



**SUVA CITY COUNCIL**

**CHECK LIST – DEVELOPMENT APPLICATION**

**FENCING DEVELOPMENTS**

A development approval under Section 25 of the Town Planning Act Cap 139 and a permit under Public Health Act Cap 111 Section 49 (2); S-20 is required for all building construction and alteration. No persons shall erect any building or add or alter the ground of any existing building or carrying out repairs costing more than \$60 to any building without the approval in writing of the Council.

**GENERAL**

<b>Requirements</b>	<b>No</b>	<b>Provided</b>	<b>Comments</b>
Building Application Form	1		
Town Planning Application form on Triplet	3		
Copy of Title	1		
Ownership letter where applicable	1		
Consent of Landlord (Director of Lands/ NLTB)	1		
Rates verification	1		
Copy of Tin	1		
Locality Plan	1		
Plans in Triplet	3		
Specification in Duplicate	2		
Drawings to scale 1:100 Floor plan, 1:50, 1:20 – Details, Site Plan 1:200			
Drawing Title			
Agents Name and Business License Number			

**FOR OFFICAL USE ONLY**

**TOWN PLANNING REQUIREMENTS**

<b>Requirements</b>	<b>Comments</b>
Zoning	
Sewer Method	
Yard Clearances	
Easement/ Reserves	
Vehicular Crossing	
Car parking / Turning Area	
Boundary Dimensions	
Sewage Department approval if fencing over sewer reserve	
Council consent of fencing over drainage reserve	
Copy of easement certificate	

**ACCEPTED**

All proceedings requirements are included in the plan submitted.

Signature: .....

Date: .....

**BUILDING SECTION REQUIREMENTS**

<b>Requirements</b>	<b>Comments</b>
Foundation Plan –detailing each elements used, bracing required and soil condition	
Structure Engineer report	
Surveyors Report	
All Elevation	
Cross section and longitude	
Corner bracing details	
Step Footing details	
Size and type of gate	

**ACCEPTED**

All proceedings requirements are included in the plan submitted

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

**HEALTH REQUIREMENTS**

<b>Requirements</b>	<b>Comments</b>
Drainage Method	
Distance of Septic Tank from building, and boundaries	
Details of septic tank and associated drainage	
Weeping Holes	

**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.