

# DEVELOPER'S DEVELOPER'S MANUAL



**PLANNING AND SETTLEMENT  
DEVELOPMENT DEPARTMENT  
Central Housing and Planning Authority**

**May, 2008.**

# TABLE OF CONTENTS

<b>DEVELOPMENT PERMISSION PROCESS</b>	<b>1</b>
<b>1.0 INTRODUCTION</b>	<b>1</b>
1.1 Purpose of Manual	1
<b>2.0 LEGISLATIVE FRAMEWORK</b>	<b>5</b>
<b>2.1 Town and Country Planning Act.</b>	<b>5</b>
2.1.1 Development of Land	6
2.1.1.1 Building Operations	7
2.1.1.2 Change of Use	7
2.1.2 Need for Planning Permission	8
2.1.3 Application for Planning Permission	8
2.1.4 Enforcement	9
<b>2.2 Other Relevant Acts.</b>	<b>11</b>
2.2.1 The Public Health Ordinance Chapter 145	11
2.2.2 Local Government Act Chapter 28:02	12
2.2.3 Municipality and District Council Act Chapter 28:01	12
<b>3.0 PROCEDURES FOR APPLYING FOR PLANNING PERMISSION</b>	<b>14</b>
<b>3.1 General</b>	<b>14</b>
<b>3.2 Types of Application</b>	<b>17</b>
3.2.1 Outline Planning Application for Planning Permission (Approval in Principle)	19
3.2.1.1 Requirements for Outline Planning Application	20
3.2.2 Full Planning Application for Planning Permission (Full Approval)	22
3.2.2.1 Requirements for Full Planning Application – Building Operations	22
3.2.2.2 Requirements for Full Planning Application – Change of Use	24
3.2.3 Land Subdivision Applications	27
3.2.3.1 Requirements for Land Subdivision Application	27
<b>3.3 Application Forms</b>	<b>30</b>
<b>3.5 Architectural Drawings (Building Plans)</b>	<b>32</b>
3.4.1 Site Plan	32
3.5.2 Floor Plans	33
3.5.3 Elevations	33
<b>4.0 ROLE OF OTHER AGENCIES</b>	<b>35</b>
<b>4.1 Guyana Fire service</b>	<b>35</b>
<b>4.2 Environmental Protection Agency</b>	<b>36</b>
<b>4.3 Ministry of Labour Human Services and Security -Occupation Health and Safety</b>	<b>37</b>

<b>4.4</b>	<b>Central Board of Health</b>	<b>37</b>
<b>4.5</b>	<b>Guyana Police Force- Traffic Department</b>	<b>38</b>
<b>4.6</b>	<b>National Trust</b>	<b>38</b>
<b>4.7</b>	<b>Transport and Harbors Department</b>	<b>38</b>
<b>4.8</b>	<b>Sea Defence Board</b>	<b>39</b>
<b>4.9</b>	<b>Guyana Rice Development Board</b>	<b>39</b>
<b>4.10</b>	<b>Guyana Lands and Surveys Commission</b>	<b>39</b>
<b>4.11</b>	<b>Ministry of Public Works- Roads Division</b>	<b>39</b>
<b>5.0</b>	<b>CRITERIA FOR THE ASSESSMENT OF PLANNING APPLICATIONS</b>	<b>41</b>
<b>5.1</b>	<b>Public Consultation/ Participation</b>	<b>42</b>
<b>6.0</b>	<b>DECISIONS OF THE CH&amp;PA BOARD ON APPLICATIONS</b>	<b>44</b>
<b>7.0</b>	<b>THE FINAL CONDITIONS AFTER THE APPROVAL</b>	<b>46</b>
	<b>APPENDICES</b>	<b>47</b>
	<b>Appendix 1 – Processing Fees</b>	<b>48</b>
	<b>Appendix 2 – Planning Application Form</b>	<b>51</b>
	<b>Appendix 3 – Building Application Form</b>	<b>57</b>
	<b>Appendix 4 – List of projects Required Environmental Authorization</b>	<b>61</b>
	<b>Appendix 5 – Site Investigation report format</b>	<b>63</b>
	<b>Appendix 6 – Acknowledge letter</b>	<b>69</b>
	<b>Appendix 7 – Permission Letter (Change of use)</b>	<b>70</b>
	<b>Appendix 8 – Permission Letter (Approval in principle)</b>	<b>71</b>
	<b>Appendix 9 – Permission Letter (Full Approval)</b>	<b>72</b>
	<b>Appendix 10 – Refusal Letter</b>	<b>73</b>
	<b>Appendix 11 – Questionnaire seeking comments from the public</b>	<b>74</b>

## **SECTION 1.0 – INTRODUCTION**

# **DEVELOPMENT PERMISSION PROCESS**

## **1.0 INTRODUCTION**

This manual is the first part of a two-part document that deals with the development permission process and proposed development standards for Guyana. This manual deals with the procedures as part of the CHPA new development facilitation and compliance practice.

The companion document is the proposed development standards. It includes details on site development standards for specific sites that should be of use to prospective investors and professional such as architects, engineers and planners in the design of developments.

### **1.1 Purpose of Manual**

The Developer's Manual has been prepared to assist individuals, planning professionals and developers wishing to apply for planning permission. It is intended that this manual should convey information to the public on the procedures involved in planning permit requirements for all types of development and also the process of evaluating and deciding on development applications.

### **1.2 Contents**

In the introductory chapter the purpose of the manual is outlined and an overview is given on the legislative framework governing the planning permission process. The manual then focuses primarily on the various types of planning permission and the procedures for applying for planning permission. It further includes the role of other agencies in the evaluation and determination of planning applications.

The manual also addresses the issue of public participation in the planning permission process and also provides planning criteria needed for assessing applications for development

### **1.3 GLOSSARY OF TERMS**

**AGENCY** – refers to the Central Housing and Planning Authority.

**BOARD** – refers to the Board of the Central Housing and Planning Authority.

**BUILDING** – includes any structure or erection of any kind whether permanent or temporary.

**BUILDING OPERATIONS** – include construction, demolition, alteration, extension, and repairs. It also includes any road works, preliminary or incidental to the erection of buildings.

**CENTRAL AUTHORITY** – means the Central Housing and Planning Authority as constituted under the Housing Act Chapter 36:20.

**CHANGE OF USE** – means the making of any material change in the use of any building or land.

**DEVELOPMENT** – means any building or rebuilding operations and any use of the land or any buildings thereon for the purpose which is different from the purpose for which the land or building was last being used.

**ENVIRONMENTAL AUTHORISATION/ PERMIT** – means an environmental permit, a prescribed process license, a construction permit or an operation permit.

**LAND** – includes land covered with water and the seabed within the outer limits of the territorial waters of Guyana.

**LOCAL AUTHORITY** – means any local government authority and includes the municipal district councils, neighbourhood democratic councils and town councils.

**OWNER** – in relation to any building or land, means a person, who is for the time being entitled to dispose of the absolute title in the land or of the title to the building, whether in possession or in reversion, and includes also a person holding or entitled to the rents and profits of the land or building under a lease or agreement.

**PLANNING PERMISSION** – permission to carry out development granted under the Town and Country Planning Act as a result of an application.

**SITE** – in relation to a building, includes any area of any courtyard, outbuilding, yard or garden, whether enclosed or not, occupied or intended to be occupied therewith.

**SUBDIVISION** - means the division of a parcel of land into two or more portions for titling purposes.

**SECTION 2.0 – LEGISLATIVE FRAMEWORK**

## **2.0 LEGISLATIVE FRAMEWORK**

### **2.1 Town and Country Planning Act.**

The Town and Country Planning Act Chapter 20:01 was enacted in 1946. Its main objective is “to make provision for the orderly and progressive development of land, cities, towns and other areas, whether urban or rural, to preserve and improve the amenities thereof, and for other matters connected therewith”.

The Act therefore empowers the Central Housing and Planning Authority to bring under its control any area of land or region for purposes of a planning scheme (development plan). This is done by passing a resolution in the Official Gazette declaring the boundaries of the area or region, which is to be subject of a planning scheme.

