# Lautoka City Council

## Check List for Submission of Building Application

**B/F ..........................**  **S/N ..........................**

### Name of Applicant:

### Particulars of Application:

- **Pre-requisite for submission of application.**  
  (Applicants/consultants may seek pre-consultation meeting prior to submission of building application)

- **A.** Registered Lease Document or Certificate of Title
- **B.** Registered Survey Plan
- **C.** Council’s application form with all relevant details filled.

- **D.** **Statutory Declaration for Building Application Development Value of Works – (Form Attached)**
  1. Form to be filled by the owner or consultant and Statutory Declaration signed before the Justice of the Peace, Barrister and Solicitor of the High Court, or other person authorized by law to take statutory declarations or
  2. Provide Registered Quantity Surveyors Report (Bill of Quantities) with true value of proposed works and signed **Statutory Declaration** by owner or consultant as in No.1 above.

- **E.** **Contents of Building Plans**
  1. Locality plan.
  2. Site and Drainage plan
    - (i) Correct boundary dimensions, reserves, building line restriction, high water mark etc.
    - (ii) Yard clearances according to Town Planning Scheme - General Provision
    - (iii) Show all existing development on site.
  3. Topography - land formation sections
  4. On site car parking layout and loading/unloading bay.
  5. Check plot ratio
  6. Structural calculation for buildings 2 or more storey in height
  7. Structural certification of plans and Design Certificate from consultant engineers.
  8. Structural calculation and Design Certificate for retaining wall 1.5m above ground level
  9. Retaining wall footing to be cast 200mm below council’s invert drain and 300mm setback from the edge of the drain.
  10. Plan submission in city boundary
    - (i) 2 sets of plans and specifications
    - (ii) 3 sets of complete application to be provided in case of application that has to be referred to Department Town & Country Planning for consideration.
  11. Plan submission in extended rural boundary
    - (i) 3 sets of plans and specifications
    - (ii) 3 sets of plans for outline building application

- **F.** **Other Stakeholder’s Consent/Approvals**
  1. Consent for development from Land lord
  2. Water Authority of Fiji’s consent in case of development over sewer easement.
  4. Multi-unit residential development – certification of plans by National Fire Authority and furnish with certificate of prior approval.
  5. Review of Application by Energy Fiji Limited for assessment of project in vicinity of power lines and also for loading demand in supply of power for Industrial & Commercial Developments.

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Checked by: ............................................ (Applicant / Authorized Agent)

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

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**For Council’s Official Use Only**

**Rates Department**
Development Application Fees & Charges
The schedule of fees under Town Planning Act is based on the value of the proposed development. These fees apply to applications made to the Department of Town and Country Planning, and to those referred to the Department by a local authority. All fees are VAT exclusive, and are subject to change. Fees shown are current for 2023.

Examination of Building Plans

<table>
<thead>
<tr>
<th>VALUE OF DEVELOPMENT</th>
<th>NEW VIP AMT-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00 - $25,000</td>
<td>$25.75</td>
</tr>
<tr>
<td>$25,001 - $100,000</td>
<td>$75.00</td>
</tr>
<tr>
<td>$100,001 - $200,000</td>
<td>$190.63</td>
</tr>
<tr>
<td>$200,001 - $300,000</td>
<td>$346.50</td>
</tr>
<tr>
<td>$300,001 - $400,000</td>
<td>$563.72</td>
</tr>
<tr>
<td>$400,001 - $500,000</td>
<td>$920.90</td>
</tr>
<tr>
<td>$500,001 - $600,000</td>
<td>$1,444.00</td>
</tr>
<tr>
<td>$600,001 - $700,000</td>
<td>$2,190.12</td>
</tr>
<tr>
<td>$700,001 - $800,000</td>
<td>$3,063.25</td>
</tr>
<tr>
<td>$800,001 - $900,000</td>
<td>$4,014.25</td>
</tr>
<tr>
<td>$900,001 - $1,000,000</td>
<td>$5,045.30</td>
</tr>
<tr>
<td>$1,000,001 - $3,000,000</td>
<td>$13,995.90</td>
</tr>
<tr>
<td>$3,000,001 - $10,000,000</td>
<td>$266,854.30</td>
</tr>
<tr>
<td>$10,000,001 - $30,000,000</td>
<td>$4,217,800.00</td>
</tr>
</tbody>
</table>

