

BA TOWN COUNCIL

DEVELOPMENT CHECK LIST

BUILDING APPLICATION (COMMERCIAL/INDUSTRIAL)

	THINGS TO BE SUBMITTED	
1.	2 copies of Building Application forms	
2.	2 copies of specifications	
3.	Proof of ownership (Title or lease documents)	
4.	Survey Plan of the site (boundary pegs to be marked by a registered surveyor)	
5.	2 sets of Building Plans	
	Building plans should include the following	
	1. Locality Plan	
	2. Site (including drive way access and car parks)	
	3. Drainage Plan(including storm water drainage and waste water disposal plan)	
	4. Floor Plans (including floor set out plans, Machine set out plans and electrical plans)	
	5. Elevation Plans (including all four sides of the structure)	
	6. Cross sectional plans	
	7. Detailed plan for amenities	
	8. Structural detailed plan	
	Building plans to be certified by the following;	
	1. Land lord Consent (TLTB, Crown land, Housing Authority)	
	2. Structurally Sound by a MFIE Engineer (Member of Fiji Institute of Engineers)	
	3. Plans to be a certificated by National Fire Authority	
	4. Plans to be a certificated by Occupation, Health and Safety Department	
	5. Water Authority of Fiji - Sewer connections - where applicable	

Note;

1. Building fees is applied based on the calculations done on the building value by the Council.
2. Building Plans to be only accepted upon meeting the above requirements
3. Processing timeline for the building applications is 10 working days.