

LAUTOKA CITY COUNCIL

CHECK LIST FOR SUBMISSION OF BUILDING APPLICATION

B/F

S/N.....

Name of Applicant:

Particulars of Application:

Pre-requisite for submission of application.

(Applicants/ consultants may seek pre-consultation meeting prior to submission of building application)

A.	Registered Lease Document or Certificate of Title	
B.	Registered Survey Plan	
C.	Council's application form with all relevant details filled.	
D.	Statutory Declaration for Building Application Development Value of Works – (Form Attached) 1. Form to be filled by the owner or consultant and Statutory Declaration signed before the Justice of the Peace, Barrister and Solicitor of the High Court, or other person authorized by law to take statutory declarations or 2. Provide Registered Quantity Surveyors Report (Bill of Quantities) with true value of proposed works and signed Statutory Declaration by owner or consultant as in No.1 above.	
E.	Contents of Building Plans	TICK
1.	Locality plan.	
2.	Site and Drainage plan (i) Correct boundary dimensions, reserves, building line restriction, high water mark etc. (ii) Yard clearances according to Town Planning Scheme - General Provision (iii) Show all existing development on site.	
3.	Topography - land formation sections	
4.	On site car parking layout and loading /unloading bay.	
5.	Check plot ratio	
6.	Structural calculation for buildings 2 or more storey in height	
7.	Structural certification of plans and Design Certificate from consultant engineers.	
8.	Structural calculation and Design Certificate for retaining wall 1.5m above ground level	
9.	Retaining wall footing to be cast 200mm below council's invert drain and 300mm setback from the edge of the drain.	
10.	Plan submission in city boundary (i) 2 sets of plans and specifications (ii) 3 sets of complete application to be provided in case of application that has to be referred to Department Town & Country Planning for consideration.	
11.	Plan submission in extended rural boundary (i) 3 sets of plans and specifications (ii) 3 sets of plans for outline building application	
12.	Geotechnical Investigation Report for proposal exceeding two storey in height and for any major development.	
F.	Other Stakeholder's Consent/ Approvals	
1.	Consent for development from Land lord	
2.	Water Authority of Fiji's consent in case of development over sewer easement.	
3.	Commercial, Industrial, Civic and Tourism Developments – certification of plans by Ministry Employment, Productivity and Industrial Relations – National Occupational Health & Safety Services and National Fire Authority and furnish with letter/certificate of prior approvals.	
4.	Multi-unit residential development – certification of plans by National Fire Authority and furnish with certificate of prior approval.	
5.	Review of Application by Energy Fiji Limited for assessment of project in vicinity of power lines and also for loading demand in supply of power for Industrial & Commercial Developments.	

Checked by: (Applicant / Authorized Agent)

Signature: Date:

For Council's Official Use Only

Rates Department

Statutory Declaration for Building Application Development Value of Works

The Building

Street address of building:

The owner

Name of owner:

Address:

Phone number:

Email address:

The Consultant

Name of Consultant:

Address of Registered Business:

Phone number:

Email address:

Complete the following section in this form that will be attached to an application for a building consent and is accompanied by its plans and specifications containing design work that is within the requirements of the Town Planning Act (1978), General Provisions (1999), National Building Code of Fiji 2004 part of Public Health Act and any other regulations.

This is addition to the requirements that need to be submitted with the Fourth Schedule of the Town Planning Act (1978) whilst making application at the Council.

Works Part of the Building and Specifications	Description	Reference to pages on the plans and specifications	Cost	
			Material	Labour
<i>[Tick for applicable]</i>	<i>[If appropriate, provide details of additional building work e.g. Multi Storeys on a Separate Page]</i>	<i>[If appropriate, specify references]</i>		
Primary structure				
Foundations () including footings, tie beams				
Flooring including () floor finishes				
Internal and () External Walls including Finishes				
Roof including () framing, insulations Cladding, etc.				
Building Frame () (Columns and beams)				
Windows and Doors Including Frames, Glass, Flyscreen, Shutters/Grills ,etc				
Ceiling Works including framing, boarding and Finishes				
Steps, Decks, Balconies, Patio/Verandah, Pergola, ballustrades etc.				
Other additional () items as per plan				
Sub-Total 1				
Building Services				
Plumbing Works () including Stormwater, Wastewater Internal and				