Examination of Outline Application

<table>
<thead>
<tr>
<th>VALUE OF DEVELOPMENT</th>
<th>NEW VIP AMT-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00 - $50,000</td>
<td>$18.00</td>
</tr>
<tr>
<td>$50,001 - $100,000</td>
<td>$36.00</td>
</tr>
<tr>
<td>$100,001 - $200,000</td>
<td>$55.22</td>
</tr>
<tr>
<td>$200,001 - $300,000</td>
<td>$73.64</td>
</tr>
<tr>
<td>$300,001 - $400,000</td>
<td>$92.04</td>
</tr>
<tr>
<td>$400,001 - $500,000</td>
<td>$109.48</td>
</tr>
<tr>
<td>$500,001 - $600,000</td>
<td>$127.89</td>
</tr>
<tr>
<td>$600,001 - $700,000</td>
<td>$146.30</td>
</tr>
<tr>
<td>$700,001 - $800,000</td>
<td>$164.71</td>
</tr>
<tr>
<td>$800,001 - $900,000</td>
<td>$183.12</td>
</tr>
<tr>
<td>$900,001 - $1,000,000</td>
<td>$201.53</td>
</tr>
<tr>
<td>$1,000,001 - $3,000,000</td>
<td>$262.57</td>
</tr>
<tr>
<td>$3,000,001 - $10,000,000</td>
<td>$968.89</td>
</tr>
<tr>
<td>$10,000,001 - $30,000,000</td>
<td>$1,927.78</td>
</tr>
</tbody>
</table>

Rezoning Application Fees & Charges
Fees for consideration of rezoning applications under Town Planning Act depend on the nature of the change proposed.

<table>
<thead>
<tr>
<th>NATURE OF REZONING</th>
<th>NEW VIP AMT-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event (or application) to Residential</td>
<td>$37.93</td>
</tr>
<tr>
<td>Event (or application) to Commercial</td>
<td>$103.25</td>
</tr>
<tr>
<td>Residential to Industrial</td>
<td>$383.37</td>
</tr>
<tr>
<td>Residential to Commercial</td>
<td>$383.37</td>
</tr>
<tr>
<td>Commercial to Industrial</td>
<td>$383.37</td>
</tr>
<tr>
<td>Commercial to Residential</td>
<td>$383.37</td>
</tr>
<tr>
<td>Industrial to Residential</td>
<td>$383.37</td>
</tr>
<tr>
<td>For street reserve development</td>
<td>$366.34</td>
</tr>
<tr>
<td>Any other reason</td>
<td>$72.97</td>
</tr>
</tbody>
</table>

Subdivision Application Fees & Charges
The fee schedule for subdivision applications is based on the scale of subdivision proposed. Subdivision application fees are the same, whether an application is made under Town Planning Act, Subdivision of Land Act, or the General Order.

Extension of Subdivision Validity
An application to extend the validity of a subdivision approved may be made for fee of $515.60, provided development work is already in progress on the site. If no work has commenced, full fees (as listed above) are payable.

Examination of Subdivision Scheme Plan
Basic fee $695.00 PLUS the following charges based on the size of the site:

<table>
<thead>
<tr>
<th>NUMBER OF LOTS</th>
<th>NEW VIP AMT-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 20 lots</td>
<td>$7.20 per lot</td>
</tr>
<tr>
<td>More than 20 lots</td>
<td>$664.25 PLUS $7.20 per lot in excess of 20 lots</td>
</tr>
<tr>
<td>Per Unit</td>
<td>$3.85</td>
</tr>
<tr>
<td>Bank Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Removal of Subdivision</td>
<td>$355.00</td>
</tr>
</tbody>
</table>

Lots for public or private roads or public utilities are not included in the list above.

Examination of Engineering Plans
Basic fee $65.80 PLUS the following charges based on the value of work:

<table>
<thead>
<tr>
<th>VALUE OF WORK</th>
<th>NEW VIP AMT-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00 - $5000</td>
<td>$18.00</td>
</tr>
<tr>
<td>$5001 - $10,000</td>
<td>$36.00</td>
</tr>
<tr>
<td>$10,001 - $15,000</td>
<td>$55.22</td>
</tr>
<tr>
<td>$15,001 - $20,000</td>
<td>$73.64</td>
</tr>
<tr>
<td>$20,001 - $25,000</td>
<td>$92.04</td>
</tr>
<tr>
<td>$25,001 - $30,000</td>
<td>$109.48</td>
</tr>
<tr>
<td>$30,001 - $35,000</td>
<td>$127.89</td>
</tr>
<tr>
<td>$35,001 - $40,000</td>
<td>$146.30</td>
</tr>
<tr>
<td>Exceeding $40,000</td>
<td>$164.71</td>
</tr>
</tbody>
</table>

General Fees & Charges
Conditional Development fee of $735.64 for any application for development that is 'conditional development' under the General Provisions of Town Planning Act or of any approved Town Planning Scheme.

Relaxation of Provisions fee of $183.12 for any application seeking a major relaxation or dispensation under Provision 7 of an approved General Provisions.

