

## **LAND USE & PLANNING DEPARTMENT**

### **1. When do you need a Building and Land Use Permit?**

You need a Building and Land Use Permit to:

- display an advertising sign
- extend your home
- subdivide a plot of land among heirs or/and excision of one lot of land.
- demolish a structure/building.
- use of electric engines/motors.
- erect a boundary wall along the road or a boundary wall higher than 1.8m between neighbours.
- change the use of the building causing material change.
- start up a business.
- change the use of a building or plot of land.

### **2. When are you exempted from application of a Building and Land Use Permit?**

You are exempted from application of a Building and Land Use Permit if the application is a home based activity according to the Planning Policy Guidance. Examples of potentially acceptable small scale enterprises include cooking of sweets and food preparation, sewing and small scale clothing manufacture, repairs of electrical goods, artist studios, offices such as bookkeeping, administration, professional services etc.

### **3. What are the documents required for a Building and Land Use Permit for land use?**

Please consult the application forms or the Building and Land Use Guide (links).

**4. Should I talk to the Land Use and Planning Officer before submitting an application?**

Yes. You should talk to your area Inspector about the plans before you submit your Building and Land Use Permit application.

When you need a permit for a new house or extension to a house, issues like the setbacks of the side walls from the boundary or the height of the building has to be according to Regulations and the Planning Policy Guidelines.

**5. What are the clearances required for a proposed development?**

<b>SN</b>	<b>Development</b>	<b>Clearance</b>
1	Along River Reserve or any water course	Forestry Department of the Ministry of Agro-Industry (Forestry Services)
2	Along motorway/Classified Road/Major Development	Road Development Authority
3	Land development Conversion of land under agriculture	Land Conversion Permit from Ministry of Agro-Industry
4	Buffer Zone of the Aapravasi Ghat World Heritage Site	Clearance from the Technical Committee of the Aapravasi Ghat
5	Scheduled activity as per Environment Protection Act	Environment Impact Assessment/Preliminary Environmental Report
6	Development near marshy/wetland	Clearance from RAMSAR Committee

## **6. What are the steps for the Building and Land Use Permit application?**

There are steps to get a planning permit:

- A pre-application meeting helps you find out if and how your application fits in to the Port Louis Outline Scheme and the Planning Policy Guidelines.
- When you submit a Building and Land Use Permit application, Council gives the application a reference number and an effective date.
- Council cannot consider and decide an application if you do not give all the information we need. Council may ask you for more information if needed such as clearances from other authorities.
- You have to advertise and display site notification if the proposed project may affect people in a negative way.
- People may disagree with the plans and object to the application.
- Hearing is convened to hear both parties when official complaints are made against a proposed development.
- Council can make three (3) different types of decision about an application:
  1. Approved
  2. Rejected.
  3. Approved with modification

## **7. Why have a pre-application meeting?**

- Badly prepared applications delay Council's processing of your application.
- A pre-application meeting helps your application set processed faster.
- A pre-application meeting does not guarantee that a permit will be issued.

- At a pre-application meeting, Council's Officer will:
- Check if the Outline Planning Scheme allows the application.
- Talk about possible changes to your application to improve the chance of it being supported. Changing your plans early will save you the time and money involved in having to change your finalised plans later.
- Tell you any extra information you need to submit with your application to avoid delays.
- Answer any question you may have liked.
- Processing of your application.
- Who will be involved.

**8. Which types of application for Building and Land Use Permit require Minister's approval?**

Development along –

1. Along a mountain reserve, or a river reserve, a motorway
2. For use as a night club, private club or place of public worship.
3. For the carrying on of any activity licensed under the Gambling Regulatory Authority Act, or
4. For the carrying out of such other activity as may be prescribed.

**9. How long an application will take to be determined?**

- An application is registered when all the particulars/information/documents according to the application forms and are conforming to the different planning tools for land development is submitted.

- The Building and Land Use Permit is granted within 14 working days, if the application is complete.
- For applications within the buffer zone of the Aapravasi Ghat, development along motorways/river reserve/mountain reserve, the due date for issue of Building and Land Use Permit is not applicable.
- If further information/particulars are required, you will be allowed 4 weeks to submit same.
- If you fail to submit within the 4 weeks, an additional 4 weeks is granted and your application will be set aside if you do not submit the required information within the abovementioned period and a fresh application should be submitted.

## **CADASTRE SECTION**

### ***1. 2 claims for one property?***

Should call at office with all relevant documents for appropriate action.

### ***2. Property has already been sold?***

Should provide new deed number obtained from the notary or purchaser.

### ***3. Do not agree with the amount of rate claimed?***

Should make a complaint and fill complaint form at the Valuation Office.

### ***4. No claim received for property.***

Should call at office to fill self assessment form and eventually for payment.

### ***5. Ownership concerning adjacent neighbour?***

Search on system simultaneously asking information from complainant.

**Names and designation of contact details for the Cadastre Section are:**

- 1. Mrs. Emambokus Shaheen - Cadastral Assistant**
- 2. Mr Oree Umashankar - Cadastral Assistant**
- 3. Mrs. Fakeermamode Shaheen - Cadastral Officer**