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TABLE OF CONTENTS **PAGE**

FIRST SUPPLEMENT

LEGAL SUPPLEMENT

A. ACTS — NIL

B. SUBSIDIARY LEGISLATION —
REGULATIONS No. 2 of 2024 – The Planning and Development Single Window System Regulations 2024 … … … 81

C. BILLS — NIL

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THE OFFICIAL GAZETTE 16TH MARCH, 2024
LEGAL SUPPLEMENT — B

GUYANA No. 2 of 2024

REGULATIONS

Made Under

THE PLANNING AND DEVELOPMENT SINGLE WINDOW SYSTEM ACT, 2023

IN EXERCISE OF THE POWERS CONFERRED UPON ME BY SECTION 30 OF THE PLANNING AND DEVELOPMENT SINGLE WINDOW SYSTEM ACT, 2023, I MAKE THE FOLLOWING REGULATIONS:

Arrangement of Regulations

Regulation

1. Citation and commencement
2. Interpretation
3. Application for registration
4. Notification of registration
5. Register of users
6. Deregistration of a user
7. Making payments via the Single Window Portal
8. Role and function of CHPA in the Administrative Scheme
9. Role and function of relevant agencies in the Administrative Scheme
10. Pre- application process
11. Changes to an application
12. Complete application
13. Appeals of decisions of CHPA
14. Application of Act No. 18 of 2023

FIRST SCHEDULE

SECOND SCHEDULE

THIRD SCHEDULE

Citation and commencement

1. These Regulations may be cited as the Planning and Development Single Window System Regulations 2024 and shall come into operation on the day of , 2024.

Interpretation

2. In these Regulations, unless the context otherwise requires-

Act No. 11 of 2023

"Act" means Planning and Development Single Window System Act, 2023;

"Central Authority" or "CHPA" means the Central Housing and Planning Authority constituted and incorporated under section 3 of the Housing Act;

Cap. 36:20

"planning and development application" or "application" means an application made under any enactment in respect of land use, building or development permission, or other similar application, of the kind listed under the First Schedule to the Act;

"relevant agency" means a governmental department, agency, public body or entity relevant to and involved in the planning and development industry listed under the Second Schedule to the Act;

"registered user" means a person registered and authorised by the Central Authority to use the System;

"System" means the Planning and Development Single Window System established under section 4 (1) of the Act;

"Unit" means the Planning and Development Single Window Unit established under section 12(1) of the Act.

REGISTRATION OF USERS

Application for registration

3. (1) Pursuant to section 7 of the Act, a person seeking to use the System shall apply to the Central Authority for registration as a user.

(2) An application for registration shall be made on the Form as set out in the First Schedule.

Notification of registration

4. (1) The Central Authority shall notify a registered user of his System login credentials.

(2) The registered user's rights to access and use the System shall remain valid unless suspended or deregistered.

Register of users

5. (1) In accordance with section 7 (3) of the Act, the Central Authority shall maintain both a physical and an electronic register of users.

(2) The physical and electronic registers shall contain particulars of a user, including the following:

(a) name;
(b) physical address; and
(c) phone number and email address.

(3) A registered user shall notify the Central Authority of any changes to his particulars on the physical and electronic registers and may request an update.

(4) The Central Authority shall verify the registered user's request and update the physical and electronic registers.

(5) The Central Authority may from time to time, update the physical and electronic registers.

Deregistration of a user

6. (1) The Central Authority may, in writing, deregister a registered user if the user has —

(a) improperly accessed or interfered with the System;

(b) provided false or misleading information in the application for registration; or

(c) an account which has been dormant for one year.

(2) The Central Authority may deregister a registered user upon receiving a request in writing for deregistration, from that user.

(3) Where a registered user has been deregistered pursuant to sub-regulation (1), he may apply to the Central Authority to be re-registered on the System on the Form as set out in the First Schedule.

(4) Nothing in these Regulations prevents a user who has been deregistered from the System from making a planning and development application in paper form to the Central Authority.

Making payments via the Single Window Portal

7. (1) Pursuant to section 8 of the Act, after an application has been submitted to the System, the Central Authority will review the application for completeness.

(2) The Central Authority will, upon completion of the review of the application, email the applicant confirming receipt of the application and the list of agencies with the applicable fees to be paid as set out in the Second Schedule.

(3) The confirmation email referred to in subregulation (2) will indicate the following payment methods available to the applicant via:

(a) Mobile Money Guyana ("MMG") – using the MMG application, the applicant will select the Central Housing and Planning Authority under government services and enter the application number that was sent on the confirmation email;
(b) Electronic Funds Transfer ("EFT") – using a wire transfer from the applicant's bank account to CHPA's designated bank using the wire transfer information as stated in the Application Submission notification;
(c) cash deposits into a specified account of a designated bank – in person payment made through a local bank; or
(d) cash deposits to any of the CHPA offices in regions 2, 3, 4, 5, 6, 7, 9 and 10, all Regional Democratic Councils, all Municipalities or any other agency authorized by the CHPA.

