

# **HWEDZA RURAL DISTRICT COUNCIL**

**P.O Box 15**

**WEDZA**

Tel : 0712183071

: 0778397734

Email: [info@hwedzardc.org.zw](mailto:info@hwedzardc.org.zw)

[hwedzardc@gmail.com](mailto:hwedzardc@gmail.com)



**ALL CORRESPONDENCE TO BE ADDRESSED TO THE CHIEF EXECUTIVE OFFICER**

## **CESSION APPLICATION PROCEESS**

### **CESSION REQUIREMENTS**

- ♦ Copy of lease agreement for the stand.
- ♦ Stage form or inspection form.
- ♦ Agreement of sale which include affidavits for both cedant and cessionary (signed and stamped by commissioner of oaths).

**NB If cedant is deceased he or she is to submit death certificate and also a letter of administration from the master of high court.**

- ♦ Affidavits from relatives at least 2 affidavits from different individuals.
- ♦ Rates clearance certificate.
- ♦ Cession forms are given at council offices after paying \$227 for selling cession and \$100 for heirship cession.

**NB. Please be informed that your request will proceed through the appropriate committee and subsequently be presented to the full council for resolution. Upon approval of the cession , council will then reach out to you to proceed with the lease processing.**



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## **LEASE APPLICATION PROCESS**

### **LEASE PROCESSING REQUIREMENTS**

- ♦ Offer letter.
- ♦ Stands allocation receipts.
- ♦ National IDs.
- ♦ Finance statements (proof of clearance of all outstanding fees for stand.
- ♦ \$35 lease application fees.

After submitting your lease application form, it will undergo review by the appropriate committee and subsequently be presented to the full council for resolution.

Once the resolution is reached and your application is approved, you will be notified accordingly. Following this, you will need to pay a lease processing fee (residential \$46 and commercial \$58) to initiate the lease processing. Rest assured, you will be contacted once the lease is complete.



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# **EMBRACING**

# **EASE OF DOING BUSINESS**

# **IN**

# **CESSION APPLICATIONS**

**GET YOUR RESPONSE WITHIN 5 WORKING DAYS. SEE OVERLEAF FOR DETAILS**

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# LEASE APPLICATIONS

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**ALL CORRESPONDENCE TO BE ADDRESSED TO THE CHIEF EXECUTIVE OFFICER**

GET YOUR BUILDING PLANS APPROVED WITHIN 5 WORKING DAYS AFTER FOLLOWING THE FOLLOWING PROCEDURE

**Step 1**

After having a valid lease for your stand, get an approved site plan from Hwedza Rural District Council offices after paying a site plan production fee of \$23usd or ZIG equivalent

**STEP 2**

Find an Architect of your choice to draw your plan. The Architect is expected to register with Hwedza Rural District Council by paying an annual fee of \$228USD or ZIG equivalent

**STEP 3**

Submit your building plans (for commercial and institutional) to the Ministry of Health at Hwedza Rural District Hospital for appraisal

**STEP 4**

Submit your building plans together with a copy of an approved site plan to our Hwedza Rural District Council planning department offices after paying the following

- ◆ Application for plan appraisal fee-\$6usd
- ◆ Plan appraisal fee \$1.50 per m<sup>2</sup> for residential and institutional, \$2.00USD per m<sup>2</sup> for commercial
- ◆ Royalties for natural resources i.e.
  - ⇒ High density-\$256usd
  - ⇒ Medium density cottage-\$172usd
  - ⇒ Medium density main house-\$256usd
  - ⇒ Low density cottage-\$256usd
  - ⇒ Low density main house-\$405usd
  - ⇒ Commercial-\$513usd
  - ⇒ Institutional per block-\$230usd

**AVOID UNNECESSARY DELAYS ON YOUR PLAN APPROVALS BY ENSURING THE FOLLOWING BEFORE SUBMISSION:**

- \* Full name of stand owner and stand number on the plan
- \* Lease number written on the plan
- \* Full name and contact details of the Architect
- \* All arrears for the stand are paid up



**ALL CORRESPONDENCE TO BE ADDRESSED TO THE CHIEF EXECUTIVE OFFICER**

**GET YOUR BUILDING INSPECTED AFTER FOLLOWING THE FOLLOWING PROCEDURE :**

**Step 1**

Find your own competent builder or contractor. The contractor must register with Hwedza Rural District Council upon submission of copies of qualifications in relevant trades and pay annual registration fee of;

\$114.00usd or equivalent for bricklayers

\$228.00usd or equivalent for carpenters, plumbers, painters

**Step 2**

Pay and book for inspection after completion of every stage of construction. Be guided by the building inspection stage form NB INSPECTION FEES

⇒ RESIDENTIAL AND CHURCHES-\$23.00USD

⇒ COMMERCIAL GROWTH POINT-\$25.00USD

⇒ INSTITUTIONS-\$25.00

◇ **BUSINESS/COMMUNAL**

◇ BELOW 20KM-\$46.00USD, ABOVE 20KM-\$68.00USD OR EQUIVALENT

**AVOID UNNECESSARY DELAYS ON YOUR BUILDING INSPECTION BY ENSURING THE FOLLOWING:**

- ◆ Ensuring that all boundary pegs have been identified before setting out commences
- ◆ Use a valid approved plan(plan approval is valid for 12months)
- ◆ **Always have an approved plan and inspection stage form on site**
- ◆ **Always have your tools during inspection**



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# BUILDING PLANS APPROVALS

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# EMBRACING EASE OF DOING BUSINESS IN BUILDING INSPECTIONS

**SEE OVERLEAF FOR DETAILS**