MINISTRY OF LAND USE & HABITAT

DEVELOPMENT PLANNING DIVISION

CHECKLIST FOR PLANNING APPLICATIONS IN CONJUNCTION WITH REGULATION 3 OF THE FIRST SCHEDULE OF THE TOWN & COUNTRY PLANNING ACT (CAP 237).

<u>Important notes:</u> Please note that this checklist is a guide. All the agents are requested to submit this checklist upon submission of Planning Applications. All required documents should be submitted in sets, each as per the same order of the list below. Please check and tick the required items accordingly. After screening your application the Planning counter staff <u>may</u> request for additional information or appropriate correction/s.

REQUIREMENTS	Checked by Agent	Checked by P.C Staff	Remarks
1) P. Application form (8 copies) – Completed in full with all the relevant sections filled in accordance to the Town & Country Planning Act			
2) Environmental form (2 copies)- As per EP (Act)			
3) Declaration form (Original copy)			
4) Title Deed (Not older than <u>6 months</u> from date of copy).			
*Letter of permission (If applicable) to be legally attested.			
5) Location plan (8 copies) - *Should contain Survey Division's identification. Show landmarks and access from main road leading to plot colored in yellow.			
6) Cadastral diagram (1 copy)			
7) Site plan (8 copies)-Show:			
*Plot reference, beacon numbers and North point *Position of all existing features: (Man-made and Natural) E.g. Paved areas, existing buildings, power lines, telephone lines, buried services, watercourses			
*Dimensions of relevant features, such as buildings soak away pits (from proposal and boundaries)			
*Roads (R.O.W) and adjoining plots with references			
*Distance of the nearest part of the building to the centerline of the road.			
*Indication by contours, spot levels, description of section of topography.			
*Waste handling facilities especially <u>bin site</u> (E.g. for Commercial Development)			

*Numbered Parking spaces		
8) Layout plans (5 copies normal scale and 3 copies with reduced scale)		
*Plans of every floor and roof.		
*Dimensions and planned use of each room, walls and openings		
*Fixed equipments for sanitary accommodation, waste appliances, heat producing appliances, ventilators		
*Position of waste, sewer, rainwater and ventilation pipes		
*All steps, stairways, landings, handrails, ramps and balconies		
*Location and type of fire-fighting equipment and fire exit signs (Commercial/Industrial development)		
*Plumbing details with arrangements for mains and for cistern supply and Electrical legend		
*Position and direction of cut for the section.		
9) Elevation plans (5 copies normal scale, 3 copies reduced scale)		
*Labeled in accordance to floor layout		
*Show Colour scheme on at least one elevation on all sets of drawings		
10) Sections (5 copies normal scale, 3 copies reduced scale)		
*Shown in relation to the position and direction of cut on the layout		
*Position of damp proof courses/membranes and any other barriers with dimensions of floors		
*Materials of construction and anti- termite precautions to be taken		
*Floor and ground levels in relation to each other, roof and foundation details		
*Provision made in the structure for insulation against transmission of airborne sound (E.g. in discotheques) and for protection against fire		
*Headroom in staircase		

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*Topography of the site						
*Cistern dimensions and construction details						
*Roof details, finishes to walls, ceilings and soffits						
Other Details						
*Septic tank						
*Soak Aways/ Drainfields						
*Road/ Access details						
*Retaining walls (Above 1.5m high: submit Engineer's Certificate)						
*Section and elevation of bins						
*Boundary Walls Maximum height 1.8m (Facing roads:1.5m block work and 0.3m decorative features)						
DECLARATION BY AGENTS						
I / We	Being the A	Architect/ Draug	ghtsman and acting as Agent for			
in respect of the proposed development namely						
at						
he:	reby declare t					
hereby declare that; 1) The above information and site plan provided is correct and accurate.						
2) I accept the consequences that the Planning Authority might impose if I provide false information						
3) I will attend to any amendments required by the Planning Authority within the prescribed period						
Agent –Signature						
Name: (Capital letters)		Date:				
(FOR OFFICE USE)						
Application checked by:						
Planning Counter Staff –Signature						
Name:		Date:				