Once this resolution is passed and published, all local authorities within the area or region of the intended planning scheme are required by law to submit all applications for development received by them to the Central Housing and Planning Authority for planning permission. In other words, **a local authority cannot permit any development, which has not received the prior approval of the Central Housing and Planning Authority.** Even proposals which local authorities themselves wish to carry out must be granted permission by the Central Housing and Planning Authority.

The Act therefore allows the Central Housing and Planning Authority through its Planning Department to plan, monitor and regulate land use activities in all areas to ensure that development is carried out in a proper and harmonious manner. In discharging this important function, the Planning Department seeks to facilitate development in such a manner that it is at all times carried out in the best interest of the public.

### **2.1.1 Development of Land**

Since the Act grants power to the Central Housing and Planning Authority to control the development of land, under Section 15 of the Act, permission must be sought for any development of land. Failure to seek such permission will render the development unlawful.

Development under the Act is defined as “any building or rebuilding operations and any use of the land or any buildings thereon for a purpose which is different from the purpose for which the land or building was last being used”.

Given the definition of development, all applications for development whether for building operation or change of use must be submitted to the Central Housing and Planning Authority for consideration.

Since the Central Housing and Planning is concerned with development generally, it requires submission of the following:

- Proposals for all commercial and industrial development (appraisal of proposals for residential development was delegated to the local authorities by the Central Housing and Planning Authority).
- Proposals for planning design layouts of new and existing housing development.
- Proposals for siting of new schools, churches, community centres, markets and other public and institutional buildings.
- Proposals for all development bordering public roads.
- Proposals dealing with recreation grounds, parks, cemeteries and other forms of public open space.
- Proposals dealing with empolders, dams, canals, paths, access routes and all forms of communication lines.
- Proposals for engineering services, such as water supply, electricity, telecommunications and sewage disposals.

In the consideration of proposals, the Central Housing and Planning Authority has the power to regulate the following:

- The height, size spacing and building line of buildings;
- The object which may be affixed to the building;
- The siting of buildings on any land or within the building cartilage;
- The intended use of the buildings;
- The design, colour and material of the building and fences;
- The number of buildings of a specified class to be constructed in any area.

It is therefore important that individual(s), firms, organizations, etc should seek planning permission before carrying out development since the Central Authority has the power to grant or prohibit planning permission to develop land, construct, demolish, alter, extend, repair, or renew a particular building in the area to which there is an approved planning scheme or a resolution to prepare such scheme.

The Central Authority also has the power to permit development subject to certain conditions.

#### **2.1.1.1 Building Operations**

In the Act the meaning of “building” includes any structure or erection of any kind whether permanent or temporary, while “building operations” include construction, demolition, alteration, extension, and repairs. It also includes any road works, preliminary or incidental to the erection of buildings.

#### **2.1.1.2 Change of Use**

The making of any material change in the use of any building or land involves development and therefore requires planning permission.

### **2.1.2 Need for Planning Permission**

The Act requires that all building development and any material change in the use of building or land would need planning permission from the Central Housing & Planning Authority, as required under Section 21 and clearly states the following:

“.....it shall be the duty of the Local Authority of .....to submit  
All applications and proposals for development .....to the Central authority  
For permission or prohibition as the case may be.”

“Any development which the Local Authority itself proposes to carry out....  
shall not commence until the permission of the Central Authority has been  
obtained.”

“Any application for development received by a Local Authority under any other  
Act shall be deemed to be an application under this section.”

The authority to grant permission is given to the Central Housing and Planning Authority Board. The Town and Country Planning Department is responsible on behalf of the Central Housing and Planning Authority for the actual processing of applications for permission for development.

### **2.1.3 Application for Planning Permission**

All development must be granted planning permission by the Central Authority. The procedure for applying is given under section **3.0**. Any person can make a planning application to Central Housing and Planning Authority. If persons do not wish to undertake the application on their own, they can choose any individual to act on their behalf.

It is not necessary that the applicant should be the owner of the land but it is required of the applicant to submit with the application a notarized permission from the owner/ occupier of the land.

Planning permission may be granted either unconditionally or conditionally. Planning permission may be refused if the proposed development does not satisfy any of the planning criteria and/ or meet the minimum requirement of the site development standards. Decision by the Central Authority Board on any planning application is fixed and subject to review only through an appeal which has to be made to the High Court in accordance with section 16(1) of the Town and Country Planning Act, Ch.20:01.

In submitting an application for planning permission the applicant is required to give certain information. If it is shown that the information provided by the applicant is false, incorrect or misleading the planning permission may be revoked.

#### **2.1.4 Enforcement**

The Act requires that all development of land must receive planning permission from the Central Housing and Planning Authority before being carried out. If permission has not been granted, the Central Housing and Planning Authority may serve an enforcement notice on the owner or occupier of the property (land and/or building). If the owner or occupier fails to comply with the enforcement notice, an offence has been committed. The owner or occupier is liable on summary conviction to a fine in addition to civil liability. In addition the Central Housing and Planning Authority may also at any time do the following:

- a) Remove, pull down or alter the development so as to bring it into conformity with the provisions of schemes/ plans governing the area.
- b) Prohibit any building or land which is being used in such a manner as to contravene any provisions of the schemes/ plans or with other regulations under the Act.

## **2.2 - OTHER RELEVANT ACTS**

## **2.2 Other Relevant Acts.**

Although the Town and Country Planning Act seek to control development, there are other legislations that affect the carrying out of development and must be considered during the planning appraisal process. These legislations include:

- The Public Health Ordinance Chapter 145.
- The Local Government Act Chapter 28:02
- The Municipal and District Councils Act Chapter 28:01

Since these Acts have not been revoked or superseded by the Town and Country planning Act, the Central Housing and Planning Authority is obliged to ensure that the provisions relating to planning issues under these Acts are observed. Therefore, although the power to determine applications for planning permission is solely entrusted to the Central Housing and Planning Authority, the Authority has to regard other applicable laws in arriving at a decision.

### **2.2.1 The Public Health Ordinance Chapter 145**

This Ordinance seeks “to make provision for promoting the Public Health of the Country.”

It deals with nuisances within its districts and gives power to the Local Sanitary Authorities to inspect and to deal with defaulters. The Local Sanitary Authorities are charged with ensuring buildings and lands are laid out within the interest of public health and safety.

It is important to note that areas which are not under the control of a local authority are for public health purposes under the control of the Central Board of Health. All applications for development within these areas must be submitted to the Central Housing and Planning Authority through the Central Board of Health for planning permission.

### **2.2.2 Local Government Act Chapter 28:02**

The main part of this act deals with general administration and management of Local Authority Districts. Under this Act the subject Minister (Minister with responsibility for local government) may make by-laws pertaining to the management and administration of villages or districts.

### **2.2.3 Municipality and District Council Act Chapter 28:01**

The Act came into effect in 1969 and was amended in 1972. Its main objective is to make better provision for Local Government in the city of Georgetown, the Towns and other areas within the vicinity of Georgetown. This Act also gives power to the municipalities to make by-laws for the proper management of the municipal areas.

**SECTION 3.0 – PROCEDURES FOR APPLYING  
FOR PLANNING PERMISSION**

### **3.0 PROCEDURES FOR APPLYING FOR PLANNING PERMISSION**

#### **3.1 General**

An application for planning permission to carry out development must be made in writing to the Secretary, Central Housing and Planning Authority. For the city of Georgetown, the application is made on the prescribed application form. Application letter/ form must be submitted along with architectural drawings/ plans of the proposed development. Applications must be accompanied with documentation to prove ownership of property or rights to the property to be developed. Depending on the type of application and location of the proposed development, submission is made either directly to the Central Housing and Planning Authority or through the respective Local Authority (Neighborhood Democratic Council or Municipality).

Upon receipt of an application for planning permission, the Central Housing and Planning Authority will send to the applicant written acknowledgement of the receipt of the application.

The period within which the Central Housing and Planning Authority shall give written notice to an applicant of the decision on most applications should be within 3 months as stipulated by the Town and Country Planning Act.

In making a decision on an application, the Central Housing and Planning Authority may grant planning permission either unconditionally or subject to specified conditions, or may refuse permission in exceptional cases. Where planning permission is refused or is permitted subject to conditions, the notice of the decision will include the reason (s) for the refusal or for the conditions attached to the permission.

Failure to make a complete application or not providing proper information to facilitate decision on an application will result in delay or the application being returned to the applicant undetermined.

