Decision of Minister on promulgate
The Regulation on Construction Management

- Based on the City Plan Law No: 03/19/NA dated 03 April 1999 on promulgate the Decree of President of the Country No: 11/PC dated 26 April 1999;
- Based on the Construction Law No: 197/NA dated 26 November 2009 on promulgate the Decree of President of the Country No: 159/PC dated 16 December 2009;
- Based on the Decree of Prime Minister on organization and operation of Ministry of Public Work and Transport No: 373/PM dated 22 October 2007.

Minister of Public Work and Transport decided:

Article 1: To promulgate the Regulation on Construction Management;
Article 2: This regulation stipulated as reference for demonstrating the 3 constructions, in 51 pilot districts. Other district still complies with the Decision of Minister on Construction Management No: 7681/CTPC dated 29 June 2005. After completed the demonstration, this regulation will be modified, as the regulation is enforceable in the nationwide;
Article 3: This Decision is in effect from the date of signature.

Minister
(Signed and sealed by)

Sommath PHOLSENA

Blue parts are supplementary explanations.
Red parts and underlined parts are important parts or parts to be corrected (mistakes in the original Lao text).
Ministry of Public Work and Transport

Decision of Minister on promulgate
The Regulation on Construction Management

The Regulation on Construction Management
No.621/CPD, Date: 11 November 2013

Research and compile by: Ministry of Public Work and Transport
Department of Housing and Urban Planning

2013
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Regulation on the Construction Management

Chapter I
General Provision

Article 1: Objective
This Regulation stipulates reference in demonstrating 3 “build” (saang):
(‘Build the province to be strategic unit, build the district to be prudent strongly unit, build the village to be development unit) regarding to the construction management in 51 pilot districts according to the instruction of Minister of Public Work and Transport (PWT) No: 15562/PWT dated 17 September 2012. For other district, the Decision of Minister on Regulation of Construction Management No: 7681/CTPC dated 29 June 2005 is still effective. After completed the demonstration, this regulation will be modified, so that the regulation is enforceable in the nationwide.

Article 2: Construction (kaan pok saang)
Construction is an implementation of construction including:
· new construction,
· repair,
· composition, or
· installation,
of housing and other infrastructure system.

Article 3: Word definition
Words to be used in this Decision has the following meaning as:
1. Repair means improvement, modification, change of external figure/shape, amending the broken damage and ruined part of buildings and demolition of partial buildings;
2. Extension means to enlarge (magnify) the area and volume of constructions;
3. Renovation (rehabilitation) means the reconstruction in order to restore the material or cultural, historic building, view, nature to the normal and old form (to its primitive);
4. Change of building use means modification of buildings as approved to use for other objective or target (modification of approved buildings to be used in the other objective or target)
5. Digging or backfilling means change the condition of surface by digging, backfilling or stockpiling for construction to be used in the other objective or target;
6. Installation means assembling the ready-made part according to the design such as: floor plate, pole, beam, roof structure, electricity, water supply, telephone, and sign, and others:
7. Structures (sin pok saang):
   · mean buildings (aa-khaan) used for:
     · residing,
     · working place or
     · other activities, such as
- public health,
- education,
- culture-society,
- religion,
- sport,
- trade,
- industry,
- agriculture,
- defense,
- security and
- others,
- and include public utilities (saa·tha·la·nu pa·phook), such as:
  - reservoir,
  - wall,
  - fence,
  - gate,
  - public park,
  - electric grid system,
  - telecommunication,
  - water supply network,
  - public drainage,

which will be situated on the ground, underground, underwater or on the water.

8. **Construction Permit** (a·nu·yaad pok·saang) means the permit, which is issued to the applicant by Construction Management Authority after it studied, considered and admitted that construction (pok·saang) is correct and consistent with City Plan and regulation (la·biab) concerned;

9. **Certificate of Structure** means the permanent document, which is issued by Construction Management Authority, in accordance with the construction permit or repair permit;

10. **Contract with adjacent person** means document certifying the consent of landowner whose land situated adjacent to the land of applicant.

**Article 4: Scope of Using**

This Regulation is enforced for all personal or organizational construction activities (kit·cha·kaan koo saang) in the urban area, according to the requirement of the general city plan of the urban area.

This Regulation is not enforced for construction activities, such as:
  - directly relating defense-security, and
  - small repair which has a simply technique and low value,
  - interior decoration,
  - structural repair of structures not affect in the form of exterior architecture, which has a specific management regulation.

**Chapter II**

**Characteristic of Construction Permit and Level of the Structures**

**Article 5: Characteristic of Construction Permit**

Construction is classified into four aspects below:

1. Construction and installation;
2. Repair and renovation (rehabilitation);
3. Extension;
4. Digging or backfilling.

**Article 6: Level of Structures**

Structures are classified into two levels as follows:

- Level 1: Large Structures
- Level 2: Medium or Small Structures and Digging or Backfilling.
For the detail of each level, see Table 1 and instruction for digging or backfilling.

Chapter III
Construction Permit and Correctness Certificate

Article 7: Documentation for Construction Permit
Any person or organization, who has the objective for construction, shall submit the application for construction permit to the Office of Public Work and Transport of District or Municipality, which consists of the following documents:
1. Application for construction permit named the owner construction activity: (The proposal of construction permit form, named by the owner of construction activity)
2. Residence certificate;
3. Copy of the land title deed;
4. Contract with adjacent person;
5. Location plan, photo of adjacent location and buildings, architecture plan, rain-sewage drainage system plan, and drawing for construction;
6. Permit for digging or backfilling at the construction site (If digging or backfilling is necessary);
7. Operation plan of construction project;
8. Commitment contract for application for the construction permission;
9. Certificate of Environment Impact Assessment (In case of there is environment impact from medium to high level).

Article 8: Place to submit the application for Construction Permit
Before submitting the documents, applicant may ask the information in detail regarding to the permission from the sector concerned:
· Office of Public Work and Transport of District or Municipality, where the construction site located,
· Department of Public Work and Transport of Province or Vientiane Capital, and
· Department of Housing and Urban Planning.
After that, applicant shall submit the complete documents as specified in article 7 of this regulation in 4 copies to the Public Work and Transport Office of district, municipality for consideration.