(4) The CHPA will commence the processing of applications only after payments have been received.

(5) After payment has been received, the CHPA will issue an electronic receipt via email to the applicant.

ADMINISTRATIVE SCHEMES

Role and function of CHPA in the Administrative Scheme

8. Pursuant to sections 15 and 16 of the Act, the CHPA shall-

(a) implement and provide oversight of the Act, including the preparation of the relevant regulatory and other mechanisms to effect the System, including-
    (i) technical and security aspects of the System;
    (ii) registration of the users of the System;

(iii)measures to enable payments.

(b) ensure all staff from the CHPA, the agencies and the relevant municipalities are trained to effectively participate in the System;

(c) adequately staff the relevant regional offices of the CHPA to support the intake of planning and development applications;

(d) establish a governance framework and ensure adequate staffing of the following:

(i) Single Window Unit;

(ii) Planning Oversight Committee;

(e) work with the Ministry of Local Government and Regional Development on strengthening regional and local capacity;

(f) act as the intake for all applications, including requests for pre-submission consultation meetings and provide the applicant with consolidated feedback on applications.

(g) receive, circulate and make recommendations on non-residential and greater than 2-storey residential applications;

(h) monitor and evaluate the efficacy of the System;

(i) build public education and awareness of the System;

(j) prepare planning policies and standards to strengthen the predictability of the planning and development approval system;

(k) work with the relevant agencies and local democratic organs as defined under the Local Democratic Organs Act, to establish the process for assigning and disbursing planning and development application fees;

Cap. 28:09

(l) clarify, consolidate and publish all its requirements for a complete application;

(m)consult with Agencies and local governments to establish timelines for the processing of planning and development applications;

(n) collect and disburse all fees to the relevant agencies.

Role and function of relevant agencies in the Administrative Scheme

9. Pursuant to sections 15 and 16 of the Act, the relevant agencies shall-

(a) identify staff who will be responsible for the receipt and processing of planning and development applications;

(b) strengthen human resources and IT capacity to implement the electronic system;

(c) clarify and provide to the CHPA, for publishing, all requirements for a complete application and updates on a regular basis;

(d) adhere to timelines established by the CHPA;

(e) attend pre-submission consultation meetings;

(f) strengthen its policy role to guide the review of planning and development applications;

(g) identify focal points, protocols and alternates to ensure continuity;

(h) develop protocols to seek additional information or support, if required;

(i) provide fee schedules to the CHPA as set out in the Second Schedule;

(j) provide a list of designated users to access the System.

Pre- application process

10. (1) An applicant for a non-residential development may elect to access the pre-application process on the System.

(2) Upon receipt of the pre-application process, the CHPA will assess the application and identify the relevant agencies (including Local Government) to participate in a pre-application meeting.

(3) The pre-application meeting will be scheduled within 7 days of the application.

(4) The applicant will pre-select a meeting date and time from the portal.

(5) The CHPA will coordinate and establish a weekly schedule of pre-application meetings and chair those meetings.

Changes to an application

11. An applicant may make changes to his application only up to the preliminary stage before validation of documents and payment of the relevant fees.

Complete application

12. (1) The Portal will not accept the application until all the mandatory requirements and fields are complete and the fees are paid in accordance with these Regulations.

(2) A planning and development application must include the following:

(a) plans for the proposed development that are drawn to scale, showing dimensions and the details of all buildings or other structures proposed;

(b) a current copy of the document of ownership or rights to use property if the applicant is not the owner;

(c) application details, such as the current land use, the proposed land use and detailed project proposal;

(d) the receipt of payment of required fees as set out in the Second Schedule;

(e) information on whether a pre-application meeting has taken place; and

(f) such other information as may be required by the Central Authority.

(3) Once an application has been accepted into the System, the Central Authority will make a decision, in the case of :

(a) a simple application, within thirty days of receipt of that application; or

(b) a complex application, within forty-five days of receipt of that application.

(4) The CHPA may request additional information from an applicant.

(5) Where the CHPA has requested additional information, the periods specified in sub-regulation (3) shall apply from the date of the submission of that additional information to the CHPA.

(6) If an applicant is unable to submit the further information on the portal, the further information can be delivered to the CHPA Headquarters.

(7) If an applicant is unable to apply online, he can complete the relevant planning and development application form provided as a fillable PDF format and submit the completed form and all required documentation.

