

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

DEPARTMENT OF TOWN & COUNTRY PLANNING

Development Application Fees & Charges

The schedule of fees under *Town Planning Act* is based on the value of the proposed development. These fees apply to applications made to the Department of Town and Country Planning, and to those referred to the Department by a local authority. All fees are VAT inclusive, and are subject to change. Fees shown are current ~~Nov 2017~~ Nov 2016. *Nov 2017* Note that Salva and Lautoka City Councils set their own fees for development applications to be assessed by those authorities.

Examination of Building Plans

VALUE OF DEVELOPMENT	NEW VIP AMT-2016
Not exceeding \$50,000	\$ 21.32
\$50,000 - \$100,000	\$ 73.64
\$100,000 - \$200,000	\$ 109.48
\$200,000 - \$300,000	\$ 146.30
\$300,000 - \$400,000	\$ 183.12
\$400,000 - \$500,000	\$ 219.94
\$500,000 - \$600,000	\$ 256.76
\$600,000 - \$700,000	\$ 292.60
\$700,000 - \$800,000	\$ 329.42
\$800,000 - \$900,000	\$ 366.24
\$900,000 - \$1,000,000	\$ 403.06
\$ 1,000,000 - \$5,000,000	\$ 525.14
\$5,000,000 - \$10,000,000	\$ 1,937.78
Exceeding \$ 10,000,000	\$ 3,875.56

Examination of Outline Application

VALUE OF DEVELOPMENT	NEW VIP AMT-2016
Not exceeding \$50,000	\$ 10.66
\$50,000 - \$100,000	\$ 36.82
\$100,000 - \$200,000	\$ 55.23
\$200,000 - \$300,000	\$ 73.64
\$300,000 - \$400,000	\$ 92.04
\$400,000 - \$500,000	\$ 109.48
\$500,000 - \$600,000	\$ 127.89
\$600,000 - \$700,000	\$ 146.30
\$700,000 - \$800,000	\$ 164.71
\$800,000 - \$900,000	\$ 183.12
\$900,000 - \$1,000,000	\$ 201.53
\$1,000,000 - \$5,000,000	\$ 262.57
\$5,000,000 - \$10,000,000	\$ 968.89
Exceeding \$10,000,000	\$ 1,937.78

Renewal of Development Permission fee \$14.53

General Fees & Charges

Conditional Development fee of \$73.64 for any application for development that is 'conditional development' under the General Provisions of *Town Planning Act* or of any approved Town Planning Scheme.

Relaxation of Provisions fee of \$183.12 for any application seeking a major relaxation or dispensation under Provision 7 of an approved General Provisions.

Building (development) plan search fee \$14.53

Subdivision Application Fees & Charges

The fee schedule for subdivision applications is based on the scale of subdivision proposed. Subdivision application fees are the same, whether an application is made under *Town Planning Act*, *Subdivision of Land Act*, or the *General Order*.

Extension of Subdivision Validity

An application to extend the validity of a subdivision approval may be made for fee of \$15.50, provided development work is already in progress on the site. If no work has commenced, full fees (as listed above) are payable.

Examination of Subdivision Scheme plan

Basic fee \$99.80 PLUS the following charges based on the size of the

NUMBER OF LOTS	NEW VIP AMT-2016
Up to 20 lots	\$ 7.75 per lot
More than 20 lots	\$254.82 PLUS \$3.88 per lot in excess of 20 lots
Per Lot	\$ 3.88
Bank Fee	\$ 99.80
Renewal of Subdivision	\$15.50

Lots for open space reserve, road or public utilities are not included in the lot count above.

