

GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT NO. 56 OF 2020

The Urban and Regional Planning Act, 2015
(Act No. 3 of 2015)**The Urban and Regional Planning (General)
Regulations, 2020***Regulation*

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IN EXERCISE of the powers contained in section 74 of the Urban and Regional Planning Act, 2015, the following Regulations are made:

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| 1. These Regulations may be cited as the Urban and Regional Planning (General) Regulations, 2020. | Short title |
| 2. In these Regulations, unless the context otherwise requires
“bottle store” means a building or land used for the sale of liquor where a wholesale liquor licence or retail liquor licence is required under the Liquor Licensing Act, 2011;
“enforcement notice” means a notice issued under section 65 of the Act;
“mineral processing” has the meaning assigned to the words in the Mines and Minerals Development Act, 2015;
“mining” has the meaning assigned to the word in the Mines and Minerals Development Act, 2015;
“subdivision” in relation to land, means the division of any holding of land into two or more parts, whether the subdivision is effected for purposes of conveyance, transfer, partition, sale, gift, lease, mortgage or any other purpose and “subdivide” shall be construed accordingly; and
“Zambia Environmental Management Agency” means the Zambia Environmental Management Agency established under the Environmental Management Act, 2011. | Interpretation

Act No. 20 of 2011

Act No. 11 of 2015
Act No. 11 of 2015 |
| 3. Subject to section 49(7) of the Act, these Regulations apply to all applications for planning permission for development and includes applications for the subdivision or consolidation of land and retention of development. | Application |
| 4. (1) A local authority may be designated as a local planning authority if the local authority has a
(a) minimum of threequarters of its nonadministrative permanent staff in the physical planning department;
(b) planning department headed by a qualified and registered planner with a
minimum of five years relevant experience in urban and regional planning;
(c) standing committee that is responsible for planning; and
(d) budget for the operation of the planning department.
(2) The Minister may, where a local planning authority ceases to comply with the conditions set out in subregulation (1), revoke the appointment of the local authority as a local planning authority. | Local planning authority |

Quarterly
review of
local
planning
authority

5. (1) A local planning authority shall provide the provincial planning authority with a quarterly report of the local authority's activities in Form I set out in the First Schedule.

(2) The provincial planning authority shall consider the report under subregulation (1) and submit an annual report to the Director, which shall include a recommendation to maintain, suspend or revoke a local planning authority, stating reasons for the recommendation.

(3) A provincial planner may carry out an inspection of a local planning authority for the purposes of the annual report under subregulation (2).

Quarterly
review of
provincial
planning
authority

6. A provincial planning authority shall provide the Minister with a quarterly report, in writing, of the activities of the provincial planning authority in Form I set out in the First Schedule.

Proceedings
of meetings
of provincial
or regional
planning
authority

7. (1) Subject to the other provisions of the Act, a provincial or a regional planning authority may regulate its own procedure.

(2) The Chairperson may call a meeting of a provincial or a regional planning authority on giving notice of not less than fourteen days, if not less than one-third or more of the members so request in writing, except that if the urgency of any particular matter does not permit the giving of the notice, a special meeting may be called on giving a shorter notice.

(3) A provincial or a regional planning authority shall meet for the transaction of business at least once in every three months at a place and time that the planning authority may determine.

(4) At least two-thirds of the members of a provincial planning authority shall form a quorum at a meeting of a provincial planning authority.

(5) At least two-thirds of the members of a regional planning authority shall form a quorum at a meeting of a regional planning authority.

(6) There shall preside at any meeting of a provincial or a regional planning authority

(a) the Chairperson;

(b) in the absence of the Chairperson, the ViceChairperson;
and

(c) in the absence of the Chairperson and the ViceChairperson,
another member that the members present may elect
for the purpose of that meeting.

(7) A decision of a provincial or a regional planning authority on any question shall be by a majority of the members present and voting at the meeting and in the event of an equality of votes, the person presiding at the meeting shall have a casting vote, in addition to that person's deliberative vote.

(8) A provincial or a regional planning authority may invite any person, whose presence is in its opinion desirable, to attend and participate in the deliberations of the meeting of a planning authority, but that person shall not have any vote.

(9) The validity of any proceedings, acts or decisions of a provincial or a regional planning authority shall not be affected by any vacancy in the membership of a planning authority or by any defect in the appointment of any member or by reason that any person not entitled to do so, took part in the proceedings.

(10) A provincial or a regional planning authority shall cause minutes to be kept of the proceedings of every meeting of a provincial or a regional planning authority.

(11) A provincial or a regional planning authority shall provide the Minister with a copy of the minutes of a planning authority meeting within one month of the meeting.

(12) A provincial or a regional planning authority may, with the authority of the Minister, for the purpose of performing its functions under these Regulations, establish committees that it considers necessary and delegate to any of those committees functions that it considers fit.

8. (1) A person who is present at a meeting of a provincial or a regional planning authority or a committee of a provincial or a regional planning authority

Disclosure
of interest

at which any matter is the subject of consideration, and in which matter that person or that person's relative or associate is directly or indirectly interested in a private capacity shall, as soon as is practicable after the commencement of the meeting, declare that interest and shall not, unless a planning authority or the committee otherwise directs, take part in any consideration or discussion of, or vote on, any question relating to that matter.

(2) A disclosure of interest made under subregulation (1) shall be recorded in the minutes of the meeting at which it is made.

(3) A person who contravenes subregulation (1) commits an offence and is liable, on conviction, to a fine not exceeding fifty thousand penalty units or to imprisonment for a term not exceeding six months, or to both.

Act No. 3 of 2012	(4) For the purposes of this regulation, “associate” and “relative” have the meanings assigned to the words in the Anti Corruption Act, 2012.
Prohibition of publication or disclosure of information to unauthorised persons	<p>9. (1) A person shall not, without the consent in writing given by, or on behalf of, a provincial or a regional planning authority, publish or disclose to any unauthorised person, otherwise than in the course of duties of that person, the contents of any document, communication, or information whatsoever, which relates to or which has come to the knowledge of that person in the course of that person’s duties under this Act.</p> <p>(2) A person who contravenes subregulation (1) commits an offence and is liable, on conviction, to a fine not exceeding two hundred thousand penalty units or to imprisonment for a term not exceeding two years, or to both.</p> <p>(3) A person who, having any information which to the knowledge of that person has been published or disclosed in contravention of sub regulation (1), unlawfully publishes or communicates the information to any other person, commits an offence and is liable, on conviction, to a fine not exceeding two hundred thousand penalty units, or to imprisonment for a period not exceeding two years, or to both.</p>
Immunity	10. An action or other proceeding shall not lie or be instituted against a member of a provincial or a regional planning authority, or in respect of, any act or thing done or omitted to be done in good faith in the exercise or performance of, or purported exercise or performance of any of the powers, functions or duties conferred under the Act or these Regulations.
Procedure of meetings of local planning authority	11. The procedure of meetings of a local planning authority and of a planning committee of a local planning authority shall be as set out in that local authority’s Standing Orders.
Application for development permit	<p>12. (1) A person who intends to carry out a development shall apply to a planning authority in Form II set out in the First Schedule on payment of a prescribed fee.</p> <p>(2) An application made under subregulation (1) shall be accompanied by</p> <p>(a) a copy of</p> <p>(i) a certificate of title issued under the Lands and Deeds Registry Act;</p>
Cap. 185	

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- (ii) a letter of offer from the Ministry responsible for lands;
 - (iii) a record of payment of ground rent;
 - (iv) in the case of an improvement area, a copy of an occupancy licence or a certificate of title issued under the Act; or
 - (v) where the land is located within customary land, a letter signed by the Chief which confirms that the land has been allocated to the applicant;
- (b) where the applicant is not the owner of the land or structure, a letter from the owner authorising the applicant to make an application for planning permission;
- (c) four copies of a location plan of sufficient size containing details of features within the area for purposes of identification of the land to which the application relates, to a scale of not less than 1:5000;
- (d) four copies of a site plan drawn to a scale of not less than 1:500 and marked or coloured to distinguish the existing structure from the proposed structure and showing—
- (i) the site boundary which shall be clearly delineated in red or heavy black line, and buildings, roads, boundaries, septic tanks and percolation areas, bore holes, wells, significant tree stands and other features on, adjoining or within the area of the land or structure to which the application relates;
 - (ii) delineated land which adjoins, abuts or is adjacent to the land to be developed and which is under the control of the applicant or the person who owns the land, outlined in blue or a dashed line, with easements, rights of way, wayleaves shown in yellow or as hatched;
 - (iii) the identification number, as issued by the Ministry responsible for land or plots which are adjoining the land or structure to which the application relates;
 - (iv) the position, width and gradient of any existing or proposed means of access to any road from the land, or structure including where the roads adjoin the land;

- (v) the principle dimensions of the plot and distances of any structure from the boundary of the site; and
- (vi) the proposed layout of roads within the land including all drains, culverts and storm water drainage;

(e) in the case of a development, other than a subdivision, consolidation or change of land use, four copies of

- (i) elevations and sections drawn to a scale of not less than 1:200 or another scale that may be agreed with the planning authority prior to the submission of the application;
- (ii) floor plans with clearly marked sections of the proposed development; and
- (iii) plans and drawings showing details of the materials required for the construction, including the roof; and

(f) in the case of a development comprising a change of land use, a statement of the existing and proposed use of the land.

Drawing requirements

13. A person who prepares a site plan or other drawing under these Regulations shall indicate on the site plan or drawing

- (a) that person's name, address and contact details;
- (b) the north point; and
- (c) the metric scale.

Development by local authority

14. (1) A local authority that intends to carry out a development, other than a development prescribed by the Minister in accordance with section 49(7) of the Act, within its administrative area, shall apply for planning permission to the provincial planning authority in Form II set out in the First Schedule.

(2) An application made under subregulation (1) shall, in addition to the requirements under regulation 12(2) be accompanied by a copy of the minutes of the council meeting at which the proposed development was considered.