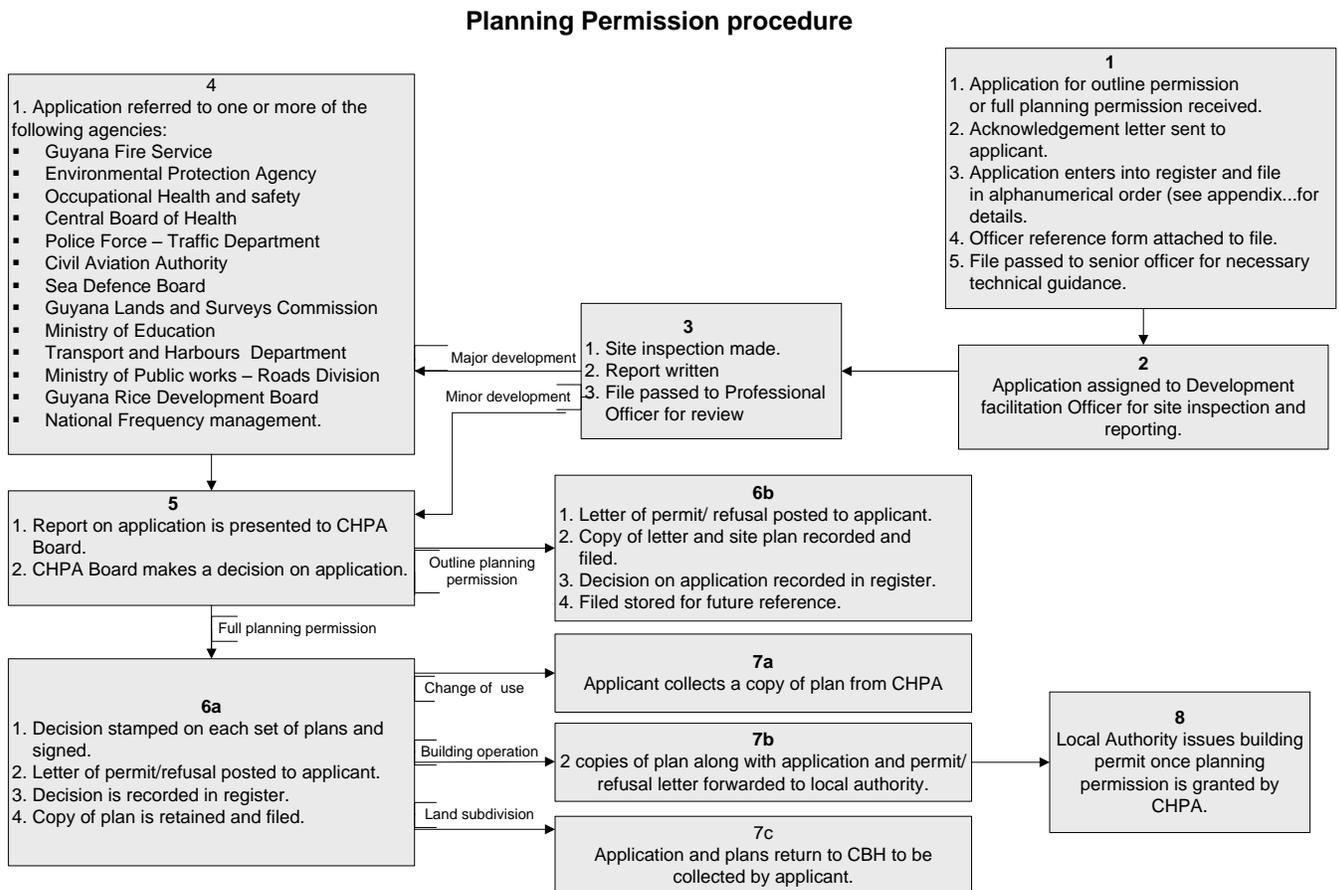
Where planning permission is granted, development must proceed in strict accordance with the terms of the permission. Failure to do so may result in enforcement action.

## **3.2 - TYPES OF APPLICATION**

### 3.2 Types of Application

All applicants must follow the appropriate application procedures to obtain planning permission from the Central Housing and Planning Authority. There are two main types of application for planning permission:

- Outline planning application (Approval in principle)
- Full planning application (Full approval)



**Figure 1 - Planning Permission Procedures**

**3.2.1 – OUTLINE PLANNING APPLICATION FOR  
PLANNING PERMISSION  
(APPROVAL IN PRINCIPLE)**

### **3.2.1 Outline Planning Application for Planning Permission (Approval in Principle)**

Prior to submitting detailed application to gain full planning permission, an interested party may submit outline application for which approval in principle may be granted. That permission may be granted conditionally or unconditionally, or may be refused.

In general, the determination of an outline application for planning permission informs an applicant as to whether or not the type of development proposed is consistent with existing land use policy and provides overall site development standards applicable to the particular site.

Prior submission of an outline application for planning permission reduces the risk of unnecessary cost due to abortive work in the preparation of building plans/ drawings for the proposed development which may not be approved.

Once outline-planning permission has been granted the applicant will need to submit a full planning application. Outline planning permission does not authorize the commencement of development. Development may not begin until full planning permission is granted.

It must be noted that an outline planning permission is valid for only one year and during that time the applicant is expected to apply for full planning permission. Failure to submit a full planning application before the one-year period expires will result in the outline permit becoming invalid.

### **3.2.1.1 Requirements for Outline Planning Application**

- Copy of completed outline application form (Form can be purchased from the Central Housing and Planning Authority at a cost of GY \$200).
- Two (2) copies of site location plan (See heading 3.4 ‘architectural drawings’ for information on scale)
- Proof of Ownership or rights to develop property (building and/or land).
- Processing fee of GY \$5,000. (See appendix 1).
- Any additional information, which may be required by the Authority such as survey plan that relates to the parcel of land to be developed.
- Covering letter indicating the intended use of the building/ land to be developed.

For land subdivision the following additional information is required:

- Two (2) copies of design sketch, showing lot sizes, layout of roads, drains and the general network, and community support facilities where possible.
- Planning scheme for land subdivision of 10 or more lots.

**3.2.2– FULL PLANNING APPLICATION FOR  
PLANNING PERMISSION  
(FULL APPROVAL)**

### **3.2.2 Full Planning Application for Planning Permission (Full Approval)**

A full planning application requires the submission of detailed proposals to actually commence development. It is granted in the following circumstances: -

- If the applicant wishes to carry out building operations that is erecting, altering or extending a building, together with other works incidental to the building works.
- If the applicant wishes to change the use of the land or building(s) or part of a building.

#### **3.2.2.1 Requirements for Full Planning Application – Building Operations**

Applications for full planning permission must be made through the respective Local Authority.

Applicants must submit the following documentation when submitting full application for building operations:

- The completed building application form which is collected from the respective Local Authority.
- Three (3) copies of building plans including a plan of the site, floor plans and two elevations (1 front and 1 side). These drawings should clearly show the following:
  - The external dimensions of existing and/ or proposed buildings.
  - The precise location of all existing buildings, including the identification of buildings to be demolished or any additions to be made.
  - The existing and proposed building setback distances.
- A detailed site location sketch/ plan of the land to which the application relates, giving sufficient detail to enable the site to be positively identified in the field.
- Legal evidence showing proof of ownership.
- Any additional information, which may be required by the Authority to make a proper determination on the application.

The Local Authority collects the processing fees for the application and retains 10% of it except for the Mayor and City Councilors of Georgetown, where 50% is retained. The Local Authorities process the application and refer it to CHPA with recommendation(s).

### **1. Applications for Commercial/ Tourism Development**

For major commercial/ tourism development applicants have to submit the following additional information:

- Details of existing and proposed drainage system.
- Details of existing and proposed water supply and sewage disposal system.
- A parking and circulation proposal
- The location of loading and unloading facilities.
- Environmental Authorization from the EPA may be needed for some tourism development.

