

PLANNING APPROVAL APPLICATION DOCUMENTS REQUIRED

IMPORTANT:

**PLEASE ENSURE THAT ALL THE FOLLOWING DOCUMENTS ARE PROVIDED BEFORE
SUBMITTING THE APPLICATION. INCOMPLETE DOCUMENT WILL BE REJECTED
IMMEDIATELY.**

1. Planning Approval Application form must be completed (VALID LANDOWNER'S CONTACT NUMBER MUST BE FILLED FOR THE USE OF UPDATING THE STATUS OF APPLICATIONS THROUGH SMS).
2. Official PBYLKK application forms for approval and use of land and/or for developing building(s)
3. Copy of land deed (Original size) or copy of a valid LTS Approval (latest)
4. Copy of latest Architect/ professional engineer/draughtsman registration.
5. Detailed report of proposed development sites.
6. Declaration letter of applicant (Architect/ professional engineer/draughtsman)
7. Development Proposal Report for commercial/industry/hotel/ pump station application.
8. Copy of Power of Attorney (if the application is not sign by the registered landowner)
9. If the proposed site/land is still going through transfer process, endorsement card from the land office must be submitted
10. If the landowner(s) appointed a person to be a representative to manage/develop/signed forms/plans, a copy of Power of Attorney must be submitted.
11. Copy of earthwork approval and approved earthwork plan
12. Survey sheet (RSO Sheet) indicating Lot/LTS location
13. If the development is on a TOL/LTS land; an approved site plan AND a valid approval letter of the TOL/LTS must be submitted
14. **Pelan pengukuran (Pelan Penerangan/topo) jika diatas tapak Lot / LTS udah ada bangunan diatasnya**
15. Location plan
16. Building development plan, MUST include:
 - a. Site plan
 - b. Elevation plan
 - c. Roof plan
 - d. Floor plan
17. Landscape plan – for proposed walk-up flat, apartment/flats, commercial, industry
18. Detailed development report (subjected to the type of development) that contains the following:
 - a. Calculation of Total Floor Area, Plot Ratio, Plot Coverage
 - b. Calculation of the total number of parking spaces based on the types of vehicles
 - c. Calculation of Landscape Area
 - d. Calculation of Playground Area
19. Every plan MUST contain:
 - a. Name and signature of respective landowner(s) or as stated in the Power of Attorney (refer to No.8)
 - b. Name and signature of Applicant (Architect, Professional Engineer, Draughtsman)
 - c. Company Stamp of Applicant



JABATAN PERANCANG BANDAR DAN DESA
KEMENTERIAN PEMBANGUNAN
LAPANGAN TERBANG LAMA BERAKAS
BB 3510 NEGARA BRUNEI DARUSSALAM

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PLANNING APPROVAL APPLICATION

TYPE OF LAND/BUILDING DEVELOPMENT (Please tick in the appropriate box):

1. New Building; Residential Commercial Industry
2. Change of use land/building
3. Other development

TITLE OF APPLICATION:

SITE INFORMATION:

No. Lot / LTS/Plot/Unit :	No. EDR :
Kampong :	
Mukim :	District :
Area Size of the land :	Land Title:

DETAILS OF LAND OWNER(S) AND APPLICANT (ARCHITECT, PROFESSIONAL ENGINEER, AND DRAUGHTSMAN):

Name of Register land owner and identification Card Number:		Land owner signature:
1. No IC: 2. No IC:		
No. Telephone :	(mob)	(house)
*must be filled for application status notification via SMS		E-mail:
Address :		
Name of Applicant (Architect, Professional Engineer and Draughtsman):		Registration No. :
QP Signature :		
No. Telephone :	(mob)	(house)
(mob) (off)	*must be filled for application status notification via SMS	
Company Stamp:		
Address :		

Planning Approval Application
Checklist of Lot :

IMPORTANT:-

ENSURE ALL DOCUMENTS ARE SUBMITTED IN COMPLETE FORMS.
INCOMPLETE DOCUMENTS WILL BE REJECTED IMMEDIATELY.