Appeals of decisions of CHPA

13. An applicant who is aggrieved by a decision of the Central Authority may, within twenty-eight days of receipt of the decision, appeal to the Planning Appeals Tribunal in accordance with section 25 of the Act.

Application of Act No. 18 of 2023

14. The provisions of the Data Protection Act, 2023 shall apply to the processing of personal data under the Act and these Regulations.

(Regulation 3)

FIRST SCHEDULE

PLANNING AND DEVELOPMENT SINGLE WINDOW SYSTEM APPLICATION FORM

USER REGISTRATION FORM

Note: This form shall be submitted electronically.

USER DETAILS

NAME..... ADDRESS

..... TELEPHONE

..... EMAIL

..... I D NUMBER

..... CONTACT PERSON (NAME AND EMAIL)

..... **SELECT PROFILE TO BE ASSIGNED**

(*Check appropriate box*)

APPLICANT ☐ PARTNER AGENCY ☐ CHPA STAFF ☐

Please indicate if this a new application

Yes ☐

No ☐

Application Authorization (FOR OFFICIAL USE ONLY)

APPLICATION: GRANTED [ ] DENIED [ ]

REASONS: ……

……

……

…… APPROVED BY

……DESIGNATION……

SIGNATURE ……

DATE……

NAME OF USER	USER LOGIN ISSUED	DATE ACCOUNT CREATED
1……	…….	……
2……	……	……
3……	……	……

PROCESSED BY……

SIGNATURE ……

DATE ……

(Regulation 11)

SECOND SCHEDULE

FEE SCHEDULE FOR RELEVANT AGENCIES

No.	Relevant Agency	Fees
1.	Maritime Administration Department	- Application Processing Fees ranges from $36,000 GYD to $109,000 GYD - Site Inspection Fees ranges from $36,000 GYD to $109,000 GYD
2.	Guyana Water Incorporated	- Water Supply Connection: $15,640 GYD - Letter of Compliance: $5,000 GYD - Correction to Customer's Information: $2,500 GYD
3.	Sea Defence Board	- Application Processing Fee: $25,000 GYD
4.	Central Board of Health	No fees attached
5.	Ministry of Public Works	No fees attached
6.	Guyana Lands and Survey Commission	No fees attached
7.	Environmental Protection Agency	Environmental Authorisation fees range from **US$100 to more than US$ 3,100** per year, which is determined by EPA after screening.
8.	Guyana Fire Service	No fees attached
9.	Guyana Civil Aviation Authority	No fees attached
10.	National Trust of Guyana	No fees attached
11.	Guyana Office of Investment	No fees attached
12.	Lands Registry	No fees attached

<table>
<tr><th>No.</th><th>Relevant Agency</th><th>Fees</th></tr>
<tr><td>13.</td><td>Deeds Registry</td><td>No fees attached</td></tr>
<tr><td>14.</td><td>Guyana Forestry Commission</td><td>
<table>
<tr><th>Licence Type</th><th>Application Fees (GYD)</th><th>Licence Fees (GYD)</th></tr>
<tr><td>Charcoal</td><td>$4,200</td><td>$10,500</td></tr>
<tr><td>Firewood</td><td>$4,200</td><td>$10,500</td></tr>
<tr><td>Timber Dealer (Lumberyard)</td><td>$10,500</td><td>$52,500</td></tr>
<tr><td>Timber Dealer (No Storage)</td><td>$10,500</td><td>$52,500</td></tr>
<tr><td>Timber Dealer (Import)</td><td>$10,500</td><td>$52,500</td></tr>
<tr><td>Timber Dealer (Export)</td><td>$10,500</td><td>$52,500</td></tr>
<tr><td>Consolidated Log Export</td><td>$10,500</td><td>$105,000</td></tr>
<tr><td>Sawmill</td><td>$10,500</td><td>$63,000 Per Mill</td></tr>
<tr><td>Permit to Erect</td><td>$10,500</td><td>$52,500</td></tr>
<tr><td>Sawpit</td><td>$10,500</td><td>$42,000</td></tr>
<tr><td>Timber Depot</td><td>$10,500</td><td>$10,500</td></tr>
<tr><td>Timber Path</td><td>$10,500</td><td>$10,500</td></tr>
<tr><td>Timber Graders</td><td>$5,250</td><td>$5,250</td></tr>
</table>
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Neighbourhood Democratic Council (NDC)	Region	Fee for Single Family Residential	Fee for Commercial	Fee for Subdivision	Fee for Multi-Family Residential
Port Kaituma / Matthews Ridge / Arakaka	1	Building Application Form: $2000 Processing Fee: $2000	$5,000		
Charity / Urasara	2	Building Application Form: $2000 Processing Fee: $5.00 per square feet	$15.00 per square feet		
Evergreen / Paradise	2	Building Application Form: $2000 Processing Fee: $5.00 per square feet	$5.00 per square feet		