Building (development) plan search fee $14,534

Other Application Fees & Charges
A fee of $72.97 applies for any application included in a category not elsewhere stated.
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.
<table>
<thead>
<tr>
<th>Works Part of the Building and Specifications</th>
<th>Description</th>
<th>Reference to pages on the plans and specifications</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary structure</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundations including footings, tie beams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flooring including floor finishes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal and External Walls including Finishes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roof including framing, insulations Cladding, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Frame (Columns and beams)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows and Doors including Frames, Glass, Flyscreen, Shutters/Grills ,etc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling Works including framing, boarding and Finishes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steps, Decks, Balconies, Patio/Verandah, Pergola, ballustrades etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other additional items as per plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub-Total 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Building Services**

<p>| Plumbing Works including Stormwater, Wastewater Internal and | | | |
|-------------------------------------------------------------|--------------------------------------------------------|-----------------|</p>
<table>
<thead>
<tr>
<th>Project Category</th>
<th>Sub-Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Plumbing Works including ancillary structures</td>
<td></td>
</tr>
<tr>
<td>Electrical Works including reticulation, wiring, lighting, PowerPoints, etc.</td>
<td></td>
</tr>
<tr>
<td>Mechanical Works including AC’s Heating Units, Ducting, etc.</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td><strong>Sub-Total 2</strong></td>
<td></td>
</tr>
<tr>
<td><strong>External Site Works</strong></td>
<td></td>
</tr>
<tr>
<td>Site Preparation including Earthworks</td>
<td></td>
</tr>
<tr>
<td>Fencing including any retention structures, Gates</td>
<td></td>
</tr>
<tr>
<td>Paving Works Including Driveway, Walkway</td>
<td></td>
</tr>
<tr>
<td>Stormwater works including drains</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
</tr>
<tr>
<td><strong>Sub-Total 3</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Statutory Services</strong></td>
<td></td>
</tr>
<tr>
<td>NFA Fees</td>
<td></td>
</tr>
<tr>
<td>EFL Fees for connections and Temporary services</td>
<td></td>
</tr>
<tr>
<td>WAF Fees for connections and Temporary services</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>------</td>
</tr>
<tr>
<td>Sub-Total 4</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td>Material</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Declared at</th>
<th>[place, date]</th>
</tr>
</thead>
</table>

Before me

[Justice of the Peace, barrister and solicitor of the High Court, or other person authorised by law to take statutory declarations*]

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.

<table>
<thead>
<tr>
<th>Declared at</th>
<th>[place, date]</th>
</tr>
</thead>
</table>

Before me

[Justice of the Peace, barrister and solicitor of the High Court, or other person authorised by law to take statutory declarations*]

Signature:

*Select one.
APPLICATION FOR DEVELOPMENT PERMISSION
(Section 7)

To the 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

AGENT (if any)

POSTAL ADDRESS

TITLE OR LEASE NUMBER
(If Lease state whether Crown, Native or Freehold. If Freehold state 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 NUMBER
(Where applicable)

AREA OF SITE

STATE THE PURPOSE OF THE DEVELOPMENT
(e.g. Detached dwelling, Residential building, Shop, Shop with residential accommodation, Replacement of dilapidated building, Service station, Advertising hoarding, etc.)

NAME AND OCCUPATION OF THE PROPOSED OCCUPANT

Applicant's Signature

Date

Development permission is granted subject to the following conditions:

Approved Director of Town and Country Planning.

Approved Local Authority

[Three copies of this form must be filled in]
1. Three copies of 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 numbers must be given on site diagrams. (Omissions and inaccuracies will necessitate the return of plans).

3. Where the 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 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 a 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 for 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 Ref.

Town Planning Office Grid Ref.

LOCAL AUTHORITY’S COMMENTS
(To be recorded on two forms only)

UDH 511
APPLICATION FOR PERMISSION TO ERECT, ALTER, RE-BUILD ADD TO OR REPAIR A BUILDING

Sanitary district of __________________________ Application No. __________________________

Name and address of owner _____________________________________________________________

Name and address of builder ____________________________________________________________

Location of building or proposed building: Street ____________________________________________

Section __________________________ Lot __________________________

Class of building (house, shop or other building) __________________________________________

Number and particulars of rooms and offices (giving dimensions) _____________________________

Value of building __________________________

Full description of materials to be used (stating whether new or second-hand) ______________

Description of drainage of building and drainage of site _____________________________

Means of access __________________________

Type of foundations (whether raised from ground, &c.) ________________________________

Means of lighting and ventilation __________________________

Sanitary accommodation. __________________________

Water supply __________________________

Details of bathrooms, washing places, kitchens and any out-buildings in connection with building.

Particulars of plans submitted with this application __________________________

I declare that, to the best of my knowledge and belief, the foregoing particulars are correct in every detail, and that if this application is approved the building will be erected, altered, re-built, added to or repaired in strict conformity with the plans and specifications submitted and in accordance with the regulations and requirements of the Local Authority.

