

**LAND USE AND SPATIAL PLANNING REGULATIONS, 2019**

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**LAND USE AND SPATIAL PLANNING REGULATIONS, 2019**

IN exercise of the power conferred on the Minister responsible for town planning by section 197 of the Land Use and Spatial Planning Act, 2016 (Act 925), these Regulations are made this 2nd day of April, 2019.

*Establishment of Planning Institutions at the Regional Level***Inauguration of Regional Spatial Planning Committee**

1.(1) The Regional Coordinating Council acting through the Regional Coordinating Director shall, within twenty-one days after the appointment of a member of the Regional Spatial Planning Committee, serve a written notice on each of the persons listed in subsection (1) of section 27 of the Act, informing the persons of the appointment of the member.

(2) The notice of appointment shall be in the form set out in Form 1 of the Schedule.

(3) A copy of the notice shall be served on the Minister, the Authority and the National Development Planning Commission.

(4) The Chairperson shall, within fourteen days after receipt of the notice, inaugurate the Regional Spatial Planning Committee.

(5) The Regional Coordinating Council shall, within twenty-one days after the inauguration of the Regional Spatial Planning Committee, publish a notice of the inauguration in a daily newspaper of national circulation and post a copy of the publication on the notice board of the Regional Coordinating Council.

(6) The notice of the inauguration of the Regional Spatial Planning Committee shall be as set out in Form 2 of the Schedule.

(7) A member of a Regional Spatial Planning Committee, other than an ex-officio member, shall hold office for a period of four years.

(8) Where a region is created after the coming into force of the Act and these Regulations, a Regional Spatial Planning Committee shall be inaugurated within sixty days after the creation of the region.

*Land Use and Spatial Planning Regulations, 2019***Quorum for meetings of Regional Spatial Planning Committee**

- 2.** (1) The quorum for a meeting of a Regional Spatial Planning Committee is nine members.
- (2) A Regional Spatial Planning Committee shall meet at least once every three months.

*Establishment of Planning Institutions at the District Level***Inauguration of District Spatial Planning Committee and Technical Sub-Committee**

- 3.** (1) The Regional Coordinating Council shall inaugurate a District Spatial Planning Committee, provided for in section 37 of the Act and the Technical Sub-Committee provided for in section 39 of the Act, within one hundred and twenty days after the inauguration of the Regional Spatial Planning Committee, by giving notice in the manner and adopting the procedure set out in regulation 1.
- (2) A member of a District Spatial Planning Committee, other than an ex-officio member, shall hold office for a period of four years.
- (3) Where a district is created after the coming into force of the Act and these Regulations, a District Spatial Planning Committee shall be inaugurated within sixty days after the inauguration of the District Assembly.

**Creation of Joint-District Planning Entities by the Regional Coordinating Council**

- 4.** (1) Where the Regional Coordinating Council, in accordance with section 43 of the Act, intends to create a Joint District or Multi-District Spatial Planning Committee, the Regional Coordinating Council shall publish the intention in the Public Data Room of the affected District Assembly and a newspaper of national circulation.
- (2) The Joint or Multi-District Spatial Planning Committee shall be created within ninety days after the decision by the district concerned.
- (3) The Authority may issue further guidelines on the creation of Joint and Multi-district planning entities.
- (4) The Regional Coordinating Council shall, within seven days after the creation of the Joint or Multi-District Spatial Planning Committee, publish in the Gazette a notice as set out in Form 3 of the Schedule of the creation of the Joint District Spatial Planning Committee or Multi-District Spatial Planning Committee.

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(5) The Regional Coordinating Council shall, within seven days after the *Gazette* publication,

- (a) lodge a copy of the *Gazette* publication in the Public Data Room of the affected District Assembly; and
- (b) publish a notice of the *Gazette* publication in a daily newspaper of national circulation.

(6) The notice to be published in paragraph (b) of subregulation (5) shall be as set out in Form 4 of the Schedule.

**Creation of Joint Technical Sub-Committees**

**5.** (1) The procedure for the inauguration of a Joint Technical Sub-Committee shall be as provided for in regulation 1.

(2) The quorum for meetings is two-thirds of the membership of the Committee.

(3) The Joint or Multi-District Technical Sub -Committee may, where required, co-opt the following persons to attend meetings of the Joint or Multi-District Technical Sub-Committee:

- (a) a member of the Technical Sub-Committee who is not a member of the Joint or Multi-District Sub-Committee;
- (b) a person with expertise on matters of spatial planning relating to the district; and
- (c) a person with expertise in the matter under consideration.

(4) A co-opted member of the Joint or Multi-District Technical Sub-Committee shall not vote on a matter for decision at a meeting.

**Procedure for meetings for District Spatial Planning Committee and Technical Sub-Committee**

**6.** (1) A meeting other than an adjourned meeting of a District Spatial Planning Committee and a Technical Sub-Committee shall be convened by notice in writing to the members.

(2) A notice of a meeting of the District Spatial Planning Committee or the Technical Sub-Committee shall, unless otherwise unanimously agreed by members, be served on members not later than three days before the meeting.

(3) A notice of a meeting of the District Spatial Planning Committee or of the Technical Sub-Committee shall be as set out in Form 5 of the Schedule.

*Land Use and Spatial Planning Regulations, 2019***Quorum for meetings of District Spatial Planning Committee and Technical Sub-Committee**

**7.** (1) For purposes of approval of a plan, the quorum for a meeting of the District Spatial Planning Committee is nine, subject to subregulation (2).

(2) For the quorum for a meeting of the District Spatial Planning Committee to be formed, the following members shall be present: .

- (a) the District Chief Executive or the District Coordinating Director in the absence of the District Chief Executive;
- (b) the Head of the Physical Planning Department of the District;
- (c) the District Development Planning Officer;
- (d) the Head of the Works Department;
- (e) the Head of the Disaster Prevention Department;
- (f) the representative of the Lands Commission;
- (g) the representative of the Environmental Protection Agency; and
- (h) the Head of the Roads Unit or Urban Roads Department of the Assembly.

(3) The quorum for a meeting of a Technical Sub-Committee of the District Spatial Planning Committee is, subject to subregulation (4), half of the membership of the Technical Sub-Committee.

(4) For the quorum for a meeting of the Technical Sub-Committee to be formed, the following members shall be present:

- (a) the Head of the Physical Planning Department of the district;
- (b) the District Development Planning Officer;
- (c) the Head of the Works Department;
- (d) the representative of the Lands Commission;
- (e) the representative of the Environmental Protection Agency; and
- (f) the Head of the Roads Unit or Urban Roads Department of the Assembly.

**Functions of Secretariat of Regional Spatial Planning Committee and District Spatial Planning Committee**

**8.** (1) The Secretariat of the Regional Spatial Planning Committee shall perform the following functions:

- (a) the day-to-day administrative functions of the Regional Spatial Planning Committee;

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- (b) receive complaints and appeals to the Regional Spatial Planning Committee resulting from decisions, actions or inactions of the District Spatial Planning Committee of the District Assemblies;
  - (c) provide technical, professional, research, investigative and other support services for the Regional Spatial Planning Committee; and
  - (d) any other related function determined by the Regional Coordinating Council.
- (2) The Secretariat of the District Spatial Planning Committee shall perform the following functions:
- (a) the day-to-day administrative functions of the District Spatial Planning Committee;
  - (b) receiving applications to the District Spatial Planning Committee for a permit;
  - (c) providing technical, professional, research, investigative and other support services for the District Spatial Planning Committee; and
  - (d) any other related function determined by the District Assembly.

## The Spatial Planning System and Related Matters

**Preparation of Spatial Development Framework, structure plan and local plan**

- 9.** (1) The preparation of a Spatial Development Framework, a structure plan and a local plan shall conform to
- (a) the Act;
  - (b) the prescribed Spatial Planning guidelines prepared by the Authority;
  - (c) guidelines, manuals and directives issued by the Authority; and
  - (d) any other relevant document and directive of a relevant institution.
- (2) The scope, objects, minimum content and methodology of a Spatial Development Framework, a structure plan and a local plan prepared under the Act shall conform to the Spatial Planning guidelines issued by the Authority.

*Land Use and Spatial Planning Regulations, 2019***Content of Spatial Development Framework**

**10.** The minimum content of a Spatial Development Framework includes

- (a) the background to the preparation of the Spatial Development Framework;
- (b) the vision of the Spatial Development Framework;
- (c) the description of the area;
- (d) major concerns and issues relating to the area;
- (e) Sectoral Analysis;
- (f) the development options for the area;
- (g) proposals for development under the sectors identified;
- (h) strategic environmental assessment;
- (i) a composite map of the proposals; (j) a Phasing Plan; and (k) a Financing Plan.

*National or Sub-National Spatial Development Framework***Approval of National or Sub-National Spatial Development Framework**

**11.** (1) In pursuance of section 51 of the Act, the publication of the notice of the approval by the President of a National or Sub-National Spatial Development Framework in the Gazette shall be made within twenty-eight days after the approval.

- (2) The notice shall be as set out in Form 6 of the Schedule.

*Preparation of Regional Spatial Development Framework***Preparation of Regional Spatial Development Framework**

**12.** (1) The Chief Executive Officer of the Authority shall, in consultation with the National Development Planning Commission, within twenty-eight days after the approval of the National Spatial Development Framework, direct the Regional Spatial Planning Committee to commence the preparation of the Regional Spatial Planning Development Framework.

- (2) The directive shall be as set out in Form 7 of the Schedule.

(3) For the purposes of meeting the timeline spelt out in subsection (1) of section 52 of the Act, the Regional Spatial Planning Committee shall, not later than nine months after the date of receipt of instructions under subregulation (1), submit a draft of the Regional Spatial Development Framework.

*Land Use and Spatial Planning Regulations, 2019***Approval of draft Regional Spatial Development Framework**

**13.** (1) The approval of the draft Regional Spatial Development Framework by the Regional Coordinating Council shall be as set out in Form 8 of the Schedule.

(2) The notice of the completion and approval of the draft Regional Spatial Development Framework shall be as set out in Form 9 of the Schedule.

(3) In pursuance of section 55 of the Act, the circulation of the notice of approval of

(a) the Regional or Sub-Regional Spatial Development Framework, or

(b) the Joint or Multi-Regional Spatial Development Framework, to the persons specified in subsection (1) of section 55 of the Act shall be done within twenty-eight days after the approval.

*Preparation of District Spatial Development Framework***Preparation of District Spatial Development Framework**

**14.** (1) The directive of the Chief Executive Officer given under subsection (1) of section 57 of the Act to the District Assembly to commence the preparation of a District Spatial Development Framework, shall be as set out in Form 10 of the Schedule.

(2) The Technical Sub-Committee shall submit a draft Spatial Development Framework through the District Spatial Planning Committee to the District Assembly for approval, not later than nine months after the commencement of the preparation of the District Spatial Development Framework.

**Approval of District and Joint-District Spatial Development Frameworks**

**15.** (1) The approval of the Spatial Development Framework by the District Assembly under section 57 of the Act shall be as set out in Form 11 of the Schedule.

(2) The notice of the completion and approval of the District Spatial Development Framework shall be as set out in Form 12 of the Schedule.

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(3) The directive by the Regional Coordinating Council under subsection (6) of section 57 of the Act shall state the mode of approval of the draft Joint-District Spatial Development Framework and shall be as set out in Form 13 of the Schedule.

(4) Where the approval requires a joint meeting of the assemblies concerned, the Regional Coordinating Council shall, by notice in writing, convene a joint meeting of the District Assemblies concerned within thirty days after the completion of a draft Joint-District Spatial Development Framework.

(5) The notice of meeting in subregulation (4) shall be as set out in Form 14 of the Schedule.

(6) Where the Joint-District Spatial Development Framework is approved by a Joint Session of the District Assemblies concerned, the Regional Coordinating Council shall endorse the approved Joint-District Spatial Development Framework within seven days after the approval.

(7) Where the approval of a Joint-District Spatial Development Framework is required of each of the District Assemblies concerned, a notice of the approval of the Joint-District Spatial Development Framework by the Assembly concerned shall be served on the Regional Coordinating Council within seven days after the approval.

(8) The notice required shall be as set out in Form 15 of the Schedule.

(9) Where each of the District Assemblies concerned approves the draft Joint-District Spatial Development Framework, the Regional Coordinating Council shall, within seven days after the approval of the Joint District Spatial Development Framework, endorse the approved Joint District Spatial Development Framework and give notice of the endorsement to the District Assemblies concerned.

(10) The notice to be given by the Regional Coordinating Council to the District Assembly under subregulation (9) shall be as set out in Form 16 of the Schedule.

(11) The Regional Coordinating Council shall, upon completion of the Joint-District Spatial Development Framework, give notice to the public of the completion within seven days.

(12) The notice required in subregulation (11) shall be as set out in Form 17 of the Schedule.

*Land Use and Spatial Planning Regulations, 2019**Structure Plan***Preparation of structure plan**

**16.** (1) In pursuance of section 62 of the Act, the Technical Sub-Committee shall submit an initial draft of a structure plan to the District Spatial Planning Committee not later than twelve months after receipt of notification to commence preparation of the structure plan.

(2) Where the Regional Spatial Planning Committee prescribes an area to be covered by a structure plan under subsection (3) of section 62 of the Act, it shall serve a written notice of the prescription to the Regional Coordinating Council and the affected District Assemblies within seven days after the decision to prescribe the area.

(3) The Regional Coordinating Council shall, within twenty-eight days after receipt of the notice of the prescribed area, set up an adhoc Joint Technical Committee comprising of at least one representative of the Technical Sub-Committees in the respective districts.

(4) The adhoc Joint Technical Committee shall submit a draft structure plan for the prescribed area not later than twelve months after receipt of notification to commence preparation of the structure plan.

(5) The preparation of a structure plan is subject to the guidelines on spatial planning issued by the Authority.

(6) The district planning authority shall display a copy of the draft structure plan in the Public Data Room on the completion of the draft structure plan.

(7) The District Chief Executive shall, not later than seven days after the completion of the draft structure plan, issue a notice to invite the public to inspect and comment on the draft structure plan.

(8) The notice to the public shall be as set out in Form 18 of the Schedule and shall include a request to the public to submit comments not later than twenty-eight days after the issue of the notice.

(9) The public comments shall be in the format set out in Form 59 of the Schedule.

**Content of structure plan**

**17.** (1) The structure plan shall consist of a report and a plan.

(2) The report shall state

(a) the justification for the plan;

(b) the analysis and details of the phasing of the proposed development;

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- (c) the investment and management plan; and
- (d) the operating budget and monitoring proposals.

(3) The plan shall designate the zones or areas for specific uses and purposes including

- (a) industrial areas;
- (b) commercial areas;
- (c) civic developments;
- (d) warehousing;
- (e) residential areas of various categories;
- (f) areas of institutional use;
- (g) military and police complexes;
- (h) public cemeteries;
- (i) prisons and correctional institutions;
- (j) recreational areas;
- (k) agricultural areas;
- (l) forest areas and timber plantations;
- (m) main drainage systems; (n) watershed protection areas;
- (o) historic and cultural sites;
- (p) main road networks and main connector roads but not local distributors and road reservations;
- (q) location of bus terminals, lorry terminal and lorry parks;
- (r) ports and related land uses;
- (s) rail lines and land reserved for railway networks and use;
- (t) main power distribution lines, substations and buffer zones;
- (u) main water distribution systems;
- (v) water treatment works;
- (w) main sewerage networks; (x) sewerage treatment plants;
- (y) landfill sites;
- (z) areas of mining activities;
- (aa) other areas with specific uses of a critical nature;
- (bb) natural disaster high risk zones unsuitable for development;
- (cc) boundaries of areas identified for urban regeneration;
- (dd) boundaries of areas identified for urban redevelopment; and
- (ee) areas without specified zoning.

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**18.** (1) Within seven days after the expiration of the period for public comments, the District Spatial Planning Committee shall, where applicable, direct the Technical Sub-Committee to review and revise a draft structure plan.

(2) The Technical Sub-Committee shall, within twenty-eight days after receipt of the direction under subregulation (1), submit the revised structure plan to the District Spatial Planning Committee for approval.

(3) The District Spatial Planning Committee shall, within thirty days after the revised structure plan has been submitted to it, approve the structure plan.

(4) The District Spatial Planning Committee shall, within seven days after the approval, submit the structure plan to the District Assembly for endorsement.

(5) Where the Spatial Planning Committee approves the structure plan, the District Assembly shall, within fourteen days after the District Assembly first meets, endorse the structure plan or refer the structure plan to the District Spatial Planning Committee for further revision.

(6) Where the District Assembly decides to refer the structure plan to the District Spatial Planning Committee for consideration and necessary action under subsection (5) of section 67 of the Act, the structure plan shall, within twenty-eight days after it has been received by the District Spatial Planning Committee, be revised and resubmitted to the District Assembly.

(7) Where the District Assembly fails to endorse the structure plan within fourteen days after the submission of the structure plan to the District Assembly, the structure plan shall be deemed to have been endorsed.

(8) A copy of the endorsed structure plan shall be made available in the Public Data Room not later than twenty-eight days after it has been endorsed or deemed to have been endorsed by the District Assembly.

**Review of approved structure plan**

**19.** (1) In pursuance of section 69 of the Act, the District Spatial Planning Committee shall, by a notice to the District Assembly as set out in Form 19 of the Schedule, commence the review of the structure plan.

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(2) Within the timeframe specified in the notice to the District Assembly, the District Spatial Planning Committee shall submit a report on the review of the structure plan with a recommendation for revision, amendment, extension or withdrawal where the District Spatial Planning Committee considers that necessary.

**Requirements for amendment or withdrawal**

**20.** (1) For the purpose of subsection (2) of section 69 of the Act, the circumstances under which a District Spatial Planning Committee may apply for the amendment or withdrawal of a structure plan include where

- (a) the boundaries of the district are altered;
- (b) the existing structure plan is outdated;
- (c) there are new plans or guidelines from the National or Regional level;
- (d) the population growth is beyond the projection of the existing structure plan;
- (e) the existing plan is not being implemented as expected; (f) there is a new and strategic industry within the district;
- (g) it is in the public interest;
- (h) it is to advance the interest or is in the interest of a disadvantaged community; and
- (i) it is to further the vision and development goals of the district.

(2) An application to the District Assembly to amend or withdraw an approved structure plan shall be as set out in Form 20 of the Schedule.

(3) An application for amendment of a structure plan shall be accompanied with the draft amendment or a replacement structure plan.

(4) The decision of the District Assembly on an application to amend or withdraw a structure plan shall be made not later than ninety days after the application is received.

(5) The notice of the decision of the District Assembly shall be as set out in Form 21 of the Schedule.

(6) Where an application to amend a structure plan is granted, the District Spatial Planning Committee shall make the approved amendment within ninety days.

(7) Where an application for withdrawal is granted, the structure plan shall be withdrawn on the approval of the replacement structure plan.

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- (8) The District Assembly shall publish
- (a) the notice of amendment or withdrawal as set out in Form 22 of the Schedule, and
  - (b) the replacement structure plan on the notice board of the Assembly and lodge copies in the Public Data. Room.

**Amendment of zoning scheme pursuant to approved structure plan**

**21.** (1) Where the District Assembly approves an application to revise a structure plan, the decision shall indicate whether an amendment of the existing zoning scheme is required.

(2) A notice to the Regional Spatial Planning Committee on the amendment of a zoning scheme shall be as set out in Form 23 of the Schedule.

**Requirements for extension of validity period of structure plan**

**22.** (1) For the purpose of subsection (3) of section 69 of the Act, an application for an extension of the validity period of a structure plan shall be

- (a) as set out in Form 24 of the Schedule;
- (b) made at least six months before the tenth anniversary of the structure plan; and
- (c) accompanied with supporting documents.

(2) The justification for extension of the validity period of a structure plan includes the following reasons:

- (a) that the existing structure plan is up to date;
- (b) that there are no new plans or guidelines from the National or Regional level;
- (c) that population growth is within the projection of the existing structure plan;
- (d) that the existing plan is being implemented as expected; and (e) that there is no new and strategic industry in the district.

(3) The District Assembly shall make a decision on the application for the extension of the validity of the structure plan within ninety days after receipt of the application.

(4) Where the District Assembly decides to extend the validity period of the structure plan, it shall first issue a notice of approval in principle as set out in Form 25 of the Schedule and invite the public to submit comments on the extension.

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(5) The public comments shall be submitted in the format set out in Form 59 of the Schedule.

(6) Final approval of the extension is subject to consideration of the comments from the public.

(7) Where the District Assembly is satisfied that comments from the public have been taken into account, the District Assembly shall issue a final approval within ninety days after the approval in principle has been issued.

(8) The District Assembly may extend the validity of a structure plan with or without amendment.

(9) Where the validity of the structure plan is extended with amendment, the amendment shall be stated in the notice of the decision of the Assembly.

(10) The notice shall be as set out in Form 26 of the Schedule.

(II) The procedure for the public consultations in respect of the extension shall be in accordance with section 174 of the Act.

(12) The District Assembly shall post a notice of the final approval of the extension of the validity period on the notice board of the Assembly and lodge a copy in the Public Data Room not later than seven days after the approval.

*Local Plan and Street Addressing System***Preparation of local plan**

**23.** (1) Where a planning authority determines that the circumstances required for the preparation of a local plan as specified in subsection (4) of section 72 of the Act exists in an area within its jurisdiction, the planning authority shall direct the District Spatial Planning Committee to undertake the preparation of a local plan for that area within twelve months after the coming into force of the structure plan for the area.

(2) In pursuance of subsection (7) of section 72 of the Act, the notice of commencement of the preparation of the local plan shall be as set out in Form 27 of the Schedule.

(3) The District Spatial Planning Committee shall ensure that a copy of the draft local plan is open for inspection by the public in the Public Data Room of the District for sixty days after the completion of the draft local plan.

