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**ABIA STATE MINISTRY OF WORKS**

**STATE SECRETARIAT, UMUAHIA Tel**……

**APPLICATION PROCESS AND GUIDELINES FOR OBTAINING APPROVAL FOR RIGHT OF WAY (ROW)**

**These Process and Guidelines are issued**:

1. In accordance with and towards actualization of the provisions of the Abia State Executive Order on Right of Way (ROW) issued by His Excellency, Dr Alex Chioma Otti, Executive Governor of Abia State.

2 In keeping with mandate of the Ministry of Works, the Ministry is authorized to issue permits for use of Right of Way to all requesting entities.

Further to the above and consistent with the applicable laws in that regard, including the provisions of the Interpretation Act, the Land Use Act, the Nigeria Communication, and other relevant enactments, all entities seeking to obtain a Right of Way Permit are required to apply through the following process:

**Step 1**: **Submit Your application**:

The Applicant will submit a letter of application addressed to: The Hon. Commissioner for Works, Abia State Secretariat, Umuahia, Abia State

The application should be supported with the following information:

I. Current Company address and valid Telephone details of contact person

II. The subject of the application should clearly state, ‘Application for Right of Way’

iii. Proof of Tax Identification Number

iv.. Indicate location/area of interest for installation

**STEP 2: Submit copies of all required documents**.

The applying entity shall gather and submit photocopies of the following documents: a Certificate of Incorporation of the company

b. Certified True Copy (CTC) of Article & Memorandum of Association

c. Certified True Copies (CTC) of form CO7(List of company Directors)

d. Tax Clearance certificate or evidence of Current Tax clearance certificate

Certificates of qualified technical staff (where applicable)

e. Project proposal including the line survey, route diagram, scope of work, detailed work plan, evidence of funding

f. Portfolio of prior infrastructure deployment

g. Approved Environmental Management Plan from Abia State Environmental protection Agency. Ministry of Environment

h. Evidence of payment of all charges/fees

**Step 3: Payment of fees**:

1. Right of Way charge at One hundred and forty-five naira(N145) per linear meter
2. Payment of sum of One hundred naira (N100) per meter square (m2) for other installations such as street cabinets intended to house the technical installation for serving subscribers
3. In the course of trenching and thrust boring, if any utility is damaged, the applicant will pay fifty thousand naira (N50,000.00) for each day the damage lasts
4. Inspection of proposed routes shall attract a fee of N300,000 per day to cover cost of logistics
5. All payments shall be made through the State TSA Account, (Access Bank-0006194075) available in all commercial banks nationwide.

The Ministry shall coordinate inspection of proposed routes, study of route Diagram and distance to be covered including re-assessment of the project proposal, site survey, Risk assessment and occupational health and safety plans in association with Ministry of Lands and Housing, and Ministry of Environment;

**Step 4:**

Successful applicants are notified via phone or text to visit the Ministry of Works office for collection of ROW permit at the corporate office stated below.

**Time frame**

The time frame to process the application shall be Twenty (20) working days for applications that meet the minimum requirements

For more information, inquiries or complaints, please, contact us via email….. or phone 080………, or come to the corporate office at Abia State Secretariat……….

…sign……………………

Commissioner name

Ministry of Works