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REPUBLIC OF ZAMBIA

MINISTRY OF LOCAL GOVERNMENT AND HOUSING

P.O. BOX 50027
15101 RIDGEWAY
LUSAKA

October 12, 2015

All Town Clerks and Council Secretaries
City, Municipal and District Councils
REPUBLIC OF ZAMBIA

RE: LAND ADMINISTRATION AND ALLOCATION
CIRCULAR NO.1 OF 2015

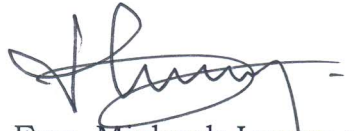
In line with Administrative Circular No. 1 of 1985 issued by the Ministry of Lands and Natural Resources **all Councils shall adhere to the following steps in allocating land to the applicants or developers:-**

1. All Councils as Planning Authorities must prepare layout plans for the land to be issued to the Public.
2. Upon adoption of the layout plans by the full Council, the Principal **Officer** shall submit the layout plans to the Surveyor General at the Ministry of Land and Natural Resources for surveying and numbering of plots/stands.
3. After the numbering of plots/stands by the Surveyor General's office all available stands/plots shall be advertised by the respective Councils to invite applications from members of the public. The Principal Officer shall ensure that the advert runs for **not less than three times once a week in the National Print Media** before the deadline for receipt of applications on the specified annexure forms.
4. Upon receipt of applications by the Council, an Evaluation /Interviewing Committee shall be set by the Council to evaluate and select suitable applicants for the stands/plots. The evaluation report from the interviewing committee shall be submitted to the Council for

approval. Further, guidelines on the Composition of the Evaluation/Interviewing Committee is provided in Appendix I (attached hereto). The evaluation criterial to assess the suitability for allocation of stand/plot shall be as show in appendix II (attached hereto)

5. Upon Council approval of the recommendations, the Principal Officer shall submit the recommendation to the Commissioner of Lands with a copy to the recommended applicant. In addition the Principal Officer shall publish the names of the recommended applicants in the National Print Media.

All Councils are directed to adhere to these guideline regardless of the number of stand/plots involved.



Eng. Misheck Lungu
Permanent Secretary

MINISTER OF LOCAL GOVERNMENT AND HOUSING

cc. Hon. Minister of Local Government and Housing, **LUSAKA**

cc. All Provincial Local Government Officers

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