



# MINISTRY OF LOCAL GOVERNMENT

To improve the planning approval process timelines, the public is advised on the CHECKLIST for any land and building development application that requires the consent and approval of the Director of Town and Country Planning. The public is also advised that an application shall be submitted for any development, as defined under the Town Planning Act (Cap.139) and the Subdivision of Land Act (Cap.140), which states that DEVELOPMENT :

“...in relation to any land means any building operations or rebuilding operations, including the making of an alteration, addition or structural repair to any building, the formation, laying out or material widening of a street or a means of vehicular access thereto, and any use of the land or any building, either wholly or in part, which is materially different from the purpose for which the land or building was last being used; Development shall include any earthworks which substantially alters the levels of any land and the destruction of any palm having a girth of more than 1.0metre or any other tree having a girth of 2.0m and the height of 1.0metre above ground.”

Provided that the following operations or uses of land shall not be deemed to involve development of land, that is to say, the carrying out of works for the repair, improvement or other alteration of any building, being works which affect only the interior of the building; the use (not involving building or rebuilding operations other than those specified in paragraph (a)) of land or of any building within the cartilage of a dwelling-house as such and the use (not involving building or rebuilding operations other than those specified in paragraph (a)) of land for the purposes of agriculture or forestry, and the use for any of those purposes of any building occupied together with land so used;

## TOWN PLANNING DEVELOPMENT APPLICATION CHECKLIST

PART A: EVIDENCE OF LEGAL RIGHTS TO THE LAND, TO DEVELOP SITE OR CARRY OUT PROPOSED ACTIVITY OR AN OPERATION ON THE SUBJECT LAND:		
FREEHOLD REQUIREMENTS	CROWN OR STATE LAND REQUIREMENTS	ITAUKEI LANDS REQUIREMENTS
<ul style="list-style-type: none"> <li>Full Copy of Certified Certificate of Title,</li> <li>Sales and Purchase Agreement-endorsed as Certificate as True Copy by a solicitor</li> <li>Consent Letters [From landlord/proprietor of subject land certified by a registered JP/Solicitor]</li> <li>Transfer Documents or Document Receipt by the Registrar of Titles on the Transfer</li> </ul>	<ul style="list-style-type: none"> <li>Full Copy of Crown Lease document (if current lessee is applying)</li> <li>Full Copy of Approval Notice to Lease by the Director of Lands (DOL)</li> <li>Full Consent Letter of the Director of Lands</li> <li>Instrument of Tenancy [ ALTA land only]</li> <li>Transfer Documents or Document Receipt by the Registrar of Titles on the Transfer</li> </ul>	<ul style="list-style-type: none"> <li>Full Copy of Certified Native Lease document (if current lessee is applying)</li> <li>Full Copy of Agreement for Lease (if subject land is under process for surveying; Subdivision status need to be determined prior to lodgement whether scheme plan approval stage or survey plan approval stage)</li> <li>Signed copy of iTaukei Lands Trust Board (TLTB) Vetting Committee Endorsement</li> <li>Signed Copy Endorsement of the Regional Office of the iTaukei Lands Trust Board (TLTB)</li> <li>Instrument of Tenancy [ ALTA land only]</li> <li>Transfer Documents or Document Receipt by the Registrar of Titles on the Transfer</li> </ul>
Local Company: Certificate of Registration of Company (Certified copies).	Overseas/Foreign Investor: Investment Fiji Foreign Investor Certificate	(Certified Copies)

PART B: APPLICATION TYPE		
SCHEME AMENDMENT AND REZONING	SUBDIVISION OF LAND	ON-SITE LAND AND BUILDING DEVELOPMENT, ACTIVITY AND OPERATIONS
<ul style="list-style-type: none"> <li><b>Fees</b> [In accordance to Schedule of Fees under the Town Planning Act] payable at the local authority</li> </ul>	<ul style="list-style-type: none"> <li><b>Fees</b> [In accordance to Schedule of Fees under the Town Planning Act] payable at the Department of Town and Country Planning</li> </ul>	<ul style="list-style-type: none"> <li>Fees (in accordance to Subdivision of Land Regulation Schedule of Fees Regulation) and Town Planning Schedule of Fees for land under Town Planning General Orders, payable at the local authority</li> </ul>
APPLICATION FORMS		
<ul style="list-style-type: none"> <li>Development Permission (Town Planning Development Application) [3 Forms]</li> </ul>	<ul style="list-style-type: none"> <li>Application Development Permission [ 7 forms]</li> <li>Application of Approval of plan of subdivision (Cap 140) [7 forms]</li> </ul>	<ul style="list-style-type: none"> <li>Application for Consent to Erect, Alter, Re-Build, Add to or Repair a Building (Local Authority forms) [3 Forms]</li> <li>Development Permission (Town Planning Development Application) [3 Forms]</li> </ul>