#### **Required processing fees**

▪ Liquor Establishments greater than 112m <sup>2</sup> (1,200 sq.ft)	10,000.00
▪ Hotels, Discotheque, Food Restaurant With Bar greater than 112m <sup>2</sup> (1,200 sq.ft)	10,000.00
▪ Liquor Establishments greater than 112m <sup>2</sup> (1,200 sq.ft)	15,000.00
▪ Hotels, Discotheque, Food Restaurant with Bar greater than 112m <sup>2</sup> (1,200 sq.ft)	25,000.00

**NB:** See appendix 1 for more details on processing fees

### **2. Applications for Industrial Development**

In addition to the documentation required accompanying all applications for commercial/ tourism operations, the following is also required for the purpose of carrying out industrial or manufacturing process.

- The products to be manufactured.
- The volume and types of raw material, which will be used in processing and/ or stored on site.
- The means of storage and disposal.
- Brief description of processes to be carried on.
- Means of transporting materials and products to and from the site.
- An Environmental Impact Assessment for some categories of industrial processes.

**NB:** See appendix 2.for list of projects that needs environmental authorization.

### **Required processing fees for industrial development**

- Floor area greater than 112m<sup>2</sup> (1,200. Sq. ft)      \$10,000.00
- Floor area greater than 112m<sup>2</sup> (1,200 sq.ft)      \$30,000.00.

### **3.2.2.2 Requirements for Full Planning Application – Change of Use**

A full planning permission is required if an applicant wishes to change the use of the land or building(s) or part of a building.

An application for change of use of land or building must be made directly to CHPA on the prescribed application form which can be purchased at a cost of GY \$200 at the Central Housing and Planning Authority Headquarters.

For areas outside of Georgetown the application must be accompanied by a no objection letter from the respective Local Authority.

Applicants must submit the following documentation when submitting full application for change of use:

- A completed application form from the Central Housing and Planning Authority.
- Legal evidence showing proof of ownership.
- A covering letter describing the intended use of building (s) or land to be developed.
- Two copies of architectural drawings which include floor plans and elevations (1 front and 1 side).

- Site plan showing the proposed change for each building (s) or parcel of land.
- A detailed site location sketch/ plan of the land to which the application relates, giving sufficient detail to enable the site to be positively identified in the field.
- Any additional information, which may be required by the Authority to make a proper determination on the application.

For major commercial, tourism and industrial development, similar information must be submitted as required for an application for building operations.

**Required processing fees for change of use**

- For minor development **except** offices,  
liquor establishments and industrial undertakings. \$5,000.00
- For major development **including** offices,  
liquor establishments and industrial undertakings. \$15,000.00

### **3.2.3 – LAND SUBDIVISION APPLICATIONS**

### **3.2.3 Land Subdivision Applications**

Subdivision is the dividing of a portion of a lot into two or more portions for titling purposes.

If applicants do not wish to undertake the application on their own they can appoint an agent to act on their behalf. Only the landowner or a person acting on the applicant's behalf shall apply for subdivision. Subdivision applications are made to the Central Board of Health (CBH) for first and second certificates for transport (title) purposes.

Before deciding on applications, CBH would refer applications to CHPA for input on planning design requirements and standards. CHPA after appraisal returns application to CBH for final determination of the application.

#### **3.2.3.1 Requirements for Land Subdivision Application**

- Covering letter describing the proposed subdivision.
- One (1) copy of the current title for the land.
- One (1) original and two (2) copies of cadastral surveyed plan.
- Submission of a planning scheme if the proposed subdivision is 10 or more lots.

The proposed land subdivision must show the following: -

- Details of all proposed plots of land showing the shape, size and dimension of each sub- lot.
- Existing and proposed drainage network.
- Existing and proposed access roads and boundary lines.
- Proposed accesses to development and internal roads.
- Location and layout of proposed community facilities including playgrounds, public open spaces, etc.(this is needed for subdivisions with 10 and more lots).

## **Required Processing Fees for Land Subdivisions**

### **Residential purposes.**

A fixed fee per application of \$2,000.00 plus the additional fees detailed below:

- For each lot not exceeding a total of 10 lots \$300.00
- For each additional lot exceeding 10 lots \$100.00
- The maximum fee per application for residential purposes \$25,000.00

### **Non-residential purposes.**

A fixed fee per application of \$3,000.00 plus the additional fees detailed below:

- For each lot not exceeding 50 acres (20 hectares) \$100.00 per acre or (\$250 per hectare).
- For each subdivision exceeding 50 acres (20 hectares) \$50.00 per acre or (\$125 per hectare)
- The maximum fees per application for non residential Purposes \$25,000.00

### **Building and Cultivation Purposes**

A fixed fee per application of \$2,000.00 plus the additional fees detailed below:

- For each lot for residential purposes \$300.00
- For each acre for cultivation purposes \$100.00

### **3.3 – APPLICATION FORMS**

### **3.3 Application Forms**

There are two types of forms, which must be fully completed and submitted along with an application:

- Planning application form
- Building application form

#### **Planning Application Form**

This form (**See Appendix 2 for details**) can be purchased directly from the Central Housing and Planning Authority. It must be completed when an application is being made for outline planning and change of use applications.

#### **Building Application Form**

This form (**See Appendix 3 for details**) must be completed when an application is being made for building operation. It is usually collected from the local authority office.

## **3.4 – ARCHITECTURAL DRAWINGS (BUILDING PLANS)**

### **3.5 Architectural Drawings (Building Plans)**

Building plans must be drawn to a scale of either 1:100 (1/8-inch to 1 ft.) or 1:50 (1/4 inches to 1 ft.)

All plans accompanying applications shall be scaled to print on one of the following paper sizes:

- **A1** (841mm x 594mm)/ ( 31" x 23.5")
- **A2** (594mm x 420mm)/ (23.5" x 16.5")
- **A3** (420mm x 297mm)/ (16.5" x 11.75").
- **A0** (1189mm x 841mm)/ (47" x 33").

The plans submitted must include the following information:

- The scale of the drawings;
- An individual reference number;
- The date when the plan was drawn;
- The name and address of the designer;
- The name and address of the person on whose behalf the plan was drawn;
- Direction (north arrow)
- The boundaries of the lot for which planning permission is sought, should also be indicated.

**All building plans must comprise of site, floor and elevations plans.**

#### **3.4.1 Site Plan**

A fully dimensional site plan should show the following information:

- The proposed location of all existing buildings;
- The location of existing buildings to be demolished or where additions are to be made;
- The existing and proposed building set back distance from all property boundary;
- The size of the existing and proposed building(s);

- Existing and proposed site drainage and sewage disposal system for major development.
- Provision for parking and circulation, loading and unloading facilities for non-residential buildings.
- Direction (north arrow)
- Existing and proposed access to the site.
- Name of street adjacent to which building (s) is/ are to be erected.
- The scale of the site plan must be 1:200 (1/16 ins to 1 ft.)
- Cesspit, latrine, septic tanks, soak away etc and other means of sewage treatment or disposal.

### **3.5.2 Floor Plans**

- Layout of the proposed rooms or other enclosed areas.
- Dimension and use of each room and areas.
- Existing and proposed uses of rooms and spaces of the existing and proposed building.
- Type of material intended to be used.
- Proposed extension in red colors.

### **3.5.3 Elevations**

- Elevations showing facing materials to be used.
- Height of building from ground floor to top of roof.
- Any building or part of building which is proposed to be demolished
- Floor level, plate level must be indicated.

## **SECTION 4.0 – ROLE OF OTHER AGENCIES**

#### **4.0 ROLE OF OTHER AGENCIES**

Although the Town and Country Planning Act Chapter 20:01 seeks to control development other legislation which affects the carrying out of development must be considered in the appraisal of planning applications. If these laws have not been revoked or superseded by the Town and Country Planning Act, the regulations of other authorities involved in development of land are legal and binding. Therefore, the Central Housing and Planning Authority Board has to regard other applicable laws of Guyana in arriving at a decision.

In addition, to the above, expert knowledge in certain fields relating to development (e.g. roads, water, sanitation, electricity) resides in other governmental agencies. The Central Housing and Planning Authority attempts to ensure that all development should be acceptable to all other relevant agencies.

Therefore before planning permission is granted advice or comments from one or more of the following agencies is required to inform the planning appraisal process:

#### **4.1 Guyana Fire service**

All development involving the construction of a public building, that is any part of a building which the public has direct access, requires the consent of the Fire Prevention Section of the Fire Department

The Central Housing and Planning Authority forward applications, and or any matter that in the opinion is likely to constitute a fire hazard to the Fire Prevention Section of the Guyana Fire Service.

