



## BORNO STATE URBAN PLANNING AND DEVELOPMENT BOARD (BSURDB)

### APPLICATION PROCESSES AND GUIDELINES FOR OBTAINING RIGHT OF WAY IN BORNO STATE

Pursuant to the Borno State Urban Planning and Development Board Law of 2000 and the Borno State Right of Way Regulations, 2023, all individuals and organizations seeking to obtain right of way for deployment of fibre optics shall go through the following process:

#### Step 1

Start your application by obtaining an appropriate Form for free at Borno State Urban Planning and Development Board (BSUPDB) Headquarters located at:

At No.1 Mai Ibrahim Way

OR

You may also download the applicable application from Annex 1 of this guideline.

#### Step 2

Submit completed application with relevant documents (listed below) via email to [info.bsupdb@gmail.com](mailto:info.bsupdb@gmail.com)

Relevant documents required:

- Photo ID of the company directors: National ID Card, International Passport, Driver's License or Voter's Card.
- Passport photographs of the company directors.
- Certificate of Incorporation.
- Certified True Copy (CTC) of Articles & Memorandum of Association.
- Certified True Copy (CTC) of Form CO7 (List of Company Directors).
- Tax Clearance Certificate or Evidence of Current Tax Clearance Certificate.
- Certificates of qualified technical staff (if applicable).
- Application letter to include budget, evidence of funding, portfolio of prior fibre deployment, site survey/assessment plan, risk assessment, and occupational health and safety plan.
- Other details as specified in Section 5 of the Borno State Right of Way Regulations 2023

#### Step 3

BSUPDB assesses submission and issues demand notice via email to applicant

Timeline: 5 days

#### Step 4

Applicant pays amount (applicable amount is N145 per linear meter as contained in the RoW [regulation](#))

Payment process

- Kindly visit Remita platform - <https://login.remita.net/remita/onepage/G0000303741/biller.spa>
- On the field 'Who do you want to Pay' Type Urban... A drop down with **Borno State Urban Planning and Development Board** will pop up. Click on it
- Select 'Approval - Optic Fibre' as type of service you are paying for
- Payments can be made at any Bank or at the ICT Unit of BSUPDB either using POS or internet Banking

A receipt will be generated upon successful payment and email receipt to [info.bsupdb@gmail.com](mailto:info.bsupdb@gmail.com)

Step 5

BSUPDB Accounts confirms payment and notifies applicant on site inspection schedule

Timeline: 2 days

Step 6

BSUPDB undertakes joint inspection with applicant

Timeline: 10 days

Step 7

BSUPDB conveys approval or rejection of application, issues permit to applicant via email

Timeline: 4 days

For more information, enquiry, or complaints please contact BSUPDB ICT@ No.1 Mai Ibrahim Road between 8.00am and 4.00pm Mondays to Thursdays, excluding public holidays

CONTACT: [bornourbanboard@gmail.com](mailto:bornourbanboard@gmail.com); +2347035369919



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Town Planner (TPL) Kaka Malum Umar  
General Manager  
Borno State Urban Planning and Development Board  
December 22, 2023

## **ANNEX I**



**BORNO STATE OF NIGERIA**  
**BORNO STATE URBAN PLANNING AND DEVELOPMENT BOARD**  
**APPLICATION FOR GRANT OF RIGHT OF WAY PERMIT**

BP	Bp No.	Fill in <b>CAPITAL LETTERS</b> and tick the appropriate items <b>DO NOT FOLD</b> this form	BP	File Number:
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**BOX 1: APPLICANT**

All applicants must complete **BOX 1** in full. All applicants must submit the: **Original Identification** document used to prove identity the organization: The original identification document used to prove identity of the GM/MD/CEO/Chairman must be attached to this application.

Name of Organization _____			
Corporate Affairs Commission Number (CAC _____		Date of Registration _____ / _____ / _____	
TIN _____	GSM _____	Email _____	NIN _____
<b>GM/CEO/MD/Chairman Information:</b>			
Title _____	First _____	Middle _____	Surname _____
Designation _____		Phone _____	Email _____
<b>Identification:</b>	International Passport <input type="checkbox"/>	Tax Identification Card <input type="checkbox"/>	National I.D Card <input type="checkbox"/>
Voter Registration Card <input type="checkbox"/>	Driver License <input type="checkbox"/>	D Number <input type="checkbox"/>	<input type="checkbox"/>

**BOX 2: ADDRESS**

All applicants must complete **BOX: 2** in full. This should be your normal residential address.

House Number _____	Street Name _____
District _____	City/Town _____ State _____
Country _____	P.O/P.M. B _____ C/O _____
Additional Address Information _____	

**BOX 3: REPRESENTATIVE**

Applicants who wish to appoint a representative must complete **BOX: 3** in full. The **Original Identification Document** used to prove the identity of the representative must be submitted. Applicants note: The representative is authorized to submit and receive information and documents pertaining to this application.

First name _____	Middle _____	Surname _____
GSM1 _____	GSM2 _____	Email _____
NIN _____		
<b>Identification:</b>	International Passport <input type="checkbox"/>	National ID Card <input type="checkbox"/>
	Tax Identification Card <input type="checkbox"/>	Driver's License ID Number <input type="checkbox"/>
		Voter Registration Card <input type="checkbox"/>

## **BOX 4**

Please fill in the below information of the plot that has been or will be Developed.

Land Use \_\_\_\_\_ Purpose \_\_\_\_\_

District \_\_\_\_\_ LGA \_\_\_\_\_

Plot Description/Address \_\_\_\_\_

## **BOX 5**

### **Required Documents**

- Evidence of registration with the Nigerian Communications Commission (NCC)
- Evidence of registration with the Corporate Affairs Commission (CAC)
- Tax Clearance Certificate

## **BOX 6:**

### **Signature:**

All applicants must affix their signature: the application will not be **Accepted** without signature. In the case of representative, they must also affix their signature.

Applicants Signature and date \_\_\_\_\_

Representative Signature and date \_\_\_\_\_