horizontal distance between a cantilever wall and the plot boundary shall, in no case, be less than the setback specified in this regulation.
- (c) Every Commercial or Industrial building shall have a minimum of 9 metres front setback while the sides and the rear set-backs shall be a minimum of 6 metres.
- (d) The minimum horizontal distance between a building and a NEPA 66Kv line shall be 7.62 metres from the centre line.
- (e) The minimum horizontal distance between a building and a NEPA 132Kv high tension over-head wire shall be 15.24 metres from the centre-line conductor.
- (f) For a 330Kv line, the minimum distance shall be 30.48 metres from the centre-line conductor. The distances referred to in this regulation and in regulations (d) and (e) above may be subject to amendment without notice and as may be directed by NEPA or such other appropriate statutory bodies.
- (g) The minimum distance between a building and a stream or other water body or gorge shall be determined by the peculiar circumstances of each case, but shall not be less than 30 metres in any case.
- (h) The set-backs of building or any erections on highways and expressways shall be as follows:
  - (i) On Highways, building shall be set-back from the right-of-way by at least 6.0 metres.
  - (ii) On Expressways, they shall be set-back by at least 42.55 metres from the centre line of the inner-most carriageway or 55 metres from the centre line of the median of the expressway.

Setback from  
NEPA  
overhead  
wire.

Setback from  
Water bodies  
and gorges

- 11.** (1) The maximum plot coverage permissible, except in approved layouts, shall be as stated hereunder: Maximum plot coverage
- |     |                             |    |    |    |    |     |
|-----|-----------------------------|----|----|----|----|-----|
| (a) | Residential                 | -- | -- | -- | -- | 45% |
| (b) | Residential-cum-Commercial  | -- | -- | -- | -- | 45% |
| (c) | Commercial                  | -- | -- | -- | -- | 50% |
| (d) | Industrial                  | -- | -- | -- | -- | 50% |
| (e) | Public use or Institutional | -- | -- | -- | -- | 40% |
- In approved layouts the provisions of the relevant Approval Order of the layouts shall be complied with.
- (2) For any Industrial proposal, the commercial or other usage complementing the Industrial activity shall not exceed 30% of the permissible coverage, and the building or buildings for these complementing purposes shall not be allowed to exceed four floors in height.
- (3) For every commercial proposal, the Industrial or other usage complementing the Commercial activity shall not exceed 30% of the permissible coverage, and as in 11 (2) above the structures housing the complementing purposes shall not be permitted to exceed floors in height.
- 12.** (1) Car-parking facilities shall be provided for at the rate of 2 car-parking spaces per dwelling unit on low and medium density developments and 1<sup>1</sup>/<sub>2</sub> car parking spaces per dwelling unit/flat in the case of high density developments. Car parking facilities
- (2) (a) Parking in the front of residential buildings shall be discouraged.
- (b) Parking provision in residential developments shall be calculated only for both sides and the rear-side of the building.
- (c) Parking provision for Industrial buildings shall be provided to accommodate one car parking space for every 90 square metres of the floor areas.
- (d) Loading and un-loading ramps shall be provided for every factory building.
- (3) Parking provision for a commercial building shall be at the rate of one car-parking space for every 90 square metres of lettable floor area.
- (4) For public or Institutional buildings the rate shall be one car parking space for every 50 square metres of floor area. In the case of hotels, the rate shall be one car parking space for every 3

hotel rooms; one earmarking space for every 75 square metres of floor areas in the case of restaurants; and one car parking space shall not be less than 2.5 x 3.6 square metres in area.

- 13.** For the purpose of these regulations, there shall be three residential density zones in Anambra State, namely:
- (a) Low density residential zone-minimum plot size shall be 1394 square metres with no side being less than 30.48 metres.
- (b) Medium density residential zone-minimum plot side shall be 1115 square metres with no side being less than 30.48 metres.
- (c) High density residential zone-minimum plot size shall be 557 square metres with no side being less than 18.29 metres.
- (1). The maximum number of residential units permissible within the above named zones, the complementing/ancillary uses permissible shall be as stated in Table 3 of schedule 1 to these Regulations; except that, in approved layouts, the provisions of the relevant Approval Order shall apply.
- (2). Commercial developments shall be permitted generally within the commercial zones only. In built-up residential areas exemptions may be given commercial developments by the Board if it is satisfied that the use shall not be injurious to the existing residential environment.
- (3). Industrial activities shall be permitted generally in the Industrial zones only. In built-up residential areas, Industrial activities shall not be permitted. Exemption may, however, be given for service workshops of not more than 650 square metres of floor area.
- (4). No development shall be allowed in the agricultural zones except where the development proposed is complementary to activities related to agriculture, namely: farming, animal husbandary, or other conditions spelt-out in the approved master plan or urban land-use plan or other plan such as layout schemes.
- 14.**
- (1) The minimum plot size on which an application for development of a place of worship can be considered for approval is 1000 square metres for development areas, subject to maximum total site coverage of 40%.
- (2) The minimum land requirement for the establishment of an educational institution or centre shall be a land area not less than 2000 square metres with a maximum total site coverage not exceeding 40%.
- (3) In built-up areas, the minimum plot size for a Nursing school shall not be less than 1500 square metres, with a maximum total

Zoning  
classification  
and plot sizes

Table 3  
Schedule 1

Restrictions of  
Commercial  
users.

Restrictions of  
Industrial  
users

Places of  
Worship

Educational  
establishment

Nursing  
School

- site coverage not exceeding 40%.
- (4) Retail trading facilities up to a maximum of 300 square metres may be allowed in all zones preferably at designated areas. Mixed development for residential/commercial and other approved uses may be allowed after being considered on their own merit, provided that the maximum plot coverage does not exceed 40% and height does not exceed 12 metres. Restriction  
s of retail  
trading in  
residential  
zones
- (5) For the avoidance of doubt, the minimum sizes of plot for different classes of buildings shall be as regulated in Table 3 of schedule 1 except that various uses, in approved layout schemes, the provisions of the relevant Approval Order shall apply. Minimum  
sizes of plot  
for various  
uses
- 15.** (1) The height of buildings within Anambra State shall be in accordance with the height restrictions specified in Table 3 of schedule 1 of these Regulation or as specified in the relevant Approval Order in the case of approved layouts. These restrictions may be amended from time to time by the Board without notice. Height of  
buildings
- (2) No building or other erections shall be permitted to be erected within a designated public open space except where such buildings or erections will complement passive or active recreation by the large public. In an approved layout all developments shall conform strictly with the provisions of the relevant Approval Order. No develop-  
ment shall be  
allowed in a  
designated  
public open
- 16.** On submission of all required documents, together with the Board's / authority application form as required under regulations 2 and 3 of these Regulations, the application shall be registered by the Board/authority and given a register number. The registration of the application shall however, be subject to: Registration  
of Application
- (a) Payment of the prescribed fees made in accordance with the provisions of the Board's/authority schedule of fees, and;
- (b) Submission of all the relevant documents as already listed in regulation 3(1).
- 17.** A duly authorized town planning officer of the Board/authority shall inspect the site accompanied by the intending developer or his duly authorized agent or representative not later than three days after the said registration. Inspection of  
the proposed  
site to be
- All proposed development(s) shown on the building plan shall conform with the provisions of the land-use zoning of the relevant areas, and with the appropriate layout plan or scheme covering the area of the proposal; or master plan or some other relevant development guide or framework approved by the Board or other authority for the area.
- 18.** (1) In an approved layout, all building proposals shall conform strictly with the provisions of the approved layout planning scheme or Building  
permit

where applicable the urban renewal scheme.

- (2). A building permit shall not be given for any proposed development until the land use implementations of the development for the area or environment are established; or a prepared layout scheme is made for the area.
- (3). The Board or the relevant Local Planning Authority may refer an application for grant of building permit to other relevant bodies where it appears to the Board that it is necessary to confirm other related issues (for example, the State Director for Lands, Surveyor General, Land use and Allocation Committee (LUAC), Environmental Protection Agency, Agencies in charge of Electricity and Communication, the State Water Corporation etc).
- (4). Any application which complies with all the requirements stated in the relevant provisions under these Regulations shall be granted approval/building permit in writing within 30 working days of the inspection of the site referred to in regulation 17 of these regulations.
- (5). Any building plan approved under these Regulations shall bear the approval number and the seal and/or stamps of the Board.
- (6). The intending developer or the holder or the Building Permit shall comply with the conditions attached to the approved building plans or the provisions of Building Permit.
- (7). The developer or the holder of the building permit shall at all times keep a set of the approved building plans at the site of construction and shall produce same on demand by a duly authorized officer of the board.

Developer to comply with provisions of the permit

Rejection of an application for grant of building permit

19. (1) Any building permit application which does not conform with the relevant provisions of these Regulations shall be rejected and the building plans shall be stamped NOT APPROVED. The applicant be informed in writing of the reasons for the rejection of his application.
- (2) Where an amendment to a building plan is called for by the Board/ Authority and the said amendment is not effected within the stipulated period given for the amendment, the building permit application shall be deemed not to have complied with the provisions of these regulations and shall be rejected and the building plans shall be stamped NOT APPROVED.
- (3) Planning application fees paid in respect of an application for grant of building permit and indeed all other types of permit issued by the board or the relevant Local Planning Authority but which application was rejected shall not be refundable.

Planning fees not refundable

- |            |   |  |
|------------|---|--|
| <b>20.</b> | <p>(1) A building permit granted to a developer shall remain valid for the two years from the date of Communication of the notice of approval to the developer.</p> <p>(2) Where a developer fails to commence development within two years of the grant of the permit, the building permit shall be subject to revalidation by the Board or the relevant Local Planning Authorities.</p>   | <p>Building permit valid for two years</p> <p>Failure to commence development within 2 years</p> |
| <b>21.</b> | <p>(1) The approval granted to commence development shall become null, void and of no effect whatsoever if;</p> <p>(a) the development proceeds in a manner or form that contravenes the provisions of the approved building plans or permit, or contravenes any of the conditions attached to the permit; or</p> <p>(b) the approval granted was found to have been obtained as a result of misrepresentation of facts, fraudulent practice, or improper documentation etc; or</p> <p>(c) the approval was found to have been granted in error as a result of a fact or facts hitherto unknown to the Board/ Authority at the time the application was processed and approval subsequently granted; or</p> <p>(d) the approval contravenes any of the provisions of the Land not Act of 1978 or the Anambra State Policy; or</p> <p>(e) the approval was overtaking by a later public development such as the construction of a road, or the provision of any public infrastructure that would adversely affect the development; or</p> <p>(f) it blocks or obstructs an existing or proposed drainage channel or part of it; or</p> <p>(g) it falls wholly or partly on a school site, open space or any such land designated for any public purposes; or on any other land not zoned for the use to which the subject land is being put; or</p> <p>(h) it blocks or obstructs an existing or proposed access road meant to service any other existing or proposed development in the area; or</p> <p>(i) it has inadequate set backs or airspace from gorges, roads, water front; or;</p> <p>(j) it falls under low or high tension NEPA wires or cables; or</p> <p>(k) a combination of any of items a – j above.</p> <p>(2) Under any of the circumstances in regulation 21 (I) of these Regulations, the Board or the relevant Local Planning Authority</p> | <p>Voiding of approved building plan</p> <p>Board can revoke building permit</p>                 |



shall revoke the building permit already granted and communicated to a developer and it shall state clearly the reasons for the revocation of the permit in its notice which shall be duly served on the developer or holder of the permit prior to the revocation.

