

Land Survey Records Approval

Overview

Ministry of Land Management, Water and Sanitation Services is responsible for approving land survey records produced by registered land surveyors to form part of the required supporting documentation for registering land leases and Title Deeds. Survey records include ,but are not limited, to survey diagrams and general plans. To receive approval, these records must be submitted to the Department of Surveys and Mapping (DSM).

Who is eligible?

Only Registered Land Surveyors under Section 6 of the Land Survey Act may submit land survey records for quality approval by the Department of Surveys and Mapping.

How do I get this service?

- Submit the survey records to be approved along with all supporting documentation and the prescribed fee to the office of the Department of Surveys and Mapping located in Gaborone or Francistown
- The DSM officer will issue a survey record number to the record
- Survey records will go through the process of examination and approval
- Once approved or rejected, the Surveyor will be notified to come collect it or it can be sent by mail

What supporting documents are required?

- Survey field book.
- Copies of diagrams and general plans.
- Plot lease document.
- Working plan
- Consistency data and Coordinate List
- Planning permission in case of subdivisions and consolidations
- Approved layout plans for General Plans

How long will this service take?

After all documentation has been submitted to the office of Surveys and Mapping, it is expected that diagrams for single plots will be processed within four working days, while General Plans will be processed within 30 working days.

How much does it cost?

There is a fee of BWP50.00 per plot for single plot surveys, BWP100.00 per sheet for layout plans and BWP5.00 per plot therein payable by cash, cheque or adjustment voucher at the offices listed below

Where can I obtain this service?

For more information, contact one of the office listed below during their business hours. Opening hours are from 07:30 to 12:45 and 13:45 to 16:30, Monday to Friday, except public holidays.

Please note that land survey records can only be submitted to the offices in Gaborone or Francistown.

Ministry of Land Management, Water and Sanitation Services
Department of Surveys and Mapping
P/Bag 0037
Plot 1285 Station Road
Gaborone
Botswana
Phone: (+267) 3623200
Fax: (+267) 3952704
Email: msmadibela@gov.bw

Ministry of Land Management, Water and Sanitation Services
Department of Surveys and Mapping
P.O Box 697
Plot 252 Francistown
Old BGI Complex
Francistown
Botswana
Phone: (+267) 2412261
Email: omolobeng@gov.bw

Ministry of Land Management, Water and Sanitation Services
Department of Surveys and Mapping
P. O. Box 24
Plot 2719 Selibe Phikwe Industrial
Selebi Phikwe
Botswana
Tel: (+267) 2610438
Fax: (+267) 2614245
Email: mleinane@gov.bw

Ministry of Land Management, Water and Sanitation Services
Department of Surveys and Mapping
P. O Box 74
Airport Road
Maun
Botswana
Phone: (+267) 6860272
Fax: (+267) 6860993
Email: imauano@gov.bw