Article 9: Considering the Application for Construction Permit
1. After Office of Public Work and Transport of District or Municipality received the documents from applicant, the office shall inspect the documents according to the appendixes for construction permit according to the Attachment 5. If those documents are complete, the office shall issue the receipt to the applicant. If incomplete, it shall be returned to the applicant within the same day and it will be instructed to make documentation again.
2. When the documents for the construction permit is correct and complete according to the regulation, follows shall be done:
1) For construction level 1 (For detail, see Table 1, 2, 3 and 4), one set of the application for construction permit shall be submitted to each of:
   - Department of Public Work and Transport and
   - Department of Natural Resources and Environment of Province, or Vientiane Capital,
   in order to receive the technical comment (For detail, see the recommendation procedure in attachment 6 and 7) and then send the comment to Office of Public Work and Transport of District within 15 working days. If necessary, the environment impact shall be assessed. The time of consideration may depend on real necessity.
2) For construction level 2 (For detail, see Table 1, 2, 3 and 4). Office of Public Work and Transport of District or Municipality shall consider based on the consideration procedures, and issue the permission in attachment 6 and 7, in coordination with the land management office, industry-commerce office, information, culture and tourism
according to the necessity;
3) Office of Public Work and Transport of District or Municipality takes the trip to inspect the construction site according to the construction permit.
4) Office of Public Work and Transport of District or municipality considers and issues the construction permit within 25 working days from the date of receiving such complete documents.

Article 10: Construction Permit
The construction permit is valid for commencement of the construction within 12 months from the date of signature, (For detail, see the attachment 10). In case of no construction work commences within the limited time, the project owner may ask the time extension for 6 months. If the time is over, the permit will be invalid. In case where the construction would not be completed within the term of the plan, project owner shall notify Office of Public Work and Transport of District for considering again, before continuing the construction term.

Article 11: Construction Inspection
Office of Public Work and Transport of District or Municipality monitors and inspects the construction activity at least two times before the construction is completed (For detail, see the attachment 11); Record of inspection shall be made with the project owner to keep as evidence for each time. If it is inspected that the construction was inconsistent with the permit, the measures as specified in chapter VII, article 23, 24, 25, 26 and 27 of this regulation shall be done.

Article 12: Certificate of corrected structures
After the construction is completed, applicant shall notify Office of Public Work and Transport of District, in order to inform Department of Public Work and Transport of Province, or Vientiane Capital to inspect and issue the Certificate of Structure to the project owner within 15 working days; Certificate is legally effective unless the construction is changed (For detail, see the attachment 12).

Article 13: Filing and copying the documents for building
Permit and Certificate of Structure, at least shall be made into 4 copies and for filing as:
- 1 copy for applicant;
- 1 copy for Administration Authority of District or Municipality;
- 1 copy for Department of Public Work and Transport of Province or Vientiane Capital;
- 1 copy for Office of Public Work and Transport of District, or Municipality

Chapter IV
State City Plan Architect

Article 14: State City Plan Architect
The State City Plan Architect is governmental technician who is qualified about the city management and administration, has the equal status as executive, to control and inspect the implementation of city plan according to the general city map of the urban area and detailed city plan of the urban area as approved.
The State City Plan Architect is involved in the committee of urban planning for each level.
Appointment of the State City Plan Architect is specified in the specific regulation.

Article 15: Right and Duty of State City Plan Architect
The State City Plan Architect has the following right and duty below:
1. To direct, control, estimate and inform the improvement of general city plan in the urban area;
2. To control the construction according to general city plan and detailed city plan in the urban area;
3. To promote the creative on the architecture, quality of structures, to be harmonized with
the environment, scenery of the urban area and heritage of the urban area and community;
4. To comment the development project of Provinces, Vientiane Capital, Districts, municipalities and to give the coordination and convenience to the activity of city plan and construction;
5. To assess the city development project and instruct the improvement, modification to be harmony to each other;
6. To provide the information to the state agency about the long term planning and construction zoning according to general city plan of the urban area;
7. To specify the direction about the building design, using the construction material and the priority project;
8. To build the conscious mind, train about the knowledge, understanding on technique, technology and traditional material: and to comment on the construction project, repair, and renovation in the ancient and historic place.
9. To carry out the right and duty as specified in the regulation of law;

Chapter V
Dividing the Responsibility in Construction Management

Article 16: Department of Housing and Urban Planning
In the construction management, the Department of Housing and Urban Planning carries out its responsibility for macro management as below:
1. To create and improve the law, decision, regulation, instruction (guideline) and technical standard in the scope of construction management;
2. To mobilize the fund source and coordinate with the funder in the construction management work;
3. To organize the training, create the instruction and manual for using the law, legal documents in the scope of construction management work, to the Department of Public Work and Transport of Province or Vientiane Capital and Office of Public Work and Transport of District or Municipality in the nationwide;
4. To monitor, inspect and estimate about the implementation of law, decree, agreement, order and regulations in the scope of construction management;
5. To consider the recommendation toward the investment project according to the proposal of the government;

Article 17: Department of Public Work and Transport of Province, Vientiane Capital
In the construction management, Department of Public Work and Transport of Province or Vientiane Capital has the responsibility in the scope of province or Vientiane Capital below:
1. To consider the recommendation on the investment project, construction project level 1 and report the higher level;
2. To consider the issuing the correctness certificate of all levels;
3. To monitor, inspect and estimate the result of implementation of construction management;
4. To advertise, disseminate the related regulations and build the conscious mind to the community for participating in the construction management;
5. To manage the statistic about the construction management;
6. To create the proposal regarding to the construction management in order to find the fund sources for implementing the construction management work;
7. To organize the training in the extent of construction management to the personnel.

Article 18: Office of Public Work and Transport of District or Municipality
In the construction management, Office of Public Work and Transport of District or Municipality has the responsibility in the area of district, municipality below:
1. To consider the recommendation on the investment project, construction project level 1 and report the higher level;
2. To consider the issuing the correctness certificate all levels;
3. To coordinate with the other sector concerned, village authority to monitor, inspect, estimate and reconcile the implementation of construction management and report the higher level for knowing;

4. To inform the higher level for asking the permission for suspending all constructions inconsistent with the city plan regulation;

5. To disseminate and advertise the regulation relating to the construction management work;

6. To manage the statistic information related to the construction management and report the result of implementation to the higher level;

7. To collect the fee of issuing the construction permit including to the penalties according to the law.

**Article 19:** **Village Administration Authority**
The Village Administration Authority has responsibility in its village area as:

1. To mobilize the people to take part into the construction management;

2. To coordinate with the staff from Public Work and Transport Office of district to monitor the neat of construction, carry out the measures to the violator and resolve the dispute on the construction;

3. To coordinate with the Office of Public Work and Transport of District, Municipality, Province or Vientiane Capital to inspect the location so as to ask the permission for construction, digging, backfilling and certifying the correctness of structures;

4. To report the condition of construction, repair, renovation, installation, digging, backfilling to the Office of Public Work and Transport of District.

**Chapter VI**
**Duty and Responsibility of permitted Person (construction permit holder) and construction contractor**

**Article 20:** **Duty and responsibility of permitted person (construction permit holder) for construction**
The permitted person or assignee has the duty and responsibility below:

1. To keep the construction permit and all the construction plans at the construction site normally;

2. To identify the date for commencing the actual construction (to identify the actual date of commence for the construction) to the Public Work and Transport Office of district, municipality in order to acknowledge and install the sign for indicating the detail of construction;

3. To construct according to the construction permit (In case of change the external appearance and other impacts to the buildings according to the approved plan, shall ask the permission again);

4. To coordinate with the construction contractor to comply with the security, neat and protect the environment strictly while conducting the construction;

5. To notify the Construction Management Authority if the authority conducted the incorrect duty for personal benefit or abused its power;

6. After construction is completed, to notify the Public Work and Transport Office of District, municipality; in order to present the Public Work and Transport Division of Province or Vientiane Capital for inspecting and issuing the certificate of correctness.