(4) The notice required by section 75 of the Act to be given by the District Spatial Planning Committee shall be as set out in Form 28 of the Schedule.

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(5) The notice shall invite the public to inspect and comment on the plan within sixty days after the issue of the notice.

(6) The notice shall also require the comments of the public to, as much as possible, fall within the scope of the items specified in regulation 24.

(7) The public comments shall be submitted in the format set out in Form 59 of the Schedule.

**Content of local plan**

**24.** (1) A local plan shall specify among others

- (a) the population size and density for residential neighbourhoods of the local plan area;
- (b) the basic social services requirements for the local plan area; (c) the required land use;
- (d) the overall form of physical development;
- (e) the permissible built area to non-built area on a plot in the zone;
- (f) the height of the buildings;
- (g) the requirements for the preservation of existing structures;
- (h) the requirements of landscaping, including the preservation of existing trees;
- (i) the sanitation requirements for all the developments within the plan area,
- (j) the environmental protection requirements;
- (k) the road network and circulation system, including parking and pedestrian walkways;
- (l) the level of utility services in the nature of water, electricity and telecommunications and their distribution plans;
- (m) the drainage system for the local plan area;
- (n) the essential sewage networks;
- (o) the solid and liquid waste collection and disposal arrangements;
- (p) the composite spatial design or organisation of the plan area to facilitate and promote balanced locations, efficient mobility, visual attractiveness, order and health in the living and working environment; and
- (q) any matters pertaining to the management of the development of the local plan area.

(2) The local plan shall have comprehensive details of the processes required to implement all phases of infrastructure in a manner that does not disturb the eco-system and other stakeholders.

*Land Use and Spatial Planning Regulations, 2019***Approval of local plan**

**25.** (1) The District Spatial Planning Committee shall decide on an application for the approval of a local plan, other than a local plan prepared by a District Spatial Planning Committee, within ninety days after receipt of the application.

(2) The District Assembly shall, in consultation with the Authority, prescribe the applicable fee to be charged by a District Assembly for spatial planning related activities subject to the Fees and Charges (Miscellaneous Provisions) Act, 2018 (Act 983).

(3) The notice required under subsection (1) of section 76 of the Act shall be as set out in Form 29 of the Schedule.

(4) The District Assembly shall display a copy of the notice of approval in the Public Data Room of the Assembly.

(5) The notice of the approval of a local plan shall be published within seven days after the approval.

(6) Subregulations (1) and (2) do not apply to a local plan prepared by the District Spatial Planning Committee.

**Procedure for validation of existing local plan**

**26.** (1) The District Assembly shall, upon an application for confirmation of a local plan prepared by a person other than the District Spatial Planning Committee, if satisfied, endorse the local plan and the District Assembly shall submit the local plan to the Regional Spatial Planning Committee for confirmation as conforming to the structure plan.

(2) The application for confirmation shall be as set out in Form 30 of the Schedule.

(3) Where the District Assembly endorses the existing local plan as conforming to the structure plan, the approved local plan shall be submitted to the Regional Spatial Planning Committee for confirmation.

(4) The Regional Spatial Planning Committee shall consider the request for confirmation within twenty-eight days after the receipt of the request.

(5) Where the Regional Spatial Planning Committee is unable to confirm the local plan, the Regional Spatial Planning Committee shall assign reasons for not confirming the local plan and recommend changes required to bring the local plan into conformity with the structure plan.

(6) Where the District Assembly is of the view that the existing

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local plan does not conform to the structure plan the District Assembly shall reject the existing local plan.

(7) Where the recommended changes are effected by the applicant, the Regional Spatial Planning Committee shall confirm the local plan within twenty-eight days after receipt of the amended local plan.

(8) The notice of confirmation of a local plan required under paragraph (b) of section 80 of the Act shall be as set out in Form 31 of the Schedule.

(9) The District Assembly shall display the notice of confirmation of a local plan in the Public Data Room of the Assembly.

(10) The notice of confirmation of an existing local plan shall be published within seven days after the confirmation.

**Conditions for local plan**

**27.** (1) The District Spatial Planning Committee may impose any of the following conditions in respect of a local plan:

- (a) a time frame for the validity of the local plan;
- (b) the facilities to be provided within the areas covered by the local plan and where necessary on land that adjoins the area covered by the local plan or land otherwise approved under the local plan;
- (c) the orientation and siting of physical developments within the area covered by the local plan;
- (d) provision of drainage and other systems that complies with and complements the overall object of the plan that affects the particular local plan; and
- (e) any other condition the District Spatial Planning Committee may require.

(2) Where the developer is unable to satisfy the conditions specified in subregulation (1), the developer may apply for the extension of the validity of the local plan subject to the payment of a penalty to be determined by the District Spatial Planning Committee and the imposition of any condition that the District Spatial Planning Committee considers necessary.

**Street addressing system**

**28.** (1) The National Street Naming and Property Numbering Operational Manual applies to all Assemblies in the preparation of the street addressing system for their areas of jurisdiction.

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(2) In addition to the National Street Naming and Property Numbering Operational Manual, the Authority may issue further manuals, policies and directives in respect of street addressing as may be required for the effective implementation of the Act.

*Zoning Schemes and Matters Related To Zoning***Preparation and update of zoning schemes**

**29.** (1) Where a structure plan is approved without a zoning scheme, the District Assembly shall prepare a zoning scheme within ninety days after the approval.

(2) The preparation of a zoning scheme shall conform to the Zoning Standards published by the Authority.

(3) An approved zoning scheme shall include a schedule for periodic updates.

(4) The procedure for the preparation or update of a zoning scheme shall conform to regulation 16.

(5) The procedure for approval of a zoning scheme or an updated zoning scheme shall be in accordance with the approval for structural plan specified in subsection (4) of section 84 of the Act.

(6) The District Assembly or Regional Coordinating Council shall, within twenty-eight days after the approval and endorsement of a zoning scheme or updated zoning scheme, forward a copy of the scheme to the Authority.

**Enforcement of zoning**

**30.** (1) In pursuance of section 84 of the Act, a District Assembly shall serve an enforcement notice on an owner of a building and any other structural and infrastructural development that does not conform to the approved zoning scheme.

(2) An enforcement notice served under subregulation (1) shall be as set out in Form 47 of the Schedule and shall contain

- (a) information on the zoning scheme;
- (b) the time frame within which the property must conform to the zoning scheme;
- (c) sanctions for failure to comply; and
- (d) the procedure for compensation where applicable.

*Land Use and Spatial Planning Regulations, 2019***Adoption of existing zoning scheme**

**31.**(1) In the preparation of a structure plan, the District Spatial Planning Committee shall review the existing zoning schemes for the areas covered by the structure plan and make recommendations for their adoption or alteration..

(2) The District Assembly may, on the recommendation of the District Spatial Planning Committee, adopt an existing zoning scheme as conforming to an approved structure plan.

(3) The recommendation of the District Spatial Planning Committee shall be in the format set out in Form 32 of the Schedule.

(4) Prior to the approval of a structure plan, all plans prepared shall be in accordance with an existing zoning scheme.

(5) Where an approved zoning scheme relates to public space, the District Assembly to which the zoning scheme applies shall submit copies of the approved zoning scheme to Parliament through the Minister and the Members of Parliament responsible for the areas to which the approved zoning scheme applies.

(6) Where there is no structure plan, an existing zoning scheme is valid for one year.

**Register of zoning schemes**

**32.** (1) The Regional Coordinating Council shall prepare and publish a register of zoning schemes in the region within three months after the approval of the zoning scheme by the District Assembly.

(2) The register shall be updated every ninety days and a copy of the updated register shall be lodged in the Public Data Room.

(3) The register shall contain

(a) the names of the districts set out in alphabetical order;

(b) the date on which the zoning schemes came into effect, were approved or otherwise adopted; and

(c) for the purpose of identification, an alphanumerical code for each zone in a district.

**Application for re-zoning**

**33.** (1) An application for the re-zoning of the whole or part of a piece of land shall be as set out in Form 33A and Form 33B of the Schedule. (2) The application for re-zoning shall state whether

(a) the request is intended to make the zoning of the land comply with the structure plan for the area; or

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(b) a special circumstance has arisen that necessitates the change requested.

(3) Special circumstances under which an application for re-zoning may be granted include the following:

- (a) where the main centre for industrial activity relocates to areas with a greater competitive advantage;
- (b) where minerals in mining areas have been exhausted;
- (c) where there is a disproportionate change in the dominant land use of the area; and
- (d) where there is a change in the demographic pattern in the area.

(4) In pursuance of subsection (2) of section 93 of the Act, the draft rezoning report on the proposed re-zoning shall be as set out in Form 34 of the Schedule.

(5) Within seven days after receipt of the application for re-zoning, the District Spatial Planning Committee shall

- (a) display a copy of the application in the Public Data Room within the District;
- (b) post a copy on the notice board of the District Assembly;
- (c) publish the application in a local daily newspaper at least two times within a twenty-eight day period after the first notice;
- (d) inform the residents of the locality through any local medium of information and invite public comments; and
- (e) refer the application to the District Physical Planning Officer. (6)  
A person who seeks to submit a comment on the application for change of use or re-zoning shall submit the comment in the manner set out in Form 59 of the Schedule.

(7) The application shall be displayed in the Public Data Room for a period of twenty-eight days.

(8) The District Physical Planning Officer shall, within seven days after receipt of the application, direct the applicant to give notice in writing to the owners of land abutting the land to which the application relates.

(9) Where the owners of the land abutting the land to be re-zoned are unknown, the applicant shall serve a notice by

- (a) at least two publications in a daily newspaper of national circulation within a period of twenty-eight days after the first notice; or

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(b) posting the notice in a conspicuous place within the immediate vicinity of the land concerned.

(10) The applicant shall give the notice to the owners in the manner set out in Form 35 of the Schedule.

(11) The District Spatial Planning Committee shall advertise the application in a daily newspaper of national circulation and publish a copy on the notice board of the District Assembly for twenty-eight days.

(12) The notice shall be posted for twenty-eight days in at least three locations in the Immediate vicinity of the land concerned.

(13) The notice shall invite comments and objections in respect of the application from the public and specify the period within which the comments should be submitted.

(14) Where an objection to the application is received, the District Spatial Planning Committee shall, within fourteen days after the expiration of the period for submission of comments and objections, refer the objection to the applicant for response to and comments on the objections.

(15) The District Spatial Planning Committee through the District Assembly shall, within sixty days after receipt of the comments by the applicant on the objections, approve or refuse the application.

(16) Where the Assembly is unable to fully consider the application, a decision on the application shall be deferred and the applicant shall be notified of the reason for deferring the decision.

(17) The Assembly shall, within thirty days after deferring the decision, determine the application and serve notice on the applicant.

(18) The approval shall constitute a permit by the Assembly.

(19) The approved re-zoning shall be recorded and published in the Gazette and a copy shall be lodged in the Public Data Room within seven days after the approval.

**Application for change of use**

**34.** (1) A person may apply for a change of use of land where the type of development

(a) is within the permissible uses within the zoning scheme of the area;

(b) does not significantly alter the original intention of the plan or zone;

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- (c) has minimal impact on existing services and infrastructure;
- (d) does not cause disruption to the surrounding land uses by way of
  - (i) significantly increasing traffic generation;
  - (ii) significantly increasing noise and odour;
  - (iii) increasing the risk of fire or explosion; or
  - (iv) undermining the image of the area.

(2) Where there is an intrusion of privacy, the intrusion must be of net benefit to the community in which the land is located.

*Blight, Nuisance, Betterment and Compensation***Abatement of blight**

**35.** (1) In accordance with section 103 of the Act, the District Assembly may acquire, hold, clear, repair, manage or dispose of any blighted property as defined in the Act and these Regulations in order to abate blight.

(2) For the purpose of attaining the objects of the Act, the District Assembly shall recover the cost of any clearing or repair of property from the owner.

(3) Despite subregulation (1), in respect of a building classified as a historical building, monument, scientific or cultural heritage site by the appropriate authority, the general rules on acquisition by the District Assembly shall not apply, except that the District Assembly shall repair a blighted building or cause the person in charge to repair the building, where the blight poses a danger to the public.

**Description of blighted property**

**36.** (1) For the purposes of the Act and these Regulations, a property is blighted if it has a building or improvement which is detrimental to the safety, health or welfare of the community by reason of

- (a) dilapidation,
- (b) obsolescence,
- (c) overcrowding,
- (d) faulty design,
- (e) lack of ventilation, light or sanitary facilities,
- (f) excessive land coverage,
- (g) deleterious land use,
- (h) obsolete local plan, or
- (i) a combination of the factors in paragraphs (a) to (h).

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(2) For the purposes of the Act and these Regulations, blight does not include

- (a) farm buildings and structures which are
  - (i) not used for residential purposes,
  - (ii) located on property with an agricultural zoning classification where farming operations take place; and
  - (iii) used primarily for any of the following purposes or a combination of them:
    - (aa) storage, handling, production, display sampling or sale of agricultural, horticultural, floricultural or silvicultural products produced on the farm;
    - (bb) sheltering, raising, handling, processing or sale of livestock or livestock products;
    - (cc) business or office as relating to the farm operations;
    - (dd) as farm machinery or equipment, or for maintenance or storage of vehicles, machinery or equipment on the farm;
    - (ee) as storage or supplies and materials on the farm; or
    - (ff) implementation of best management practices associated with farm operations;
- (b) historical buildings and monuments;
- (c) scientific or cultural heritage sites.

(3) In determining whether a property falls under the definition of blight in the Act, the District Assembly may consider any of the following, or other pertinent, factors:

- (a) whether the structure on the property has been continuously vacant for at least one year and
  - (i) has been condemned as unfit for human occupation by the District Assembly in accordance With applicable law;
  - (ii) the District Assembly is unable to find that the criteria for demolition have been met; and

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- (iii) the owner has failed to take corrective action as directed by the District Assembly;
- (b) whether there is evidence of rat or rodent infestation or harborages caused by conditions on the property;
- (c) whether the property has been used or maintained in a condition which has resulted in the following actions:
  - (i) the owner has been cited on at least three separate occasions because activities or conditions on the property violate the criminal laws, or District Assembly by-laws governing the use or maintenance of property, and those activities or conditions threaten the public health, safety, and welfare of the community;
  - (ii) the owner has refused to abate violations as ordered by the District Assembly or a court, or has repeated conduct for which the owner has been convicted in the past;
  - (iii) the property has inadequate sewage, septic, plumbing or well facilities;
  - (iv) the owner has failed to take adequate precautions to prevent the use of the property by trespassers where the property is vacant; or
  - (v) a potential danger to children exists on the property, including, abandoned wells, excavations or broken fences;
- (d) whether a condition exists on the property that has been specifically identified as a fire hazard by the fire department or the building inspector; and
- (e) whether substantial dilapidation of buildings or structures exists as evidenced by either
  - (i) structural collapse of either interior or exterior structural elements; or
  - (ii) removal or rotting of exterior siding, roofing or sheathing, exposing structural members to the weather.

*Land Use and Spatial Planning Regulations, 2019***Procedure for declaration of a blighted area**

37. (1) The District Assembly shall make a preliminary determination of whether a property is blighted in accordance with the Act.

(2) Where a preliminary determination is made, the owner of the property shall be notified in the manner specified in Form 36 of the Schedule and the notice shall state the reasons why the property is blighted.

(3) The owner shall have twenty-eight days within which to respond in writing to the notice with a plan on how the blight is to be cured within a reasonable time.

(4) A copy of the notice shall be posted on the property and a copy shall be lodged in the Public Data Room in the District.

(5) The Assembly shall, within twenty-eight days after receipt of the plan from the owner, confirm whether the plan is acceptable or not

(6) Except where the Assembly has granted an extension of time to the owner for compliance, the Assembly may conduct a public hearing in the event that the owner

(a) fails to respond within the twenty-eight day period with a plan that is acceptable to the Assembly, or

(b) fails to comply with the requirements of the acceptable plan to cure the blight.

(7) The Assembly shall take the findings and recommendations of the hearing into account, in carrying out the rectification of the blight.

(8) The notice of the public hearing shall be issued by the District Spatial Planning Committee in the manner specified in Form 37 of the Schedule not later than twenty-one days before the hearing, to

(a) the owner of the blighted property;

(b) the abutting property owners in each direction, including those property owners immediately across the street or road from the property; and

(c) the representative of the Unit Committee or neighbourhood association for the Immediate area, where applicable

(9) The notice shall include the plan for the intended repair or disposition of the property and shall be published at least twice, not less than seven days elapsing between the first and second publication as follows:

(a) in a daily newspaper of national circulation, and

(b) by being posted on the property,

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(10) The notice shall specify the time and place for the hearing which shall not be less than seven days or more than twenty-eight days after the second publication.

(11) Persons who have an interest in the blighted property may attend the hearing and present their views.

(12) The District Spatial Planning Committee shall determine whether

- (a) to affirm that the property is blighted;
- (b) the owner has failed to cure the blight or present a reasonable plan to do so;
- (c) the plan for the repair or other disposition of the property is in accordance with the spatial plan for the District, the Structure Plan, zoning scheme, and other applicable land use regulations; or
- (d) if the property is to be acquired, whether the property is occupied for personal residential purposes and whether it has been condemned for human habitation for more than one year.

(13) The District Spatial Planning Committee shall report its findings and recommendations concerning the property to the District Assembly within fourteen days after the public hearing.

(14) The District Assembly may, upon receipt of the findings and recommendations, affirm the findings and recommendations subject to any comments and proposals for modifications to be considered by the District Spatial Planning Committee.

(15) Where a declaration of blight is affirmed, the notice of affirmation shall be as set out in Form 38 of the Schedule and shall be effective upon publication in accordance with subsection (6) of section 103 of the Act.

(16) A copy of the notice of affirmation shall be lodged in the Public Data Room of the District.

(17) If the repair or disposition of the property is approved, the District Assembly shall carry out the approved plan to clear, manage, repair or acquire and dispose of the property in accordance with the approved plan, the provisions of these Regulations and any other applicable law.

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(18) The District Assembly shall have a lien to recover the cost of demolition or improvements made by the District Assembly on any property cleared or repaired under an approved plan to bring the blighted property into compliance with the applicable zoning scheme.

(19) The lien on the property shall bear interest beginning from the date the repairs are completed to the date on which the lien is paid.

(20) The costs of clearing or repair shall be recovered from the proceeds of a sale or claimed from the owner of the property as a debt owed to the Assembly.

**Declaration of nuisance**

**38.** (1) In furtherance of section 103 of the Act, the District Assembly, may, by resolution, declare a blighted property to constitute a nuisance and abate the nuisance in accordance with the Act.

(2) The notice to be served on the person responsible for the nuisance pursuant to section 120 of the Act shall be as set out in Form 39 of the Schedule and shall be served not later than fourteen days before the adoption of a declaration of a nuisance by the District Assembly.

(3) Where the owner does not abate or remove the nuisance within the time specified in the notice and the District Assembly abates or removes the nuisance at its expense, the owner shall be personally liable for the costs of abatement or removal which shall bear interest beginning from the date the abatement or removal is completed to the date on which the lien is paid.

*Compensation and Betterment*

## Claim for compensation

**39.** (1) In furtherance of sections 104, 106 and 107 of the Act, a claim for compensation under the Act shall be made by serving on the District Spatial Planning Committee a notice containing particulars of

- (a) land use affected;
- (b) the land in respect of which the claim is made;
- (c) the interest of a clamant and the date on which and the manner in which, the land was acquired;
- (d) the length of occupation of the land by a claimant except where the interest qualifies for compensation without occupation;

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(e) any other interests in the land so far as known to the claimant; and

(f) the amount of compensation claimed.

(2) The Authority shall, in consultation with the Land Valuation Division of the Lands Commission, issue the guidelines and directives that are applicable for payment of compensation.

(3) A claimant dissatisfied with the decision of the District Assembly may seek a resolution under section 168 of the Act and these Regulations.

**Betterment charge assessment**

**40.** (1) Betterment charges shall be assessed by the District Assembly in accordance with guidelines issued by the Authority in consultation with the Minister.

(2) Where betterment is as a result of the construction of a public improvement or the execution of public works, the District Assembly shall fix a specific sum or rate to be payable by the community or communities that have been bettered by the improvements.

(3) The notice of betterment shall be as set out in Form 40 of the Schedule and shall be published as follows:

(a) in a daily newspaper of national circulation;

(b) by being posted in a conspicuous area of the affected land;

(c) by display of a copy in the Public Data Room; or

(d) in addition to paragraphs (a), (b) and (c) by any appropriate means of communication in the district.

(4) In fixing a sum or rate, the District Assembly shall take into account how much the particular improvement has increased the fair market value of the property, considering the present and future uses to which the property is or may be reasonably adapted by an owner and the sum or rate shall be in conformity with the guidelines issued by the Authority.

(5) Financial gains on urban land transactions are liable to betterment charges.

(6) A District Assembly may, for the purposes of recovering the betterment, charge the assessed amount on a property.

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(7) A betterment assessment notice, as set out in Form 41 of the Schedule containing the charge applicable to each affected property and the mode of payment, shall be served on owners of affected properties within ninety days after the completion of the project.

**Recovery of betterment**

**41.** (1) Where the provision of a plan or the execution of public works, or a decision or action of a District Planning Authority increases the value of a land within the district, the District Planning Authority shall on the advice of the Lands Commission, recover betterment from the person whose land is increased in value, and where that person sells or otherwise disposes of the land, a determinable percentage of the amount of the increase.

(2) A sum which is certified by the District Assembly to be due and which has become payable shall be recoverable as a civil debt.

(3) In a proceeding for the recovery of an assessed betterment charge, a certificate signed by the District Assembly is conclusive evidence of the facts certified.

