



Property Number

This process pertains to the Application for Right of Occupancy by an Organisation Henceforth and throughout the body of this form, applicant refers to the Organisation or an elected representative of the organisation.

### General Information

An application for a Right of Occupancy is where an individual/entity applies for grant of title over land to which he/she/they possess requisite proof of ownership. The holder of a statutory right of occupancy is in all respect the proprietor of the land during the subsistence of the right. Section 14 of the land use Act confers the holder of a statutory right of occupancy with exclusive possession of the land against all persons other than the Governor.

A Right of Occupancy is required for the following reasons:

1. To secure your Title (in line with the permissions of the act land use act describes)
2. For mortgage or to secure a loan facility or to pledge it to bail someone out.
3. To easily transfer rights to heirs.

The Right of Occupancy is valid for a term of ninety nine (99) years. Term not transferable.

The occupier of a statutory right of occupancy is mandated at all times to maintain in good and substantial repair to the satisfaction of the Governor or his appointee beacons or other landmarks by which the boundaries of the land are defined. Failure to comply with a notices of compliance served on him would render such occupier liable to pay the expenses incurred by the Governor in defining the boundaries which the occupier neglected to define.

### Associated fees

Certain fees are expected to be paid for a successful application. These fees are:

1. Application fee
2. Processing fee
3. Layout Approval fee
4. Survey fee
5. TDP fee
6. Plan Lodgement fee (paid if a private surveyor carried out the survey)
7. Contravention fee (fee paid if you have started developments without Town Planning approval)
8. Ground Rent
9. \*Ground Rent Penalty: 5% of outstanding ground rent.

\*Applies only if outstanding, unpaid ground rent exists

### Application forms and different methods for submission.

This application and all other forms are available for download at <http://www.plateaustate.gov.ng/downloads>.

You can submit your application for this transaction in any of these ways, depending on which is convenient and feasible:

1. Fillable Document Format (PDF): You can download a copy of this application from <http://www.plateaustate.gov.ng>. A filled application form can be submitted via the portal through <http://www.plateaustate.gov.ng>. You will need an online account for the form submission. After submission, we extract and validate your data and prompt you for with the validation results of your upload. If there are errors in the data, we provide the erring fields and information to assist in correcting these. Validated and error-free forms are successfully submitted. For application with supporting documents, you need to provide these on the portal after you login with your credential. Once the application is correctly lodged, you will be allowed to proceed to the payment section of the transaction.
2. Online forms – An applicant can log in to the portal, and use our wizard-like online web. This approach provides a very interactive avenue for filling forms and uploading the supporting document. For example, the state of an application could be stored. An applicant can continue to where he stopped anytime from any internet enabled device. Also, for applicants using Fillable PDF, they need the online forms for submission of supporting documents.
3. Paper submission – An applicant wishing to use this approach will need to get a copy of the application form. A copy can be downloaded from <http://www.plateaustate.gov.ng>. If the applicant gets a Fillable PDF, we advise the form is filled on computer and printed. The forms can also be printed and filled. Once completed and signed, the applicant needs to submit these, including the supporting documents, at the PLAGIS office.

If Option 1 **Fillable Document Format (PDF)** is the submission method selected and the applicant is using the Standard version of Adobe Reader, then the applicant must follow the steps outlined below, when about to save the form after filling it:

1. Navigate to **File > Print** or Press **Ctrl+P**.
2. On printer, select any of the available virtual PDF printer which could include Adobe PDF, PDFCreator, PageManager PDF Writer or any other.
3. Click Print. This prompts a Save-dialog box to save your filled-in PDF document.

### Steps and Their Expected Duration

The Application for Right of Occupancy is a transaction that involves the following processes:

