



Kenya National Highways Authority

Quality Highways, Better Connections

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Guideline for Roadside Development Control/Way Leave Online Applications

The following Services are available online regarding the use of KeNHA Road reserve to install the underlisted.

- Directional Signages
- Access Road
- Utility Lines (Communication, Power, Water and Sewer lines)

Prerequisites

- Ensure you have registered online
- Confirm KeNHA Region/Corridor and the Road (S) where your installations will be placed by inquiring in the nearest KeNHA Office.
- If you several installations, kindly apply them separately in the respective KeNHA Region/Corridors.
- Coordinates of the installations in the format specified.

Required documents/attachments as per nature of your application

Access Road	
Required attachments	Format
1 Detailed Engineering Design	AutoCAD,dwg,dxf
2 Certified Copy of Title deed/Proof of Ownership	pdf
3 Survey Plan from Survey of Kenya	pdf
4 Layout Plan (Geo-Referenced)	AutoCAD,dwg,dxf
Directional Signages	
1 Detailed Engineering Design	AutoCAD,dwg,dxf
2 Layout Plan (Geo-Referenced)	AutoCAD,dwg,dxf
Utility Lines-Communication, Power, Water & Sewer	
1 Detailed Engineering Design	AutoCAD,dwg,dxf
2 Layout Plan (Geo-Referenced)	AutoCAD,dwg,dxf
3 List of coordinates	Excel, csv

Registration and Application

1. Visit the KeNHA website: **WWW.KENHA.CO.KE**
2. Select **HOME** on the dashboard and click on **ONLINE SERVICES** and select **PERMIT PORTAL**
3. Register as a new member or Log in using an existing account.
4. At the dashboard after logging in, depending on your application select either Directional Signages, Access Road or utility Lines then click on new to create your application.

5. Select appropriate Region /Corridor, Road(s), follow the detailed steps in the system and key in the details in the format specified and save.
6. Select appropriate Region /Corridor, Road(s), follow the detailed steps in the system and key in the details in the format specified and save.
7. Attach the required documents and click attach and wait for the system to upload.
8. Upon successful upload click on 'Submit', your application status changes to 'Applied', End of Application process.
9. After your application has been vetted the respective KeNHA Region/Corridor will contact you to schedule a field visit to confirm the details of your application.
10. Follow up the status of your application through your created account on the portal by checking the 'Applied', 'Verified', 'Approved', 'Paid Pending Confirmation' and 'Awaiting Approval Letter'.
11. . After the application has been approved, you will get the payment advice with which you can make payment using the details specified therein.
12. You will be contacted by KeNHA Region/Corridor office when your approval letter is ready.

Detailed Application Steps

I. Directional Signages

Step1 -Click New

DIRECTIONAL SIGNAGES

NEW

Draft
Applied
Verified
Approved
Paid Pending Confirmation
Awaiting Approval

Show

10

entries

Application No.	Applicant Name	Service Description
↓		↑

Step2-Select KeNHA Region/Corridor

Create

--Select Region/Corridor--

Next>>

[Back to List](#)

Step3 -Key in details specified in the form

Application Items

Application No: RR-0000003

Add Item

Length (M) Width (M) Location/Town --select Road-- Coordinates (UTM Arc1960)

Item #	Length	Width	Place Name	Cooridates (UTM Arc1960)	Road
Back <input type="button" value="Attachments>>"/>					

Step4-Click Add to save ,if you have another signage click add

Application Items

Application No: RR-0000003

Add Item

Length (M) Width (M) Location/Town --select Road-- Coordinates (UTM Arc1960)

Item #	Length	Width	Place Name	Cooridates (UTM Arc1960)	Road	
1	2	2	KISUUMU	22222	Lokichar-Nadapal	Delete
Back <input type="button" value="Attachments>>"/>						

Step4-Attach, then wait for the system to upload and click submit. -End

Attachments For Application No. RR-0000003

Note:
Please Attach The Documents as listed (Format .PDF,.JPEG, PNG)

AttachmentName	
Detailed Engineering Design	Delete
Layout Plan (Geo Referenced)	Delete

End of application process for Directional Signages*

II. Access Road

Step1 -Click New

Access Road Applications

NEW

Draft Applied Verified Approved Paid Pending Confirmation Awaiting Approval Letter Signed Approval Letters

Step2- Select Region/Corridor, Road and Key other details specified in the form

Apply for Access Road Permit

-Select Region-

Road

Location

CoOrdinates(UTM Arc 1960)

Plot LR No.

Work Description
Type your comment...

Step3-Attach, then wait for the system to upload and click submit.

Attachments For Application No. AR-0000002

Note:
Please Attach The Documents as listed (Format .PDF, .JPEG, .PNG)

AttachmentName	
Certified Copy of Title Deed	Delete
Survey Plan from Survey of Kenya	Delete
Detailed Engineering Design	Delete
Layout Plan (Geo Referenced)	Delete

Attach Submit

*****End of application process for Access Road*****

III. Utility-Example Communication Lines

There are **three options** where a utility line can be placed on the road reserve namely

- 1: Across underground the Road
- 2: Along the Road
- 3: Across but Overhead the Road

Step1 -Click New

COMMUNICATION LINES

[NEW](#)

[Draft](#)
[Applied](#)
[Verified](#)
[Approved](#)
[Paid Pending Confirmation](#)
[Awaiting Approval Letter](#)
[Signed Approval Letters](#)

Show entries

Ref No	Region	Name	Application Status	Amount	Balance	Renewal D
No data available in table						

Step2 -Select Region/Corridor

Apply for Wayleave Permit

--Select Region--

[Next>>](#)

[Back to List](#)

Step3 -Select appropriate option the click next and key in the details

Add Application Item for Application No WL-0000001

Add Item

Lokichar-Nadapal

Across the Road (Underground)
 Along the Road/Across (Overhead)

[Next](#)

Application Items [Add Item](#)

Description	Road	Number of Lanes	Length (M)	Diameter (M)	Across The Road?	OverHead?
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Option 1: Across Road Underground-Key details and save:

Across the Road-Underground-This is where the utility is placed under the Road

Add Application Item for Application No WL-0000001

Add Item Across the Road

Start Co Ords End Co Ords No Of Lanes Diameter (M)

Application Items Add Item

Description	Road	Number of Lanes	Length (M)	Diameter (M)	Across The Road?	OverHead?

Option 2: Along the Road Key details and save

Along the Road- This is where the utility is placed along the Road

Add Application Item for Application No WL-0000001

Add Item Along the Road/Across but Overhead

Start Co Ords End Co Ords Length (M) Across but Overhead

Option 3: Across the Road but Overhead Key details, tick the checkbox and save

Across Overhead -This is where the utility is crossing the Road overhead

Add Application Item for Application No WL-0000001

Add Item Along the Road/Across but Overhead

a b 800 Across but Overhead

Step4-Attach, then wait for the system to upload and click submit.

Attachments For Application No. WL-0000001

Note:
Please Attach The Documents as listed (Format .PDF, .JPEG, .PNG)

AttachmentName	
Layout Plan (Geo Referenced) *	<input type="button" value="Choose File"/> No file chosen
Detailed Engineering Design *	<input type="button" value="Choose File"/> No file chosen
List of Coordinates	<input type="button" value="Delete"/>

*****End of application process for Utility Lines-The same process applies for application of Power, Water and Sewer lines*****

For any inquiries contact us at kenhapermits@kenha.co.ke