- 22.** (1) The Board's and/or the relevant Local Planning Authority decision on an application for grant of building permit shall be communicated to the applicant in writing.
- (2) There rejection of an application for grant of building permit shall not confer on the applicant or the intending developer any legal or other rights of counteraction until it has been communicated to the applicant in writing.
- (3) The Board/Authority shall enforce all right, duties and conditions attached to the Building Permit against the developer.
- 23.** (1) No building shall be altered, added to, repaired or renovated without the prior written approval of the Board or the relevant Local Planning Authority.
- (2) Every intending developer seeking approval to alter, add, repair or renovate any building or existing development within Anambra State shall before carrying out such alteration, addition, repair or renovation work, submit a formal application to the Board or the relevant Local Planning Authorities attaching the following Documents:
- (a) a copy of the Board's application Form B signed by the intending developer or his agent stating clearly thereon the proposed or intending alteration, addition, repair and/or renovation;
- (b) a set of the approved plan of the building intending to be repaired, added to or renovated; and, in the case of a building without approved plan, building plans shall be prepared, processed and approved before consideration is given to the application for repair, renovate or alteration;
- (c) 5 sets of architectural and structural drawings (where applicable) duly signed as stated in regulations 3 of these regulations, including the certification by the structural Engineer referred to in the said regulation 3;
- (d) all the other conditions itemized in regulation 3 of these regulations;
- (e) any other condition that may be laid down by the Board/ Authority.

Prohibition of alteration, addition, repair or renovation of building without prior approval

Condition to be complied with

- (3) (a) After the submission of the above mentioned documents, the application shall be processed for approval as though it is an application for grant of building permit to erect a new building.
- (b) In the case of an application to repair or renovate an existing building an inspection shall be carried out to establish that the repair or renovation intended is necessary.
- (c) Subject to any other additional repair that the Board/ Authority may recommend, the Board/Authority shall convey to the applicant in writing the authority to proceed with the repair or renovation works.
- 24.** (1) No fencing work shall be allowed to be carried out within any area of Anambra State without the prior grant of Fencing Permit by the Anambra State Physical Planning Board/relevant Local Planning Authority.
- (2) Any person who wishes to carry out any fencing work shall make a written application to this effect to the Board or the relevant Local Planning Authority in duplicate and attach the following documents:
- (a) Original copy of a survey plan of the plot or parcel of land proposed to be fenced; with the name of the owner clearly written thereon;
- (b) Evidence of ownership of the plot or parcel of land proposed to be fenced;
- (c) Current tax Clearance Certificate bearing the name of the intending developer;
- (d) Evidence of payment of assessed planning fees;
- (e) Any other document that may be required by the Board or the relevant Local Planning Authority.
- (3) Subject to satisfactory inspection report approval of the application shall be expressly made in writing by the Board/ Authority attaching conditions where necessary.
- 25.** (1) Every developer or holder of the Board's or the relevant Local Planning Authority building permit under the Regulations shall notify the Board or the relevant Local Planning Authority in writing of his intention to commence the construction of the building or development in respect of which he holds the permit. Upon receipt of this notice from the developer, which must not be less than seven days prior to commencement, a duly authorized Town Planning Officer of the Board/Authority shall inspect the site and, if satisfied, approve the pegging and setting - out of the

Prohibitions of fencing work without prior written approval.

Notice of commencement of building construction

building. The foundation shall not be dug until this stage of construction has been approved.

- Building Supervisor
26. (1) Building under construction within Anambra State, with the exception of high rise buildings (over 3 floors) shall be supervised by a fully registered builder certified at the specified stages by a duly Registered Builder on the appropriate Board form.
- (2) Any building under construction within Anambra State, with the exception of a residential bungalow, shall be certified at the specified stage by a duly Registered Engineer on the appropriate Board form.
- Certificate of Structural stability
- (3) It shall be the responsibility of the developer to ensure that the building is certified at every specified stage of construction by a Civil / Structural Engineer registered to practice in Nigeria; namely:
- (a) at foundation stage;
  - (b) before concrete is poured at various deck levels and
  - (c) at any other appropriate stage specified by the Board/ Authority in its work progress chart. The Civil/Structural Engineer shall issue a certificate Structural Stability of the building to the developer and the Certificate as issued shall be duly stamped with the particulars and registration number of the Engineer, and the same shall be filed with the Board/Authority and also be produced at site on demand. The supervision by the Engineer referred to above is without prejudice to the inspection of the building under construction at any stage and at any time by authorized officers of the Anambra Physical Planning Board/the relevant Local Planning Authority.
- Certificate of building completion and fitness.
27. (1) Every developer shall apply for and obtain from the Board/ Authority a certificate of building completion and fitness for Habitation in respect of any building Approved under these Regulations before such building is occupied. The certificate shall be signed by the General Manager of the Board; or the Executive Secretary in the various Local Planning Authority. The application shall be made on the Board's application form C as specified on schedule II, attaching such information and documents specified therein and any other document as may from time to time be demanded by the Board/Authority.
- Certificate of worthiness
- (2) Before occupation of high-rise structures and other public or institutional buildings, a certificate of worthiness for the electrical and mechanical system shall be issued by an Engineer registered to practice in Nigeria; duly stamped with particulars and registration number of the Engineer and the same shall be filed

with the Board. The supervision by the Engineer referred to above is without prejudice to the inspection of the building construction at any stage by an authorized officer of the Board/Authority.

- 28.** (1) Any person who otherwise than in accordance with the provisions of these Regulations proceeds with or does any work within Anambra State without the appropriate permit shall be liable to a breach of development control and shall be served with a Stop-work Order pending the service of other subsequent Enforcement Notice or Notices within seven days of the service of the stop-work-order. The Enforcement Notice shall require the developer within such time as may be specified in the notice, but being not less than seven days or more than 14 days, to alter, vary, remove, or discontinue a development and reinstate the land or building to the condition in which it was prior to the commencement of the work. Development without permit
- (2) The Board or the relevant Local Planning Authority shall have power to confiscate, cease, or remove from the site any or all tools, instrument, equipments or materials used in the construction works without permit from the Board or authority. Confiscation of tools and equipment
- (3) If the said nuisance is not remedied or abated at the expiration to the time specified in the enforcement notice, the Board and or the relevant Local Planning Authority shall have power to commence demolition proceedings against the developer provided that, where the development or use is a minor development or use. The Board or the relevant Local Planning Authorities shall have power to order the developer to remove the development or use, or effect the removal in default, without reference of the matter to a Court of Law. The Board or the relevant Local Planning Authorities may, notwithstanding the provisions of regulations 28(1) or these Regulations, mark in red print the inscription 'X' on any illegal development or structure and therefore commence demolition proceedings or removal process in accordance with the provisions of these Regulations. If the developer continues the development in defiance of the Enforcement Notice issued under regulations 28(1), the Board shall take Notice of this additional work and shall remove same as though it is minor development: in addition to the penalty imposed in section 37 (1) of these Regulations.
- 29.** (1) An Enforcement notice may be issued pursuant to regulations 28 of these Regulations, notwithstanding that the unauthorized development took place before the commencement of these Regulations. Service an Enforcement Notice
- (2) An enforcement notice served pursuant to regulation 28 of these

Regulations may direct the developer to alter, vary, remove and/or discontinue the development, and may impose additional conditions as the Board or authorities may deem fit in each circumstance.

- (3) An enforcement notice served under regulations 28 of these Regulations shall:
- (a) be in writing and communicated to the developer within 7 days of the service of a Stop-Work-Order issued under regulation 28;
  - (b) State the reasons for the Board's/Authority's action;
  - (c) If the development is approvable; having regard to the existing condition for granting of Building permit under regulations 2 and 3 of these Regulations, the Board/ Authority shall order the developer to submit within 21 days of being served with a Stop-Work-Order, a fresh application reflecting the present state of the development on the site, for processing and approval before commencement of further development of the building.

Development  
approvable

- (4) If the Board or the relevant Local Planning Authority finds that the development is not approvable the Board or the relevant Local Planning Authority shall have power in the enforcement notice to require the developer to:
- (a) carry out such alteration to the building as may be necessary to make the development approvable, lawful and compatible with the adjoining uses or developments, and submit fresh application to this effect within 21 days of being served with a stop-work-order, or
  - (b) pull down the building, or
  - (c) re-instate the parcel of land to the state in which it was prior to the commencement of the development.

Contraven-  
tion Notice

- 30.** (1) Where it appears to the Board or the relevant Local Planning Authority that:
- (a) an unauthorized development is being carried out; or
  - (b) a development does not comply with the provisions of the Building Permit issued by the Board/Authority pursuant to regulation 2 of these Regulations the developer shall first be served with a Contravention Notice.
- (2) The notice shall specify the contravention observed by the Board or the relevant Local Planning Authority and shall require the developer to show cause within 48 hours of the service of the Notice why the development shall not be demolished. If at the expiration of the said 48 hours the developer has not been able to

justify the reasons for the contravention or has not remedied same, the Board/Authority shall:

- (a) if the development contravenes any of the provisions of regulation 21 (i) to 21 (j) of these Regulations, serve on the developer a stop-work order pending the service of an enforcement notice within seven days of the service of the stop-work order.
  - (b) if the development contravenes the provisions of regulations 21 (a) - (h) of these Regulations, serve on the developer at once a Demolition notice, and proceed to obtain an order to this effect from a court of law, provided that the Board/Authority shall have power to remove the illegal development if it is a minor development.
- (3) An enforcement Notice served pursuant to regulation 30 (2) (a) of these Regulations shall be as specified in regulation 29 of these Regulations.
- (4) In all cases, a developer is required to comply with the requirements of an enforcement notice within 14 days of the date it was issued and served on the developer. Compliance with the requirements of Enforcement Notice
- 31.** (1) The Board or the relevant Local Planning Authority shall have power to issue and serve on a developer a Stop-Work-Order requiring the developer to stop further development on the site.
- (2) The reason for the issuance and service of the stop-work shall be stated in the stop-work order. The stop-work order shall take immediate effect upon service on a developer and shall inform the developer of the development which is to be stopped. Stop-Work have immed effect
- (3) The board or the relevant Local Planning Authority shall record the state or level of construction of the affected development at the time the stop-work order is served on the developer.
- 32.** (1) The Board or the relevant Local Planning Authority shall pay compensation to the developer on the basis of the state the construction of the development had reached when a Stop-Work-Order was served on the developer provided that the reason for issuing the stop-work order is the one stated in any of regulations 21 (1) (c) and 21 (1) (e) and that the development has a genuine approved building plan. Compensation
- (2) No compensation whatsoever shall be paid to any developer who continues the construction work after the stop-work order issued and served; or in the case of a quit Order issued on an existing building, if the order was issued for the reason of the derelict state of the building or to prevent danger or injury to health or detriment

to neighbourhood by virtue of the location of such a building along a public highway or access road.