PART C: PLANS & DRAWINGS		
3 COPIES OF CONCEPT DRAWINGS/PLANS	7 COPIES OF THE SUBDIVISION SCHEME PLANS	3 COPIES OF ALL DRAWINGS
<p>PLANS/DRAWINGS (RECOMMENDED)</p> <p>CONCEPT DRAWINGS (or OUTLINE) is advisable for proposed rezoning of large extracts of land (1.2 hectares and above)</p>	<p><b>Colouring of Subdivision Scheme Plans [in accordance to Section 19 (7) of the Subdivision of Land Regulations]</b></p> <ul style="list-style-type: none"> <li>The limits or boundary of land proposed to be subdivided to be edged in RED</li> <li>Existing Roads, Streets, Lanes or pathways to be coloured burnt sienna or brown</li> <li>Proposed new roads, streets, lanes or pathways to be coloured pink</li> <li>Proposed drainage easements be coloured blue</li> <li>Proposed reserves to be coloured green</li> <li>Boundaries of the proposed allotment or lots to be edged yellow</li> </ul> <p><b>Components and Elements to be shown on Subdivision Scheme Plans [in accordance to Section 19(5) of Subdivision of Land Regulations]</b></p> <ul style="list-style-type: none"> <li>the particulars of the instrument of title under which the adjoining land is held;</li> <li>the approximate width of any stream, creek or river that forms a boundary, and its direction of flow;</li> <li>the approximate position and extent of any beach or other similar feature where the sea or its inlets form a boundary;</li> <li>the correct name of any main topographical features</li> <li>the approximate position of any feature of historical, archaeological, geological or natural importance that is contained within or near the boundaries;</li> <li>in the case of agricultural subdivisions, concise notes as to the quality of the soil and the respective areas of arable and hill grazing land within the portion to be subdivided;</li> <li>the intended or existing position of drainage easements for surface drains, the direction of flow and point of final discharge</li> <li>the position of all existing or proposed easements correctly labelled;</li> <li>the intended purpose of each lot;</li> <li>the width, name and status of any road shown on the plan;</li> <li>sufficient topographical information to enable the present surface of the ground, above some known or assumed datum, to be determined;</li> <li>A locality diagram sufficient to enable the position of the land to be readily located on existing maps, plans or charts.</li> <li>The position of dwellings, premises or building and structures existing on the site. Structure type shall be denoted, e.g. W&amp;I: Wood and Iron structure.</li> </ul>	<p>Site and Drainage Plans + Locality Plans</p> <p>Site plans shall include the following details;</p> <ul style="list-style-type: none"> <li>Lot Number(s), boundaries, dimensions of the subject site in accordance to survey-plan or title plan</li> <li>Land description of abutting properties</li> <li>Existing features on the site (which buildings to be retained or demolished)</li> <li>Building Line Restriction (reference made to Survey or Title Plan), Reserves (Drainage, Streams, Foreshore, Sewer Reserve) and easements to be shown</li> <li>North Point, Scale [Workable Scale] e.g. 1:200. 1:100</li> <li>Topography/Contour Lines [for constrained sites subjected to request for major relaxations to building line restrictions and yard clearances]</li> </ul> <p>Full Floor Layout Plans</p> <p>Elevation Plans</p> <p>Structural Plans: Foundation Plans, Sections, Roof Plans</p> <p>Services Plans: Electrical</p> <p>SPECIFICATIONS [2 SETS]</p> <p>MAJOR DEVELOPMENTS</p> <p>An Outline Development Application shall be required for any building or on-site development valued at \$500,000.00 and above.</p> <p>The Outline Plans shall be Site and Drainage Plans, Elevation and Floor Layout., Shadow Diagrams</p> <p>Note:</p> <p>Upon consent and where determined to be produced, the approval of the following shall accompany the Detailed Plans:</p> <ul style="list-style-type: none"> <li>Environmental Impact Assessment study(EIA)</li> <li>Construction Environment Management Plan (CEMP)</li> <li>Operation Environment Management Plan (OEMP)</li> <li>Geo- Technical Assessment Report</li> <li>View Corridors and Skyline</li> <li>Excavation Plans</li> <li>Drainage Plans</li> <li>Infrastructure Plans</li> <li>Traffic Impact Study</li> </ul>