**Article 21:** **Duty and Responsibility of Construction Contractor**
Construction Contractor has duty and responsibility as:

1. To make the operation plan from the date of commence until the date of completion, then inform the owner or assignee and consulting company for approval and to notify the consulting company, to present the Public Work and Transport Office of district before commencing the work;

2. To conduct the construction accordance with the city plan, time limited and technical specification, construction material as stipulated in the contract;

3. To ensure the safety, neatness and protect the environment of construction site and
surroundings;
4. To provide the information and documents as necessary to the project owner or assignee and state management agency, if required;
5. To compensate the damages incurred because incompliance of contract, according to the plan, schedule, technical specification and construction materials;
6. The construction must be correct with the line as specified in the diagram as approved;
( the construction must be in the construction line as specified in an approved plan)
7. After completed the construction, shall clean up the location, such as: demolishing, disposing the vehicles: material, waste and others, and handing over the documents related such as: result of analysis, actual diagram, amendment document, record, report: to the project owner.

Chapter VII
Policy to Good Worker and Measures to Violator

Article 22: Policy to Good Worker
Any person, legal individual or organization who has done good works in carrying out the city plan and provisions regarding to the building; will receive the esteem or policies as appropriately;

Article 23: Measures to violator
Any person, legal individual or organization, who violates this regulation,
- will be trained,
- will be subject for disciplinary,
- will be fined, or
- shall compensate the civil damages, depending the case whether light or heavy.

Article 24: Training Measure
Any person, legal individual or organization violates this regulation such as: violating the prohibition in light punishment, which is not the criminal offense will be trained and warned;

Article 25: Disciplinary Measure
The authority or construction management staff violates this regulation such as: violating the prohibition in light punishment, which is not criminal offense, and cause the small damage: and insincerely to report the offense, escape from its offense That organization will carry out the disciplinary according to the regulation such as: warning the offense, suspending the position or fired;

Article 26: Measure for penalty
Any person, legal individual or organization, which violates this regulation and causes the damages, which is not the element of the criminal offense, will be fined owing to the initial offense below:
1. To conduct the business regarding the construction without permission or use the permit of the other for construction will be fined ten percents (10%) of project value, and will be fined with five percents (5%) of constructed work respectively, and the construction business license may be suspend or withdrawn.
Penalty to contractor
2. To construct and install the equipment and fittings without permission shall be fined with ten percents (10%) of value of performed construction, and be stopped the temporarily.
Penalty to building owner
3. To incompliance with the city plan, schedule or technical specification of construction, safety standard (shall be done).
4. To incompliance with the construction standard and repair which resulted the bad impact to the environment (shall be done).
In case of such constructions is not consistent with the city plan and construction regulation,
it must be rectified at first, and then the project owner shall submit the application for reconstruction. It is not mentioned who has a power to order to rectify the structures.

**Article 27: Civil Measures**
Any person, legal individual or organization, which violates this regulation and causes the damages to assets of other person, legal individual or organization shall compensate the damages incurred.

**Article 28: Criminal measures**
Any person, who violates this regulation as criminal offenses, will be accused as specified in the Criminal Law.

**Chapter VIII**
**Final Provision**

**Article 29: Implementation**
- Existing structures before this regulation is announced will be excepted for construction permission. But the owner could inform the construction management agency, in order to ask a certificate of structure.
- To assign the Department of Public Work and Transport of Province or Vientiane Capital and Office of Public Work and Transport of District, Municipality to disseminate and implement this regulation with the good effect.

**Article 30: Effectiveness**
This Regulation is valid from the date of signature.

**Acting in lieu of Chief of Housing and City Plan Department**
(Signed and sealed by)

Phoutthasen AKKHAVONG
Appendix

Appendix 1. Table 1: Level of Structures

Appendix 2. Table 2: Type of Industry Factory and Handicraft

Appendix 3. Table 3: Type of State Investment Project

Appendix 4. Table 4: Investment Project will conduct the impact and environment assessment

Appendix 5. Table 5: Documentation for Construction Permit

Appendix 5.1 Proposal for Construction Permit

Appendix 5.2 Certificate of residence

Appendix 5.3 Copy of land title deed

Appendix 5.4 Contract with adjacent person

Appendix 5.5 Location plan, photo of construction site and adjacent buildings, architecture plan, draining systems plan, waste water and drawing for construction.

Appendix 5.6 Permission of Digging and backfilling for construction site (if any digging and backfilling)

Appendix 5.7 Construction project plan (Operation Plan of Construction Project)

Appendix 5.8 Contract of construction permit

Appendix 5.9 Certificate of environmental impact assessment (in case of medium to high environmental impact) is certified by Department of Natural Resource and Environment of province, Vientiane capital.

Appendix 6. Procedures for Considering and issuing the construction permit, according to the regulation of City Plan

Appendix 7. Technical Instruction in digging and backfilling

Appendix 8. Procedure for construction permit issue

This appendix is not attached.

Appendix 9. Procedure for certificate of constructions correctness

This appendix is not attached.

Appendix 10. Construction permit

Appendix 11. Construction Inspection sheet

Appendix 12. Certificate of constructions correctness

Appendix 13. Draft the content of construction sign in the construction site
## Appendix 1. Table 1: Level of Constructions

<table>
<thead>
<tr>
<th>No</th>
<th>Comment on structures</th>
<th>Issuing the Permission and inspection of construction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Department of Public Work and Transport, Province or Vientiane Capital</td>
<td>Office of Public Work and Transport of District or Municipality</td>
</tr>
<tr>
<td>Level 1</td>
<td>Large size</td>
<td>Medium size</td>
</tr>
<tr>
<td>Area and height</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>General building has area of 10,000 m² and height over 26 meters</td>
<td>Medium structure has area of 2,000 to 10,000 m², and height between 12 – 26 meters</td>
</tr>
<tr>
<td>Relationship between area and height is not clear.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Structures and environment impact

#### <Large size>
- Buildings which have high social-environment impact, such as:
  - National Assembly,
  - Governmental Office,
  - National organization,
  - National meeting hall,
  - National cultural center,
  - National museum,
  - Entertainment hall,
  - Airport,
  - National hospital, regional hospital,
  - National-regional education institution,
  - Service and entertainment place,
  - Bank,
  - Indoor sport,
  - Train station,
  - Supermarket,
  - Embassy,
  - International checkpoint,
  - Modern village group,
  - Besides mentioned above, Some activities, which have a risk to the life and asset, such as:
    - Nuclear electronic factory,
    - Flammable material stock,
    - Chemical factory and others.