- Board  
enforce order  
planning  
Tribunal  
High Board  
demolminor
- 33.** The Board or the relevant Local Planning Authority shall enforce an order of a planning Tribunal or High Court against a developer who fails to comply with such an order provided that, in all cases where the development or use is a minor development of use. The Board/Authority shall have power to remove the nuisance: employing such force as is reasonably necessary or sufficient to remove, pull down or demolish the building or structure, without reference of the matter to a court of law. The expenses incurred in the removal or the demolition shall be recovered from the developer.
- Quit Order
- 34.** (1) The Board or the relevant Local Planning Authority shall have power to serve on a developer a Quit Order if a structure erected by the developer with or without an approved building permit is found to be defective as to pose danger or constitute a nuisance to the occupier and the public.
- (2) The quit order served on the developer or occupier shall contain a date, not later than 14 days time span, on which the Board/ Authority shall take steps to commence demolition action on the defective structure. A developer shall reimburse the Board or the relevant Local Planning Authorities of all expenses reasonably incurred in the course of the demolition.
- Signed  
enforcement  
notice
- 35.** (1) Every Notice or Order required to be served on or given to a developer by the Board/Authority under these Regulations shall be signed by the General Manager of the Board or Executive Officer of the relevant Local Planning Authority, or his duly authorized officer: such officer not being, below grade level 14 or as may be deemed appropriate by the Board/Authority.
- Modes of  
service of an  
enforcement  
notice
- (2) Any Notice Order or other document required or authorized under these Regulations to be served on a developer or any person may be effected by any of the following modes of service.
- (a) by delivering the same to such person or by delivering the same to an adult member or servant of the family at the abode where such person resides; or
- (b) if the abode where such person resides is not known, by forwarding the same to such person at his last known place of abode or business; or
- (c) by fixing the same on a conspicuous part of the premises in respect of which the notice, order, or other document is issued.

- (3) A notice, or other document required or authorized under these Regulations to be served on the owner or occupier of any premises shall be deemed to be properly addressed if addressed by the inscription "owner" or "occupier" of such premises.
36. (1) Any person who, having obtained an approved building plan or permit to erect or construct any building, over-develops such building within the legally approvable limit shall be served with a stop-work order. General  
Offences  
penalty and  
fines
- (2) Such a person shall:
- (a) pay to the Board or the relevant Local Planning Authority for such over development within a period of 30 days a penalty fee of
- (i) N50,000.00 in the case of residential building, and
- (ii) N 100,000.00 in the case of commercial, or residence cum-commercial or industrial, without prejudice to other prescribed fees applicable to the over development.
- (b) in addition in the provisions of regulations 36 (2) (a) above, submit within 30 days of being served with a stop-work a fresh application reflecting the present development on the site, for processing and approval on payment of the prescribed fees.
- (3) Any person who having obtained an approved building plan to erect or construct any building overdevelops such building beyond the legally approvable limit shall
- (a) pay to the Board or the relevant Local Planning Authority within 30 days a penalty fee equivalent to 50%, of the capital value of the over-developed portion of the building without prejudice, to other planning fees arising from the over development.
- (b) be served in addition with a stop-work order and shall be required to submit within 30 days of being served with the stop-work order a fresh application reflecting the present development on the site for processing and approval before commencement of further development of the building.
- (4) If such person fails to pay the stipulated penal fee within 30 days of being served with the stop-work order, such building shall on conviction be forfeited to the Government of Anambra State.
- (5) Any developer, contractor or agent who commences development before obtaining a permit shall pay a penalty fee of twenty Thousand Naira (N20,000.00) to the Board or the relevant Local



Planning Authority on submission of his/her building drawings.

37. (1) Any developer, contractor, consultant or government officials, including officials of the Board or the relevant Local Government Planning Authority, who connives with anyone to contravene the provisions of these Regulations commits an offence and is liable on conviction to a fine of Fifty thousand naira (N50,000.00) or six months imprisonment. In addition to this penalty such a government official shall be subjected to disciplinary action by the appropriate Authority.
- (2) Any person who alters, adds to repairs or renovates an existing building (which plans had been previously approved) without first obtain permit for the alteration, addition repair or renovation contravenes the provisions of regulation 23 of these Regulations. For such contravene he shall pay a penal fee of twenty thousand (N20,000.00) Naira to the Board or relevant Local Planning Authority, and shall comply with regulations 23 (2) of these Regulations within 30 days of service of the contravention notice. If such additional works are unapprovable, the Board or the relevant Local Planning Authority shall commence demolition proceedings against the developer and shall enforce the order of a Planning Tribunal or the State High Court. The cost of such demolition shall be recovered from the developer as a civil debt.
- (3) Any development that is covered by a fake Building Permit shall be regarded as an illegal structure and shall be treated as such; and the developer or owner is guilty of an offence and is liable on conviction to 12 months imprisonment.
- (4) Any person who aids another person to obtain a fake approved building permit is guilty of an offence and is liable on conviction to 6 months imprisonment.
- (5) Any person who carries out any development works including building or rebuilding operation within the areas of Anambra State for which a building permit ought to have been obtained from the Board or the relevant Local Planning Authority in the first instance, but without obtaining such approval, or carries out any such operation in contravention of the provisions of the approved Building Permit and who has been served with the necessary notices but still carries on with the operations or still obstructs any authorized Officer(s) of the Board from enforcing the order of the Board or the relevant Local Planning Authority or the order of a Planning Tribunal or State High Court is guilty of an offence and is liable on conviction to a fine of Fifty thousand naira (N50,000.00) or 12 months imprisonment or both. No compensation shall be

Obstructing  
officials of  
the Board /  
Authority

paid for the demolition of the illegal structure. The cost of the demolition shall be covered from the developer as a civil debt.

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| <b>38.</b> | <p>(1) Any person who causes any building within Anambra State to be Occupied without first obtaining a certificate of Completion and Fitness for Habitation issued by the Board or the relevant Local Planning Authority is guilty of an offence and is liable on conviction to a fine of fifty thousand Naira (N50,000.00) or to six months imprisonment or both.</p> <p>(2) Any developer or owner who fails to produce at the site on demand by an authorized officer of the Board/Authority, a certificate of structural stability (issued by an Engineer registered to practice in Nigeria) shall be guilty of an offence and such structure shall be subjected to demolition proceedings at a Planning Tribunal or State High Court in accordance with the provisions of regulation 28 (2) of these Regulations. No compensation shall be payable for such demolition and the cost of the demolition shall be recovered from the developer as a civil debt.</p> | <p>Failure to obtain Certificate of building completion</p> <p>Failure to produce certificate of Structural stability</p> |
| <b>39.</b> | <p>(1) Any person who carries out any fencing work without the prior written approval of the Board or the relevant Local Planning Authority as provided for under regulation 24 of these Regulations shall be guilty of an offence and liable on conviction to a fine of fifty thousand Naira (N50,000,00) or six months imprisonment in the case of an individual and one hundred thousand naira (N100,000.00) in the case of corporate body. In addition and without prejudice to the conviction and penalty, the fencing work shall be demolished without reference to a planning tribunal or state high court. The cost of such demolition shall be recovered from the developer as a civil debt.</p>  | <p>Failure to obtain fencing permit from the Board/ Authority</p>   |
| <b>40.</b> | <p>(1) No action shall be against the Board or the relevant Local Planning Authority or any of its duly authorized staff in respect of anything done under these Regulations in good faith.</p> <p>(2) The Board or the relevant Local Planning Authority or any of its staff shall not be liable to claim or demand in respect of any development or building whose construction has not been supervised according to the provisions of these Regulations.</p> <p>(3) The Board or the relevant Local Planning Authority or any of its staff shall not be liable for any structural defect or eventual collapse of a building arising from the issuance of the Certificate of Completion and Fitness for Habitation where the issuance has been obtained improperly, or where the construction of the building</p>  | <p>Protection of Officials</p>  |

was not supervised in accordance with the provisions of these Regulations.

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| Appeal against the decision of the Board/ Authority | <b>41.</b> | <p>(1) Any intending developer or developer who is dissatisfied with the Decision taken on his building permit application or on the permit previously granted by any of the proceeding authorities may petition to the Commissioner.</p> <p>(2) Any intending developer or developer satisfied with the sub-regulation 41 (1) may appeal to the Urban and Regional Planning Tribunal established under the Anambra State Physical Planning Law.</p>  |
| Schedule  | <b>42.</b> | <p>(1) The Schedule to these Regulations shall form part of these Regulations and shall be supplementary to any matter contained therein.</p> <p>(2) The Board or the relevant Local Planning Authority may, with the approval of the Commissioner, add to, amend, alter, review or modify the contents of these Regulations.</p> <p>(3) The Board or the relevant Local Planning Authority may, from time to time prescribe by an order published in the state official gazette Town Planning and Building standards to be combined with by applicants for grant of Building Permit.</p> <p>(4) The Board or the Local Planning Authority, with the approval of the Commissioner, may by order published in the state official gazette, amend, add to, alter, review or modify the contents of the schedules to these Regulations.</p> |
| Building Plan approved before August 1998           | <b>43.</b> | <p>(1) Any approved building plans granted before August 1998 in respect of any piece or parcel of land within Anambra State and which as at the commencement of these Regulations remain undeveloped shall no longer be valid until the approved building plan is re-stamped or revalidated by the Board or the relevant Local Planning Authority.</p> <p>(2) Any approved building plan granted before August, 1998 in respect of any piece of parcel of land within Anambra State and on-which, as at the commencement of these Regulations, development has commenced thereon but not yet completed, shall remain valid.</p>  |
| Revalidation of plan.                               |            | <p>(3) The intending developer whose plan is rendered invalid under regulation 20 (1) and 43 (1) of these Regulations apply to have such approved building plan re-stamped and revalidated.</p>   |
| Conditions to be complied with                      |            | <p>(4) The following conditions shall be satisfied by all applicants for revalidation of previously approved plans:</p> <p>(a) Compliance with the provisions of these Regulations.</p> <p>(b) Payment of planning fees set out in the Board's Planning fees schedule.</p>  |