PART D: DEVELOPMENT BACKGROUND INFORMATION	
<b>RESIDENTIAL</b>	ANY PROPOSAL FOR RESIDENTIAL DWELLING, EXTENSION AND MULTI-UNIT RESIDENTIAL ACCOMMODATION <b>MAY</b> REQUIRE A BRIEF. MICRO OR SMALL BUSINESS SHALL ALSO REQUIRE A BRIEF.
	<b>DAIRY SHOP [shall be Attached to Residential Dwelling] with a maximum floor area of not more than 46.5m<sup>2</sup></b>
<b>COMMERCIAL</b>	Activity intended to be developed on the site e.g. convenience store/shop, supermarket, commercial complex, mall development, office development
<b>LIGHT INDUSTRIAL 'A' AND LIGHT INDUSTRY 'B'</b>	Type of activity, operation or business function to be carried out on the site: 1. 'A' is an industry or profession which is carried out on a private residence causing no nuisance to neighbouring lots. It is part of the residential dwelling with maximum floor area of not more than one third of the total gross floor area of building. 2. "B" is an industry of minor industrial operations as might reasonably be expected to be located in a Commercial shopping area and which do not cause noise/nuisances, provided the building is predominantly used for the purpose of commercial. For example, watchmakers, locksmiths, engravers, tailoring, handicraft, art and printers. The floor space for the proposed activity or use shall not exceed one third of the gross floor area of commercial building
	Note: Small Business operations applies in this category.