(3) A local authority that is designated as a planning authority which intends to carry out a development within its administrative area shall submit the proposal to the planning committee of that local planning authority for consideration.

(4) Where the planning committee of the local planning authority approves the proposed development under subregulation (3), the local planning authority shall apply to the provincial planning authority in Form II set out in the First Schedule.

(5) The application made under subregulation (4) shall, in addition to the requirements of regulation 12(2), be accompanied by a copy of the minutes of the council meeting at which the proposed development was considered.

15. Where it is proposed that a development, other than a development prescribed by the Minister in accordance with section 49(7) of the Act, is to be undertaken by a State institution, the State institution shall submit an application for planning permission in accordance with regulation 12, and the provisions of Part VI of the Act shall apply to all parties.

Development
by State
institution

16. A planning authority may request an applicant for further particulars or additional information in Form III set out in the First Schedule.

Request for
further
particulars
or
information

17. (1) A person who intends to carry out a major development or change the use of land shall give at least fourteen days' notice to the planning authority of that person's intention to carry out the major development or change the use of land in Form IV set out in the First Schedule.

Application
for
development
permit for
major
development
or change of
use of land

(2) A planning authority shall, on receipt of the notice referred to in subregulation (1), publish the notice in accordance with the requirements of section 53 of the Act.

18. A person who intends to object to an application for the grant of development permit for a major development or change of land use shall give notice, in writing, to the planning authority of that person's intention to object.

Notice of
objection to
application
for permit
for major
developments
or change of
use of land

19. (1) A person who intends to develop a particular land may apply to a planning authority for a determination on whether or not a development of that land, building or structure requires a grant of planning permission in accordance with section 49 of the Act in Form V set out in the First Schedule.

Application
for
determination
whether
development
require
planning
permission

(2) An application under subregulation (1) shall be accompanied by a site plan and a location plan.

(3) A planning authority shall, on receipt of the application referred to under subregulation (1), within thirty days consider and determine the application and notify the applicant of its decision in Form VI set out in the First Schedule.

Consideration
of
application

20. (1) A planning authority shall, on receipt of an application for planning permission, consider and assess the application, and complete an assessment of the application in Form VII set out in the First Schedule.

(2) An assessment under subregulation (1) shall include consideration of whether the development proposed comes within the definition of a major development as set out in the Second Schedule.

(3) The planning authority shall, within fourteen days of receipt of an application referred to in subregulation (1), mark each document with the date and acknowledge receipt of the application in Form VIII set out in the First Schedule.

(4) Where a planning authority determines that an application for planning permission does not comply with the requirements of regulation 12, the planning authority shall notify the applicant in Form IX set out in the First Schedule and shall return all drawings and documents to the applicant.

Grant or
refusal of
development
permit

21. A planning authority shall within ninety days of receipt of the application for a development permit for a major development or change of land use or within twentyeight days of receipt of an application for a development permit for any other development—

(a) grant the applicant a development permit, in Form X set out in the First Schedule if the applicant meets the requirements of the Act;

(b) grant conditional approval in Form X set out in the First Schedule;

(c) defer the application; or

(d) reject the application in Form X set out in the First Schedule.

Variation of
development
permit

22. (1) A holder of a development permit shall apply to a planning authority to vary or amend the terms and conditions attached to a permit in Form XI set out in the First Schedule.

(2) A planning authority shall, where it rejects an application to vary or amend the terms and conditions attached to a permit, notify the applicant in Form XII set out in the First Schedule and endorse the rejection on the permit.

(3) A planning authority shall, where it grants an application to vary or amend the terms and conditions attached to a permit, endorse the amendment or variation in Form XII set out in the First Schedule.

23. (1) A planning authority shall, where it intends to amend or revoke a development permit, notify the holder of a permit of its intention to amend or revoke the permit in Form XIII set out in the First Schedule.

Amendment
or
revocation
of
development
permit

(2) Where a planning authority amends or revokes a development permit, the planning authority shall notify the holder in Form XIV set out in the First Schedule.

24. A planning authority shall maintain a register of applications received and planning permission granted in Form XV set out in the First Schedule.

Register of
application
and planning
permission

25. (1) A local planning authority shall furnish the provincial planning authority with a report of all planning decisions within thirty days of the meeting at which the decision is made.

Report and
copy of
decision and
application

(2) A provincial planning authority may request a local planning authority to submit copies of an application or decision relating to any development.

26. (1) A planning authority shall, where an application for planning permission made under these Regulations relates to a class of development which requires an environmental impact assessment and environmental project brief, grant a development permit subject to the approval of the Zambia Environmental Management Agency.

Limitations
on the right
to
commence
development

(2) A planning authority shall, where an application for planning permission made under these Regulations relates to a development that requires the approval of a relevant authority, grant a development permit subject to the approval of that relevant authority.

(3) Where an application for planning permission is for a development located within a national park or a game management area, a development permit shall be issued subject to the approval of the Ministry responsible for national parks and wildlife.

(4) Where an application for development permit submitted to a planning authority is for a development located within a gazetted forest, a development permit shall be issued subject to the approval of the Ministry responsible for natural resources.

(5) Where an application for planning permission submitted to a planning authority is for a development located within a mining area, planning permission shall be granted subject to the provisions of the Mines and Minerals Development Act, 2015.

Act No. 11
of 2015

Act No. 20 of 2011	(6) Where planning permission is granted for a development which requires a licence under the Liquor Licensing Act, 2011, the commencement of operations shall be subject to the approval of a licensing committee.
Major developments	27. The classes of development set out in the Second Schedule shall be considered to be major developments for the purposes of the Act and these Regulations.
Category of change of land use exempted from planning permission	28. (1) Where land, a building or structure is used for a purpose described in a category specified in the Third Schedule, the use of that land, building or structure for any other purpose described within the same category shall, for the purposes of these Regulations, not be considered as a change of land use requiring planning permission. (2) A use of land, building or structure which is ancillary to a use specified in the Third Schedule shall not be considered as a change of land use requiring planning permission.
Limitations on category of change of land use exempted from planning permission	29. (1) A change of use of land, building or structure within the same category specified in the Third Schedule requires planning permission if the change of use— (a) involves the carrying out of any works other than works which are by these Regulations exempt from the requirement to obtain planning permission; (b) contravenes a condition attached to a permit under the Act; (c) is inconsistent with any use specified or included in a permit under the Act; (d) is a development where the existing development was carried out without a grant of planning permission or permit; and (e) is a major development described in the Second Schedule. (2) A change of use within the same category in the Third Schedule shall not include use— (a) as a licenced premises or an bottle store or any use which includes the sale of intoxicating liquor either for consumption on or off the premises, including as part of a nightclub or dancehall, restaurant, hotel or motel, lodge, guesthouse or other facility providing guest accommodation; (b) as a garage for motor repair or as a filling station; (c) as a nightclub or dance hall; (d) as a motor showroom or car sales lot;

- (e) for a taxi business or for the hire of motorised vehicles;
- (f) as a scrap yard, or a yard for the breaking of motorised vehicles;
- (g) as an amusement arcade or gaming premises;
- (h) for the storage or distribution of minerals;
- (i) for chemical processing or storage;
- (j) as a fuel depot;
- (k) as a supermarket, the gross floor area which exceeds 1,000 square metres;
- (l) as a shop, associated with a filling station, the gross floor area which exceeds 100 square metres; or
- (m) as a hammer mill.

30. A planning inspector may issue to an owner occupier or any other person carrying out a development an enforcement notice in Form XVI set out in the First Schedule where a planning authority considers it necessary to—

Enforcement notice

- (a) discontinue any use of land;
- (b) impose any conditions for the continuation of use of land or any building; or
- (c) alter works to any land or building.

31. (1) A planning authority shall establish and maintain a register for enforcement notices which shall include—

Register of enforcement notices

- (a) the name and physical address of the person on whom the enforcement notice is served, property number and the road, district and the town in which the land is situated, the enforcement notice number, the date of service of the enforcement notice and brief particulars of the nature of the enforcement notice;
- (b) the date the enforcement notice is to take effect;
- (c) the date and effect of any determination of a planning appeals tribunal;
- (e) brief particulars of any action taken by the person on whom the enforcement notice is served to satisfy the conditions therein and whether or not that person has complied with the enforcement notice; and
- (f) the date and effect of any action taken by the planning authority to enforce the enforcement notice.

(2) An entry in the register shall be made within seven days of the issuance of the enforcement notice.

Appeals

32. A person who is aggrieved with a decision of a planning authority may appeal to a appropriate planning appeals tribunal in the province in which the planning authority is situated.

Authentica-
tion of
documents
of planning
authority

33. The chairperson, vicechairperson, secretary or any other person authorised so to do by a resolution of a planning authority shall, authenticate a notice, plan or other document by a planning authority.

State the number of support staff available to work with the planners and their names and positions.

S/N	Position	No. Positions	Filled	Vacant	Name of Officer	Comment
	Total					

Provide details of when the Planning Authority or Planning Committee has met over the quarter. Minutes of the meetings should be attached to this report.

Provide details of any training that has been undertaken by planning staff.

Provide details of the computer hardware available for use by planners and supporting staff.

	No.	Working Condition	Comment
Desktop computer			
Laptop			
A4 Printers			
AO Prints			
Scanner			
GPS			
Local Area Network			
Other			

Provide details of the computer software available for use by the planning staff.

Computer Programmes available for use	No.	Type/Comment

Provide details of vehicles available to be used by planning staff in carrying out their functions.

Provide details of vehicles available to be used by planning staff in carrying out their functions.

Provide details of office equipment available to planning staff.

	No.	Condition	Comment
Desks			
Chairs			
Filing Cabinets			
Other (specify)			

Provide details of budget implementation and incomes and expenditures for physical planning.

Month Received	Government		Other Income		Expenditure	Remarks
	Budget	Amount Received	Budget	Amount Received		
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						

Report on progress made in achieving the objectives of the annual work plan for physical planning.

