

Building File No. (B/F) .....

Serial No. (S/N) .....

# LAUTOKA CITY COUNCIL

## SCHEDULE A (CLAUSE 2)

### APPLICATION FOR PERMISSION TO BUILD, ALTER OR REPAIR A BUILDING

Application for approval of plans and specifications hereby submitted in respect of the building hereunder described:

Name of Owner ..... Address: .....

Name of Builder .....Address: .....

Street .....Section .....Lot .....  
(Location of Proposed Building)

Certificate of Title No.....

Class of Building.....  
(New dwelling, addition, etc.)

Number and Particulars of Rooms and offices.....  
.....

Value of Proposed Work \$.....

State here whether the Materials to be used are new or second-hand

..... Building Fee \$ .....

..... Vat \$ .....

Total \$ ..... Receipt No..... Date: .....

A complete block plan showing size of allotment and proportion of same to be occupied by proposed building is shown on separate drawing.

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 in strict conformity with the plan and specification submitted in accordance with regulations and requirements of the Council.

Date: .....

.....  
Signature of Applicant/Authorised Agent

Report on Application

.....  
.....  
.....  
.....  
.....  
.....

**For all works including repair and alterations value of work as determined by the Building Surveyor**

|               |                       |     | <b>Fee</b> | <b>Plus 9% Vat</b> |
|---------------|-----------------------|-----|------------|--------------------|
| Not Exceeding | 200                   |     | 3.20       | 3.50               |
| Exceeding     | 200 but not exceeding | 400 | 4.00       | 4.40               |
| “             | 400                   | “   | 600        | 6.55               |
| “             | 600                   | ”   | 800        | 8.75               |
| “             | 800                   | ”   | 1200       | 10.90              |
| “             | 1200                  | “   | 1600       | 13.10              |
| “             | 1600                  | “   | 2000       | 17.45              |
| “             | 2000                  | “   | 2400       | 21.80              |
| “             | 2400                  | “   | 3000       | 28.35              |
| “             | 3000                  | “   | 4000       | 34.90              |
| “             | 4000                  | “   | 6000       | 43.60              |
| “             | 6000                  | “   | 8000       | 52.35              |
| “             | 8000                  | “   | 10000      | 61.05              |
| “             | 10000                 | “   | 15000      | 74.15              |
| “             | 15000                 | “   | 20000      | 87.20              |
| “             | 20000                 | “   | 80.00      | 87.20              |

1. For every \$1000 part thereof in excess of \$20,000.00 2.00      2.20
2. Where a permit lapses under para (2) of Regulation 12 and a renewal is required a fee of ..... shall be payable 2.00      2.20
3. The fee payable for the examination of preliminary plans and specifications of any building fee shall be 16.00      17.45
4. In any case where damages to a street may be caused by Building operation, a deposit of ..... shall be refunded in full when the certificate of completion for the building is issued provided any damaged caused to the street has been repaired to the satisfaction of the council. 160.00      174.40
5. The fee for examining and approving additional copies of Plans and specifications after the issue of a Building Permit 3.20/set      3.50/set
6. The fee for examining an amended drawing after the issue of a Building Permit shall be minimum of 3.20      3.50
7. The following inspection fee shall be payable
  - (a) for any inspection required in the case of proposed structural alterations before drawing and other documents are submitted for approval, the fee shall be 16.00      17.45
  - (b) for inspecting old or second hand building materials before Re-using the same in a new building, the fee shall be 16.00      17.45
8. The fee for searching drawings and other documents after a Certificate of Completion has been issued shall be 3.20      3.50

Every person who shall erect a building shall provide the following:-

1. All boundary pegs are to be located prior to commencement of any works on site.
2. All habitable rooms to have a minimum of 7.80 square metre floor area with a minimum of 23.77 cubic metre space.
3. All kitchen floor to be a minimum of 4.6 square metre floor area with a minimum of 11.32 cubic metre space.
4. All building to have a minimum head height of 2.40 metre.
5. All steel reinforcement are to be inspected and certified by the Director Building Services before being covered or concreted and some of the items are as listed below (delete whichever is not applicable)
  - a) Structure  
Piling works, pads, columns, the beams, wall footing etc.
  - b) Superstructure  
Slab, columns, internal and external beams, suspended slabs, stairs, roof framing, timber, floor framing, timber wall framing, cantilever framing, portal framing, portal encasing, driveway slabs, drain crossing, drainage works etc.
  - c) Boundary Fence & Retaining Wall
6. The following minimum cover are to be provided in the form of concrete cube or plastic/steel chairs unless specified in plans:
  - Sub-structure - 75mm minimum
  - Superstructure – ground slab – 75mm, ground tie beams – 75mm, column 40mm, suspended slab 20mm from bottom steel and 20mm from top steel minimum.