1. Fill the form and attach required files and submission of the application.
2. On receipt of application, it's sent to the commissioner's office. After commissioner's approval it is sent to Perm. Secretary's desk and after his approval, it is sent to the Director of Lands' desk who sends it to the Land Administration department.
3. In the Land Administration department, the application is registered with a file number and the following details checked to ensure that documentation is complete: Name of individual, location and size of land parcel, the purpose clause, and endorsement by LGA chairman, a ward head or customary chief to certify true ownership of land. Should any necessary detail be missing, the process would be halted and applicant notified via SMS or Email.
4. The Land Administration Department then forwards the new file to the Customer Service department to prepare the necessary fee for the application. A demand notice is then issued via SMS or Email to the applicant stating the fees to be paid. The process halts until these fees are paid
5. Once payments have been made, the file moves to Finance Department to record payment, then to Rent and Fees Department to record the payments too. Then its sent to Director of Lands.
6. The director dispatches the File to Survey General in the Survey Department. The Survey General sends the file to Quality Control, where the survey data in the file is checked to ensure accuracy. A checking report is created. This checking report is sent together with the file to Vectorised Data Entry Section (VEDES). Here the parcel of land is checked on the Map to ensure the map is free/ not allocated. If it's not, all processes are halted and the applicant noticed via SMS or Email. If it's free, report and file sent to Survey General, who forwards file to Town Planning.
7. Delegates from Town Planning for to the land for site inspection. A site analysis report is created that takes into cognizance the following: Planning and development definitions and land zoning. If land is found to overlap with an area meant for road construction or a similar issue will cause all processes to be halted and application taken back to Stage 6, where a resurvey has to be done. Applicant will be notified. However, if all is in order, then file sent to Director of Lands form the Director of Town Planning.
8. The Director of Lands sends the file to Land Administration that raises a recommendation for Grant. This recommendation contains: the rents, the time the title is granted, the proposed use and location of the land. The recommendation is dispatched to Perm. Sec from Director of Lands and returns to the Director after the Perm. Sec and Commissioner have signed. The Director of Lands now sends the file to Land Administration to prepare the Grant.
9. Once the Grant is ready, the Director of lands, the Perm. Sec and the Commissioner sign it. Then the Director of Lands dispatches it to the Collection Unit. Applicant will be notified to come and collect his Grant. Before he can collect the Grant, he must fill and sign an acceptance form accepting the terms of the Grant. Upon collection of the Grant he becomes known officially as a titleholder.
10. The Acceptance form is sent to the Commissioner, Perm. Sec and then the Director of Lands dispatches it to the Collection Unit for filing.
11. Upon acceptance, the CofO will be prepared, approved and registered, then applicant can come to collect his/her CofO.

**NOTE:** If property is owned by two (2) or more parties, kindly request for PSF1 (Individual) or/and PSF2 (Organisation)

			Property Number	
1. Date of Application: DD / MM / YYYY			Insert the date application is being made here.	
<b>Applicant's/Organisation's Information</b>				
2. Name of Organisation:			Fill in applicant's personal details. If property is owned by two (2) or more parties, kindly request for PSF1 (Individual) or/and PSF2 (Organisation)	
3. Registration (RC) Number:				
4. Date of Registration: DD / MM / YYYY				
5. Country of Registration:				
6. Tax Identification Number (TIN):				
<b>Organisation's Contact Information</b>				
7. No.	8. Address:		This section should contain details of a contact person within the organisation. This is required for prompt response or communication with the organisation.	
9. City/Town/Village	10. State	11. Country		
12. Telephone:				
13. Website:				
14. Email Address:				
15. What is your preferred mode of communication? <input type="checkbox"/> Telephone <input type="checkbox"/> SMS <input type="checkbox"/> Email				
<b>Organization's Contact Person.</b>				
16. Designation:		17. Title:		
18. Surname	19. Other Names			
20. Telephone:				
21. Email Address:				
22. What is your preferred mode of communication? <input type="checkbox"/> Telephone <input type="checkbox"/> SMS <input type="checkbox"/> Email				
<b>Organization's Representative's Information.</b> (This Section is applicable if the application is being made by a representative)				
23. Title	24. Surname	25. Other Names		
26. Representative's Contact Address in full:				
27. Telephone:				
28. Email Address:				
29. Does representative have the Registration Particulars for the Power of Attorney? <input type="checkbox"/> Yes <input type="checkbox"/> No			Applicant's representative is expected to provide evidence of details of power of attorney and attach to this application	
30. What is your relationship with the applicant?			Representative should produce evidence of status/claim.	
<b>Third Party Notification</b>				
Full Name		Telephone	Email Address	
Provide your information and other third-parties you will like to be notified at the completion of this transaction.				
<b>Property Information</b>				
31. Block No.	32. Plot No.	33. Area _____ <input type="checkbox"/> Hectares <input type="checkbox"/> Acres <input type="checkbox"/> Sq.Metres		

