

BLP Exempt Development Checklist

1. 1 Copy of **Business Registration Card** with proposed nature of development and exact business address as per the Municipal Cadastre (check it please) or according to the General Rate Receipt.
2. 1 Copy of **National Identity Card of Applicant/Director of company**,
3. 1 Copy of **Title Deeds of property**,
4. 1 set of plans including a **location plan**, a **site plan** and a **layout plan** drawn to scale with all relevant dimensions and bearing applicant's signature,
5. **Consent** from property owner in original or **lease agreement** (*where applicable*) with copy of **National Identity Card** authorizing the activity,
6. 1 Copy of **Certificate of Incorporation** (in case of company)
7. 1 Copy of **Certificate of Registration** of Société/Association for such entities.
8. 1 Copy of Particulars of Company (**Act of Incorporation**) (in case of company)
9. A **letter** (duly dated and signed) describing the proposed nature/scale of activity, number of employees, area of premises, expected vehicular movement and raw materials/foodstuff/non-foodstuff to be processed/handled/stored, as applicable.
10. **Documentary evidence** that applicant resides on site/premises (e.g CWA, CEB, MT, WMA bills, employer's statement, rent book)