External Plumbing Works including ancillary structures				
Electrical Works () including reticulation, wiring, lighting, PowerPoints, etc.				
Mechanical Works () including AC's Heating Units, Ducting, etc.				
Other ()				
Sub-Total 2				
External Site Works				
Site Preparation () including Earthworks				
Fencing including () any retention structures, Gates				
Paving Works () Including Driveway, Walkway				
Stormwater works () including drains				
Others ()				
Sub-Total 3				
Statutory Services				
NFA Fees ()				
EFL Fees for () connections and Temporary services				
WAF Fees for () connections and Temporary services				

Others ()				
Sub-Total 4				
Total			Material	Labour
Grand Total				

Note:

1. Continue on another page if necessary with additional items
2. For areas such as services whereby costing may not be appropriated initially the applicants need to furnish the respective receipts from the Statutory Bodies during completion.

Statutory declaration by Owner

I,

[*name, place of abode, and occupation*]

Solemnly and sincerely declare that the statements contained in this form are true. And I make this solemn declaration carefully believing the same to be true and by virtue of the Oaths Act 1964.

Declared at	[<i>place, date</i>]
Before me	[<i>Justice of the Peace, barrister and solicitor of the High Court, or other person authorised by law to take statutory declarations*</i>]
Signature:	

**Select one.*

Statutory declaration by Consultant

I,

[*name, place of abode, and occupation*]

Solemnly and sincerely declare that the statements contained in this form are true. And I make this solemn declaration carefully believing the same to be true and by virtue of the Oaths Act 1964.

Declared at	[<i>place, date</i>]
Before me	[<i>Justice of the Peace, barrister and solicitor of the High Court, or other person authorised by law to take statutory declarations*</i>]
Signature:	

**Select one.*

Building File No. (B/F)

Serial No. (S/N)

LAUTOKA CITY COUNCIL

SCHEDULE A (CLAUSE 2)

APPLICATION FOR PERMISSION TO BUILD, ALTER OR REPAIR A BUILDING

Application for approval of plans and specifications hereby submitted in respect of the building hereunder described:

Name of Owner Address:

Name of Builder Address:

Street Section Lot
(Location of Proposed Building)

Certificate of Title No.....

Class of Building

(New dwelling, addition, etc.)

Number and Particulars of Rooms and offices.....

.....

Value of Proposed Work \$.....

State here whether the Materials to be used are new or second-hand

..... Building Fee \$

..... Vat \$

Total \$ Receipt No..... Date:

A complete block plan showing size of allotment and proportion of same to be occupied by proposed building is shown on separate drawing.

I declare that to the best of my knowledge and belief, the foregoing particulars are correct in every detail and that if this application is approved, the Building will be erected in strict conformity with the plan and specification submitted in accordance with regulations and requirements of the Council.

Date:

Signature of Applicant/Authorised Agent

Report on Application

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.....

FOR SCHEDULE OF FEES, SEE BACK OF FORM

For all works including repair and alterations value of work as determined by the Building Surveyor

			Fee	Plus 9% Vat
Not Exceeding	200		3.20	3.50
Exceeding	200 but not exceeding	400	4.00	4.40
"	400	"	6.00	6.55
"	600	"	8.00	8.75
"	800	"	12.00	10.90
"	1200	"	16.00	13.10
"	1600	"	20.00	17.45
"	2000	"	24.00	21.80
"	2400	"	30.00	28.35
"	3000	"	40.00	34.90
"	4000	"	60.00	43.60
"	6000	"	80.00	52.35
"	8000	"	100.00	61.05
"	10000	"	150.00	74.15
"	15000	"	200.00	87.20
"	20000	"	200.00	87.20

1. For every \$1000 part thereof in excess of \$20,000.00 2.00 2.20
2. Where a permit lapses under para (2) of Regulation 12 and a renewal is required a fee of shall be payable 2.00 2.20
3. The fee payable for the examination of preliminary plans and specifications of any building fee shall be 16.00 17.45
4. In any case where damages to a street may be caused by Building operation, a deposit of shall be refunded in full when the certificate of completion for the building is issued provided any damaged caused to the street has been repaired to the satisfaction of the council. 160.00 174.40
5. The fee for examining and approving additional copies of Plans and specifications after the issue of a Building Permit 3.20/set 3.50/set
6. The fee for examining an amended drawing after the issue of a Building Permit shall be minimum of 3.20 3.50
7. The following inspection fee shall be payable
 - (a) for any inspection required in the case of proposed structural alterations before drawing and other documents are submitted for approval, the fee shall be 16.00 17.45
 - (b) for inspecting old or second hand building materials before Re-using the same in a new building, the fee shall be 16.00 17.45
8. The fee for searching drawings and other documents after a Certificate of Completion has been issued shall be 3.20 3.50

