**Checklist for submission of PDPs & to NPPB for Consideration.**

1. Atleast 3 hard copies & 1 Soft Copy of the PDPs & Reports. Soft copy should have shape files & PDF formats.
2. An accompanying letter from the submitting entity/ local government for submission of the PDPs to the NPPB clearly showing council’s approval minute.
3. Extract from the Uganda gazette showing that the PDPs were deposited.
4. Evidence of Payment of PDP submission fee by the respective local governments
5. List of submissions received during PDP deposition & action taken
6. Technical brief for the items to be considered
7. Names of the technical officer/s who supervised the preparation of the PDPs (where Ministry is involved in the supervision)