KEBBI STATE URBAN DEVELOPMENT AUTHORITY (KUDA)

Updated Guideline for Obtaining a Road Closure Permit

In pursuant of the provisions of the Kebbi State Urban Development Authority Edict No.2,1991 and Administration and Collection of Revenue Due to the State Government and Local Government Council (Amendment) Law, 2023.

Step 1: Submit an Application

1. **Write a Formal Application**:
    - Address the application to the **Executive Director, Kebbi State Urban Development Authority(KUDA)**.
    - Clearly state the purpose of the road closure (e.g., public event, construction).
    - Include details such as:
        - Date, time, and duration of the road closure.
        - Specific road(s) or area(s) to be closed.
        - Expected number of attendees or project scope.

    Attach a detailed map or sketch of the affected area.
2. **Supporting Documents**:
    - Event plan (for public events).
    - Construction or project details (for construction activities).

    Traffic management plan, including alternative routes.
3. **Submission Method**:
    - Submit the application in person to the KUDA headquarters at the **at Haliru Abdu Road Near Kofa Sabuwa Birnin Kebbi**
    - Alternatively, send the application via the official KUDA email address.
4. **Timeline**:
    - Application acknowledgment is provided within **2 working days** of submission.

Step 2: Pay Applicable Fees

1. **Fee Structure**:
    - Application processing fee: **₦30,000**.

- Inspection fee (if applicable): **₦20,000**.
- Security deposit (refundable): **₦50,000** (to cover damages or cleanup costs, if required).

2. **Payment Method**:
    - Payments can be made at designated banks or through the Kebbi State TSA portal:https://login.remita.net/remita/onepage/G0000308016/biller.spa
3. **Proof of Payment**:
    - Submit the payment receipt at the **KUDA headquarters at the at Haliru Abdu Road Near Kofa Sabuwa Birnin Kebbi**
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4. **Timeline**:
    - Payment processing and confirmation take **2 working days**.

Step 3: Inspection and Review

1. **Site Inspection**:
    - KUDA officials will schedule an inspection of the proposed road closure site to:
        - Assess the impact on traffic and public safety. ■ Review alternative routes and signage plans.
2. **Coordination with Other Agencies**:
    - KUDA will liaise with the **State Police Command** for approval.
3. **Timeline**:
    - Inspection and coordination are conducted within **5 working days** of payment confirmation.

Step 4: Approval and Issuance of Permit

1. **Review of Application and Inspection Report**:
    - KUDA reviews the application and inspection report to determine approval.
2. **Issuance of Permit**:
    - If approved, a formal **Road Closure Permit** is issued.
    - The permit will include specific terms and conditions, such as:
        - Duration of the closure.
        - Approved alternative routes.
        - Requirements for public notification.
3. **Timeline**:
    - Permit is issued within **3 working days** of inspection.
4. **Rejection of Application**:
    - If the application is rejected, KUDA provides written feedback outlining the reasons for rejection and any steps needed for reapplication.

Step 5: Notify the Public

1. **Public Announcement**:
    - The applicant must notify the public of the road closure through:
        - Local radio and television stations.
        - Public notices and signage at strategic locations.
2. **Timeline**:
    - Public notification must be completed at least **3 days before the road closure**.

For more information, enquiry, or complaints please contact KUDA Customer Service desk at Haliru Abdu Road,Near Kofa Sabuwa Round about, Birnin Kebbi between 8:00 AM and 4PM (Monday–Friday, excluding public holidays) or contact us at grmkuda@gmail.com or +234-7043926894

Signed

General Manager

Kebbi State Urban Development Authority

March, 2026