The advice of the Chief Fire Officer is given under the Fire Prevention Act, Chapter 22:01 Laws of Guyana, and is dependent upon: -

- The means of escape provided for public use in the event of a fire;

- The fire resistance potential of the building(s). This is determined by the design and the type of materials to be used in construction;
- The efficiency of the proposed fire alarm system;
- The means of access for fire fighting vehicles;
- Any other relevant considerations that the Chief Fire Officer seems fit.

The requirements for implementation by the applicant vary with the type of use, the height of the proposed building(s) and the location of the building(s) within a high, medium or low-density area.

For application involving land, subdivision including laying out of streets, the proper location of fire hydrants and the provision of adequate vehicular access for fire fighting vehicles should be put in place.

#### **4.2 Environmental Protection Agency**

Under the Environmental Protection Act 1996, all applications that may significantly affect the environment must receive consent of the Environmental Protection Agency. The consent will either be in the form of an **environmental authorization** or **environmental permit**.

Applications are forwarded by the CHPA to the Environmental Protection Agency. The CHPA shall seek comments of this agency before approval of plans on any project which in the opinion of the EPA is likely to constitute a negative impact on the environment.

### **4.3 Ministry of Labour Human Services and Security -Occupation Health and Safety**

The Factories Act 1997 of the Laws of Guyana requires the comments or advice of the Occupational Health and Safety division for all developments, which involve the erection of factory buildings or work shops. The advice or comments of the Occupational Health and Safety Division may be required **prior to full planning permission**.

The Occupational Health and Safety seeks to ensure the safety and health of workers and public at the workplace. In commenting on the application, the division considers the following matters:

- The creation of nuisance to nearby residences;
- The provision of adequate ventilation within the factory building area;
- The provision of adequate lighting in work areas;
- The adequate layout of machinery and siting of equipment;
- The provision of change rooms for workers;
- The provision of lunch rooms for workers
- The location of bulk storage;
- Written policy statement outlining the arrangement in place regarding the safety and health of workers
- Any other relevant considerations.

### **4.4 Central Board of Health**

Under the Public Ordinance Chapter 145, the Central Board of Health is responsible for the general supervision and control of all Local Sanitary Authorities. The Local Sanitary Authorities are charged with ensuring that buildings and streets are laid out and maintained to the requirements in the interest of public health and public safety.

**All applications to develop land must be considered by both the Central Housing and Planning Authority and Central Board of Health.** The Local Sanitary Authorities of the relevant area ensures that the proposed development satisfies both public health and building requirements, prescribed by law.

The Central Board of Health also considers applications for development that are deemed offensive trades such as fish processing factories/ facilities. Applications for hospitals, funeral homes or mortuary are also referred to the Central Board of Health for advice or comments.

#### **4.5 Guyana Police Force- Traffic Department**

Application for planning permission involving activities which may have significant impact on pedestrian and vehicular traffic, especially along major roads and highways, may refer to the traffic department of the Guyana Police Force for traffic circulation and re-routing wherever possible.

#### **4.6 National Trust**

Where the development involves buildings, monuments, sites of historical or architectural interest, this agency guidance has to sought on issues of preservation and conservation in enhancing urban heritage design.

#### **4.7 Transport and Harbors Department**

Where the development involves buildings such as wharfs and jetty, advice of the agency is sought prior to making a determination on the application

#### **4.8 Sea Defence Board**

The Sea Defense Board is consulted on applications which involve the development of land located along watercourses or within the foreshore, sea river or outer dams to ensure that the proposed development in any way obstruct or destroy the sea defense

#### **4.9 Guyana Rice Development Board**

Under the Rice Development Board Act Chapter 42:3 Laws of Guyana, the Board is charged with ensuring that the storage of paddy or rice or any product of paddy is properly stored to the satisfaction of exporter's standards. The Board looks at matters relating to management, sanitary condition and accommodation of storage facility.

#### **4.10 Guyana Lands and Surveys Commission**

Under the Guyana Lands and Surveys Commission Act Chapter 59: 01, the agency has control over all state lands. Therefore, where an application involves development on state lands, government lands, river and creeks of Guyana, the developer must seek permission from that agency for the occupation of the land before making an application the Central Authority

#### **4.11 Ministry of Public Works- Roads Division**

An application for planning permission involving access to the development from the public road, highway or highway reserve must be referred to the Roads Division for its advice on distances from road carriageways, method of construction of access, etc.

**SECTION 5.0 – CRITERIA FOR ASSESSMENT OF  
PLANNING APPLICATIONS**

## 5.0 CRITERIA FOR THE ASSESSMENT OF PLANNING APPLICATIONS

Considerations by the authority include:

- Conformity to existing by-laws, zoning plans or any other policy approved by CHPA, and
- Conformity to known planning principles and practice to determine suitability of the proposed site for the intended use;
- Further, before making an analysis of development plans a site inspection must be done. Site inspections are sometimes carried out jointly by the various government agencies as the Authority thinks fit. During site visits the public are consulted to give their input on the suitability of the development at the site. **(See appendix 5 for format)** If there are issues to be clarified or discussed pertaining to certain aspects of the development proposal, the developer is called in for discussion and/ or negotiations. Based upon the outcome of the consultation with the developer, the proposal/ building plans are returned to the local authority for amendments.
- An application cannot be approved if it does not comply with the planning criteria. If the application does not meet the criteria set out in the by-laws or statutory plans, the Planning Authority may consider asking for an amendment to them so that the modus operandi of the proposed development is embodied in the proposal.
- If the plans/application meets the planning criteria, the next step is evaluation of the site characteristics for consideration by the CHPA Board.
- In cases where the application is for development involving the subdivision of land in to lots, assessment will be done with regard to input on planning design requirements and standards

## **5.1 Public Consultation/ Participation**

For applications for major development or for those that may have significant impact on the surrounding area, residents are usually consulted by way of questionnaires surveys to solicit their comments/ concerns, etc. (**See appendix 11 for questionnaire format**) on the proposed development.

In certain cases the Authority would hold joint public consultation meetings with other Agencies, such as the Environmental Protection Agency.

**SECTION 6.0 – DECISIONS OF CH&PA BOARD ON  
APPLICATIONS**

## **6.0 DECISIONS OF THE CH&PA BOARD ON APPLICATIONS**

- The Authority may approve, refuse or defer an application. The Authority may also include a variety of conditions as it think fit.
- If an application is refused, the planning authority must provide reasons for the refusal. **(See appendix 6)** An applicant may appeal any planning refusal, or any application containing unacceptable conditions.
- Once the Board decided on an application, the CHPA dispatched letters of decision to applicants **(See appendix 7)**.
- Building applications are then returned to the Local Authority and land subdivision to the Central Board of Health.
- Outline Planning and Change of Use applications are directly uplifted from the CHPA

**SECTION 7.0 – THE FINAL CONDITIONS AFTER  
THE APPROVAL**

## **7.0 THE FINAL CONDITIONS AFTER THE APPROVAL**

- The planning approval is valid for a period of two years. During that time all conditions must be met. If they cannot, the applicant can make contact with the planning authority and request extension prior to the one-year lapsing.
- Extensions are discretionary and may not always be granted. If during the two-year period the developer wishes to discontinue the development or amend the proposal, he can do that by making contact with the Authority.
- The Authority may grant, refuse or place conditions on permission for amendment.