- (5) The Board or the relevant Local Planning Authority shall have power to order and or create an **Easement** to a landlocked piece or parcel of land. Easement
44. The regulations shall be deemed to have commenced on 1st day of November, 2015. Commencement
45. In these Regulations; Interpretation.
- "**the board**" means the Anambra State Physical Planning Board established by section 8 (1) of the Anambra State Physical Planning Law no. 9 of 2013;
- "**authority**" means the Local Planning Authority established by section 8 (1) of the Physical Planning Law, 2013;
- "**awka capital territory**" means Awka Capital Territory established by the designation of Urban Areas Order 1995;
- "**air space**" means the distance between the building or building on a plot and the boundaries of the plot, particularly on the sides and rear of the building(s), or the space between building;
- "**building**" means any structure (whether of a temporary nature or not) constructed, erected, or made of appropriate materials on; in over on under any land, and, in relation to the meaning of development, any activity related to building shall be regarded as an act of development or construction of a building shall be considered to be 'minor' if it is below the first deck level and includes such other erections as fence walls and temporary structure;
- "**building line**" means the line on a street or road established by the mandatory set back of buildings from plot boundaries and beyond which a building cannot lawfully extend;
- "**change of use**" in relation to a building or and means such change in the or use occupation of the building or buildings or land that is sufficient material to bring to within a class of building or land to which development control regulations apply, or if it is already within such as class, within a class to which additional for more onerous provisions of development control regulation apply;
- "**commercial development**" means any development or use of land or any building on the land for any of the following purposes: a shop, office, hotel, guest house, night club, restaurant, way side stall, cinema theatre, sports stadium, building provided indoor recreational and leisure facilities for a charge market, or any development or use of land or building on the land for any purpose incidental to any of the above purpose.
- "**commissioner**" means the Commissioner in the government of Anambra State responsible for Town and Country Planning matters;
- "**contravention**" means any structure or act of construction carried out in violation of any of these regulations or is being carried on without an approved building permit;

"**development**" in relation to any land includes any building or rebuilding operations and any use of the land or any building thereon for purpose which is different from the purpose for which the land or building was last being used;

"**developer**" or "**owner**" means the person entitled to a right of occupancy on a piece or parcel of land for which a plan is submitted for the purpose of approval and subsequent development or the authorized agent of such a person acting in his benefit for the purpose stated above, including seeking any planning information under these Regulations;

"**building permit**" means a permission granted by the Board or the relevant Local Planning Authority to a developer to carry out any building or rebuilding operations or to develop any land or building under the provisions of these Regulations;

"**DPR**" mean Development of Petroleum Resources;

"**dwelling house**" means a building rejected or converted for use primarily to provide living accommodation for one or more persons;

"**enforcement notice**" includes a Stop-work Order, Contravention Notice and a Demolition Notice;

"**flat**" means a dwelling unit among other dwelling units contained in a building or dwelling house with independent utilities and usually intended for occupation by one family unit;

"**floor area ratio**" means the relationship between the amount of gross floor area permitted in a building and the area of the floor on which the building stands;

"**floor space**" means the horizontal area of a room or space in a building measured from the interior face of the enclosing walls;

"**front set-back**" means the distance from the property beacons in front of a plot to the permissible building line which resultant space shall be paved or landscaped but shall remain free;

"**government**" means Government of Anambra State;

"**high-rise building**" means any building of more than four (4) floors including the ground floor or building whose height above the ground level exceeds 12 metres;

"**industrial building**" means any development in the use of land as factories, workshops and ware houses for production, manufacturing, repair of goods and articles, or other services;

"**institutional (public) building**" means a building used either regularly or occasionally as a public hall, public clinic, cinema, post office, theatre stadium, exhibition, hall, or for similar purposes and it includes any building used as a place of worship, institution, recreation, meetings, government institution and to which any member of the public has access;

"**petitioner**" means any member of the public who submits a written complaint to the Board or the relevant Local Planning Authority referring to a contravention, or a development which could be a public or private nuisance;

"**plot or site**" in relation to these Regulations means the whole of any land, with identified boundaries, which has been demarcated by survey beacons, and/or enclosed within boundary walls or fence where such belongs to a single person, government or group of persons;

"**easement**" means a legal right to use someone else's land for a particular purpose. It is the right-of-way which one land owner enjoys over land of another land owner.

"**renovation work**" means any act done to cause an improvement to a building and shall include changing/replacement of windows or doors, re-roofing, flooring or re-flooring;

"**repair**" may include the act of renovation and or improvement to the structural, mechanical, electrical, sanitary and landscaping condition of a building;

"**revocation area**" means any land within the Urban Areas of Anambra State where the title, certificate of occupancy, conveyance or any document showing private interest in the land or part of the land has become null and void as a result of order of Revocation by the Anambra State Government;

"**registered to practice in nigeria**" means:-

- (a) Architect - a registered member of the Nigeria Institute of Architects (NIA) and or recognized by the Architects (Regulation) Council of Nigeria (ARCON);
- (b) Engineer - registered member of the Nigeria Society of Engineers (NSE) and/or recognized by the Council of Registered Engineers of Nigeria (COREN);
- (c) Town Planner/Urban Designer - a registered member of the Nigeria Institute of Town Planners (NITP) and/or recognized by the Town Planners Registration Council (TOPREC);
- (d) Surveyor - a registered member of the Nigeria Institute of Surveyors Registration Council of Nigeria (SURCON);
- (e) Builder - a fully registered member of the Council of Registered Builders of Nigeria (CORBON);

"**structure**" means any permanent or temporary erection or construction in which a person or persons may reside, work or carry on other human activities;

"**tribunal**" means the Urban and Regional Planning Tribunal established under section 86 of the Urban and Regional Planning Decree;

"**urban area**" means the Urban Areas of Anambra State as declared under Edicts of the State in accordance with section 3 of the Land Use Act of 1978.

Made by the resolution of the Anambra State Physical Planning Board (ANSPPB) this 1st day of December, 2015.

The common Seal of Anambra State Physical Planning Board (ANSPPB) is affixed thereto in the presence of

**Sir. Okey Moka**

**TPL Joseph Ikenna Agbaizu-Enyenwa**

**SCHEDULE 1**  
**Table 1**  
**PROFESSIONAL SKILLS REQUIRED FOR REPARATION AND SUBMISSION OF BUILDING PLANS**

S/N	Category	Professional Qualified to Prepare and Submit Drawing	Architectural	Electrical	Plumbing	Mechanical	Structural	Remarks
1	Category A Bungalow and Traditional Building (External height of up to 4 meters)	Draughtsman/ Architectural Technician Urban Designer Engineer – Technician Engineer (COREN REGISTERED) Architect (ARCON REGISTERED)	X X - - X	- - X X X	- - X X X	- - X X X	- - X X X	Electrical Plumbing Mechanical, Structural not Obligatory (Except for public buildings and Institutions and provided floor area is not over 400 sq. meters)
2	Category B Up to 5 units not exceeding 2 Floors or 8 meters (ground and first floor only)	Draughtsman/ Architectural Technician Designer Engineer – Technician Engineer (COREN REGISTERED) Architect (ARCON REGISTERED)	- - - - X	- - - X -	- - - X -	- - - X -	- - - X -	Electrical, plumbing, mechanical, structural obligatory
3	Category C 6 flats (up to 4 floors of 12.5 meters) includes: * Commercial * Institutional * Industrial development * Petrol station * Office block Etc	Draughtsman/ Architectural Technician Designer Engineer – Technician Engineer (COREN REGISTERED) Architect (ARCON REGISTERED)	- - - - X	- - - X -	- - - X -	- - - X -	- - - X -	Environmental Analysis Report prepared by a Registered town planner shall be required to be submitted to the board.

**SCHEDULE 1**  
**Table 1**  
**PROFESSIONAL SKILLS REQUIRED FOR REPARATION AND SUBMISSION OF BUILDING PLANS**

S/N	Category	Professional Qualified To Prepared And Submit Drawings	Architectural	Electrical	Plumbing	Mechanical	Structural	Remarks
4	Category D: Medium rise  (Over 12.5 meters) Public Buildings  High rise Building	Draughtsman / Architectural Technician Urban Designer  Engineer – Technician Engineer (COREN REGISTERED)  Architect (ARCON REGISTERED)	-  -  -  -  -	-  -  -  x	-  -  -  x	-  -  -  x	-  -  -  x	Environmental impact Analysis Report and or Town Planners Technical Report prepared by a registered town planner shall be submitted to the board.



Hon. Commissioner  
For lands physical planning  
And rural development

General Manager

### SCHEDULE 1

#### TABLE 2

### FIRE SERVICE REQUIREMENT FOR BUILDING PERMIT APPLICATION SUBMITTED TO THE BOARD / AUTHORITY FOR APPROVAL

#### A. Residential:

Dwelling Houses of three or more floors in height above ground level.

##### Staircase:

1. A protected staircase delivering to a final exit in the ground floor shall connect with all floors.
2. Any cupboard within a protected staircase shall be enclosed with fire resisting construction and the door, there shall be rendered self-closing or be permanently marked "**KEEP-SHUT**".
3. Any garage shall be separated from the dwelling house by fire resisting construction and floor of the garage shall not be less than 100mm (4 inches) below the level of the sill of any doorway connected with the dwelling house.
4. An alternative means of escape shall be provided to serve those storey buildings above the first floor (i.e. second floor after ground level) which may be by way of:
  - (a) an additional protected staircase, independent of the main protected staircase or an external staircase delivering to a final exit at ground level;
  - (b) a linking balcony connecting with an adjoining building with ingress thereto.
5. Access to the roof whether direct to any way flight of stairs and a dormer doorway, and hence to the roof of an adjoining building with ingress thereto by a safe and easy route.

In case of a dwelling house not exceeding three floors in height above ground level but which as a storey building at a greater height than 6 metres (20ft) above ground level, the principles of above items shall be complied with.

No staircase serving upper floor shall deliver into an open planned floor unless:

- (i) such open planned floor is separated completely from the floors above by fire resisting construction and a fire resisting self-closing door at the head of the staircase in the open planned storey building self-closing at the head of the staircase;
- (ii) the staircase is protected by fire resisting construction throughout its remaining height; and
- (iii) an alternative means of escape is provided from the floor above the open planned storey building.

**Dead-End Corridors**

Dead-end corridors shall be avoided wherever possible. Where the provision of a dead-end corridor is unavoidable, it shall not exceed 7.5m (25ft) in length measured from the door of the furthest room in the dead-end to either:

- (a) the storey building exit; or
- (b) a point from which escape is available in opposite directions.

Where a dead-end corridor (or entrance hall of a suite of rooms) joins a main corridor from which escape is possible in two opposite directions, it shall be separated from both sections of the main corridor by self closing smoke stop and no door other than doors to bedrooms, bathrooms and toilets shall open off the dead-end and corridor,

The overall distance from the further most door in the dead-end corridor to a floor exit shall not exceed 30m (100ft). Except as permitted by (special provisions for small premises) no dead-end corridor shall connect directly with a protected staircase unless provision is made to bypass such staircase so as to provide a route of escape to an alternative floor exit without having to pass through the protected staircase.

In this case, the dead-end shall be separated from the protected staircase and the alternative means of escape by fire resisting construction.