34. Land Location/Description:

35. Value of Improvement Offered

36. Time required for Erection

37. Kindly specify the required Land use or Purpose (tick  for land use and  for purpose from list)

<p><b>Residential</b></p> <p><input type="radio"/> Private Residential</p> <p><input type="radio"/> Government Residential</p> <p><input type="radio"/> Government Housing Estate</p> <p><input type="radio"/> Government Staff Quarters</p> <p><input type="radio"/> Private Staff Quarters</p> <p><input type="radio"/> Federal Housing Estate</p> <p><input type="radio"/> Police Barracks</p> <p><input type="radio"/> Army Barracks</p> <p><b>Commercial</b></p> <p><input type="radio"/> Hotel</p> <p><input type="radio"/> Hostel</p> <p><input type="radio"/> Guest House</p> <p><input type="radio"/> Restaurant/Fast Food</p> <p><input type="radio"/> Fresh Fruit Market</p> <p><input type="radio"/> Neighbourhood Centre</p> <p><input type="radio"/> Small Shops</p> <p><input type="radio"/> Corner Shops</p> <p><input type="radio"/> Market</p> <p><input type="radio"/> Supermarket</p> <p><input type="radio"/> Central Market</p> <p><input type="radio"/> Shopping Mall/Plaza</p> <p><input type="radio"/> Business Centre</p> <p><input type="radio"/> Office</p> <p><input type="radio"/> Warehouse</p> <p><input type="radio"/> Plant Nursery</p>	<p><input type="radio"/> Workshop</p> <p><input type="radio"/> Petrol Filling Station</p> <p><input type="radio"/> Gas Filling Station</p> <p><input type="radio"/> Fuel Depot</p> <p><input type="radio"/> Garage/Carwash</p> <p><input type="radio"/> Bank</p> <p><input type="radio"/> Law Firm</p> <p><input type="radio"/> Insurance</p> <p><input type="radio"/> Internet Cafe</p> <p><input type="radio"/> Video/Indoor Games</p> <p><input type="radio"/> Night Club/Disco</p> <p><input type="radio"/> Cinema</p> <p><input type="radio"/> Theatre</p> <p><input type="radio"/> Sports Facility</p> <p><b>Industrial</b></p> <p><input type="radio"/> Slaughter House</p> <p><input type="radio"/> Small Scale Industry</p> <p><input type="radio"/> Stones, Ceramic, Glass, Electric, Electronic, Wood</p> <p><input type="radio"/> Paper, Printing and binding, Chemical Industry</p> <p><input type="radio"/> Mechanical &amp; Steel</p> <p><input type="radio"/> Vehicle, Construction, Metal</p> <p><input type="radio"/> Assembly Plant</p> <p><input type="radio"/> Leather, Textile and Clothing Industry</p> <p><input type="radio"/> Food &amp; Beverages Manufacturing</p>	<p><input type="radio"/> Factory</p> <p><input type="radio"/> Quarry</p> <p><input type="radio"/> Borrow Pit</p> <p><b>Public Institution</b></p> <p><input checked="" type="radio"/> Nursery School</p> <p><input type="radio"/> Day-care</p> <p><input type="radio"/> Nurs. &amp; Pri. School</p> <p><input type="radio"/> Primary School</p> <p><input type="radio"/> Night School</p> <p><input type="radio"/> Secondary School</p> <p><input type="radio"/> College/University</p> <p><input type="radio"/> Research Institute</p> <p><input type="radio"/> Educational Institute</p> <p><input type="radio"/> Training/Vocation Centre</p> <p><input type="radio"/> Church</p> <p><input type="radio"/> Mosque</p> <p><input type="radio"/> Place of Worship</p> <p><input type="radio"/> Clinic</p> <p><input type="radio"/> Hospital</p> <p><input type="radio"/> Pharmacy/Chemist</p> <p><input type="radio"/> Laboratory</p> <p><input type="radio"/> Medical Centre</p> <p><input type="radio"/> Specialist/Diagnostic Hospital</p> <p><input type="radio"/> Veterinary Clinic</p> <p><input type="radio"/> Dental Clinic</p> <p><input type="radio"/> Nigeria Ports Authority</p> <p><input type="radio"/> Police Station</p>	<p><input type="radio"/> Fire Station</p> <p><input type="radio"/> Fire Service</p> <p><input type="radio"/> Prison</p> <p><input type="radio"/> High Court</p> <p><input type="radio"/> Magistrate Court</p> <p><input type="radio"/> Customary Court</p> <p><input type="radio"/> Military Formation</p> <p><input type="radio"/> Museum</p> <p><input type="radio"/> Government Institution</p> <p><input type="radio"/> Parastatals</p> <p><input type="radio"/> Library</p> <p><input type="radio"/> Archive</p> <p><input type="radio"/> Community Centre</p> <p><b>Public Utility Unit</b></p> <p><input type="radio"/> Telephone Sub-Exchange Site</p> <p><input type="radio"/> TV or Radio station</p> <p><input type="radio"/> PHCN 132/33kv Transformation Station</p> <p><input type="radio"/> PHCN 33/11kv Transformation Station</p> <p><input type="radio"/> Gas Pipeline</p> <p><input type="radio"/> Water Pipeline</p> <p><input type="radio"/> Post Office</p> <p><input type="radio"/> NIPOST</p> <p><input type="radio"/> Water Treatment Plant</p> <p><input type="radio"/> Dump Site/Active Recreation</p>	<p><b>Transportation</b></p> <p><input type="radio"/> Expressway</p> <p><input type="radio"/> Parkway</p> <p><input type="radio"/> Transit way</p> <p><input type="radio"/> Arterial Road</p> <p><input type="radio"/> Collector Road</p> <p><input type="radio"/> Important Local Street</p> <p><input type="radio"/> Selected Important Local Street</p> <p><b>Street</b></p> <p><input type="radio"/> Minor/Access Road/Cul-de-sac</p> <p><input type="radio"/> Courtyard access Road</p> <p><input type="radio"/> Private Road</p> <p><input type="radio"/> Railway Track</p> <p><input type="radio"/> Mini-railway Track</p> <p><input type="radio"/> Bus Depot</p> <p><input type="radio"/> Railway Station</p> <p><input type="radio"/> City Bus Station</p> <p><input type="radio"/> Public Parking</p> <p><input type="radio"/> Motor Park</p> <p><input type="radio"/> Long/Trailer Park</p> <p><input type="radio"/> Airport</p> <p><input type="radio"/> Bus Stop</p> <p><input type="radio"/> Interchange</p> <p><input type="radio"/> Road Corridor</p> <p><input type="radio"/> Bridge</p> <p><input type="radio"/> Footpath</p> <p><input type="radio"/> Pedestrian Walkway</p>	<p><b>Open Space/Green Area</b></p> <p><input type="radio"/> Golf Course</p> <p><input type="radio"/> Country Club</p> <p><input type="radio"/> Active Recreation</p> <p><input type="radio"/> Recreational Centre</p> <p><input type="radio"/> Sports Arena</p> <p><input type="radio"/> Amusement Park</p> <p><input type="radio"/> Neighbourhood Park</p> <p><input type="radio"/> Play Ground</p> <p><input type="radio"/> Local Park</p> <p><input type="radio"/> Cemetery</p> <p><input type="radio"/> Undeveloped Land</p> <p><input type="radio"/> Protected Drainage Course</p> <p><input type="radio"/> Flood Plan</p> <p><input type="radio"/> Natural River Course</p> <p><input type="radio"/> Water Reservoir/Dam</p> <p><input type="radio"/> Forest Reserve Lake</p> <p><b>Mixed Use &amp; Agriculture</b></p> <p><input type="radio"/> Multi-Purpose</p> <p><input type="radio"/> Special Development</p> <p><input type="radio"/> Comprehensive Development</p> <p><input type="radio"/> Agriculture</p>
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38. Does applicant possess any right(s) of occupancy held in the state?  Yes  No