#### <Medium size>
- Buildings which have medium social-environment impact, such as:
  - House development,
  - Common guesthouse,
  - Staff dorm, Student dorm,
  - Lab center,
  - Market, Supermarket,
  - Hotel,
  - Restaurant,
  - Provincial school,
  - Office in charge of province,
  - Provincial and capital hospital, District hospital,
  - parking lot.

#### <Small size>
- Buildings is not classified as controlled building, it is the Building which has low social-environment impact, such as:
  - Common guesthouse,
  - House,
  - Row house,
  - Staff dorm, Student dorm,
  - Market, Shop,
  - Restaurant,
  - Vocational school, High school, Primary school, Kindergarten school,
  - Agency belongs to the District,
  - Sanitation,
  - Hotel, Guesthouse,
  - Outdoor parking lot.
<table>
<thead>
<tr>
<th>3</th>
<th>Construction area has the impact to urban scenery or city structure.</th>
<th>Construction area has the impact to urban scenery or city structure.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Industry factory and handicraft</strong></td>
<td>Industry factory and handicraft level 1</td>
<td>Industry factory and handicraft level 2</td>
</tr>
<tr>
<td>Industry factory and handicraft level 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Type of State Investment project</strong></td>
<td>State Investment Project type 1</td>
<td>State Investment Project type 2</td>
</tr>
<tr>
<td>State Investment Project type 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Installation</strong></td>
<td>Installing a huge advertisement banner, telecommunication and communication poles, big electric pole</td>
<td>Installing the medium and small size advertisement banner, telecommunication and communication poles, small electric pole</td>
</tr>
<tr>
<td><strong>Digging and backfilling</strong></td>
<td>Prohibited area, such as stream, pond, river, moisture area, drain, is absolutely prohibited for backfilling</td>
<td>Digging or backfilling of the medium size construction and has medium level impact to the social and environment</td>
</tr>
<tr>
<td>Digging or backfilling of the small size construction and has no impact to the social and environment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Appendix 2. Table 2: Type of Industry Factory and Handicraft²

<table>
<thead>
<tr>
<th>No</th>
<th>Type of factory</th>
<th>Level of Industry Factory and Handicraft</th>
<th>Comment of Department of Public Works and Transport of Province or Capital</th>
<th>Comment of office of Public Work and Transport of District or Municipality</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Foodstuff and beverage factory</td>
<td>&lt;Level 1&gt;</td>
<td>- Laborer &gt; 200 persons or</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Engine power&gt;200 HP</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>has the high impact on environment.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Factory processing the wood and wooden rattan product</td>
<td>&lt;Level 2&gt;</td>
<td>- Laborer from 51 – 200 person or</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Engine power from 51 – 200 HP</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>has the medium impact on environment.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Textile, thread and fiber factory</td>
<td>&lt;Level 3&gt;</td>
<td>- Laborer from 10 – 50 person or</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Engine power from 10 – 50 HP</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>has the low impact on environment.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Garment factory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Paper and paper product factory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Pressing, stationery and magazine factory</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>7</td>
<td>Electronic engine and equipment factory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Chemical, chemical product and medicine factory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Plastic and plastic product factory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Non-ferrous mental factory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Tobacco factory</td>
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</tr>
<tr>
<td>12</td>
<td>Leather and product factory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Charcoal and flammable material factory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Primary metal factory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Metal factory except engine and appliance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Engine and equipment production or assembly factory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Office appliance, account and engine machine production factory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Radio, TV, electric appliance, communication tool and accessories production or assembly factory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Medical equipment production or assembly factory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Land transport vehicle production or assembly factory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Other transport vehicle production or assembly factory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Furniture, music equipment, sport set production factory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Recycle factory</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

²: Source from article 9 and article 10 of the processing industry No: 01/99/NA dated 3 April 1999
### Appendix 3. Table 3: Type of State Investment Project\(^3\)

<table>
<thead>
<tr>
<th>Type of State Investment Project</th>
<th>Comment of Department of Public Work and Transport of Province, Capital</th>
<th>Comment of Public Work and Transport office of District, Municipality</th>
</tr>
</thead>
<tbody>
<tr>
<td>All State Investment Projects</td>
<td>Level 1</td>
<td>Level 2</td>
</tr>
<tr>
<td></td>
<td>&lt;Large project&gt;</td>
<td>&lt;Medium project&gt;</td>
</tr>
<tr>
<td></td>
<td>Value</td>
<td>Value</td>
</tr>
<tr>
<td></td>
<td>- &gt; 50 billion kip or</td>
<td>- more than 5 billion – 50 billion kip or</td>
</tr>
<tr>
<td></td>
<td>more than 5 million USD</td>
<td>- more than 5 hundred thousand USD</td>
</tr>
</tbody>
</table>

3: Source from article 5 of Prime Minister’s Decree on state investment management No: 58/PM dated 31 May 2002.
### Appendix 4. Table 4: Investment Project will conduct the impact of environment assessment