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# LAUTOKA CITY COUNCIL

## TOWN PLANNING SCHEME

### APPLICATION FOR DEVELOPMENT PERMISSION

#### *Applicant's Copy*

To the Lautoka City Council 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 title, State plan and lot number)

Applicant's Interest in Site \_\_\_\_\_

(Owner, lessee, licensee, prospective, purchaser)

Survey Plan and Lot Number \_\_\_\_\_ Area of Site \_\_\_\_\_

State the Purpose of the Development \_\_\_\_\_

(e.g. Detached Dwelling, Flats, Shops with Flats, Service Stations, Bulk Store  
Library, Advertising, Hoarding etc. etc. etc.)

Name and Occupation of Proposed Occupant \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature/Authorized Agent

\_\_\_\_\_  
Date

## **NOTES FOR GUIDANCE OF APPLICANTS**

No person shall execute or permit any Development without first obtaining permission in writing in that behalf from the Lautoka City Council (ref. Provision 2, General Provisions).

Development in relation to any site, land or building means by any building operations, rebuilding operations, alterations of, addition to, or structural repair to any building, accessory building or structure over five feet in height whether such building, accessory building or structure is permanent, moveable and includes the removal of any building, accessory building or structure from one position on a site to another position on the same site, and includes the off-street storage of any discussed mechanically propelled vehicle, the subdivision of any land, any earthwork involving the use of powered machinery, the formation, laying out or widening of any street or means of vehicle access to any street, any use or change of use of any land, site, building or structure either wholly or in part which is materially different from the purpose for the land, site, building accessory building or structure was last being used.

Development Permission granted on this form is Town Planning Approval does not limit the enforcement of any powers available to the Lautoka City Council for the regulation of building construction or the application of health safe guards under the Public Health Building Regulations, Cap. 111, 1985.

This form may be used to submit an Outline Application for Approval in Principle by inserting the word "OUTLINE" before the word "APPLICATION" in the heading to the form.

Two copies of building plans, specifications and the site diagrams showing all existing and proposed buildings on site must accompany this application.

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**LAUTOKA CITY COUNCIL**

**CHECK LIST FOR SUBMISSION OF BUILDING APPLICATION**

B/F .....

S/N .....

| <b>Nature of Application</b>    | <b>Particulars</b> |
|---------------------------------|--------------------|
| New Building                    |                    |
| Addition to Existing Building   |                    |
| Alteration to Existing Building |                    |
| Miscellaneous:- Boundary Fence  |                    |
| Retaining Wall                  |                    |
| Driveway                        |                    |

|     |   | <b>Mark</b> |    |
|-----|---|-------------|----|
|     |   | Yes         | No |
| 1.  | Lessee and ownership documents  |             |    |
| 2.  | Consent for development from Land lord  |             |    |
| 3.  | Water Authority of Fiji’s consent in case of development over sewer easement.   |             |    |
| 4.  | Council’s application form with all relevant details filled.  |             |    |
|     | <b><u>Contents of Building Plans</u></b>  |             |    |
| 1.  | Locality plan.  |             |    |
| 2.  | <b><u>Site and drainage plan</u></b>  |             |    |
|     | (i) Correct boundary dimensions   |             |    |
|     | (ii) Yard clearances according to Town Planning Zoning Scheme Plan  |             |    |
|     | (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 storeys in height  |             |    |
| 7.  | Structural certification of plans and design certificate from consultants engineers.  |             |    |
| 8.  | Structural calculation 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. | Two sets of plan and specification to be provided with the application form   |             |    |
| 11. | 3 sets of complete application to be provided in case of application that has to be referred to Director Town & Country Planning for consideration.   |             |    |
| 12. | Commercial and Industrial developments – certification of plans by Ministry of Labour, Industrial Relation and Productivity – Occupational Health Safety Services and the National Fire Authority and furnish with Certificates from both Authorities |             |    |
| 13. | Review of Application by the Fiji Electricity Authority for assessment of Project in vicinity of power lines and for loading demand in supply of power for industrial & commercial developments   |             |    |
| 14. | Geotechnical Site Investigation Report submitted (Required for proposals exceeding two storey in height).   |             |    |

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

Signature: .....

Date: .....

|                  |                         |
|------------------|-------------------------|
| Rates Department | Town Rangers Department |
| <br><br>         | <br><br>                |