



SUVA CITY COUNCIL

CHECK LIST – DEVELOPMENT APPLICATION

SUBDIVISION DEVELOPMENTS

An approval is/are required under the Suva City Subdivision By-Laws (Cap 125) to subdivided land within Suva City boundaries. Writtern approval should be obtained before any development works commences and to facilitate, ease and speed up the process you are requested to make full submission of the application in accordance with the requirements of the checklist.

GENERAL

Requirements	No	Provided	Comments
Subdivision Form	4		
Copy of Scheme Plan with contour and to scale	4		
Copy of Title/Lease	1		
Ownership letter where applicable	1		
Consent of Landlord (Director of Lands/ NLTB)			
Rates verification	1		
Copy of Tin	1		
Locality Plan	1		
Registered Surveyors Report on Proposal	1		
Drawing Title			
Registered Surveyors Name and Business License Number			

FOR OFFICAL USE ONLY

TOWN PLANNING REQUIREMENTS

Requirements	Comments
Zoning	
Sewer Department Comments	
Water Authority Comments	
FEA Comments	
Width of Road	
Open Space requirement	
Size of lots	
Street Frontage	
Creek Reserves etc	
Ministry of Environment comments as required under the EMA	

ACCEPTED

All proceedings requirements are included in the plan submitted

Signature:

Date:

DESIGN SECTION REQUIREMENTS

Requirements	Comments
Engineering Drawings 2 sets	
Easements	
Drainage Plan	
Cross section	
Roads	
Longitudes	
Cut and Fill	

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.