<table>
<thead>
<tr>
<th>No</th>
<th>Type of project</th>
<th>Group 1 Construction has a medium impact on environment</th>
<th>Group 2 Building has a high impact on environment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Making the environment impact study</td>
<td>Making the environment impact assessment</td>
</tr>
<tr>
<td>1</td>
<td>Buildings situated at riverside, or close to the national park, historic area, area will cause the impact to the quality of environment</td>
<td>Large size: Height &gt;15 m Area&gt;1,000m2</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Airport construction project Which has an airport lane</td>
<td>1,000-2500 m</td>
<td>&gt;2,500 m</td>
</tr>
<tr>
<td>3</td>
<td>Common guesthouse construction project</td>
<td>&gt;50 room</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Golf court construction project</td>
<td>9 holes</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Fuel stock construction project</td>
<td>600-60,000 barrels</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Industry construction and development project</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Special economic zone construction and development project</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Treatment protect for waste water, dirty water from urban, hospital, processing industry factory</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Hospital construction project</td>
<td>\leq 100 beds</td>
<td>\geq 100 beds</td>
</tr>
<tr>
<td>10</td>
<td>Hotel or relax place construction project</td>
<td>\langle 80 rooms</td>
<td>\rangle 80 rooms</td>
</tr>
<tr>
<td>11</td>
<td>Integrated hotel construction project</td>
<td>\langle 50 ha</td>
<td>\rangle 50 ha</td>
</tr>
<tr>
<td>12</td>
<td>Tourism and relax place development in the national park</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Incinerator construction project</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Waste recycle construction project</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Project using the partial or all area which has negative impact to the natural protection zone, historic area, culture area, area approved from local authority</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Waste disposal place construction project for community</td>
<td>\langle 50 ha</td>
<td>\rangle 50 ha</td>
</tr>
<tr>
<td>17</td>
<td>Waste disposal place construction project which is harmful</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Waste disposal place construction project in industry</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Industry and handicraft factory (See Law on processing industry No: 01/99/NA dated 03rd/04/1999 and Agreement No: 697/PMO.WREA dated 12 March 2010 of Ministry of Natural Recourse and Environment</td>
<td>All levels</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Milk production factory</td>
<td>\langle 40 tons/day</td>
<td>\rangle 40 tons/day</td>
</tr>
<tr>
<td>21</td>
<td>Flour and flour production factory</td>
<td>\langle 100 ton/day</td>
<td>\rangle 100 ton/day</td>
</tr>
<tr>
<td>22</td>
<td>Sugar factory</td>
<td>\langle 50 tons/day</td>
<td>\rangle 50 tons/day</td>
</tr>
<tr>
<td>23</td>
<td>Alcohol, wine, beer factory</td>
<td>\langle 500.000l/day</td>
<td>\rangle 500.000l/day</td>
</tr>
<tr>
<td>24</td>
<td>Box, bag factory</td>
<td>\langle 1 million items/day</td>
<td>\rangle 1 million items/day</td>
</tr>
<tr>
<td>No.</td>
<td>Factory Type</td>
<td>Daily Capacity &amp; Yearly Capacity</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>-------------------------------------------------------------------------------</td>
<td>----------------------------------</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Leather shoe factory</td>
<td>£1 million pairs/day ≥1 million pairs/day</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Log and rubber factory</td>
<td>≤1 hundred thousand square meter/day ≥1 hundred thousand square meter/day</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Paper membrane and hard paper factory</td>
<td>≤50 tons/day ≥50 tons/day</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Printing factory</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Petroleum factory</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Basic chemical factory except the organic and acid fertilizer</td>
<td>≤500 tons/year ≥500 tons/year</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Herbicide and agriculture chemical production factory</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Medicine, medical substance and traditional medicine production factory</td>
<td>≤500 tons/year ≥500 tons/year</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Soap and detergent powder, cleaning tool, perfume and cosmetic factory</td>
<td>≤10 tons/year ≥10 tons/year</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Other chemical production factory</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Rubber production factory</td>
<td>100-300 tons/year &gt;300 tons/year</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Plastic production factory</td>
<td>≤500 tons/year ≥500 tons/year</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Glass production factory</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Mineral and non-metal production factory</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Cement, lime and plaster factory</td>
<td>≤30 tons/hour &gt;30 tons/hour</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Primary iron, iron and processed iron factory</td>
<td>≤120 tons/year &gt;120 tons/year</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Primary metal and non-ferrous metal factory</td>
<td>≤50 tons/year &gt;50 tons/year</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Melting the steel and magnet</td>
<td>≤50 tons/year &gt;50 tons/year</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Metal structure, tank and sink factory</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>Generator factory</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>Domestic appliances factory</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Office equipment, accounting and computing factory</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Electric engine and apparatus factory</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Transformer and battery production factory</td>
<td>≤100 tons/year &gt;100 tons/year</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Radio, TV, communication tool and accessories production factory</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>Medical equipment, certain measure engine and eye, watch and clock factory</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>Sedan, truck and haulage and semitrailers assemble factory</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>Factory about the spare part and part of car and engine related</td>
<td>≤1000 tons/year &gt;1000 tons/year</td>
<td></td>
</tr>
<tr>
<td>54</td>
<td>Bicycle and wheel chair factory</td>
<td>≤10.000 items/year &gt;10.000 items/year</td>
<td></td>
</tr>
<tr>
<td>55</td>
<td>Furniture (House appliance) factory</td>
<td>≤10.000 products/year ≤10.000 products/year</td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>Storing the non-dangerous waste</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>57</td>
<td>Disposal of dangerous waste</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>Treatment and management of waste</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>59</td>
<td>Water supply factory</td>
<td>All sizes</td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td>Size</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project for backfilling the pond, river, drainage what will cause the damage to the public</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common guesthouse, house development construction project</td>
<td>&gt;50 rooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Golf course construction project</td>
<td>9 holds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Integrated sport stadium project</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel stock construction project</td>
<td>600-60,000 barrel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industry construction and development project</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special economic zone construction and development project</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste water drainage construction project</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treatment protect for waste water, dirty water from urban, hospital, processing industry factory</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detour construction project in the forest (conservation forest, protection and production project) and biomass preservation where is not road line</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rail construction project</td>
<td>≥100 km</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New road construction project (National, provincial, district, rural, special public road)</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improving the national, provincial, district, rural, special road</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road restoration (National, provincial road)</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airport construction project with landing (Time for landing)</td>
<td>1,000-2,500 m</td>
<td>&gt;2,500 m</td>
<td></td>
</tr>
<tr>
<td>Hospital construction project</td>
<td>≤100 beds</td>
<td>≥100 beds</td>
<td></td>
</tr>
<tr>
<td>Hotel or relax place construction project near the river</td>
<td>&lt;800 rooms</td>
<td>&gt;80 rooms</td>
<td></td>
</tr>
<tr>
<td>Integrated hotel construction project</td>
<td>&lt;50 ha</td>
<td>&gt;50 ha</td>
<td></td>
</tr>
<tr>
<td>Tourism and relax place development in the national park</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste recycle construction project</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incinerator construction project</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incinerator construction project</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project using the partial or all area which has negative impact to the natural protection zone, historic area, culture area, area approved from local authority</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication network construction project</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water communication project (Improving the boat navigation along Mekong river)</td>
<td>≤200 tons/year</td>
<td>&gt;200 tons/year</td>
<td></td>
</tr>
<tr>
<td>Port construction project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>Size Limit</td>
<td>Weight Limit</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td>------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Passenger port</td>
<td>≤500 tons (Excluded the boat weight)</td>
<td>&gt;500 tons (Excluded the boat weight)</td>
<td></td>
</tr>
<tr>
<td>General transport port</td>
<td>≤500 tons (Excluded the boat weight)</td>
<td>&gt;500 tons (Excluded the boat weight)</td>
<td></td>
</tr>
<tr>
<td>Dangerous transport port: chemical, oil, and fuel, charcoal...</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank protection construction project</td>
<td>&gt;1km</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Waste disposal place construction

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Description</th>
<th>Size Limit</th>
<th>Weight Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waste disposal place construction project for community</td>
<td>≤50ha</td>
<td>&gt;50ha</td>
<td></td>
</tr>
<tr>
<td>Waste disposal place construction project which is harmful</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste disposal place construction project in industry</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Mineral Investment Project

