



**FOURTH SCHEDULE
PRESCRIBED FORMS**

PART I

FORM URP 1

Stocked by Gov. Printers

**Registered
number of /
application**

D/

**THE URBAN AND REGIONAL PLANNING ACT, NO.3 OF 2015
APPLICATION FOR PERMISSION FOR DEVELOPMENT**

To the
(Insert name and address of the planning authority)

I/We hereby apply for permission for development as described in this application and on the attached plans and drawings.

Date: **Signature of Applicant or Agent:**
.....

If signed by Agent state:

Name:
.....
...

Address:
.....

Email **Address:**
.....

Telephone **No.:**
.....

Profession/Relationship to Applicant:
.....

1. If an application in principle has previously been submitted state the registered number of the application.
2. State whether subdivision is involved and if so whether permission has been applied for and give registered number of the application.
3. (a) Plot, Stand, Lot or Farm No: (b) Road, Area and Town:	(a)..... (b).....
1. (a) Applicant's ^{3,5,6} name (b) Address ^{4,5} (c) Telephone Number (d) Email address	(a)..... (b)..... (c)..... (d).....
5. (a) Owner's name ^{3, 5,6} (b) Address ^{4, 5} (c) Telephone Number (d) Email address	(a)..... (b)..... (c)..... (d).....
<p>6. Legal interest in the land. (Please tick appropriate box)</p> <p>Owner [] Tenant [] Prospective Purchaser [] Other (please specify):.....</p> <p>If the Applicant is not the owner of the land is a letter of consent from the owner to make the application provided:</p> <p>Yes [] No []</p>	
7. Describe briefly the proposed development including the purposes for which land and/or buildings are to be used ⁶
8. State the purpose for which land and/or buildings are now used. If not now used, the purpose for which and date on which they were last used.
9. State whether the construction of a new or, alteration of an existing means of access to or from a road is involved.

10. If the proposed development consists only of a change of use and does not involve building operations state: (a) existing use including gross floor area ⁷ : (b) proposed use including gross floor area; (c) gross floor area of existing use to be retained	(a)..... (b)..... (c).....
11. If the site abuts on a road junction, give details and height of any proposed walls, fences, etc. fronting thereon and the materials to be used.
12. Services (Please tick appropriate box) (a) Proposed Source of Water Supply Public Mains [] Private Bore Hole [] Private Well [] Other (please specify)..... (b) Proposed Sewerage Disposal Public Sewer [] Septic Tank and soak away [] Other on site treatment system (please specify) (c) Proposed Surface Water Disposal Public Sewer/Drain [] Soak pit [] Watercourse [] Other (please specify)..... (d) Refuse Disposal Council Collection [] Private Collection [] Rubbish Pit [] Other (please specify).....	
13. Give details of any relevant easement, way leave or right of way affecting the proposals. Please note that the extent of such easement/way leave/right of way should be shown on the block or layout plan.
14. State the:- (a) area of land affected (b) gross floor area of any existing buildings; (c) gross floor area of proposed new structures; (d) gross floor area of structures to be retained; (e) gross floor area of any demolition; (f) plot ratio (gross floor area of all buildings as a percentage of site area);	(a)..... (b)..... (c)..... (d)..... (e)..... (f)..... (g).....

<p>(g) site coverage (gross ground floor area of all buildings as a percentage of site area);</p>																			
<p>15. State the materials to be used for:-</p> <p>(a) external walls</p> <p>(b) internal walls</p> <p>(c) roof</p>	<p>(a)</p> <p>(b)</p> <p>(c)</p>																		
<p>16. In the case of mixed use development, provide a breakdown of the different classes of development and the gross floor area of each class and number of units.</p>	<table border="1"> <thead> <tr> <th data-bbox="762 613 831 640">Class</th> <th data-bbox="970 613 1123 640">No. of Units</th> <th data-bbox="1254 613 1469 640">Gross Floor Area</th> </tr> </thead> <tbody> <tr> <td data-bbox="762 685 794 712">(a)</td> <td data-bbox="762 685 1469 712">.....</td> <td data-bbox="762 685 1469 712">.....</td> </tr> <tr> <td data-bbox="762 757 794 784">(b)</td> <td data-bbox="762 757 1469 784">.....</td> <td data-bbox="762 757 1469 784">.....</td> </tr> <tr> <td data-bbox="762 828 794 855">(c)</td> <td data-bbox="762 828 1469 855">.....</td> <td data-bbox="762 828 1469 855">.....</td> </tr> <tr> <td data-bbox="762 900 794 927">(d)</td> <td data-bbox="762 900 1469 927">.....</td> <td data-bbox="762 900 1469 927">.....</td> </tr> <tr> <td data-bbox="762 972 794 999">(e)</td> <td data-bbox="762 972 1469 999">.....</td> <td data-bbox="762 972 1469 999">.....</td> </tr> </tbody> </table>	Class	No. of Units	Gross Floor Area	(a)	(b)	(c)	(d)	(e)
Class	No. of Units	Gross Floor Area																	
(a)																	
(b)																	
(c)																	
(d)																	
(e)																	
<p>17. If the building is to be used wholly or partly for commercial or industrial purposes state:-</p> <p>(a) the nature of the proposed use or uses;</p> <p>(b) the provision to be made for loading and unloading of vehicles.</p> <p>If for industrial use:-</p> <p>(c) the type of process to be carried on</p> <p>(d) the nature and means of disposal of trade refuse or trade effluent</p> <p>(e) whether it is proposed to conduct retail or wholesale on the premises.</p>	<p>(a)</p> <p>(b).....</p> <p>(c).....</p> <p>(d)</p> <p>(e)</p>																		
<p>18. Except in the case of a dwelling house state the number of parking spaces to be provided.</p>	<p>Cars:.....</p> <p>Trucks:.....</p> <p>Buses:.....</p> <p>Bicycle:</p> <p>Other (please specify):.....</p>																		

NOTES

1. This application is for permission under the Urban and Regional Planning Act, No. 3 of 2015 and does not absolve the applicant from obtaining any other consent under any law, by-law, regulation, State Lease agreement, etc., that may be required.
2. The planning authority reserves the right to require any further information or additional copies of plans and drawings as it may consider necessary.

3. Applicant means the person seeking the planning permission, not an agent acting on his behalf.
4. Address means a postal, residential, business, or other address to which any correspondence relating to the application shall be sent and at which any notice may be served.
5. Where an applicant or owner is a business registered under the Business Regulatory Act 2014, state the names of the company directors and the address and registration number of the company or where the business is not a company the names of business owners and the address of the person being a business owner to which notices should be sent. Where an applicant or owner is an organisation registered under the Non-Governmental Organisations Act 2009, state the names of the board members and the address and registration number of the organisation. Where an applicant or owner is a club, society, church or religious body registered under the Societies Act, state the names and position of an office bearer.
6. Where an application for planning permission is made by a state authority, give details of the Ministry or local authority or other government body (as applicable) on behalf of whom the application is made.
7. The form should include a description of the full extent of the development including the type of permission to which the application relates, details of all the separate elements of the development and the total number of units of each class/type of use. It may be necessary to include an addendum to the form to provide for a full description of the development.
8. Gross floor area means the area ascertained by the external measurement of the floor space on each floor of a building.