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## Department of Physical Planning, Housing & Estate Management



## 1.0 PHYSICAL PLANNING DIVISION

The goal of the division is to plan for and implement environmental planning and management programmes in order to promote harmony in land use, prevent pollution and to ensure healthy development standards.

### Objectives

- ◆ To administer planning legislation– Town and Country Planning Act and associated policies– Urban Development Standards and Development Control Codes

### Services offered

- ◆ Preparation of layout plans: Planning and Building
- ◆ Approvals: Subdivision and consolidation of land
- ◆ Change of land use within Tutume Planning area

### General subdivision plan approval application requirements

- ◆ 8 copies of location plan and site plan
- ◆ Copy of lease/certificate/title deed for the plot holder
- ◆ Covering letter stipulating reasons for the proposed use
- ◆ Collect and distribute consultation forms to the neighbouring plot owner
- ◆ Site plan should be legibly drawn at a scale not less than 1:200

### General building plan approval application requirements

- ◆ 4 copies of location plan and site plan
- ◆ 4 copies of floor plan, elevations, section plan
- ◆ Copy of lease/certificate/title deed for the plot holder
- ◆ Means of waste water disposal

*NB: requirements may vary according to magnitude of projects*

## 2.0 HOUSING DIVISION

The goal of the Division is to provide shelter to the low income for inhabitants of Central District through home-improvement loan scheme and turn key scheme.

### Objectives

- ◆ To improve social protection by monitoring self-help construction in the entire district and facilitating acquisition of housing finance for low income beneficiaries.

### Services offered

- ◆ SHHA loan applications, Building Inspections, Site plan preparations, plot transfers, allocation of SHHA plots
- ◆ Public Education of funded beneficiaries

### SHHA loan Application Requirements

- ◆ Recent advice slip/affidavit for self employed
- ◆ Certified copy of Omang
- ◆ Letter of confirmation of employment
- ◆ 2 Passport sized recent photographs
- ◆ Certified copy of marriage certificate
- ◆ Approved building plan
- ◆ Plot certificate or title deed

### SHHA Building Material Loan

- ◆ The SHHA loan is a building material loan offered to applicants, payable over 20 years at no interest. However a 10 % penalty interest will be levied on default of the monthly installment. The SHHA loan can be used for extension and/or improvements to the existing houses.

⇒ **Maximum loan for Turnkey Scheme: P90 000.**

⇒ **Maximum loan for Home Improvement : P 60 000.**

### Eligibility Criteria

- ◆ Must be a citizen of Botswana
- ◆ Should earn P 4400– 36 400 per annum
- ◆ Must be formally employed or legitimately self employed
- ◆ Unemployed applicants can be assisted if they have surety

## 3.0 ESTATE MANAGEMENT DIVISION

The goal of the Division is to facilitate property development, leasing of immovable property and valuation of land parcels in the District

### Objectives

- ◆ To facilitate land acquisition for all council projects in the District
- ◆ To undertake market research to advise Council on rental levels for its properties
- ◆ To facilitate assessment and valuation of rental properties in the jurisdiction of Central District