Provide an overall assessment of the capacity of the Planning Authority to carry out planning functions. This assessment should consider the issues outlined above, but might also have regard to external issues.

Provide any other information which you consider to be relevant.

Signed for and on behalf of

Planning Authority

.....
Name

.....
Position

OFFICIAL STAMP



REPUBLIC OF ZAMBIA

Form II
(Regulations 12 and 14)

The Urban and Regional Planning Act
(Act No. 3 of 2015)

The Urban and Regional Planning (General) Regulations, 2020

APPLICATION FOR PLANNING PERMISSION/DEVELOPMENT PERMIT/CHANGE OF LAND USE/SUBDIVISION/CONSOLIDATION OF LAND			
Print clearly in BLACK OR BLUE INK (or type)	Shaded fields for official use only	Registered Number of Application	Date Valid Application Submitted:
Information Required	Information Provided		✓
INFORMATION REQUIRED FOR ALL APPLICATIONS			
1.	Indicate the type of application: (Please tick appropriate box)		
	(d) Application for permission for the carrying out of any building, rebuilding, mining or other works or operations on or under land		
	(f) Application for permission for the retention of any building, rebuilding, mining or other works or operations on or under land carried out without the grant of planning permission		
	(c) Application for permission for change of land use		
	(g) Application for permission for approval in principle for the carrying out of any building, rebuilding, mining or other works or operations on or under land		
	(e) Application for permission consequent on the grant of approval in principle for the carrying out of any building, rebuilding, mining or other works or operations on or under land		
	(f) Application for permission to subdivide or consolidate land		
2.	If an application in principle has previously been submitted, state the registered number of the application.		
3.	State whether subdivision is involved and if so whether permission has been applied for and give registered number of the application		
4.	Provide details of the location of the development: (a) Plot, Stand, Lot or Farm No.: (b) Road, Area and Town:		
5.	(a) Applicant's name (b) Applicant's address ² (c) Applicant's telephone number (d) Applicant's email address		
6.	(a) Owner's name (b) Owner's address (c) Owner's telephone number (d) Owner's email address		
7.	Legal interest of the Applicant in the land. (Please tick appropriate box) Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Prospective Purchaser <input type="checkbox"/> Other (please specify): If the applicant is not the owner of the land, has a letter of consent from the owner to make the application been provided? Yes <input type="checkbox"/> No <input type="checkbox"/>		
8.	Give details of any relevant easement, wayleave or right of way affecting the proposals. Please note that the extent of such easement/wayleave/right of way should be shown on the site or location plan.		

APPLICATION FOR PLANNING PERMISSION/DEVELOPMENT PERMIT/CHANGE OF LAND USE/SUBDIVISION/CONSOLIDATION OF LAND

Print clearly in BLACK OR BLUE INK (or type)

Information Required

INFORMATION REQUIRED FOR ALL APPLICATIONS	
1.	Indicate the type of application: (Please tick appropriate box) (a) Application for permission for the carrying out of any building, rebuilding, mining or other works or operations on or under land (b) Application for permission for the retention of any building, rebuilding, mining or other works or operations on or under land carried out without the grant of planning permission (c) Application for permission for change of land use (d) Application for permission for approval in principle for the carrying out of any building, rebuilding, mining or other works or operations on or under land (e) Application for permission consequent on the grant of approval in principle for the carrying out of any building, rebuilding, mining or other works or operations on or under land (f) Application for permission to subdivide or consolidate land
2.	If an application in principle has previously been submitted, state the registered number of the application.
3.	State whether subdivision is involved and if so whether permission has been applied for and give registered number of the application
4.	Provide details of the location of the development: (a) Plot, Stand, Lot or Farm No.: (b) Road, Area and Town:
5.	(a) Applicant's name (b) Applicant's address ² (c) Applicant's telephone number (d) Applicant's email address
6.	(a) Owner's name (b) Owner's address (c) Owner's telephone number (d) Owner's email address
7.	Legal interest of the Applicant in the land. (Please tick appropriate box) Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Prospective Purchaser <input type="checkbox"/> Other (please specify): If the applicant is not the owner of the land, has a letter of consent from the owner to make the application been provided?
8.	Give details of any relevant easement, wayleave or right of way affecting the proposals. Please note that the extent of such easement/wayleave/right of way should be shown on the site or location plan.

9. Services (Please tick appropriate box)			
(a) Proposed source of water supply			
Public Mains	<input type="checkbox"/>	Private Bore Hole	<input type="checkbox"/>
Private Well	<input type="checkbox"/>	Other (please specify) _____	
(b) Proposed Sewerage Disposal			
Public Sewer	<input type="checkbox"/>	Septic Tank and Soakaway	<input type="checkbox"/>
Other on site treatment system (please specify) _____			
(c) Proposed Surface Water Disposal			
Public Sewer/Drain	<input type="checkbox"/>	Soakpit	<input type="checkbox"/>
Watercourse	<input type="checkbox"/>	Other (please specify) _____	
(d) Refuse disposal			
Council collection	<input type="checkbox"/>	Private Collection	<input type="checkbox"/>
Rubbish pit	<input type="checkbox"/>	Other (please specify) _____	
INFORMATION REQUIRED FOR ALL APPLICATIONS FOR DEVELOPMENT PERMIT (EXCLUDING CHANGE OF LAND USE AND SUBDIVISION AND CONSOLIDATION)			
PLANNING PERMISSION/DEVELOPMENT PERMIT/CHANGE OF LAND USE PERMISSION/CONSOLIDATION OF LAND		Briefly describe the proposed development including the purpose for which land, building(s) or structure(s) are to be used.	
Shaded fields for official use only		Use of the land for which land, building(s) or structure(s) are now used, and the purpose for which they are to be used.	
Registered Number of Application		Information Provided	
Date Valid Application Submitted:		13. If the site abuts a highway, state the details and height of any fences, etc. If the site is adjacent to a road junction, give details of any proposed walls, etc. If the site is adjacent to a road junction, give details of any proposed walls, etc. If the site is adjacent to a road junction, give details of any proposed walls, etc.	
REQUIRED FOR APPLICATIONS		14. State the following details of the land to which this application relates:	
13. If the site abuts a highway, state the details and height of any fences, etc. If the site is adjacent to a road junction, give details of any proposed walls, etc. If the site is adjacent to a road junction, give details of any proposed walls, etc.	(a) total area of the land to which this application relates	(a) total area of the land to which this application relates	
14. State the following details of the land to which this application relates:	(b) gross floor area of any existing building and structure(s)	(b) gross floor area of any existing building and structure(s)	
(a) total area of the land to which this application relates	(c) gross floor area of proposed new building and structure(s)	(c) gross floor area of proposed new building and structure(s)	
(b) gross floor area of any existing building and structure(s)	(d) gross floor area of any building(s) or structure(s) to be demolished	(d) gross floor area of any building(s) or structure(s) to be demolished	
(c) gross floor area of proposed new building and structure(s)	(e) gross floor area of building(s) or structure(s) to be retained	(e) gross floor area of building(s) or structure(s) to be retained	
(d) gross floor area of any building(s) or structure(s) to be demolished	(f) gross floor area of all buildings as a percentage of site area	(f) gross floor area of all buildings as a percentage of site area	
(e) gross floor area of building(s) or structure(s) to be retained	(g) site coverage (gross floor area of all buildings as a percentage of site area)	(g) site coverage (gross floor area of all buildings as a percentage of site area)	
(f) gross floor area of all buildings as a percentage of site area	(h) number of trees on the land	(h) number of trees on the land	
(g) site coverage (gross floor area of all buildings as a percentage of site area)	(i) number of trees to be retained on the land	(i) number of trees to be retained on the land	
(h) number of trees on the land	15. State the main uses to be used for -	15. State the main uses to be used for -	
(i) number of trees to be retained on the land	(a) external uses	(a) external uses	
15. State the main uses to be used for -	(b) internal uses	(b) internal uses	
(a) external uses	(c) roof uses	(c) roof uses	
(b) internal uses	15. State the main uses to be used for -	15. State the main uses to be used for -	
(c) roof uses	(a) external uses	(a) external uses	
15. State the main uses to be used for -	(b) internal uses	(b) internal uses	
(a) external uses	(c) roof uses	(c) roof uses	
(b) internal uses	16. In the case of mixed-use development, provide a breakdown of the gross floor area of the different types of use and the number of units for each use.	16. In the case of mixed-use development, provide a breakdown of the gross floor area of the different types of use and the number of units for each use.	
(c) roof uses	Yes	Type of Use	No. of Units
16. In the case of mixed-use development, provide a breakdown of the gross floor area of the different types of use and the number of units for each use.	No		Gross Floor Area ⁶
Yes		(a)	
No		(b)	
		(c)	
		(d)	
		(e)	

17.	If the development is wholly or partly for commercial or industrial purposes state:		
	(a) the nature of the proposed use(s)		
	(b) the provision to be made for loading and unloading of vehicles		
	(c) whether it is proposed to conduct retail or wholesale on the premises		
	If an industrial use is proposed state:		
	(d) the type of process to be carried on		
	(e) the nature and means of disposal of refuse or effluent arising from the industrial process		
18.	Except in the case of a residential dwelling, state the number and size of parking spaces to be provided.	Cars:	
		Trucks:	
		Buses:	
		Bicycles:	
		Other (please specify):	
DEVELOPMENT PERMIT OR CHANGE OF LAND USE			
19.	If the proposed development is for a change of land use state:		
	(a) total area of the land to which this application relates		
	(b) description of the proposed use including gross floor area of building(s) and structure(s) ^{5,6} :		
	(c) description of the existing use including gross floor area of building(s) and structure(s) ^{5,6} :		
	(d) description of the use to be retained including gross floor area of building(s) and structure(s) to be retained ^{5,6} :		
DEVELOPMENT PERMIT FOR SUBDIVISION OR CONSOLIDATION OF LAND			
20.	Describe briefly the proposed subdivision or consolidation, including reference to the number of plots to be created ⁵ .		
21.	State the:-		
	(a) total area of land to which this application relates and number of proposed plot.		
	(b) total area of and number of plots proposed for the following purposes:	Area	No. of Plots
	(i) residential		
	(ii) commercial		
	(iii) industrial		
	(iv) public		
	(v) any other purposes		
22.	State the area of smallest plot.		
23.	State whether the construction of a new or, alteration of an existing means of access to or from a road is involved.		
DECLARATION			
I/We certify that the information provided in this application is true and accurate. I/We understand that the outcome of the evaluation will be based on the information available.			
Submitted by:			
Name:			
Position:			
Signature		Date	
FOR OFFICIAL USE ONLY			
Date of submission:			
Application number:			
Payment receipt number:			
Received by:			
Name/position			
.....			
Signature			
			OFFICIAL STAMP