(4) A certificate signed by the District Assembly to the effect that the sum certified to be due has been paid since the date of the certificate of the District Assembly is conclusive evidence of the facts stated in the certificate.

(5) A sum recoverable under this section may be set off against a claim for compensation.

**Application of revenue from betterment**

**42.** The Minister may, in consultation with the Minister responsible for Local Government and the Minister responsible for Finance, make rules on the allocation of a portion of the betterment charges to the Fund.

*Planning Standards and Permitting Procedures***Authority for issuance of permit**

**43.** (1) A District Planning Authority is the sole authority for issuing a planning permit and a development permit.

(2) A person who intends to undertake a development shall require a planning permit or a development permit.

(3) A District Planning Authority shall, through the appropriate medium, make available the procedure, requirement and general information for securing a planning permit and a development permit.

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- (4) The media shall include
- (a) the Physical Planning Department;
  - (b) the Public Data Room of the Assembly;
  - (c) notice boards at the Assembly and community;
  - (d) leaflets and posters in designated offices;
  - (e) websites;
  - (f) a one stop service centre;
  - (g) community durbars;
  - (h) radio and television programmes; and (i) newspapers.
- (5) The Assembly may issue permits for physical developments, works and spatial activities within the district, including the following:
- (a) buildings;
  - (b) civil works;
  - (c) engineering works;
  - (d) surface mining and quarrying in compliance with the Minerals and Mining Act, 2006 (Act 703);
  - (e) other operations on, in, under or over land;
  - (f) material change in the existing use of land; or
  - (g) disposal of waste on land;
  - (h) tree removal;
  - (i) excavations;
  - (j) erection of advertisement or other hoarding; and
  - (k) any form of physical development as defined in the Act.
- (6) For the purposes of permits, the Assembly may issue further guidelines.
- (7) Without limiting subregulation (2), the Authority may issue guidelines or directives for
- (a) subsistence farming;
  - (b) commercial farming;
  - (c) logging and felling of timber;
  - (d) small scale gardening outside the perimeters of a residential unit;
  - (e) digging of wells outside the perimeters of a residential unit;
  - (f) erfs; and
  - (g) other Informal economic activity and operations.

*Land Use and Spatial Planning Regulations, 2019***Planning permit**

**44.** (1) Physical developments that require a planning permit include the following:

- (a) temporary structure;
- (b) temporary activities that require the use of public space;
- (c) demolition;
- (d) change of use;
- (e) advertisement;
- (f) consolidation;
- (g) sub-division;
- (h) hoarding;
- (i) mining in the nature of sand wining, quarrying and minerals extraction;
- (j) disposal of industrial waste or chemical waste on land;
- (k) excavation;
- (l) change in colour schemes; and
- (m) tree removal.

(2) The District Spatial Planning Committee shall consider the following factors in the issuance of a planning permit:

- (a) land use;
- (b) orientation of physical development;
- (c) size and plot coverage;
- (d) height zoning;
- (e) building densities;
- (f) building lines and setbacks;
- (g) colour schemes;
- (h) physical accessibility to the site, facilities and utilities;
- (i) population threshold;
- (j) facility size threshold;
- (k) minimum facility requirement;
- (l) land size requirement; and
- (m) minimum facility any other issue of planning significance to the local authority.

(3) An application for a planning permit shall be as set out in Form 42A of the Schedule and shall be addressed to the District Spatial Planning Committee and be accompanied with a set of four of each of the following:

- (a) evidence of a right or authorisation to use the land in accordance with the laws of the country;

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- (b) site plan to the scale of 1:2500 and conforming to the local plan of the area;
- (c) block plan to the scale of 1:100 or 1:200 depending on the scale of development;
- (d) Zoning Assessment and Justification Report if the application involves change of use or re-zoning;
- (e) relevant drawings where applicable;
- (f) where applicable, reports relating to
  - (i) air or aviation safety;
  - (ii) radiation protection;
  - (iii) environmental protection;
  - (iv) fire safety;
  - (v) petroleum operations;
  - (vi) standard verification;
  - (vii) traffic impact;
  - (viii) geo-technical impact;
  - (ix) hydrological impact; and
  - (x) structural impact.

(4) Where the application is for a temporary structure permit, an applicant shall obtain and submit copies of all necessary approvals, permits and licences from relevant central and local government authorities.

(5) An applicant shall pay a processing fee to cater for processing including site inspection.

(6) The District Spatial Planning Committee shall, within seven days after receipt of the application, acknowledge receipt of the application in writing and forward the application to the Technical Sub-Committee for processing.

(7) The Technical Sub-Committee shall, within fourteen days after receipt of an application,

- (a) undertake initial zoning checks;
- (b) assign an application number to the application;
- (c) enter the application in the database;
- (d) circulate the application to the works department and other relevant institutions for review;
- (e) display a copy of the application in the Public Data Room; and
- (f) undertake a site inspection of the proposed development to ascertain

*Land Use and Spatial Planning Regulations, 2019*

- (i) the veracity and feasibility of the issues and proposals indicated in the submission of the developer;
- (ii) the plot size;
- (iii) the plot location;
- (iv) access size and alignment;
- (v) whether development has started or not;
- (vi) the adjoining development type, size and scope;
- (vii) adjoining uses;
- (viii) issues of outright incompatibility caused or suffered by the proposed development;
- (ix) whether the land has been filthed or covered by hazardous, faecal matter or any other offensive matter;
- (x) fire safety issues;
- (xi) general environmental concerns;
- (xii) the coordinates of the parcel; and (xiii) any other relevant consideration.

(8) The Technical Sub-Committee shall submit a report on its findings and recommendations to the District Spatial Planning Committee not later than twenty-one days after receipt of the application.

(9) The District Spatial Planning Committee may, based on the recommendations of the Technical Sub-Committee, grant the application, refuse the application or defer the application for further information and assessment.

(10) Where an application is granted, the District Assembly shall issue the developer with a planning permit certificate as set out in Form 42B of the Schedule within thirty days after receipt of the application.

(II) Where an application is granted, the applicant shall pay a planning permit fee.

(12) A planning authority may charge a development fee that has been provided for in the applicable fee fixing resolution of the District Assembly.

(13) Where the application is refused or deferred, the District Assembly shall write to the developer and assign reasons for the refusal or deferment.

(14) A person who undertakes a physical development without a permit from the District Assembly is liable to the sanctions provided under sections 117, 118 and 119 of the Act.

*Land Use and Spatial Planning Regulations, 2019***Development permit**

**45.** (1) A physical development that requires a development permit includes

- (a) the erection of any building or structure except those exempted by law;
- (b) the making of a structural alteration or transformation or a renovation to a building;
- (c) execution of works or installation of any fittings in a building;
- (d) civil and engineering works;
- (e) hoarding of a property;
- (f) regularisation of existing structures; and (g) redevelopment.

(2) A person shall not undertake a physical development without a development permit.

(3) A development permit comprises both a planning permission and a building permission.

(4) The District Spatial Planning Committee shall, in considering an application for the issuance of a development permit, among others, consider the following:

- (a) land use;
- (b) orientation of physical development;
- (c) size and plot coverage;
- (d) height zoning;
- (e) building densities;
- (f) building lines and setbacks;
- (g) colour schemes;
- (h) physical accessibility to the site, facilities and utilities;
- (i) population threshold;
- (j) facility size threshold;
- (k) minimum facility requirements;
- (l) land size requirement; and
- (m) any other issue which is of significance to planning in the local authority.

(5) An applicant shall pay the processing fee provided for in the fee fixing resolution of the District Planning Authority for a development permit.

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(6) As part of the requirement of the issue of a development permit, the District Spatial Planning Committee shall consider the effect of the development on the right to light or right of access of neighbouring buildings and the height zoning of the area.

(7) In approving an application for a development permit, the District Spatial Planning Committee may require an applicant who intends to undertake any development to take specific remedial action or notify occupiers of buildings and adjoining property owners within the immediate vicinity of the intended structure or development if in the view of the District Spatial Planning Committee, the intended structure or development building may affect the easements or rights enjoyed by adjoining properties or buildings in the immediate vicinity

(8) A person shall apply for a development permit in the manner specified in Form 43A of the Schedule.

(9) The application shall be accompanied with four sets each of the following:

- (a) a site plan to the scale of 1 :2500 and conforming to the local plan of the area;
- (b) a block plan to the scale of 1: 100 or 1:200 depending on the scale of development;
- (c) architectural drawings to the scale of 1:20 or 1:40;
- (d) structural drawings to the scale of 1:20 or 1:40;
- (e) evidence of a right or authorisation to use the land in accordance with the laws of the country;
- (f) a report on stakeholder consultation, where applicable; and
- (g) where applicable, reports relating to
  - (i) air or aviation safety;
  - (ii) radiation protection;
  - (iii) environmental protection;
  - (iv) fire safety;
  - (v) petroleum operations;
  - (vi) standard verification,
  - (vii) traffic impact;
  - (viii) geo-technical impact;
  - (ix) hydrological impact; and
  - (x) structural impact.

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(10) The procedure for vetting and approval of an application for a development permit shall follow the procedure set out in regulation 45.

(11) A development inspection form shall be as set out in Form 43B of the Schedule.

(12) A person who undertakes a physical development without a permit from the District Assembly is liable to the sanctions provided under sections 117, 118 and 119 of the Act. .

(13) Where an application is granted, the applicant shall

(a) pay a development permit fee; and

(b) be issued with a development permit certificate as set out in Form 43C of the Schedule.

(14) The District Assembly may charge a development charge if the development charge has been provided for in the fee fixing resolution of the District Planning Authority.

(15) A District Planning Authority shall issue a Certificate of Habitation upon completion of every development in the district in accordance with the conditions of the development permit.

(16) An applicant shall demonstrate that all conditions and requirements of the development permit have been fulfilled.

(17) For the purposes of the issuance of a Certificate of Habitation, a developer shall apply to the District Planning Authority in the manner specified in Form 43D of the Schedule.

(18) The District Planning Authority shall, within fourteen days after the inspection of the development, issue the Certificate of Habitation as set out in Form 43E of the Schedule.

**Land Use Certificate**

**46.** (1) A District Planning Authority shall issue a Land Use Certificate as set out in Form 43F of the Schedule.

(2) A Land Use Certificate shall be based on an approved local or structure plan.

(3) A Land Use Certificate is required .

(a) as an attachment to a planning permit and a development permit;

(b) for an applicant who intends to register a parcel of land upon writing to the District Planning Authority; and

(c) for any other activity for which a Land Use Certificate is required.

*Land Use and Spatial Planning Regulations, 2019***Compliance with planning standards**

**47.** (1) A physical development shall comply with the Planning Standards published by the Authority.

(2) The Planning Standards shall be reviewed and updated by the Authority periodically.

**Compliance with permitting procedures**

**48.** The Authority may issue guidelines and directives to be complied with by persons responsible for considering applications.

**Physical development by planning authorities and other public entities**

**49.** Except otherwise exempted under the Act and these Regulations, a public entity shall comply with the application procedures and requirements for a planning permit or a development permit.

**Exceptions to the permit process**

**50.** (1) The Minister may, in consultation with the Authority, issue planning standards for the entities that may be exempted from specified parts or all of the permitting process.

(2) An entity that may be considered for exemption includes a diplomatic mission and a military and security installation, but an exemption shall not cover non-security aspects of those installations.

(3) An entity exempted from application for a permit under subregulation (2) shall be required to deposit the following with the Assembly:

- (a) basic drawings or plans as prescribed by the Authority;
- (b) an indicative sketch;
- (c) block plans;
- (d) elevations;
- (e) traffic impact assessment; and
- (f) any basic requirement that the Assembly considers appropriate.

**Requirement for planning permission**

**51.** (1) The Authority shall issue guidelines regarding the application procedures for statutory undertakers and special development enclaves including the following institutions:

- (a) Ghana Airports Company Limited;
- (b) Ghana Highway Authority;

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- (c) Department of Urban Roads;
- (d) Department of Feeder Roads;
- (e) Forestry Commission;
- (f) Water Resources Commission;
- (g) Minerals Commission;
- (h) Environmental Protection Agency;
- (i) Ghana Civil Aviation Authority;
- (j) Ghana Ports and Harbour Authority; (k) universities; and
- (l) other relevant institutions.

(2) A planning permission granted under the Act shall be enforced in the same manner as a development permit issued by a District Assembly.

*Planning Matters related to Towns, Localities, Special Development Areas  
and Related Matters*

**Procedures for creation or extension of a town by a District Assembly**

**52.** (1) A District Assembly may, on the recommendation of the District Spatial Planning Committee, approve a resolution for the establishment of a new town or extension of the boundaries of an existing town.

(2) A recommendation of the District Spatial Planning Committee shall be accompanied with a report justifying the extension or establishment of the town.

(3) A District Assembly shall publish the notice as set out in Form 44 of the Schedule required under section 128 of the Act, in the Gazette and a newspaper of national circulation.

(4) The public comments shall be submitted in the manner set out in Form 59 of the Schedule.

(5) The District Spatial Planning Committee shall, within sixty days after the expiration of the time for public comments as provided in section 128 of the Act, incorporate the relevant comments, representations or objections from the general public in the justification report and submit the report to the District Assembly for consideration.

(6) The District Assembly may approve or reject the recommendation for the extension or establishment of a town and shall serve written notice of the approval or rejection on the Regional Spatial Planning Committee.

*Land Use and Spatial Planning Regulations, 2019*

(7) In the case of a resolution for the extension of the boundaries of an approved estate or town or of an extension of the estate or town, the procedure under section 138 of the Act shall apply.

**Procedures for housing schemes, extension or creation of a town by a private person**

**53.** (1) An application by a person to the District Assembly for the establishment of a housing scheme, creation of a new town or extension of an existing town shall be as set out in Form 45 of the Schedule.

(2) In furtherance of section 135 of the Act, the Authority shall in issuing guidelines for private towns, ensure that the towns provide for amenities including

- (a) health facilities;
- (b) educational facilities;
- (c) recreational areas;
- (d) police or security posts;
- (e) fire stations or posts; and
- (f) infrastructure for drainage and waste disposal.

(3) The District Assembly shall

- (a) acknowledge receipt of the application;
- (b) advertise the application in a newspaper that has circulation within the District; and
- (c) invite comments, information, representations or objections from the public.

(4) The public comments, information, representations and objections shall be submitted in the manner set out in Form 59 of the Schedule.

(5) The advertisement shall specify the time and period within which a comment, information, a representation or an objection shall be submitted.

(6) A person shall submit a comment, information, a representation or an objection to the Assembly within the time specified in the advertisement.

(7) The District Assembly shall display a copy of the advertisement in the Public Data Room.

(8) At the expiration of the period for public comment, the District Assembly shall notify the applicant of any comment or objection received in respect of the application and request the applicant to respond to the comment and objection.

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(9) The District Assembly shall consider the application and make a decision and serve notice of the decision on the applicant.

(10) A notice of approval shall be served on the Director of Survey and Mapping Division of the Lands Commission and the representative of the Lands Commission in the District.

(11) The Authority shall issue guidelines and directives on the timelines for consideration of an application for a private town.

*Subdivision or Consolidation of Land Parcels***Procedures for application for subdivision or consolidation of land parcels**

**54.** (1) For the purpose of section 139 of the Act, a person shall apply to the District Assembly for the subdivision or consolidation of land in the manner specified in Form 46 of the Schedule.

(2) The District Assembly shall

- (a) acknowledge receipt of the application within seven days after receipt;
- (b) not later than twenty-one days after the receipt of the application, advertise the application in a newspaper that has circulation within the District; and
- (c) invite comments, information, representations or objections from the public.

(3) The District Assembly shall submit a copy of the application to the Lands Commission for comment.

(4) The comments, information, representations or objections from the public and the Lands Commission shall be submitted to the Assembly within fourteen days after the advertisement.

(5) The public comments, information, representations and objections shall be submitted in the manner set out in Form 59 of the Schedule.

(6) The District Assembly shall display a copy of the advertisement in the Public Data Room.

(7) At the expiration of the period for public comments information, representations and objections, the District Assembly shall notify the applicant of any public comment, Information, representation or objection received in respect of the application and request the applicant to respond to the comment, information, representation or objection within fourteen days.

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(8) The advertisement in subregulation (4) shall indicate the timeframe within which the applicant may submit a response.

(9) The District Assembly shall, within sixty days after receipt of the application, consider the application and communicate its decision to the applicant.

(10) Where the application is approved, the District Assembly shall publish a notice of the approval in a newspaper that has circulation within the district and lodge a copy in the Public Data Room.

(11) A District Assembly shall keep and maintain written records of the grant or refusal of applications for subdivision or consolidation of land.

(12) The District Assembly shall serve a notice of an approval on the local office of the Lands Commission within thirty days after the approval.

(13) The Lands Commission shall, within three months after receipt of the notice of the approved subdivision or consolidation, endorse or amend the records at the Land Registry in respect of that land to reflect the subdivision or consolidation.

*Preventive and Enforcement Measures***Enforcement procedures**

**55.** (1) For the purposes of section 160 of the Act, the applicable forms for executing the enforcement functions of the Assembly shall be as set out in Forms 47, 48A and 48B of the Schedule.

(2) Without limiting section 160 of the Act, the District Assembly may issue

- (a) a Planning Contravention Notice;
- (b) a Breach of Condition Notice;
- (c) an Untidy Land Notice;
- (d) a Dangerous Buildings Notice; and
- (e) other notices approved by the Authority or permitted under the Act and these Regulations.

**Service of notice**

**56.**(1) A notice required to be served by a District Assembly for the purpose of enforcement of the Act or these Regulations is deemed to be served where it is

- (a) posted in a conspicuous place on the affected land or building;

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- (b) posted on the notice board of the Public Data Room;
- (c) posted on the notice board of the District Assembly;
- (d) sent by post to the last known address of the individual or entity concerned;
- (e) posted at the last known address of the individual or entity concerned;
- (f) published in a newspaper of national circulation;
- (g) emailed to the last known email address of the individual or entity concerned; or
- (h) sent to the individual or entity concerned through any other form of written **electronic** communication.

(2) A notice required to be served under subregulation (1) may be brought to the attention of occupiers of buildings in the immediate vicinity of the affected land or building.

(3) A District Planning Authority may without prior notice, effect or carry out instant prohibition, abatement, alteration, removal or demolition of any unauthorised development carried out or being carried out that encroaches or will encroach upon the right of space of a community, or interferes or will interfere with the use of that space.

**Rectification of contraventions**

**57.** (1) In pursuance of section 163 of the Act, the notice to be given by the District Assembly to the owner of land in respect of the rectification of contraventions shall be as set out in Form 49 of the Schedule.

(2) Where an owner of land fails to comply with a notice under subregulation (1), the District Assembly shall, within fourteen days after the expiration of the time specified in the notice to rectify the contravention, serve an enforcement notice on the owner.

(3) The enforcement notice under subregulation (2) shall be as set out in Form 47 of the Schedule.

(4) The District Assembly shall, after the expiration of fourteen days after service of the enforcement notice, carry out the rectification of the contravention and recover the costs from the person responsible for the contravention.

**Notice prior to exercise of right of entry**

**58.** An authorised officer shall, at least three days before exercising the power of entry under section 164 of the Act, give notice as set out in Form 50 of the Schedule to the owner or occupier of the property which is the subject of enforcement.

*Land Use and Spatial Planning Regulations, 2019***Acquisition of land as a method of enforcement**

**59.** (1) In furtherance of section 167 of the Act, the District Assembly shall give notice as set out in Form 51 of the Schedule to the owner of land that the District Assembly intends to acquire.

(2) The District Assembly shall, within ninety days after reaching an agreement on the acquisition of the land or building with the owner, pay the agreed price to the owner.

(3) The owner of the land or building shall be given at least ninety days after the date of receipt of the agreed price to vacate the land or building.

*Complaint and Appeal Procedures***Complaint procedure of the Authority**

**60.** (1) The Authority shall publish complaints policy and procedure which shall spell out complaint handling procedures and be consistent with procedures specified in the Act.

(2) Where applicable, a person who intends to make a complaint shall complete and submit forms approved by the Authority as part of the process of formally lodging the complaint.

**Complaint procedure for Regional Coordinating Council and District Assembly**

**61.** (1) A person shall, except where the complaint relates to the Regional Coordinating Council or the Authority, lodge a complaint with the District Assembly.

(2) A person may make a complaint to the Regional Coordinating Council or a District Assembly within the time stipulated in subsection (4) of section 168 of the Act by filing two copies of the complaint in the manner set out in Form 52 of the Schedule and paying the applicable fee.

(3) In a complaint involving multiple persons, the person who makes the complaint shall, subject to the Act and these Regulations, provide copies of documents submitted to the planning authority to all persons concerned immediately after the submission of the documents to the planning authority.

(4) In constituting a committee to receive a complaint, a Regional Coordinating Council or District Assembly shall ensure that the persons on the committee are knowledgeable in the subject matter of the complaint and do not have any interest in the outcome of the subject matter of the complaint.

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(5) The committee constituted by the planning authority may request written comments and responses from parties mentioned in the claim and serve a copy of the responses received on the claimant.

(6) A response or comment under subregulation (5) shall contain at least  
(a) the name, address and other particulars of the respondent; (b) the answer to the claim;

(c) a counterclaim, where applicable, against the claimant; and (d) any other relevant information.

(7) A respondent who makes a counterclaim in the response shall pay a fee determined by the planning authority.

(8) A written comment or response submitted by a person to a planning authority is considered to be filed with the planning authority on the date the document is received by the planning authority.

(9) A claim, response, comment or other written document required to be submitted to the planning authority may be submitted in any form.

(10) The committee may, where it considers it necessary, hold a formal hearing with the parties or their representatives or both to determine the matter.

(11) The committee shall, in respect of the hearing, take into consideration the complexity of the issues involved and the likelihood of harm to either party, if the dispute is not promptly resolved.

