



LAMI TOWN COUNCIL

BUILDING APPLICATION CHECKLIST

Documents	Copies	Tick Where Appropriate	Comments
All rates are to be cleared before lodging the application			(For Lami Town Boundary)
1. Business license of Draughtsman	1		
2. Application Form	3		
3. Town Planning Application Form	3		
4. Building Plans [A3 Sizes]	3		<i>(All drawings submitted shall be computer aided to council standard, no manual hand drawings shall be permitted)</i>
5. Consent Letter [TLTB/Housing Authority/Lands Department]	1		
6. Copy of Existing Approved Plan [Extension/Renovation]	1		
7. Engineer Report/Stamp [Single Storey, Double Storey, Industrial, Commercial, Schools and Regularization]	1		<i>(Plans need to be certified by a Registered Structural Engineer)</i>
8. Ministry of Labour (HSAW) and National Fire Authority (NFA) Certification for Commercial/Industrial/Civic Development or where applicable			
9. Evidence of Ownership [Title Copy/Sales and Purchase Agreement/Consent Letter if Sub-lease]	1		
10. Application must contain a copy of the Bill of Quantities endorsed from a Registered Quantity Surveyor	1		
11. Specifications	2		
12. Application Fees	1		

Note:

- All plans to be prepared by registered consultants
- All plans and specifications to comply with National Building Code of Fiji, Cap 111, Public Health Act and General Provision.

Application Submitted by: _____

Contact: _____

Sign: _____

Date Received: _____

SCHEDULE
(Regulations 13 and 16)

Application No: _____

FORM 1

PUBLICATION HEALTH (BUILDING) REGULATIONS APPLICATION FOR
PERMISSION TO BUILD

APPLICATION FOR APPROVAL OF PLAN AND SPECIFICATION HEREBY SUBMITTED IN
RESPECT OF THE BUILD IN HEREUNDER DESCRIBED

Name of Owner: _____

Address: _____

Location of Proposed Development

Street: _____ DP: _____

Lot: _____ Area of Site: _____

CT/CL/HA/NL: _____

Nature of Development: _____

Particulars of existing Buildings on the site: _____

Particulars of Construction: _____

Value of Works: _____

Building Fee: _____ R/No: _____ Date: _____

Applicant's Contact:

Phone Contact: _____ Email: _____

I declare to the best of my knowledge and belief the foregoing particulars are correct in every details and that if this application is approved the building will be erected in strict conformity with the plan and specifications submitted and in accordance with the Regulations and requirements of the local authority.

Date: _____

Signature of Application

Note: One set of application with detailed block plan, Drainage plan, location plan, floor plan, elevation, all construction and structural and construction details and section are to be provided.

FOR OFFICAL USE



LAMI TOWN COUNCIL

TOWN PLANNING ORDINANCE
(CAP 109, SECTION 5)

APPLICATION FOR DEVELOPMENT PERMISSION

To the**LAMI TOWN COUNCIL**..... 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.....

AGENTS (if any).....

POSTAL ADDRESS

TITLE OR LEASE NUMBER

(1) Lease state whether Crown, Native or Freehold. If Freehold 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 NUMBERAREA OF SITE

(where applicable)

STATE THE PURPOSE OF DEVELOPMENT

(E.g. Detached Dwelling, Residential Building, shop, shop with residential accommodation, Replacement of dilapidated building, Service Station, Advertising, Hoarding, etc., etc.)

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

.....
Applicant's Signature

.....
Date

Development permission is granted subject to the following conditions:-

Approved by Director of Town and Country Planning

Approved Local Authority

(Three copies of this form must be filled in)

NOTES FOR GUIDANCE OF APPLICANTS

1. Three copies of the 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 number must be given on site diagrams. (Omission and inaccuracies will necessitate the return of plans).
3. Where an 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 of an 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 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 of 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 File Ref.

Town Planning Office Grid Ref.

LOCAL AUTHORITY’S COMMENTS

(To be recorded on two forms only)

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.*