NOTES:

For the purposes of this Form –

“address” means a postal, residential, business, or other address to which any correspondence relating to the application shall be sent and at which any notice may be served;

“applicant” means the person seeking the planning permission, not an agent acting on the applicant’s behalf. The Applicant must have an interest in the land, including being the owner, a prospective purchaser or a tenant or have the consent of the owner of the land;

“gross floor area” means the area ascertained by external measurements of the floor space on each floor of the building; and

“industrial process” means any process which is carried on in the course of trade or business other than agriculture and which is for, or incidental to, the making of an article or part of an article including a vehicle, aircraft, ship or vessel, or a film, video or sound recording, or the altering, repairing, ornamenting, finishing, cleaning, washing, packing, canning, adapting for sale, breaking up or demolition of an article, including the getting, dressing or treatment of minerals.

1. Where an applicant or owner is a business registered under the Business Regulatory Act 2014, state the names of the company directors and the address and registration number of the company or where the business is not a company the names of business owners and the address of the person being a business owner to which notices should be sent. Where an applicant or owner is an organisation registered under the Non-Governmental Organisations Act, 2009, state the names of the board members and the address and registration number of the organisation. Where an applicant or owner is a club, society, church or religious body registered under the Societies Act, state the names and position of an office bearer.
2. Where an application for planning permission is made by a State institution, give details of the Ministry or local authority or other government body (as applicable) on behalf of whom the application is made.
3. The form should include a description of the full extent of the development including the type of permission to which the application relates, details of all the separate elements of the development and the total number of units of each class or type of use. It may be necessary to include an addendum to the form to provide for a full description of the development.
4. Gross floor area means the area ascertained by the external measurement of the floor space on each floor of a building. In the case of an advertisement, the area of the advertisement should be provided. In the case of a structure, the area of the footprint of the structure(s) should be provided.
5. This application is for permission under the Urban and Regional Planning Act, No. 3 of 2015 and does not absolve the applicant from obtaining any other consent under any law, by-law, regulation, State Lease Agreement, etc., that may be required.
6. The planning authority reserves the right to require any further information or additional copies of plans and drawings as it may consider necessary.



Form III
(Regulation 16)

REPUBLIC OF ZAMBIA

The Urban and Regional Planning Act
(Act No. 3 of 2015)

The Urban and Regional Planning (General) Regulations, 2020

REQUEST FOR ADDITIONAL INFORMATION

Application No.

.....
[Insert name and address of the Planning Authority]

To: (1)

of (2)

In respect of your application for (3) at

(4) you are requested within days of this notice to furnish the following information or documents:

(a)

(b)

(c)

(d)

If you fail to furnish the requested information within the stipulated period, the planning authority will proceed to determine the application.

Dated this day of, 20.....

Signed for and on behalf of:

Planning Authority

OFFICIAL STAMP

.....
Name *Position*

.....
Signature

OFFICIAL
STAMP

NOTES

1. The name of the applicant for planning permission (and not the applicant or the applicant's agent) should be inserted here.
2. Insert the address of the Applicant.
3. Include a description of the full extent of the development including the type of permission to which the application relates, details of all the separate elements of the development and the total number of units of each class or type of use.
4. Include the address or location of the land to which the application relates.



Form IV
(Regulation 17)

REPUBLIC OF ZAMBIA

The Urban and Regional Planning Act
(Act No. 3 of 2015)

The Urban and Regional Planning (General) Regulations, 2020

.....
(Name of the Planning Authority)

NOTICE OF INTENTION TO APPLY FOR A PERMIT FOR A MAJOR DEVELOPMENT/CHANGE OF LAND USE*

(1)..... of (2)
..... intends to apply for planning permission for a major development/change of land use* comprising (3)
..... at (4)

This application may have significant environmental impacts and/or a significant impact on the amenity of adjoining properties.

The application may be viewed at (5)
..... and submissions or observations on the application may be made to the planning authority without charge. Submissions or observations must be in writing and made within the period of 30 days beginning on the first date of the period for the publication of this notice being on (6) of, 20

Signed for and on behalf of

Planning Authority

.....
Name *Position*

.....
Signature



***Select as applicable**

NOTES

1. The name of the applicant for planning permission (and not the applicant or the applicant's agent) should be inserted here.
2. Insert the address of the Applicant.
3. A brief description of the nature and extent of the development should be inserted here and shall include the classes of development to be undertaken, the gross floor area of each class of development, the site area and the number of buildings or structures proposed. Where a change of land use is proposed insert a description of the existing land use zoning and the proposed new land use zoning.

4. The location or postal address of the land, building(s) or structure(s) to which the application relates should be inserted here.
5. Insert name of the planning authority and the address or location where the application can be viewed.
6. Insert the date on which the notice is published.
7. A copy of the notice which is signed and stamped must be retained for record purposes by the planning authority. The public notice may be published or erected without the signature and stamp of the planning authority.

Form V
(Regulation 19(1))

REPUBLIC OF ZAMBIA

The Urban and Regional Planning Act
(Act No. 3 of 2015)

The Urban and Regional Planning (General) Regulations, 2020

APPLICATION FOR DETERMINATION OF WHETHER DEVELOPMENT REQUIRES A DEVELOPMENT PERMIT			
Print clearly in black or blue ink (or type)	Shaded fields for official use only	Registered Number of Application	A/
		Date of Receipt	
<i>Information Required</i>	<i>Information Provided</i>		√
1. Name and address of the Planning Authority:			
<p>I/We hereby apply for a determination whether the carrying out of the building, rebuilding, mining or other works or operations on or under land or the making of the change in use of the land, or the subdivision or consolidation of land, as described in this application and shown on the attached plan would constitute or involve development and, if so, whether an application for planning permission is required.</p> <p>Date: Signature of Applicant¹ or Agent:</p>			
2. If signed by Agent state:			
(a) Agent's Name:			
(b) Agent's Address ² :			
(c) Agent's Email Address:			
(d) Agent's Telephone No.:			
(e) Profession/Relationship to Applicant			
(f) Agent's Professional Registration No. (if applicable)			
3. Location of the Development:			
(a) Plot, Stand, Lot or Farm No.:			
(b) Road, Area and Town:			
4. (a) Applicant's Name ^{1,3,4}			
(b) Applicant's Address ²			
(c) Applicant's Telephone Number			
(d) Applicant's Email Address			
5. (a) Owner's Name ^{1,3,4}			
(b) Owner's Address ²			
(c) Owner's Telephone Number			
(d) Owner's Email Address			
6. Legal interest in land (Please tick appropriate box)			
Owner <input type="checkbox"/>	Tenant <input type="checkbox"/>		
Prospective Purchaser <input type="checkbox"/>			
Others (Please specify):			
If the Applicant is not the owner of the land, has a letter of consent from the owner to make the application been provided:			
Yes <input type="checkbox"/>	No <input type="checkbox"/>		
7. Describe briefly the proposed development including the purpose for which land, building(s) or structure(s) are to be used ⁵			
8. State the purpose for which land, building(s) or structure(s) are now used. If not now used, the purpose for which they were last used.			
9. State whether the construction of a new or, alteration of an existing means of access to or from a road is involved.			

10.	If the proposed development consists only of a change of use and does not involve building operations state:	
	(a) total area of the land to which this application relates	
	(b) description of the proposed use including gross floor area of building(s) and structure(s) ^{5,6} ;	
	(c) description of the existing use including gross floor area of building(s) and structure(s) ^{5,6}	
	(d) description of the use to be retained including gross floor area of building(s) and structure(s) to be retained ^{5,6}	
11.	State the-	
	(a) total area of the land to which this application relates	
	(b) gross floor area ⁶ of any existing building(s) and structure(s)	
	(c) gross floor area ⁶ of proposed new building(s) and structure(s)	
	(d) gross floor area ⁶ of any building(s) or structure(s) to be demolished	
	(e) gross floor area ⁶ of building(s) or structure(s) to be retained	
12.	If the site abuts on a road junction, give details and height of any proposed walls, fences, etc. fronting onto the junction and the materials to be used.	
13.	Give any other details the Applicant may consider necessary	
<p>DECLARATION</p> <p>I/We certify that the information provided in this application is true and accurate. I/We understand that the outcome of the evaluation will be based on the information available.</p> <p>Submitted by:</p> <p>Name:</p> <p>Position:</p> <p>Signature: Date:</p>		
<p>FOR OFFICIAL USE ONLY</p> <p>Date of submission:</p> <p>Application number:</p> <p>Payment receipt number:</p> <p>Received by: Name Position</p> <p>..... Signature</p>		
		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>OFFICIAL STAMP</p> </div>

NOTES

1. Applicant means the person seeking the planning permission, not an agent acting on the applicant's behalf. The Applicant must have an interest in the land, such as be the owner, a prospective purchaser or a tenant or have the consent of the owner of the land.
2. Address means a postal, residential, business, or other address to which any correspondence relating to the application shall be sent and at which any notice may be served.
3. Where an applicant or owner is a business registered under the Business Regulatory Act 2014, state the names of the company directors and the address and registration number of the company or where the business is not a company the names of business owners and the address of the person being a business owner to which notices should be sent. Where an applicant or owner is an organisation registered under the Non-Governmental Organisations Act 2009, state the names of the board members and the address and registration number of the organisation. Where an applicant or owner is a club, society, church or religious body registered under the Societies Act, state the names and position of an office bearer.
4. Where an application for planning permission is made by a state institution, give details of the Ministry or local authority or other government body (as applicable) on behalf of whom the application is made.