**General for all Building**

1. Artificial Lighting and safety by lighting shall be provided.
2. Fire Fighting Equipment, fire alarms and automatic detection system (e.g. smoke detection) together with fire instructions to staff and guest shall be provided.
3. Adequate provisions shall be made for the storage of unused furniture mattresses, lines refuse awaiting disposal, e.t.c., store rooms and cupboards utilized for this purpose and other rooms containing fire risk shall be totally enclosed by fire resisting construction and fire resisting self-closing door to such rooms in 25mm (1 inch) shall be kept locked, and shut when not in immediate use and be permanently marked "keep shut" written in plain letters.
4.
  - (a) Lifts shall comply with the constructional requirements;
  - (b) where lifts deliver directly into corridors serving bedroom floors and such lifts also communicate with storey buildings containing fire-risk areas below e.g. Kitchens, Lounges, Storage, e.t.c., the lifts shall be separated from the risk area by protected lobbies.
  - (c) any lifts connecting with a basement storey building or sub-basement storey building shall be separated from such building by a protected lobby which shall be provided with natural ventilation having an area of not less than  $4m^2$  (4 square feet).

**Width of escape routes and exits from a floor**

- I. The minimum width of any escape route within a storey building and any exits leading there from shall not be less than the width indicated in the table below:

Maximum No. of persons per floor	50	220	240	260	280	300	320	240	480
----------------------------------	----	-----	-----	-----	-----	-----	-----	-----	-----

With (metres)	0.760	1.000	1.200	1.300	1.400	1.500	1.600	1.700	1.800
Imperial	2.6"	3.7"	3.11"	4.3"	4.7"	4.11"	5.3"	5.7"	5.22"

#### **A. Hotels:**

Come within the other residential use group of buildings for the purpose of the building regulations and it is these Regulations which limit the floor area and cubic volume of each storey building (of compartment). In general, the design of hotel is such that uses as the ballrooms, conference rooms, bar restaurants and kitchens are restricted to the ground floors whilst the upper floors are given over the bedrooms and suites, sometimes however the pattern is changed and the topmost floor contains a dance floor and restaurant.

The floors containing the rooms and suites are compartmented with corridors of up to 36 metres, the bedroom doors opening on to those corridors.

Every hotel shall ensure that alternative means of escape, fire hydrants, directional signs, emergency lightings, alarms systems and fire extinguishing equipment are provided.

#### **B. Institutional Building:**

(i.e. Schools and Hospitals e.t.c.) The above designation includes buildings which are used as hospitals, homes, schools and similar establishments where persons in need of treatment or care. No single specific form of construction is used for buildings in this group.

Preferably, they shall be single storey unit-type building and modern steel framed multi-storey buildings. The building regulations recognized the life risk in the premises in this use-category and require new and converted buildings to have substantial force, resisting compartmentations and also limit the floor area of each story building in the compartment of each floor. Safely requirement needed for these purposes are: Installations of fire hydrants, heat detector, flame detectors, authomatic sprinkle system, manual and electrically-operated fire alarms and First Aid Fire Extinguishers.

#### **FIRE RESISTING DOORS AND SHUTTERS**

Building regulations requir certain openings in compartment walls to be protected by fire resisting doors.

A fire resisting door when exposed to test by fire shall retain its:

- (a) stability for 30 minutes; and
- (b) integrity for 30 minutes.

#### **C. Commercial Building Places Where People Work, Offices, Factories, Warehouses, Shops and Departmental Stores, Markets, Stadia and Public Buildings:**

1. Means of escape in case of fire from building in which people work, that is buildings used for offices, factories and warehousing purposes.
2. Before such buildings are occupied, they shall be certified by the Anambra State Fire Service as being provided with satisfactory and reasonable means of escape.

3. The owner of such building shall be advised to comply with the Anambra State Fire Service requirements before the building is occupied, and provided that the said requirements are complied with, by installing to the satisfaction of the Anambra State Fire Service the required fire fighting equipment; no additional requirement shall be made prior to issue of a certificate and the Anambra State Fire Service shall have written notice of any intending alternation, or renovation of any existing building before approval is given under these Regulations.
4. All commercial or public buildings in the State shall have built into it at every floor fire protection equipment approved by the Anambra State Fire Service.

Design guidelines in respect of precautions against fire in commercial and public buildings shall be directed towards the safety of life by:

- (i) construction and finishing with non-hazardous materials; and embodying adequate fire resistance in the structure, and
- (ii) planning to prevent spread of fire;
- (iii) segregating the high risk area (e.g. the selling areas);
- (iv) provisions and installation of fire protection equipment as heat detectors, smoke detectors, flame detectors, automatic sprinkler system, manual or electrically operated fire alarm.

#### **D. Petrol Filling Station:**

Every Petrol Filling Station in Anambra State including walls, doors and windows shall be made with materials having at least a half fire resistance quality.

Each door shall be self-closing from any position while the basement concrete of each tank shall at least be 6 inches.

The distance between a dispenser or petrol pumps to the main petrol filling station building shall be twenty four feet (24ft).

There shall be good access road to a petrol filling station with the installation of at least two fire hydrants to serve the fire vehicle for the fire fighting if the need arises.

The area covered by the petrol filling station shall be properly fenced with at least six inches blocks to separate it from other buildings. Other requirements shall be as may be specified in any other part of these Regulations and as may be prescribed by the Anambra State Physical Planning Board and the Anambra State Fire Service.

**SCHEDULE 1**  
**Table 3**

**ZONING CLASSIFICATION AND PLOT SIZES**

Use zone	Plot size (minimum)	Maximum coverage per plot	Maximum No. of Units per hectare	Maximum Height in floors (including ground)	Parking requirement	Recommended complementary uses
Low density	Not less than 1394	30-35%	8	2	2 per residential	Boys quarters, Bungalow of 2 rooms per unit or guest chalet (bungalow)
Medium Density	Not less than 1115 sq. mt	35-40%	30	2	2 per residential	Boys quarters; bungalow and 2 rooms/ residential unit
High density residential, others shall be as specified in the scheme, or approved plans operative for an area.	Not less than 557	40-45%	80	4	2 per residential unit	Boys quarters of 1 room per unit
Commercial (office blocks, restaurants, etc)	50%	Depend on the Height regulation	-		1 per every 90 sq. m of office area, 1 per 75m for restaurant	Other activities shall not be permitted to exceed 30% of permissible coverage. Residential service flat shall be permitted on the top floor only.
Industrial	-	50%	Depend on the Height regulation	-	1 per every 90 sq. m of acre area, 1 per 75m lettable for restaurant	Commercial officers of not more than 4 floor, and shall not exceed 30% or the permissible coverage.

## ZONING CLASSIFICATION AND PLOT SIZES

Use zone	Plot size (minimum)	Maximum coverage per plot	Maximum No. of Units per hectare	Maximum Height in floors (including ground)	Parking requirement	Recommended complementary uses
Place of Worship	2.000sq.mts	40%	-	-	1 per 50 members of congregation or 1 parking space, 1 per 95m <sup>2</sup> in built up area	Vicarage, toilet, other residential Quarters of not more than 2 floors for each of the permissible 2 units
Educational institutions	2.000sq.mts	40%	-	-	1 per 65m <sup>2</sup> of school space, 1 per 90m <sup>2</sup> in built up area	Dormitory, Hostels, Administrative Block , Gate Or Security Post, Play Area, Assembly Halls, Overhead Water tank, etc.
Hospitals, health centres, clinic	1.000sq.mts	40%	-	-	1 per 65m <sup>2</sup> of hospital space, or 1 per 3 hospital beds, 1 per 100 sqm of area of hospital/clinic facilities	Doctors quarters, mortuaries, maintenance, personnel quarters large parking area, overhead or underground water reservoir
Petrol filling station	30.48x45m	30%	-	-	Large area for car parking	Restaurant, supermarket, car care centre, mechanic repair shop, air gauge. Pump, car wash, public toilets.

**SCHEDULE II**

**(To be submitted in duplicate i.e. original and copy)**

ANAMBRA STATE PHYSICAL PLANNING BOARD (ANSPPB)

(Established by the Anambra State Physical Planning Law No.9 of 2015)

**APPLICATION FOR GRANT OF BUILDING PERMIT (NEW BUILDING)**

ZONE ..... LGA .....

**PART A**

1. Name of intending developer:.....
2. Address: .....
3. Name of Agent (if any): .....
4. Address: .....
5. Name of Architect or Draughtsman or Designer:.....
6. Address: .....
7. Registration No.: .....
- (Where applicable)*
8. Name of Structural Engineer: .....
- (Where applicable)*
9. Address:.....
10. Registration No.:.....
- (Where applicable)*
11. Name of Town Planner Urban Designer:.....
12. Address: .....
13. Registration No.: .....
14. Particulars of plot proposed for development.

Plot No. (Where applicable), or describe location to enable easy identification on the grounds.	Name of layout (Where applicable)	Status of layout: (state whether layout is private or state land)	Details of beacon! pillar No.	Survey Plan No.	Area of Plot (M <sup>2</sup> )

15. Type of title held (e.g. c. of 0., Deed of Assignment, Power of Attorney, (e.t.c.)  
.....
16. Type of development proposed (e.g. Duplex, Maosonette, Block of flat, Bungalow, Warehouse, Industrial Building, Petrol Filling/Service Station, Gas Filling Plant e.t.c.)
17. Details of proposed development:

No. of Floors	Building coverage		Height of building measured from ground level to ceiling	Volume (m <sup>3</sup> )
	Ground coverage (M <sup>2</sup> )	% coverage		

18. Indicate service that are available to the area

Access	Road	Pipe Born Water	Electricity	Telephone
Tarred/Earth	No Road Yet			

19. I,.....(the intending Developer) do hereby declare as follows:

- (i). That the estimate cost of the development is N ..... (in figure)..... (in words)..... The information on the estimated cost of the development is to assist the appropriate Government Agency (Ministry/Parastatal) assess the adequacy or otherwise of the tax paid, or such similar payments the developer may have made. It is also to enable the Government pay adequate compensation to the developer if in future the development is affected adversely by physical development in the area).
- (ii). that the information given above are true to best of my knowledge and belief and that I am aware that any false claim by me shall lead to the withdrawal of any approval granted, in addition to the penalty that may be imposed on me under the provisions of the Anambra State Physical Planning Board (ANSPPB) Edict No. 9 of 2015.
- (iii). that I am aware that the Building Permit granted to me by the Board subsequent to this application does not confer on me title or ownership of the subject land as against the claims to the said land by any other person or persons.

20. I undertake to erect the building(s) in respect of which this application is made in accordance with the specifications of the approved building plans.

REGISTRAR OF OATHS

SIGNATURE OF INTENDING DEVELOPER AGENT  
(if signed by an agent, please attach evidence of authority to act on behalf of the intending developer)

Date: .....

Date: .....

**PART B**

(For Official Use Only)

21. Check list of Documents to be submitted. Indicate Yes/ No

- (i) Five sets of Architectural drawings, signed by the Registered Architect (where applicable).
- (ii) Five sets of structural drawings and bending schedules signed by a Registered Civil Structural Engineer (where applicable) (these shall be accompanied by the original copy of the calculation sheets).




