

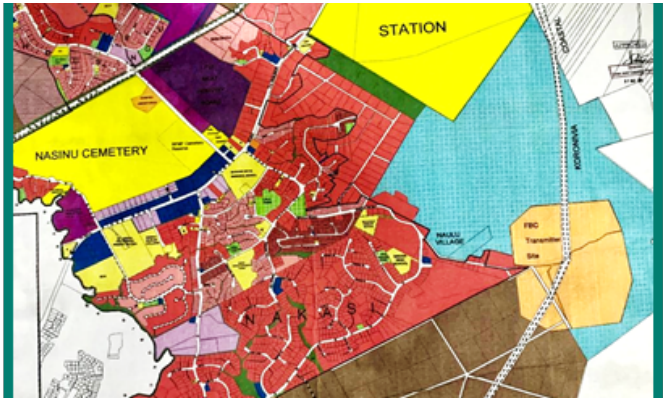


MINISTRY OF
COMMERCE, TRADE,
TOURISM AND
TRANSPORT

DEPARTMENT OF TOWN
AND COUNTRY PLANNING

SUBDIVISION OF LAND

UNDER THE TOWN PLANNING
GENERAL ORDERS



ABOUT US

Subdivision Section deals with the division of a parcel of land for sale, conveyance, transfer, lease, sub-lease, mortgage, agreement, partition or other dealing or by procuring the issue of a separate instrument of title under the provisions of the Land Transfer Act 1971 in respect of any portion of land or by parting with the possession of any part thereof, or by depositing a plan of subdivision with the registrar of titles under the provisions of the last-mentioned Act.

Subdivision Processes Includes:

- New Scheme Application
- Scheme Amendment Application
- Waiver Application
- Extension/Renewal Application
- Engineering Plan Application
- Survey Plan Clearance



OUR REQUIREMENT

SUBDIVISION OF LAND REQUIREMENT CHECKLIST:

- 7 Copies of Subdivision forms
- 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 the Subdivision of Land Regulations)
- Evidence of Fees being paid (Receipt Number and Amount)
- Covering Letter and Recommendation



PROCESSING TIMELINES

In effort to streamline and strengthen our customer service, we have allocated up to 30 working days turn around time for processing applications.



FEE SCHEDULE

Basic fee \$99.80 PLUS the following charges based on the size of the subdivision.
Lots for open space reserve, road or public utilities are not included in the lot count below.

NUMBER OF LOTS	NEW VIP AMT-2016
Up to 20 Lots	\$7.75 per lot
More than 20 lots	\$254.82 PLUS \$3.88 per lot in excess of 20 lots
Per Lot	\$3.88
Basic Fee	\$99.80
Renewal of Subdivision	\$15.15

← Examination of Subdivision Scheme Plans

Basic fee \$65.88 PLUS the following charges based on the value of work

VALUE OF WORK	NEW VIP AMT-2016
\$2000 - \$5000	\$32.94
\$5000 - \$10,000	\$65.88
\$10,000 - \$15,000	\$131.77
\$15,000 - \$20,000	\$164.71
Exceeding \$20,000	\$164.71 PLUS \$7.75 for every \$1000 [or part thereof] in excess of \$20,000 value

← Examination of Engineering Plans



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Level 3 Civic Tower Building
Suva



MINISTRY OF
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DEVELOPMENT CONTROL

UNDER THE TOWN PLANNING
GENERAL ORDERS



PRE-CONSULTATION



We'll listen.
Make suggestions.
Comment.
(1 day)

LODGMET

Checklist

1. Building Plans (drawn to scale– in triplicates)
 - Site plan
 - Floor plans
 - Elevation plans
 - Structural plans
2. Application forms
3. Fees
4. Title/ Registered lease
5. Background information.
6. Outline Building application for Major developments (\$1m and above)

Lodge plans to
relevant
Councils
(1 day)

DECISION

Assess against Town
Planning Laws and
Regulations

- Zoning
- Plot ratio/ density
- Setback requirements
- Number of units
- Car parking
- Number of storeys
- Inspection
- Relevant agencies comments (WAF, FRA, CAAFI etc)



Assessment.
Decision conveyed to
Council
(20 working days)

CONSTRUCTION & END PRODUCT

Site preparation:

- Land clearing
- Building footprint
- Connection to Water, sewer and EFL grid
- Inspection by Councils and relevant agencies prior to issuance of certificates



