



THE DISTRICT COUNCIL OF SAVANNE	
REGISTRY SECTION	
Received On.....	27/04/2023
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Signature : .....	

MINISTRY OF LOCAL GOVERNMENT AND DISASTER RISK MANAGEMENT

Our Ref: LOR/DCM/BLP/V5

20 April 2023

Your Ref:

HLUPD / PBone.

Dear Sir/Madam,

**Building and Land Use Permit Process on the National Electronic Licensing System**

Further to a query from the Ombudsman on the above subject, the Economic Development Board has informed this Ministry on the Building and Land Use Permit procedures on the National Electronic Licensing System as follows:

- (i) a permit issued electronically through the National Electronic Licensing System (NELS) is considered legal and valid in accordance to Section 27A (5) of the Economic Development Board Act 2017;
- (ii) Building and Land Use Permits can be accessed through NELS as follows:
  - (a) an applicant can access his permit by logging on NELS using his credentials which is confidential. Once logged on, he can download the permit from the *Permits* Section on the License Centre; and
  - (b) the officers of the Local Authorities and the corresponding parent Ministry, authorised to have access to the Building and Land Use Permits, can do so by logging on NELS using their credentials.
- (iii) any member of the public can have access to some details of the Building and Land Use Permit on the Business Portal as long as they are in possession of the following information:
  - (a) permit number;
  - (b) permit issued date; and
  - (c) permit holder name.
- (iv) the details which are available to the viewer are:
  - (a) permit holder name;
  - (b) permit type (BLUP);
  - (c) issuing agency (name of the local authority);
  - (d) status of the permit (active or expired).

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(v) the applicant can use any storage device (internal or external drive) to store a soft copy of the permit; and

(vi) the permit is a read-only version of a PDF and is digitally signed. It can be viewed using any PDF reader.

2. You are requested to have the above information posted on your website.

Yours faithfully,



**B.M.D Kurreemun**  
*for Ag. Senior Chief Executive*

**Chief Executive  
District Council of Savanne  
Lady Barkly Street  
SOUILLAC**