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Description</th>
<th>Size Limit</th>
<th>Weight Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using the underground water into the industry, agriculture and urban</td>
<td>&lt;4500m³/day</td>
<td>&gt;4500m³/day</td>
<td></td>
</tr>
<tr>
<td>Gravel, sand sucking project from the water</td>
<td>1.000-50.000 m³/year</td>
<td>&gt;1.000-50.000 m³/year (Per point)</td>
<td></td>
</tr>
<tr>
<td>Excavating the rock and crushing the rock</td>
<td>≤50 tons/day</td>
<td>&gt;50tons/day</td>
<td></td>
</tr>
<tr>
<td>Raw material mining project for the construction (Soil, rock and sand) on the ground</td>
<td>100.000 m³/year</td>
<td>≥100.000 m³/year</td>
<td></td>
</tr>
<tr>
<td>Hard mineral mining project (Without chemical substance)</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mining and mineral processing project using the chemical substance</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hard mineral processing project</td>
<td>≤50.000 tons/year</td>
<td>&gt;50.000 tons/year</td>
<td></td>
</tr>
<tr>
<td>Underground water mining project</td>
<td>&gt;5.000 m³/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ground water using project</td>
<td>&gt;10.000 m³/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural mineral water mining project (Groundwater and underground water) for consumption and/or utilization</td>
<td>&gt;1.000 m³/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural mineral water mining project (Groundwater and underground water) for taking bath, medical washing (skin disease) and other</td>
<td>&gt;500 m³/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mineral mining project using the chemical</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel and natural gas mining project</td>
<td>All sizes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Source: agreement of Minister at Prime Minister's Office, Head of Water Resources and Environment Agency No: 697/PMO.WREA dated 12 March 2010 regarding to the approval and announcing the investment project list shall conduct the primary environment impact study and assessment.

**Explanation of Abbreviation:**
- A: Making the environment study report
- B: Making the environment assessment report

DHUP: Department of Housing and Urban Planning
DPWT: Department of Public Works and Transport of Province, VTE capital
### Appendix 5. Table 5: Documentation for Construction Permission

<table>
<thead>
<tr>
<th>No</th>
<th>Name of document</th>
<th>Copy</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Proposal for construction permit</td>
<td>4</td>
<td>Not to copy the proposal for construction permit form. To insert the name of proposer.</td>
</tr>
<tr>
<td>2</td>
<td>Residence certificate</td>
<td>4</td>
<td>To be Certified from village authority of applicant residing in.</td>
</tr>
<tr>
<td>3</td>
<td>Copy of land title deed</td>
<td>4</td>
<td>To be signed and sealed by:                                                                                              · local authority, · organization concerned, and · Land agency. (To copy and to show original: · before submitting the document, or · while considering the construction permit.)</td>
</tr>
<tr>
<td>4</td>
<td>Contract with the adjacent person</td>
<td>4</td>
<td>Documents certified and agreed by the landowner nearby the land of applicant Certified and agreed document between the adjacent landowner (of applicant’s land) and applicant’s land.</td>
</tr>
<tr>
<td>5</td>
<td>· Location plan,</td>
<td>4</td>
<td>· Plan of construction location (Scale: 1/50000-1/20000), · Drawing of construction in scale (1/20-1/200) consists of:</td>
</tr>
<tr>
<td></td>
<td>· Photo of construction location and adjacent building,</td>
<td></td>
<td>· land development plan, · cross section figure (To cut to show the road), · figure of buildings to be constructed with the nearby house, · architecture plan, · electric system plan, · water supply plan, · waste water plan, · rain drainage plan from land to be constructed toward the public drainage system</td>
</tr>
<tr>
<td>6</td>
<td>Permission for digging or backfilling</td>
<td>4</td>
<td>It is the document to permit for digging or backfilling in the construction site, and must have a permission in case of the construction have digging or backfilling work.</td>
</tr>
<tr>
<td>7</td>
<td>Operation plan of construction project</td>
<td>4</td>
<td>Operation plan of construction should be from the date of commence till the completion of construction, and specify how many months is necessary to complete the construction.</td>
</tr>
<tr>
<td>8</td>
<td>Contract for construction permit</td>
<td>4</td>
<td>Contract between Office of PWT of District (Issuing permission) and applicant</td>
</tr>
<tr>
<td>9</td>
<td>Certificate of environment impact assessment</td>
<td>4</td>
<td>It is the comment on environment.</td>
</tr>
</tbody>
</table>
Appendix 5.1
Proposal for construction permission form

Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity
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Proposal for Construction Permit
☐ Construction/installing: ☐ Repair/Rehabilitation: ☐ Extension: ☐ Digging/backfilling

Attn: Mr……………………………………………………..  At…………………………….

Subject: …………………………………………………………….

a. Applicant information
   Name and surname……………………………, date of birth…………………………………….
   Present address at house No…………, road………, unit……….., village…………….
   District………………………………., Province………………………………….
   Nationality…………………, occupation……………………., working place……………………

b. Information of Construction Activity
   - Construction site is located at the road………………………, house No………………,
     unit……………………………, village……………………………, District………………………………., Province………
   - Construction site on the land title deed No………, date…………………, named by………
   - Applicant rights to the land (as: owner, rights use, lease)……………………………….
   - Objective of Construction activity ……………………………………………………
   - Characteristic of Construction activity (as: 2-storey of guesthouse, row house)…………
   - Area of Construction site …………..m², number of storey………………storey
   - Total area of construction site….m², Height from the surface to the top floor…..meter
   - Date of commence……………………., Date of Completion …………………………
   Therefore, I had propose you to research and consider as appropriate.

At ..................., Date...................

Certify by Chief Village of construction site  Applicant

Attachment:
1. Certificate of residence
2. Copy of land title deed
3. Contract with adjacent person
4. Certificate of environmental impact assessment accordance with construction, if necessary
5. Location plan, photo of construction site, general plan, architecture plan, draining systems plan, waste water plan and other drawings for construction.
6. digging and backfilling permit
7. operation plan of construction project
8. Certificate of environmental impact assessment
Appendix 6
I. Procedures for Considering and issuing the construction permit, according to the regulation of City Plan

1. Before construction, shall carry out as the followings:
   1.1. To define the land where construction will be located, each area shall mark by color and the alphabet on the map such as: ZPP-Ua, old city preservation area;
   1.2. After knowing the location of the land, then have a look on regulation of city planning of that area in chapter II, article 6, which has a Zoning Code of 15 items of each zone. Such regulation specifies overview direction for each type of building:

   - Personal Buildings is classified into many types
      The unconnected buildings (Villa) (Figure 1)
      Twin buildings (Side design of two connected buildings) (Figure 2)
      The connected buildings (Row house) Figure 3

      ![Figure 1](image1.png)  ![Figure 2](image2.png)  ![Figure 3](image3.png)

   - Collective building is classified into two types
      The consecutive common buildings (Single building) independent building (Figure 4)
      The inconsecutive common buildings (building has a back side close to other building) (Figure 5)

      ![Figure 4](image4.png)  ![Figure 5](image5.png)

2. Method to carry out the land Use regulation
   The land Use regulation consists of 15 items and composed as the regulation of each land Use zone, as the following detail:

   2.1. Characteristic of activity
      1. Activities to be permitted
         In the urban area: it is necessary to select the structures and activities that not cause the negative impact or seem to become direct and indirect problems to the urban area.
      2. Activities to be prohibited
         In the urban area: it is necessary to select to not allow the structures and activities which cause the problem or seem to cause the bad impact to urban area directly and indirectly.
2.2. Condition of Construction site
1. Road and Gateway
   The land which has the condition for construction shall ensure to have a gateway links to the public road, in order to enable the vehicle can access the site such as: garbage truck, fire fighting truck... for specifying the width of road or lane depends on the land Use regulation of each zone.

