

APPLICATION REQUIREMENTS

Proposal	Items	Tick
DEVELOPMENT CONTROL/ BUILDING	3 Copies of Town Planning Development Forms	
	3 Copies of Local Authority Forms	
	Proof of Ownership(Title, Lease Document)	
	3 Sets of Building Plans	
	Site & Drainage	
	Floor Plans	
	Elevation Plans	
	Structural Detailed Plan	
	Covering Letter & Recommendations of Local Authority	
	Evidence of fees being paid (Receipt No & Amount)	
SUBDIVISION	7 Copies of Subdivision Form	
	7 Copies Town Planning Development Forms	
	Proof of Ownership (Title, Lease Documents)	
	Native Land- Land Development Vetting Committee Comments and Survey Instructions to be submitted	
	STATE LAND- Letter of Approval from the Ministry of Lands(as required vide memorandum dated	
	7 Copies of Scheme Plan (in accordance with Subdivision of Land Regulations)	
	Evidence of fees being paid(Receipt No & Amount)	
	Covering Letter & Recommendations	
REZONING	3 Copies of Town Planning Development Forms	
	Background Information relating to proposed zoning e.g. For Commercial rezoning-type of commercial activity or use intended	
	Proof of Ownership (Title, Lease Documents)	
	Evidence of fees being paid(Receipt No & Amount)	

Note:

- For a subdivision application if the proposal is more than five (5) acres the application will need to be lodged at the Local Authority/ Municipal Council while if it is less than five (5) acres than the application will need to be lodged at a Department of Town and Country Planning. All subdivision application are processed and decided upon at the Suva Office.
- That an Agreement for lease will require for a subdivision application to be lodged and necessary scheme approval from DTCP and Survey Plan Approval from Department of Lands are obtained before any Building or Rezoning application can be considered.
- That all rezoning and building applications (meeting the above checklist) are to be lodged at the respective Municipal Councils/ Local Authority and the necessary fees paid, the Municipal Councils/ Local Authority will then provide comments on the applications and will submit the applications to DTCP for Final Decision

Applications can NOT be lodged by email. There is currently no online option.

More information and contact

For more information please email us at rates.rtc@gmail.com or call 9257916.