

MASHONALAND EAST

TECHNICAL DEPARTMENTS

EASE OF DOING BUSINESS; NEW PROCEDURES

N^o	SERVICE	REQUIREMENTS	PROCEDURE	FEES	TIMELINE
1	Application for stands.	<ol style="list-style-type: none"> 1. National ID 2. Proof of capital 3. Application Form UL9 	<ol style="list-style-type: none"> 1. Obtain application form UL9 from revenue clerk 2. Complete form and attach copies of National ID and Proof of Capital 3. Forms are submitted to the revenue clerk and sent to the Land Management Committee. 4. Land Management Committee reviews applications and makes recommendations to the CEO 5. CEO approves/ reviews recommendations 6. Planning issues offer letters and conditions of establishment. 7. Client Pays deposit. 8. Client pays instalments. 9. Client produces building plans. 10. Plans approved 11. Lease agreement signed. 12. Client begins construction. 13. Roads and works conducts building inspections. 	COUNCIL TARIFF SCHEDULE	5 Working days
2	Application for a new licence	<ol style="list-style-type: none"> 1. Lease agreement/title deed 2. Approved Plans 3. Health inspector's report 4. Application Form 	<ol style="list-style-type: none"> 1. Obtain application form S.L. 3 from revenue clerk 2. Complete form and attach copies of National ID, approved plans and health inspector's report. 3. Forms are submitted to the revenue clerk and sent to the Land Management Committee. 4. Land Management Committee reviews applications and makes recommendations to the CEO 5. CEO approves/ reviews recommendations 6. Client Pays licence fees 7. Revenue clerk issues new licence. 8. Client affixes licence on premises and begins trading. 	COUNCIL TARIFF SCHEDULE	5 Working days

3	Shop Licence Renewal	<ol style="list-style-type: none"> 1. Original copy of previous year's licence 2. Health inspector's report 	<ol style="list-style-type: none"> 1. Client Pays licence fees 2. Revenue clerk issues new licence. 3. Client affixes licence on premises and begins trading. 		Immediate
3	Application for a development permit	<ol style="list-style-type: none"> 1. Title Deed/Consent Letter from the Minister (Resettlement) 2. TPD1 form 3. Consent of owners of abutting properties 4. Site Development Plan 5. Preliminary Working Drawings 6. Narrative Report /Proposal 	<ol style="list-style-type: none"> 1. Obtain application form TPD1 from revenue clerk 2. Complete form and attach copies of Title Deeds, Site Development Plan, Preliminary Working Drawings and Narrative Proposal/report 3. Forms are submitted to the revenue clerk and sent to Planning. 4. Planning Drafts statutory advert and sends it to the Herald at client's cost. (30 Days) 5. Objections/representations are received 6. Land Management Committee reviews applications and makes recommendations to the CEO 7. CEO approves/ reviews recommendations 8. CEO issues/denies Development Permit 9. Final working drawings produced and approved. 10. Building permit issued 11. Client begins construction. 12. Roads and works conducts building inspections. 	COUNCIL TARIFF SCHEDULE	35 Days
4	Application for a cession	<ol style="list-style-type: none"> 1. Lease agreement 2. Valuations report 3. Inspection stage form (If construction is in progress) 4. Application Form 5. National IDs 	<ol style="list-style-type: none"> 1. Obtain application form UL 6 or CL G1 from revenue clerk 2. Complete form and attach copies of National ID, Valuation Reports and Lease Agreement 3. Forms are submitted to the revenue clerk and sent to Planning. 4. Planning Reviews Valuation Report and makes recommendations to Land Management Committee. 5. Land Management Committee reviews applications and makes recommendations to the CEO 6. CEO approves/ reviews recommendations 7. Cession addendum affixed to original lease agreement 8. Revenue updates database 	COUNCIL TARIFF SCHEDULE	30 Working days

5	Application for lease alteration or extension	<ol style="list-style-type: none"> 1. Lease agreement 2. Application Form 3. National ID 	<ol style="list-style-type: none"> 1. Obtain application form UL 2 or CL E1 from revenue clerk 2. Complete form and attach copies of National ID, and Lease Agreement. 3. Forms are submitted to the revenue clerk and sent to the Land Management Committee. 4. Land Management Committee reviews applications and makes recommendations to the CEO 5. CEO approves/ reviews recommendations 6. Extension/alteration addendum affixed to original lease agreement 7. Revenue updates database. 	COUNCIL TARIFF SCHEDULE	
6	Plan Appraisal	<ol style="list-style-type: none"> 1. Four copies of plans 2. Health receipt (Comm/Inst) 3. Developer's consent (pvt dvts) Proof of ownership 	<ol style="list-style-type: none"> 1. Submit Plans to Planning 2. Planning computes and endorses total architectural area at the back of one copy. 3. Revenue clerk computes examination fees and records plan at the back of the same copy 4. Client pays fees 5. Revenue clerk record plan and sends it to the Plan Examination Committee 6. Plan Examination Committee approves or reviews plans and sends them back to revenue clerk 7. Building permit issued 8. Client collects approved plans 9. Client begins construction. 10. Roads and works conducts building inspections. 	COUNCIL TARIFF SCHEDULE.	<p>5 Working Days (Res)</p> <p>10 Working Days (Comm)</p>
7	Liquor licence	<ol style="list-style-type: none"> 1. A letter of approval by the local authority. 2. A letter from the local health inspector approving the plans of the proposed outlet. 3. Three copies of the approved plans. 4. Lease document/title deeds or any evidence of the right of occupation. 5. Proof of publication in government Gazette and in the local paper. 6. The affidavit. 	<ol style="list-style-type: none"> 1. Take a form to local authority for approval. 2. Take your plans to your local health inspector and local authority for examination and if he approves, then the health inspector should provide a written letter approving the plans. 3. As proof of occupation, a lease is required. 4. Cutting form the Government gazette and local paper should be attached. 5. The affidavit in this affidavit it is required that the applicant states any tie restriction or obligations. If no ties or restrictions are available the applicant should state, "<u>that there are no ties or restrictions which</u> 	COUNCIL TARIFF SCHEDULE	Instant

		<ol style="list-style-type: none"> 7. Supporting Affidavit. 8. Proof of citizenship for the applicant. 9. Proof of citizenship for the proposed manager. 10. Police report on the proposed manager. 11. Police report on the applicant. 12. Completed LG 6 form (4) affixed with relevant application fees. 13. Completed LG 18 form (3) affixed with relevant application fees. 14. Paid receipt of \$..... (Pay at Mukwati Building 16th floor). 	<p><u>would bind the licence and that no person would benefit from the licence”.</u></p> <ol style="list-style-type: none"> 6. Supporting affidavit in this affidavit the applicant should state: <ol style="list-style-type: none"> (a) The amount of the money reserved for the purpose, (b) Assets, and (c) Need. 7. Photocopy of ID or passport no driver’s licence. 8. Vetted fingerprints from CID Headquarters, Harare and forms, S5 from local police. 		
--	--	---	---	--	--

Application for stands.