![Road and Gateway Diagram](image)

2. Technical Infrastructure
   This regulation indicates that: any land which has the condition for construction when the structures on such land can connect to the technical network for service; which means the water supply, public utilities, sewage drain, electricity network, telephone, garbage disposal;
   In case of the construction land is far from the public network, the buildings on such land shall ensure using the private technical system but accordance with the technical standard related as stipulated.

![Technical Infrastructure Diagram](image)
3. Characteristic of Land

The land condition is specified to make the construction on land effective, in this clause doesn’t specify the form of land use, only specify the minimum width of land: which the front closes to the road and the minimum construction land, so as to have the condition for asking the permission. Specifying the height and land area according to the land Use regulation of each zone.

4. Diagram (plan) demarcated on the road and preserved area of road

The objective of this regulation item 7 is to specify the frontage of structures along the road to be neat and equally in the construction line; not to decline or intrude. The Construction Line is the preservation area of road as specified in route network and depends on the type, size of road in the urban.

5. Diagram (Plan) of structures compared to the area of land

The area of land is the borderlines of land: excludes the front side (Is it excluded the frontage along the road?), such specification has objective to:
- Ensure the location of structures not to close each other too much: will not disturb, annoy to nearby people and preserve the good environment such as: lighting, air, soil, water, cleaning and others;
- Ensure the cohabitation, respect the rights of each other;
- Define the distance from fence to the structures according to the land Use regulation of each zone, based on the type of building and height of building.
6. Diagram (Plan) of each constructions in the same land
This regulation is to control the many structures in the same land to have the distance consistent with the standard as specified in each zone, and to control the density of habitation, condition to define the distance based on:
- Size of land;
- Type of Building Use, building group;
- Height of Constructions;
- According to the regulation on Land Use of each zone.

7. Land Use Ratio (E)
- Land Use Ratio (E) is the ratio area of building on the ground floor (SE) to the area of total land to be reconstructed (ST):

\[ E = \frac{SE}{ST} \]

is Land Use Ratio

- E: Land Use Ratio is covered not over 75%
Specifying of this ratio is to control the density of structures, it means that: to enable the empty land (opened/vacant space) for other activities according to the size and change of building such as: place for trees growing, for constructing the gateway, drainage and others;
**The result of quotient depends** on each zone for land Use, kind, and type of building, height of building and Land Use Coefficient as specified in each zone;

8. Maximum Height (H)
The maximum height of structures is the height from the ceiling of building to the ground of building; compared to the road surface of any road which closed to the front side of building, the part below the road level is excluded; but this regulation didn’t
specify the religious buildings and public utilities such as: sport court, club, high reservoir, hall, antenna pole, constructions related to any technique. The value of height is specified on the regulation of land use for each zone and depends on the special characteristic of each zone, moreover it still depends on the width of road where the buildings turn to:
To specify the height, in order to arrange the balance of buildings in urban; to protect the special aspects of buildings, architecture, scenery of urban to be beautiful.
To specifying the height of buildings also depends on many technical conditions, such as: security, technical system (Electricity, water, garbage disposal):

Chapter III

9. External Appearance
This regulation is to identify the shape of structures, detail for the use of architecture appearance such as: use of the material, paint, installing the ad signs:
Specifying the external shape is in accordance with the land Use regulation of each zone, especially the preservation zone of heritage or architecture will be consistent with the specific regulation of such zone.

10. Parking Lot
This regulation specifies the parking area as compare to the residence, number of employment such as: collective buildings, private buildings, commercial buildings, public buildings and others... specifying the parking area is in accordance with the land use regulation for each zone and each type of building use

11. Open space and tree planting
Open space and tree planting consists of: public park, pond, roadside, riverbank, agricultural area in the urban, forestry area and others.
This regulation specifies to enforcing the protection of environment in the urban, rear crop, the ecology system to absorb the pollution, waste and water pollution, and air pollution caused from the city. Specifying the open space depends on the density of each zone.

2.3. Density specification

1. Land Use Coefficients (COS)
COS of land use is the number to use into the calculation for determination and comparison value related to the size, area, portion of buildings. COS is the ratio of all house area divide by the area of land, herein the total house area includes the
28

veranda, terrace which having the roof, basement, garage...

2. Land Use overs the COS as specified in a detailed urban plan
Appendix 7
II. Technical Instruction in digging and backfilling

1. Feature and form of digging and backfilling

- Digging – backfilling along the road;
- Digging – backfilling compared to the level of manhole in the village group;
- Digging – backfilling in the area where not yet constructed (there is no constructions).

2. Digging – backfilling along the road:

2.1. Digging – backfilling along the permanent road

Digging – backfilling along the permanent road shall carry out as below:

1) General digging – backfilling is approved to carry out only in the land ownership which is not in the preservation zone of the road (See figure 1)

2) The surface level of backfilled and compacted land shall not over the permanent road surface in the road edge where is the drain and soil surface paved with the concrete, block or construction material shall not over the sidewalk (pedestrian way) level (See figure 2);

3) Approved to adjust the level of the natural soil (surface) to have the similar level to a permanent road which is suitable for construction, but shall be ensured the water drainage from site to the drainage gutter at the roadside and natural gutter;

4) Backfilling for construct a gateway: shall lay the pipe according to the size and technical standard of road in order to ensure the water drainage and the width of road shall be at least than 4 meters. In case of the gateway is higher than the road surface, it shall be constructed the water drainage, manhole to avoid the water flow from the site into the road surface or overflow the surrounding land.

![Picture 1]
2.2. Digging – backfilling along the non-permanent road

Digging – backfilling along the non-permanent road apart from the item 2.1 as above, shall carry out the following condition:

1) Digging – backfilling along the non-permanent road shall coordinate with the City Plan Management Authority and others organization concerned in order to specify the new level of road surface to be improved and to be used as reference for digging – backfilling permission;

2) Considering the level of backfilling shall base on the planning of road surface level in the future and surrounding land;

3) Backfilling area shall be located out of the preservation area of the road.