5. The form should include a description of the full extent of the development including the type of permission to which the application relates, details of all the separate elements of the development and the total number of units of each class or type of use. It may be necessary to include an addendum to the form to provide for a full description of the development.
6. Gross floor area means the area ascertained by the external measurement of the floor space on each floor of a building. In the case of an advertisement, the area of the advertisement should be provided. In the case of a structure, the area of the footprint of the structure(s) should be provided.
7. This application is for permission under the Urban and Regional Planning Act, No. 3 of 2015 and does not absolve the applicant from obtaining any other consent under any law, by-law, regulation, State Lease Agreement, etc., that may be required.
8. The planning authority reserves the right to require any further information or additional copies of plans and drawings as it may consider necessary.



The Urban and Regional Planning Act
(Act No. 3 of 2015)

The Urban and Regional Planning (General) Regulations, 2020

.....
[Insert name and address of the Planning Authority]

NOTIFICATION OF DETERMINATION

Application No.

To: (1)of
(2)
Your application numbered as above submitted on the (3) of,
20 for the determination of whether the building, rebuilding works or operation or
change in land use consisting of (4)
situate in (5) would constitute
or involve development was considered on the (6) of, 20

It has been determined that the said building, rebuilding works or operation or change in use shall/
shall not* require an application to be submitted for planning permission in respect thereof.

Signed for and on behalf of
Planning Authority

.....
Name *Position*

.....
Signature



***Select as applicable**

NOTES

1. The name of the applicant for planning permission (and not the applicant or the applicant's agent) should be inserted here.
2. Insert the address of the Applicant.
3. Insert date of the submission of the application for determination.
4. Include a brief description of the nature and extent of the development should be inserted here and shall include the classes of development to be undertaken, the gross floor area of each class of development, the site area and the number of buildings or structures proposed. Where a change of land use is proposed insert a description of the existing land use zoning and the proposed new land use zoning.
5. The location or postal address of the land, building(s) or structure(s) to which the application relates should be inserted here.
6. Insert date of the meeting of the planning authority or planning committee at which the determination was considered.



REPUBLIC OF ZAMBIA

The Urban and Regional Planning Act
(Act No. 3 of 2015)

The Urban and Regional Planning (General) Regulations, 2020

ASSESSMENT FORM OF VALIDITY OF PLANNING APPLICATION
DOCUMENTATION AND DRAWINGS

.....
[Insert name and address of the Planning Authority]

CHECKLIST FOR SUBMISSION OF APPLICATIONS FOR PLANNING PERMISSION FOR DEVELOPMENT. The following requirements must be met for an application to be considered as a valid application for planning permission.			
Applicant's Name:		Application No.:	
Applicant's Address:		Plot No. and Town:	
Applicant's Telephone No.:		Date:	
Applicant's Email Address			
Recorded By:		Signature:	
All scales and dimensions shown on drawings must be verified by the Planning Authority.			
A.	SECTION A – PROOF OF OWNERSHIP (one of the following)	Yes	No
	A copy of the Title Deeds which must include the name of the owner, the plot number, the date of commencement of the lease, the duration of the lease and the survey diagram; or		
	Letter of Offer from the Ministry of Lands; or		
	Record of payment of ground rent bill; or		
	An occupancy licence; or		
	Where the land the subject of the application is located within a customary area, a letter from the Chief confirming that the land has been allocated to the applicant; or		
	Where the applicant is not the owner of the land, is the application ALSO accompanied by a letter of consent from the owner to the applicant making the application for a development permit.		
B.	SECTION B – PLANNING APPLICATION FORM (appropriate form completed in full and signed)		
	4 copies of the planning application form provided.		
	All sections of the planning application form must be completed.		
	The form must include a description of the full extent of the development, including all uses and total number of buildings relevant to each use. If the application is for legalization and/or extension, this must be stated in the description. It may be necessary to include an addendum to the form to provide for a full description.		
C.	SECTION C - ALL DRAWINGS		
	The name, address and telephone number of the person who prepared the drawing must be clearly shown.		
	Where the application is made to a provincial planning authority, plans should have an endorsement stamp from the local authority.		
	The drawings are in a metric scale.		
	The site and location plan have a north point.		
D.	SECTION D - LOCATION PLAN		
	A location plan of sufficient size and containing details of features in the vicinity such as to permit the identification of the land to which the application relates, to a scale of not less than 1:5000 (which shall be identified thereon) and marked or coloured so as to identify clearly the land, building(s) or structure(s) to which the application relates and the boundaries.		

E.	SECTION E – SITE PLANS		
	The Site Plan is to a scale of 1:500.		
	The site boundary clearly delineated in red or heavy black line		
	The site plan should show buildings, roads, boundaries, septic tanks and percolation areas, bore holes, wells, tree stands and other features on, adjoining or in the vicinity of the land, building(s) or structure(s) to which the application relates are shown.		
	Land which adjoins, abuts or is adjacent to the land to be developed and which is under the control of the applicant or the person who owns the land which is the subject of the application outlined in blue or with a dashed line and easements/rights of way/wayleaves are shown in yellow or shown as hatched		
	The identification numbers of plots adjoining the land to which the application relates are shown		
	Where the application relates to reconstruction, alteration or extension of a building or structure, or the provision of new building(s) or structure(s) on a plot where there are existing buildings or structures, the new building(s) or structure(s) are distinguished by being coloured or highlighted.		
	The position and width of any existing or proposed means of access to any road from the land, building(s) or structure(s) and how any roads adjoin the lands shown.		
	Where a septic tank is proposed to serve the proposed development, the position of the septic tank and soak away is shown.		
	The application is accompanied by such drawings and documents as are necessary to provide the principle dimensions, including capacity of the septic tank and soakaway		
	The site plan indicates the principle dimensions of the plot.		
	The site plan shows the boundaries of the plot and adjoining plots and their identification numbers.		
	The site plan shows any road fronting or adjoining those plots and its name (if any) and width.		
	The site plan shows the position of the proposed building(s) or structure(s) on the plot, and the distance of the building(s) or structure(s) from the front, rear and side boundaries. Existing building(s) or structure(s) are also shown.		
	The plan shows the position and width of any existing and/or proposed means of access to any road from the plot.		
	Floor plans and elevations are provided for all proposed new building(s) or structure(s) shown on the site plan.		
	For shops, does the plan show the depth and level of the verandah and the level of the adjoining road/verandah		
	For industrial/commercial building, does the plan show the number and location of parking spaces.		
	For industrial/commercial building, does the plan show the loading and off-loading arrangements.		
F.	SECTION F - BUILDING PLANS		
	Floor plan(s) at a scale of not less than 1:100 are provided.		
	Floor plan(s) for each floor level proposed which shows the use of each floor and/or each room are provided.		
	Floor plan(s) for all new building shown on the site plan are provided.		
	Floor plan(s) show the principal dimensions of each room including the gross floor area.		
	The floor plans show the position of the sections.		
	There is a window schedule which shows the dimensions of all windows and the openings provided.		
	There is a door schedule which shows the dimensions and openings of all doors provided.		
	The primary materials for construction of the walls and roof is stated		
	The position of the sanitary ware shown for all toilets is shown.		
G.	SECTION G - SECTIONS AND ELEVATIONS		
	Elevational drawings are at a scale of 1:50 or 1:100.		
	The overall height of the building(s) or structure(s) is shown.		
	Drawing(s) for each elevation are provided.		
H.	SECTION H - CHANGE OF USE APPLICATIONS (sections A, B, C, D and E above to be complied with)		
	A statement of the existing use and of the use proposed is provided.		

H.	SECTION H - CHANGE OF USE APPLICATIONS (sections A, B, C, D and E above to be complied with)			
A statement of the existing use and of the use proposed is provided.				
I.	SECTION I - SUBDIVISION APPLICATIONS (sections A, B, C, D and E above to be complied with)			
The site plan shows the number and area of any existing or proposed subdivisions on the lands, and, on lands in the ownership of the applicant adjoining the subject lands, and the existing use thereof				
The site plan shows the proposed layout of roads within the lands including all drains, culverts; and storm water drainage.				
The site plan shows the position and width of all existing and proposed means of access from the plot to any road.				
J.	SECTION J - CONSOLIDATION APPLICATIONS (sections A, B, C, D and E above to be complied with)			
The site plan shows the position and width of all existing and proposed means of access from the plot to any road.				
The site plan shows the layout of existing roads within the plot including all drains, culverts; and storm water drainage.				
The site plan shows the proposed layout of roads within the plot including all drains, culverts; and storm water drainage.				
The site plan shows the position and width of all existing and proposed means of access from the plot to any road.				
K	SECTION K – MAJOR DEVELOPMENTS			
The proposed development comprises a major development.				
A notice been provided to the planning authority.				
L	SECTION L - Actions necessary to ensure that the documents and drawings submitted as part of an application for planning permission meet the requirements for a valid application.			
Signed for and on behalf of				
<i>Planning Authority</i>				
.....			
<i>Name</i>		<i>Position</i>		
.....				
<i>Signature</i>		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">OFFICIAL STAMP</td> </tr> </table>		OFFICIAL STAMP
OFFICIAL STAMP				



Form VIII
(Regulation 20(3))

REPUBLIC OF ZAMBIA

The Urban and Regional Planning Act
(Act No. 3 of 2015)

The Urban and Regional Planning (General) Regulations, 2020

Application No.