(12) A hearing shall be conducted in a manner that treats the parties equally and fairly and gives each party full opportunity to present the case of the party.

(13) The committee may, after consultation with the parties, decide to hear the presentation of evidence by witnesses of the parties including expert witnesses and may call other witnesses.

(14) Where a notice of hearing has been served on the parties, the committee may proceed with the hearing, despite the absence of a duly notified party or the representative of that party.

(15) A hearing shall not be open to the public unless the Authority and the parties agree otherwise.

(16) When the committee is satisfied that the parties have had the opportunity to present their cases, the committee shall declare the hearing closed.

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(17) The committee shall submit its decision, which may be unanimous or be a majority decision, to the planning authority and the parties within five days after the close of the hearing.

(18) The decision shall be in writing and the committee shall state the reasons for the decision.

(19) The decision of the committee may include the grant of the relief or remedy sought in the claim or counterclaim or any other relief or remedy that the committee considers just, based on the evidence presented before the committee.

(20) Where the committee concludes from the hearing that a party has acted in breach of a condition of a permit, the Act, these Regulations or other directive of the Authority, the committee may recommend that the party be dealt with as required by the Act.

(21) At the request of a party, the committee may for a good and reasonable cause, grant an extension of time for the taking of an action by a party.

**Application for review**

**62.** (1) An application for review under section 168 of the Act shall be addressed to the planning authority responsible for the decision for which a review is sought.

(2) An application for review shall be made to the Authority, the Regional Coordinating Council or the District Assembly in the manner set out in Form 53 of the Schedule and shall be submitted within the time stipulated in the Act.

(3) The Authority, the Regional Coordinating Council or the District Assembly shall consider the application and serve notice of the decision on the applicant within twenty-one days after receipt of the application for review.

**Appeal to Regional Coordinating Council or Authority**

**63.** (1) An appeal against a decision of a District Assembly shall be made to the Regional Coordinating Council.

(2) An appeal against the decision of a Regional Coordinating Council shall be made to the Authority.

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(3) An appeal shall be made in the manner set out in Form 54 of the Schedule.

(4) An appeal shall be accompanied by the record of documents submitted to the District Assembly or the Regional Coordinating Council and shall be lodged within the time frame provided by the Act.

(5) A committee shall be set up by the relevant appellate body for the purpose of hearing an appeal.

(6) The members of the committee shall be persons who are knowledgeable in the subject matter of the complaint and who do not have any interest in the outcome of the complaint.

(7) A committee constituted for the purpose of an appeal may, where the committee considers it necessary, request written comments and responses from parties mentioned in the claim and hold a formal hearing before making a determination on the matter.

(8) In all cases, a decision on appeal shall be served on the parties to the appeal within twenty-one days after the filing of the appeal.

*Miscellaneous Provisions***Establishment of Public Data Rooms**

**64.** (1) In pursuance of section 47 of the Act, a Public Data Room shall be opened in each District Assembly within sixty days after the inauguration of the District Spatial Planning Committee.

(2) The documents to be provided in the Public Data Room include:

- (a) the District Spatial Development Framework;
- (b) the structure plan;
- (c) the local plan;
- (d) the zoning scheme;
- (e) permits;
- (f) notices;
- (g) the scope of outsourced services for private entities;
- (h) records of public consultations; and
- (i) any other relevant document determined by the Authority.

(3) A Public Data Room set up under the Act shall be managed by a Planning Officer, assigned to the position by the Physical Planning Department of the District Assembly.

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(4) The fees to be charged for access to information in the Public Data Room shall be fixed pursuant to section 141 of the Local Governance Act, 2016 (Act 936) in the form of a fee fixing resolution passed in accordance with guidelines on fee charging prescribed by the Minister responsible for Local Government.

(5) The prescribed fees for access to information in the Public Data Room shall be published on the notice board of each Assembly within seven days after prescription of the fees.

(6) A person who seeks to conduct a search or request for information from the Public Data Room shall do so by an application in the form set out in Form 55 of the Schedule.

(7) The Secretariat shall process the application referred to in subregulation (6) within five days after receipt of the application.

(8) The Secretariat shall maintain records of all applications made by the public.

(9) For the purpose of keeping a record of decisions to be made under the Act by the Regional Coordinating Council, the Regional Spatial Planning Committee may maintain a Public Data Room at its offices.

**Public participation and related matters**

**65.** (1) Public and key stakeholder consultations to be undertaken before the preparation of a plan shall be conducted in accordance with the guidelines and directives issued by the Authority.

(2) Minutes of the consultation shall be prepared and recorded in the manner set out in Form 56 of the Schedule.

(3) A copy of the minutes shall be displayed in the Public Data Room of the respective district.

**Form of regulatory notices and circulars**

**66.** (1) Pursuant to sections 125 and 187 of the Act, regulatory notices and circulars issued by the Authority shall be as set out in Form 57 and Form 58 respectively of the Schedule.

(2) A District Assembly shall keep records of all regulatory notices and circulars and display copies in the Public Data Room.

**Register of records**

**67.** (1) A planning authority shall establish and maintain a register of the public records, information and notes provided by the Authority to the public to the extent to which the public records, information and notes are of public interest.

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(2) The register shall be available for inspection at the offices of the planning authority, on its website and in the Public Data Room In the case of a District Assembly, and be in a form conducive to the retrieval and copying of the records contained in the register.

(3) Without limiting subregulation (1), the register shall contain at least the following records:

- (a) spatial plans;
- (b) particulars of permits issued by the planning authority including particulars of revocation or cancellation of permits and the grounds for the revocation or cancellation;
- (c) pending applications for permits for physical developments;
- (d) enforcement notices; and
- (e) any other record or notice for which publication is required under the Act or these Regulations.

**Records not to be put in register**

**68.** (1) Where the planning authority in its discretion determines that information that may otherwise be entered in the register should not be entered in the register, the planning authority shall exclude the information from the register.

(2) In excluding information from the register, the planning authority shall be guided by the need to exclude information from public access in part or in whole if the information is likely to

- (a) endanger national security;
- (b) constitute an unwarranted intrusion into the privacy of a person named or identified in the record;
- (c) significantly frustrate the implementation of a proposed action, investigation or decision of the planning authority;
- (d) cause or lead to financial speculation in the securities of an entity identified in the record; or
- (e) breach an agreement reached between the planning authority and a person concerning certain confidential and privileged trade secrets and commercial or financial information obtained from the person.

(3) A record excluded from the register under subregulation (2) shall be disclosed to a member of the public for inspection only on the order of a court.

*Land Use and Spatial Planning Regulations, 2019***Public access during business hours**

**50.** The register shall be open for public inspection during regular business hours and members of the public shall be permitted to examine and copy the record in the register on payment to the planning authority of a fee approved in accordance with subregulation (4) of regulation 644

**Submission of confidential information**

**51.** (1) Where a person submits to the planning authority information that is commercially sensitive or otherwise proprietary, that person may inform the planning authority in writing that the information requires confidential treatment.

(2) Where a person informs the planning authority that the information requires confidential treatment and the information does not fall under paragraphs (a) to (e) of subregulation (2) of regulation 68, the person shall pay a specified fee in accordance with the Fees and Charges (Miscellaneous Provisions) Act, 2018 (Act 983).

(3) The planning authority shall approve the confidential treatment where the planning authority considers that the information is genuinely commercially sensitive or otherwise proprietary and the confidential treatment is consistent with the public interest.

(4) Where the planning authority grants confidential treatment, the information shall be kept under seal and shall not be disclosed to ~~the~~public.

(5) Where there is a dispute as to whether the information required to be disclosed in an administrative proceeding before the Authority or a competent authority is confidential, the Authority shall apply to the Court for a determination.

**Interpretation**

**52.** In these Regulations, unless the context otherwise requires,

"area for institutional use" includes an area designated for use as a university, a school complex, a hospital or a religious complex;

"civic development" includes public and private on-tee developments;

"commercial area" includes an area designated for use as a shopping mall, mixed office and shopping area or markets

"harborages" mean locations where pests can hide seek shelter and reproduce;

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"Industrial areas" Include areas

- (a) with special considerations regarding the location such as shipbuilding, or
- (b) which require good road, rail or port access, industries with special environmental requirements such as oil refinery, gas works or metal processing works and industry that have little environmental impact which may be located in residential or commercial land use areas;

"planning permit" means a written permit issued for the purpose of fostering compliance of activities with approved

- (a) zoning regulations in the nature of
  - (i) heights,
  - (ii) orientation,
  - (iii) building line and setbacks, and
  - (iv) plot coverage, and
- (b) planning standards in the nature of
  - (i) geographic accessibility, (ii) size, and
  - (iii) class of development.

"recreational areas" include stadia, sports fields, parks, and camping grounds.

*SCHEDULE*

*Land Use and Spatial Planning Regulations, 2019*FORM I  
{*regulation I (2)*}NOTIFICATION OF APPOINTMENT TO REGIONAL SPATIAL PLANNING  
COMMITTEE*(On letterhead of Regional Coordinating Council)**(Name and Address of Appointee)*

Dear Sir/Madam

NOTIFICATION OF APPOINTMENT TO REGIONAL SPATIAL PLANNING  
COMMITTEE *(pursuant to subsection (1) of section 27 of Act 925)*

The..... *(Name of Region)* Regional Coordinating Council hereby informs you that, pursuant to subsection (1) of section 27 of the Land Use and Spatial Planning Act, 2016 (Act 925) you are hereby appointed to serve as a member of the *(Name of Region)* Regional Spatial Planning Committee.

The Council is pleased to invite you to the inauguration/swearing in of the *(Name of Region)* Regional Spatial Planning Committee at *(Venue)*, on *(Date)*, at *(Time)*.

*(Date)**(Signature)**(Name):*REGIONAL COORDINATING DIRECTOR  
FOR: THE REGIONAL MINISTER

**L.I. 2384**

6.

*Land Use and Spatial Planning (L.I. 2384)*

PORM2  
(regulation 1 (6))

NOTICE OF INAUGURATION OF THE *(Name of Region)* **REGIONAL**  
SPATIAL PLANNING COMMITTEE

*(LETTERHEAD OF (Name of Region) REGIONAL COORDINATING COUNCIL)*

NOTICE OF INAUGURATION OF THE *(Name of Region)* **REGIONAL**  
SPATIAL PLANNING COMMITTEE *(pursuant to subsection (2) of section 26 of Act 925 and*  
*subregulation (6) of regulation 1 of L.I. .... )*

TAKE NOTICE THAT IN PURSUANCE OF SUBSECTION (2) OF SECTION 26 OF  
THE LAND USE AND SPATIAL PLANNING ACT, 2016 (ACT 925),  
SUBREGULATION (6) OF REGULATION 1 OF THE LAND USE AND SPATIAL  
PLANNING REGULATIONS, 2019 (L.I. ....), THE *(Name of Region)*  
SPATIAL PLANNING COMMITTEE HAS BEEN ESTABLISHED BY THE  
*(Name of Region)* REGIONAL COORDINATING COUNCIL, AND WAS DULY  
INAUGURATED ON *(Day)* THE DAY OF *(Month)*, *(Year)* A.D. IN THE  
..... REGION.

THE FUNCTIONS OF THE REGIONAL SPATIAL PLANNING COMMITTEE ARE  
SET OUT IN THE LAND USE AND SPATIAL PLANNING ACT, 2016 (ACT 925)

*(Date)*

*(Signature)*

*(Name):* .....

REGIONAL COORDINATING COUNCIL

*Land Use and Spatial Planning Regulations, 2019*

FORM J

*(regulation 4 (4))*

NOTICE OF CREATION OF *(Name of District)* JOINT / MULTI-DISTRICT  
SPATIAL PLANNING COMMITTEE

*[Letterhead of the (Name of Region) Regional Coordinating Council]*

NOTICE OF CREATION OF ..... *(Name of District)* JOINT / MULTI-DISTRICT  
SPATIAL PLANNING COMMITTEE *{pursuant to section 43 of Act 925 and subregulation  
(4) of regulation 4 of L. I. I }*

TAKE NOTICE THAT IN PURSUANCE OF SECTION 43 OF THE LAND USE  
AND SPATIAL PLANNING ACT, 2016 (ACT 925) AND SUBREGULATION (4) OF  
REGULATION 4 OF THE LAND USE AND SPATIAL PLANNING  
REGULATIONS, 2019 (L.I. .... ), A JOINT / MULTI-DISTRICT SPATIAL  
PLANNING COMMITTEE FOR THE *(Name of Affected Districts)* WAS  
CREATED BY *(Name of Region)* REGIONAL COORDINATING COUNCIL  
ON *(Day)* THE DAY OF , *(Month, year)*

THE FUNCTIONS OF THE JOINT / MULTI-DISTRICT SPATIAL PLANNING  
COMMITTEE ARE SET OUT IN THE LAND USE AND SPATIAL PLANNING  
ACT, 2016 (ACT 925).

*(Date)*

*(Signature)*

*(Name):*

REGIONAL COORDINATING DIRECTOR

*Land Use and Spatial Planning Regulations, 2019*

FORM4  
*(regulation 4 (6))*

NOTICE OF PUBLICATION OF JOINT /MULTI-DISTRICT SPATIAL  
PLANNING COMMITTEE

*[Letterhead of the (Name of Region) Regional Coordinating Council*

*(Name of Region) REGIONAL COORDINATING COUNCIL*

NOTICE OF PUBLICATION OF JOINT / MULTI-DISTRICT SPATIAL PLANNING  
COMMITTEE *(pursuant to section 43 of Act 925 and subregulation (6) of regulation 4 of L.*  
Ld

TAKE NOTICE THAT IN PURSUANCE OF SECTION 43 OF THE LAND USE  
AND SPATIAL PLANNING ACT, 2016 (ACT 925) AND SUBREGULATION (6) OF  
REGULATION 4 OF THE LAND USE AND SPATIAL PLANNING  
REGULATIONS, 2018 (L.I. ), THE *(Name of Region)* REGIONAL  
COORDINATING COUNCIL, ON *(Day) OF* , *(Month, year) PUBLISHED*  
THE NOTICE OF THE PUBLICATION OF THE JOINT /MULTI DISTRICT  
SPATIAL PLANNING COMMITTEE FOR THE *(Names of affected*  
*Districts)* IN THE GAZETTE WITH GAZETTE NO .

THE FUNCTIONS OF THE JOINT /MULTI DISTRICT SPATIAL PLANNING  
COMMITTEE ARE SET OUT IN THE LAND USE AND SPATIAL PLANNING  
ACT, 2016 (ACT 925).

*(Date)*

*(Signature)*

*(Name):*

REGIONAL COORDINATING DIRECTOR

*Local Planning Regulations, 2019*

FORMS  
(regulation 6 (3))

NOTICE OF MEETING OF DISTRICT SPATIAL PLANNING COMMITTEE /  
TECHNICAL SUB-COMMITTEE

*[Letterhead of the District Assembly]*

NOTICE OF THE MEETING OF (Name of District)  
DISTRICT SPATIAL PLANNING COMMITTEE/TECHNICAL SUB-  
COMMITTEE (Delete as applicable)

NOTICE IS HEREBY GIVEN THAT THE MEETING OF THE (Name of District)  
DISTRICT SPATIAL PLANNING COMMITTEE/TECHNICAL SUB-  
COMMITTEE WILL BE HELD ON (Day) , (Month) , (Year) AT  
..... (Venue) AT ..... (Time)

AGENDA

SAMPLE- The basic outline of an agenda shall include

- (a) review of previous board minutes;
- (b) matters arising;
- (c) main items:
  - (i) consideration of applications;
  - (ii) District Spatial Development Framework Matters;
  - (iii) matters related to enforcement;
- (d) consideration of Technical Committee reports;
- (e) reviews, appeals and complaints;
- (f) discussion of implications of Regulatory Notices and Directives received from the Authority and appropriate agencies; and
- (g) any other business

Thank you.

(Signature).....

(NAME OF SECRETARY)

(Name of District) DISTRICT SPATIAL PLANNING COMMITTEE/TECHNICAL  
SUB-COMMITTEE OF THE DISTRICT SPATIAL PLANNING COMMITTEE  
(SECRETARY)

*Land Use and Spatial Planning Regulations, 2019*

FORM 6  
*(regulation 11 (2))*

NOTICE OF APPROVAL OF NATIONAL/ SUB-NATIONAL SPATIAL  
DEVELOPMENT FRAMEWORK

*(Letterhead of Land Use and Spatial Planning Authority)*

NOTICE OF APPROVAL OF NATIONAL/ SUB-NATIONAL SPATIAL  
DEVELOPMENT FRAMEWORK *(pursuant to section 51 of Act 925)*

TAKE NOTICE THAT IN PURSUANCE OF SUBSECTION (1) OF SECTION 51 OF  
THE LAND USE AND SPATIAL PLANNING ACT, 2016 (ACT 925) AND  
SUBREGULATION (2) OF REGULATION 11 OF THE LAND USE AND SPATIAL  
PLANNING REGULATIONS, 2019 (L.I. ) THE NATIONAL/SUB-NATIONAL  
SPATIAL DEVELOPMENT FRAMEWORK WAS APPROVED BY THE  
PRESIDENT ON (Day) THE DAY OF , (Month, Year).

THE OBJECTS OF THE NATIONAL/SUB-NATIONAL SPATIAL DEVELOPMENT  
FRAMEWORK ARE SET OUT IN THE LAND USE AND SPATIAL PLANNING  
ACT, 2016 (ACT 925).

*(Date)*

*(Signature)*

*(Name)*

CHIEF EXECUTIVE OFFICER, LAND USE AND SPATIAL PLANNING  
AUTHORITY

*Land Use and Spatial Planning Regulations, 2019*

FORM 7

*(regulation 12 (2))*

DIRECTIVE TO REGIONAL SPATIAL PLANNING COMMITTEE TO PREPARE  
SUB-REGIONAL /JOINT /MULTI-REGIONAL SPATIAL DEVELOPMENT  
FRAMEWORK

*[Letterhead of Land Use and Spatial Planning Authority]*

NOTICE OF DIRECTIVE TO REGIONAL SPATIAL PLANNING COMMITTEE  
TO PREPARE SUB-REGIONAL/JOINT/MULTI-REGIONAL SPATIAL  
DEVELOPMENT FRAMEWORK *(pursuant to subsection (3) of section 52 of Act 925)*

IN PURSUANCE OF SUBSECTION (3) OF SECTION 52 OF THE LAND USE AND  
SPATIAL PLANNING ACT, 2016 (ACT 925) AND SUBREGULATION (2) OF  
REGULATION 12 OF THE LAND USE AND SPATIAL PLANNING  
REGULATIONS, 2019 (L.I. ) THE LAND USE AND SPATIAL PLANNING  
AUTHORITY HAS CONSULTED WITH THE .... *(Name of Region)* REGIONAL  
COORDINATING COUNCIL AND HEREBY DIRECTS THE *(Name of Region)*  
REGIONAL SPATIAL PLANNING COMMITTEE AS FOLLOWS:

(a) TO COMMENCE THE PREPARATION OF A SUB-REGIONAL/JOINT /  
MULTI-REGIONAL SPATIAL DEVELOPMENT FRAMEWORK FOR THE  
..... *(Name of Region)* REGION BY *(Insert Day)* THE DAY OF  
*(Month, Year)*

(b) THE PREPARATION OF THE SPATIAL DEVELOPMENT FRAMEWORK  
SHALL BE COMPLETED NOT LATER THAN *(Insert Day)* THE DAY  
OF *(Month, Year)*

*{Date}*  
*(Signed)*  
*(Name)*

CHIEF EXECUTIVE OFFICER OF THE LAND USE AND SPATIAL PLANNING  
AUTHORITY

*Land Use and Spatial Planning Regulations, 2019*

FORMS

*(regulation 13 0)*

APPROVAL OF REGIONAL/SUB-REGIONAL/ JOINT /MULTI-REGIONAL  
SPATIAL DEVELOPMENT FRAMEWORK

*[Letterhead of ... (Name of Region) Regional Coordinating Council]*

... *(Name of Region)* REGIONAL COORDINATING COUNCIL

APPROVAL OF REGIONAL /SUB-REGIONAL /JOINT /MULTI-REGIONAL  
SPATIAL DEVELOPMENT FRAMEWORK *(pursuant to section 52 of Act 925)*

AT A MEETING OF THE ... *(NAME OF REGION)* REGIONAL COORDINATING  
COUNCIL / NATIONAL DEVELOPMENT PLANNING COMMISSION HELD  
AT *(ADDRESS)* ON *(DATE)*, THE ATTACHED REGIONAL /SUB-  
REGIONAL/ JOINT /MULTI-REGIONAL SPATIAL DEVELOPMENT  
FRAMEWORK FOR ... *(NAME OF REGION)* WAS APPROVED.

*(Date)* .

*(Signature)* .

*(Name):* .

REGIONAL COORDINATING DIRECTOR

*Land Use and Spatial Planning Regulations, 2019*

## FORM9

*(regulation 13 (2))*

## PUBLIC NOTICE OF COMPLETION AND APPROVAL OF REGIONAL/SUB-REGIONAL SPATIAL DEVELOPMENT FRAMEWORK

*(On letterhead of Regional Coordinating Council Land Use and Spatial Planning Authority)*

NOTICE OF COMPLETION AND APPROVAL OF REGIONAL/SUB-REGIONAL SPATIAL DEVELOPMENT FRAMEWORK *{Delete as appropriate}* *(pursuant to subsections {1} and (2) of section 55 of Act 925)*

TAKE NOTICE THAT IN PURSUANCE OF SUBSECTIONS (1) AND (2) OF SECTION 55 OF THE LAND USE AND SPATIAL PLANNING ACT, 2016, (ACT 925) AND SUBREGULATION (2) OF REGULATION 13 OF THE LAND USE AND SPATIAL PLANNING REGULATIONS, 2019 (LI ) *(Name of Region)* REGIONAL COORDINATING COUNCIL, ON (Day) THE DAY OF ..... ,... *(Month, year)* PUBLISHED THE NOTICE OF THE COMPLETION AND APPROVAL OF THE REGIONAL/SUB-REGIONAL SPATIAL DEVELOPMENT FRAMEWORK FOR *(Insert region or regions)* IN THE GAZETTE WITH GAZETTE NO ...

