

BA TOWN COUNCIL DEVELOPMENT CHECK LIST

MAJOR DEVELOPMENT

(RESIDENTIAL/TOURISM/COMMERCIAL/INDUSTRIAL)

1.) CONCEPTUAL PLAN/OUTLINE PLAN

	THINGS TO BE SUBMITTED	
1.	Proposal Letter (developer to state the nature/activity type of development on the)	
2.	Proof of ownership (Title or lease documents)	
3.	Survey Plan of the site (boundary pegs to be marked by a registered surveyor)	
4.	3 sets of Conceptual plan/outline plan	
	Plans should include the following	
	1. Locality Plan	
	2. Site (including drive way access and car parks)	
	3. Floor Plans	
	4. Elevation Plans (including all four sides of the structure)	

Note;

1. Outline application fees is applied based on the calculations done on the building value by the Council. (Outline application fees payable to Department of Town and Country Planning)
2. Outline application to be only accepted upon meeting the above requirements
3. Processing timeline for the building applications is 10 working days plus processing time for Department of Town and Country Planning.

2.) BUILDING APPLICATION

THINGS TO BE SUBMITTED		
1.	3 copies of Building Application forms	
2.	3 copies of Development Forms	
3.	3 copies of specifications	
4.	Proof of ownership (Title or lease documents)	
5.	Survey Plans of the site (survey to be done by a registered surveyor)	
6.	3 sets of Building Plans	
	Building plans should include the following	
	1. Locality Plan	
	2. Site (including drive way access and car parks)	
	3. Drainage Plan(including storm water drainage and waste water disposal plan)	
	4. Floor Plans (including floor set out plans, Machine set out plans and electrical plans)	
	5. Elevation Plans (including all four sides of the structure)	
	6. Cross sectional plans	
	7. Detailed plan for amenities	
	8. Structural detailed plan	
	9. Land scape details	
	10. Car park details	
	Building plans to be certified by the following;	
	1. Land lord Consent (TLTB, Crown land, Housing Authority)	
	2. Structurally Sound by a MFIE Engineer (Member of Fiji Institute of Engineers)	
	3. Plans to be a certificated by National Fire Authority	
	4. Plans to be a certificated by Occupation, Health and Safety Department	
	5. Water Authority of Fiji - Sewer connections - where applicable	

Note;

1. **Building fees is applied based on the calculations done on the building value by the Council. Building fees payable to Council and Department of Town and Country Planning.**
2. **Building Plans to be only accepted upon meeting the above requirements**
3. **Together with the application other requirements such as EIA report, FRA approval and so on may be required depending on the project.**
4. **Processing timeline for the building applications is 10 working days plus processing time for Department of Town and Country Planning.**