Aberdeen / Zorg-en-Vlygt	2	Building Application Form: $2000 Processing Fee: $5.00 per square feet			
Annandale / Riverstown	2	Building Application Form: $1500 Processing Fee: $5.00 per square feet	$5.00 per square feet		
Wakenaam	3	Building Application Form: $1000 Processing Fee: $500	$500		
Greenwich Park, Vergenoegen	3	Building Application Form: $1500 New Building: Single Flat $5000 New Building- Double $7000			
Tuschen / Uitvlugt	3	Building Application Form: $1,000 Flat Building: Length x Breadth x 2 plus $1,000 (Building Application Form) 2 Storey Building: Length x Breadth x 2 x 2 Plus $1,000 (Building Application Form)			

		Addition: $3,000 Plus $1,000 (Building Application Form) Update of Plan: $3, 000 Plus $1,000 (Building Application Form)			
Stewartville / Cornelia Ida	3	Building Application Form $ 1,000 New Building $5,000 Additions to Existing Building $ 3,500	10 % on what CHPA processing fee for that particular business		
Hague / Blankenburg	3	Building Application Form: $500 One Flat Building: $5,000 Two Storey Building: $7,500 Addition to Existing Building: $3,500	$10,000		
La Jalousie / Nouvelle Flanders	3	Building Application Form: $1,000 New Building: $5,000 Addition to Existing Building: $3,000			
Best / Klein / Pouderoyen	3	New Building: $5,000 Addition to Existing Building: $3,500			

La Grange / Nimes	3	Building Application Form: $500 Flat Building: $5,000 Two Storey Building; $7,000 Addition to Existing Building: $3,500			
Canal's Polder	3	Building Application Form: $500 New Building: $5,000 Addition to Existing Building: $3,000			
Toevlugt / Patentia	3	Building Application Form: $500 New Building: $7,000 Extension/Addition to Existing Building $5,000			
Soesdyke / Te Huis Te Coverden	4	Building Application Form: $1,000 Under one thousand (1000) square foot seven thousand dollars: $7,000 Over one thousand (1000) square foot twelve thousand dollars: $12,000			
Caledonia / Good Success	4	Building Application Form: $1,500 Less than 1,000	No Objection Letter: $5,000		

		square feet: $3,500 1,000 to 2,000 square feet: $5,000 Above 2,000 square feet: $7,500			
Little Diamond / Herstelling	4	Building Application Form: $3,000 Processing Fee: $9.00 per square feet	$9.00 per square feet No Objection Letter: $5,000		
Mocha / Arcadia	4	Building Application Form: $1,000 New Building: $5,000 Extension to Building: $3,000	Business Application: 10% of CHPA Fee		
Eccles/ Ramsburg	4	Building Application Form: $2,000 Processing Fee: $5.00 per square feet	$7.00 per square feet		
Industry / Plaisance	4	Building Application Form: $4000 Processing Fee: $15.00 per square feet	$20.00 per square feet		
Better Hope / LBI	4	Building Application Form: $1,000 Processing Fee: $9.00 per square feet	$9.00 per square feet No Objection Letter: $5,000	$5,000	

Beterverwagting/ Triumph	4	Building Application Form: $4,000 Building 1200square feet and above: $12,000 Building below 1200square feet: $7,000 Extension to Existing Building: $6,000 Update of House Plan: $5,000	$20,000		
Mon Repos / La Reconnaissance	4	1200 square feet and above: $12000 1200 square feet and below: $7000 Alteration and Extension to Existing Building: $6000	$15,000		
Buxton / Foulis	4	Building Application Form: $3,000 Processing Fee: Less than 700 Sq ft - (6-3): $1,200 Between 700 and 1200 Sq ft (6-3-108): $2,400 Over 1200 Sq ft (108): $4,500			
Enmore / Hope	4	$9,000	$18,000		
Haslington / Grove	4	$6,000	Business less than 1200 sq feet: 8,000 Business more than		

			1200 sq feet: $15,000		
Unity / Vereeniging	4	Building Application Form: $2,000 Processing Fee: $10,000	$15.00 per square feet		
Cane/ Grove	4	Building Application Form: $1,000 Processing Fee: $5,000	$10,000		
Woodlands / Farm	5	Building Application Form: $1000.00 Up to 3600 sqft.: $8.00 3601 to 5000 sqft.: $12.00 Above 5000 sqft. $ 25.00	Commercial plans processing fees: Gas Station $ 45.00 per sqft Supermarkets/ Salons/ Shops: - up to 1000 sqft.: $16.00 - 1001sq. to 1500sq: $24.00 - 1501sq to 2000sq: $40.00 - 2001sq to 3000sq: $50.00 - 3001sq to 4500sq: $75.00 - over 4500sq: $120.00 Hotels: $150.00 per sq.ft		Apartment Complex - $75.00 per sq. ft.