## **APPENDICES**

# APPENDIX - 1

## Appendix 1 – Processing Fees

### PAYMENT OF FEES SCHEDULE

#### **CENTRAL HOUSING AND PLANNING AUTHORITY** **Schedule Of Revised Fees For The Processing** **Of Building And Land Use Applications**

<b>Change of use</b>	
1. Change of use Commercial (excluding offices, liquor establishments and industrial undertakings).	\$5,000.00
2. Change of use Commercial/Industrial (including offices, liquor establishments and industrial undertakings).	\$15,000.00
<b>Building applications</b>	
1. Commercial – less than 112m <sup>2</sup> (1,200 sq. ft) Liquor establishments	\$10,000.00
2. Hotels, Discotheque, Food Restaurant With Bar	\$10,000.00
3. Other	\$5,000.00
<hr/>	
1. Commercial – More than 112m <sup>2</sup> (1,200 sq. ft) Liquor establishment	\$15,000.00
2. Hotels, Discotheque, Food Restaurant with Bar	\$25,000.00
3. Industrial – less than 112m <sup>2</sup> (1,200 sq. ft)	\$10,000.00
4. Industrial – more than 112m <sup>2</sup> (1,200 sq. ft) (Funeral Parlour, Warehouse, major industrial undertakings)	\$30,000.00

## **Land Subdivision Applications**

1. Application for approval in principle \$2,000.00
2. Application for approval of a Planning Scheme \$5,000.00.
3. Application for approval of sub-division proposal for transport for Building (Residential) purposes - A fixed fee of two thousand dollars (\$2,000.00) for application plus three hundred dollars (\$300.000 per each lot up to ten (10) lots and one hundred dollars (\$100.00) per lot thereafter to a maximum fee of twenty-five thousand dollars (\$25,000.00).
4. Application for approval of sub-division proposal for Transport for Building (other than Residential) purposes. A fixed fee of three thousand dollars (3,000.00 per application, plus a fee of one hundred (100.00 per acre up to fifty (50) acres and fifty dollars (\$50.00) per acre thereafter to a maximum fee of twenty – five thousand dollars (25,000.00)

### **Note**

Included in this category are applications for Transport for industrial and cultivation purposes.

5. Application for transport partly for building purposes and partly for cultivation A fixed fee of two thousand dollars (\$2,000.00) per application plus three purposes. Hundred dollars (\$300.00) per lot for building purposes and a further fee of one hundred dollars (\$100.00) per acre for cultivation purposes.

### **Other Fees**

- (i) The fee for the re-issuance of the copy of an approval for planning permission shall be five hundred dollars (\$5,000.00).
- (ii) Fees for purely residential building applications are payable directly to the particular Local Authority. Such Local Authority shall determine what fees are reasonable for this purpose.
- (iii) Whenever a Local Authority refers a building application to the Central Housing and Planning Authority for processing, the Local Authority shall retain ten percent (10%) of all fees collected and the remainder shall be remitted to the Central Housing and Planning Authority.

## **EXEMPTIONS**

1. Government agencies (including Regional Democratic Councils).
2. Religious and community-based organizations, and
3. Local Authorities, where the Local Authority, itself wishes to undertake development proposals.

# APPENDIX - 2

## Appendix 2 – Planning Application Form

### PLANNING APPLICATION FORM

<b>For official use only</b>			
<b>Fee \$</b>		<b>Application Number</b>	
<b>Cheque/cash</b>		<b>Date</b>	
<b>Receipt No.</b>		<b>Received</b>	
<b>Date</b>			

Central Housing & Planning Authority  
 Town & Country Planning Department  
 1 Brickdam & Avenue of the Republic  
 Stabroek, Georgetown  
 Tel#592-226-8666/ -227-7233/ -226-1656

**Please read guidance notes at the back of the form before answering any questions.**

**All relevant questions must be answered.**

ONE COMPLETED COPY OF THIS FORM, ARCHITECTURAL DRAWINGS (PLANS), AND DOCUMENT (S) OF OWNERSHIP MUST BE SUBMITTED TO THE OFFICE OF SECRETARY, CH&PA.

**Note: Architectural Drawings (Plans) must include copies of a location plan. On the location plan, the boundaries of the site of the proposed development should be highlighted in red.**

**Part 1**

<p><b>1. Applicant</b></p> <p>Name:.....</p> <p>Address:.....</p> <p>.....</p> <p>Tel No.....</p> <p>ID No..... <b>OR</b> Passport No.....</p>
--

<p><b>2. Address or location of the proposed development (business)</b></p> <p>.....</p> <p>.....</p>
---

**3. Description of proposed development**

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

(a) Does the proposal involve (please tick)

Alteration (internal & external)  or extension  
New building(s)  Change of Use

(b) Construction of a new access to a highway/major road:

Yes  No

(c) Alteration of an existing access to a highway/major road:

Yes  No

(d) If new buildings are to be erected or alterations/extensions to existing buildings are proposed, state materials and colours proposed for external finish of:

(a) walls.....

(b) roof.....

**4. Type of Application (tick as appropriate)**

(a)  Full planning permission for building works and/or change of use.

(b)  Outline planning permission for suitability of site for proposed development.

(c)  Renewal of an unimplemented permission

Date of previous permission.....

(d)  Planning permission for regularization - building works already carried out / use of land/building already started.

Date when building works started or when change of use occurred .....

**5. Particulars of present and previous use of building(s) or land:**

(a) **Present use of building/land.....**  
.....

.....  
(b) If vacant, state the previous use.....  
.....

**6 (a) Particulars of ownership of land**

Transported       Certified Title       Lease       Other

(b) If applicant is not owner, please state and provide proof of your authority to make this application

.....  
.....

**Part 2**

ADDITIONAL INFORMATION REQUIRED IN RESPECT OF APPLICATIONS FOR INDUSTRIAL, OFFICE, WAREHOUSING, STORAGE, SHOPS OR OTHER COMMERCIAL USES.

**7. In the case of industrial development, give a description of the processes to be carried out, the end product(s), the type of plant or machinery to be installed and number of persons to be employed on the site.**

**(NB: Applicant can either complete this question or submit a brief project proposal as a separate document).**

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

8. **If the proposed building(s) permits entry by members of the public, what provisions will be made for access and use of the premises by persons who are physically disabled.**

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

9. **What provisions have been made for the parking facilities and loading/unloading of service vehicles? (Please show the location of such provision on the plan).**

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

10. **What is the nature and proposed means of disposal of any waste/refuse, which would be accumulated when operations are carried into effect?**

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

---

Signature of Applicant (s) .....

Date.....

## ***CENTRAL HOUSING & PLANNING AUTHORITY –***

### ***Guidance notes for making a Planning Application***

---

- 1. Name and Address of Applicant**

Please check that you have put in your full name and address, since all correspondence pertaining to the application would be mailed to the address you listed.
- 2. Address or location of the proposed development (business).**

Please ensure in all cases that you include a lot number and street name of the address. You must also submit an accurate location plan, showing the boundaries of the proposed site in red. The location plan should show the street on which the application is submitted and the surrounding area.
- 3. Description of the proposed development.**

You should provide a full and clear description of your proposal. For example, “two storey extension to eastern side of building to accommodate a Hardware Store or use a shop as restaurant.”
- 4. Type of Application**
  - A. Full Planning Application:** Most proposals need a full application, supported by detailed drawings of any building works. All applications must show details of design, elevations, floor plan, full details of the siting, and access and must clearly distinguish between existing and proposed appearance and layout.
  - B. Outline Applications:** If you want permission to erect a new building that you do not want to submit full details at present, you can usually apply for **outline permission**. If this is granted, you must apply for approval of the detailed siting, design, external appearance and access before you start building works.
  - C. Renewal of a permission:** Tick box © if you are applying for renewal of a Planning permission because the **two (2) year** period for implementation has expired. It will assist us if a copy of the previous approved plan is attached to your application form.
  - D. Application for regularization:** Tick box (D) if you are applying for works and/or a change of use which has already occurred. You would be required to submit a full planning application
- 5. Particulars of present and previous use of buildings or land.**

If occupied, state what sort of activities are being conducted at the site.  
If the building is vacant, state what sort of activities were being conducted within the building(s).
- 6. Particulars on ownership of land.**

Proof of ownership to be produced.

#### **Further Advice**

If you are unclear about how to complete any part of the application form, you can receive advice from the Town & Country Planning Department, Central Housing & Planning Authority, Lot 1 Brickdam & Avenue of the Republic, Stabroek Georgetown, between the hours of 8:30 am and 4:30 pm from Monday to Thursday and up to 3:30 pm on Fridays or you can call Tel # 592-226-8666/227-7233/226-1656.

### **Consideration of the Application**

If we find that your application is incomplete or invalid because it does not comply with statutory requirements we will send you a letter telling you what to do.

Once your application has been accepted we will send you a formal (acknowledgement) letter.

Your application will be open to public inspection and anyone likely to be affected, such as neighbours may be asked for their views.

The Central Housing & Planning Authority will deal with your application as quickly as possible and send its decision to you, normally within 8 weeks.

### **Other approvals**

In addition to planning permission for building works, your proposal will also need a Building Permit from your area Local Authority.