.....
[Insert name and address of the Planning Authority]

**ACKNOWLEDGEMENT OF VALID APPLICATION FOR PLANNING
PERMISSION OR DETERMINATION**

To: (1) of
(2)

Your application numbered as above in respect of (3)
..... situate in (4)
..... was
received in this office on (5) of, 20..... and is deemed to be a valid
application.

*Your application does not include development which comes within the scope of major
development as set out in these Regulations, and, accordingly, your application for planning
permission will be assessed by the planning authority within 28 days of the date of receipt of this
application which was on (6), 20.....

*Your application includes development which comes within the scope of major development as
set out in these Regulations, and, accordingly, your application for planning permission will be
assessed by the planning authority within 90 days of the date of receipt of this application which
was on (6), 20.....

You will be notified in due course of the decision of the Planning Authority.

Signed for and on behalf of
Planning Authority

.....
Name

.....
Position

.....
Signature

OFFICIAL
STAMP

***Select as applicable**

NOTES

1. The name of the applicant for planning permission (and not the applicant or the applicant's agent) should be inserted here.
2. Insert the address of the Applicant.
3. Include a brief description of the nature and extent of the development should be inserted here and shall include the classes of development to be undertaken, the gross floor area of each class of development, the site area and the number of buildings or structures proposed. Where a change of land use is proposed insert a description of the existing land use zoning and the proposed new land use zoning.
4. The location or postal address of the land, building(s) or structure(s) to which the application relates should be inserted here.
5. Insert date of the meeting of that the application was submitted.
6. Insert date of the submission of the application.



Form IX
(Regulation 20(4))

REPUBLIC OF ZAMBIA

The Urban and Regional Planning Act
(Act No. 3 of 2015)

The Urban and Regional Planning (General) Regulations, 2020

.....
[Insert name and address of the Planning Authority]

NOTICE OF NON-COMPLIANCE FOR PLANNING PERMISSION

(1) To:
of (2)

Your application in respect of (3)
situate in (4)
has been determined to not comply with the requirements of the Urban and Regional Planning
(General) Regulations, and, is, therefore, determined to be invalid. All drawings and documents
are hereby returned to you.

*The requirements for planning application documents and drawings are set out in the Form VII
attached to this letter and Section L of the form sets out the actions necessary to ensure that the
documents and drawings submitted as part of an application for planning permission meet the
requirements for a valid application(5).

*Your application has been assessed as including development which comes within the definition
of Major Development as set out in section 53 of the Urban and Regional Planning Act, No. 3 of
2015, and, accordingly, your application will not be deemed to be valid until a notice in Form IV
attached to this letter has been provided to the planning authority and such notice has been
published by the planning authority in accordance with section 53 of the Urban and Regional
Planning Act, No. 3 of 2015(6).

Signed for and on behalf of
Planning Authority

.....
Name *Position*

.....
Signature



***Select as applicable**

NOTES

1. The name of the applicant for planning permission (and not the applicant or the applicant's agent) should be inserted here.
2. Insert the address of the Applicant.
3. Include a brief description of the nature and extent of the development should be inserted here and shall include the classes of development to be undertaken, the gross floor area of each class of development, the site area and the number of buildings or structures proposed. Where a change of land use is proposed insert a description of the existing land use zoning and the proposed new land use zoning.
4. The location or postal address of the land, building(s) or structure(s) to which the application relates should be inserted here.
5. Attach Form VII duly completed by the planning authority.
6. Attach Form IV to be completed by the applicant.



Form X
(Regulation 21)

REPUBLIC OF ZAMBIA

The Urban and Regional Planning Act
(Act No. 3 of 2015)

The Urban and Regional Planning (General) Regulations, 2020

.....
[Insert name and address of the planning authority]

NOTIFICATION OF GRANT*/REJECTION* OF DEVELOPMENT PERMIT

Application No.

To: (1)
of (2)

Your application numbered as above in respect of (3)
..... situate in (4)

.....
was considered at the meeting of the planning authority on (5) of
....., 20 and *has been refused for the following reason(s):
..... or *has been granted subject to the following conditions
with the attached reasons:

*In the case of subdivision approvals where the records of the sub-divisional survey required by sections 10 (1) and 21 of the Land Survey Act are not lodged with the Surveyor-General within the period stated in the approval, such approval shall be deemed to be cancelled.

If the applicant is aggrieved by the decision of the planning authority to refuse permission for the proposed development or subdivision or to grant permission subject to conditions, the applicant may, by notice served within thirty days of the receipt of this notification appeal to a planning appeals tribunal in terms of section 60 of the Act.

The Tribunal shall not be required to entertain an appeal under the aforesaid section 60 in respect of the determination of an application for permission for development or subdivision of land if it appears to the president or the vice-president of the tribunal that permission or approval for that development or subdivision could not have been granted otherwise than subject to the conditions imposed, having regard to the provisions of sections 52 and 53 of the Act.

Signed for and on behalf of

Planning Authority

.....
Name

.....
Position

.....
Signature



***Select as applicable**

NOTES

1. The name of the applicant for planning permission (and not the applicant or the applicant's agent) should be inserted here.
2. Insert the address of the Applicant.
3. Include a brief description of the nature and extent of the development should be inserted here and shall include the classes of development to be undertaken, the gross floor area of each class of development, the site area and the number of buildings or structures proposed. Where a change of land use is proposed insert a description of the existing land use zoning and the proposed new land use zoning.
4. The location or postal address of the land, building(s) or structure(s) to which the application relates should be inserted here.
5. Insert date of the meeting at which the application was determined.



Form XI
(Regulation 22(1))

REPUBLIC OF ZAMBIA

The Urban and Regional Planning Act
(Act No. 3 of 2015)

The Urban and Regional Planning (General) Regulations, 2020

APPLICATION FOR VARIATION OR AMENDMENT OF A DEVELOPMENT PERMIT			
Please complete in block letters		Shaded fields for official use only	Date:
PARTICULARS OF APPLICANT			√
1.	Application No.		
2.	Applicant's Name ^{1,3,4}		
3.	Applicant's Address ²		
	Applicant's Telephone Number		
	Applicant's Email Address		
PARTICULARS OF VARIATION OR AMENDMENT			
4.	CURRENT INFORMATION	DESCRIPTION OF AMENDMENT(S)	REASONS FOR AMENDMENT
	(a)		
	(b)		
	(c)		
5.	Attachments Attach supporting document(s) where applicable		
DECLARATION			
I declare that the information I have stated is correct and truthful to the best of my knowledge and belief.			
..... Name	 Designation	
..... Signature	 Date	
			OFFICIAL STAMP

FOR OFFICIAL USE ONLY	
Date of submission:
Application number:
Payment receipt number:
Signed By:
<i>Name</i>	<i>Position</i>
.....
<i>Signature</i>	

NOTES

1. Applicant means the person seeking the planning permission, not an agent acting on the applicant's behalf. The Applicant must have an interest in the land, including being a prospective purchaser or a tenant or have the consent of the owner of the land.
2. Address means a postal, residential, business, or other address to which any correspondence relating to the application shall be sent and at which any notice may be served.
3. Where an applicant or owner is a business registered under the Business Regulatory Act, 2014, state the names of the company directors and the address and registration number of the company or where the business is not a company the names of business owners and the address of the person being a business owner to which notices should be sent. Where an applicant or owner is an organisation registered under the Non-Governmental Organisations Act, 2009, state the names of the board members and the address and registration number of the organisation. Where an applicant or owner is a club, society, church or religious body registered under the Societies Act, state the names and position of an office bearer.
4. Where an application for planning permission is made by a state institution, give details of the Ministry or local authority or other government body (as applicable) on behalf of whom the application is made.
5. The planning authority reserves the right to require any further information or additional copies of plans and drawings as it may consider necessary.



REPUBLIC OF ZAMBIA

The Urban and Regional Planning Act
(Act No. 3 of 2015)

The Urban and Regional Planning (General) Regulations, 2020

**NOTIFICATION OF *GRANT/REFUSAL TO VARY OR AMEND THE TERMS AND
CONDITIONS OF PLANNING PERMISSION/DEVELOPMENT PERMIT**

Application No.

.....

[Insert name and address of the Planning Authority]

To: (1)

of (2)

Your application numbered as above to vary the terms and conditions of development permit No.

(3) in respect of

(4) situate in

(5) has on the

(6) of, 20 been *refused for the following reason(s):

..... or *has

been granted and the revised conditions are:

.....

Signed for and on behalf of

Planning Authority

.....

Name

Position

.....

Signature



***Select as applicable**

NOTES

1. The name of the applicant for planning permission (and not the applicant or the applicant's agent) should be inserted here.
2. Insert the address of the Applicant.
3. Insert the register no. of the development permit for which a change was sought.
4. Include a brief description of the nature and extent of the development should be inserted here and shall include the classes of development to be undertaken, the gross floor area of each class of development, the site area and the number of buildings or structures proposed. Where a change of land use is proposed insert a description of the existing land use zoning and the proposed new land use zoning.
5. The location or postal address of the land, building(s) or structure(s) to which the application relates should be inserted here.
2. Insert date of the meeting at which the application was determined.



Form XIII
(Regulations 23(1))

REPUBLIC OF ZAMBIA

The Urban and Regional Planning Act
(Act No. 3 of 2015)

The Urban and Regional Planning (General) Regulations, 2020

NOTICE OF INTENTION TO AMEND*/REVOKE* A DEVELOPMENT PERMIT

To (1)
of (2)
IN THE MATTER OF development permit No. (3)
for development comprising (4) at (5)
..... you are notified that the Authority intends to *amend your
development permit as follows (6): and on the following
grounds:

- (a).....
- (b).....
- (c).....
- (d).....

*or revoke your permit on the following grounds:

- (a).....
- (b).....
- (c).....
- (d).....

Accordingly, you are requested to show cause why your permit should not be *amended/
revoked within (7) days of receiving this notice. In the event that a submission is not
received within the time specified, the planning authority will proceed to *amend/revoke the
development permit.