<b>GENERAL, HEAVY AND NOXIOUS INDUSTRIAL (ANY INDUSTRIAL DEVELOPMENT Information shall outline the type of activity or business, hours of operation and Drawings shall provide a Buffer Reserve shown on the Site Plan if site adjoins a residential zoned land.)</b>	
<p><u>General Industry</u> means development for bulk-storage, sale of new &amp; used motor vehicles, laundries, bakeries, warehouses, car-wash&amp; other industries not classified under Heavy &amp; Noxious Industry</p> <p><u>Heavy Industry</u> means development for the purpose of carrying out Industrial processing or storage of such a nature as would reasonably be expected to have a detrimental effect on the normal enjoyment of peace and amenities of the surrounding inhabitants if such development were to be placed adjacent to a Residential Zone. Detrimental effects as aforesaid may be caused by noise, glare, dust, smoke, odour, unsightliness, vibration or other such detrimental causes emanating from the site or land used or proposed to be used for Heavy Industrial Development. Some of the heavy industrial activities include motor vehicle wrecking premises, transport depot, heavy vehicle and equipment repair premises, stockyards, timber yard, etc.</p> <p><u>Noxious Industry</u> means any industry that is classified as a noxious industry due to the production of or discharge of noxious substances, gasses, smells, noise, dust, smoke, etc. and consequently is excluded from conventional Industrial zones. These are abattoirs and slaughter houses; Arsenic recovery works; Animal by-products extraction or manufacture; Cattle yards and sale-yards; Creosote manufacture or its wholesale application to materials; Chlorine, ammonia, or bleaching powder manufacture, Distilleries; Dye – stuff manufacture; Explosive manufacture; Fell-mongery; Fuel depot; Poultry farming, Glue, size or gelatin manufacture; Incineration or reduction of garbage, refuse, dead animals or offal except on sites specifically approved by the responsible authority; Inflammable liquid factories; Knacker yards; Meat preserving works; Manure or fertilizer works; Quarry, Sanitary Depots, sewage works, garbage dumps, waste transfer stations; Saw-mill and timber treatment yard, Smelting works or blast furnaces; Sulphuric, nitric or hydrochloric acid works; Storage of noxious materials; Storing, tanning or curing of raw hides or skins; Wool pulling or scouring; Every trade, business, manufacturing industry or undertaking which is for the time being an offensive trade within the meaning of the Public Health Act;</p>	
<b>CIVIC, CIVIC-COMMUNITY (RELIGIOUS) OR PLACES OF GATHERING</b>	
Schedules of services or activities to be carried out approximate number of persons or seating capacity and future plans.	
<b>CIVIC TAXI BASE OR MINI BUS BASE</b>	
No. of Permits operating from the base if application is submitted for the purpose of renewal. Office & Washroom shall be provided on site and shown in the Site and Drainage Plan.	
Note:	
1. There is currently a freeze on applications for new taxi base.	
2. All applications for renewal of bases located on Road Reserves shall be subjected to Fiji Roads Authority (FRA)'s consideration and advice, prior to decision	
<b>PROPOSAL FOR SPECIFIC AND DESIGNATED DEVELOPMENT UNDER SPECIAL USE ZONING</b>	
The specific development that is intended to be carried out on the site:	
Tourism and type (whether it is for an Integrated Resort Development, Hotel, Tourism Villas, Tourist Apartment or type of tourism accommodation etc.), Business Park, Eco-Industrial Park, Private Hospital, Embassy, Chancery, Sports-Tourism, Water-Extraction and Bottling, Mineral Extraction, Telecommunication Facility, Service Station, Recreation and Adventure-based tourism, Agro-Industry [Food Processing, Poultry, Piggery, Goat-Farm, Fish-Farm, Prawn-Farming, Aquaculture etc. with scale intended for large commercial operations. Note: Poultry and Piggery is a Noxious Industry	
<b>ON-SITE TOURISM – HOTEL AND ALL OTHER FORMS OF TOURIST ACCOMMODATION, INCLUDING INTEGRATED RESORT DEVELOPMENT</b>	
Site and Drainage Plan shall show corresponding required car-parking provision in accordance to Schedule D of the Town Planning General Provision	
Note	
1. Any tourism development valued at \$500,000.00 and above shall require the submission of an Outline Development Application and Concept Plans. A Landscaping Plan shall also be part of the Outline Plan submission for the major tourism development.	
2. Refer to Provision 9 Schedule J of the Town Planning General Provision - Integrated Resort Development (Provisionally Approved 2009)	
<b>HOMESTAY</b>	
The Development Application Form shall accompany evidence of applicants being Fiji Citizens as Homestay is Reserved Activity under the Foreign Investment Regulations (2009)	
Note:	
An approval shall require operator to produce an Operation Environment Management Plan (OEMP) for approval by the Director of Environment.	
<b>TELECOMMUNICATIONS TOWER OR FACILITY</b>	
Towers shall not be located within 60m radius of an existing and future residential zoned area.	
Site and Drainage Plan shall show approximate distance to structures on neighbouring properties	
Note:	
1. Refer to Provision 9 Schedule K of the Town Planning General Provision – Telecommunication Facilities (Provisionally Approved 2009)	
<b>COMMERCIAL AGRICULTURE: POULTRY, PIGGERY, GOAT-FARM, FISH-FARM</b> or any use of agricultural land for commercial farming purposes and not for subsistence.	
A Landscaping Plan shall be drawn and submitted as part of the proposal.	
Note:	