Applicants who have other R of O or C of O should fill this section and also enter the certificate number.

39. If YES, provide certificate number:

**Supporting Documents**

40. Provide the following List of Supporting Document along with this application.

Supporting Documents	
Taxpayer Identification Number Printout	x
Certificate of Incorporation	
Survey Report	
Organisation Representative Authorization Letter	
Income Tax Clearance Clearance	
Change of Ownership	
Deed of Assignment	
Customary Evidence of Ownership	
Court Judgement	
Power of Attorney	
Sales Agreement	

Applicant's are expected to provide all the documents list in this section.

Supporting documents present in the application should be marked "X".

Applications with incomplete supporting document would not be accepted.

Applications who's supporting document can not be verified, would not be processed.

Rows crayed are referred to as supplementary documents that would be requested for upon processing of application.

**WARNING**

It is a punishable offence to provide any false information and or make any false statements or claim when completing this form. Where it is subsequently discovered that a Right of Occupancy was issued based on false or inaccurate information, the Permanent Secretary may in his sole discretion, revoke such Right of Occupancy.

The Permanent Secretary reserves the right to reject any application for not properly or fully completed and shall not incur any liability for any such revocation. The information you supply on this form is public knowledge and may be published in the media

41. Attestation/Declaration

I attest that all information entered are accurate and have been reviewed by me. I also declare that I am liable for all information entered above.

42. Signature\Date

DD / MM / YYYY