			4) Office building/ Space: $50.00 per sq.ft		
Profit / Rising Sun	5	Building Application Form: $1,500 Processing Fee Per Bedroom: $1,000	Shop: $5000 Bond: $30,000 Shed: $10,000		
Seafield / Tempie	5	Under 600 sq ft: $6,000.00 Under 900 sq ft: $7,000.00 Over. 900 sq ft: $8,000.00			
Union / Naarstigheid	5	Under 700 square feet: $5,000.00 700 to 900 square feet: $6,000.00 1000 square feet and above: $7,000.00			
Bath / Woodley Park	5	Building Application Form: $1,000 Processing Fee: $1,000			
Woodlands / Bel Air	5	Building Application Form: $2,000 Processing Fee: $5,000	$10,000		
Zeelugt / Rosignol	5	Building Application Form: $2,000			
Blairmont / Gelderland	5	Building Application Form:	$5,000		

		$2,400 Processing Fee: $3,000			
Enfield / New Doe Park	6	Building Application Form: $5,000. Building Inspection Fees: $5,000. Draftsman Registration Fee: $18,000, yearly ($4,500 quarterly)	Building Inspection Fees: $5,000.		
Canefield / Enterprise	6	Building Application Form: $2,000 Building Inspection Fees: $3,000 Draftsman Fee For Plan: $3,000	$6,000		
Kintyre / Borlam	6	Building Application Form: $1,500 Processing Fee: $4,000	$6,000		
Gibraltar / Fyrish	6	Building Application Form: $1,000 Processing Fee: $5,000	$10,000		
Kilcoy / Hampshire	6	Building Application Form: $2,000			

Bloomfield / Whim	6	Building Application Form: $1,000 Processing Fee: $3,000			
Hogstye/ Lancaster	6	Building Application Form: $1,000			
Black Bush Polder	6	Building Application Form: $100 Processing Fee: $500	$500		
Good Hope / No.51	6	$5,000	$10,000		
Macedonia / Joppa	6	Building Application Form: $1,000 Processing Fee: Plan $500 per room, including toilet and bath, patio or verandah			
Bushlot / Adventure	6	Building Application Form: $1,000 One Bedroom Dwelling: $3,000 Two Bedroom Dwelling: $4,000 Three Bedroom Dwelling: $5,000 Four Bedroom Dwelling: $6,000 Five Bedroom Dwelling: $6,500 Shed Attached to Dwelling: $ 6,000	Shed Attached to Dwelling: $ 6,000 Business: $6,000 Burial Ground: $4000 Bond (Store Room): 6,000		

Maida / Tarlogie	6	$500 per room	Sheds 10 x 10: $5000 Over 10' the Council decides the fees		
No.52 / No.74	6	Building Application Form: $100 Processing Fee: $1000			
Crabwood Creek / Molsen Creek	6	No fees attached			
Plegt Anker/ Kortberaadt	6	$3,500	$6,000		
Wyburg / Caracas	6	$5,000	$5,000		
Aranaputa / Upper Burro Burro	9	No fees attached	No fees attached		

Municipalities/ Town Council	**Region**	**Fee for Single Family Residential**	**Fee for Commercial**	**Fee for Industrial**
Anna Regina Town Council	2	Building Application Form: $3000 Processing Fee: $15.00 per square feet Update/Change/Renewal of Plan: $3000	$20.00 per square feet	

Municipalities/ Town Council	Region	Fee for Single Family Residential	Fee for Commercial	Fee for Industrial
New Amsterdam Town Council	6	**Building Plans Inspection Fee Residential** 0 to 700 sq. ft: $5,400 700 to 1200 sq. ft: $6,750 1201 to 1700 sq. ft: $8,100 1701 to 2200 sq. ft: $9,450 Over 2200sq. ft: $11,700 **Processing Fee Residential** 0 to 700 sq. ft: $8,300 700 to 1200 sq. ft: $10,100 1201 to 1700 sq. ft: $11,900	**Building Plans Inspection Fee Commercial** 0 to 700 sq. ft: $18,200 700 to 1000 sq. ft: $20,400 1001 to 1200 sq. ft: $24,300 1201 to 1700 sq. ft: $27,500 1701 to 2200 sq. ft: $30,700 Over 2201sq. ft: $33,900 **Processing Fee Commercial** 0 to 700 sq. ft: $18,400 700 to 1000 sq. ft: $22,400 1001 to 1200 sq. ft: $26,800 1201 to 1700 sq. ft: $32,500 1701 to 2200 sq. ft: $36,700 Over 2201sq. ft: $40,000	
Rose Hall Town Council	6	Building Application Form: $5,000		
Corriverton Town Council	6	Building Application Form: $200 Less than 700 square feet: $500 Between 700 sq. ft. to 1000 sq. ft.: $700 More than 1000 sq. ft. $1,000 Draughtsman Fee: $5,000	Draughtsman Fee: $10,000 Each shop less than 1000 sq. ft. ($90m^2$): $1,500 Each shop more than 1000 sq. ft. ($90m^2$): $2,500 Note: Commercial proposals for liquor establishments are excluded from this category. Each Residential/Commercial Applications less than 1000 sq. ft. ($90m^2$): $2,000	$10,000