- (iii) Five copies of Site/Location plan and one copy of site Analysis report signed or its equivalent by a Registered town planner.
- (iv) Six copies of Survey plan of the plot, one pasted at the back of each of the five site plans (at least one must be an original copy).
- (v) Photocopy of the applicant's current tax clearance certificate
- (vi) Evidence of the ownership of the Plot
- (vii) Photocopy of receipts of planning fees paid to the Board/Authority
- (viii) Two copies of duly signed Town Planner's Technical Report (where applicable)
- (ix) Clearance from the appropriate Zonal Land Office (where applicable)


22. Class of Urban centres in which development is located: Specify I st or 2nd Class in the box

23. Plan Registration No. ....  
 Received by: .....  
 Name: .....  
 Designation/Rank: .....  
 Signature: .....  
 Date: .....

**SCHEDULE II**

**Form B**

**(To be submitted in duplicate i.e. original and copy)**

**ANAMBRA STATE PHYSICAL PLANNING BOARD (ANSPPB)**

**(Established by the Anambra State Physical Planning Law No.9 of 2015)**

**APPLICATION FOR GRANT OF BUILDING PERMIT TO AMEND EXISTING (NEW BUILDING PREVIOUSLY APPROVED BUILDING PLAN)**

Board/Authority ..... LGA .....

**PART A**

- 1. Name of intending developer: .....
- 2. Address: .....
- 3. Name of Agent (if any): .....
- 4. Address: .....
- 5. Name of Architect/Designer/Draughtsman: .....
- 6. Address: .....
- 7. Registration No.: .....

*(Where applicable)*

8. Name of Structural Engineer: .....  
 (Where applicable)
9. Address: .....
10. Registration No.: .....  
 (Where applicable)
11. Name of Town Planner/Urban Developer: .....
12. Address: .....
13. Registration No.....
14. Particulars of plot proposed for development.

Plot No. (Where applicable), or describe location to enable easy identification on the ground.	Name of layout (Where applicable)	Status of layout: (state whether layout is private or state land)	Details of Beacon/ pillar No.	Survey Plan No.	Area of Plot(M <sup>2</sup> )

15. Type of title held (e.g. C. of O Deed of Assignment, Power of Attorney, (e.t.c.)  
 .....
16. Type of development proposed (e.g. Duplex, Maosonnette, Block of flat, Bungalow, Warehouse, Industrial Building, Petrol Filling/Service Station, Gas Filling Plant e.t.c.)
17. Details of previous permit: .....

No. of Floors	Building coverage		Height of building measured from ground level to ceiling	Volume Building (m <sup>3</sup> )
	Ground coverage (M <sup>2</sup> )	% coverage		

18. Details of proposed development:

Previous building permit No. and Date of grant	No. of Floors	Building coverage		Height of building measured from ground level to ceiling	Volume of building (m <sup>3</sup> )
		Ground coverage (M <sup>2</sup> )	% coverage		

19. Brief details of the amendment now proposed .....

20. Indicate services that are available: State Yes/No

Access	Road	Pipe born water	Electricity	Telephone
Tarred/Earth	No Road Yet			

- 21 I, ..... (the intending Developer) do hereby declare as follows:
- (i) That the estimate cost of the development is N.....(in figure) .....(in words)  
The information on the estimated cost of the development is to assist the appropriate Government Agency (Ministry/Parastatal) assess the adequacy or otherwise of the tax paid, or such similar payments the developer may have made. It is also to enable the Government pay adequate compensation to the developer if in future the development is affected adversely by physical development in the area).
  - (ii) that the information given above are true to best of my knowledge and belief and that I am aware that any false claim by me shall lead to the withdrawal of any approval granted, in addition to the penalty that may be imposed on me under the provisions of the Anambra State Physical Planning Board (ANSPPB) Edict No. 9 of 2015.
  - (iii) that I am aware that the Building Permit granted to me by the Board subsequent to this application does not confer on me title or ownership of the subject land as against the claims to the said land by any other person or persons.
22. I undertake to erect the building(s) in respect of which this application is made in accordance with the specifications of the approved building plans.

REGISTRAR OF OATHS

SIGNATURE OF INTENDING DEVELOPER AGENT  
(if signed by an agent, please attach evidence of authority to act on behalf of the intending developer)

Date:.....

Date: .....

**PART B**

(For Official Use Only)

23. Check list of Documents to be submitted.	Indicate <u>Yes/No</u>
(i) Five sets of Architectural drawings, signed by the Registered Architect (where applicable).	<input type="checkbox"/>
(ii) Five sets of structural drawings and bending schedules signed by a Registered Civil/Structural Engineer (where applicable) (these shall be accompanied by the original copy of the calculation sheets).	<input type="checkbox"/>
(iii) Five copies of Site/Location plan and one copy of site Analysis report or equivalent signed by a Registered Town Planner.	<input type="checkbox"/>
(iv) Six copies of Survey plan of the plot, one pasted at the back of each of the five site plans (at least one must be an original copy).	<input type="checkbox"/>

- (v) Photocopy of the applicant's current tax clearance certificate
- (vi) Evidence of the ownership of the Plot
- (vii) Photocopy of receipts of planning fees paid to the Board/Authority
- (viii) Two copies of duly signed Town Planner's Technical Report (where applicable)
- (ix) Clearance from the appropriate Zonal Land Office (where applicable).
- (x) One set of the previously approved building plan now proposed to be amended


24. Class of Urban centres in which development is located: Specify 1st or 2nd Class in the box

25. Plan Registration No .....  
 Received by: .....  
 Name: .....  
 Designation/Rank:.....  
 Signature: .....  
 Date: .....

**SCHEDULE II**

**Form C**

ANAMBRA STATE PHYSICAL PLANNING BOARD (ANSPPB)  
 (Established by the Anambra State Physical Planning Law No.9 of 2015)

**PLAN/SITE INSPECTION REPORT FORM**

Registration No. of Application .....  
 Planning fees paid N .....  
 1. Name of intending developer: .....  
 2. Address: (in full) .....  
 3. Location of Site/Development: .....  
 .....

*(Give plot and Block No. where applicable and or other description to help identify the plot on the ground)*

4. Development is (proposed/existing): .....  
 5. Type of Development (proposed/existing): .....  
 6. Height of the proposed/existing development including ground floor (in floors):  
 .....  
 7. Maximum height (in floors) permissible in the area.: .....  
 8. (i) Proposed use (new Development only) .....  
 (ii) Existing use/previously approved use .....  
 (in case application is to amend existing building, or a previously approved plan).

- (iii) Use now proposed if different from (ii) above .....  
(in case application is to amend existing building or previously approved building plan).

### SITE INSPECTION

(Site must be visited and taped measurement taken on the ground)

9. Plot size (Area) ....., M<sup>2</sup>  
 (i) Length .....M  
 (ii) Width .....M  
 (If irregular show Sketch on an attached sheet)  
 (iii) Do the taped measurements on the ground agree with the dimensions on the site Plan and Survey Plan respectively? Yes/No .....
10. Dimensions of proposed Building(s) (if more than one use overleaf or attached sheet(s) to show the dimensions of the others).  
 (i) Length ..... m  
 (ii) Width ..... m  
 (iii) Height ..... m  
 (iv) Area ..... m  
 (v) Volume ..... m  
 (vi) Building Coverage ..... %  
 (vii) Maximum Coverage permissible ..... %
11. Total No. of rooms/flats or residential units proposed (as shown on the building plan) in case of residential or commercial or both or other types (specify) .....
12. (i) Access is existing or proposed .....  
 (ii) Width of the Access Road .....
13. Set-backs from plot boundaries  
 (i) Front .....m  
 (ii) Rear .....m  
 (iii) Left Side .....m  
 (iv) Right Side .....m  
 (in case of more than one building, use overleaf or attached sheet(s) 10 show)  
 (v) Are the set-backs specified on the plan realizable on the ground? Yes/No (specify)  
 (vi) If No please comment: .....
14. Area (in square metres) provided for parking of cars/vehicles within the-premises .....
15. Any additional comments .....
16. I certify that this applicant has satisfied/Not satisfied the Board's conditions for grant of the Building Permit. I therefore recommend/do not recommend approval of the application.
17. Name of Officer: .....  
 Designation: .....  
 Signature: .....

**SCHEDULE II**  
**ANAMBRA STATE PHYSICAL PLANNING BOARD (ANSPPB)**  
(Established by the Anambra State Physical Planning Law No.9 of 20 15)

Our Ref: .....

Date: .....

Your Ref: .....

.....

.....

.....

Sir/Madam,

**APPROVAL OF BUILDING PLAN NO.ANSPPB/BP .....**

The work progress chart set-out below is intended to ensure that the provisions of this Building permit are complied with. Toward this, you are please advised to ensure that:

1. Approval is obtained from the Board/Authority before work is commenced on any of the stages of work set out in the work progress chart, and that each completed stage is dully sanctioned before you move to the next stage.
2. You comply strictly with the specifications of the approved building plans, and wherever necessary apply in writing to the Board's/Authority's for approval to amend/modify the provisions of the approved building plan.
3. You apply for and obtain the Board's/Authority's Completion and Fitness for Habitation Certificate before you take occupation of the building.

Please note that any un-authorized modification of or deviation from provisions of the approved building plan shall render the Building Permit null, void and of no effect whatsoever.

Yours faithfully,

Executive Secretary

**WORK PROGRESS CHART**

S/No.	Stage of Work	Date of Inspection	Name and Signature of the Authorized Officer
1.	At setting out stage		
2.	At the completion of excavation before concrete foundation is laid		
3.	When the concrete foundation has been laid		
4.	At the D.P.C.		
5.	At the Internal partitioning of rooms		
	Ground floor		
	1 <sup>st</sup> floor		
	2 <sup>nd</sup> floor		
	3 <sup>rd</sup> floor		
	4 <sup>th</sup> floor		
	5 <sup>th</sup> floor		
	6 <sup>th</sup> floor		
	7 <sup>th</sup> floor		
	8 <sup>th</sup> floor		
6.	Reinforcement and casting of lintels		
	ground floor		
	1 <sup>st</sup> floor		
	2 <sup>nd</sup> floor		
	3 <sup>rd</sup> floor		
	4 <sup>th</sup> floor		
	5 <sup>th</sup> floor		
	6 <sup>th</sup> floor		
	7 <sup>th</sup> floor		
	8 <sup>th</sup> floor		
7.	After the reinforcement but before the casting of each floor slab		
	ground floor.		
	1 <sup>st</sup> floor		
	2 <sup>nd</sup> floor		
	3 <sup>rd</sup> floor		
	4 <sup>th</sup> floor		
	5 <sup>th</sup> floor		
	6 <sup>th</sup> floor		
	7 <sup>th</sup> floor		
	8 <sup>th</sup> floor		

**WORK PROGRESS CHART - Continued**

S/No	Stage of Work	Date of Inspection	Name and Signature of the authorized Officer
8.	After the casting of each floor slab blocks are laid for the next floor. Ground floor 1st floor 2nd floor 3rd floor 4th floor 5th floor 6th floor 7th floor 8th floor		
9.	At the setting out of the septic tank and soak-away pit.		
10.	At the end of excavation for septic tank and soak-away pit		
11.	At the completion of septic tank and soak-away pit (i.e. walling, plastering and slabbing of the tank and pit)		
12.	The roof trusses ready for covering		
13.	Ceiling trap doors and ceiling vents		
14.	At building completion.		