*(Date)**(Signature)**(Name)*

REGIONAL COORDINATING DIRECTOR/CHIEF EXECUTIVE, LAND USE AND SPATIAL PLANNING AUTHORITY *(Delete as applicable)*

*Land Use and Spatial Planning Regulations, 2019*

FORM 10  
(regulation 14 (/))

DIRECTIVE TO COMMENCE PREPARATION OF DISTRICT SPATIAL  
DEVELOPMENT FRAMEWORK

*(Letterhead of Land Use and Spatial Planning Authority)*

DIRECTIVE NO:

COMMENCEMENT OF PREPARATION OF DISTRICT SPATIAL DEVELOPMENT  
FRAMEWORK (pursuant to subsection (1) of section 57 of (Act 925 and subregulation (J) of  
regulation 14 of (L. I. .... )

TAKE NOTICE THAT IN PURSUANCE OF SUBSECTION (1) OF SECTION 57 OF  
THE LAND USE AND SPATIAL PLANNING ACT, 2016 (ACT 925) AND  
SUBREGULATION (1) OF REGULATION 14 OF THE LAND USE AND SPATIAL  
PLANNING REGULATIONS, 2019 (L.I. .... ), THE LAND USE AND SPATIAL  
PLANNING AUTHORITY HAS CONSULTED WITH THE NATIONAL  
DEVELOPMENT PLANNING COMMISSION, AND HEREBY DIRECTS THE  
..... (NAME OF ASSEMBLY) AS FOLLOWS:

(a) TO COMMENCE THE PREPARATION OF A DISTRICT SPATIAL  
DEVELOPMENT FRAMEWORK FOR THE (Name of District) ON  
(Insert Day) THE ..... DAY OF ..... , .... (Month, Year)

(b) THE PREPARATION OF THE DISTRICT SPATIAL DEVELOPMENT  
FRAMEWORK SHALL BE COMPLETED NOT LATER THAN (Insert Day)  
THE ..... DAY OF ..... , .... (Month, Year)

*(Date)*

*(Signed)*

*(Name)*

*Land Use and Spatial Planning Regulations, 2019*

FORM11  
*(regulation 15(1))*

NOTICE OF APPROVAL OF DISTRICT / JOINT-DISTRICT SPATIAL  
DEVELOPMENT FRAMEWORK

*(Letterhead/District Assembly]*

APPROVAL OF DISTRICT / JOINT-DISTRICT SPATIAL DEVELOPMENT  
FRAMEWORK *(pursuant to section 57 of Act 925)*

AT A MEETING OF THE GENERAL ASSEMBLY OF (NAME OF DISTRICT /  
MUNICIPAL/METROPOLITAN ASSEMBLY) HELD AT (ADDRESS) ON (DATE),  
THE ATTACHED DISTRICT SPATIAL DEVELOPMENT FRAMEWORK WAS  
APPROVED BY THE GENERAL ASSEMBLY

*(Signature)*.....

*(Name):*

DISTRICT /MUNICIPAL/ METROPOLITAN CHIEF EXECUTIVE

*(Signature)*

*(Name)*

PRESIDING MEMBER

*Land Use and Spatial Planning Regulations, 2019*

FORM12  
*(regulation 15 (2))*

PUBLIC NOTICE OF COMPLETION AND APPROVAL OF DISTRICT SPATIAL  
DEVELOPMENT FRAMEWORK

*[Letterhead of District Assembly]*

NOTICE OF COMPLETION AND APPROVAL OF DISTRICT SPATIAL  
DEVELOPMENT FRAMEWORK *(pursuant to subsection (8) of section 57 of Act 925 and  
subregulation (2) of regulation 15 of L. I. )*

TAKE NOTICE THAT IN PURSUANCE OF SUBSECTION (8) OF SECTION 57 OF  
THE LAND USE AND SPATIAL PLANNING ACT, 2016 (ACT 925) THE  
*(metropolitan / municipal / district assembly)* OF THE REGION HAS COMPLETED  
THE DISTRICT SPATIAL DEVELOPMENT FRAMEWORK AND THAT THE  
DISTRICT SPATIAL DEVELOPMENT FRAMEWORK WAS APPROVED BY  
..... *(insert body)* ON *(DAY)* THE DAY OF *(Date, Year)*

ALL SPATIAL PLANS IN THE METROPOLITAN/MUNICIPAL/DISTRICT  
ASSEMBLY SHALL COMPLY WITH THE DISTRICT SPATIAL DEVELOPMENT  
FRAMEWORK.

A COPY OF THE DISTRICT SPATIAL DEVELOPMENT FRAMEWORK MAY BE  
VIEWED AT THE PUBLIC DATA ROOM DURING NORMAL WORKING HOURS.

*(Dated)* ..  
*(Signed)* ..  
*(Name)* ..

METROPOLITAN / MUNICIPAL / DISTRICT CHIEF EXECUTIVE

*Land Use and Spatial Planning Regulations, 2019*

FORM 13  
(regulation 15 (3))

DIRECTIVE FOR APPROVAL OF JOINT-DISTRICT SPATIAL DEVELOPMENT  
FRAMEWORK BY ASSEMBLIES

*(Letterhead of Regional Coordinating Council)*

DIRECTIVE NO:

APPROVAL OF JOINT DISTRICT SPATIAL DEVELOPMENT FRAMEWORK BY  
ASSEMBLIES *(pursuant to subsection (6) of section 57 of Act 925 and subregulation {;} of  
regulation 15 of L. 1 )*

IN PURSUANCE OF SUBSECTION (6) OF SECTION 57 OF THE LAND USE AND  
SPATIAL PLANNING ACT, 2016 (ACT 925) AND SUBREGULATION (3) OF  
REGULATION 15 OF THE LAND USE AND SPATIAL PLANNING  
REGULATIONS, 2019 (LI ), THE *(name of  
region)* REGIONAL COORDINATING COUNCIL HEREBY DIRECTS THE  
ASSEMBLIES LISTED BELOW TO HOLD A JOINT SESSION OF THE ASSEMBLY  
TO APPROVE THE JOINT DISTRICT SPATIAL DEVELOPMENT FRAMEWORK.

THE DISTRICTS CONCERNED ARE AS FOLLOWS:

- (a)
- (b)
- (c)
- (d)
- (e)

THE JOINT SESSION OF THE ASSEMBLIES CONCERNED SHALL BE HELD  
NOT LATER THAN THE                      DAY OF                      20                      .

*{Date}*

*(Signature)*

*(Name)*

REGIONAL COORDINATING DIRECTOR

*Land Use and Spatial Planning Regulations, 2019*

FORM 14  
{regulation 15 (5)}

NOTICE OF MEETING OF JOINT SESSIONS OF DISTRICT ASSEMBLIES

*(On letterhead of Regional Coordinating Council)*

NOTICE OF MEETING {pursuant to subsection (~) of section 57 of Act 925 and subregulation (5) of regulation 15 of L. I ( )}

TAKE NOTICE THAT PURSUANT TO DIRECTIVE NUMBER ..... ISSUED BY THE (name of region) REGIONAL COORDINATING COUNCIL AND DATED ..... , A MEETING OF THE JOINT SESSION OF THE CONCERNED DISTRICT ASSEMBLIES WILL BE HELD ON ... (day), .... (date), 20 , AT (venue) AT (time)

AGENDA: ( Agenda items to be listed here)

SAMPLE- The basic outline of an agenda should include

- (a) matters arising;
- (b) main items:
  - (i) consideration and approval of Joint/Multi-District Spatial Development Framework;
  - (ii) Joint/ Multi District Spatial Development Framework matters;
  - (iii) matters related to enforcement;
- (c) consideration of Joint Technical Committee reports;
- (d) reviews, appeals and complaints;
- (e) discussion of implications of Regulatory Notices and Directives received from the Authority and appropriate agencies; and
- (f) any other business

Thank you.

*(Date)*

*(Signature)*

*(Name)*

(REGIONAL COORDINATING DIRECTOR)

*Land Use and Spatial Planning Regulations, 2019*

FORM 15

*(regulation 15 (8))*

NOTICE OF APPROVAL OF JOINT-DISTRICT SPATIAL DEVELOPMENT  
FRAMEWORK

*(Letterhead of Joint Session of                      and ..... District Assembly (Concerned District  
Assemblies)*

NOTICE OF APPROVAL OF JOINT DISTRICT SPATIAL DEVELOPMENT  
FRAMEWORK

TAKE NOTICE THAT PURSUANT TO SUBSECTION (6) OF SECTION 57 OF THE  
LAND USE AND SPATIAL PLANNING ACT, 2016 (ACT 925) AND  
SUBREGULATION (8) OF REGULATION 15 OF THE LAND USE AND SPATIAL  
PLANNING REGULATIONS, 2019 (LI                      ), THE JOINT DISTRICT SPATIAL  
DEVELOPMENT FRAMEWORK FOR                      *(Name of Joint District Planning Area)*  
WAS APPROVED AT THE SITTING OF THE JOINT SESSION OF THE  
..... *(concerned assemblies)* ON                      *(date)*

TAKE NOTICE THAT ALL SPATIAL PLANS IN THE                      *(names of concerned districts)*  
SHALL COMPLY WITH THE JOINT DISTRICT SPATIAL DEVELOPMENT  
FRAMEWORK .

*(Date)*

*(Signature)*

*(Name)*

CHAIRPERSON OF THE JOINT SESSION

*Land Use and Spatial Planning Regulations, 2019*

FORM 16  
(regulation 15 (JO))

NOTICE OF ENDORSEMENT OF APPROVED JOINT-DISTRICT SPATIAL  
DEVELOPMENT FRAMEWORK

*(On letterhead of Regional Coordinating Council)*

NOTICE OF ENDORSEMENT OF APPROVED JOINT DISTRICT SPATIAL  
DEVELOPMENT FRAMEWORK *(pursuant to subsection (7) of section 57 of (Act 925 and  
subregulation (10) of regulation 15 of (L. 1 2)*

TAKE NOTICE THAT IN PURSUANCE OF SUBSECTION (7) OF SECTION 57 OF  
THE LAND USE AND SPATIAL PLANNING ACT, 2016 (ACT 925) AND  
SUBREGULATION (10) OF REGULATION 15 OF THE LAND USE AND SPATIAL  
PLANNING REGULATIONS, 2019 (LI ), THE JOINT DISTRICT SPATIAL  
DEVELOPMENT FRAMEWORK FOR *(Name of Joint District Planning Area)* HAS  
BEEN ENDORSED BY THE *(Name of Region)* REGIONAL SPATIAL  
PLANNING COMMITTEE. THE ENDORSEMENT WAS MADE ON *(date)*

TAKE NOTICE THAT ALL SPATIAL PLANS IN THE *(names of concerned districts)*  
SHALL COMPLY WITH THE JOINT DISTRICT SPATIAL DEVELOPMENT  
FRAMEWORK.

*(Date)*

*(Signature)*

*(Name)*

CHAIRPERSON OF *(Insert Name of Region)* REGIONAL SPATIAL PLANNING  
COMMITTEE

*Land Use and Spatial Planning Regulations, 2019*FORM 17  
(regulation 15 (12))PUBLIC NOTICE OF COMPLETION OF JOINT-DISTRICT SPATIAL  
DEVELOPMENT FRAMEWORK*(On letterhead of Regional Coordinating Council)*

NOTICE OF COMPLETION OF JOINT DISTRICT SPATIAL DEVELOPMENT  
FRAMEWORK *(pursuant to subsection (8) of section 57 of Act 925 and subregulation (11) of  
regulation 15 of L. I. .... )*

TAKE NOTICE THAT IN PURSUANCE OF SUBSECTION (8) OF SECTION 57 OF  
THE LAND USE AND SPATIAL PLANNING ACT, 2016 (ACT 925) AND  
SUBREGULATION (11) OF REGULATION 15 OF THE LAND USE AND SPATIAL  
PLANNING REGULATIONS, 2019 (LI      ), THE JOINT DISTRICT SPATIAL  
DEVELOPMENT FRAMEWORK FOR      AND      *(name of districts)* HAS  
BEEN COMPLETED BY THE      *(name of region)* REGIONAL  
COORDINATING COUNCIL.

TAKE NOTICE THAT ALL SPATIAL PLANS IN THE      *(names of concerned districts)*  
SHALL COMPLY WITH THE JOINT DISTRICT SPATIAL DEVELOPMENT  
FRAMEWORK.

*(Date)**(Signature)**(Name)*

REGIONAL COORDINATING DIRECTOR

*Land Use and Spatial Planning Regulations, 2019*

FORM 18  
(regulation 16 (8))

PUBLIC NOTICE OF DRAFT STRUCTURE PLAN

(Letterhead of (Insert name} District Assembly)

NOTICE OF THE COMPLETION OF A DRAFT STRUCTURE PLAN (pursuant to subsection (1) of section 66 of Act 925 and subregulation (8) of regulation 16 of U.S. Code, Title 42)

TAKENOTICETHATPURSUANTTOSUBSECTION(1)OFSECTION66OFTHE LAND USE AND SPATIAL PLANNING ACT, 2016 (ACT 925), THE (Name of Metropolitan/Municipal/District Assembly), HAS COMPLETED A DRAFT STRUCTURE PLAN FOR THE DISTRICT.

A COPY OF THE STRUCTURE PLAN HAS BEEN MADE AVAILABLE FOR PUBLIC VIEWING IN THE PUBLIC DATA ROOM OF THE (Name of Metropolitan/Municipal/District Assembly) LOCATED AT (location)

COMMENTS IN RELATION TO THIS PLAN MAY BE SUBMITTED TO THE ..... (address of the district assembly) IN WRITING DURING NORMAL WORKING HOURS BY (date) [28 days from this notice]

IF NO COMMENT IS RECEIVED BY (date), THE DISTRICT ASSEMBLY SHALL TAKE THE NECESSARY ACTION LEADING TO APPROVAL OF THE STRUCTURE PLAN.

(Date}

(Signature)

(Name)

DISTRICT / MUNICIPAL / METROPOLITAN CHIEF EXECUTIVE OF (Name of Assembly)

*Land Use and Spatial Planning Regulations, 2019*FORM19  
(regulation 19 (I))

## NOTIFICATION OF COMMENCEMENT OF REVIEW OF STRUCTURE PLAN

DATE:

THE CHIEF EXECUTIVE

..... (Name of Metropolitan/Municipal/District Assembly)

ADDRESS:

Dear Sir/Madam

NOTIFICATION OF COMMENCEMENT OF REVIEW OF STRUCTURE PLAN  
PURSUANT TO SUBSECTIONS (1) AND (2) OF SECTION 69 OF THE LAND USE  
AND SPATIAL PLANNING ACT, 2016 (ACT 925)

THE DISTRICT SPATIAL PLANNING COMMITTEE OF THE *(name of  
district assembly)* DISTRICT WISHES TO NOTIFY THE DISTRICT ASSEMBLY THAT  
A REVIEW OF THE STRUCTURE PLAN OF THE DISTRICT SHALL COMMENCE  
ON *(insert date)*.

THE OUTCOME OF THE REVIEW SHALL BE REPORTED TO THE DISTRICT  
ASSEMBLY BY *(date) (Three months)*.

Yours faithfully,

*(Signature)**(Name)*

CHAIRPERSON, DISTRICT SPATIAL PLANNING COMMITTEE



*Land Use and Spatial Planning Regulations, 2019*FORM21  
(*regulation 20 (5)*)NOTICE OF DECISION ON APPLICATION FOR AMENDMENT /  
WITHDRAWAL OF STRUCTURE PLAN*(On Letterhead of District Assembly)*

NOTICE OF DECISION ON APPLICATION FOR AMENDMENT / WITHDRAWAL  
OF STRUCTURE PLAN (*pursuant to section 69 of Act 925 and subregulation (5) of regulation  
20 of LI* )

TAKE NOTICE THAT THE DISTRICT ASSEMBLY HAS CONSIDERED THE  
APPLICATION MADE BY THE DISTRICT SPATIAL PLANNING COMMITTEE  
TO AMEND / WITHDRAW (*delete as applicable*) THE STRUCTURE PLAN, FOR  
(*name of Metropolitan / Municipal / District Assembly*) COMMITTEE DATED ... (*date of  
application*).

THE DISTRICT ASSEMBLY HEREBY GRANTS / REFUSES THE APPLICATION  
TO AMEND / WITHDRAW THE STRUCTURE PLAN OF (*name of Metropolitan  
/ Municipal / District Assembly*).

*(Date)**(Signature)**(Name)*

CHAIRPERSON, DISTRICT SPATIAL PLANNING COMMITTEE

*Land Use and Spatial Planning Regulations, 2019*

FORM 22  
(regulation 20 (8)(a))

PUBLIC NOTICE OF DECISION ON APPLICATION FOR AMENDMENT /  
WITHDRAWAL OF STRUCTURE PLAN

*{Letterhead of District Assembly}*

NOTICE OF DECISION ON APPLICATION FOR AMENDMENT /  
WITHDRAWAL OF STRUCTURE PLAN *(pursuant to section 69 of Act 925 and  
subregulation (8) of regulation 20 of L. I )*

TAKE NOTICE THAT THE DISTRICT ASSEMBLY HAS CONSIDERED AN  
APPLICATION MADE BY THE DISTRICT SPATIAL PLANNING COMMITTEE  
TO AMEND / WITHDRAW *(Delete as appropriate)* THE STRUCTURE PLAN, FOR  
..... *(name of Metropolitan / Municipal / District Assembly) (Delete as appropriate)*

THE DISTRICT ASSEMBLY HEREBY GRANTS / DECLINES THE APPLICATION  
TO AMEND / WITHDRAW / REPLACE THE STRUCTURE PLAN OF *{name  
of Metropolitan / Municipal / District Assembly) (Delete as appropriate)* ON ... *(date)*.

\*THE STRUCTURE PLAN AS AMENDED HAS BEEN DISPLAYED IN THE  
PUBLIC DATA ROOM FOR THE ATTENTION OF THE GENERAL PUBLIC.

*(Date)*

*(Signature)*

*(Name)*

CHAIRPERSON, DISTRICT SPATIAL PLANNING COMMITTEE

\* To be stated only where application is granted.

*Land Use and Spatial Planning Regulations, 2019*FORM23  
(regulation 21 (2))NOTICE TO AMEND ZONING SCHEME PURSUANT TO APPROVED  
STRUCTURE PLAN*{Letterhead of (Insert name) District Assembly}*

DATE:

THE CHAIRPERSON

..... (REGIONAL SPATIAL PLANNING COMMITTEE)  
(ADDRESS):

Dear Sir/Madam

NOTICE TO AMEND ZONING SCHEME PURSUANT TO APPROVED  
STRUCTURE PLAN *(pursuant to section 71 of Act 925 and subregulation (2) of regulation 21 of L.L. 2019)*NOTICE IS HEREBY GIVEN IN TERMS OF SUBSECTION (3) OF SECTION 71 OF  
THE LAND USE AND SPATIAL PLANNING ACT, 2016 (ACT 925), THAT THE  
..... *(name of district)* DISTRICT SPATIAL PLANNING COMMITTEE HAS  
RECEIVED APPROVAL FROM THE DISTRICT ASSEMBLY TO AMEND THE  
ZONING SCHEME OF *(locality)* IN ORDER TO BRING IT IN CONFORMITY  
WITH THE APPROVED STRUCTURE PLAN FOR THE *(name of Metropolitan  
Municipal District)*IN PURSUANCE OF PARAGRAPH (b) OF SUBSECTION (3) OF SECTION 71 (3) (b)  
OF THE LAND USE AND SPATIAL PLANNING ACT, 2016 (ACT 952) THE  
CHAIRMAN OF THE DISTRICT SPATIAL PLANNING COMMITTEE OF THE  
..... *(Name of Metropolitan Municipal District)*, HEREBY NOTIFIES YOU THAT  
THE DISTRICT SPATIAL PLANNING COMMITTEE INTENDS TO AMEND THE  
ZONING SCHEME OF *(Locality)* IN ORDER TO BRING IT IN CONFORMITY  
WITH THE APPROVED STRUCTURE PLAN FOR THE *(Name of Metropolitan  
Municipal District)*, APPROVED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.THE PROPOSED AMENDMENT SHALL BE COMPLETED BY \_\_\_\_\_ *(Day)*  
THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ AND SHALL BE AS FOLLOWS:

- (a) .....
- 
- (b) .....

Yours faithfully,  
*(Signature)*  
(Name)

CHAIRPERSON, DISTRICT SPATIAL PLANNING COMMITTEE

Land Use and Spatial Planning Regulations, 2019

FORM24
(regulation 22 (a))

APPLICATION FOR EXTENSION OF VALIDITY PERIOD OF STRUCTURE PLAN

{Letterhead of (Insert name) District Assembly}

DATE:

PRESIDING MEMBER

(NAME OF METROPOLITAN / MUNICIPAL / DISTRICT) ASSEMBLY
(Insert Address)

Dear Sir/Madam

APPLICATION FOR EXTENSION OF VALIDITY PERIOD OF STRUCTURE PLAN
(pursuant to subsection (3) of section 69 of Act 925 and subregulation (J) of regulation 22 of L.I. )

WHEREAS

- 1. The Structure Plan for the (name of District) was approved by the (name of District Assembly) and came into force on (date).
2. Subsection (3) of section 69 of the Land Use and Spatial Planning Act, 2016 (Act 925) and subregulation (1) of regulation 21 of L.I. provide that a District Spatial Planning Committee may apply for an extension of the validity of a Structure Plan six (6) months before the tenth (10th) anniversary of the Structure Plan.
3. The (name of district) District Spatial Planning Committee has determined after ten years of existence, the Structure Plan is still fit for (locality) and does not require a revision.

