

GOVERNMENT NOTICE NO. 174 published on 04/05/2018

THE TOWN PLANNERS (REGISTRATION) ACT
(CAP 426)

REGULATIONS

(Made under Section 31)

THE TOWN PLANNERS (REGISTRATION) REGULATIONS, 2018

PART I
PRELIMINARY PROVISIONS

- Citation 1. These Regulations may be cited as the Town Planners (Registration) Regulations, 2018.
- Interpretation
Cap. 426 2. In these regulations, unless the context requires otherwise:-
“Act” means the Town Planners (Registration) Act;
“Director” means Director of Urban Planning as defined under the Urban Planning Act;
“firm” means a group of persons, incorporated companies, partnership, sole proprietorship and any other similar mode of association, practicing as town planners;
“foreign town planner” means a person who is a town planner but is not a citizen of Tanzania;
- Cap. 116 “Land Use Planning” has the meaning assigned to it under the Land Use Planning Act;
“Minister” has the meaning assigned to it under the Act; and
“misconduct” means professional misconduct including conviction of a criminal offence by a competent court in respect of embezzlement, fraud, theft, bankruptcy and includes any act or omission which in the opinion of the Board, amounts to improper or disgraceful conduct in a professional respect.

PART II
OBLIGATION TO REGISTRATION

- Registration 3. Any person or firm practicing town planning as defined by the Act shall register with the Board before practicing as a town planner.

Town Planners (Registration)

GN. No. 174 (contd.)

Application for registration

4.-(1). An application for registration shall be made to the Board in the prescribed form stipulated in the Fourth Schedule, in duplicate accompanied with curriculum vitae, academic certificate and any other relevant certificates and scripts, a registration fee and evidence of at least three approved town planning assignments.

(2) The Board shall determine the nature, size and quality of assignment acceptable for registration.

(3) Applicants shall pay a non refundable registration fee as prescribed in the First Schedule to these Regulations.

(4) Every application for the registration of a town planning firm shall be made by a registered town planner.

(5) An application for temporary registration shall be made in the form prescribed in the Fourth Schedule to these Regulations.

(6) All foreign town planners and foreign firms shall apply for registration before entering the Country or soon thereafter before taking up the actual execution of a town planning assignment in the Country.

Qualifications for registration of town planning firm

5.-(1) A local firm shall be considered for registration if it has the following qualifications:-

- (a) two fully registered town planners, one of whom is a director and holds majority shares or two fully registered town planners which holds more than fifty percent shares;
- (b) certified copy of certificate of registration as a town planner;
- (c) certificate of incorporation issued by a relevant authority;
- (d) Tax payers Identification Number (TIN) issued by a relevant authority;
- (e) business license issued by a relevant authority;
- (f) the main objects of the firm shall be to undertake town planning works;
- (g) proof of having a practicing office;
- (h) one current photograph for the directors; and
- (i) payment of registration and annual fees as prescribed in the First Schedule;

(2) A foreign firm shall be considered for registration if it has the following qualifications:-

- (a) proof of registration in the country of origin or domicile prior coming to Tanzania;
- (b) proof of being engaged to perform specific town planning

assignment in Tanzania;

- (c) Tax payers Identification Number (TIN) issued by a relevant authority;
- (d) Business license issued by a relevant authority;
- (e) work permit from a relevant authority;
- (f) proof of involving a local registered town planning firm;
- (g) the main objects of the firm shall be to undertake town planning works;
- (h) an affidavit to the effect that once the assignment is completed the registration shall cease;
- (i) payment of registration and annual fees as prescribed in the First Schedule.

Board to
conduct
examination and
interviews

6.-(1) Notwithstanding the provision of regulation 4, in determining application for registration, the Board may conduct examinations and interviews or call for further information as it may think fit at the applicants' expenses.

(2) Where the Board decides to conduct examinations it shall:-

- (a) conduct professional registration examinations;
- (b) charge examination fees as prescribed in the first schedule; and
- (c) set examination procedures.

(3) A candidate who fails the examination and interview may re-sit for the examination and interview after three months from the previous sitting.

Decision on
application

7.-(1) An application for registration shall be decided upon by the Board within three months from the date of receipt of such application.