*N. B:* If above 8<sup>th</sup> floor use reverse to sign

.....  
*Executive Secretary*



**SCHEDULE II**

**FORM E1**

(To be submitted in duplicate i.e. original and copy)

**ANAMBRA STATE PHYSICAL PLANNING BOARD (ANSPPB)**

(Established by the Anambra State Physical Planning Law No.9 of 2015)

**BUILDING STAGES INSPECTION FORM**

To be completed by the Registered Civil/Structural Engineer duly registered to practice in Nigeria and engaged by the developer.

1. Name of developer: .....
2. Location of Development: .....
3. Foundation Dug. Reinforcement and Concrete about to be poured:

DATE	NAME AND SIGNATURE OF SUPERVISING ENGINEER	COMMENT: INDICATE (SATISFACTORY /NOT SATISEFACTORY)
	Name Signature	

4. Decking reinforcement and pouring of concrete on every floor.

Floors	Date	Name and Signature of supervising Engineer		Comment: Indicate (satisfactory/Not satisfactory)
		Name	Signature	
1st floor				
2nd floor				
3rd floor				
4th floor				
5th floor				
6th floor				
7th floor				
8th floor				

Name of Engineer:.....

Address: .....

Registration Number: .....Signature ..... Date .....

Phone No: ..... and Stamp

*(For Official Use Only)*

1. Registration No of Application.: .....
2. Building Permit No.:.....
3. Date of Approval:.....
4. Comment of the Authorized Officer of the Board.: .....

SCHEDULE II

(To be submitted in duplicate i.e. original and copy) Form F
ANAMBRASTATE PHYSICAL PLANNING BOARD (ANSPPB)
(Established by the Anambra State Physical Planning Law No.9 of2015)

APPLICATION FOR GRANT OF BUILDING COMPLETION AND FITNESS
FOR HABITATION CERTIFICATE

PART A

- 1. Name of developer (i.e. Owner of Building):
2. Address of Developer:
3. Name of Agent
4. Address of Agent
5. Location of Plot:
6. Probable address of the completed building or premises:
7. Plan Registration No.:
8. Building Permit No. and Date of grant:
9. Date of Completion of building:
(i) Use/purpose for which the building permit was granted:
(ii) Proposed use (if different from 9 (i) above):
10. Any structural alteration/change/deviation (of any description) from the provisions of the approved building plan building permit:
(i) If yes, describe type of alteration/change/deviation with reasons:
(ii) Was this alteration/change/deviation authorized? Yes/No:
(iii) If yes, please attach authority/evidence of approval of alteration/change/ deviation.
11. Any other comment

Signature of Developer

**PART B**

(For Official Use)

1. Checklist of documents attached:
  - (a) Photocopy of the Board's Work Progress Chart (i.e.) Form D duly completed and endorsed by the appropriate Executive Secretary.
  - (b) Certification in writing and on the Board's Forms E1, E2 and E3 (where applicable) by the Registered Engineer/Architect/Builder that the Building(s) was/were constructed in accordance with the specification of the details of approved building plans.
  - (c) Photocopy of the current year's tax certificate bearing the name of the developer (i.e. owner of the building).
  - (d) Evidence of payment of the prescribed (application) fees.
2. Registration No. of Application: .....
3. Received by: Name: .....  
Designation: .....  
Signature: .....  
Date: .....

**SCHEDULE II**

(To be submitted in duplicate i.e. original and copy)

**Form G****ANAMBRA STATE PHYSICAL PLANNING BOARD (ANSPPB)**

(Established by the Anambra State Physical Planning Law No.9 of 20 15)

**COMPLETION AND FITNESS FOR HABITATION  
CERTIFICATE INSPECTION REPORT FORM**

Registration No. of Application .....

Building Permit No .....

Fees Paid in respect of the Application .....

1. Name of developer (i.e. Owner of Building): .....
  2. Address of Developer: .....
  3. Location of Development : .....
  4. Brief Description of Development .....
  5. State of completion of building: .....
  6. (a) actual set-backs on the ground:
    - (i) Front .....
    - (ii) Rear: .....
    - (iii) Right Side: .....
    - (iv) Left Side: .....
  - (b) Do these setbacks agree with the setbacks stipulated on the approved building Plan? Yes/No .....
  - (c) Any comments if (b) above is No .....
  7. (a) Is access to the development adequate? Yes/No .....
  - (b) Give details (If inadequate) .....
  8. (a) Does the development have any environmental or infrastructural disabilities:
  - (b) Give details (if yes) .....
  9. (a) Is there any material/architectural or structure alternation/deviation from the provisions of the approved building permit yes/No .....
  - (b) Give details (if yes) .....
  10. General comments on the application .....
  11. I recommend/do not recommend grant of certificate .....
- Name of Officer: .....
- Designation: .....
- Signature: .....
- Date: .....

\* Delete which is not applicable.

**SCHEDULE II**(For Official Use Only) **Form H****ANAMBRA STATE PHYSICAL PLANNING BOARD (ANSPPB)**

(Established by the Anambra State Physical Planning Law No.9 of 2015)

**PLANNING FEES ASSESSMENT SHEET**

Plan Registration No .....

- I. Name of intending developer: .....
2. Address: .....
3. Name: .....
4. Address: .....
5. Details of Plot and Development .....

Location of development	Class of urban centre: 1 <sup>st</sup> or 2 <sup>nd</sup>	Plot Area (M <sup>2</sup> )	Building coverage	Height of building measured from ground level to last ceiling	Cubic volume of building (M <sup>3</sup> )
			Area M <sup>2</sup> % Coverage		

6. Specify type of Application e.g. (i) Building Permit (ii) Building Completion Certificate (iii) Repair/Renovation of existing Building (iv) Change of Use (v) Fencing Permit (vi) Temporary Permit (vii) Certificate of approved Building Plan (viii) Revalidation of Approved Building Plan: .....
7. (i) Application Form  
(ii) Cost of File  
(iii) Registration  
(iv) Inspection fees  
(v) Planning Rate  
(vi) Approval  
(vii) Pegging per building  
(viii) Fencing fee  
(ix) BCC  
(x) Penalty (PCWP)  
(xi) Schedule of fee  
(xii) Postage
- Fees Assessed by:  
Name: .....  
Designation: .....  
Signature: .....  
Date: .....  
Checked By: .....  
Signature: .....  
Date: .....
- Approved by: .....  
Executive Secretary  
Date: .....

Amount in words .....

Method of payment

- (i) Bank Draft/Cheque  
Bank/Cheque No: .....Date: .....
- (ii) Name of Bank: .....  
Payment direct into Board's Bank Account: .....

**SCHEDULE III**

**1. MARKETS DESIGN GUIDE, DENSITY STANDARDS AND LAYOUT PLANNING**

- (i) Location: The following minimum set backs shall apply
  - (a) Express Roads 1 km
  - (b) Other Federal Highways 1/2 km
  - (c) State and Urban Road 1/2km
- (ii) Facilities: The following facilities must complement all markets
  - (a) Motor Parks: Each Motor Park shall be located on the buffer between the market proper and the main road. The park itself shall be at least 300 metres from its access road.  
The parks shall have the following facilities:
    - Private car parking areas
    - covered sheds for travelers
    - Restaurants, Canteens and Kiosks
    - Paved concourse and storm-water drainage
    - Well-managed public convenience, and refuse disposal facilities.
- (iii) Market Stalls:
  - (a) Sizes of Stalls: The size of stall shall vary according to types of trade or goods. The minimum size of a stall however shall not be less than 3 x 4.2 square metres. Other recommended sizes shall be 3.6 x 4.8 square metres, 4.8 x 6.09 square metres.
  - (b) Length of Blocks: No block shall be designed to contain more than 10 stalls; and for purposes of good ventilation, blocks shall not be permitted to lie back to back.
  - (c) Height of Blocks: Maximum of 2 No. Floors shall be permitted.
  - (d) Trade Associations: Trade Association such as: Clothes and Clothing Materials.
    - Medicine and Medicaments
    - Domestic Wares
    - Hardwares
    - Building materials
    - Bakeries and confectioneries
    - Motor/Motorcycle spare parts
    - Meat stall

shall be recognized and may require that the sizes of the stalls be adjusted to suit their peculiar needs.

- (e) Slaughter Houses/Meat Stalls: The buildings must be provided with fly-roof screens.

Other facilities shall include Banks., Police Posts, Fire Service Station, Water Hydrants and Health Clinics, Constant Water Supply System e.g. Water borehole.

## 2. DESIGN OF LAYOUT (a) PLOT SIZE

### (i) Residential Layout:

(a) Minimum	Frontage (M)	Depth (M)	Area (sq.) Metres
Low Density	30.48	45.73	1394
Medium	30.48	36.58	1115
High	18.29	30.48	557

### (ii) Commercial Layouts:

Minimum dimensions of plots shall be 20 (Frontage x Depth) square metres.

### (iii) Industrial: Minimum dimensions of plots shall be 30.

## 3. LAND USE ALLOCATION IN LAYOUTS

(i) Residential Layouts	Land-Use	Percentage of Total Land Area
	Residential	60
	Commercial	3
	Recreation	10
	Utilities, Facilities and Services	7
	Roads and Streets	20
(ii) Commercial Layouts	Land-Use	Percentage of Total Land Area
	Commercial Building Plots	50
	Recreation and Public Utilities	10
	Roads and Vehicular Parking	40
(iii) Industrial	Land-Use	Percentage of the Land Area
	Industrial building Plots	50-60
	Recreation	10
	Roads and Vehicular	30-40

**4. URBAN ROADS SYSTEM**

(i) Hierarchy and Sizes	Road Reserve in Metres (Right of Way)	Type of Carriage Way	No. of Lanes, Width of Lanes (in metres)
Express Way	90	Dual 4 – 6	3.7
Primary Arterial	50	Dual 4 – 6	3.7
Secondary Arterial	30	Dual 2 – 4	3.7
Distribution (Collector)	24	Single 2	3.7
Service Access (Street)	15	Single 2	3.4
Cul-de-sac (Deed-end)	10	Single 2	3.4

(ii) Minimum distance between junction and intersection in Urban roads (in meters).