NOW THEREFORE

- a) The (name of district) District Spatial Planning Committee applies for extension of the validity period of the Structure Plan for the following reason(s):
(a) There has been no demographic change,
(b)
(c)

Yours faithfully,
(Signature)
(Name)

CHAIRPERSON, DISTRICT SPATIAL PLANNING COMMITTEE
(THROUGH THE DISTRICT COORDINATING DIRECTOR OR)

*Land Use and Spatial Planning Regulations, 2019*

FORM25  
{regulation22 (4)}

NOTICE OF EXTENSION OF THE VALIDITY OF STRUCTURE PLAN

*(Letterhead of District Assembly)*

NOTICE OF EXTENSION OF THE VALIDITY OF STRUCTURE PLAN *(pursuant to subsection (4) of section 69 of Act 925 and subregulation (4) of regulation 22 of L. I )*

TAKE NOTICE THAT PURSUANT TO SUBSECTION (4) OF SECTION 69 OF THE LAND USE AND SPATIAL PLANNING ACT, 2016 (ACT 925) AND SUBREGULATION (4) OF REGULATION 22 OF THE LAND USE AND SPATIAL PLANNING REGULATIONS, 2019 (LI ), AFTER TEN (10) YEARS OF THE IMPLEMENTATION OF THE STRUCTURE PLAN, APPROVAL IN PRINCIPLE HAS BEEN GIVEN FOR THE EXTENSION OF THE VALIDITY PERIOD OF THE STRUCTURE PLAN FOR *(Name Of Metropolitan/Municipal/District Assembly)*.

THE VALIDITY PERIOD OF THE STRUCTURE PLAN HAS BEEN EXTENDED TO *(date)*.

THE PUBLIC IS HEREBY INVITED TO SUBMIT COMMENTS ON THE EXTENSION TO *(designation of officer)* AT THE OFFICE OF THE ..... ASSEMBLY, BETWEEN 9.00 AM TO 4.00 PM ON EACH WORKING DAY.

FINAL APPROVAL OF THE EXTENSION IS SUBJECT TO THE RECEIPT AND CONSIDERATION OF PUBLIC COMMENTS ON THE ABOVE EXTENSION PERIOD .

*(Date)*  
*(Signature)*  
*(Name)*

DISTRICT CIDEF EXECUTIVE

*Land Use and Spatial Planning Regulations, 2019*

FORM26

*(regulation 22 (10))*

PUBLIC NOTICE OF FINAL APPROVAL OF THE EXTENSION OF THE  
VALIDITY OF THE STRUCTURE PLAN

*(Letterhead of (Insert name) District Assembly)*

NOTICE OF FINAL APPROVAL OF THE EXTENSION OF THE VALIDITY OF  
THE STRUCTURE PLAN *(Pursuant to subsection (4) of section 69 of Act 925 and  
subregulation (10) of regulation 22 of (L. I. ....))*

TAKENOTICETHATPURSUANTTOSUBSECTION(4)OFSECTION69OF THE  
LAND USE AND SPATIAL PLANNING ACT, 2016 (ACT 925) AND  
SUBREGULATION (10) OF REGULATION 22 OF THE LAND USE AND SPATIAL  
PLANNING REGULATIONS, 2019 (LI ), AFTER TEN (10) YEARS OF THE  
IMPLEMENTATION OF THE STRUCTURE PLAN FOR *(name district)*  
THE VALIDITY PERIOD OF THE STRUCTURE PLAN HAS BEEN FURTHER  
EXTENDED AND THE STRUCTURE PLAN SHALL REMAIN IN FORCE UNTIL  
..... *(date)*.

*(Date)*

*(Signature)*

*(Name)*

DISTRICT CHIEF EXECUTIVE

*I and Usr and Sptlta/ /v/illllillx lfrJ:lllut/0llt, 2()/'*

I OHM 27  
(regulatto 2J (2))

N T I E F M M E N E M E N T F P R E P A R A T I O N O F L O C A L P L A N

*{Letterhead of..... (Insert name) District; As'J mbly)*

**NOTICE OF COMMENCEMENT OF PREPARATION OF LOCAL PLAN**  
*co sllbseclion OJ Q, fsealio 72 of Act 925 and sub«£ulation C21..Pic£JliPJif)n 23 v/J,..-1...~ )*

TAKE NOTICE THAT PURSUANT TO SUBSECTION (7)OPSECTJON 720 THI..  
LAND USE AND SPATIAL PLANNING ACT, 2016 (ACT 925) THE DISTRICT  
SPATIAL PLANNING COMMITTEE OF THE ..... *(Name of Metropolitan I*  
*Municipal I District Assembly)*, HAS COMMENCED THE PREPARATION OP THE  
LOCAL PLAN FOR THE *(Locality)*.

*(Date}*

*(Signature}*

*(Name)*

CHAIRPERSON, DISTRICT SPATIAL PLANNING COMMIT O

*(Name of Assembly)*

Land Use and Spatial Planning Regulations, 2019

FORM 28  
{regulation 23 (4)}

NOTICE OF INVITATION TO INSPECT DRAFT LOCAL PLAN

(Letterhead of ..... (Insert name) District Assembly)

..... (Insert name of District) District Spatial Planning Committee

INVITATION TO INSPECT DRAFT LOCAL PLAN (pursuant to subsection (j) of section 75 of the Land Use and Spatial Planning Act, 2016 (Act 925) and subsection (4) of regulation 23 of L.I. 2384)

TAKEN NOTICE THAT PURSUANT TO SUBSECTION (j) OF SECTION 75 OF THE LAND USE AND SPATIAL PLANNING ACT, 2016 (ACT 925), A DRAFT LOCAL PLAN HAS BEEN PREPARED FOR THE (locality).

A COPY OF THE LOCAL PLAN HAS BEEN DISPLAYED IN THE PUBLIC DATA ROOM OF THE (Name of Metropolitan/Municipal/District Assembly) FOR INSPECTION AND COMMENT BY THE GENERAL PUBLIC.

THE DRAFT LOCAL PLAN MAY BE VIEWED DURING NORMAL WORKING HOURS AT THE PUBLIC DATA ROOM OF THE DISTRICT ASSEMBLY LOCATED AT

COMMENTS IN RELATION TO THE LOCAL PLAN MAY BE SUBMITTED IN WRITING TO THE (address of the district assembly) BY 5:00 PM ON ..... (date)

IF NO COMMENTS ARE RECEIVED BY THE TIME INDICATED ABOVE, THE DISTRICT SPATIAL PLANNING COMMITTEE SHALL PROCEED TO APPROVE THE LOCAL PLAN.

(Date)

(Signature)

(Name)

CHAIRPERSON, DISTRICT SPATIAL PLANNING COMMITTEE

*Land Use and Spatial Planning Regulations, 2019*

FORM29

*(regulation 25 (3))*

NOTICE OF APPROVAL OF LOCAL PLAN

[Letterhead of *(Insert name)* District Assembly]

Notice of Approval of Local Plan

NOTICE OF APPROVAL OF LOCAL PLAN *(pursuant to section 76 of Act 925 and subretulation (3) ofretulation 25 ofL. I.....)*

TAKE NOTICE THAT PURSUANT TO SECTION 76 OF THE LAND USE AND SPATIAL PLANNING ACT, 2016 (ACT 925), THE LOCAL PLAN FOR ..... *(description of area)* HAS BEEN APPROVED. THE APPROVAL WAS GRANTED BY THE .... *(Metropolitan/Municipal/District Assembly)*, ON ..... *(provide date of approval)* BY ..... *(name of District Assembly)*.

*(Date)*

*(Signature)*

*(Name)*

CHAIRPERSON, DISTRICT SPATIAL PLANNING COMMITTEE

*Land Use and Spatial Planning Regulations, 2019*

FORM 30  
(regulation 26 (2))

APPLICATION FOR CONFIRMATION OF WCALPLAN

[Letterhead of *(Insert name of District)* District Assembly]

<i>For office use only</i>
Application Number . . . . .
Date Received . . . . .
Confirmation Number . . . . .
Refusal Number . . . . .
Queried Number . . . . .

DATE:

THE REGIONAL COORDINATING DIRECTOR  
..... (NAME OF REGION)  
*(Insert Address)*

Dear Sir/Madam

APPLICATION FOR CONFIRMATION OF LOCAL PLAN *(Pursuant to section 81 of Act 925 and subregulation (2) of regulation 26 of L. / . . . . . )*

IN PURSUANCE OF SUBREGULATION (2) OF REGULATION 26 OF THE LAND USE AND SPATIAL PLANNING REGULATIONS, 2019 (L. ) THE *(Insert name of Metropolitan/ Municipal/ District Assembly)* HEREBY APPLIES FOR CONFIRMATION OF WHETHER THE POSMOM OF THE DISTRICT ASSEMBLY THAT THE EXISTING LOCAL PLAN FOR *(description of locality)* WITHIN THE ..... *(Insert name of Metropolitan/ Municipal/ District Assembly)* CONFORMS TO THE APPROVED STRUCTURE PLAN FOR THE DISTRICT.

*(Date)* . . . . .  
*(Signature)* . . . . .  
*(Name)* . . . . .

DISTRICT CHIEF EXECUTIVE

*Land Use and Spatial Planning Regulation, 2019*

FORM 31  
(regulation 26 (8))

## NOTICE OF CONFIRMATION OF LOCAL PLAN

{*Uttrrrrttufof* Region / District) Regional Coordinating Council / District Assembly) (Delete as appropriate)

CONFIRMATION OF LOCAL PLAN (*Jzursllanttos«tions80, 81 and 829.fAct925and subraulation (5) efr«ufation 26 eFL. I. ....* )

## WHEREAS:

1. The Regional Spatial Planning Committee is mandated by section 80 of the Land Use and Spatial Planning Act, 2016 (Act 925) to confirm the position of a District Assembly that an existing local plan conforms to the structure plan applicable to that district.
2. The .... (*insert name*) District Assembly has requested the ..... (*insert name*) Regional Spatial Planning Committee to confirm whether the existing local plan for .... (*insert name of locality*) conforms to the structure plan of the district.
3. The District Assembly has subjected the local plan to public consultation in accordance with section 174 of the Act.
4. Under the Act, the Regional Coordinating Council *is* required to give public notice of the confirmation that the local plan conforms to the structure plan of the district.

## NOW THEREFORE

## TAKE NOTICE THAT

5. The Regional Coordinating Council confirmed *sim*: .... (*ins\_errDare*) that the existing local plan conforms to the structure plan of the district and *is* therefore effective from that date.

(Dare)

(Signature)

(Name)

CHIEF EXECUTIVE OF .... (*Name of Assembly*) / REGIONAL COORDINATING DIRECTOR

*Land Use and Spatial Planning Regulations, 2019*

FORM32  
{regulation 31 (3)}

RECOMMENDATION TO ADOPT EXISTING ZONING SCHEME

*(Letterhead of District Assembly)*

DATE:

THE CHIEF EXECUTIVE

..... (METROPOLITAN / MUNICIPAL / DISTRICT) ASSEMBLY  
{Insert Address):

Dear Sir/Madam,

RECOMMENDATION TO ADOPT EXISTING ZONING SCHEME *(Jursuant to section 88 o(Act 925 and subrezulation (3) o(rezulation 31 o(L.I* )

WHEREAS

1. The District Assembly is mandated by section 88 of the Land Use and Spatial Planning Act, 2016 (Act 925) to adopt an existing zoning scheme as conforming to an approved structure plan upon the recommendation of the District Spatial Planning Committee of the District.
2. The District Spatial Planning Committee is required to make a recommendation for the adoption of an existing zoning scheme as conforming to the approved structure plan of the District subject to appropriate public consultations.
3. On ... *(insert date is) of consultations*, the District Spatial Planning Committee subjected the existing zoning scheme to public consultation in accordance with section 174 of the Act.

NOW THEREFORE:

The District Spatial Planning Committee hereby requests the *(insert name )* Assembly to adopt the existing zoning scheme for .... *(insert name of locality)* as conforming to the approved structure plan of the district.

Yours faithfully,

(Signature)

(Name)

*(Name of Committee)* THE CHAIRPERSON DISTRICT SPATIAL PLANNING COMMITTEE

*Land Use and Spatial Planning Regulations, 2019*

FORM 33A  
(regulation 33 {/})

APPLICATION FOR CHANGE OF USE

<p><i>For office use only</i></p> <p>Application Number</p> <p>Date Received</p> <p>Permit Number</p> <p>Refusal Number</p> <p>Queried Number</p>
---

..... DISTRICT / MUNICIPAL / r/vf: ETROPOLITAN ASSEMBLY

Personal Details		
Name of Applicant (Company/Individual)	Office/Residential Address	Phone Number
		Email address
Postal Address		Nationality

ID TYPE (./)(For Individuals & Representatives of companies)	<input type="checkbox"/> Driver's License Voter ID <input type="checkbox"/> Passport NHIS <input type="checkbox"/>	ID NUMBER
Application details	Information on the current use	
Date of Application	Dd/mm/yyyy	Prevr Pcnrut ~i\le\1(./)
Stage of development (if commenced) (./)	Sub structure <input type="checkbox"/>	Yes       ~o
	Super structure <input type="checkbox"/>	Belo" <input type="checkbox"/> Intel <input type="checkbox"/> Up to hotel <input type="checkbox"/>

*Land Use and Spatial Planning Regulations, 2019*

		Roofing <b>D</b>
Attach site plan (v")	Yes <b>D</b>	No <b>D</b>
Revised drawings if change in designs (v")	Yes <b>D</b>	No <b>D</b>
Proposed scope of re-zoning		
Outline of likely effects if any and proposed mitigation measures (eg. Traffic Impact Assessment, Environmental Impact Assessment, etc)		
Name of Receiving Officer		Signature of Officer

*Land Use and Spatial Planning Regulations, 2019*

FORM 33B  
(regulation 33 (I))

APPLICATION FOR RE-ZONING

<p><i>For office use only</i></p> <p>Application Number</p> <p>Date Received</p> <p>Permit Number</p> <p>Refusal Number</p> <p>Queried Number</p>
---

..... DISTRICT / MUNICIPAL/METROPOLITAN ASSEMBLY

Personal Details		
Name of Applicant <i>(Company/Individual)</i>	Office/Residential Address	Phone Number
		Email Address
	Postal Address	Nationality

ID TYPE (.!)	<input type="checkbox"/> Voter ID <input type="checkbox"/> Driver's License <input type="checkbox"/> <input type="checkbox"/> Passport <input type="checkbox"/> NHIS <input type="checkbox"/>	ID NUMBER	
Application details	Information on the current zoning		
Date of Application	..... / ..... / ..... dd/mm/yyyy	Previous Permit Attached (.!)	
Stage of development (if commenced) (.!)	Sub structure <input type="checkbox"/>	Yes <input type="checkbox"/>   <input type="checkbox"/>   No <input type="checkbox"/>   <input type="checkbox"/>	
	Super structure <input type="checkbox"/>	Below lintel <input type="checkbox"/> Up to lintel <input type="checkbox"/>	

*Land Use and Spatial Planning Regulations, 2019*

		Roofing <b>D</b>
Attach site plan (.)	Yes <b>D</b>	No <b>0</b>
Revised drawings if change in designs (.)	Yes <b>D</b>	No <b>D</b>
Proposed scope of re-zoning		
Outline of likely effects if any and proposed mitigation measures (eg. Traffic Impact Assessment, Environmental Impact Assessment, etc)		
Name of Receiving Officer		Signature of Officer

*Land Use and Spatial Planning Regulations, 2019*FORM34  
(regulation 33 (4))

## REPORT PREPARED ON BEHALF OF APPLICANT FOR CHANGE OF USE OR RE-ZONING

1. Executive Summary
2. General Introduction
3. Project Objectives
4. Site Appraisal:
  - (a) location and size;
  - (b) topography and drainage;
  - (c) site analysis;
  - (d) zoning analysis;
  - (e) accessibility;
  - (f) utilities; and
  - (g) summary of findings.
5. Project Scope and Proposed Change of Use
  - (a) description of project components; and
  - (b) details of change of use request.
6. Stakeholder consultations
7. Justification for the Proposed Change of Use
8. Proposed Mitigation Measures
9. Recommendations and Conclusions
10. References
11. Appendices
12. Details and signature of professional who prepared report

*Land Use and Spatial Planning Regulations, 2019*

FORM35  
(regulation 33 (JO))

NOTICE OF APPLICATION FOR CHANGE OF USE OR RE-ZONING

NOTICE OF APPLICATION FOR CHANGE OF USE OR RE-ZONING *(pursuant to subsection (2) of section 93 of Act 925 and subregulation (JO) of regulation 33 of l.l )*

(Notice I: This notice is to be published in a daily newspaper of national circulation, posted on the property of owners abutting the land, website of the Assembly (if available) and on the notice board of the Assembly)

Proposed change of use or re-zoning at:

Name or house number \_\_\_\_\_

Property number or name \_\_\_\_\_

Street \_\_\_\_\_

Locality \_\_\_\_\_

Town

District

Postal Address \_\_\_\_\_

TAKE NOTICE THAT application has been made by:

Organisation/ Applicant name \_\_\_\_\_

Title \_\_\_\_\_

Forename \_\_\_\_\_

Surname \_\_\_\_\_

*Land Use and Spatial Planning Regulations, 2019*

• Purpose for change of use or re-zoning (see description below):

•

(Description of proposed development)

•

•

(Describe the scope of the proposed change)

Local Planning Authority to whom  
the application is being submitted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local Planning Authority address:

\_\_\_\_\_  
\_\_\_\_\_

Any owner of the land or tenant, who wishes to make representations about this application, should write to the Assembly within 21 days of publication of this notice.

Signatory:

Signatory

Title \_\_\_\_\_  
\_\_\_\_\_

Forename \_\_\_\_\_  
\_\_\_\_\_

Surname

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature

\_\_\_\_\_

Date (dd-lllll-yyyy)

\_\_\_\_\_  
\_\_\_\_\_

*Land Use and Spatial Planning Regulations, 2019*

FORM 36

(regulation 37 (2))

BLIGHT NOTICE

[Letterhead of District Assembly]

BLIGHT NOTICE

WHEREAS

1. The Inspectorate Unit of the District Assembly on *(insert date)* conducted an inspection of property at *(address of property)* ("the Property") and submitted a report ("the Report") on their findings to the District Spatial Planning Committee.
2. Based on the findings and recommendation of the Report, the District Spatial Planning Committee has proposed that the District Assembly declare blight in respect of the Property and take the necessary action to bring the Property in conformity with the zoning scheme for the area.
3. The reasons for this determination are: *(list reasons below)*
  - (a)
  - (b)
  - (c)
4. At a meeting duly convened to consider the Report on *(date)*, the District Assembly made a preliminary determination that the current use or the Property is not in conformity with the general standard of the vicinity as prescribed by the District Spatial Development Framework, structure plan or local plan for the area.

NOW THEREFORE TAKE NOTICE THAT

- (1) You are required within 28 days of receipt of this notice to provide the District Assembly in writing with a plan on how you intend to bring the Property in conformity with the zoning scheme for the *(name of metropolitan/municipal/district assembly)* within the next twelve (12) months.
- (2) If you do not comply with this order within the stipulated time, the District Assembly shall conduct a public hearing and thereafter may do any or all of the following:
  - (a) acquire your land,
  - (b) demolish your development,
  - (c) alter your development,
  - (d) bring your development to conformity with the approved zoning scheme, or
  - (e) take any other appropriate action.

*(Date)*

*(Signature)*

*(Name)*

DISTRICT/MUNICIPAL/METROPOLITAN CHIEF EXECUTIVE *(Delete as appropriate)*

*Land Use and Spatial Planning Regulations, 2019*FORM37  
(*regulation 37 (8)*)

## NOTICE OF PUBLIC HEARING

*[Letterhead of the District Assembly]*NOTICE OF HEARING (*pursuant to section 103 of Act 925 and subregulation (8) of regulation 37 of L.I. ....*)TAKE NOTICE THAT the District Assembly will hold a public hearing on  
(*Date, Year*) at ..... (*place of hearing*) at ..... (*time*).

The purpose of the hearing is to obtain public comments on the following:

- (a) the proposal of the District Spatial Planning Committee to declare blight in respect of the property described in the Schedule, and
- (b) the proposal to bring the blighted property in conformity with the general standard of the vicinity as prescribed by the District Spatial Development Framework, structure plan or local plan for the area.

An Inspection Report and other documents relating to the property and this hearing is available in the Public Data Room.

*(Date)**(Signature)**(Name)*DISTRICT / MUNICIPAL / METROPOLITAN CHIEF EXECUTIVE (*Delete as appropriate*)

## SCHEDULE:

1. Site Plan

*Land Use and Spatial Planning Regulation, 2019*

FORM 38  
(regulation 37 (15))

FORM OF PUBLIC NOTICE OF AFFIRMATION

*[Letterhead of the District Assembly]*

NOTICE OF AFFIRMATION OF DECLARATION OF BLIGHTED PROPERTY

WHEREAS

1. The District Assembly on (date) conducted an inspection of property at (address) ("the Property") and submitted a report ("the Report") on their findings to the District Spatial Planning Committee.
2. Based on the findings and recommendations of the Report, the District Spatial Planning Committee proposed that the District Assembly declare blight in respect of the Property and take the necessary action to bring the Property in conformity with the zoning scheme of the area.
3. At a meeting of the District Assembly, the District Assembly considered the recommendation of the District Spatial Planning Committee in respect of the Property and made a preliminary determination that the Property does not conform to the District Spatial Development Framework, structure plan or local plan for the area.
4. The owner of the Property was notified of the preliminary determination of the Assembly in a Blight Notice dated (date) that requested the Owner to take remedial actions in accordance with subregulations (2) and (3) of regulation 37 of L.I.
5. The owner failed to take the remedial action within the specified time.
6. In accordance with subregulation (6) of regulation 37 of L.I., a public hearing was held on ..... (date) at ..... (venue) to obtain the comments of the public on the proposal to declare blight in respect of the Property.