Council issues
Building Permit,
Completion &
Occupation Cert



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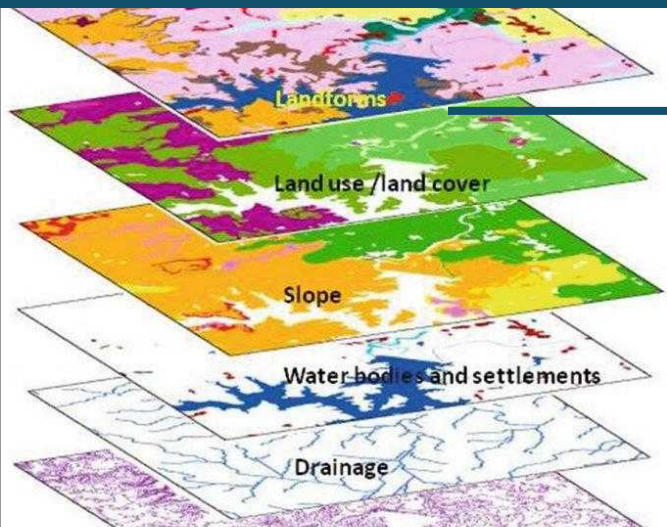
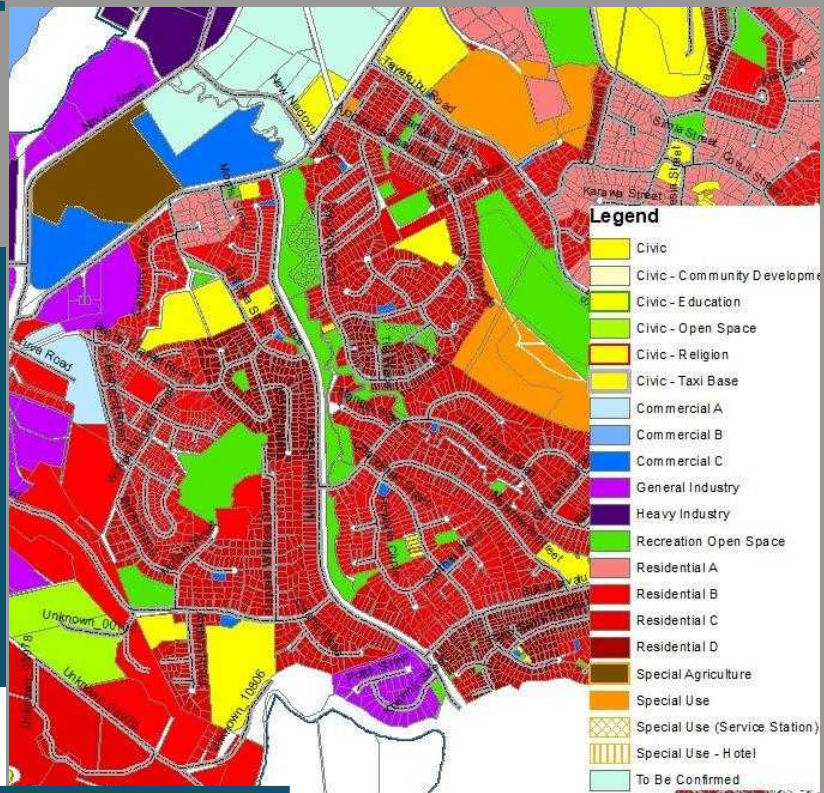
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GIS UNIT



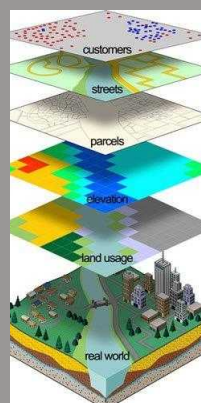
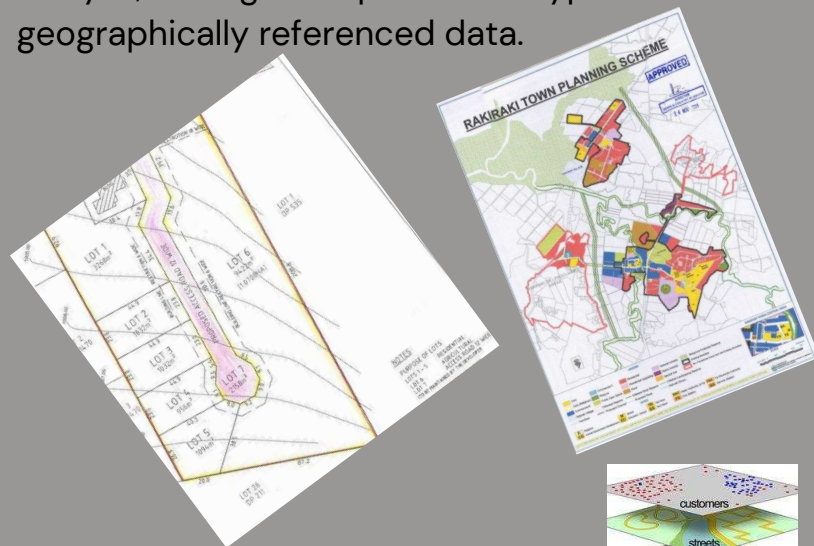
WHAT IS GIS

GIS is a tool that brings together all data layers from satellite imagery, aerial photography, remote sensors, land details and infrastructure, users gain a holistic perspective on location.

GIS designs to capture, store, manipulate, analyze, manage and present all types of geographically referenced data.

ABOUT US

- Preparation of Town Planning Schemes, Revised Town Planning Schemes, Land-use Plans, and conversion of hardcopy or manual format data to GIS format and production of plans through ArcGIS software.
- Advise and assist the DTCP on the development of GIS Unit of the department and the coordinate upgrading and maintenance of GIS and Department's infrastructure.
- Plan and develop GIS Projects.
- GIS support on facilitation of consultations and trainings to staff and stakeholders on GIS technology and applications.
- Provide administrative support to all corporate requirements of the Ministry including planning budgeting and human resource activity.
- Maintenance of DTCP data and GIS.



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