Municipalities/ Town Council	Region	Fee for Single Family Residential	Fee for Commercial	Fee for Industrial
			Each Residential/Commercial Applications less than 1000 sq. ft. ($90m^2$): $3,000 Each Residential/Commercial or Commercial Proposal which includes that of a liquor establishment less than a 1000 sq. ft. ($90m^2$): $3,500 Each Residential/Commercial or Commercial Proposal which includes that of a liquor establishment more than a 1000 sq. ft. ($90m^2$): $4,000 Each Building Application for Commercial Purpose other than a shop or liquor establishment, e.g. food restaurant: $3,000 Sports Bar: $25,000 Salon: $25,000 General Store (Malt and Wine Inclusive): Banquet Hall and Food Restaurant: $25,000 Night Club: $25,000 Liquor Restaurant: $15,000	
Bartica Town Council	7	Building Application Form: $2,000 **Construction: Formula (Area/1200*Sum)** 2 bedrooms: $18,000 (Sum) 3 bedrooms: $20,000 (Sum) >3 bedrooms: $22,000 (Sum)	**Construction: Formula (Area/1200*Sum)** **Sheds** 700-1000 sq. ft: $12,500 1001-1200 sq. ft: $12,500 1201-1700 sq. ft: $14,500 1701-2200 sq. ft: $16,500	

Municipalities/ Town Council	Region	Fee for Single Family Residential	Fee for Commercial	Fee for Industrial
			Over 2200 sq. ft: $18,000 **Bonds** 700- 1200 sq. ft: $14,500 1201- 2000 sq. ft: $18,500 2200 <greater sq. ft: $20,000 **Buildings** 0-1000 sq. ft: $28,000 1001-1200 sq. ft: $33,000 1201-1700 sq. ft: $68,000 1701-2200 sq. ft: $125,000 Over 2200 sq. ft: $135,000 (Dependent on stories, use and area)	
Lethem Town Council	9	$10 per square foot	**General Store** CHPA Fee: $30,000 Total Council Fee: $15,000 10% Fee: $3,000 Amount Sent to CHPA Fee: $27,000 **Saloon** CHPA Fee: $5,000 Total Council Fee: $15,000 10% Fee: $500 Amount Sent to CHPA Fee: $4,500 **Grocery Store** CHPA Fee: $10,000 Total Council Fee: $15,000 10% Fee: $1,000 Amount Sent to CHPA Fee: $9,000	

Municipalities/ Town Council	Region	Fee for Single Family Residential	Fee for Commercial	Fee for Industrial
			Ranch CHPA Fee: $25,000 Total Council Fee: $15,000 10% Fee: $2,500 Amount Sent to CHPA Fee: $22,500 **Restaurant & Bar** CHPA Fee: $25,000 Total Council Fee: $15,000 10% Fee: $2,500 Amount Sent to CHPA Fee: $22,500 **Hotel** CHPA Fee: $30,000 Total Council Fee: $15,000 10% Fee: $3,000 Amount Sent to CHPA Fee: $27,000 **Water Facility** CHPA Fee: $25,000 Total Council Fee: $15,000 10% Fee: $2,500 Amount Sent to CHPA Fee: $22,500 **Apartment** CHPA Fee: $25,000 Total Council Fee: $15,000 10% Fee: $2,500 Amount Sent to CHPA Fee: $22,500	

Municipalities/ Town Council	Region	Fee for Single Family Residential	Fee for Commercial	Fee for Industrial
			Pharmacy CHPA Fee: $25,000 Total Council Fee: $15,000 10% Fee: $2,500 Amount Sent to CHPA Fee: $22,500 **Warehouse** CHPA Fee: $30,000 Total Council Fee: $15,000 10% Fee: $3,000 Amount Sent to CHPA Fee: $27,000 **Gambling Shop** CHPA Fee: $30,000 Total Council Fee: $15,000 10% Fee: $3,000 Amount Sent to CHPA Fee: $27,000 **Private Shop** CHPA Fee: $25,000 Total Council Fee: $15,000 10% Fee: $2,500 Amount Sent to CHPA Fee: $22,500 **Ice Cream Shop** CHPA Fee: $25,000 Total Council Fee: $15,000 10% Fee: $2,500 Amount Sent to CHPA Fee: $22,500 **Meat Shop** CHPA Fee: $25,000 Total Council Fee: $15,000	

