



**SUVA CITY COUNCIL**

**CHECK LIST – DEVELOPMENT APPLICATION**

**MAJOR DEVELOPMENTS**

A development approval under Section 25 of the Town Planning Act Cap 139 and a permit under Public Health Act Cap 111 Section 49 (2); S-20 is required for all building construction and alteration. No persons shall erect any building or add or alter the ground of any existing building or carrying out repairs costing more than \$60 to any building without the approval in writing of the Council.

**GENERAL**

<b>Requirements</b>	<b>No</b>	<b>Provided</b>	<b>Comments</b>
Building Application Form	1		
Town Planning Application form on Triplet	3		
Copy of Title	1		
Ownership letter where applicable	1		
Consent of Landlord (Director of Lands/ NLTB)	1		
Rates verification	1		
Copy of Tin	1		
Locality Plan	1		
Plans in Triplet	3		
Specification in Duplicate	2		
Submission on proposal	1		
Drawings to scale 1:100 Floor plan, 1:50, 1:20 – Details, Site Plan 1:200			
Drawing Title			
Agents Name and Business License Number			

**FOR OFFICAL USE ONLY**

**TOWN PLANNING REQUIREMENTS**

<b>Requirements</b>	<b>Comments</b>	<b>Requirements</b>	<b>Comments</b>
Zoning		Canopy Cover	
Sewer Method		Traffic Report	
Yard clearances		View Corridors	
Easement/ Reserves		View Protection comment	
Vehicular Crossing		Sun Path diagram	
Car parking / Turning Area		Letter seeking relaxation where applicable	
Boundary Dimensions		CAAFI Comments	
Plot Ratio Calculation Existing/Proposed Floor Area		Ministry of Environment comments as required under the EMA	
Loading/ Unloading Area		Water Authority Comment	

**ACCEPTED**

All proceedings requirements are included in the plan submitted.

Signature: .....

Date: .....

**BUILDING SECTION REQUIREMENTS**

<b>Requirements</b>	<b>Comments</b>
Foundation Plan –detailing each elements used, bracing required and soil condition	
Roof overhang dimension	
Roof Plan – members use, connection details bracing required and roof nail details	
Elevation – all exterior walls showing ground levels, both existing and final details	
Cross section and longitude	
Wall brace details	
Connection details – roof to wall, wall to floor joist, floor joist to bearer, bearer to piles	
Terrace/ steps and rail rigs details	
Compliance with Fire and Egress regulation	
Ministry of Labour (OHS) Consent if applicable	
Design Certificate – (structural and services) – All plans by a corporate member of a recognized engineering institution and certificate as per latest Fiji Institute of Engineers format	
National Fire Authority Consent if applicable	
Approved Engineers report	
Profession Indemnity Insurance Cover	
Fiji Electricity Authority Consent if applicable	
Geotechnical Report where applicable	
Civil design (drainage and paving, etc.)	
Peer Review Certificate for Complex structure if applicable	
Landscape Design if applicable	
Electrical Design	
Mechanical Design	
Hydraulic Design	
Telecom Fiji Limited Consent if applicable	
A list of fire safety measures applicable to the building work	

ACCEPTED

All proceedings requirements are included in the plan submitted.

Signature: .....

Date: .....

**HEALTH REQUIREMENTS**

<b>Requirements</b>	<b>Comments</b>
Drainage Method	
Distance of Septic Tank from building, and boundaries	
Details of septic tank and associated drainage	
Type of lighting and ventilation	
Size of window and door	
Types and size of mechanical ventilation	

**ACCEPTED**

All proceedings requirements are included in the plan submitted.

Signature: ..... Date: .....

No application will be accepted unless all the relevant sections have been completed and signed by the respective officers.