

**MASHONALAND EAST**

**TECHNICAL DEPARTMENTS**

**EASE OF DOING BUSINESS; NEW PROCEDURES**

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

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

5	Application for lease alteration or extension	<ol style="list-style-type: none"> <li>1. Lease agreement</li> <li>2. Application Form</li> <li>3. National ID</li> </ol>	<ol style="list-style-type: none"> <li>1. Obtain application form UL 2 or CL E1 from revenue clerk</li> <li>2. Complete form and attach copies of National ID, and Lease Agreement.</li> <li>3. Forms are submitted to the revenue clerk and sent to the Land Management Committee.</li> <li>4. Land Management Committee reviews applications and makes recommendations to the CEO</li> <li>5. CEO approves/ reviews recommendations</li> <li>6. Extension/alteration addendum affixed to original lease agreement</li> <li>7. Revenue updates database.</li> </ol>	COUNCIL TARIFF SCHEDULE	
6	Plan Appraisal	<ol style="list-style-type: none"> <li>1. Four copies of plans</li> <li>2. Health receipt (Comm/Inst)</li> <li>3. Developer's consent (pvt dvts) Proof of ownership</li> </ol>	<ol style="list-style-type: none"> <li>1. Submit Plans to Planning</li> <li>2. Planning computes and endorses total architectural area at the back of one copy.</li> <li>3. Revenue clerk computes examination fees and records plan at the back of the same copy</li> <li>4. Client pays fees</li> <li>5. Revenue clerk record plan and sends it to the Plan Examination Committee</li> <li>6. Plan Examination Committee approves or reviews plans and sends them back to revenue clerk</li> <li>7. Building permit issued</li> <li>8. Client collects approved plans</li> <li>9. Client begins construction.</li> <li>10. Roads and works conducts building inspections.</li> </ol>	COUNCIL TARIFF SCHEDULE.	<p>5 Working Days (Res)</p> <p>10 Working Days (Comm)</p>
7	Liquor licence	<ol style="list-style-type: none"> <li>1. A letter of approval by the local authority.</li> <li>2. A letter from the local health inspector approving the plans of the proposed outlet.</li> <li>3. Three copies of the approved plans.</li> <li>4. Lease document/title deeds or any evidence of the right of occupation.</li> <li>5. Proof of publication in government Gazette and in the local paper.</li> <li>6. The affidavit.</li> </ol>	<ol style="list-style-type: none"> <li>1. Take a form to local authority for approval.</li> <li>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.</li> <li>3. As proof of occupation, a lease is required.</li> <li>4. Cutting form the Government gazette and local paper should be attached.</li> <li>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></li> </ol>	COUNCIL TARIFF SCHEDULE	Instant

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