Dated this day of, 20.....

Signed for and on behalf of

Planning Authority

.....
Name *Position*

.....
Signature



***Select as applicable**

NOTES

1. The name of the applicant for planning permission (and not the applicant or the applicant's agent) should be inserted here.
2. Insert the address of the Applicant.
3. Insert the register no. of the development permit for which a change was sought.
4. Include a brief description of the nature and extent of the development should be inserted here and shall include the classes of development to be undertaken, the gross floor area of each class of development, the site area and the number of buildings or structures proposed. Where a change of land use is proposed insert a description of the existing land use zoning and the proposed new land use zoning.
5. The location or postal address of the land, building(s) or structure(s) to which the application relates should be inserted here.
6. Provide a description of the amendment proposed.
7. Insert the number of days allowed for the submission.



REPUBLIC OF ZAMBIA

The Urban and Regional Planning Act
(Act No. 3 of 2015)

The Urban and Regional Planning (General) Regulations, 2020

NOTICE OF *AMENDMENT/REVOCAION OF A DEVELOPMENT PERMIT

.....
[Insert name and address of the Planning Authority]

To (1)
of (2)
IN THE MATTER OF development permit no. (3)
for development comprising (4)
at (5) you are notified that the Authority has hereby *amended
your development permit as follows (6):

and on the following grounds:
(a).....
(b).....
(c).....
(d).....

*or revoked your permit on the following grounds:
(a).....
(b).....
(c).....
(d).....

Dated this day of, 20.....

Signed for and on behalf of
Planning Authority

.....
Name *Position*

.....
Signature

OFFICIAL
STAMP

***Select as applicable**

NOTES

1. The name of the applicant for planning permission (and not the applicant or the applicant's agent) should be inserted here.
2. Insert the address of the Applicant.
3. Insert the register no. of the development permit for which a change was sought.
4. Include a brief description of the nature and extent of the development should be inserted here and shall include the classes of development to be undertaken, the gross floor area of each class of development, the site area and the number of buildings or structures proposed. Where a change of land use is proposed insert a description of the existing land use zoning and the proposed new land use zoning.
5. The location or postal address of the land, building(s) or structure(s) to which the application relates should be inserted here.
6. Provide a description of the amendment proposed.



REPUBLIC OF ZAMBIA

Form XV
(Regulations 24)**The Urban and Regional Planning Act**
(Act No. 3 of 2015)**The Urban and Regional Planning (General) Regulations, 2020****REGISTER FOR PLANNING APPLICATIONS/PERMISSIONS GRANTED**

No.	Name of Permit Holder	Address of Permit Holder	Permit Number	Date of Issue
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



REPUBLIC OF ZAMBIA

The Urban and Regional Planning Act
(Act No. 3 of 2015)

The Urban and Regional Planning (General) Regulations, 2020

ENFORCEMENT NOTICE

.....
[Insert name and address of the Planning Authority]

To (1)
of (2)
.....

[Insert Date]

Illegal Development at (3)
.....

*It appears that the *development/subdivision of land as described hereunder has been carried out without the grant of permission required under Part VI of the Urban and Regional Planning Act. The development in question comprises (4):

*It appears that the following condition(s) attached to development permit no. (5)
*has/have not been complied with: The development that has been carried out contrary to the above conditions comprises (6):

You are hereby required to (7)
within a period of 28 days from the date of this notice. If you fail to comply with these requirements the Planning Authority may enter on the land and do those things and may recover as a civil debt in any court of competent jurisdiction from the person who is then the owner of the land to which this notice relates any expenses reasonably incurred by the said Planning Authority in that behalf.

This notice shall take effect on the (8) day of, 20.....

If any person uses or causes or permits to be used the land to which this notice relates or carries out or causes or permits to be carried out operations on the said land in contravention of this notice without the grant of permission in that behalf under Part VI of the Urban and Regional Planning Act, such person shall be guilty of an offence. Section 71 (2) of the Urban and Regional Planning Act, No. 3 of 2015 provides that a person convicted of an offence is liable to a fine not exceeding two hundred thousand penalty units or to imprisonment for a period not exceeding two years, or both.

If you are aggrieved by this notice you may appeal to the (9) Planning Appeals Tribunal at (10) in accordance with Section 65 of the Urban and Regional Planning Act, within 28 days of (11) in which case the operation of this notice shall be suspended pending the final determination or withdrawal of the appeal.

Signed for and on behalf of

Planning Authority

.....

Name

Position

.....

Signature

OFFICIAL STAMP

***Delete whichever is inapplicable.**

NOTES

1. The name of the landowner should be inserted here. Where owner is a business registered under the Business Regulatory Act, 2014, state the names of the company directors and the address and registration number of the company or where the business is not a company the names of business owners and the address of the person being a business owner to which notices should be sent. Where an owner is an organisation registered under the Non-Governmental Organisations Act, 2009, state the names of the board members and the address and registration number of the organisation. Where an owner is a club, society, church or religious body registered under the Societies Act, state the names and position of an office bearer.
2. Insert the address of the landowner. Address means a postal, residential, business, or other address to which any correspondence relating to the application shall be sent and at which any notice may be served.
3. The location or postal address of the land, building(s) or structure(s) on which the illegal development has been carried out should be inserted here. If the development is occurring on unnumbered plot, include a description of the location of the development by reference to the area, road and/or adjoining developments or co-ordinates.
4. Include a brief description of the nature and extent of the illegal development should be inserted here including the change of land use.
5. Insert development permit no.
6. Provide a description of the development that has been carried out which is considered to not comply with conditions, including subdivision or consolidation or change of land use.
7. State clearly the steps to be taken whether they are to cease the operation of a business and/or to cease construction or to apply for planning consent. The actions required should include reinstatement of the land to its former condition.
8. Insert the date on which is the 28th day after the date on which the notice is served.
9. Insert name of the Planning Appeals Tribunal
10. Insert the address of the Planning Appeals Tribunal.
11. Insert the date on which the notice is served

SECOND SCHEDULE

(Regulations 27 and 29(1))

CLASSES OF MAJOR DEVELOPMENT

Category	Major Development
1	Any application for planning permission for a change of use or change of land use.
2	Any development which would require an environmental impact assessment and environmental project brief in accordance with the Environmental Management Act, No. 12 of 2011.
3	Development which requires a licence under the Environmental Management Act No. 12 of 2011.
4	Development located in or within 2km of environmentally protected areas or wetland areas as designated in accordance with the provisions of the Environmental Management Act No. 12 of 2011.
5	Development located in or within 2km of National Park in accordance with the provisions of the Zambia Wildlife Act, No. 14 of 2015.
6	Development of a building that is protected under the National Heritage Conservation Commission Act, Cap. 173 or development located in an area of land that is protected under the National Heritage Conservation Commission Act, Cap 173 or on land that is immediately abutting a protected area.
7	Any change or extension of development already permitted, executed or in the process of being executed which would:
	(a) result in the development being of a class listed in this Schedule or in the Second or Third Schedule of the Environmental Impact Assessment Regulation 1997, Statutory Instrument No. 28 of 1997; or
	(b) result in an increase in size greater than 25 percent of a development being of a class listed in this Schedule or in the Second or Third Schedule of the Environmental Impact Assessment Regulation 1997, Statutory Instrument No. 28 of 1997 or an amount equal to 50 percent of the appropriate threshold set out in this Schedule or in the Second or Third Schedule of the Environmental Impact Assessment Regulation 1997, Statutory Instrument No. 28 of 1997 whichever is the greater.
8	Any development incorporating a licenced premises or the use of land or building or structure requiring a licence under the Liquor Licensing Act, Cap 167 of the Laws of Zambia.
9	A night club or dance hall.
10	A public building for entertainment, recreational or cultural uses, or a place of assembly which is likely to have a negative impact on those using the facility itself and the surrounding area due to scale, safety, movement, parking, noise and frequency.
11	Any development of shops or incorporating shops with a total gross floor area in excess of 2,500 square meters.
12	A market or an area for stalls or kiosk located within a central business district or located along a trunk road or a highway or at a public transport hub.

13	A heavy industrial process, including industrial estates or as a fuel depot or for concrete or asphalt production or for chemical processing and storage.
14	The development of any residential estate likely to have a significant impact on demand for utilities and schools, health centres and hospitals.
15	Developments which would involve an area of greater than 2 hectares in the case of a central business district or other parts of a planning area.
16	Filling station.
17	Any development incorporating guest accommodation including any hotel, motel, guest house or lodge, providing 50 bed spaces or more.
18	A boarding house providing 50 bed spaces or more or the conversion of any existing building for use as a boarding house.
19	Hospital and health centre.
20	School, higher education institution, technical skills training institute.
21	Any development which is equivalent to two storeys above the prevailing height.
22	A heavy vehicle park.
23	Car park not ancillary to a primary use.
24	Any mining activity or mineral processing.
25	A scrap yard or waste facility.
26	Chemical processing and storage or as a fuel depot.
27	Any development listed in this Schedule which does not exceed a quantity, area or other limit specified in this Part, or in the Environmental Impact Assessment Regulations, SI No. 28 of 1997, but which is likely to have significant effects on the environment, having regard to the criteria set out in the Third Schedule of this Act.