*Land Use and Spatial Planning Regulations, 2019*

NOW THEREFORE

NOTICE IS HEREBY GIVEN THAT

7. At a meeting of the District Assembly for the purpose of affirming the preliminary determination of blight on (date), it was resolved as follows

(a) The Property does not conform to the District Spatial Development Framework, structure plan or local plan for the area;

(b) the Property shall be acquired by the District Assembly for the purpose of renewal and redevelopment; and

(c) the decision to acquire the affected land shall take effect on (date) (28 days before it takes effect).

8. The decision of the District Assembly was published in *Coistú* No of ..... (date)

(Date) .

(Signature) .

(Name) .

DISTRICT / MUNICIPAL / METROPOLITAN CHIEF EXECUTIVE (*Delete as appropriate*)

*Land Use and Spatial Planning Regulations, 2019*

FORM 39  
(regulation 38 (2))

NOTICE OF ABATEMENT OF NUISANCE

*[Letterhead of the District Assembly]*

NOTICE OF ABATEMENT OF NUISANCE (pursuant to section 120 of the Act 925 and regulation (2) of regulation 38 of L.I. .... )

To: Name and Address of Intended Recipient ..

WHEREAS

1. The District Assembly is mandated by section 120 of the Act and regulation 3 of L.I. to issue notice of abatement to a person whose action or inaction is likely to cause substantial damage to the environment, public amenities or public health and whose property has been declared by the District Assembly to constitute a nuisance.
2. The District Assembly is required to specify the nuisance, the steps required to be taken to abate the nuisance and the period within which the person is to abate the nuisance.

NOW THEREFORE

TAKE NOTICE THAT

3. The attention of the District Assembly has been drawn to developments on land located at , (address or description of relevant part of the land to which the abatement relates), and more clearly shown edged in [a distinctive colour] on the attached plan ("the Property").
4. The development on the Property has been carried out without due regard to the zoning scheme or permits (planning/building permits) and/or the following conditions:

- (a) .....
- .....

*Land Use and Spatial Planning Regulations, 2019*

(b) .....

(c) .....

5. The breach of conditions specified in paragraph 4 is likely to lead to the following negative effects:

(a)

(b) .....

(c)

(d)

6. THE Assembly (*Name of Metropolitan/Municipal/District*) require(s) you to (*remedial measure required*);

(a)

(b)

(c) .....

(d)

7. This NOTICE requires you to comply with the conditions specified in paragraph 6 within days (*specify the effective period*)

8. Failure to comply with the conditions specified in paragraph 6 by the expiry date specified in paragraph 7 and in line with the Act, the (*Metropolitan/Municipal/District*) Assembly shall carry out the abatement and recover the costs of abatement from you.

(Date)

(Signature)

(Name)

DISTRICT / MUNICIPAL / METROPOLITAN CHIEF EXECUTIVE (*Delete as appropriate*)

*Land Use and Spatial Planning Regulations, 2019*

FORM 40  
(regulation 40 (3))

NOTICE OF DECLARATION OF BETTERMENT AND BETTERMENT CHARGES

*[Letterhead of the District Assembly]*

NOTICE OF DECLARATION OF BETTERMENT AND BETTERMENT CHARGES

WHEREAS

- 1. The *(name of district)* District Spatial Planning Committee on *(insert date)* conducted a study on the impact of the provisions of the plan, execution of public works and decisions/actions of the District Assembly on the properties in the area *(describe area)* ("the Area").
- 2. The Report indicated that there has been an increase in the value of properties in the Area as a result of provisions of plan, execution of public works and decisions/actions of the District Assembly.
- 3. Based on the findings of the study, the District Spatial Planning Committee has proposed that the District Assembly declare that the Area has benefited from betterment (the "Proposal").
- 4. The scope of the activities/projects that led to the betterment are as follows:
  - (a) ..
  - (b) ..
  - (c) ..

NOW THEREFORE

TAKE NOTICE THAT

- 5. *At a meeting to consider the Report and the Proposal* on *(date)*, the District Assembly resolved as follows:
  - (a) As a result of the developments listed in paragraph 4, the Area has benefited from betterment.
  - (b) The Assembly shall in due course publish the applicable betterment charges/fees to be levied on properties in the area.

*{Date}*  
*{Signature}*  
(Name)

DISTRICT / MUNICIPAL / METROPOLITAN CHIEF EXECUTIVE *(Do " appropriate)*

*Land Use and Spatial Planning Regulations, 2019*

FORM41  
(regulation 40 (7))

BETTERMENT ASSESSMENT NOTICE

*[Letterhead of the District Assembly]*

*To the owner  
Address of Land*

BETTERMENT ASSESSMENT NOTICE

WHEREAS

1. The District Assembly is mandated by section 111 of Act 925 and subregulation (7) of regulation 40 of L. I. .... to levy betterment charges on properties subject to a declaration of betterment.
2. By a resolution of the District Assembly dated (date) a declaration of betterment was made in respect of properties in the area (description of area) and a notice of the resolution was published as follows:
  - (a) Publication in (name of newspaper) on (date of publication)
  - (b) Posting of notice on (description of affected land)
  - (c) Lodgement of copy in the Public Data Room on (date)
3. Following the declaration of betterment, the District Assembly after due process published the applicable fees and charges to be levied as betterment charges on properties in the Area.

NOW THEREFORE

TAKE NOTICE THAT

4. The charges detailed in the Schedule shall apply as betterment rates for your property.
5. You are by this notice required to pay the charges in the Schedule within day after receipt of this notice in accordance with the mode of payment detailed in the Schedule

(Date)  
(Signature)  
(Name)

DISTRICT /MUNICIPAL/METROPOLITAN CHIEF EXECUTIVE OFFICER (Delete as appropriate)

*Land Use and Spatial Planning Regulations, 2019*

**Schedule**

- 1) *Insert plan of property/ area for which the enforcement notice is issued*
- 2) *Insert list of applicable fees*

*Land Use and Spatial Planning Regulations, 2019*

FORM42A  
(regulation 44(3))

APPLICATION FOR PLANNING PERMIT  
[Letterhead of Metropolitan/ Municipal/District Assembly]

<i>For office use only</i>
Application Number . . . . .
Date Received . . . . .
Permit Number . . . . .
Refusal Number . . . . .

TO: THE SECRETARY		
..... (DISTRICT /MUNICIPAL/ METROPOLITAN) SPATIAL PLANNING COMMITTEE		
PERSONAL DETAILS OF APPLICANT ONLY		
Office/Residential Address	Mobile Number & Electronic Mail Address	Nationality
	Postal and Location Address	

*Land Use and Spatial Planning Regulations, 2019*

Gender	Male	Female	Other
(~)	0	0	0

PERSONAL DETAILS OF AGENT ONLY

Office Address& Location	Mobile Number & E-Mail Address	Nationality
	Postal and Location Address	

DETAILS OF APPLICATION

<p>I/WE</p> <p>OF</p> <p>BEING THE OWNER OF THE (LAND KNOWN AS/BUILDING SITUATED)</p>
---

*Land Use and Spatial Planning Regulations, 2019*

<p>APPLY TO THE PLANNING AUTHORITY FOR PERMISSION TO:</p>	
<p>1.</p>	<p><i>(Choose as appropriate and move to step 4.)</i></p> <ul style="list-style-type: none"> <li>a) Change the Use</li> <li>b) Consolidate</li> <li>c) Sub-divide</li> </ul>
<p>2.</p>	<p><i>(Choose as appropriate and move to step 4.)</i></p> <ul style="list-style-type: none"> <li>a) Change colour schemes</li> <li>b) Undertake temporary activities that require the use of public space</li> <li>c) Undertake mining activities (sand wining, quarrying, minerals extraction)</li> <li>d) Remove Tree</li> <li>e) Excavate</li> <li>t) Dispose industrial waste or chemical waste on land</li> </ul>
<p>3.</p>	<p><i>(Choose as appropriate and move lo step 4.)</i></p> <ul style="list-style-type: none"> <li>a) Erect a temporary structure</li> <li>b) Erect advertising signage</li> <li>c) Carry out hoarding on a property</li> </ul>
<p>4.</p>	<p><i>(PURPOSE provide details of intended activity)</i></p> <p>.....</p>
<p>And in accordance with the attached documents and, evidence of a right or authorisation to use the land with the following particulars <i>(insert document name and document number)</i></p>	
<p>Attach (in four sets as appropriate)</p> <ul style="list-style-type: none"> <li>i Site plan at the scale of 1:1250 or 1:2500</li> <li>ii Block Plan to the scale of 1:50 or 1:100 or 1:200</li> <li>iii Relevant drawings where applicable</li> <li>iv Relevant reports</li> </ul>	

*Land Use and Spatial Planning Regulations, 2019*

v) Relevant permits and licences	
vi) Evidence of a right or authorisation to use the land in accordance with the laws of Ghana	
vu Land Use Certificate	
<b>Date of Application</b>	
____/____/_____ dd/mm/yyyy	

*[Insert postal address and email address of Land Use and Spatial Planning Authority and Metropolitan, Municipal or District Assembly]*

*Land Use and Spatial Planning Regulations, 2019*

FORM 420

(regulation 44 (7))

PLANNING PERMIT CERTIFICATE

*[Certificate of Land Use/Spatial Planning Authority under the Land Use and Spatial Planning Act, 2019]*

*[District Assembly]*

Application Number

Permit Number

PLANNING PERMIT

This planning permit certifies that *(insert name of applicant)* having his/her/its *(delete as appropriate)* land at *(provide location of site, full address) (CHS code)* has approval from the *(Metropolitan/Municipal/District Assembly) (insert name of authority)* (insert the purpose for which the permit is granted), subject to the attached conditions and in accordance with the attached plan.

DATED AT THE OFFICE OF THE *(provide name of District Assembly)* ASSEMBLY THIS *(insert date)*.

(Signature)

(Date)

(Name)

PHYSICAL PLANNING OFFICER,

*(provide name of authority)*

NOTE:

1. This planning permit does not relieve the applicant from the necessity of compliance with any building regulations in force in the Planning Area.
2. If development is not completed within the time, application or request will be made to the District Planning Committee.
3. This planning permit does not imply or confirm the right or ownership of the applicant to the land or building comprised hereon.

*Land Use and Spatial Planning Regulations, 2019*

FORM43A  
(regulation 45(8))

APPLICATION FOR DEVELOPMENT PERMIT  
*[Letterhead of Metropolitan / Municipal / District Assembly]*

APPLICATION FOR DEVELOPMENT PERMIT

<i>For official use only</i>	
Application Number.	.
Date Received	..
Permit Number	..
Refusal Number	.

TO: THE SECRETARY		
(DISTRICT / MUNICIPAL / METROPOLITAN) SPATIAL PLANNING COMMITTEE		
DETAILS OF APPLICANT ONLY		
Residential Address	Mobile Number & E-Mail Address	Nationality

*Land Use and Spatial Planning Regulations, 2019*

<b>Gender</b>	Male	Female	Neuter	Postal Address	
(vi)	<b>D</b>	<b>D</b>	<b>D</b>		

PERSONAL DETAILS OF AGENT ONLY					
Residential Address			Mobile Number & E-Mail Address		Nationality
<b>Gender</b>	Male	Female	Other	Postal Address/Location Address	
(vi)	<b>D</b>	<b>D</b>	<b>D</b>		

## DETAILS OF APPLICATION

I/WE
OF

*Land Use and Spatial Planning Regulations, 2019*

BEING THE OWNER OF THE LAND SITUATED AT *(Prov/delocatkmof /dlul)*

APPLY TO THE DISTRICT SPATIAL PLANNING COMMITTEE FOR  
PERMISSION TO:

1.	CONSTRUCT A BUILDING AT ..... ..... FOR THE PURPOSES OF .....  AND/OR
2.	(a) Demolish (b) Extend (c) Alter (d) Repair (e) Rchabilirate (f) Regularisecexistingstru iurc (g) Install fittings (h) Hoard property (i) Execute civil and engineering W rks (j) Redevelop

The building at

.....

.....

*Land Use and Spatial Planning Regulations, 2019*

And in accordance with the attached documents and evidence of a Ghana authorisation to use the land with the following particulars (*insert~ and document number*).

Attach (in four sets as appropriate)

- i) Site plan at the scale of I: 1250 or I:2500
- ii) Block Plan to the scale of 1:50 or I: 100 or 1:200
- iii) Architectural drawings to the scale of I:20 or I:40
- iv) Structural drawings to the scale of I:20 or I:40
- v) Land Use Certificate
- vi) Relevant permits and licences
- vii) A report on stakeholder consultation where applicable
- viii) Evidence of a right or authorisation to use the land in accordance with the laws of Ghana
- ix) Other relevant reports

Date of Application	Signature of Applfoant (Witness to Signature of applroant illiterate)
<p>~ - ! ~ _ / ~ ~ ~ ~</p> <p>dd/mm/yyyy</p>	

*[Insert postal address and email address of Land Use and Spatial Planning Authority and Metropolitan, Municipal or District Assembly]*

*Land Use and Spatial Planning Regulations, 20/9*

FORM 438

(regulation 45 {II})

DEVELOPMENT INSPECTION FORM  
 {Letterhead of the Metropolitan/ Municipal/ District Assembly/

METROPOLITAN /MUNICIPAL/DISTRICT ASSEMBLY

Developer's Details		
Name of Developer	Date of Inspection	Permit Number
	Date of Permit Issued	
Contact Details of Developer		

Extract from Development Permit				
Location of Site	Size of Plot	Approved Use of Site	Approved Development	Height
Reservation between development and boundary				
Front: ..... (m/ft)	Back: ..... (m/ft)	Side View: Right ..... (m/ft) Left..... , ..... (m/ft)		
Development on site				
Sub structure level / super structure level / Roofing level / D				
If completed <input type="checkbox"/> Occupied <input checked="" type="radio"/> Not Occupied <input checked="" type="radio"/> D				
Detailed description of development on site (attach where necessary)			Any other relevant information / Observation	

*Land Use and Spatial Planning Regulations, 2019*

<b>Inspecting Officer's recommendation</b>		
<b>Name of Officer</b>	<b>Signature</b>	<b>Date</b>

*Land Use and Spatial Planning Regulations, 2019*

FORM43C  
*(regulation 45 (13)(b))*

DEVELOPMENT PERMIT CERTIFICATE

*[Letterhead of Land Use and Spatial Planning Authority and Metropolitan/Municipal/  
District Assembly]*

*Application Number*

*Penn it Number*

DEVELOPMENT PERMIT

This development permit certifies that *(insert name of Applicant)* having his/her *lots (delete as appropriate)* land at *(provide location of site, including GPS code)* has approval from the *(Metropolitan/Municipal/District Assembly)* *(insert as appropriate)* to *(insert the purpose for which the planning permit is being granted)*, subject to the attached conditions and in accordance with the attached plan.

DATED AT THE OFFICE OF THE *(provide name of assembly)* ASSEMBLY THIS ..... *(insert date)*.

(Signature)

(Date)

(Name)

PHYSICAL PLANNING OFFICER, *(provide name of assembly)*

(Signature)

(Date)

(Name)

WORKS ENGINEER, *(provide name of assembly)*

NOTE:

1. This development permit does not relieve the applicant from the necessity of compliance with any building regulations for the time being in force in the Planning Area
2. If development is not completed within the time, application for renewal must be made to the Spatial Planning Committee.
3. This development permit does not imply or confirm the right or title of the applicant to the land or building comprised herein.

*Land Use and Spatial Planning Regulations, 2019*

**FORM43D**  
*(regulation 45 (17))*  
**APPLICATION FOR CERTIFICATE OF HABITATION**

*{Letterhead of Land Use and Spatial Planning Authority and Metropolitan/Municipal District Assembly}*

<i>For office use only</i>
Application Number . . . . .
Date Received . . . . .
Permit Number . . . . .
Refusal Number . . . . .
Queried Number . . . . .

THE PLANNING AUTHORITY  
 APPLICATION FOR CERTIFICATE OF HABITATION

Personal Details						
Name of Applicant				Residential Address	Mobile Number	
					<b>Electronic mail address</b>	
Gender	Male	Fernal	Other	Postal Address		Nationality
	CJ	CJ	CJ			
DETAILS OF AGENT ONLY						

**L.I. 2384**

*uid s' ind ..p itial Plmlllt'llg Regulations, 2019*

DETAILS OF AGENT ONLY						
Personal Details						
Name of Agent				Residential Address		Mobile Number
						Electronic mailaddress
Gender (./)	Male D	Female D	Other D	Postal Address		Nationality

DETAILS OF APPLICATION		
Description of Development Type		
Description of Building		
Description of works executed at	(a) Erection of a building	YesD NoO
	(b) Alteration or extension of a building	YesD NoO
	(c) Execution of works or the installation of fittings in connection with a building	YesD NoO
Development Permit Number		
Development Permit Issue Date	<div style="text-align: center;">             _ _ / _ _ / _ _ _ _              dd/mm/yyyy           </div>	
Address to which Development		

*Land Use and Spatial Planning Regulations, 2019*

Permit applies (Location)	
Date of commencement of Development	____/____/____ dd/mm/yyyy
Date of completion of development	____/____/____ dd/mm/yyyy
Is building occupied?	Yes <b>D</b> No <b>O</b>
<i>If</i> yes, indicate date of occupancy	
Date of Application	Signature of Applicant/ Agent
____/____/____ dd/mm/yyyy	

L.I. 2384

L.A

*I uui S( atu] S, otial !'01111illx Rcgttlacion , 2019*

F RM43E

*(r,l:lllatioll 45 (18))*

**CERTIFICATE OF HABITATION**

*{l''\*ttt,ht-ild of Ltmd Useand Spatial Planning Authority 011d Metropolitan] Municipal/  
Di trict A scmbly]*

*ApJ li ation Number ..*

*Permit Number ..*

**CERTIFICATE OF HABITATION**

This certifies that *(insert name of Applicant)* having his/her/ its *(delete as appropriate)* property at *(provide location of site, including GPS code)* and having satisfied all permit conditions has approval from the *(Metropolitan IMunicipal/ District Assembly)* *(insert as appropriate)* to occupy his/her/its property for the purposes of ..... *(insert the approved use for which the planning permit was granted).*

The said property shall be subjected to fees and charges as required by the Assembly.

DATED AT THE OFFICE OF THE \_\_\_\_\_ (provide name of assembly)  
ASSEMBLY THIS \_\_\_\_\_ (insert date).

(Signature) ..

(Date) .

(Name) .

WORKS ENGINEER, \_\_\_\_\_ {provide name of assembly)

*Land Use and Spatial Planning Regulations, 2019*

## FORM 43F

*(regulation 46 (/))*

## LAND USE CERTIFICATE

*(section 97 of Act 925)**[Letterhead of Land Use and Spatial Planning Authority and Metropolitan/Municipal District Assembly]**Application Number*

## LAND USE CERTIFICATE

This is to certify that *(insert name of Applicant)* having his/her/its *(delete as appropriate)* land at *(provide location of site, including GPS code)* has approval from the *(Metropolitan/Municipal/District Assembly)* *(insert as appropriate)* to use the above mentioned land for *(insert the use for which the certificate is being granted)*.

DATED AT THE OFFICE OF THE *(provide name of assembly)* ASSEMBLY  
THIS ..... *(insert date)*.

(Signature)

(Date)

(Name)

PHYSICAL PLANNING OFFICER,

*{provide name of assembly}*

## NOTE:

1. This certificate shall not constitute a planning *permit* or a development permit.
2. It shall be unlawful to operate any use without first obtaining a Land Use Certificate
3. The Land Use Certificate is only valid for the specific address, business name, and owner for which it is issued. Any change in use or ownership shall require a new Land Use Certificate application.
4. The Land Use Zoning for any area could change based on a duly authorized revision of the plan for the area by the Spatial Planning Committee of the Assembly, and the applicant would be informed of such changes.
5. This certificate must be accompanied by a site plan duly authenticated by the District Director of the Physical Planning Department, who shall be held liable for any lapses.

*Land Use and Spatial Planning Regulations, 2019*

FORM44  
(regulation 52 (3))

NOTICE OF EXTENSION OF BOUNDARIES OF TOWN

*[Letterhead of the District Assembly]*

NOTICE OF EXTENSION OF BOUNDARIES OF TOWN

WHEREAS

1. The District Assembly intends to extend the boundaries of *(insert name of town)* town.
2. Pursuant to section 128 of Act 925 and subregulation (3) of regulation 52 of L.I. ... , the District Assembly published a notice of the intention to extend the boundaries of *town* in *Gazette* No *(provide Gazette number)* of *(date)* . and *newspaper* dated *(date)*.
3. The current and the proposed extended layout plans, diagrams and other documents required for the extension has since been displayed in the Public Data Room in the *District, (where applicable)*
4. a written consent of all the persons with registered encumbrance(s) over the area has been obtained.

NOW THEREFORE

NOTICE IS HEREBY GIVEN THAT

The public is requested to submit comments on the proposed extension of the *town (name of town)* to the District Assembly by *(date)* *(21 days from the date of this notice)*

*(Date)* .

*(Signature)* .

*(Name)* .