TYPE OF ROAD	MINIMUM DISTANCE (In Meters)
Primary Arterial	400
Secondary Arterial	275
Distributor (collection)	210
Service access (Street)	180
Cul-de-sac	60

**5. PLOT ALLOCATION STANDARD**

Length of Layout	Type of Layout	Block Length (Meters)	
		Minimum	Maximum
	Residential	120	320
	Commercial	75	150
	Industrial	200	600

**6. BUILDING COVERAGE**

(i) Residential	Plot Type	Plot Coverage
	Low Density	30-35%
	Medium Density	35-40%
	High Density	40-45%
(ii) Commercial		50%
(iii) Industrial		50%
(iv) Place of Worship		40%
(v) Institutional and other public uses		40%

**7. GENERAL DESIGN GUIDES FOR LAYOUTS**

- (i) Mechanical Village – To be erected of steel structures. Each structure shall not exceed 18 metres in span; with back to back sheds; with rows separated by dwarf solid walls or metal-grill demarcations not more than 4 (1.2m) high. Adequate provision for regular water supply to be made.



- (ii) Industrial Layout Location – Absolute prohibition within/from residential areas. Adequate infrastructural facilities to be provided. Non-obnoxious industries must be grouped together and located away from the obnoxious ones. Those industries with hazardous effluents must be made to install treatment plants. Central drainage system to be provided for.
- (iii) Homing Estate/Residential Layouts/Neighbourhoods – The following facilities are desirable and should be provided in an estate or a residential neighbourhood in order to provide for the stability and development of individual and family life. These facilities and services are basic to the functional efficiency of a modern day neighbourhood and should within the neighbourhood be located for easy accessibility, and adequate land provision should be made for them.
- a Nursery School;
  - a Primary School;
  - a Neighbourhood centre for social and cultural activities complete with play ground for relaxation;
  - a Shopping centre or modern market;
  - a number of commercial plots located at strategic points in the neighbourhood for ready access to the residents for purchase of convenience goods;
  - Neighbourhood park primary for formal and informal outdoor;
  - Places of Worship;
  - Public utility site: refuse disposal, water reservoirs, telephone masts, electricity transformer;
  - Police Post, Post Office/Postal Agency;
  - a Commercial Bank;
  - Petrol Filling Station;
  - Hospital/Health Centre.

The type of facilities and service provided and the size of land allocations made should depend among other socio-economic factors on the size of the neighbourhood of the residential estate; the socio-economic status of the target population; and the proposed net residential population density of the estate/neighbourhood.

- (iv) Comparative Analysis of Land-use allocation for various Types of Layouts:

**TYPE OF LAYOUT LAND-USE ALLOCATION BY PERCENTAGE (%) OF TOTAL LAND AREA**

(Predominate Land Use)	Residential	Commercial	Industrial	Recreation	Utilities/Facilities	Road, Access Vehicles Parking
Residential	60	3	-	10	7	20
Commercial	-	50	-	5	5	40
Industrial	-	-	50	10	10	30

**8. LEISURE PARKS:**

Luxuriously Land-scapped with shrubs and flowering plants - should be provided with:-

- Good Urban Furniture
- Public Conveniences
- Shops, Canteens, Restaurants.

**9. NURSERY/KINDERGARTEN SCHOOLS:**

The following facilities should be provided for:

- First Aid Rooms
- Sleeping Bays/rooms
- Well-developed play-grounds
- Staff rooms, classrooms, offices
- Security service/outfit considerations minimum size of site-hectare.
- Toilet/cleaning facilities.

**PRIMARY SCHOOLS:**

- (i) All the items listed for the Nursery/Kindergarten schools to be enlarged but item
- (ii) In that sub-section to be excluded.
- (ii) Rooms for learning aids and libraries.
- (iii) Toilet facilities.

**SECONDARY SCHOOLS:**

Provision in the Primary Schools to be enlarged. Learning aids and laboratory equipment to be emphasized. Where the school is a boarding school, the following should be provided for: Dormitories - to be well ventilated; Health Clinics/Sick Bay/Dispensaries, adequate toilet facilities, Staff Quarters to be emphasized.

**10. PETROL FILLING STATION - TYPE A:**

Station - Minimum number of pumps, four nos. for petrol, one nos. each for kerosene and diesel, service pit/area. public conveniences, plant-house, mini shops, office, tyre vulcanizing area, concrete floor, canopy over pumps.

*Set-back from the Roads:* as provided for in these Regulations. All stations to satisfy minimum conditions stipulated in the Boards Regulations and those of the Committee on the establishment of Petrol Filling/Service Stations.

**TYPE B** - Minimum No. of pumps – 6 Nos. for petrol; one (1) each for Kerosene and diesel. All other factors as in 'Type A' to apply.

**11. CLINICS/HOSPITALS:**

Hospitals should be purpose-built. If it is in a rented accommodation, it must be in a whole building in which no other tenant(s) reside. In the case of Clinic/Diagnostic Centres in rented building, they must be on the ground floors of the building and must have entrances separate from those used by the other tenants.

**12. CITY MECHANICS VULCANIZERS:**

Standardized designs to be provided. Such designs to provide for convenience. Locations preferably in alley ways not vulnerable to night marauders (and created dead ends)

- 13. ABATTOIRS:**  
Locale preferably in the larger cities of Onitsha, Nnewi, Awka. The abattoirs to be mechanized.
- 14. SLAUGHT HOUSE:**  
Must be of the modern type. Floor must be slabbed or paved and properly drained into soak away pits. Windows to be screened with fly-proof mesh-wires. Building must be properly roofed. Sufficient parking area also for loading and unloading must be provided for.
- 15. RESTAURANT/BARS:**  
To be purpose-built. To be prohibited from residential buildings (because of their tendencies for social ills). To provide for Generous parking area, toilets segregated into male and female units. The Restaurant and Bar sections to be properly demarcated.
- 16. HOTELS:**  
Must be sited in specifically designated locations. Existing residential building (except those within area designated for the purpose) shall not be allowed to be converted for this purpose, except where otherwise be permitted by the Board. Such permit must take into consideration the dominant use in the area. Adequate facilities for parking is imperative. The following minimum sizes of room (which must be self-contained) shall apply. Single Room 3.048 x 3.6 square metres, Double Room 3.6 x 4.2 square metres. These sizes exclude areas occupied by the wardrobes.
- 17. CHURCHES:**  
To be sited in specifically designated locations. Generous area to be reserved for parking.
- 18. PRAYER HOUSES:**  
Absolute prohibition in residential area. Locate in specifically designated areas. Existing residential buildings not to be converted for this purpose. Adequate parking spaces to be provided for.
- 19. BUS TERMINALS:**  
Should have commuter-sitting areas complete with shops, restaurants, bars and conveniences. Private car-parking areas to be provided for. The whole grounds should be paved or slabbed. The Bus stands should be roofed and located away from the commuter-sitting areas. Toilet facilities very necessary

SCHEDULE IV
SITE ANALYSIS REPORT FORM
(TO BE COMPLETED BY A TOWN PLANNER FOR ALL BUILDING PERMIT APPLICATIONS)

PART 1 - All answers are to be type-written

1. GENERAL

- 1.1 Name of Applicant:
1.2 Address of Applicant
1.3 Location of Development:
1.3.1 Layout/Neighborhood:
1.3.2 Town:
1.3.3 Local Government Area:
1.4 Zoning of Location:
1.5 Density applicable within the zone:
1.6 Maximum height allowable at Location:
1.7 Is Development Existing or proposed?
1.8 Does the site fall within any planning scheme (proposed/approved) if yes, specify:
Plot No. and Block No

2. PHYSICAL CHARACTERISTICS OF THE SITE:

- 2.1 Size of Plot: Sq. metres
2.2 Maximum area Developable: Sq. metres
2.3 Any special Topographical features?
2.4 Soil condition:

3. ACCESSIBILITY OF SITE

- 3.1 Type of Road to serve the site (Existing/Proposed)
3.1.1 Hierarchy of Road (Collector, etc)
3.1.2 Width of access Road:
3.1.3 Does the Access Road Terminate at the Plot?
3.1.4 Can the proposed development hinder access to future development?
3.1.5 If yes, recommendation:

**4. PROXIMITY OF SITE TO FACILITIES AND UTILITIES IN THE NEIGHBOURHOOD**  
(INDICATE AS APPROPRIATE)

- 4.1 Distance to Existing Land Use .....  
(Approximate)
- 4.1.1 School: ..... Metres
- 4.1.2 Hospital/Clinic: .....
- 4.1.3 Shopping Centre /Area: .....
- 4.1.4 Place of worship (specify): .....
- 4.1.5 Sporting Area (specify): .....
- 4.1.6 Offices: .....
- 4.1.7 Industry (specify): .....
- 4.1.8 Others (specify): .....
- 4.1.9 Comments on the above: .....
- 4.2 Distance to Utility Lines: .....
- 4.2.1 High Tension electricity Line: .....
- 4.2.1.1 Capacity: .....KV
- 4.2.2 Water Mains: .....
- 4.2.3 Telephone Line: .....
- 4.2.4 Further comments on above: .....
- .....

**5 DISTANCE TO SPECIAL FEATURES/AREAS ..**

- 5.1 Lake (including Dam): .....
- 5.2 Mountain/Hill: .....
- 5.3 Quarry Site: .....
- 5.4 River/Stream: .....
- 5.5 Gully: .....
- 5.6 Railway Lines: .....
- 5.7 Expressway: .....
- 5.8 Others (specify): .....

**6. SET BACK AND AIR SPACES:**

- 6.1 Distance of site to Existing Buildings and Roads:
- 6.1.1 Building 1 ..... Metres specify use: .....
- 6.1.2 Building 2 ..... Metres specify use: .....
- 6.1.3 Building 3 ..... Metres specify use: .....
- 6.1.4 Building 4 ..... Metres specify use:.....
- 6.1.5 Access Road 1 ..... Metres .....
- 6.1.6 Access Road 2 ..... Metres .....
- 6.1.7 Others (specify) ..... Metres .....

**7. CHARACTERISTICS OF THE PROPOSED DEVELOPMENT:**

- 7.1 Proposed Use: .....
- 7.2 Is Development readily accessible to household utility lines? .....  
.....  
Types: .....
- 7.3 Conformity of development with existing/proposed Planning Scheme for the area:.....  
.....  
If 'yes' specify type: .....

**8. RECOMMENDATION:**

- 8.1 Suggestion for General Improvement of the Area (Use additional sheet if necessary): .....  
.....  
.....  
.....  
.....

**9. THIS REPORT AND THE ACCOMPANING PLAN WERE PREPARED BY US/ME**

- 9.1 Name of Town Planner: .....
- 9.2 Address of Town Planner: .....  
.....
- 9.3 Name of Consulting Firm: .....
- 9.4 Registration Membership Number: .....  
.....

.....  
DATE

.....  
Signature of the Town Planner

**OFFICIAL STAMP**

*\* Delete as applicable*

**PART II**  
(For Official Use Only)

- (i) File Reference .....
- (ii) Date of submission of application: .....
- (iii) Application Fees paid with dates .....  
Inspection Fees .....  
Assessment Fees: .....  
Others (specify) .....

(iv) Comments of Action Officer who is also a town Planner .....

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

(v) Application can be processed: Yes/No .....

(vi) Further action requested on site? .....

.....

(vii) Special Health Report Required? .....

.....

.....

SIGNATURE

.....

NAME

.....

RANK

DATE .....20.....