### **Processing Fee**

You are required to pay a processing fee when submitting you application. The fee varies with the size and type of development.

**NB:** No Personal cheques are accepted for payment of fees.

# APPENDIX - 3

## Appendix 3 – Building Application Form

### BUILDING APPLICATION

APPLICATION TO ERECT A NEW BUILDING/ALTER OR ADD TO AN EXISTING BUILDING IN THE .....NEIGHBOURHOOD DEMOCRATIC COUNCIL EAST COAST DEMERARA

#### SECTION 'A'

#### PROPOSAL TO ERECT A NEW BUILDING

(To be filled by applicant).....

1. Name of applicant.....
2. Address of Applicant .....
3. Location of land which building is to be erected.....
4. Size .....Length .....Breath .....Area .....
5. Is the applicant the owner of the Land? .....Transport No./Cert. of Titles No. ....
- 6. Dimension of Building Length .....Breath**

.....

7. Height of walls (outer) .....Size of bedroom, kitchen, etc...
8. Materials to be used in the construction of  
Floor .....Walls .....Outer .....  
Inner .....
9. Least distance of any part of the building from  
Boundary of Lot .....  
Drainage of Trench .....Inter Drain .....  
Any other building .....
10. Total space to be covered by the building .....
11. Date on which work is to begin .....

**12. I DECLARED THE ABOVE TO BE A TRUE STATEMENT OF ALL THE WORKS I WISH TO CARRYOUT AND SHOULD I WISH MY APPLICATION BE APPROVED I WILL CONFORM TO THE APPROVED PLAN SHOULD I WISH TO VERIFY THE SAME APPROVED PLAN I FURTHER UNDERSTAND THAT THE PRIOR APPROVAL OF THE LOCAL SANITARY AUTHORITY WILL HAVE TO BE OBTAINED.**

.....

Date

Signature of Applicant

13. For use by Local Sanitary Authority

I hereby certify that I have checked the particulars relating to the above Lot No..... and they agree with the records in the council's assessment book.

Date ..... Town Clerk/C.E.O/Overseer .....

14. For use by Public Health Inspector.

**I hereby certify that I have inspected the site checked all details including the plan of the proposed building. The proposal are in accordance with the building by-laws and I recommend the application for approval.**

.....Date **Public Health Inspector**

**I hereby certify that this application was considered by the Local Authority at its statutory/special committed meeting held on ..... And was recommended/not recommended for the consideration of the Central Housing and Planning Authority.**

.....Date **Town Clerk/ C.E.O / Overseer**

**For use by the Central Housing and Planning Authority**

**Approved/Not Approved by Central Housing and Planning Authority at its meeting Held on .....**

**Date .....Secretary. Central Housing and Planning Authority**

**SECTION 'B'**

**PROPOSAL TO ALTER OR ADD TO AN EXISTING BUILDING**

(To be filled in by applicant)

Name of applicant .....

Address of applicant .....

Location of Land on which is to be erected .....

Size .....Length .....Breath.....

Area .....

Is the applicant the owner of the Land? .....

Transport No. ....Certificate of Title No.....

If the applicant not the owner of the Land, State lease tenure.....

Is the land laid out for building purposes? .....

Dimension of building Length .....Breath .....

Height of walls (outer) .....No. and size of Bedroom, Kitchen, etc.....

.....

.....

Materials to be used in the construction of Floor .....  
Walls .....  
Outer ..... Inner .....  
Roofing ..... Beams .....

***Height of building from ground .....feet***

Details/ Dimension of propose/alteration/addition etc.....  
.....  
.....

Least distant of any part of the building from:  
Boundary of Lot.....Drainage trench .....  
Interlot Drain .....Any other building .....  
Date on which work is to begin .....

**I DECLARED THE ABOVE TO BE A TRUE STATEMENT OF ALL THE WORKS I WISH TO CARRY AND SHOULD MY APPLICATION BE APPROVED I WILL CONFIRM TO THE APPROVE PLAN SHOULD I WISH O VARY THE APPROVED PLAN I FURTHER UNDERSTAND THAT THE PRIOR APPROVAL OF THE LOCAL SANITARY AUTHORITY WILL HAVE TO BE OBTAINED**

.....**Date** **Signature of Applicant**

**For use by Local Authority**

I certify that I have checked the particulars relating to the Lot No. ....and they agree with the records in the Councils assessment book.

Date .....

**For use by the Public Health Inspector**

**I certify that I have inspected the site, checked all details including the plan of the propose building, the proposals are in accordance with the by-laws and I recommend that application for approval.**

.....*Date* *Town Clerk/C.E.O/Overseer*

For use by the Central Housing and Planning Authority  
Approved/Not Approved by the Central Housing and Planning Authority at its meeting held on .....

Date Secretary, Central Housing and Planning Authority

SECTION 'C'

COMPLETION CERTIFICATE

We hereby certify that works on the new building/alteration of addition to existing building have been completed in accordance with the approved plan by-law.

Date ..... Public Health Inspector.....

Date ..... Town Clerk/C. E. O/Overseer.....

---

Dear Comrade

I have refer to your application dated .....  
For approval to construct a new building at .....  
For approval alter/add to the existing building at .....

And to inform you that approval has / has not been given for the work set out in the application subject to compliance in respect with the building by- laws.

During the progress of work please keep in touch with the Public Health Inspector and Town Clerk/C.E.O/Overseer; please notify me in writing as soon as work has been completed.

**N.B. this approval is valid for .....years from date of approval.**

Yours truly,

.....  
Town Clerk/C.E.O/ Chairman

## **APPENDIX - 4**

### **Appendix 4 – List of projects Required Environmental Authorization**

#### **Infrastructure**

1. Port and harbour development
2. Construction and operation of housing estates
3. Construction of roads and highways
4. Construction of bridges
5. Development of industrial complexes/estates
6. Airport expansion and/or development
7. Development of hospitals
8. Development of water distribution facilities and pipeline systems.

#### **Service Industries**

9. Service/gas stations
10. Laundry facilities
11. Cremation facilities
12. Funeral parlours
13. Abattoirs/slaughter houses
14. Water treatment facilities
15. Water management projects (dams, reservoirs/impoundments)
16. Power generation plants (including the use of fuels such as biomass and other renewable sources).
17. Hydropower development
18. Development and operation of hotels, guest houses, inns and resorts (eco-tourism or otherwise of more than 10 rooms)
19. Establishment of parks, nature trails and recreational facilities
20. Auto electrical/mechanical workshops
21. Vulcanizing shops
22. Body-work/spray painting operaton

#### **Processing plants**

23. Pulp and paper processing plants
24. Food Processing plants (including meat, fish/seafood and fruits)
25. Distilleries, breweries and beverage manufacture
26. Oil processing plants
27. Textile mills
28. Petroleum processing/petrochemical plants
29. Cement production/bagging plants

30. Paint and Ink manufacturing
31. Pharmaceuticals manufacture
32. Asphalt/bitumen plants
33. Tanneries
34. Metal processing
35. Chemical processing/manufacturing plants
36. Poultry Processing
37. Milk based industries
38. Goldsmiths

### **Mining/Mineral Processing**

39. Mining (sand, bauxite, loam, gold, diamond, rock)
40. Metal and mineral processing

### **Agriculture**

41. Sugar manufacture and refining
42. Rice processing plants
43. Agricultural developments
44. Livestock husbandry and production (>500 heads and poultry, >50 heads of swine)
45. Mariculture/aquaculture facilities

### **Wood Processing**

46. Logging
47. Plywood manufacture
48. Sawmill and wood processing
49. Furniture manufacturing

### **Waste Handling**

50. Facilities which store, treat and/or dispose of wastes (including hazardous, domestic, agricultural, industrial, commercial wastes)
51. Recycling facilities
52. Landfill sites
53. Incinerators

### **Other**

54. Dredging activities
55. The release, use or keeping of genetically modified organisms.

## APPENDIX - 5

### Appendix 5 – Site Investigation report format

Central Housing and Planning Authority  
Town & Country Planning Department  
Site Investigation Report

#### OUTLINE PLANNING PERMISSION (Approval in Principal)

---

**Application Registration Number:**

---

Name of Developer:

Type of Development:

Location of development:

Region:

Local Authority:

Date of Submission:

---

**Proposal:**

---

---

**Background:**

---

---

**Appraisal**

Zoning of Area:

Approved Policies:

**Observations:**

Present Land Use:

Proposed Land Use:

Topography:

Access:

Site Drainage:

Waste Disposal:

Parking:

Loading Provision:

**Evaluation:**

**Comments/Remarks**

**Recommendation:**

**Officer:.....**

**Date:.....**

**Central Housing and Planning Authority  
Town & Country Planning Department  
Site Investigation Report**

**FULL PLANNING PERMISSION FOR BUILDING WORKS  
(Full Approval)**

---

**Application Registration Number:**

---

Name of Developer:

Type of Development:

Location of Development:

Region:

Local Authority:

Date of Submission:

Designer (Architect/Draughtsman):

---

---

**Proposal:**

---

---

**Background:**

---

---

**Appraisal**

Zoning of area:

Approved:

**Observations:**

Present Land Use:

Proposed Land Use:

Plot Coverage:

Floor Area Ratio:

Topography

Access:

Site Drainage:

Building Setbacks:

Building Height:

Building Design:

Waste Disposal:

Parking:

Loading Provision

**Evaluation:**

**Comments/Remarks**

**Recommendation**

**Officer:.....**

**Date:.....**

**Central Housing and Planning Authority  
Town & Country Planning Department  
Site Investigation Report**

**FULL PLANNING PERMISSION FOR CHANGE OF USE**

**(Full Approval)**

---

**Application Registration Number:**

---

Name of Developer:

Type of Development:

Location of Development:

Region:

Local Authority:

Date of Submission:

Designer (Architect/Draughtsman):

---

**Proposal:**

---

---

**Background:**

---

---

**Appraisal**

Zoning of area:

Approved:

**Observations:**

Present Land Use:

Proposed Land Use:

Plot Coverage:

Intensity of use:

Access:

Site Drainage:

Waste Disposal:

Parking:

Loading Provision

**Evaluation:**

**Comments/Remarks**

**Recommendation**

**Officer:.....**

**Date:.....**

# APPENDIX - 6

## Appendix 6 – Acknowledge letter

**CENTRAL HOUSING AND PLANNING AUTHORITY**  
**Town and Country Planning Department**  
Lot 1 Brickdam and Avenue of the Republic Georgetown.  
Tel: (592)-226-8666 Fax: (592)-226-1656

Date: .....

.....

Dear Sir/Madam,

**Subject: Application No. ....for planning permission  
to establish .....at**

I refer to the above subject: Please be informed that the application in question was received on..... and is actively engaging the attention of the Town and Country Planning Department, Central Housing and Planning Authority (CH & PA).

**A decision on your application would be communicated to you shortly.**

Please be informed that the commencement of any development works or operations is strictly prohibited and illegal unless you receive a decision from the CH & PA.

With regards.

Yours sincerely,

.....

Secretary  
**Central Housing and Planning Authority**

---

*Central Housing and Planning Authority*  
*(Head Office Lot 41 Brickdam and United Nations Place, Georgetown*  
*Tel: (592)-227-7232, Fax: (592)-225-4991*

# APPENDIX - 7

## Appendix 7 – Permission Letter (Change of use)

### CENTRAL HOUSING AND PLANNING AUTHORITY

#### Town and Country Planning Department

Lot 1 Brickdam and Avenue of the Republic Georgetown.

Tel: (592)-226-8666 Fax: (592)-226-1656

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

Dear Sir/Madam,

Please be advised that your application No..... dated .....  
for planning permission to change use of existing building situated at  
**lot** .....  
for the purpose of .....  
has been approved by the Central Housing and Planning Authority at its meeting held on  
.....day.....20.....

Please visit the office of the Central housing and Planning Authority for a copy of the approved plan.

1. You are required to comply with the regulations and by-laws enforced by other relevant agencies relating to the operation of:-  
.....
2. In event that you propose to establish another line of business at the same location you would have to re-apply to the Central Housing and Planning Authority for further approval.
3. In event that you have not established the business within **two (2) years** of this approval, you would be required to re-apply for planning permission.

Yours co-operatively,

.....

Secretary

**Central Housing and Planning Authority**

cc.

---

*Central Housing and Planning Authority (Head Office)  
Lot 41 Brickdam and United Nations Place, Georgetown  
Tel: (592)-227-7232, Fax: (592)-225-4991*

# APPENDIX - 8

## Appendix 8 – Permission Letter (Approval in principle)

### CENTRAL HOUSING AND PLANNING AUTHORITY

#### Town and Country Planning Department

Lot 1 Brickdam and Avenue of the Republic Georgetown.

Date: .....

.....  
.....

Dear Sir/Madam,

Please be advised that your application No. .... dated.....  
for outline planning permission to use land situated at  
lot.....

for the purpose of.....

has been considered by the Central Housing and Planning Authority at its meeting held  
on.....day.....20 .....

and the site is deemed suitable/not suitable for the proposed development.

You are now required to submit detailed plans to the Central Housing and Planning  
Authority through.....  
for full approval.

You are required not to commence operation unless you are granted full approval by  
the Central Housing and Planning Authority.

Yours co-operatively,

.....

Secretary  
**Central Housing and Planning Authority**

cc.

---

*Central Housing and Planning Authority (Head Office)*  
*Lot 41 Brickdam and United Nations Place, Georgetown*  
**Tel: (592)-227-7232, Fax: (592)-225-4991**

# APPENDIX - 9

## Appendix 9 – Permission Letter (Full Approval)

### CENTRAL HOUSING AND PLANNING AUTHORITY

#### Town and Country Planning Department

Lot 1 Brickdam and Avenue of the Republic Georgetown.

Tel: (592)-226-8666 Fax: (592)-226-1656

Date: .....

.....  
.....

Dear Sir/Madam,

Please be advised that your application No. ....dated .....  
for planning permission to erect/extend/alter building situated at  
lot .....  
for the purpose of .....  
has been approved by the Central Housing and Planning Authority at its meeting held on  
.....day.....20 .....  
Please visit the .....  
to uplift a copy of the approved plan and to be issued the required building permit.

1. You are required to comply with the regulations and by-laws enforced by other relevant agencies relating to the operations of :-  
.....
2. In event that you propose to establish another line of business at the same location you would have to re-apply to the Central Housing and Planning Authority for further approval.
3. In event that you have not established the business within **two (2) years** of this approval, you would be required to re-apply for planning permission.

Yours co-operatively

.....  
Secretary  
**Central Housing and Planning Authority**

cc.

---

*Central Housing and Planning Authority (Head Office)  
Lot 41 Brickdam and United Nations Place, Georgetown  
Tel: (592)-227-7232, Fax: (592)-225-4991*

# APPENDIX - 10

## Appendix 10 – Refusal Letter

### CENTRAL HOUSING AND PLANNING AUTHORITY

#### Town and Country Planning Department

Lot 1 Brickdam and Avenue of the Republic Georgetown.

Date: .....

.....

.....

Dear Sir/Madam,

Please be informed that your application No. .... dated .....  
for the establishment of .....  
situated at Lot .....  
has been refused by the Central Housing and Planning Authority – Board at its meeting  
held on ..... day ..... 20.....  
for the following reason(s): .....  
.....

Yours co-operatively,

.....

Secretary  
Central Housing and Planning Authority

cc.

---

*Central Housing and Planning Authority (Head Office)  
Lot 41 Brickdam and United Nations Place, Georgetown  
Tel: (592)-227-7232, Fax: (592)-225-4991*

# APPENDIX - 11

## Appendix 11 – Questionnaire seeking comments from the public

### QUESTIONNAIRE – Comments/ Views from the Public on Development Proposals

---

1. Address of Interviewee .....
2. Name of Proposed Development .....
3. Location of Proposed Development .....  
.....
4. (a) Do you have any objection concerning the development .....
- (b) If yes, please state your reasons .....  
.....  
.....
- (c) If no, what are your views on how the development of the development would  
    have a positive impact on the area?  
.....  
.....  
.....
5. If planning permission is to be granted for the said development, what conditions would you like to be  
    put in place to control the operations?  
.....  
.....  
.....
6. Any other comments  
.....  
.....  
.....

Name of Interviewer.....

Date of Interview.....