



MINOR BUILDING WORKS AND TEMPORARY STRUCTURE APPROVAL APPLICATION FORM

1. Application Number (to be filled by YCDC)

2. Site

Address: _____ Ward: _____
 Township: _____ Postal code: _____
 Site area in acre: _____ Block No: _____ Lot No: _____
 Site coordinates: In DMS: ° ' " N, ° ' " E **OR** in DMM: . , .

3. Applicant / Land owner's details

Name: _____ Address: _____
 Ward: _____ Postal code: _____ Township: _____
 Phone No: _____ Email: _____ @ _____

Is there an representative person acting on behalf of the applicant? Yes No

Name: _____ Address: _____
 Ward: _____ Postal code: _____ Township: _____
 Phone No: _____ Email: _____ @ _____
 Registration number of the general or special power: _____ Date of issue: _____

4. Certified professional in charge of the architectural design (If any)

Name: _____ Address: _____
 Ward: _____ Postal code: _____ Township: _____
 Phone No: _____ Email: _____ @ _____
 Rank: _____ Registration No: _____ Discipline: Architect Civil Engineer in construction

5. Project's details

5.1. General description

Type of the project:
 Minor Building Work (see list) Temporary Building

5.2. Description of the proposal

Title of the project:

Description of the proposal:

Total built-up gross area in sq.f (Do not provide this information if the minor building concerns a fence): _____

Type of structure: RC Steel Brick Other

Number of storeys: _____ Total built-up gross area in sq.f: _____

Does the project includes a demolition: Yes No

Total gross area of the demolition in sq.f: _____ Total gross volume of the demolition in cb.f: _____

Does the project concern the construction of a fence? Yes No

Total length of the fence in ft: _____ Height in ft: _____

6. TAIS (Technical Administrative Information Sheet) (for new buildings, ext. and renovation, the TAI is not required for regularizations)

Has a TAIS been sought from the local authority concerning this application? Yes No
If Yes, please provide the following information: Reference number: _____ Date of issue: _____

7. Site accessibility

Is the site accessible from a public road, public footpath or other public land ? Yes No

8. Check-list of documents to be submitted

- Application Form
- Power of attorney in the case there is an agent acting on behalf of the applicant / land owner
- Declaration of responsibility of the applicant
- Declaration of responsibility of the certified professional in charge of the architectural design
- Copy of the National Registration Card of the applicant
- Copy of the D-Map and Grant or evidence of land ownership
- Architectural Drawings
- Photo reportage

9. Declaration and Signature of the applicant / Land owner

I hereby apply for a Minor Building Works Approval as described in this form and the accompanying plans/drawings and additional information. I confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Name of the applicant / land owner	Signature	Date

SAMPLE