(2) The Registrar shall communicate the decision of the Board to the applicant by using the address on the application form, within fourteen days.

(3) In the case of a person who has qualified for registration:-

- (a) the Registrar shall issue a Registration Certificate as prescribed in the Fourth Schedule; and
- (b) a qualified person for registration, shall be entered in the register prescribed in the Fourth Schedule.

Annual
subscription
Fee

8.-(1) Any registered town planner or firm shall pay an annual subscription fee to the Board as prescribed in the First Schedule.

(2) An annual subscription fee shall be paid within sixty days after registration, except for a temporary town planner who shall pay upon registration.

(3) Save for a temporary town planner, a town planner or firm who fails to pay annual fees within the specified time shall be issued a forty five days notice by the Board requiring him to show cause, as to why his name shall not be deleted from the register.

(4) Failure to comply with the notice, the Board shall immediately delete the name from the register.

(5) Where the name of a registered person or firm suspended or deleted from the register is being reinstated, any annual subscription fee due at the date of such suspension or deletion from the register shall be paid forthwith.

Grant of practising license

9. (1) Upon granting an application for registration, the Registrar shall, in addition to the certificate issued under the Act, issue the successful applicant with the annual practicing license.

(3) The annual practicing license shall be valid for the period of one year commencing from 1st January and expire on 31st December.

Official Stamp

10. The Board shall issue an official stamp to every registered town planner for use when approving or certifying town planning documents, technical reports, designs, layouts, drawings and for other similar documents upon payment of a fee prescribed in the First Schedule.

Loss of Certificate

11. Where the Registrar is satisfied that a Registration Certificate has been lost, mutilated or destroyed, may upon payment of a prescribed fee in the First Schedule, issue a duplicate of the certificate to whom the original certificate was issued.

Return of Certificate and practicing license

12.-(1) A registered town planner shall return the Certificate of Registration and practicing license to the Board upon suspension and deletion from the register.

(2). The Board shall:-

- (a) in the case of suspension, hold the Certificate and practicing license until the person to whom it relates has been reinstated,
- (b) in the case of a person whose name, has been deleted for reasons other than death, cancel the Certificate and practicing license; or

(c) in the case of a deceased person, endorse the Certificate with a note of death and thereafter return the Certificate to the representative of the deceased person if so requested.

(3) Any town planner or a town planning firm who fails to return to the Board registration certificate and practicing license within the specified time contravenes the provisions of these regulations and shall be liable to a penalty not exceeding five hundred thousand shilling.

PART III
CODE OF ETHICS

Standard
conduct

13.-(1) The professional Code of ethics under this Part, shall be the standard conduct to which all registered town planners shall adhere to.

(2) The standard conduct required under sub-regulation (1), shall be as provided for in the Third Schedule to these Regulations.

PART IV
CONDUCT OF INQUIRY

Inquiries by the
Board
and procedures

14.-(1). The Board may hold an inquiry into the professional conduct of a registered town planner or firm engaged in professional town planning works or services.

(2) The Board shall serve a twenty one days written notice to a person or firm suspected to violate any provision of the Act, to show cause why the Board should not hold an inquiry onto that person or firm.

(3) A person or firm being inquired into shall appear in person or represented by an advocate before the Board at the time and place specified by the Board.

(4) A person being inquired into shall be allowed to submit any document which will constitute evidence to be relied upon for defense.

(5) Where a person has been summoned by the Board for inquiry and does not appear without reasonable grounds, the Board shall proceed *ex- parte* to examine evidence, if any, before it.

(6) Upon proof of any persons' omission or refusal to abide with these Regulations, the Board may invoke the provisions of

Section 19 of the Act.

Board may refer inquiry to sub-committee

15. The Board may refer the inquiry to a sub-committee which will later report to the Board for decision making.

Stop order

16.-(1) Subject to section 25A of the Act, the Board may issue a notice of intention to issue stop order in a manner prescribed in Form TPR 5 of the Fourth Schedule to any town planning works if it is satisfied that such works contravene any provision of the Act, these Regulations or other public interests as may be determined by the Board.

(2) Where a town planner or a town planning firm fails to comply with the requirements within the time prescribed in the notice issued under sub regulation (1), the Board may issue a stop order in a manner prescribed in Form TPR 6 of the Fourth Schedule.

(3) The Board may lift a stop order to any town planning works when it is satisfied that corrective measure to address the conditions that necessitated the issuance of the stop order has been complied with.

PART V
GENERAL PROVISIONS

Inspection of Register

17. Any person may inspect the register upon payment of fees prescribed in the First Schedule.

Power to enquire

18.-(1) The Board shall have the power to enquire from the employers or any institution about the particulars of their employees who render or offer town planning services.

(2) The Board shall have the power to enquire from any institution about the particulars of any town planning services.

Liabilities

19. All professional liabilities shall rest with a natural person of the respective firm.

Allowances and salaries

20. The Board may recommend to the Minister allowances payable to members of the Board, salary and remunerations of the Registrar, office of the Registrar staff and any other person accountable to the Board.

Registrar to act on behalf of the Board

21.-(1) The Registrar shall perform his functions and exercise powers stipulated under the Act on behalf of and upon directions of the Board.

Town Planners (Registration)

GN. No. 174 (contd.)

(2) The Registrar shall not be personally liable for anything done in good faith in exercise of his duties.

Communication to the Board

22. All communication to the Board shall be addressed to the Registrar at the address of the Board.

Power of the Board to establish offices

23. The Board shall have powers to establish anywhere in Mainland Tanzania, offices or centers for carrying out its activities.

Appointment of Committees

24.-(1) The Board, on a need basis and for purposes of efficiency and enhancing its operations, shall appoint committees to expedite, inquire, advice or recommend to the Board any matter in its jurisdiction.

(2) The committees appointed under sub-Regulation 1, shall deal with amongst others, education and training, professional practice, finance and administration.

(3) The size and composition of the committees shall be determined by the Board.

Duty of approving authority

25. It shall be the duty of any public or private institution or organization dealing with approval or acceptance of town planning documents or plans to ensure that the documents or plans have been prepared by a registered town planner.

Firms to have office plaque and letter head

26.-(1). Any professional firm shall have:-

- (a) office plaque which shall remain in position during all the period the office remains registered; and
- (b) letter headed papers which shall be used in all its official communication.

(2) Contravention of this Regulation shall be subject to a penalty prescribed in the Second Schedule.

(3) A registered firm or person shall inform the Board on any change of physical address, postal address, email address, telephone numbers or any other information as required by the Board manner set out in Form No. TPR 7 within thirty days of occurrence of the change.

Notices

27.-(1) Where the Board:-

- (a) refuses an application for registration of a town planner or firm, the Board shall notify the town planner or firm in the manner set out in Form No. TPR 8 of the Fourth Schedule;

- (b) intends to suspend a registered town planner or firm, the Board shall notify the town planner or firm in the manner set out in Form No. TPR 9 of the Fourth Schedule;
 - (c) intends to cancel the registration or enlistment of the town planner or firm, the Board shall notify the town planner or firm in the manner set out in Form No. TPR 10 of the Fourth Schedule;
 - (d) refuses an application for change of particulars, the Board shall notify the applicant in the manner set out in Form No. TPR 11 of the Fourth Schedule; and
 - (e) accepts an application for change of particulars, the Board shall notify the applicant in the manner set out in Form No. TPR 12 of the Fourth Schedule.
- (2) The requirement under sub regulation (1)(c) shall not apply to a deceased registered or enlisted town planner.

Town planners' competition

- 28.-(1) The Board shall have powers to approve, oversee and control town planners' competitions.
- (2) The Board shall approve town planners' competitions with the following preconditions:-
- (a) clearly defined objectives and conditions of competition;
 - (b) a jury consisting of five members, three of who shall be registered town planners, to be appointed by the Registrar in consultation with competition sponsors;
 - (c) prizes to be offered by competition sponsors which shall be announced at the beginning of the competition; and
 - (d) prizes to be offered shall be deposited with the Board before the beginning of the competition.
- (3) Where a competition is cancelled the Board and competition sponsors shall determine compensation to be paid for loss incurred by competitors.

Fees and other charges

29. All fees and other charges under these Regulations shall be as prescribed in the First Schedule.

Town Planners (Registration)

GN. No. 174 (contd.)

FIRST SCHEDULE

(Made under Regulations 29)

FEES

Table 1: Various fees

S/N	ITEM		FEES	
			Tzs	USD (or its equivalent in tzs)
1.	Registration fee	Tanzanian Citizen	100,000/=	
		Non-Tanzania Citizen		1,500
		Local firm	350,000/=	
		Foreign firm		2,200
2.	Professional Examination fee		200,000/=	
3.	Annual subscription fee	Tanzanian Citizen	100,000/=	
		Non-Tanzania Citizen		1,000
		Local firm	250,000/=	
		Foreign firm		1,200
4.	Official stamp		150,000/=	
5.	Fees for duplicate certificate		100,000/=	
6.	Fees for inspection of register or documents	Applicant furnishes registration number	10,000/=	
		Applicant does not furnish registration number	20,000/=	

Table 2: Percentage of professional fee charged based on the cost of the project

(Made under regulation 29 and paragraph 12(3) of the Standard Code of Conduct)

S/N	PROJECT VALUE (Tzs)	PERCENTAGE
1.	20,000,000 and below	2
2.	20,000,001 – 100,000,000	1.5
3.	100,000,001 – 500,000,000	1.2
4.	500,000,001 – 1,000,000,000	1
5.	1,000,000,001 – above	0.5

Town Planners (Registration)

GN. No. 174 (contd.)

SECOND SCHEDULE

(Made under Regulations 26(2))

FINES

S/N	Item	Fine in Tzs
1	Failure to mount an office plaque	300,000/=
2	Cheating on actual value of the project	5,000,000/=
3	Failure to submit updated contact address	200,000/=
4	Failure to return registration certificate	500,000/=
5	Conducting town planning services without written agreement	1,500,000/=
6	Failure to pay annual fee in time	20% of the required fee will be charged monthly
7	Cheating on the ownership of town planning project	2,000,000/=

THIRD SCHEDULE

(Made under regulation 13(2))

STANDARD CONDUCT

- Integrity** 1. A registered town planner shall at all times endeavor to uphold and advance the integrity of the town planning profession in a spirit of fidelity, fairness and impartiality in serving the public, employers and clients.
- Misconduct** 2. A registered town planner shall be entitled to refuse to do any act or omission, which would cause the registered town planner to contravene the professional code of ethics.
- Competence** 3. Every registered town planner shall strive to enhance the competence, advancement and prestige of the town planning profession and shall have the duty:-
- (a) of creating and providing opportunities for the practical training of candidates aspiring to become professional town planners;
 - (b) support professional advancement of other town planners;
 - (c) co-operate in advancing the art and science of town planning by exchanging or sharing knowledge, information and experience with fellow professionals;
 - (d) build professional reputation on the merits of the services and shall not

Town Planners (Registration)

GN. No. 174 (contd.)

- compete unfairly with others; and
- (e) continue ones professional development throughout the career and shall take into account appropriate technological advances in professional activities.
- Practice 4. Every registered town planner shall practice in accordance with the best practice taking into account technical guidelines and directives issued from time to time by the Director.
- Standards 5. A registered town planner shall prepare or approve town planning documents, plans, design and drawings which are in conformity with set standards.
- Misleading information 6. A registered town planner shall not intentionally communicate inadequate, false or misleading information that may compromise the integrity of any assessment or approval process.
- Exposure of misconduct 7. A registered town planner shall expose without fear or favor all those engaged in illegal or unethical conduct which may discredit the profession.
- Carrying out instructions Diligence 8. A registered town planner shall not unreasonably refuse or delay carrying out of bona fide instructions received from the employer or client.
9. A registered town planner shall act diligently as a faithful agent or trustee and shall endeavor to avoid conflicts of interest.
- Disclosure of conflict of interest 10. Every registered town planner shall:-
(a) disclose all known or potential conflicts of interest to his employer or client which may influence or appear to influence ones judgment or the quality of services offered.
(b) not participate in decisions with respect to professional services if he is an interested party.
- Contract payment 11. A registered town planner shall not claim or demand to be paid for the services rendered to the employer or client other than that agreed in the contract.
- Charges and Costs 12.-(1) Any registered town planner shall charge professional fee equivalent to 7% - 12% of the cost of the project.
(2) In computing costs payable the following shall be considered:-
(i) the skills and knowledge required;
(ii) consultation involved;
(iii) risks involved in carrying out the assignment;
(iv) the nature of responsibilities undertaken; and
(v) the time taken to complete the assignment.
(3) Any person or firm practicing town planning work shall, immediately at the commencement of the project, pay to the Board professional fees as prescribed in the First Schedule.
- Corruption 13. A registered town planner shall neither offer nor solicit or accept financial or other valuable considerations, directly or indirectly from employers, clients, agents or other parties in connection with work for which he is interested or responsible.
- Reputation of the Board 14. A registered town planner shall not act in any way likely to prejudice the reputation of the Board or its functions and shall co-operate fully with an inquiry carried out in the event of any alleged breach of this Code.