Municipalities/ Town Council	Region	Fee for Single Family Residential	Fee for Commercial	Fee for Industrial
			10% Fee: $2,500 Amount Sent to CHPA Fee: $22,500	
Linden Town Council	10	Building Application Form: $1,000 1 to 700 Square feet: $3000 701 to 1200 square feet: $7000 1201 square feet and over: $12000 Renewal of Plans: $3000 Illegal Construction Residential: $30,000 Renewal of draughtsman: $10,000 (annually)	Illegal Construction Shop $50,000 Sawmill and large-scale business $100,000 No objection letter for bank: $10,000 Late fee: $5000	

(Regulation 14)

THIRD SCHEDULE

FEES

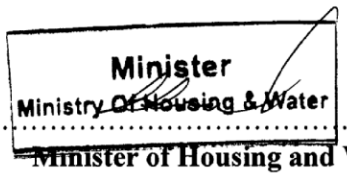
No.	DESCRIPTION OF SERVICE	USER FEES
1.	**Subdivision**	
	(a) Application for approval in principle	A fixed fee of $2000 per application
	(b) Application for approval of a Planning Scheme:	A fixed fee of $5000 per application.
	(c)Application for approval of sub-division proposal for transport for building (Residential) Purposes:	A fixed fee of $2000 for application plus $300 per each lot up to ten lots and $100 per lot thereafter to a maximum fee of $25,000.
	(d) Application for approval of sub-division proposal for Transport for building (other than Residential) Purposes:	A fixed fee of $3000 per application, plus a fee of $100 per acre up to fifty acres and $50 per acre thereafter to a maximum fee of $25,000. Note: Included in this category are applications for Transport for Industrial and Cultivation Purposes.
	(e) Application for transport partly for building purposes and partly for cultivation purposes:	A fixed fee of $2000 per application plus $300 per lot for building purposes and a further fee of $100 per acre for cultivation purposes.
2.	**Land Use Permits-Residential/Commercial**	
	(a) Applications for land use clearance for all commercial undertakings other than Liquor Restaurants, Offices and Industrial Undertakings	A fixed fee of $2,000
	(b) Each Residential/Commercial proposal which includes that a liquor establishments more than 1000 sq. ft. (90m20)	$4000
	(c) Each building application for commercial purposes other than a shop or	$3000 per application

No.	DESCRIPTION OF SERVICE	USER FEES
	liquor establishments, e.g., food restaurant	
3.	**Land Use Permits-Industrial**	
	(a) Industrial Building - Each building application for industrial purposes	$10,000 per application Note: Included in this category are applications for Service Stations and Warehouses.
	(b) The re-issuance of the copy of an approval for Planning Permission	$500
	(c) Whenever a Local Authority refers a building application to the Central Housing and Planning Authority for processing	The Local Authority shall retain 10% of all fees collected and the remainder shall be remitted to the Central Housing and Planning Authority.
7.	**EXEMPTIONS** (a) Government agencies (including Central Housing and Planning Authority and Regional Democratic Councils) - Religious and Community-Based Organizations, and- Local Authorities, where the Local Authority, itself wishes to undertake development proposals.	
	(b) all applications for land use clearance for the following: - Offices - Liquor Establishments - Industrial Establishments	A fixed fee of $3000
	(c)All fees for land use permits are payable directly to the Central Housing and Planning Authority. Where an application for land use permit includes proposals for a commercial undertaking(s) plus any of those in category 4(b)	$4000 per application.
5.	**BUILDING APPLICATIONS** (a) Commercial Buildings - Each Shop less than 1000 sq. ft. (90m2):	$1500
	(b) Each Shop more than 1000 sq. ft (90m2)	$ 2500

No.	DESCRIPTION OF SERVICE	USER FEES
	(c) Each Residential/Commercial application less than 1000 sq. ft (90m2)	$2000
	(d) Each Residential/Commercial application more than 1000 sq. ft (90m2)	$3000
	(e) Commercial proposals for Liquor Establishments are excluded from the third and fourth category. – Each Residential/Commercial or Commercial proposal which includes that of a liquor establishment less than 1000 sq. ft (90m2)	$3500
6.	**Fee for Commercial** Building Applications **(a) Commercial- less than 1200 sq. ft** - Liquor Establishment - Hotels, Discotheque, Food Restaurant with Bar - Other	 $10,000 $10,000 $5,000
	Fee for Commercial Building Applications **(b) Commercial- more than 1200 sq. ft** - Liquor Establishment - Hotels, Discotheque, Food Restaurant with Bar - Other	 $15,000 $25,000 $10,000
7.	**Fee for Industrial** **(a)** Building Applications - Industrial- less than 1200 sq. ft (Vulcanizing shop, Spray Painting Workshop, etc.)	$10,000
	- Industrial- more than 1200 sq. ft (Funeral Parlour, Warehouse, Major Industrial Undertakings	$30,000
8.	**Change of Use Commercial** (excluding offices, liquor establishments and industrial undertakings)	$5,000

