

THE BUILDING FORMS REGULATIONS  
(Under section 37 of the Act)

*Date of commencement: 6th June, 1969.*

*Citation.*

1. These Regulations may be cited as the Building Forms Regulations, 1969.

*Interpretation.*

2. In these Regulations, unless the context otherwise requires —  
“section” means a section of the Building Act No. 34 of 1968.

*Prescribed forms. (Schedule)*

3. (1) For the purposes of section 11, an application for a permit to construct or change the use of a building shall be made, as nearly as possible, in the form of Form A contained in the Schedule.  
(2) For the purposes of section 12, a permit to construct or change the use of a building shall be, as nearly as possible, in the form of Form B contained in the Schedule.  
(3) For the purposes of section 15, a permit to occupy and use a building shall be, as nearly as possible, in the form of Form C contained in the Schedule.  
(4) For the purposes of Regulation 127 (2) of the Standard Building Regulations, a certificate shall be, as nearly as possible, in the form of Form D contained in the Schedule.

FORM A  
(Regulation 3(1))

FOR OFFICIAL USE

Application No .....  
Fees payable E .....  
Date paid .....  
Receipt No. ....

BUILDING ACT, 1968

APPLICATION FOR PERMIT TO CONSTRUCT OR CHANGE THE USE OF A  
BUILDING

(to be submitted in triplicate)

To: The Chief Executive Officer

Local Authority of .....

In terms of section 11 of the Building Act, 1968, I hereby apply for a permit to  
\*construct/change the use of a building, and I herewith submit the plans and drawings pre-  
scribed by Regulation 5 of the Standard Building Regulations in respect of —

\*a New Building/Alterations/Additions/Change of Use intended to be used for the purpose of (describe use)

.....  
.....

and thereby causing it to be classified under section 3 of the Act in Class .....

Plot No ..... Street/Block No .....

and having frontage to .....

I also submit the following particulars —

Name and address of owner .....

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.....

Name and address of architect .....

(or other person who has prepared the plans) .....

Name of person who will supervise the works .....

Name and address of builder (if known) .....

.....

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**MATERIALS OF CONSTRUCTION**

Foundation .....

Damp proof course .....

External walls .....

Internal walls .....

Roof covering .....

Drainage pipes .....

Inspection chambers .....

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**WATER SUPPLY**

Means of water supply (i.e. public mains, well, borehole or river supply) .....

Size of connexion required if main supply .....

(Position to be shown on plans)

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**DRAINAGE AND SEWERAGE**

Means of sewage disposal (i.e. public sewer, conservancy tank, septic tank or other means (describe)) .....

Is connexion to public sewer required? .....  
(Position levels and size to be clearly shown on plans)

If other than a dwelling, state number of persons to be employed or resident on the site —

Male ..... Female ..... Total .....  
Will there be any trade effluents? .....

If so, brief description of quality and quantity —  
.....  
.....

Number of fittings —  
WCs ..... Other latrines ..... Urinals length .....  
Means of disposal of rain water .....

**FLOOR AREA**

Main buildings ..... square feet  
Outbuildings ..... square feet  
Estimated completed value of the building E .....

I understand that —

- (a) providing the application is complete in all other respects, the date of the submission will be the date of the receipt for full payment of plan fees;
- (b) submission of this application does not absolve me from seeking planning approval where required by any other law.

Signature .....  
(Applicant or Authorized Agent)

Date .....

Signature .....  
(Architect (or other person who has prepared the plans))

Date .....

\*Delete description inapplicable.

**FORM B**  
**(Regulation 3(2))**  
**BUILDING ACT, 1968**

**PERMIT TO CONSTRUCT OR CHANGE USE OF A BUILDING**

Application No .....

Local Authority of .....

To: .....  
.....

In terms of section 12 of the Building Act, 1968, permission is hereby granted to \*construct/alter/extend/change the use of the building situate at —

.....  
as described in your application dated .....  
and shown in the accompanying plans, drawings and specifications duly signed as having been approved, subject to the following conditions —

- (1) the building must be completed by .....
- (2) .....

You are advised to study the notes below.

Date: ..... Signature .....  
(Chief Executive Officer)

\*Delete inapplicable words.

NOTES

- 1. This permit will lapse —
  - (a) if construction work has not started within 12 calendar months; or
  - (b) if building operations are abandoned for a period of 12 calendar months (section 10(2) of the Act).
- 2. No departure may be made from the approved plans or conditions attached to this permit unless the local authority agrees in writing to a variation in the plans or conditions. (Section 10(3) and (4) of the Act.)
- 3. The attached notices must be submitted at the times stated and subsequent work must not proceed until the proper sanction has been given. (Regulation 5 of the Standard Building Regulations and Regulation 2.09 of the Small Building Regulations.)
- 4. It is an offence to occupy a building before an occupation permit has been issued. (Section 15(7) of the Act.)
- 5. This permit does not confer the grant of planning permission under any other law relating to planning.
- 6. The granting of this permit does not impose any liability on the local authority or relieve the applicant or any person concerned in the construction of the building from complying with the Building Act or any other law. (Section 43 of the Act.)

FORM C

(Regulation 3(3))

BUILDING ACT, 1968

PERMIT TO OCCUPY A BUILDING

Application No .....

Local Authority .....

To: .....

.....

being the owner of a certain building situated at —

.....

and intended to be occupied as .....

.....

This is to certify that the above building has been inspected on completion in terms of section 15 of the Building Act and that it is fit for occupation for the purpose(s) above specified.

Signature .....  
(Engineer)

Date .....

c.c. Chief Executive Officer.

FORM D  
(Regulation 3(4))

BUILDING ACT, 1968

CERTIFICATE OF APPROVAL OF PLUMBING AND SEWERAGE WORK

Application No .....

Local Authority of .....

Plot No: .....

This is to certify that the plumbing and sewerage system on the above plot have been inspected and tested by the undersigned officer and are found to be sound and to comply with the requirements of the Standard Building Regulations, 1969 / Small Building Regulations, 1969.

Signature .....  
(Proper officer of such Local Authority)

Date .....

c.c. Chief Executive Officer.