

BOUNDARY DISPUTE REPORTING FORM

(Prepared in accordance with the Lands Act, Cap. 184 and Urban and Regional Planning Act No. 3 of 2015)

Jurisdiction: Republic of Zambia

Document Type: Legal Intake – Boundary Dispute

PURPOSE OF THIS FORM

To collect factual and documentary details regarding a land boundary dispute for legal review, resolution, or possible litigation. This includes physical location, neighbouring history, documentation status, and extent of encroachment or conflict.

SECTION A: CLIENT DETAILS

Full Name / Entity Name: _____

NRC / Company Registration No.: _____

Address: _____

Phone Number: _____

Email: _____

Client Type: ☐ Individual ☐ Company ☐ Cooperative ☐ NGO ☐ Estate

SECTION B: LAND PARCEL DETAILS

Plot / Farm / Stand Number (if known): _____

Location (Town/Village/Chiefdom): _____

Province / District / Ward: _____

Land Type: ☐ Customary Land ☐ State Land ☐ Leasehold

Size (Hectares / Square Metres): _____

Acquisition Method: ☐ Inherited ☐ Purchased ☐ Allocated by Chief/Council

☐ Other: _____

Year of Possession: _____

SECTION C: NATURE OF THE BOUNDARY DISPUTE

Please tick all applicable boxes and provide details below:

☐ Encroachment by neighbour

☐ Boundary not physically marked

☐ Dispute over survey beacon placement

☐ Conflicting survey diagrams

☐ Structure built across boundary

☐ Dual allocation by local authority/traditional leadership

☐ Other: _____

Briefly describe how the dispute began and its current status:

SECTION D: NEIGHBOUR / ADVERSARY DETAILS

Name (if known): _____

Plot/Stand Number (if different): _____

NRC / Contact Info (if known): _____

Known Relationship with Client: ☐ Adjacent Owner ☐ Tenant ☐ Squatter ☐ Unknown

Have there been previous attempts to resolve the issue?

☐ Yes ☐ No

If yes, provide details:

SECTION E: DOCUMENTS ATTACHED

- ☐ Title Deed or Offer Letter
- ☐ Site Plan or Survey Diagram
- ☐ Receipts or Council Payment Slips
- ☐ Written Complaints or Notices Served
- ☐ Correspondence with Local Authority / Chief
- ☐ Witness Statements (if any)
- ☐ Photos of disputed boundary or encroachment
- ☐ Other (please specify): _____

SECTION F: RELIEF / ACTION REQUESTED

- ☐ Demarcation and survey confirmation
- ☐ Cease-and-desist order
- ☐ Eviction / removal of structure
- ☐ Certificate of title rectification
- ☐ Dispute mediation / arbitration
- ☐ Court action
- ☐ Other: _____

SECTION G: GOVERNING LAW AND LEGAL BASIS

Disputes of this nature are governed by the following laws and guidelines:

- Lands Act, Cap. 184
 - Land and Deeds Registry Act, Cap. 185
 - Urban and Regional Planning Act No. 3 of 2015
 - Customary Land Administration Guidelines (2023)
 - Constitution of Zambia (Articles 255–257)
 - Penal Code, Cap. 87 (for trespass or criminal misrepresentation of land claims)
 - Local Government Act No. 2 of 2019
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SECTION H: CLIENT DECLARATION

I, the undersigned, declare that the information and documentation submitted in this form are accurate to the best of my knowledge. I understand that further investigations may be undertaken by the legal office and relevant government or traditional institutions.

I consent to my information being used strictly for legal analysis, dispute resolution, or proceedings in accordance with the applicable laws of Zambia.

Client Signature: _____

Date: _____

SECTION I: LEGAL OFFICE USE ONLY

Reviewed by: _____

Position / Legal Practitioner: _____

Date Received: _____

Case Reference Number: _____

Recommended Action:

- ☐ Conduct site visit
- ☐ Lodge complaint with Planning Authority
- ☐ Write demand or warning letter
- ☐ Seek Land Surveyor's input
- ☐ Recommend court filing
- ☐ Refer to Chief / Lands Tribunal

Practitioner Signature: _____

Date: _____

Official Firm Stamp (if applicable): _____