1. An approval shall require the submission of an Environment Impact Assessment (EIA) with terms of Reference determined by the Director of Environment.	
<b>ADVERTISING SIGNAGE, SIGNBOARD OR DIGITAL ADVERTISING</b>	
Information to be shown or displayed on the Sign Board or Digital Advertisement shall be outlined	
Consent or agreement of Landlord if Signboard is attached to existing structures	
<b>Note:</b> Any proposal to erect a sign, signboard, signage or digital advertising structure within the Road Reserve shall be subjected to consultation with the Fiji Roads Authority.	
If Variation or deviation from standard then a letter or relaxation or dispensation and justification shall be provided	
<b>*FOR SUBDIVISION OF LAND APPLICATION ONLY</b>	
Background of activity or intended use to be facilitated by the subdivision	
Cane Contract Number (If site being proposed is agriculture sugar cane land and now proposed to be release for urban use or development)	
<b>PROPOSED RESIDENTIAL SUBDIVISION</b>	
Five percent (5%) of the total land area to be subdivided shall be provided for open space reserve.	
<b>PROPOSED COMMERCIAL SUBDIVISION</b>	
a) the number, distribution and type of existing shops, commercial area or strip within a 3 kilometre radius of the site;	
b) the approximate road distances to the existing shops or commercial area from the proposed site;	
c) the topographical suitability of the site for commercial development including vehicle accessibility, location of roads, vehicle parking facilities and proposals for the provision of loading and unloading bays for vehicles; and	
d) the general distribution of households and the approximate number of people living within the 3 kilometre radius of the site	
<b>PROPOSED SUBDIVISION FOR OTHER DESIGNATED USES</b>	
o <b>TOURISM SUBDIVISION</b> to incorporate evidence confirming provision of adequate and clean drinking water in accordance to the Central Board of Health and appropriate waste management systems approved by Central Board of Health	
o <b>CIVIC-COMMUNITY</b> subdivision to incorporate [ congregation number, schedule of the services and activities]	
o <b>INDUSTRIAL SUBDIVISION</b> to incorporate information relating to the industrial activity to be carried out on the proposed industrial land, so as to determine category of industrial use i.e. General Industry, Heavy Industry and Noxious Industry.	
o <b>WATER EXTRACTION &amp; BOTTLING</b> subdivision to incorporate evidence of rights to extract groundwater or licence to extract groundwater issued by the Director of Mineral Resources	
o <b>COMMERCIAL FARMING, INCLUDING AQUACULTURE</b> to incorporate evidence of support by the Ministry of Agriculture, Fisheries and Forests	
o <b>FOOD/PRODUCE PACKAGING &amp; PROCESSING</b> subdivision to incorporate evidence of support by the Ministry of Agriculture, Fisheries and Forests	
<b>NOTE:</b> A MAJOR SUBDIVISION (10-LOTS AND ABOVE) SHALL BE PROVIDED WITH A PLANNING REPORT	
<b>PART E: LODGEMENT OF APPLICATION</b>	
SCHEME AMENDMENT & REZONING	All scheme amendment and rural rezoning application shall be lodged at the respective local authority i.e. either municipal council or the rural local authority. Applicants are to confirm local authority before lodgement.
MASTER PLANS	Master Plan Zoning Plan & Planning Report – the terms of reference shall be obtained from the Department of Town & Country Planning office. Minimum of ten (10) copies of master plan, preferably A1 sized. Number of additional copies be submitted upon determination by office of the Department of Town and Country Planning
SUBDIVISION OF LAND	All subdivision application shall be lodged at the Department of Town and Country Planning. Any application to subdivide land having lot sizes of 5acres and above shall be lodged at the corresponding local authority i.e. either at the rural local authority or the municipal council. Applicants are to confirm local authority before lodgement Any proposal to subdivide land for a purpose other than the zone that is designated in the Approved Town Planning Scheme shall require a scheme amendment or rezoning process first. Applicants are to confirm the zoning of land to be subdivided with the municipal council or the Department of Town and Country Planning.
ON-SITE LAND AND BUILDING, ACTIVITY AND OPERATIONS, USE OF PREMISES OR SITE.	An application for on-site land and building development, any activity or operation to be carried out on the site shall be lodged at the local authority i.e. either municipal council or the rural local authority. Applicants are to confirm local authority before lodgement.  MAJOR DEVELOPMENTS are lodged at the local authority. An ADVANCE COPY of the Major Development is advisable for forwarding to the Department of Town and Country Planning.
<b>THE PUBLIC IS ADVISED TO CHECK THE SUBMISSION AND CONSULT THE LOCAL AUTHORITY OR THE DEPARTMENT OF TOWN AND COUNTRY PLANNING BEFORE LODGMENT TO AVOID ANY RETURNED APPLICATION. ANY INCOMPLETE SUBMISSION IS RETURNED WITHOUT BEING REGISTERED AS RECEIVED.</b>	

**ENQUIRIES SHALL BE DIRECTED TO THE DEPARTMENT OF TOWN AND COUNTRY PLANNING:**

1st Floor Fiji Football Association (FFA) House, 4 Gladstone Road, SUVA. Phone: (679) 3305 336 / 3305 738, Fax: (679) 3304 840

1st Floor, Rogorogovuda House, Tavewa Avenue, LAUTOKA. Phone: (679) 6660 139/ 6660 140/ 6660 141 Fax: (679) 6645 055

Local Timber Building, LABASA. Phone: (679)8814 046 / 8814 047 / 8818 014 Fax: 8818 086

E-mail: DTCP@govnet.gov.fj

**DEPARTMENT OF TOWN AND COUNTRY PLANNING**

**MINISTRY OF LOCAL GOVERNMENT**