CHIEF EXECUTIVE, *•..... (provide name of Assembly)*

*Land Use and Spatial Planning Regulations, 2019*

## FORM45

*(regulation 53 (1))*

## APPLICATION TO DEVELOP TOWN/ ESTATE/ HOUSING SCHEME

<i>For office use only</i>	
Application Number	.
Date Received	.
Permit Number	.
Refusal Number	.

*To be filled by Applicant*

Date:

The Secretary,  
 District Spatial Planning Committee,  
 ..... *(Provide address of Assembly)*

## APPLICATION TO DEVELOP TOWN / ESTATE / HOUSING SCHEME

Pursuant to Section 127 of Act 925 and subregulation (1) of regulation 53, I /We *(Delete as appropriate)* hereby apply for permission to develop a Town/Estate Housing Scheme *(Delete as appropriate)* on the land known as

(Signature): .

(Name): .

## APPENDIX 1: ATTACHED ARE THE FOLLOWING:

Location and Site Plans: .

Context and Local plans: .

Public services plan: .

Facilities plan: .

Written Report: .

Receipt of payment of application fees: .

Written consent of holder of encumbrance (if any) : .

(Any relevant document prescribed by the Assembly): .

*Land Use and Spatial Planning Regulations, 2019*

FORM46  
(regulation 54 (1))

APPLICATION FOR SUB-DIVISION AND CONSOLIDATION

<i>For office use only</i>	
Application Number	.....
Date Received	.....
Permit Number	.....
Refusal Number	.....

THE SECRETARY,

.....

DISTRICT / MUNICIPAL /

METROPOLITAN SPATIAL PLANNING COMMITTEE

(Address of Committee)

<b>Name of Applicant</b>		<b>Residential Address</b>	<b>Phone Number</b>	
			Email _____	
Gender	Male	Female	Postal Address	Nationality
(, /)	<b>CI</b>	<b>CI</b>		
Passport <input type="checkbox"/>			ID Number	
Information on the current use				

*Land Use and Spatial Planning Regulations, 2019*

Type of Request (vi')	Sub-division of parcel <input type="checkbox"/>	Consolidation of Parcel <input type="checkbox"/>	
Date of application	<u>  </u> / <u>  </u> / <u>  </u> dd/mm/yyyy	Use of particular parcel	
Zoning of the area			
Location of site		Size	
Attach site plan (vi')	Yes <input type="radio"/> No <input checked="" type="radio"/>	Nature of accessibility	
Adjoining uses			
Information on the proposed use			
Proposed use		Project component	
Block plan (vi')	Yes <input type="radio"/> No <input checked="" type="radio"/>		
Justification Report (vi')	Yes <input type="radio"/> No <input checked="" type="radio"/>		
Evidence of Title to Land (vi')	Yes <input type="radio"/> No <input checked="" type="radio"/>		
Type of Document (title) (vi')	Land Certificate <input type="radio"/>	Deed Certificate <input type="radio"/>	
	Noted proposal <input type="radio"/>	Allocation Note <input type="radio"/>	
	Executed Indenture <input type="radio"/>		
Outline of likely effects if any and proposed mitigation measures (Traffic Impact Assessment, Environmental Impact Assessment, etc.)			
Name of Receiving Officer		Signature of Officer	

*Land Use and Spatial Planning Regulations, 2019*

FORM 47  
*(regulations 30(2), 55(1) and 57(3))*

ENFORCEMENT NOTICE

*(Letterhead of the Metropolitan /Municipal /District Assembly/*

ENFORCEMENT NOTICE

Issued by: *(NAME OF METROPOLITAN /MUNICIPAL /DISTRICT ASSEMBLY)*

To: Name and Address of Intended Recipient of Notice

WHEREAS

1. The following has come to the attention of the District Assembly in respect of the property described in the attached Schedule ("the Property"): *[,st aaioms complained of]*
  - (a)
  - (b)
  - (c)
  - (d)
2. The above acts are in contravention of section .... *(insert section of the Act)*

NOW THEREFORE TAKE NOTICE THAT

3. You are required by the District Assembly to take the remedial action specified below within *(insert number of days, weeks or months)* of receipt of this notice.
  - (a)
  - (b)
  - (c)
  - (d)
4. If you fail to comply with the Enforcement Notice within the time specified in paragraph 3, the District Assembly may take the necessary enforcement action without further recourse to you.

*Land Use and Spatial Planning Regulations, 2019*

- 5. This notice takes effect on *(insert date)*.
  
- 6. You may contact the District Assembly if you require further information.

*(Date)*

*(Signature)*

*(Name)*

CHIEF EXECUTIVE, *(provide name of Assembly)*

Schedule 1

*(Insert plan of property I area for which the enforcement notice is issued)*

*Land Use and Spatial Planning Regulations, 2019*

FORM48A  
*(regulation 55 (!))*

STOP NOTICE OR ORDER FOR DISCONTINUANCE

*[Letterhead Of the Metropolitan/ Municipal District Assembly]*

STOP NOTICE/ ORDER OF DISCONTINUANCE *(delete as appropriate)*

ISSUED BY: District Assembly hereinafter referred to as "the District Assembly".

To: Name and Address of Intended Recipient of Notice

WHEREAS

- 1. The District Assembly's attention has been drawn to the following
  - (a)
  - (b)
  - (c)
- 2. THIS STOP NOTICE / ORDER OF DISCONTINUANCE *(delete as appropriate)* is issued by the District Assembly, in exercise of its powers under section 160 of the Land Use and Spatial Planning Act, 2016 (Act 925).
- 3. The above stated acts are in contravention of section ..... *(insert section of the Act)*

NOW THEREFORE TAKEN NOTICE THAT

- 4. YOU ARE HEREBY ORDERED to immediately STOP/DISCONTINUE the prohibited activity mentioned in paragraph 1.
- 5. If you fail to comply with this Notice the District Assembly may take further enforcement actions without further recourse to you.
- 6. You may contact the District Assembly if you require further information.

*(Date)*

*(Signature)*

*(Name)*

CHIEF EXECUTIVE *(provide name of Assembly)*

*I. And Use and Spatial Planning Regulations, 2019*

## Schedule

*(Insnt plan of property I area for which the stop notice I order of discontinuance is issued)*

*Land Use and Spatial Planning Regulations, 2019*

FORM 48B  
*(regulation 55(1))*

NOTICE OF REVOCATION OF PERMIT

*(Letterhead of the Metropolitan IMunicipal IDistrict Ass tmbly/*

REVOCATION NOTICE

To: Name and Address of Intended Recipient of Notice

WHEREAS:

1. The ..... District Assembly on (date) granted you a ..... permit with Permit No (insert permit number) subject to the conditions stated therein.
2. It has come to the attention of the District Assembly that you are in breach of the following conditions of your permit:
  - (a)
  - (b)
3. The above stated acts are in contravention of section ..... (insert section of the Act).

NOW THEREFORE

4. THIS REVOCATION NOTICE is issued by the District Assembly, in exercise of its powers in paragraph (d) of section 160 of Act 925 and subregulation (1) of regulation 55 of L.I.

TAKE NOTICE THAT

5. You are required to respond in writing to the District Assembly by (date) (being 21 days after receipt of this notice) to show cause why your permit should not be revoked; or
6. Your permit has been revoked with immediate effect. (*Where the breach is in flagrant disregard of the conditions of the permit the District Assembly may proceed to revoke without the option to explain.*)

*Land Use and Spatial Planning Regulations, 2019*

7. If you fail to respond to this Revocation Notice within the time specified in paragraph 5, the District Assembly may take further enforcement actions without recourse to you.
8. You may contact the District Assembly if you require further information.

(Date)

(Signature)

(Name)

CHIEF EXECUTIVE ..... (providenameofAssembly)

*Land Use and Spatial Planning Regulations, 2019*

FORM 49  
(regulation 57(1))

NOTICE FOR RECTIFICATION OF CONTRAVENTION

*[Letterhead of the Metropolitan I Municipal I District Assembly]*

NOTICE FOR RECTIFICATION OF CONTRAVENTION

Issued by: *(Name of Metropolitan I Municipal I District Assembly)*

To: Name and Address of Intended Recipient of Notice

WHEREAS

1. The District Assembly on..... *(date)* conducted an inspection of property at *(address of property)*.
2. The District Assembly at its sitting on *(date)*, determined that *(the current use or the erection of your Property) (details of contravention)* is in contravention of the District Spatial Development Framework, structure plan, local plan or the zoning scheme for ..... *(district)*.
3. The reasons for this determination are
  - (a)
  - (b)
  - (c)

NOW THEREFORE

TAKE NOTICE THAT

4. You are required to take the following remedial action to bring your Property in conformity with the District Spatial Development Framework, structure plan, local plan or the zoning scheme for *(district)* by *(date)*. *(from receipt of notice)*.
5. If you fail to comply with this Notice within the time specified in Paragraph 4, the District Assembly may take further enforcement actions without recourse to you.

*!And Use and Spatial Planning Regulations, 2019*

6. You may contact the District Assembly if you require further information.

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(N~)

CHIEF EXECUTIVE ..... (providename ofAssonb/y)

●

●

*Land Use and Spatial Planning Regulations, 2019*

FORM 50  
(regulation 58)

NOTICE TO ENTER LAND FOR ENFORCEMENT PURPOSES

*[Letterhead of the Metropolitan / Municipal / District Assembly]*

NOTICE TO ENTER LAND / PROPERTY FOR PLANNING AND ENFORCEMENT PURPOSES

TO: THE OCCUPIER

*(Insert Occupier Name and Address)*

OF THE BUILDING /LAND AT *(insert address of subject land)*

WHEREAS:

1. The District Assembly is mandated by section 164 of Act 925 to enter private property for the purpose of performing its planning functions.
2. In furtherance of the above mandate, officers of the District Assembly may be authorised to enter your premises to carry out the functions of the District Assembly.

NOW THEREFORE

YOU ARE HEREBY NOTIFIED THAT:

3. An officer of the District Assembly has been authorised to enter your property on ..... *(date)* *(being 3 days before entry)* for the purposes of carrying out the following:

	Purpose of entry	Tick as appropriate
(a)	INSPECTION	
(b)	SURVEY	
(c)	STUDIES	
(d)	EXAMINATION	
(e)	INVESTIGATION	
(f)	ANY OTHER FUNCTION SPECIFIED BY THE ACT	

4. It is an offence to deny entry to a planning official after service of adequate notice.
5. If you fail to comply with this notice you may be immediately prosecuted.

*Land Use and Spatial Planning Regulations, 2019*

6. If you are in any doubt about what this notice requires you to do, you should get in touch immediately with the District Assembly.

DATED AT THE OFFICE OF THE *(Insert name of assembly)* ASSEMBLY THIS

*.... (insert date)*

*(Signature)* .

*(Name of Authorised person)* .

*(Signature)* .

*(Name)* .

CILIEF EXECUTIVE, *(provide name of Assembly)*

*Land Use and Spatial Planning Regulations, 2019*

FORMS I

[regulation 59(/)]

NOTICE OF INTENTION TO ACQUIRE LAND

[Letterhead of the Metropolitan/Municipal/District Assembly]

name And Address Of Non-Complying Entity)

INTENTION TO ACQUIRE LAND

WHEREAS:

1. The District Assembly at its sitting on (date), determined that it was necessary to acquire the property described in the Schedule and located at ..... (location) ("the Area") for the purpose of executing the spatial planning functions of the District Assembly.
2. The reasons for the determination are [insert reasons for the decision to acquire the land]
  - (a)
  - (b)
  - (c)
3. The District Assembly between and (date) made representation to acquire your property which falls within the Area solely for a public purpose.
4. The District Assembly was unable to secure your cooperation to facilitate the acquisition of your land.

NOW THEREFORE

TAKE NOTICE THAT

5. In accordance with the 1992 Constitution and the Land Use and Spatial Planning Act, 2016 (Act 925), the Assembly at its sitting on (date) resolved to take all necessary steps under the State Lands Act, 1962 (Act 125) to commence the processes leading to a compulsory acquisition of your land.
6. You shall be entitled to a fair and adequate compensation in accordance with law.

*Land Use and Spatial Planning Regulations, 2019*

7. You are also notified to address any grievance or other relevant issue you may have in accordance with the applicable law.

(Signature).....

(Signature)

(Name)

CHIEF EXECUTIVE, ..... (provide name of Assembly)

*Land Use and Spatial Planning Regulations, 2019*

FORM52  
*(regulation 61(2))*

COMPLAINT FORM

COMPLAINT FORM *(To be completed in duplicate)*

SECTION ONE-PERSONAL DETAILS OF COMPLAINANT

Name of Complainant:  
Certificate of Registration Number (if applicable):  
Residential Address:  
Postal Address:  
Telephone Number(s):  
Email address (if any)  
Contact Person

SECTION TWO- PARTICULARS OF THE PROPERTY (WHERE UNREGISTERED)

Please complete the following particulars of the property / development you wish to complain about:

Locality:  
Acreage *(If known)*:  
Location:  
Term of the lease (if known):

SECTION THREE-PARTICULARS OF THE PROPERTY (WHERE REGISTERED)

Please complete the following particulars of the property you wish to complain about:

Land Reference Number/Parcel Number:  
Temporary Occupation License Number  
Date  
Locality:  
Location:  
Acreage (if known):  
Deed Plan Number (if applicable):  
Term of the lease (if known):

*Land Use and Spatial Planning Regulations, 2019*

SECTION FOUR-NATURE OF COMPLAINT

Please indicate the nature of the complaint and attach relevant documents to support your claim.

*(Signature/ThumbPrint of the Complainant or the Duly Authorised Representative):* .

*Land Use and Spatial Planning Regulations, 2019*

FORM 53

*(regulation 62(2))*

APPLICATION FOR REVIEW

*{Insert address of Applicant}*

*{Insert telephone number and mailing address}*

*(In reply to)*

TO: REGIONAL COORDINATING DIRECTOR/CHIEF EXECUTIVE

*(Insert address of Regional Coordinating Council / District Assembly)*

**APPLICATION FOR REVIEW**

In pursuance of section 168 of the Land Use and Spatial Planning Act, 2016 (Act 925),  
I hereby apply for a review of the decision made by the .....  
*(Insert name of entity that made the decision)* on ..... *(date)* regarding

..... *(Provide the decision made;*

The grounds for review are as follows:

2.

3.

Attached are a copy of the decision and all relevant documents.

*{Signature}*

*(Name)* .....

*Land Use and Spatial Planning Regulations, 2019*

FO~f 54

*(regulation 63(3))*

APPEAL AGAINST DECISION

*(Insert address of Applicant)*

*(Insert telephonenumber and email address)*

*(Insert date)*

To: THE REGIONAL COORDINATING DIRECTOR/CHIEF EXECUTIVE

*{Insert address of Regional Coordinating Council Authority}*

APPEAL AGAINST DECISION OF ..... *Insert name of entity*

In pursuance of section 168 of the Land Use and Spatial Planning Act, 2016 (Act 925), the undersigned appeals against the decision made by the

*(Insert name of entity that made the decision)* on *(date)* regarding

.....  
The grounds for appeal are as follows:

1. . . . .
2. . . . .
3. . . . .

Attached are a copy of the Decision and all relevant documents.

*(Signature)*

(Name)

Land Use and Spatial Planning Regulations, 2019

FORM55  
(regulation 64(6))

APPLICATION FOR SEARCH

<p><i>For office use only</i></p> <p>Application Number</p> <p>Date Received</p>
--

[To be filled by Applicant]

Date

To: Secretariat of the (Name of District) Assembly / (Name of Rrg, 011) Regional Coordinating Council/ Authority  
(Address of Assembly/ Regional Coordinating Council / Authority)

APPLICATION FOR INQUIRY/ SEARCH/ REQUEST FOR INFORMATION  
(pursuant to section 47 of Act 925 and sub-mulation f-1 Qfrctl/arioll 13 Q[L. I. ..

I, /We (Name of Applicant) of  
.....  
(full and current address of Applicant)

would be grateful if you could conduct a search at the  
(specify the registry of the body to which the application is being made) and provide me/u with:  
(specify)

.....  
.....

(Signature):  
(Name):

.....  
(Signature and address of Agent to be clearly provided if application is being submitted on behalf of applicant).

*Land Use and Spatial Planning Regulations, 2019*

## FORM56

*(regulation 65(2))*

## REPORT ON PUBLIC CONSULTATION (INCLUDING MINUTES)

..... *(Name of District)* District Coordinating Council/ ... *(Name of Region)* Regional  
Coordinating Council/ Authority *(Delete as applicable)*

MINUTES OF DISTRICT / REGIONAL / NATIONAL PUBLIC CONSULTATION  
FOR *(Name of Plan)*

DATE: .

VENUE: •.....•.....

## PRESENT:

1.0 OPENING

2.0 AGENDA

**1** THE PUBLIC CONSULTATION FORMAT FOR THE CONTEXT

2.1 MEDIUM OF PUBLICATION .....

*LJ* PARTICIPATION CRITERIA .....

*LJ* PUBLIC CONSULTATION SCHEDULE .....

2,A EVALUATION CRITERIA FOR THE PUBLIC INPUT RECEIVED .....

**Z** PUBLIC CONSULTATION TERMS & CONDITIONS .....

ii LIABILITIES OF THE PLANNING AUTHORITY .....

a ff, FDBACK FORMAT AND FOLLOW UP WHERE NECESSARY

1 (APPENDICES)

5.0 CLOSING

CHAIRPERSON

SECRETARY

*Land Use and Spatial Planning Regulations, 2019*

FORM57  
*(regulation 66(1))*

REGULATORY NOTICE

*[Letterhead of the Authority]*

REGULATORY NOTICE      *(Provide Number):* TITLE OF NOTICE      *(Provide title)*

Effective Date: *(Insert date)*

Issue Number: *(Insert Number)*

Summary:  
*(Provide summary of notice)*

Brief background (indicate the issue and the decision taken by the planning authority at its meeting of.      *(Indicate date)*)

Scope of New Rule:

Conclusion:

Notice:

*(Signature):*

*(Name):*

CHIEF EXECUTIVE, LAND USE AND SPATIAL PLANNING  
AUTHORITY

Date: *(Provide date of issue)*

*Land Use and Spatial Planning Regulations, 2019*

## FORMS 8

*(regulation 66(/))*CIRCULAR ON NOTIFICATIONS AND DIRECTIONS BY THE LAND USE  
AND SPATIAL PLANNING AUTHORITY*[Letterhead of the Authority]*CIRCULAR *(Provide Circular Number):* *(provide title)* NOTIFICATIONS AND  
DIRECTIONS BY THE LAND USE AND SPATIAL PLANNING AUTHORITYPUBLICATION TITLE: CIRCULAR *(Provide number):* *(Title of Circular)*DATE PUBLISHED: *(Provide date)*

## SUMMARY:

This Circular concerns *(Provide summary of circular)*

## CONTENTS:

1. Introduction:
2. Background:
3. Existing Directive:
4. Revocation of existing directives, if applicable:
5. New Directive or Clarification:
6. Commencement Date:
7. Extent of Application:

*Land Use and Spatial Planning Regulations, 2017*

- 8. Transitional Provision (*if Any*):
- 9. Additional Notices (*if Any*):
- 10. Appendices:
- 11. Annexures:

(Signature):

-----

(Name):.....

THE CHIEF EXECUTIVE, LAND USE AND  
SPATIAL PLANNING AUTHORITY

CC:

- 1. National Development Planning Commission
- 2. Minister responsible for Local Government and Rural Development
- 3. All District/Municipal/ Metropolitan Assemblies
- 4. Any other relevant institution

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*Land Use and Spatial Planning Regulations, 2019*

## FORM59

*(regulations 16 (9), 22 (5), 23 (7), 33 (6), 52(4), 53(4) and 54(5))*

## PUBLIC COMMENTS / OBJECTIONS FORM

*(Letterhead of Planning Authority)*

## PUBLIC COMMENTS / OBJECTIONS FORM

## SECTION ONE- PERSONAL DETAILS

Name: .

Residential Address: .

Postal Address: .

Telephone Number(s): .

Email address (if any): .

Contact Person (in case you cannot be reached): .

## SECTION TWO—PARTICULARS OF THE PROPERTY / DEVELOPMENT TO WHICH THE COMMENTS/ OBJECTIONS ARE RELATED (WHERE REGISTERED)

Title Registration Number: .

Locality: .

Deed Plan Number *(If known)*: .

Location: .

## SECTION THREE—PARTICULARS OF THE PROPERTY /DEVELOPMENT TO WHICH THE COMMENTS/OBJECTIONS ARE RELATED (WHERE UNREGISTERED)

Land Reference Number/Parcel Number: .

Temporary Occupation Licence Number: .

*Land Use and Spatial Planning Regulations, 2019*

Locality: .....

Location: .....

Area of land (if known) .....

Deed Plan Number(ifapplicable): .....

Term of the lease (if known): .....

SECTION FOUR

Please indicate any special interest you have in relation to the property and attach documents if any. (You may be contacted where more information is required from you).

SECTION FIVE-COMMENTS/OBJECTIONS

Please indicate your comments below and attach relevant documents to support your claim.

1 .....

2 .....

3 .....

.....

SECTION SIX—PROPOSED REMEDY / SUGGESTIONS

Please indicate your proposed remedy/suggestions below and attach relevant documents to support your proposed remedy/suggestion

1 .....

2 .....

.....

*Land Use and Spatial Planning Regulations, 2019*

3. ....

*(Date)*

*(Signature/Thumb Print of the person providing the comments or the Duly Authorised Representative):*

TO BE SENT TO:  
(Reporting Entity)

/

|

*Land Use and Spatial Planning Regulations, 2019*

.....  
.....  
.....  
**PROFESSOR KWABENA FRIMPONG BOATENG**  
*Minister responsible for Environment, Science and Technology*

Date of *Gazette* notification: 28th May, 2019.

Entry into force: