



STANDARD OPERATING PROCEDURE (LAND ADMINISTRATION)

Issuance of Permits for Way leave

Procedure

Application for License for Way leave is made to the Managing Director with the following documents attached

Submission of the following documents shall be condition precedent for granting of wayleave.

- a) Evidence of registration with Corporate Affairs Commission
- b) Forms CO2 AND CO7 FROM Corporate Affairs Commission
- c) Evidence of operating licence in the industry
- d) Immediate past three (3) years tax clearance
- e) All relevant operational licenses and permits itemized and submitted
- f) Evidence of proposed development plan showing route plan of pipeline/conveyor system/other related systems

Lease Administration

Fresh Lease

Land lease Renewals – long-term lease and short-term lease

Procedure

Application for **Fresh Lease, Land Lease Renewals and Long-term Leases** is made to the Managing Director with documents (1 – 7) and/or (a-c) attached

Documentation

1. Evidence of registration with Corporate Affairs Commission
2. Forms C.O.2 and C.O.7 from Corporate Affairs Commission
3. Evidence of operating license in the industry
4. Immediate 3 years tax clearance certificate
5. All relevant operational licenses and permits to be itemize
6. Evidence of proposed development plan

7. Evidence of financial capability

Land Lease Renewals to include

- a. Evidence of up-to-date settlement of rental obligation
- b. Evidence of physical development on the site

Sand Winning

Sand Winning

Procedure

- Obtain application form from the Estates Department at the Corporate Headquarters Marina, Ports where applicable.
- Submit duly completed application form in the same office where collected, with copies of documents (1- 7) attached.

Documentation

1. Profile of the Dredging company
2. Evidence of registration with Corporate Affairs Commission
3. Evidence of up-to-date tax payment
4. Plan showing the burrow pit
5. Evidence of Payment of appropriate fees
6. Volume of sand to be wonned
7. Bathymetric Survey of the channel showing the burrow pit

Procedures for Renewal of License

1. License issued except temporary License shall be renewable annually on the payment of License fees
2. The operator shall apply to NPA for renewal three (3) months to the expiration of the existing license

Documents required for processing applications for construction and operation of Jetties.

1. The application should be accompanied with relevant documents as follows.
 - Every application shall be in prescribed forms in the first schedule of the Port Piers Regulation (Forms 1, J2, 3, 4), addressed to the Authority accompanied with the under listed documents.
 - Six (6) copies of the following:
 - Architectural Drawings
 - Structural Drawing/Details
 - Structural Design Calculation
 - Bollards/dolphins arrangement and load test
 - Material Schedule
 - Geotechnical investigation
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 - Location of the pier in relation to the immediate surrounding land and building if any
 - Evidence of title to land
 - Evidence of payment of prescribed fees
 - Certificate of Business incorporation. Only Nigerian registered Limited Liability companies can be granted jetty License.
 - With foreign shareholders, shareholding ratio of the company should be 60% to 40% (Nigerian to Foreign).
 - Two (2) copies of Admiralty or NPA chart of the port or approaches where the pier is situated.
 - Survey Drawings where necessary
 - Particulars of intended use of the pier
 - Submission of approved Environmental Impact Assessment (EIA) Report from by the Federal Ministry of Environment
 - Facilities: Fencing and railings, mooring facilities, landing steps for boats, life-saving appliances and light on piers unless excepted at the discretion of the Authority

Procedures for Alteration or Extension of a Jetty

Application to the Managing Director NPA to alter or extend a jetty shall be accompanied by the following documents:

1. Six (6) copies of detailed Architectural and Structural drawings showing the existing structure, the proposed extension, or alteration
2. Detailed Structural Calculations

3. Survey to be carried out in certain cases at the expense of the applicant
4. Managing Director sends the documents to NPA Standing Committee on Private Jetties for processing
5. NPA Standing Committee on Private Jetties makes recommendation for Managing Director for approval.
6. Management may forward the recommendations to the Presidential Standing Committee on Private Jetties for approval to construct
7. On receipt of approval from the Presidential Standing Committee on Private Jetties, NPA conveys approval to construct to the operator
8. NPA shall appoint a Project Supervisor to oversee the construction
9. On completion, NPA Standing Committee on Private Jetties shall inspect the Jetty and make recommendations to Management for approval to operate on payment of prescribed fees