3. Digging- backfilling compared to the manhole level in the village group:

Digging- backfilling compared to the level of manhole in the village group shall carry out the following:

3.1. Who has an objective for digging – backfilling in the village group shall ask the permission from city plan management authority;

3.2. Considering the height of backfilling refers to the direction of water flow in the village group and connected to the public drainage system, natural drainage, also ensure the draining from such area without water stagnant.

4. Digging-backfilling in the area where there is no constructions.

The digging-backfilling in the area where does not have any construction, such as: grass area, vacant area, and rice field, area where has the irrigation system, agriculture area, culture heritage area and others; shall inform to the city plan management area and sector concerned.
5. Prohibition for Digging-backfilling

Prohibition for digging-backfilling as follow:
1. Natural water drainage, stream, pond, wet soil area (Soil around the water), point and ancient area specified by the agency sector concerned, demarcated as the preservation areas and according to the land specification of general city plan and detailed city plan
2. Digging a huge hole, high hill which cause the risk for ecology and natural environment and society;
3. Natural soil surface has the mound (the slope) more than 50% or 45°. In case if necessity, we can adjust the surface for construction but outside the preservation area of road, not affect to the security of road (See figure 3):
4. Natural soil surface has the slope over 50% or 45°. In case if necessity, we can adjust the surface for construction but outside the preservation area of road, not affect to the security of road and no impacts to the natural environment and society (See figure 4):
5. Conducting the digging-backfilling, cement, stockpile of construction material, construction project of permanent or temporary structures in the preservation area of Road which will be obstacle or obstruct the traffic.
6. Backfilling performed previously

All land plots which dug or backfilled before approving this Regulation and higher or lower than the permanent road shall lay the gutter system to drain the water to the public gutter or natural canal without impact to the land surrounding and structure of road.

(All land plots which dug or backfilled before this regulation is approved, if the backfilled has a higher or lower level than a permanent road surface shall be lay the water drainage to the public gutter or natural canal which not caused the negative impacts to the surrounding sites and structure of the road)

7. Documentation for Digging-Backfilling Permission

Documentation for Digging-Backfilling Permission shall consist of:
1. Application for digging-backfilling, attaching the land title deed and household registry book (family book);
2. Land plan, area, community and adjacent land, scale 1/100 to 1/1000;
3. Allocation plan and cross section figure, identifying the height of surface, drainage system, public gutter and natural gutter;
4. The contract with the adjacent landowner;
5. If it is the agriculture land and other type shall have the permission for changing the land use from the agriculture sector and other sector concerned.
Construction Permit

☐ Construction/installing; ☐ Repair/ Rehabilitation; ☐ Extension; ☐ Digging/Backfilling
- In accordance to ……………………………………………………………………………………
- In accordance to ……………………………………………………………………………………

Office of Public Work and Transport, District or municipal……………………………………

Has been agreed to:

Mr…………………………………… at house No………., road…………., unit……………
village………………………….. District………………………………., Province………………
Nationality…………………………, occupation………………., workplace……………………
Type of permission……………………area/volume…………………………………………
Date of Commence …………………:to be Constructed on the land title deed no: ………
issued date…………………………. Located at road…………………………
unit…………, village…………….., district…………………, province…………………………
The objective of construction activity is ……………………………………………………………

· This permit is valid within 12 months from the date of signature and
  · In case of will not starting construction on time (the construction has not yet constructed
    according to the mentioned date in the construction permit), the project owner has to extend
    the construction permit for 6 months, if the time is over, the construction permit will be
    invalided.
  · In case of the construction has constructed but not yet completed according to the
    operation plan which is the attachment in the construction permit provided in article 8 of this
    regulation. Before proceeding the construction, the project owner shall be requested to the
    construction permit again.

· A permitted person (construction permit holder) shall be strictly performed regarding to the
  chapter VI, article 23 of the decision of Minister of Public Work and Transport regarding to
  the construction management No……./CM, date…………………..
· After the construction is completed, a permitted person (construction permit holder) shall be
  notified to the Construction Management Authority of district in order to notify Department of
  Public Work and Transport of Province or Vientiane Capital to issue the certificate of
  structures, if it’s seen the construction is in accordance to the construction permit.

………………………….., Date…………………………..

Head of Municipality       Head office of Public Works and Transport of district or municipality
Appendix 11:  
Construction inspection form  

Lao People’s Democratic Republic  
Peace Independence Democracy Unity Prosperity  

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Head Office of Public Work and Transport  
District, municipal.................................

Construction Inspection Sheet

□ Build, Construction, installing: □ Repair: □ Rehabilitation: □ Extension: □ digging and backfilling

a. Information of a permission holder:
   - Name and surname................................., date of birth.................................
   - village.................................., district................................., province.................................
   - Present address at house No.............., road............, unit..........., village..............
   - District................................., Province.................................
   - Nationality.................., occupation................................., workplace.................................

b. Information of Construction Activity
   - Construction permit No...............,. dated.........................., issued at..........................
   - Location at road............................., house No..................., unit...............,
   - village............................... District............................, Province..........................
   - Date of commence........................., Date of completion..........................

c. Inspection description

<table>
<thead>
<tr>
<th>Date of Inspection</th>
<th>1st Inspection</th>
<th>2nd Inspection</th>
<th>3rd Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project progress assessment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment of inspector</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature of the project owner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature of inspector</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

.........................., Date..........................

Head of Public Work and Transport of District or Municipal
Lao People’s Democratic Republic
Peace Independence Democracy Unity Prosperity

Department Public Work and Transport Province, Capital

Certificate of Constructions Correctness (Certificate of corrected structures)

☐ Build, Construction, installing; ☐ Repair; ☐ Rehabilitation; ☐ Extension; ☐
digging/backfilling
- In accordance to ……………………………………………………………………………………………...
- In accordance to ……………………………………………………………………………………………...
- In accordance to the application of Mr.……….., at house No……., road…….,
  unit…………., village…………., district…………., province……………………………….,
nationality…………., occupation…………., workplace…………………………
- In accordance to the inspection and certify by responsibility unit.

Department Public Works and Transport of province, capital……………………………….
Had agreed to issue the certificate of corrected structure …………………………………….
Located at the road……………………., unit…………., village…………………..
District………………………………., province……………………………………
nationality…………., occupation…………., workplace…………………………
Objective of construction activity is …………………………………………………………….
This certificate is an essential document to the structures and valid unless the structures
having repair or expire of usage.

………………………….., Date…………………………

Head of Public Work and Transport Department of Municipal
Appendix 13:
The Content of sign for construction site form

- The sign of construction level 1 should have a size at least 80 cm x 120 cm or paper size of A0 and
- The sign of construction level 2 should have a size of 120 cm x 240 cm,

With the specify detail as followings:

<table>
<thead>
<tr>
<th>Project name</th>
<th>Construction permit No., date of issued</th>
<th>Company or designer</th>
<th>Company or construction contractor</th>
<th>Consultant Company</th>
<th>Date of commence, Date of completion</th>
</tr>
</thead>
</table>