Every person who shall erect a building shall provide the following:-

1. All boundary pegs are to be located prior to commencement of any works on site.
2. All habitable rooms to have a minimum of 7.80 square metre floor area with a minimum of 23.77 cubic metre space.
3. All kitchen floor to be a minimum of 4.6 square metre floor area with a minimum of 11.32 cubic metre space.
4. All building to have a minimum head height of 2.40 metre.
5. All steel reinforcement are to be inspected and certified by the Director Building Services before being covered or concreted and some of the items are as listed below (delete whichever is not applicable)
 - a) Structure
Piling works, pads, columns, the beams, wall footing etc.
 - b) Superstructure
Slab, columns, internal and external beams, suspended slabs, stairs, roof framing, timber, floor framing, timber wall framing, cantilever framing, portal framing, portal encasing, driveway slabs, drain crossing, drainage works etc.
 - c) Boundary Fence & Retaining Wall
6. The following minimum cover are to be provided in the form of concrete cube or plastic/steel chairs unless specified in plans:
 - Sub-structure - 75mm minimum
 - Superstructure - ground slab - 75mm, ground tie beams - 75mm, column 40mm, suspended slab 20mm from bottom steel and 20mm from top steel minimum.

Building File No. (B/F)

Serial No. (S/N)

LAUTOKA CITY COUNCIL

TOWN PLANNING SCHEME

APPLICATION FOR DEVELOPMENT PERMISSION

Applicant's Copy

To the Lautoka City Council being an application for permission to undertake the development described in this application and more particularly shown on the attached plans and specifications.

Applicant's Name: _____

Agent (if any) _____

Postal Address: _____

Title or lease number: _____

(If Lease state whether Crown, Native or Freehold.
If freehold title, State plan and lot number)

Applicant's Interest in Site _____

(Owner, lessee, licensee, prospective, purchaser)

Survey Plan and Lot Number _____ Area of Site _____

State the Purpose of the Development _____

(e.g. Detached Dwelling, Flats, Shops with Flats, Service Stations, Bulk Store
Library, Advertising, Hoarding etc. etc. etc.)

Name and Occupation of Proposed Occupant _____

Applicant's Signature/Authorized Agent

Date

NOTES FOR GUIDANCE OF APPLICANTS

No person shall execute or permit any Development without first obtaining permission in writing in that behalf from the Lautoka City Council (ref. Provision 2, General Provisions).

Development in relation to any site, land or building means by any building operations, rebuilding operations, alterations of, addition to, or structural repair to any building, accessory building or structure over five feet in height whether such building, accessory building or structure is permanent, moveable and includes the removal of any building, accessory building or structure from one position on a site to another position on the same site, and includes the off-street storage of any discussed mechanically propelled vehicle, the subdivision of any land, any earthwork involving the use of powered machinery, the formation, laying out or widening of any street or means of vehicle access to any street, any use or change of use of any land, site, building or structure either wholly or in part which is materially different from the purpose for the land, site, building accessory building or structure was last being used.

Development Permission granted on this form is Town Planning Approval does not limit the enforcement of any powers available to the Lautoka City Council for the regulation of building construction or the application of health safe guards under the Public Health Building Regulations, Cap. 111, 1985.

This form may be used to submit an Outline Application for Approval in Principle by inserting the word "OUTLINE" before the word "APPLICATION" in the heading to the form.

Two copies of building plans, specifications and the site diagrams showing all existing and proposed buildings on site must accompany this application.

Building File No. (B/F)

Serial No. (S/N)

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"	3000	" 4000	32.00	34.90
"	4000	" 6000	40.00	43.60
"	6000	" 8000	48.00	52.35
"	8000	" 10000	56.00	61.05
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"	15000	" 20000	80.00	87.20
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Survey Plan and Lot Number _____ Area of Site _____

State the Purpose of the Development _____

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Library, Advertising Hoarding etc. etc. etc.)

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