NOTE:

For the purposes of this Schedule –

“car park” means land, a building or structure which is not part of a public roadway and which is used for the parking of motorised vehicles, excluding a heavy vehicle park;

“fuel depot” means the use of land, a building or structure or part hereof, for the storage and distribution of fuel;

“guest house” means a converted residential dwelling where individual rooms are let out for temporary residential accommodation, with or without meals, on condition that all amenities and the provision of meals and beverages shall be for the sole benefit of bona fide guests and the resident family or person;

“heavy vehicle park” means land, a building or structure or part thereof used for the storage, parking, repair, maintenance of heavy vehicles and machinery, including buses, trucks and lorries;

“kiosk” means a structure, other than a stall at street level which provides a local retail function-

- (a) supplying primarily pre-packed or pre-wrapped items or foodstuffs, excluding liquor and meat; or
- (b) as an agent for mobile telephone or mobile money services;

“market” has the meaning assigned to the word in the Market and Bus Stations Act, 2007;

“school” has the meaning assigned to the word in the Education Act, 2011;

“scrap yard” means land, a building or structure or part thereof, which is utilised for one or more of the following purposes:

- (a) storing, depositing or collecting of junk or scrap material or articles the value of which depends mainly or entirely on the material used in the manufacture thereof;
- (b) the dismantling or storage of scrap metals, secondhand vehicles or machines to recover components or material; and
- (c) the storing or sale of second-hand parts, poles, steel, wire, lumber yards, tyres, bricks, containers or other articles which are suitable to be left in the open without any serious damage being incurred;

“stall” means a stand, shelter or table for the sale or purchase of goods;

Act No. 7 of
2007

Act No. 23
of 2011

“waste” has the meaning assigned to the word in the Environmental Management Act, 2011; and
“waste facility” means land, a building or structure or part thereof, used for the collection, storage, processing, transfer or treatment of waste but excludes a scrap yard.

Act No. 12
of 2011

THIRD SCHEDULE

(Regulation 28 and 29)

1. For the purposes of this Schedule—

“abattoir” means land, a building or structure or part thereof provided by Government or a local authority or approved by the local authority for the slaughter of animals intended for sale as food and includes all buildings, lairs, stalls and spaces within the abattoir;

“amusement arcade” means land, a building or structure or part thereof used for the playing of gaming machines, video games or other amusement machines;

“ancillary” means a structure, building, land use or operation that supports and complements the approved use of land, building or structure and which would not exist on its own where the approved use of that land or building is discontinued;

“boarding house” means a residential dwelling where habitable rooms and communal facilities such as the kitchen, lounge, dining room and bathrooms are rented out for an extended period to unrelated persons;

“business” has the meaning assigned to the word in the Business Regulatory Act, 2014;

“childcare facility” means land, a building or structure or part thereof used as a full day care and sessional facility for pre-school and school-going children which provides care, education and social activities for children and includes a nursery school, creche and after school groups but excludes primary, secondary and special schools and residential centres for children;

“consolidate” means combining two or more holdings of land whether for the purposes of conveyance, transfer, partition, sale, gift, lease, mortgage or any other purpose;

“fast food outlet” means land, a building or structure or part thereof used for the sale of food for consumption either on or off the premises, but excludes a shop;

“filling station” means land, a building or structure or part thereof used for the retail of petrol, diesel, kerosene, motor oils, car parts or accessories for motor vehicles and provision of ancillary services such as compressed air, water, toilets and a shop which does not exceed thirty percent of the total built floor area or 100m², whichever is the lesser;

- “game of chance” does not include an athletic game or sport;
- “gaming machine” means a machine for playing a game of chance, being a game which requires no action by any player other than the actuation or manipulation of the machine;
- “gaming premises” means land, a building or structure or part thereof used for playing of a game of chance for winnings in money or money’s worth using gaming machines and includes casinos and betting offices;
- “garage” means land, a building or a structure or part thereof used, for the repair, maintenance and servicing of a motorised vehicle and may include ancillary services such as a car wash and sale of spare parts;
- “hospital” has the meaning assigned to the word in the Health Professions Act, 2009; Act No. 24
of 2009
- “hotel or motel” means land, building or structure or part thereof used as a temporary residence for transient guests, where lodging and meals are provided, and may include—
- (a) a restaurant;
 - (b) an associated meeting room, a conference or entertainment facility, a recreational or service facility that is ancillary; and
 - (c) a licenced premises; and excludes an off-licence;
- “licenced premises” means land, a building or structure or part thereof, licensed under the Liquor Licencing Act, 2011 used for the sale and consumption of intoxicating liquor and includes a bar, lounge, pub, public house or tavern but excludes an off-licence; Act No. 20
of 2011
- “lodge” means land, a building or a structure, or part thereof, where temporally residence of accommodation, meals and other refreshments and entertainment are available to residents and non-residents and may include bush camps, chalets, safari tents, and camping areas;
- “office” means land, building or structure or part thereof, in which the sole or principal use is the handling and processing of information and research, or the undertaking of professional, administrative, financial, marketing or clerical work, but does not include a bank, post office or gaming premises;
- “place of assembly” means land, a building or structure or part thereof, which has a civic function to serve the social and community needs of an area, which may attract people in relatively large numbers for a collective purpose and which is not predominantly a commercial enterprise but

- excludes open spaces and places of public worship or public buildings for entertainment, recreational and cultural uses;
- “place of public worship” means land, a building or structure or part thereof, used as a place of public devotion and recreational activities of the religious body using the structure and may include associated structures such as the official residence registered in the name of the said religious body in which a presiding minister of that body resides, an ancillary office and place for religious instruction, but does not include a funeral parlour, cemetery or crematorium;
- “public building” means land, a building or structure or part thereof, used for entertainment, recreational or cultural purposes and includes—
- (a) a concert hall, music hall, theatre, cinema, swimming pool, gymnasium, health studio, and indoor sports facilities not involving the use of firearms or motorised vehicles;
 - (b) an art gallery but not for the sale or hire of works of art;
 - (c) a museum or cultural village;
 - (d) a public library or public reading room;
 - (e) an exhibition hall; and
 - (f) a social centre, community centre, or non-residential club, but not a nightclub or dance hall or a licensed premises;
- “repository” means land, a building or structure or part thereof, where storage is the principal use and where no business is transacted other than business incidental to such storage;
- “residential club” means the use of land, a building or a structure, or part thereof, by a club where sleeping accommodation is provided;
- “residential dwelling” means land, building or structure, or part thereof, used or designed for human habitation and includes a yard or garden appurtenant to or enjoined with the accommodation, detached houses, semi-detached houses, terraced houses, flats and apartments;
- “restaurant” means land, building or structure or part thereof, that is used for the service and consumption on the site of food and liquid refreshments for the general public excluding a cafeteria, canteen and public building for entertainment, recreational and cultural uses and a shop;

-
- “shop” means land, building or structure or part thereof, used for the carrying on of any retail trade or retail business wherein the primary purpose is the selling of goods by retail principally to visiting members of the public, and includes a building used for the purposes of a hairdresser, fast food outlet, off-licence premises, undertaker or ticket agency or for the reception of goods to be washed, cleaned or repaired, laundromat and dry cleaners or for any other purpose appropriate to a shopping area, but excludes an amusement arcade, car wash, garage for motor repair, the sale or hire of motorised vehicles, a filling station, office, gaming premises, a restaurant, hotel, motel, lodge or licensed premises;
- “show ground” means an open-air setting for agricultural or commercial displays, exhibitions and competitions, and may also be used as a temporary place of assembly or for sport or recreation;
- “technical skills training institute” means land, building or a structure or part thereof at which regular instruction relating to technical education, vocational and entrepreneurship training is provided or from which that instruction emanates, whether by distance learning or otherwise, and includes a private institution and an aided institution;
- “tourist hostel” means land, building or structure or part thereof, consisting of habitable rooms, including dormitories, a communal kitchen, dining-room, lounge and ablution facilities for the accommodation of transient guests for short periods; and
- “warehouse” means land, building or structure, or part thereof, where the business, principally of a wholesale nature, is transacted and where goods are stored or bonded prior to distribution and sale elsewhere.

2. Category of Change of Land Use

Category 1	Use as a tourist hostel, a residential club or a hotel, motel or lodge.
Category 2	Use as a boarding school or a residential higher education institution or a residential technical skills training institute.
Category 3	Use as a place of public worship, the social or recreational activities of the religious body using the building.
Category 4	Use as a home or institution providing for the boarding, care and maintenance of children, old people or persons with a disability, a convalescent home, a nursing home, a sanatorium or a hospital (other than a hospital, home, boarding house or institution included in Group 7).
Category 5	Use, other than residentially, as a health centre.
Category 6	Use as a childcare facility excluding residential facilities.
Category 7	Use as a hospital, home or institution for persons suffering from mental disorder, or a home, boarding house or institution in which persons may be detained by order of a court or which is approved by the Republic of Zambia for persons residing there under a requirement of a probation or supervision order.
Category 8	Use as—
	(a) an art gallery (but not for the sale or hire of works of art);
	(b) a museum;
	(c) a public library or public reading room;
	(d) a public hall;
	(e) an exhibition hall; or
(f) a social centre, community centre or non-residential club.	
Category 9	Use as a non-residential school, non-residential higher education institution or non-residential technical skills training institute.
Category 10	Use as—
	(a) a theatre;
	(b) a cinema;
	(c) a concert hall; or
(d) a gymnasium for indoor sports or recreation not involving the use of motor vehicles or firearms.	
Category 11	Use as a football ground, an athletic ground, a sports ground, a show ground, a racecourse or track, a stadium or a drive-in cinema.
Category 12	Use as a shop for any purpose except as—
	(a) a fast food outlet;
	(b) a shop for the sale of meat and meat products or abattoir;
	(c) a shop for the sale of pet animals or birds;
	(d) a shop for the sale of motorised vehicles or as a motor showroom; or
(e) a drive-in shop.	
Category 13	Where the services are provided principally to visiting members of the public, the use for the provision of—
	(a) financial services;
	(b) professional services, other than health or medical services; or
(c) any other services, including use as a betting office.	
Category 14	Use as an office for any purpose other than a use to which Group 13 of this Schedule applies.
Category 15	Use as a wholesale warehouse or repository for any purpose (other than the storage of offensive or dangerous matter), including the storage of chemicals and fuel.
Category 16	Use of a building for any light industrial purpose.

LUSAKA
13th May, 2020
[MLG.101/13/21]

DR C. R. BANDA,
Minister of Local Government