Town Planners (Registration)

GN. No. 174 (contd.)

- Confidential data 15. A registered town planner shall not reveal confidential data or information obtained in a professional capacity without the prior consent of the client or employer except where authorized or required by law.
- Public interest 16. A registered town planner shall at all times strive to serve public interest and shall in the process:-
(a) interpret planning issues to the public in an objective and truthful manner;
(b) work for the advancement of the safety, health and well being of the community; and
(c) endeavor to extend and enhance public knowledge and understanding of town planning matters.
- Unfair competition 17. A registered town planner shall not compete unfairly with another registered town planner or firm by attempting to obtain employment or professional engagements by taking advantage of a position, by malicious criticism of another planner, by reduction of fees or by any other improper and unfair means.
- Review of Work 18. In private practice, a registered town planner shall not review or take the work of another town planner for the same client except with the knowledge and written consent of such other planner, or unless the contract of such planner has been terminated.
- Advertising 19. A registered town planner shall not directly or indirectly in carrying out professional business permit any act which can be regarded as advertising.
- Disciplinary actions 20.-(1) Any registered town planner who contravenes a provision of the code commits a professional misconduct and shall be subject to disciplinary action by the Board.
(2) Notwithstanding sub paragraph (1) the Board may impose a fine of not less than three hundred thousand shillings and not exceeding five million shillings to a registered town planner who contravenes a provision of the code.
- Revocation GN. No 348 of 2009 21. The Town Planners (Registration) Regulations, 2009 are hereby revoked.

FOURTH SCHEDULE

(Made under regulation 4(1))

FORM TPR – 1

APPLICATION FOR REGISTRATION

INDIVIDUAL REGISTRATION (LOCAL)

PART A

1. Personal Information

Family Name First Name Other Names

.....

2. Current Postal Address:

Telephone No: Email Fax

3. TIN No

.....

4. Referees (must be registered by town planners):

Name (1): Signature: Tel. No.

Name (2): Signature: Tel. No.

5. Academic professional qualifications:

.....

6. Experience in Town Planning and related activities:

.....

7. Have you ever been de-registered with Town Planners Registration Board in the past? Yes/No

If yes, why were you de-registered?

Previous registration number

**PART B
DECLARATION BY APPLICANT**

I hereby declare that the particulars given above are correct and true to the best of my knowledge and belief.

.....
Name of the Applicant Signature Date

**PART C
FOR OFFICIAL USE**

Application Reference No:

Application Fee Receipt No:

Approved / Not Approved

Remarks:.....

.....

.....

.....

.....

Registration No:

Officer

Signature

Date

APPLICATION FOR REGISTRATION
(Made under regulation 4(1))

INDIVIDUAL REGISTRATION (FOREIGN)

PART A

- 1 Personal Information: Family Name, First Name, Other Names
2 Current Postal Address (Local): Telephone No, Email, Fax
3 Physical Address(Local): Plot No, Block, Street Name, Town/City
4 Postal Address in Your Home Country: Telephone No, Email, Fax
5 Certification from your Embassy: We certify the information given above as true, Name and Signature of the Officer, date, Official Stamp
6 TIN No
7 Referees (must be registered town planners): Name (1), Signature, Tel. No, Name (2), Signature, Tel. No
8 Academic professional qualifications
9 Experience in Town Planning and related activities
10 Have you ever been de-registered with Town Planners Registration Board in the past? Yes/No, If yes, why were you de-registered?, Previous registration number

PART B

DECLARATION (To Be Signed By the Employers of the Applicant, Guarantor(S) Commissioner of Oaths):

- i. My presence in Tanzania is under employment of
- ii. I'm required to be in Tanzania in connection with the proposed project known as
- iii. I understand and accept the condition that should my application be approved, I shall be bound by the conditions that are stipulated in respect of my registration and which shall essentially be related to the following:
 - (a) My professional activities shall be limited to the specific project for which my application is related
 - (b) While in Tanzania, I shall not receive, process, or undertake any inquiry or project, either directly or as an agent for my firm, beyond those activities directly related to the specific project for which my applications relates
 - (c) I shall be bound by all provisions of the current Town Planners Registration Act No. 7 of 2007 and Regulations.
- iv. That I undertake to pay all statutory fees including annual subscription fee in respect on my practice while herein Tanzania. In case of default in respect of the payment of statutory fee my Guarantor shall be responsible to settle the full outstanding statutory fees Board. The name, Signature and address of my Guarantor(s) is provided here below:
 Guarantor(s) name-----of P.O Box-----Tel----- Mobile-----
 ----- Fax-----Email-----
 Located on Plot No. ----- Block----- Street-----District-
 Declare to be guarantor of Mr./Mrs./Ms-----
 In respect of item IV herein above mentioned
 Witnessed by Commissioners for Oaths: Name -----
 Signature and stamp-----

 In respect of item IV herein above mentioned
- V. I hereby certify to the best of my knowledge that the information contained in are true and correct

.....
 Name of the Applicant Signature Date

**PART C
FOR OFFICIAL USE**

Application Reference No:

Application Fee Receipt No:

Approved / Not Approved

Remarks:.....

.....

.....

Registration No:

.....

Officer

Signature

Date

APPLICATION FOR REGISTRATION

(Made under regulation 4(1))

FIRM REGISTRATION (LOCAL)

PART A

- 1 Firm's Name**
- 2 Current Postal Address:** Telephone No:
- Email Fax
- 3 TIN No**
- 4 Certificate of Incorporation / (attach certified copy)**
 Number.....date.....
 Business license (attach certified copy)
 Number date and place
- 5 Ownership of shares**
 Total No.
 No. owned by registered town planners.....
- 6 Names of registered town planners**
 Name (1): Registration number.....
 Name (2): Registration number.....
- 7 Particulars of share holders /Directors**

Name	Position	Academic professional qualifications	Experience in Town Planning and related activities

- 8 Referees (Must be registered by town planners):**
 Name (1):Signature: Registration number..... Tel. No.
 Name (2):Signature:Registration number..... Tel. No.

**PART B
DECLARATION BY APPLICANT**

I hereby declare that particulars given above are correct and true to the best of my knowledge and belief.

.....
Name of the Applicant Signature Date

**PART C
FOR OFFICIAL USE**

Application Reference No:
Application Fee Receipt No:
Approved / Not Approved
Remarks:.....
.....
.....
Registration No:
Officer
Signature
Date

APPLICATION FOR REGISTRATION

(Made under regulation 4(1))

FIRM REGISTRATION (FOREIGN)

PART A

- 1 **Firm's Name**
- 2 **Current Postal Address:**
Telephone No: Email Fax
- 3 **TIN No**
- 4 Telephone No: Email Fax
- 5 **Physical Address(Local):**
Plot No Block Street Name: Town/City
- 6 **Postal Address in Your Home Country:**
Telephone No: Email Fax
- 7 **Certification from your Embassy**
We certify the information given above as true
Name and Signature of the Officer:date Official Stamp
- 8 **TIN No**
- 9 **Referees (must be registered town planners)**
Name (1): Signature: Registration number..... Tel. No.

10 Particulars of share holders /Directors

Name	Nationality	Position	Academic professional qualifications	Experience in Town Planning and related activities

11 Have you ever been de-registered with Town Planners Registration Board in the past? Yes/No

If yes, why were you de-registered?

Previous registration number

PART B

DECLARATION (To be Signed by the Employers of the applicant, Guarantor(S) Commissioner of Oaths)

- i. Our presence in Tanzania is under employment of
ii. We are required to be in Tanzania in connection with the proposed project known as
iii. We understand and accept the condition that should my application be approved, we shall be bound by the conditions that are stipulated in respect of our registration and which shall essentially be related to the following:
(d) Our professional activities shall be limited to the specific project for which our application is related
(e) While in Tanzania, we shall not receive, process, or undertake any inquiry or project, either directly or as an agent for our firm, beyond those activities directly related to the specific project for which our applications relates
(f) We shall be bound by all provisions of the current Town Planners Registration Act No. 7 of 2007 and Regulations.

iv. That we undertake to pay all statutory fees including annual subscription fee in respect on my practice while herein Tanzania. In case of default in respect of the payment of statutory fee our Guarantor shall be responsible to settle the full outstanding statutory fees Board. The name, Signature and address of my Guarantor(s) is provided here below:

Guarantor(s) name-----of P.O Box-----

Tel----- Mobile----- Fax----- Email-----

Located on Plot No. ----- Block----- Street-----

District-

Declare to be guarantor of Mr./Mrs./Ms-----

In respect of item IV herein above mentioned

Witnessed by Commissioners for Oaths: Name -----

Signature and stamp-----

In respect of item IV herein above mentioned

V. I hereby declare to the best of my knowledge that the information contained in are true and correct

Name of the Applicant Signature Date

Position in the firm.....

**PART C
FOR OFFICIAL USE**

Application Reference No:
Application Fee Receipt No:
Approved / Not Approved
Remarks:.....
Registration No:
Officer
Signature
Date

NOTICE OF INTENTION TO ISSUE STOP ORDER BY THE TOWN PLANNERS REGISTRATION BOARD (Made under regulation 16(1))

NOTICE is issued to MS./MR./MRS. dated in connection with the town planning project known as situated/located at Plot No..... Block No..... Street District Town/City

That the said have been carried out in contravention of the Town Planners Registration Act, Cap. 426.

TAKE NOTICE THAT this project is intended to be closed with immediate effect if the Board does not get convincing written explanation within days from the date of this notice as to why it shouldn't issue stop order to restrain any further activities taking place at the site until compliance of the above mentioned law is attained.

You are required to appear before the Board within seven days or send written explanation to the Board through Box number 77496 or Fax No +255 22 2112582 in Dar Es Salaam to show cause why legal action should not be taken against you by contravening the provision of the Town Planners Registration Act.

Registrar Town Planners Registration Board

SERVED UPON: FULL NAME: SIGNATURE: QUALIFICATION: ON BEHALF OF: DATE: TELEPHONE:

STOP ORDER OF CLOSURE OF TOWN PLANNING PROJECT BY THE TOWN PLANNERS REGISTRATION BOARD

(Made under regulation 16(2))

NOTICE is issued to the MS. /MR. /MRS. in connection with the town planning project known as situated/located at Plot No..... Block No.....Street District Town/City

That the said project on the above mentioned site have been carried out in contravention of the Town Planners Registration Act, Cap. 426 which governs and regulates the town planners in Tanzania.

TAKE NOTICE THAT this town planning project is hereby closed with immediate effect from this day of 20.....

The Board intends to take legal action immediately after this notice. You are required to appear before the Board within seven days from the date of this notice and show cause why legal action should not be taken against you for contravening the provision of the Town Planners Registration Act.

Registrar
Town Planners Registration Board

SERVED UPON:
FULL NAME:.....
SIGNATURE:.....
QUALIFICATION:.....
ON BEHALF OF:.....
DATE:.....
TELEPHONE:.....

NOTICE OF CHANGE OF PARTICULARS

(Made under Regulation 26)

To: **The Registrar**
Town Planners Registration Board

Whereas I, as Full registered town planner /Temporary registered town planner with Registration Number, was duly registered pursuant to the provisions of the Town Planners Registration Act on the day of 20..... under the number in the index of registration.

And whereas a change / changes has / have occurred / been made in respect of the particulars registered as hereinafter mentioned,

Now I, the undersigned hereby give you notice that on the date / dates hereunder specified, the following change or changes occurred / was / were made, in the particulars registered, that is to say:

- (1)
-
- (2)
-
- (3)
-
- (4)
-
- (5)
-

Dated at this..... day of 20.....

Registrar
Town Planners Registration Board

REFUSAL OF REGISTRATION
THE TOWN PLANNERS REGISTRATION ACT
(CAP. 426)

(Made under Regulation 27(1))

To:.....

You are hereby notified that your application for registration under the Town Planners Registration Act, Cap. 426 have been REFUSED.

The grounds for the refusal are as follows:

- (1)
- (2)
- (3)
- (4)
- (5)

However, your application may be reconsidered under the following conditions:-

- (1)
- (2)
- (3)
- (4)
- (5)

Dated at this..... day of 20.....

Registrar
Town Planners Registration Board

NOTICE OF INTENTION TO SUSPEND/CANCEL REGISTRATION

(Made under Regulation 27(1))

To:

.....with Registration No.....

Full y Registered/Temporary Registered Town Planner

I hereby give you a notice pursuant to the Town Planners Registration Act, that on expiry of days from the date hereof, I intend to cancel your Full Registration/Temporary Registration, under the said Act unless, before the expiration of such period, cause is shown to my satisfaction why such registration should not be cancelled.

The grounds on which I intend to cancel your registration/enlistment are:

- (1)
(2)
(3)
(4)
(5)

Dated at this..... day of 20.....

Registrar
Town Planners Registration Board

SUSPENSION/ CANCELLATION OF REGISTRATION

(Made under Regulation 27(1))

To: You are hereby informed that
Fully registration/Temporary registration under the Town Planners Registration Act, is
hereby /SUSPENDEND/**CANCELLED**.

The grounds for suspension/cancellation are:

- (1)
- (2)
- (3)
- (4)
- (5)

Dated at this..... day of 20.....

Registrar
Town Planners Registration Board

FORM TPR – 11

NOTIFICATION OF REFUSAL TO REGISTER A CHANGE OF PARTICULARS

(Made under Regulation 27(1))

To: _____
.....with Registration No.....

Fully Registered/Temporary Registered Town Planner

You are hereby notified that registration of the proposed change(s) of particulars submitted to the Board has/have been **REFUSED**.

The grounds for the refusal are:

- (1)
- (2)
- (3)
- (4)
- (5)

Dated at this..... day of 20.....

Registrar
Town Planners Registration Board

NOTIFICATION OF ACCEPTANCE TO REGISTER A CHANGE OF PARTICULARS

(Made under Regulation 27(1))

To: with Registration No.....

Fully Registered/Temporary Registered Town Planner

You are hereby notified that registration of the proposed change(s) of particulars submitted to the Board has/have been **ACCEPTED**.

Remarks:

.....
.....
.....
.....

Dated at this..... day of 20.....

**Registrar
Town Planners Registration Board**

THE TOWN PLANNERS REGISTRATION BOARD



License No: -----

TOWN PLANNERS' PRACTICING LICENCE

This license is issued under the provision of the Town Planners (Registration) Act No. 7 of 2007 and certifies that:

Who is Fully Registered Town Planner of P.O. Box ____ is a competent Town Planner and is authorized to practice for gain as a Town Planner in Tanzania Mainland.

This License, issued on _____ is valid from _____ to _____

CHAIRMAN

REGISTRAR

OFFICIAL SEAL

THE UNITED REPUBLIC OF TANZANIA
TOWN PLANNERS REGISTRATION BOARD
CERTIFICATE OF REGISTRATION

((Made under regulation 7(3))

Town Planner Reg. No.....

This is to certify that of P.O. Box has been Registered as in accordance with the provisions of the Town Planners (Registration) Act, 2007 and is authorized to practice in the capacity of a Town Planner in Tanzania.

And shall provide expertise in the following fields:

.....
.....
.....

Dated this day of 20.....

Signature

.....
CHAIRMAN

.....
REGISTRAR

(Official Seal)

Town Planners Registration Board.

REGISTER OF TOWN PLANNERS
(Made under regulation 7(3))

Name of Individual Firm	Registration No.	Date of Registration	Contact Address	Experience & Category	Signature of Filing Officer

Dodoma,
13th March, 2018

WILLIAM LUKUVI
*Minister for Lands Housing and
Human Settlements Development*