Date __________________________

Signature __________________________
APPLICATION FOR DEVELOPMENT PERMISSION

(Section 7)

To the ......................................................... 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 .................................................................

AGENT (if any) ..........................................................................

POSTAL ADDRESS .................................................................

TITLE OR LEASE NUMBER ................................................

(if Lease state whether Crown, Native or Freehold. If Freehold state 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 NUMBER ..................................................

(wher applicable)

AREA OF SITE .................................................................

STATE THE PURPOSE OF THE DEVELOPMENT .................

(e.g. Detached dwelling, Residential building, Shop, Shop with residential accommodation, Replacement of dilapidated building, Service station, Advertising hoarding, etc.)

NAME AND OCCUPATION OF THE PROPOSED OCCUPANT ...

Applicant's Signature ..........................................................

Date ..................................................................................

Development permission is granted subject to the following conditions:

Approved Director of Town and Country Planning.

Approved Local Authority

[Three copies of this form must be filled in]
1. Three copies of 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 numbers must be given on site diagrams. (Omissions and inaccuracies will necessitate the return of plans).

3. Where the 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 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 a 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 for 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 Ref.

__________________________________________
Town Planning Office Grid Ref.

LOCAL AUTHORITY’S COMMENTS
(To be recorded on two forms only)

__________________________________________

UDH 511
APPLICATION FOR PERMISSION TO ERECT, ALTER, RE-BUILD
ADD TO OR REPAIR A BUILDING

Sanitary district of __________________________ Application No. ______________

Name and address of owner __________________________

Name and address of builder __________________________

Location of building or proposed building: Street __________________________

Section __________________________ Lot __________________________

Class of building (house, shop or other building) __________________________

Number and particulars of rooms and offices (giving dimensions) __________________________

Value of building __________________________

Full description of materials to be used (stating whether new or second-hand) __________________________

Description of drainage of building and drainage of site __________________________

Means of access __________________________

Type of foundations (whether raised from ground, &c.) __________________________

Means of lighting and ventilation __________________________

Sanitary accommodation __________________________

Water supply __________________________

Details of bathrooms, washing places, kitchens and any out-buildings in connection with building __________________________

Particulars of plans submitted with this application __________________________

I declare that, to the best of my knowledge and belief, the foregoing particulars are correct in every detail, and that if this application is approved the building will be erected, altered, re-built, added to or repaired in strict conformity with the plans and specifications submitted and in accordance with the regulations and requirements of the Local Authority.

Date __________________________
APPLICATION FOR DEVELOPMENT PERMISSION

(Section 7)

To the .............................................................................. 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 ...........................................................................................................................

AGENT (if any) ....................................................................................................................................

POSTAL ADDRESS ............................................................................................................................

TITLE OR LEASE NUMBER ................................................................................................................

(if Lease state whether Crown, Native or Freehold. If Freehold state 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 NUMBER ...................................................................................................................

(Where applicable) AREA OF SITE ....................................................................................................

STATE THE PURPOSE OF THE DEVELOPMENT ..................................................................................

(e.g. Detached dwelling, Residential building, Shop, Shop with residential accommodation, Replacement of dilapidated building, Service station, Advertising hoarding, etc.)

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

Applicant’s Signature ......................................................................................................................... Date

Development permission is granted subject to the following conditions:

Approved Director of Town and Country Planning. Approvals Local Authority

[Three copies of this form must be filled in]
1. Three copies of 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.

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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 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 a 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 for 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.

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LOCAL AUTHORITY’S COMMENTS
(To be recorded on two forms only)

UDH 511
APPLICATION FOR PERMISSION TO ERECT, ALTER, RE-BUILD
ADD TO OR REPAIR A BUILDING

Sanitary district of ___________________ Application No. ___________________

Name and address of owner ___________________________________________

Name and address of builder __________________________________________

Location of building or proposed building: Street _________________________

Section ___________________ Lot _________________________

Class of building (house, shop or other building) _________________________

Number and particulars of rooms and offices (giving dimensions) ___________

Value of building ____________________________________________________

Full description of materials to be used (stating whether new or second-hand)

Description of drainage of building and drainage of site __________________

Means of access ______________________________________________________

Type of foundations (whether raised from ground, &c.) ____________________

Means of lighting and ventilation _______________________________________

Sanitary accommodation. _____________________________________________

Water supply _________________________________________________________

Details of bathrooms, washing places, kitchens and any out-buildings in connection with building.

Particulars of plans submitted with this application _______________________

I declare that, to the best of my knowledge and belief, the foregoing particulars are correct in every detail, and that if this application is approved the building will be erected, altered, re-built, added to or repaired in strict conformity with the plans and specifications submitted and in accordance with the regulations and requirements of the Local Authority.

Date ________________________

Signature ___________________