No.	DESCRIPTION OF SERVICE	USER FEES
9.	**Change of Use Commercial/Industrial** (including offices, liquor establishments and industrial undertakings)	$15,000

Made this day of , 2024.



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Minister of Housing and Water

THE PLANNING AND DEVELOPMENT SINGLE WINDOW SYSTEM REGULATIONS 2024

EXPLANATORY MEMORANDUM

The Planning and Development Single Window System Regulations, 2024 are made pursuant to section 30 of the Planning and Development Single Window System Act, 2023. These Regulations seek to provide for the application and registration procedures and processes, methods of payment, use and access of the System and other related matters to implement the Planning and Development Single Window System.

Regulation 1 provides for the citation and commencement date of these Regulations.

Regulation 2 provides for the definitions of certain terms used in these Regulations.

Regulation 3 sets out the details of the application process for persons seeking to be registered as users of the Planning and Development Single Window System ("the System"). This regulation refers to the necessary Form to be completed and the documents that are required to accompany the application.

Regulation 4 allows for the Central Housing and Planning Authority ("the Central Authority" or "the CHPA") to notify a registered user of login credentials within forty-eight hours (48 hours) of registration.

Regulation 5 provides for the Central Authority to maintain both physical and electronic registers of users of the System. The regulation sets out the information that will be contained in the electronic register, including the name, address and contact information.

Regulation 6 empowers the Central Authority to deregister a user in certain circumstances including providing false or misleading information.

Regulation 7 outlines the different payment methods that are available to the user to access the services on the System. The payment methods include Mobile Money Guyana (MMG), Electronic Funds transfer (EFT) cash deposits through a local bank and cash deposits to CHPA offices in regions 2,3,4,5,6,7,9 and 10, all Regional Democratic Councils, all Municipalities and other authorised agencies. The regulation provides for the CHPA to email the applicant an electronic receipt after the payment has been made.

Regulation 8 details the roles and function of the CHPA in the Administrative Scheme as required under section 15 and 16 of the Planning and Development Single Window System Act, 2023. The main function of the CHPA is the implementation and oversight of the Act, including the preparation of the relevant regulatory and other mechanisms to give effect to the System, including-

(a) technical and security aspects of the System;

(b) registration of the users of the System;

(c) measures to enable payments.

The CHPA will be responsible for adequate staffing of the Single Window Unit and the Planning Oversight Committee. The CHPA will be required to work with the relevant agencies and the Ministry of Local Government and Regional Development to develop the planning and development application process.

Regulation 9 details the role and function of the relevant agencies in the Administrative Scheme. The relevant agencies will be responsible for identifying staff to process the planning and development applications, strengthening the human resources and IT capacity to implement the System, attending pre-consultation meetings and generally working with the CHPA in developing the System.

Regulation 10 sets out the pre-application process for an application in relation to a non-residential development. The applicant will be able to pre-select a meeting date with the CHPA and the relevant agencies.

Regulation 11 allows and applicant to make changes to an application at the preliminary stage.

Regulation 12 provides the requirements for the submission of a complete planning and development application on the System. A planning and development application must include the following:

(a) plans for the proposed development that are drawn to scale, showing dimensions and the details of all buildings or other structures proposed;

(b) a current copy of the document of ownership or rights to use property if the applicant is not the owner;

(c) application details, such as the current land use, the proposed land use and detailed project proposal;

(d) the receipt of payment of required fees;

(e) information on whether a pre-application meeting has taken place.

The regulation sets out the timelines for the CHPA and relevant agencies in processing the application and notifying the applicant.

Regulation 13 provides for an applicant who is aggrieved by the decision of the CHPA to appeal that decision to the Planning Appeals Tribunal within twenty-eight days (28 days) of receipt of the decision.

Regulation 14 provides for the application of the Data Protection Act, 2023 shall to the processing of personal data under the Act and these Regulations.

The First Schedule sets out the Planning and Development Single Window System Application Form.

The Second Schedule sets out the Fee Structure for applications to the relevant agencies.

The Third Schedule sets out the Fee Structure for applications to the CHPA.