No	Documents required	Action for QP	For department use
<u>Forms</u>			
1	Planning Approval Form	Required	<input type="checkbox"/>
2	Official PBYLKK for approval and land use and/or construction of new buildings	Required	<input type="checkbox"/>
<u>Documents</u>			
3	Copy of land deed (original size) or a copy of updated LTS approval	Required	<input type="checkbox"/>
4	Copy of an latest Architect/professional engineer/draughtsman Registration	Required	<input type="checkbox"/>
5	Detailed report of proposed development sites	Required	<input type="checkbox"/>
6	Declaration letter of applicant (Arkitek/Jurutera Professional/ Pelukis Pelan)	Required	<input type="checkbox"/>
7	Development Proposal Report for commercial/industrial/ hotel/pump station application.	Required	<input type="checkbox"/>
8	Power of Attroney (if the application is not sign by the registered landowner)	<input type="checkbox"/>	<input type="checkbox"/>
9	If the land is going to be develop is still going tr transfer process , endorsement card form land office must be submitted.	<input type="checkbox"/>	<input type="checkbox"/>
10	If the the landowner(s) appointed a person to be a representative to manage or signed forms/plans, a copy of Power of Attorney must be submitted.	<input type="checkbox"/>	<input type="checkbox"/>
11	Detailed report of proposed development (subject to type of development) that includes:	Required	<input type="checkbox"/>
	a. calculation of Total Floor Area, Plot Ratio, Plot Coverage	<input type="checkbox"/>	<input type="checkbox"/>
	b. Calculation of parking space according to type of vehicles (car, pickup, lorry, trailer)	<input type="checkbox"/>	<input type="checkbox"/>
	c. calculation of landscape area	<input type="checkbox"/>	<input type="checkbox"/>
	d. calculation of playground area	<input type="checkbox"/>	<input type="checkbox"/>
12	Copy of earthwork approval and approved earthwork plan.	<input type="checkbox"/>	<input type="checkbox"/>
<u>PLAN</u>			
13	RSO sheet indicating the location of Lot/LTS	<input type="checkbox"/>	<input type="checkbox"/>
14	For LTS application - approved location plan by land office together with a valid of approval letter.	<input type="checkbox"/>	<input type="checkbox"/>
15	Pelan pengukuran (Pelan Penerangan)	<input type="checkbox"/>	<input type="checkbox"/>
16	Plan landscape	<input type="checkbox"/>	<input type="checkbox"/>

2 Sets of development plans consisting of:

17	Location plan	Required	<input type="checkbox"/>
18	Site plan indicating		
	i. Topic of development	Required	<input type="checkbox"/>
	ii. Scale 1:200	<input type="checkbox"/>	<input type="checkbox"/>
	iii. If any building to be demolished, the plan must be colored according to standard color code	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Northing poin	Required	<input type="checkbox"/>
	v. Road (termasuk nama jalan dan no. simpang) and drainage ;Neighbouring lots/ LTS	Required	<input type="checkbox"/>
	vi. Building line	Required	<input type="checkbox"/>
	vii. Measurement of :-	Required	<input type="checkbox"/>
	▪ Building(s)		
	▪ boundary,		
	▪ setting out		
	▪ Road width		
19	Elevation plan	Required	<input type="checkbox"/>
20	Roof plan	Required	<input type="checkbox"/>
21	Floor plan	Required	<input type="checkbox"/>

Every plan must consist of:

22	Name and signature of registered landowner(s) or as stated in <i>Power of Attorney</i> (as representative – refer to number 10)	Required	<input type="checkbox"/>
23	Name and signature of architect/professional engineer/ draughtsman along with company stamp.	Required	<input type="checkbox"/>

REMINDER FOR ALL APPLICANTS:

Applicants (architect/professional engineer/ draughtsman) must ensure the fields below are both completed before submission. Any problem arising from the submitted application under the responsibility of the applicant.

Company Stamp	Department Stamp
Name:	Name of recipient:
Signature:	Signature of recipient:
Date:	Date: