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Physical and Land Use Planning Act

The Physical and Land Use Planning (Liaison Committees) Regulations

Legal Notice 250 of 2021

Legislation as at 31 December 2022

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The Physical and Land Use Planning (Liaison Committees) Regulations (Legal Notice 250 of 2021)

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PHYSICAL AND LAND USE PLANNING ACT

THE PHYSICAL AND LAND USE PLANNING (LIAISON COMMITTEES) REGULATIONS

LEGAL NOTICE 250 OF 2021

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1. Citation

These Regulations may be cited as the Physical and Land Use Planning (Liaison Committees) Regulations.

2. Interpretation

In these Regulations, unless the content otherwise requires—

"amendment" means the formal addition, modifications or removal of parts of a complaint, claim or appeal with an intention to improve the complaint, claim or appeal;

"application for development permission" means an application for permission to develop land under section 55 of the Act;

"appeal" means a matter filed—

- (a) before the National Physical and Land Use Planning Liaison Committee under section 75(1)(b); or
- (b) before the County Physical and Land Use Planning Liaison Committee under section 78(a), (b) and (d);

"County Liaison Committee" means the County Physical and Land Use Planning Liaison Committee established under section 76;

"enforcement notice" means a notice served by a planning authority on a developer under section 72;

"interested party" means a person or a legal entity who expresses interest to be enjoined in a claim, complaint or appeal, who may be prejudiced if not joined but is not an original party to the appeal;

"National Liaison Committee" means the National Physical and Land Use Planning Liaison Committee established under section 73;

"party" includes an appellant, applicant, respondent or interested party;

"register" means a record of appeals kept pursuant to section 87(1) of the Act and these Regulations;

"secretariat" refers to an office offering secretariat services provided by the—

- (a) Cabinet Secretary under [section 74\(2\)](#); or
- (b) by the County Executive Committee Member under section 77(3); and

"secretary" means an officer appointed by—

- (a) the Cabinet Secretary under section 74(2) of the Act in respect of the National Physical and Land Use Planning Liaison Committee, or
- (b) the County Executive Committee Member under [section 74\(3\)](#) of the Act in respect of the, County Physical and Land Use Planning Liaison Committee.

3. Object of the Regulations

The object of these Regulations to provide for the institutional framework and mechanisms for resolving disputes relating to physical and land use planning.

Part II – NATIONAL PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE

4. Conduct of business of National Liaison Committee

The National Liaison Committee shall—

- (a) save as otherwise provided in these Regulations, determine its own procedure; and
- (b) meet at least four times in a year, with not more than three months elapsing between the meetings of the Committee.

5. Election of the chairperson of the National Liaison Committee

- (1) The Cabinet Secretary shall convene the first meeting of the National Liaison Committee and preside over the election of the chairperson.
- (2) If the office of the chairperson falls vacant, the Cabinet Secretary shall convene a meeting and preside over the election of a new chairperson.

6. Election of an interim chairperson

Where the chairperson of a National Liaison Committee is unable to exercise his or her functions owing to illness, genuine absence or any other reason, the members present shall elect one of the members appointed under paragraph (h), (i), (j), (k), (l) or (m) of [section 74](#) (4) to act as an interim chairperson for a particular meeting.

7. Vacancy of office

The office of the chairperson or a member shall become vacant if the holder—

- (a) resigns from his or her position by notice in writing addressed to the appointing authority;
- (b) is absent from three consecutive meetings of the committee without notice;
- (c) is convicted of an offence by a court of competent jurisdiction and sentenced to imprisonment for a term of at least six months without the option of a fine;
- (d) is unable or unfit, by reason of mental or physical infirmity, to discharge his or her functions as a member of the committee;
- (e) dies;
- (f) loses membership in the nominating professional body;
- (g) the term of office expires; or
- (h) is removed from office on the ground of—
 - (i) gross violation of the Constitution or any other written law;
 - (ii) gross misconduct or misbehavior;
 - (iii) incompetence or neglect of duty; or
 - (iv) bankruptcy.

8. Filling of a vacancy

- (1) If a vacancy occurs in the office of the chairperson or member of the Committee, the secretary to the Committee shall communicate in writing to the Cabinet Secretary of the existence of a vacancy.
- (2) If a vacancy occurs in the office of a member under section 74 (1) (h), (i), (j), (k), (1) or (m), the Cabinet Secretary shall communicate in writing to the respective nominating body to nominate suitable person within thirty days of the occurrence of the vacancy.
- (3) A vacancy under paragraph (1) shall be filled within fourteen days after the name is nominated under subregulation (2).

9. Responsibilities of chairperson

The chairperson shall be responsible for—

- (a) presiding over the meetings of the National Liaison Committee;
- (b) approving communication from the National Liaison Committee; and
- (c) assigning any member or Secretariat any other role in accordance with these Regulations.

10. Role of the Secretary

The Secretary shall—

- (a) be the head of secretariat;
- (b) be responsible for the day-to-day operations of the secretariat;
- (c) in consultation with the chairperson, prepare the agenda of meetings of the National Liaison Committee;
- (d) record proceedings, deliberations and decisions of the National Liaison Committee;
- (e) keep a record of meetings and decisions of the National Liaison Committee;
- (f) avail certified copies of minutes when required;
- (g) receive, register and keep custody of appeals and any other supportive documents to the appeal;
- (h) facilitate provision of extracts and copies from the register;
and
- (i) undertake any other duty assigned by the National Liaison Committee.

11. Filing of appeals

- (1) A person who is aggrieved by a decision of the planning authority may file an appeal to the Committee in accordance with section 32(4) or 75(2) of the Act.
- (2) An appeal shall be initiated by filing a statement of appeal signed by the appellant or the appellant's authorized representative in Form PLUPA LC-1(a) as set out in the First Schedule.
- (3) A Statement of Appeal shall contain—
 - (a) the name and address of the appellant;
 - (b) the name and address of the appellant's authorized representative, if any;
 - (c) the nature of the decision appealed against and the facts and grounds on which the appeal relies on;

- (d) the relief sought;
 - (e) any principle of law, policy or regulations that the appeal relies on;
 - (f) a list of witnesses, if any; and
 - (g) a list of the annexures containing—
 - (i) a copy of the decision being appealed against;
 - (ii) the documents the appellant wishes to rely on in the appeal; and
 - (iii) the details of witnesses as specified in the appeal application in Form PLUPA LC- 1(a) set out in the First Schedule;
 - (iv) minutes of the decision being appealed against, if any; and
 - (v) payment receipt of appropriate fee prescribed under the Second Schedule.
- (4) Upon the receipt of the appeal, the respondent may file a response within seven working days

12. Submission of appeals

- (1) The appeal shall be submitted to the secretariat of the National Physical and Land Use Planning Liaison Committee.
- (2) The appellant shall submit the print and electronic copy of the appeal in triplicate.
- (3) The secretary shall, on receipt of the appeal and confirmation of payment of the fee specified under these Regulations—
 - (a) record the particulars of the appeal in the register of appeals;
 - (b) issue to the appellant a copy of the appeal, which has been duly stamped and with a reference number;
 - (c) serve a copy of the appeal to the respondent within seven days;
 - (d) advise the appellant of any other matter which the secretary deems fit and necessary; and
 - (e) inform the appellant of the date the matter shall be heard.

13. Particulars of the appeals register

- (1) The Secretary shall keep a register of appeals which shall contain the following particulars—
 - (a) the identity of the parties and their respective contacts; including physical address
 - (b) the particulars of interested parties enjoined in the appeal, if any;
 - (c) the serial number of the appeal;
 - (d) the date of receipt of the appeal;
 - (e) the nature of an appeal;
 - (f) the relief sought by an appellant;
 - (g) amendment, if any;
 - (h) notice of withdrawal, if any and date thereof;
 - (i) the decisions made and the date thereof;
 - (j) the date of communication of the Committees decision to the appellant;
 - (k) the date of filing the decision in the Environment and Land Court; and

- (l) any other details that the Committee may deem fit and just.
- (2) A request for inspection of a register shall be in Form PLUPA LC- 5(a) set out in the First Schedule.

14. Interested parties

- (1) Within fourteen days of an appeal being lodged, any person may apply to the chairperson in writing to be enjoined as an interested party.
- (2) An application under regulation 13(1) shall include—
 - (a) description of the interested party;
 - (b) depiction of such prejudice as the interested party would suffer if the request was denied;
 - (c) the grounds or submissions to be advanced by the interested party, their relevance to the appeal and their departures from the stand point of the parties,
- (3) The committee shall determine whether to allow the interested party to be enjoined in the appeal and communicate in writing the Committee's decision to the applicant within fourteen days of determination of the application.
- (4) The committee may issue an interim order to stop development pending determination of the appeal in accordance with regulation 24.

15. Withdrawal and abandonment of appeals

- (1) An appellant may, with the leave of the Committee and upon such terms as to costs or otherwise as the Committee may direct at any time before the determination of an appeal, give a notice of intention to withdraw an appeal in writing in Form PLUPA LC - 8 (a) as set out in the Schedule.
- (2) Where an appeal is withdrawn pursuant to subregulation (1), no further appeal shall be allowed by the Committee in respect of the same subject matter.
- (3) The Committee may determine an appeal to have been abandoned if the appellant fails to—
 - (a) respond to summons to appear for hearings for two consecutive sittings;
 - (b) file a response when required; or
 - (c) show cause why the appeal should not be deemed abandoned or withdrawn within fourteen (14) days of service.

16. Amendment of Appeals

The appellant may amend the appeal within two working days upon filing.

17. Filing of response by respondent

Upon receipt of an appeal, the respondent shall file a written response within fourteen (14) days stating whether or not the respondent intends to oppose the appeal and the grounds on which it relies in opposing the appeal.

18. Conduct of hearings

- (1) The secretary, in consultation with the chairperson, shall set the time, date and place of hearing of an appeal.
- (2) The secretary shall communicate to the parties, in writing, the date, time and place of the hearing within seven days of receipt of appeal in Form PLUPA 6(a) set out in the First Schedule.

- (3) At the commencement of a hearing, the chairperson shall direct the parties of the order in which they shall argue the appeal.

19. Disclosure of conflict of interest

- (1) A member of the committee shall disclose interest on the matter which is the subject of the proceedings which would conflict with the proper performance of the member's function.
- (2) Except with the consent of all parties, any member of the committee who has declared interest under this regulation shall not take part in the proceedings.
- (3) The committee shall maintain a register for recording of conflict of interest.
- (4) A disclosure of conflict of interest shall be recorded in the minutes of the meeting and the register of conflicts of interest.

20. Consolidation of appeals

The Committee may, in its discretion consolidate appeals, where appeals have been filed in respect of the same matter or in respect of several interest in the same subject of the dispute.

21. Quorum of meetings and voting

The quorum for the meetings of the committee shall be at least nine members.

22. Language of hearing

- (1) The language of the appeals shall be Kiswahili or English.
- (2) Despite subregulation (1), a party may make a request to make a representation in any language of their choice including braille or sign language.
- (3) A request under subregulation (2) shall be made at least seven days before the hearing of the appeal.
- (4) Upon receiving the request made under subregulation (2), the committee shall avail the interpretation services required during the hearing of the appeal.

23. Appearance of the parties at a hearing

- (1) The committee shall issue summons in Form PLUPA LC - 2(a) set out in the First Schedule, which shall be served upon the respondent by the secretary within the period specified in the summons.
- (2) The appellant shall appear at the hearing in person or through an authorized representative.
- (3) The appointment of the representative shall be communicated in Form PLUPA LC-3(a) set out in the First Schedule.
- (4) If on the scheduled date for hearing of an appeal—
 - (a) neither party attends the hearing, the application may be dismissed; or
 - (b) where either the applicant or the respondent does not attend the hearing, the committee may proceed as it deems fit.
- (5) A party who, for a sufficient cause did not attend the hearing and is aggrieved by the decision of the committee under subregulation (4) may apply to the committee to have application heard afresh.
- (6) The Committee, in case of subregulation (5) shall consider a request for fresh determination and may set a side the decision made:

Provided that the party shall demonstrate sufficient cause for non-attendance.

24. Power to determine appeal without hearing

The Committee may, subject to consent in writing of all the parties to an appeal, determine the appeal without an oral hearing.

25. Power to issue interim orders

- (1) The committee may issue interim orders to stop development for a period of fourteen days pending determination of the appeal in Form PLUPALC-7(a) as set out in the First Schedule.
- (2) Any development affecting any land to which an enforcement notice relates shall be discontinued and execution of the enforcement notice shall be stayed pending determination of an appeal.
- (3) Where a party is aggrieved by a decision of the national planning authority and files an appeal seeking interim orders, the committee may direct that implementation of the decision be suspended until the matter is heard and determined.

26. Site visits

Prior to the determination of an appeal, the committee may on its own motion or an application by any of the parties visit or inspect the site that is subject of appeal.

27. Communication of determination

The Chairperson shall notify the parties in an appeal of the committees' determination through paper or electronic form within fourteen(14) days of the determination in Form PLUPA LC - 4(a) as set out in the First Schedule.

28. Filing of response by a respondent

The Committee shall give reasons for all its decision and determinations, and each of any such decisions shall include—

- (a) a statement of the findings of fact made from evidence adduced, including, where applicable, any relevant government policy; and
- (b) a statement of the laws and rules of law applied, and the interpretation thereof.

Part III – COUNTY PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE**29. Conduct of business of the Committee**

The County Liaison Committee shall—

- (a) determine its own procedure; and
- (b) meet at least four times in a year, with not more than three months elapsing between the meetings of the Committee.

30. Inauguration of the County Liaison Committee

The County Executive Committee Member shall convene the first meeting to inaugurate the County Liaison Committee.

31. Vacancy of office

The position of the chairperson or a member of the County Liaison Committee shall become vacant, if the holder—

- (a) resigns from his or her position by notice in writing addressed to the appointing authority;
- (b) is absent from three consecutive meetings of the committee without notice;
- (c) is convicted of an offence by a court and sentenced to imprisonment for a term of six months or more without the option of a fine;
- (d) is unable or unfit, by reason of mental or physical infirmity, to discharge his functions as a member of the committee;
- (e) dies;
- (f) loses membership in the nominating professional body;
- (g) expiry of term of office; or
- (h) is removed from office on any of the following grounds—
 - (i) gross violation of the Constitution law or any other written law;
 - (ii) gross misconduct or misbehavior;
 - (iii) incompetence or neglect of duty;
 - (iv) declared bankrupt.

32. Filling of vacancies

- (1) In the event that a vacancy falls in the office of the chairperson, the secretary shall within seven days notify in writing the County Executive Committee Member on the existence of a vacancy.
- (2) The County Executive Committee Member shall within seven days declare vacancy and notify the Law society of Kenya to nominate a replacement within fourteen days after notification.
- (3) In case of a vacancy in the office of a member under section 14(2) the chairperson shall notify the County Executive Committee Member in writing within seven days on the existence of a vacancy of a member.
- (4) A vacancy declared under sub-regulation (3) shall be filled within fourteen days from the date of notification.

33. Responsibility of the chairperson

The chairperson shall—

- (a) preside over the meetings of the County Liaison Committee;
- (b) approve communication from the County Liaison Committee;
- (c) notify the County Executive Committee Member on the existence of a vacancy of a member; and
- (d) may assign any other role to any committee member or secretariat under these Regulations.

34. Roles of secretary

The secretary shall—

- (a) be the head of secretariat;

- (b) be responsible for the day-to-day operations of the secretariat;
- (c) prepare the agenda of meetings;
- (d) record proceedings deliberations and decisions of the committee;
- (e) keep a record of meetings and decisions of the committee;
- (f) avail certified copies of minutes when required;
- (g) receive, register and keep custody of appeals and any other supportive document to the appeal;
- (h) facilitate provision of extracts and copies from the register;
- (i) notify the County Executive Committee Member on the existence of a vacancy in the office of the chairperson;
- (j) undertake any other duty assigned by the committee.

35. Complaint, claim or appeals procedure

A person, who wishes to appeal a decision by a planning authority, shall file an appeal to the committee in accordance with sections 40(4), 49(2), 61(3), 72(3) and 78 of the Act which shall be signed by the appellant or the appellant's authorized representative in Form PLUPA LC- 1(b) as set out in the First Schedule.

36. Statement of complaint or claim or appeal

A statement of appeal, complaint or claims shall contain—

- (a) the name and address of the complainant, claimant or appellant;
- (b) the names and address of the complainant, claimant or appellant's authorized representative, if any;
- (c) the nature of the complaint or claim appealed against, the facts and grounds on which the complaint, claim or appeal relies on;
- (d) the relief sought;
- (e) any principle in law, policies or regulations that the appeal relies on;
- (f) a list of witnesses, if any; and
- (g) a list of—
 - (i) copy of decision being complaint, claimed or appealed against;
 - (ii) documents the complainant, claimant or appellant wishes to rely on in the complaint, claim or appeal;
 - (iii) details of witnesses in Form PLUPA LC- 1(b) as set out in the First Schedule;
 - (iv) minutes of the decision being appealed against, if any; and
 - (v) payment receipt of the appropriate fee prescribed under the Second Schedule.

37. Submission of complaint, claim or appeal

- (1) The complaint, claim or appeal shall be submitted to the committee.
- (2) The complainant, claimant or appellant shall submit three hard copies or in an electronic copy of the appeal.

- (3) On receipt of a complaint, claim or appeal and confirmation of the payment of the prescribed fee under these Regulations, the secretary shall—
- (a) acknowledge receipt by stamping on the face of the statement of appeal the date of receipt, which date must be the date of filing;
 - (b) record the particulars of the complaint, claim or appeal in the register of complaints, claims or appeals;
 - (c) issue a copy of the complaint, claim or appeal stamped as received with a reference number from the register to the complainant, claimant or appellant;
 - (d) forward a copy of the complaint, claim or appeal to the respondent within seven days; and
 - (e) advise the complainant, claimant or appellant of any other matter which the secretary deems fit and just.

38. Particulars of the appeals register

- (1) The secretariat shall keep a register of complaint, claim or appeal which shall contain the following particulars—
- (a) the identity of the parties and their respective contacts;
 - (b) the serial number of the complaint, claim or appeal;
 - (c) the date of receipt of the complaint, claim or appeal;
 - (d) the nature of a complaint, claim or appeal;
 - (e) the relief sought in complaint, claim or appeal;
 - (f) amendments, if any;
 - (g) notice of withdrawal, if any and date thereof;
 - (h) the decisions made and the date thereof;
 - (i) date of communication of the Committees decision to the complainant, claimant or appellant; and
 - (j) the date of filing the decision in the Environment and Land Court.
- (2) A request for inspection of a register shall be made in Form PLUPA LC- 5(b) as set out in the First Schedule.

39. Withdrawal and abandonment of complaint, claim or appeal

- (1) A complainant, claimant or appellant may, with the leave of the committee and upon such terms as to costs or otherwise as the committee may direct at any time before the determination of a complaint, claim or appeal, give a notice of intention to withdraw a complaint, claim or appeal in Form PLUPA LC-8(b) set out in the First Schedule.
- (2) Where a complaint, claim or appeal is withdrawn under sub-regulation (1), no further complaint, claim or appeal shall be allowed in respect of the same subject matter.
- (3) The committee may determine a complaint, claim or appeal to have been abandoned if the complainant, claimant or appellant fails to—
- (a) responds to summons by the committee within seven days of service effected either through electronic media, the known postal address or posting on the site;
 - (b) file a response when required within seven days of service effected either through electronic media, the known postal address or posting on the site;

- (c) show cause why the appeal should not be declared abandoned or withdrawn within seven days of service;
 - (d) fails without demonstrating sufficient cause to attend the hearing either in person or through a representative.
- (4) A party who for sufficient cause did not attend the hearing and is aggrieved by the decision of the committee under these Regulations, may apply to the committee to have the complaint, claim or appeal heard afresh.
- (5) The committee shall consider the request under subregulation (4) and may set aside or vary the decision made.

40. Amendment of complaint/claim/appeal

The complainant, claimant or appellant may amend the complaint, claim or appeal within seven days upon filing and must serve all parties within seven days of filing.

41. Filing of a response by respondent

- (1) The respondent shall, upon receipt of a complaint, claim or appeal, file a written response within seven days of receipt thereof.
- (2) The respondent shall state—
 - (a) whether or not he intends to oppose the appeal and the grounds on which it relies in opposing the appeal;
 - (b) whether any other person or entity has a direct interest in the subject matter of the appeal, the name and address of such other person or entity; and
 - (c) care must be taken to see that documents filed are legible.

42. Conduct of hearings

- (1) The Secretary shall, in consultation with the chairperson, set the agenda, time, date and place of hearing of an appeal.
- (2) The Secretary shall communicate in writing on the date, time and place of the hearing to the respective parties within seven days of receipt of complaint, claim or appeal in Form PLUPA LC-6(b) as set out in the First Schedule.
- (3) At the commencement of a hearing the chairperson shall direct the parties of the order in which they shall argue the complaint, claim or appeal.

43. Consolidation of complaint, claim or appeal

The Committee may, in its discretion consolidate complaints, claims or appeals, where they have been filed in respect of the same subject matter or in respect of several interests in the same subject of dispute.

44. Disclosure of conflicts of interests

- (1) The Committee shall maintain a register of conflicts of interest disclosed by the members.
- (2) A disclosure of a conflict of interest shall be recorded in the minutes of the meeting and the register of conflicts of interest.

45. Quorum

The quorum at the meetings of the committee shall be at least one-half of the members and shall be maintained throughout a meeting of the Committee.

46. Language of hearing

- (1) The language of the complaint, claim or appeal shall be Kiswahili or English.
- (2) Despite subregulation (1), a party may make a request to make a representation in any language of their choice including braille or sign language.
- (3) A request under subregulation (2) shall be made at least seven days before the hearing of the complaint, claim or appeal.
- (4) Upon the request made under subregulation (2), the committee shall avail the required interpretation services required during the complaint, claim or appeal hearing.

47. Appearance of the parties at a hearing

- (1) The committee shall issue summons in Form PLUPA LC- 2(b) as set out in the First Schedule, which shall be served upon the respondent by the secretary within the period specified in the summons.
- (2) The complainant, claimant or appellant shall appear at the hearing in person or through an authorized representative.
- (3) The appointment or substitution of the representative shall be communicated in Form PLUPA LC- 3(b) as set out in the First Schedule.

48. Power to determine complaint, claim or appeal without hearing

The committee may, by consent in writing of all the parties to a complaint, claim or appeal determine the appeal without an oral hearing.

49. Power to issue interim orders

- (1) The committee may issue interim orders to stop development pending determination of the appeal in Form PLUPA LC-7(b) as set out in the First Schedule.
- (2) Any development affecting any land to which an enforcement notice relates shall be discontinued and execution of the enforcement notice shall be stayed pending determination of an appeal.
- (3) Where a party is aggrieved by approval of a development application by the planning authority and files an appeal seeking interim orders, the committee may direct that the approval be suspended until the matter is heard and determined.

50. Site visits

Prior to determination of a complaint, claim or appeal, the committee may on its own motion or an application from any of the parties visit or inspect the site subject of complaint, claim or appeal.

51. Decisions of the committee

- (1) The decisions of the committee shall be taken by the vote of the majority members but shall not include the votes of co-opted any members.
- (2) In case of a tie of the vote the chairperson or the member acting as the chairperson shall have a casting vote in addition to the deliberative vote.

52. Communication of decisions

The chairperson shall notify the parties in an appeal of the committee's determination of the complaint, claim or appeal, in Form PLUPA LC-4(b) as set out in the First Schedule.

53. Reasons for committees' decisions

The committee shall give reasons for all its decision and determinations, and each of any such decisions shall include—

- (a) a statement of the findings of fact made from the evidence adduced, including, where applicable, any relevant government policy; and
- (b) a statement of the laws and rules of law applied, and the interpretation thereof.

54. Filing and publication of determination

Determination by liaison committee under section 80(3) shall be transmitted to the Environment and Land Court by the chairperson under the seal of the committee

55. Correction of errors

A clerical or arithmetic mistake in a liaison committee decision as a result of omission or slip may after determination under section 80(3), or before or after recording by the court as a judgment of the court be corrected by the Committee on its own motion or by an order by the court or on application of any interested party to give effect to what was the intention of the Committee.

56. Fees

There shall be paid such fees for the purposes of these Regulations as prescribed in the Second Schedule.

FIRST SCHEDULE**FORMS****FORM PLUPALC- 1(a)****(r. 11(2))**

REPUBLIC OF KENYA

THE PHYSICAL AND LAND USE PLANNING ACT

(Cap. 303)

THE NATIONAL PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE

APPEALS APPLICATION FORM

.....

APPELLANT

-VERSUS

.....

RESPONDENT

.....

AND (*where applicable*)

.....

INTERESTED PARTY

STATEMENT OF APPEAL

In the matter of an appeal under section 75 of The Physical and Land Use Planning Act (Cap. 303).

1. TAKE NOTICE that the Appellant appeals against the decision of the..... made on the day of..... 20.....
2. The Appeal relates to
3. The decision appealed against is
4. The Appeal is based on the following grounds: (set out each ground concisely)
 - (a)
 - (b)
 - (c)
5. The principle of policy or law relied on in the appeal:
 - (a)
 - (b)
 - (c)
 - (a)
 - (b)
6. The documents the Appellant intends to rely on in the appeal:
 - (a)
 - (b)
 - (c)
7. The witnesses the Appellant intends to call up at the hearing of the Appeal: *where applicable*
 - 1) Name.....

contact(s)

ID/Passport No.

2) Name.....

contact(s)

ID/Passport No.

3)

Name.....

contact(s).....

ID/Passport No.

(attach ID/passport copies)

6. The reliefs sought in this Appeal are as follows: (set out each relief concisely)

(a)

(b)

(c)

FILED ON THIS DAY OF 20

SIGNED

Appellant

Name

Telephone No.

Postal Address

Email Address

Physical Address

Appointed Representative's *where applicable*

SIGN.....

Name

Telephone No.

Postal Address

Email Address

Physical Address

TO BE SERVED UPON: *Insert the names and address of the other parties to the Appeal.*

1)

2)

3)

For Official Use Only

APPEAL No OF 20

FORM PLUPA LC-1(b)

(r. 35)



REPUBLIC OF KENYA

(Enter county name)

THE COUNTY PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE

COMPLAINT/CLAIM/APPEAL APPLICATION FORM

COMPLAINT/CLAIM/APPEAL No OF 20

.....
APPELLANT

-VERSUS

.....
RESPONDENT.....
AND (where applicable).....
INTERESTED PARTY**STATEMENT OF COMPLAINT/CLAIM/APPEAL**

In the matter of an appeal under section 75 of The Physical and Land Use Planning Act (Cap. 303)

1. TAKE NOTICE that the Appellant complains/appeals against the decision of the county Executive Committee Member made on the day of 20.....
2. The Appeal relates to
.....
3. The decision appealed against is

4. The Complaint/Claim/Appeal is based on the following grounds: *(set out each ground concisely)*
- (a)
 - (b)
 - (c)
 - (d)
 - (e)
 - (f)
5. The principle of policy or law relied on in the appeal:
- (a)
 - (b)
 - (c)
 - (d)
 - (e)
 - (f)
6. The documents the Complainant/Claimant/Appellant intends to rely on in the Appeal:
- (a)
 - (b)
 - (c)
 - (d)
 - (e)
 - (f)
7. The witnesses the Complainant/Claimant/Appellant intends to call up at the hearing of the Appeal: *where applicable*
- Name
- Telephone No
- Postal Address
- Email Address
- Physical Address
- ID/Passport No.
- 1) Name.....
- Telephone No
- Postal Address
- Email Address
- Physical Address
- ID/Passport No.

Name.....

Telephone No

Postal Address

Physical Address

Email Address

ID/Passport No.

(attach ID/passport copies)

6. The reliefs sought in this Complain/Claim/Appeal are as follows: *(set out each relief concisely)*

(a)

(b)

(c)

FILED ON THIS..... DAY OF..... 20.....

SIGNED

Complainant/Claimant/Appellant

Name

Telephone No

Postal Address

Email Address

Physical Address

Appointed Representative's *where applicable*

Name

Telephone No

Postal Address

Email Address

Physical Address

SIGN.....

TO BE SERVED UPON: *Insert the names and address of the other parties to the Appeal.*

1)

2)

3)

FORM PLUPA LC-2(a)

(r. 23)

REPUBLIC OF KENYA
THE PHYSICAL AND LAND USE PLANNING ACT
(Cap. 303)



(Enter county name)

THE NATIONAL PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE

SUMMON FORM

.....
APPELLANT

-VERSUS

.....
RESPONDENT

.....
AND (where applicable)

.....
INTERESTED PARTY

SUMMONS TO:

NOTE: YOU ARE SUMMONED to appear in person before the National Physical and

Land Use Planning Liaison Committee at on day of for the hearing of the appeal and thereafter to remain in attendance until excused by the Liaison Committee regarding all matters within your knowledge relating to the appeal.

YOU ARE REQUIRED to bring and produce to the Liaison Committee the following;

(Insert the document to be produced)

- (a)
- (b)
- (c)
- (d)

TAKE NOTE that if you do not comply with this summon you will be subject to Contempt of National Physical and Land Use Planning Liaison proceedings.

TAKE NOTE also that failure to honor the summon would not stop the Committee from determining the matter or taking any other action as it deems fit.

SIGNED ON THISDAY OF20.....

.....

SECRETARY,

NATIONAL PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE.

FORM PLUPA LC- 2(b)

(r. 47(1))



REPUBLIC OF KENYA

(Enter county name)

THE COUNTY PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE

SUMMON FORM

COMPLAINT/CLAIM/APPEAL No OF 20

.....
APPELLANT

-VERSUS

.....
RESPONDENT

.....
AND (where applicable)

.....
INTERESTED PARTY

SUMMONS TO:

NOTE YOU ARE SUMMONED to appear in person before the County Physical and Land Use Planning Liaison Committee at on day of for the hearing of the complain/claim/appeal and thereafter to remain in attendance until excused by the Liaison Committee regarding all matters within your knowledge relating to the appeal.

YOU ARE REQUIRED to bring and produce to the Liaison Committee the following;

(Insert the document to be produced)

- (a)
- (b)
- (c)
- (d)

TAKE NOTE that if you do not comply with this summon you will be subject to Contempt of County Physical and Land Use Planning Liaison proceedings.

TAKE NOTE also that failure to honor the summon would not stop the Committee from determining the matter or taking any other action as it deems fit.

SIGNED ON THIS.....DAY OF.....20.....

.....

SECRETARY,

COUNTY PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE.

FORM PLUPA LC- 3(a)

(r. 22(3))

REPUBLIC OF KENYA
THE PHYSICAL AND LAND USE PLANNING ACT
(Cap. 303)



THE NATIONAL PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE

APPOINTMENT/SUBSTITUTION* OF RECOGNISED REPRESENTATIVE

.....

APPELLANT

-VERSUS

.....

RESPONDENT

.....

AND (where applicable)

.....

INTERESTED PARTY

I being the Appellant/Applicant/Respondent/Interested Party*
authorize to appear on my behalf in the above Appeal/Application.

I authorize that service of all pleadings shall be effected upon my recognized representative.

SIGNED ON THIS.....DAY OF..... 20.....

APPELLANT/APPLICANT/RESPONDENT/INTERESTED PARTY*

.....

REPRESENTATIVE'S NAME AND ADDRESS

.....

FORM PLUPA LC- 3(b)

(r. 47(3))



REPUBLIC OF KENYA

(enter County name)

THE COUNTY PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE

APPOINTMENT OF RECOGNISED REPRESENTATIVE FORM

COMPLAINT/CLAIM/APPEAL No..... OF 20.....

.....

APPELLANT

-VERSUS

.....

RESPONDENT

.....

AND (where applicable)

.....

INTERESTED PARTY

I being the appellant/applicant/
respondent/ Interested Party* authorize to appear on my behalf in the above Appeal/
Application.

I authorize that service of all pleadings shall be affected upon my recognized representative.

SIGNED ON THISDAY OF20.....

APPELLANT/APPLICANT/RESPONDENT/INTERESTED PARTY*

REPRESENTATIVE'S NAME AND ADDRESS

FORM PLUPA LC- 4(a)

(r. 27)



REPUBLIC OF KENYA

THE PHYSICAL AND LAND USE PLANNING ACT

(Cap. 303)

THE NATIONAL PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE

NOTIFICATION OF DETERMINATION

APPELLANT

-VERSUS

RESPONDENT

AND (where applicable)

INTERESTED PARTY

The National Physical and Land Use Planning Liaison Committee pursuant to provisions of section 80(2) of Physical and Land Use Planning Act (Cap. 303) heard the Appeal Ref No. filed on by (insert party(s) and vide minute No dated the Committee made the determination as follows (reliefs):

1.

2.

3.

Dated at this Day of 20

Name

Sign

Seal

CHAIRPERSON,

NATIONAL PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE

FORM PLUPA LC- 4(b)

(r. 52)



REPUBLIC OF KENYA

(enter county name)

THE COUNTY PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE

NOTIFICATION OF DETERMINATION

COMPLAINT/CLAIM/APPEAL No. OF 20

.....
 APPELLANT

-VERSUS

.....
 RESPONDENT

.....
 AND (where applicable)

.....
 INTERESTED PARTY

The County Physical and Land Use Planning Liaison Committee pursuant to provisions of section 80(2) of Physical and Land Use Planning Act (Cap. 303) heard the Complain/Claim/Appeal Ref No..... filed on..... by (insert party(s) and vide minute No..... dated..... the Committee made the determination as follows (reliefs)

1.
2.
3.

Dated at this Day of 20

Name.....

Sign.....

Seal.....

CHAIRPERSON,

COUNTY PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE

FORM PLUPA LC- 5(a)

(r. 13(2))



THE PHYSICAL AND LAND USE PLANNING ACT

(Cap. 303)

THE NATIONAL PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE

INSPECTION OF APPEALS REGISTER

I/We of ID/passport/Reg No(s). Tel. PO
BOX pursuant to section 87(3) of Physical and Land Use Planning Act (Cap. 303) apply to
examine the Appeals register.

Subject Matter/Interest in the Register

.....

.....

Signed by Perusee

Date

(attach ID/passport copies)

Authorised by Secretary

FORM PLUPA LC - 5(b)

(r. 38(2))



REPUBLIC OF KENYA

(Enter county name)

THE NATIONAL PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE

INSPECTION OF APPEAL REGISTER

I/We of ID/passport/Reg No(s) Tel. PO
BOX pursuant to section 87(3) of Physical and Land Use Planning Act (Cap. 303) apply to
examine the Appeals register.

Subject Matter/Interest in the Register

.....

.....

.....

Signed by Perusee

Date

(attach ID/passport copies)

Authorised by Secretary

FORM PLUPA LC- 6(a)

(r. 18(2))



REPUBLIC OF KENYA

THE PHYSICAL AND LAND USE PLANNING ACT

(Cap. 303)

THE NATIONAL PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE

NOTICE OF HEARING

APPEAL No. OF 20

.....

APPELLANT

-VERSUS-

.....

RESPONDENT

.....

AND *(where applicable)*

INTERESTED PARTY

TO:

TAKE NOTICE that the HEARING of this appeal has been scheduled for the day of, 20 starting(Time) before the Committee at (*State location; Name of building, Floor and room Number*)

Given under my hand and Seal of the Committee this day of, 20.....

SECRETARY

NATIONAL PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE.

FORM PLUPA LC- 6(b)

(r. 42(2))



REPUBLIC OF KENYA

(*enter county name*)

THE COUNTY PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE

NOTICE OF HEARING

COMPLAINT/CLAIM/APPEAL No..... OF 20.....

.....
APPELLANT

-VERSUS

.....
RESPONDENT

.....
AND (where applicable)

.....
INTERESTED PARTY

TO:

TAKE NOTICE that the HEARING of this appeal has been scheduled for the day
of, 20 starting (Time) before the Committee
at (State location; Name of building, Floor and room Number)

Given under my hand and Seal of the Committee this day of,
20.....

.....
SECRETARY

NATIONAL PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE

FORM PLUPA LC- 7(a)

(r. 25(1))



REPUBLIC OF KENYA
THE PHYSICAL AND LAND USE PLANNING ACT
(Cap. 303)

THE NATIONAL PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE

ORDER FORM

APPEAL No. OF 20

.....
APPELLANT

-VERSUS

.....
RESPONDENT

.....
AND (where applicable)

.....
INTERESTED PARTY

TO:

.....

ORDER

In hearing the Appeal on (date) on its Own Motion,

In determining the appeal on (date),on its Own Motion, the Liaison Committee in its proceedings, vide minute number

It is ORDERED that:

1.
2.
3.
4.
5.

Made this day of 20

Name Signature

CHAIRPERSON,

NATIONAL PHYSICAL AND LAND USE PLANNING LIASION COMMITTEE.

FORM PLUPA LC-7(b)

(r. 49(1))



REPUBLIC OF KENYA

(Enter county name)

THE COUNTY PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE

ORDER FORM

COMPLAINT/CLAIM/APPEAL No. OF 20

.....

APPELLANT

-VERSUS

.....

RESPONDENT

.....

AND (where applicable)

.....

INTERESTED PARTY

TO:

.....

.....

ORDER

In hearing the Appeal on (date) on its Own Motion,

In determining the appeal on (date),on its Own Motion, the Liaison Committee in its proceedings, vide minute number

It is ORDERED that:

1.
2.
3.
4.
5.
6. Made thisday of..... 20.....

Name Signature:

CHAIRPERSON,

NATIONAL PHYSICAL AND LAND USE PLANNING LIAISON COMMITTEE.

FORM PLUPA LC- 8(a)

(r. 15(1))



REPUBLIC OF KENYA

THE PHYSICAL AND LAND USE PLANNING ACT

(Cap. 303)

THE NATIONAL PHYSICAL AND LAND USE

PLANNING LIAISON COMMITTEE

WITHDRAWAL OF AN APPEAL

I/We of ID/passport/Reg No(s) Tel. PO
BOX pursuant to section 83(1) of PLUPA apply to withdraw the Appeal Ref. No.
Dated

Reasons for withdrawal.....

Signed by

Date.....

Name:.....

(attach ID/passport copies)

FORM PLUPA LC- 8(b)**(r. 39(1))**

REPUBLIC OF KENYA

(enter county name).....

WITHDRAWAL OF AN APPEAL

I/We ID/passport/Reg No(s) Tel. P.O.
 BOX pursuant to section 83(1) of PLUPA apply to withdraw the Appeal Ref. No.
 Dated

Reasons for withdrawal

Signed by Date

Name:.....

(attach ID/passport copies)

SECOND SCHEDULE [r. 56]**FEES**

<i>No</i>	<i>Fees description</i>	<i>Amount (Kshs)</i>
1	Filing fees:	
	a) Costs of filing in National Liaison Committee	5000
	b) Costs of filing in County Liaison Committee	3000
2	Examination of appeals register	Free
3	Obtaining extracts of appeals at National Physical and Land use planning Liaison Liaison committee	500

4	Obtaining extracts of appeals at County Physical and Land use Liaison committee	300
5	Photocopy of determinations under both National and County Physical Planning and Land use committee by third parties:	
	a) Front page	300
	b) Any other page	20
6	Amendment of appeals	
	a) National Physical Planning and Land use committee	1000
	b) County Physical and Land use planning committee	500
7	Certification of Full determination	500
8	Appointment/ change of an authorized representative	
	a) National Physical Planning and Land use committee	1000
	b) County Physical and Land use planning committee	500
9	Counter-claim fees-Filing of counter claims	3000