Examination of Engineering Plans

Basic fee \$65.88 PLUS the following charges based on the value of work:

VALUE OF WORK	NEW VIP AMT-2016
\$2000 - \$5000	\$ 32.94
\$5,000-\$10,000	\$ 65.88
\$10,000-\$15,000	\$ 131.77
\$15,000 - \$20,000	\$164.71
Exceeding \$20,000	\$164.71 PLUS \$7.75 for every \$1000 [or part thereof] in excess of \$20,000 value

Rezoning Application Fees & Charges

Fees for consideration of rezoning applications under *Town Planning Act* depend on the nature of the change proposed. *Consideration of Rezoning*

NATURE OF RE ZONING	NEW VIP AMT-2016
Rural (or agricultural) to Residential	\$ 92.04
Rural (agricultural) to Commercial	\$ 183.12
Rural (agricultural) to Industrial	\$ 183.12
Residential to Commercial	\$ 183.12
Residential to Industrial	\$ 183.12
Commercial to Residential	\$ 109.48
Industrial to Residential	\$ 109.48
For tourist resort development	\$ 366.24
Any other rezoning	\$ 72.67

Renewal fees for rezoning are the same

'Other' Application Fees & Charges

A fee of \$72.67 applies for any application included in a category not elsewhere stated.

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

*Select one.

TOWN PLANNING ACT
(CHAPTER 132)

APPLICATION FOR DEVELOPMENT PERMISSION
(Section 7)

To the Local Authority, 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 state Plan and Lot number)

APPLICANT'S INTEREST IN SITE
(e.g. owner, lessee, licensee, prospective purchaser)

IF LEASE STATE NATURE OF TENANCY
(e.g. Residential, Commercial, Industrial, Agricultural)

PLAN AND LOT NUMBER **AREA OF SITE**
(where applicable)

STATE THE PURPOSE OF THE DEVELOPMENT
.....
(e.g. Detached dwelling, Residential building, Shop, Shop with residential accommodation, Replacement
of dilapidated building, Service station, Advertising hoarding, etc.)

NAME AND OCCUPATION OF THE PROPOSED OCCUPANT.....
.....

.....
Applicant's Signature *Date*

Development permission is granted subject to the following conditions:

Approved Director of Town and Country Planning.

Approved Local Authority
.....
.....

[Three copies of this form must be filled in]

1. Three copies of general plans and elevations must accompany this application. It is unnecessary for applicants to submit more than TWO copies of specifications and detailed structural drawings.
2. Applicants are required to submit three correct-to-scale oriented site diagrams showing existing and proposed buildings and their existing and proposed uses. Boundary measurements, area and title numbers must be given on site diagrams. (Omissions and inaccuracies will necessitate the return of plans).
3. Where the application is an "Outline Application" seeking Development Permission Approval in principle the word **OUTLINE** is to be inserted before the word **APPLICATION** in the second line of the heading to this form.
4. Applicants are required under section 5 Cap. 109 to obtain Development Permission of the Director of Town & Country Planning (endorsed by the Local Authority), as provided for on this form before undertaking any building operations or re-building operations including the making alteration, addition, or structural repair to any building the display of advertisements on any part of a building, hoarding or site not previously used for that purpose the formation laying out or material widening of a street or a means of vehicular access thereto, and any use of land or buildings, either wholly or in part, which is materially different from the use for which the land or building was last being used. (Refer to Reg. 5 and Schedules 1 and 2 Town Planning Regulations 1960 for details of Development permitted without the need to obtain "Development Permission" on this form).

Local Authority's File Ref.

Town Planning Office Ref.

Town Planning Office Grid Ref.

LOCAL AUTHORITY'S COMMENTS

(To be recorded on two forms only)

UDH 511

**APPLICATION FOR PERMISSION TO ERECT, ALTER, RE-BUILD
ADD TO OR REPAIR A BUILDING**

Sanitary district of _____ Application No. _____

Name and address of owner _____

Name and address of builder _____

Location of building or proposed building: Street _____

Section _____ Lot _____

Class of building (house, shop or other building) _____

Number and particulars of rooms and offices (giving dimensions) _____

Value of building _____

Full description of materials to be used (stating whether new or second-hand)

Description of drainage of building and drainage of site _____

Means of access _____

Type of foundations (whether raised from ground, &c.) _____

Means of lighting and ventilation _____

Sanitary accommodation. _____

Water supply _____

Details of bathrooms, washing places, kitchens and any out-buildings in connection with building.

Particulars of plans submitted with this application _____

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, altered, re-built, added to or repaired in strict conformity with the plans and specifications submitted and in accordance with the regulations and requirements of the Local Authority.

Date

Sign

TOWN PLANNING ACT
[CHAPTER 139]

APPLICATION FOR DEVELOPMENT PERMISSION

(Section 7)

To the Local Authority, 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 state Plan and Lot number)

APPLICANT'S INTEREST IN SITE
(e.g. owner, lessee, licensee, prospective purchaser)

IF LEASE STATE NATURE OF TENANCY
(e.g. Residential, Commercial, Industrial, Agricultural)

PLAN AND LOT NUMBER **AREA OF SITE**
(where applicable)

STATE THE PURPOSE OF THE DEVELOPMENT
.....
(e.g. Detached dwelling, Residential building, Shop, Shop with residential accommodation, Replacement of dilapidated building, Service station, Advertising hoarding, etc.)

NAME AND OCCUPATION OF THE PROPOSED OCCUPANT.....
.....

.....
Applicant's Signature

.....
Date

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Approved Local Authority

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LOCAL AUTHORITY'S COMMENTS
(To be recorded on two forms only)

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**APPLICATION FOR PERMISSION TO ERECT, ALTER, RE-BUILD
ADD TO OR REPAIR A BUILDING**

Sanitary district of _____ Application No. _____

Name and address of owner _____

Name and address of builder _____

Location of building or proposed building: Street _____

Section _____ Lot _____

Class of building (house, shop or other building) _____

Number and particulars of rooms and offices (giving dimensions) _____

Value of building _____

Full description of materials to be used (stating whether new or second-hand)

Description of drainage of building and drainage of site _____

Means of access _____

Type of foundations (whether raised from ground, &c.) _____

Means of lighting and ventilation _____

Sanitary accommodation. _____

Water supply _____

Details of bathrooms, washing places, kitchens and any out-buildings in connection with building.

Particulars of plans submitted with this application _____

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, altered, re-built, added to or repaired in strict conformity with the plans and specifications submitted and in accordance with the regulations and requirements of the Local Authority.

Date

SIGN

TOWN PLANNING ACT
(CHAPTER 139)

APPLICATION FOR DEVELOPMENT PERMISSION
(Section 7)

To the Local Authority, 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 state Plan and Lot number)

APPLICANT'S INTEREST IN SITE
(e.g. owner, lessee, licensee, prospective purchaser)

IF LEASE STATE NATURE OF TENANCY
(e.g. Residential, Commercial, Industrial, Agricultural)

PLAN AND LOT NUMBER **AREA OF SITE**
(where applicable)

STATE THE PURPOSE OF THE DEVELOPMENT
.....
(e.g. Detached dwelling, Residential building, Shop, Shop with residential accommodation, Replacement
of dilapidated building, Service station, Advertising hoarding, etc.)

NAME AND OCCUPATION OF THE PROPOSED OCCUPANT.....
.....

.....
Applicant's Signature *Date*

Development permission is granted subject to the following conditions:

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Approved Local Authority
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.....

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Local Authority's File Ref.

Town Planning Office Ref.

Town Planning Office Grid Ref.

LOCAL AUTHORITY'S COMMENTS

(To be recorded on two forms only)

UDH 511

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**APPLICATION FOR PERMISSION TO ERECT, ALTER, RE-BUILD
ADD TO OR REPAIR A BUILDING**

Sanitary district of _____ Application No. _____

Name and address of owner _____

Name and address of builder _____

Location of building or proposed building: Street _____

Section _____ Lot _____

Class of building (house, shop or other building) _____

Number and particulars of rooms and offices (giving dimensions) _____

Value of building _____

Full description of materials to be used (stating whether new or second-hand)

Description of drainage of building and drainage of site _____

Means of access _____

Type of foundations (whether raised from ground, &c.) _____

Means of lighting and ventilation _____

Sanitary accommodation. _____

Water supply _____

Details of bathrooms, washing places, kitchens and any out-buildings in connection with building.

Particulars of plans submitted with this application _____

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, altered, re-built, added to or repaired in strict conformity with the plans and specifications submitted and in accordance with the regulations and requirements of the Local Authority.

Date

Sign

