



Department of Town and Country Planning
Building Plan, Town Planning Scheme, Subdivision Scheme Plan and Documentation Search
Application Form



Name:			
Postal Address:			
Phone:		Date:	
Mobile:		Fax:	

TYPES OF DOCUMENTATION YOU WISH TO RECEIVE OR VIEW (Please Tick below):		DOCUMENTATION THAT YOU SHOULD PROVIDE (Please Tick Below):	
<input type="checkbox"/>	<i>Building Plan</i>	<input type="checkbox"/>	<i>Proof of Ownership (Lease, Sale and Purchase Agreement or Certificate of Titles)</i>
<input type="checkbox"/>	<i>Subdivision Scheme Plan</i>	<input type="checkbox"/>	<i>Letter of Permission from Owner (if Applicable)</i>
<input type="checkbox"/>	<i>Town Planning Scheme</i>	<input type="checkbox"/>	<i>Valid Form of Identification (Driver's License, FNPF, etc.)</i>
<input type="checkbox"/>	<i>Other: _____ (Please Specify)</i>	<input type="checkbox"/>	<i>Evidence of Search Fees(only for search) being Paid (\$15.00 search fees at DTCP cashier)</i> <i>RR: _____</i> <i>Fee: \$ _____</i>
			<i>Other Documents as Required:</i> _____ _____

Property Address:	
Why do you require this Information?	
Any Other Relevant Information to assist in Documentation Search (e.g. Date/Year of last development on site):	

Please Select by Ticking Box:	<input type="checkbox"/>	View Documents	<input type="checkbox"/>	Copy of Documents (Please note that photocopy fees are \$ 1.40 per sheet for A4 and \$2.00 per sheet for A3).	<input type="checkbox"/>	Other (Please Specify) _____
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I/We (Owners of the Property).....

.....hereby confirm that all information provided in this application form is true and understand that any incomplete forms will not be considered.

Signed:.....

Date:.....

NB Where there is more than one individual owner only one signature is required

Please return completed form to:

Department of Town and Country Planning – Customer Service - PO Box 2350, Suva or visit our offices: in our Suva Office at Level 1 FFA House 4 Gladstone Road, in our Lautoka Office at Level 1 Rogorogoivuda House, Tavewa Avenue and at our Labasa Office at Ratu Raobe Building, Nasea, Labasa



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OFFICE USE ONLY		
Date Received	Date Replied	File No.
Section referred to:		Supervisor:
Processing Officer:		Date Completed:
Number of Pages: _____	Charges: _____	Stamp:
Comments: _____ _____ _____ _____ _____ _____		
Date _____ Officer _____		

Important Notes:

1. Please note that some plans may not be with the department and may be with the respective Municipal Councils and Local Authority, therefore the upon filling in this application, the applicant must note that search fees charges are still incurred if the documents requested are not at the department.
2. Restrictions apply to information requiring owner's consent or classified as sensitive. The owner's written consent or proof of ownership (Identification) is required prior to this application being processed. For prospective purchaser, a sale and purchase agreement can be given as proof.
3. Applications for copies of plans and other documentation will generally be processed within 7days from lodgment; however complex plan searches may take longer.
4. If the property is owned by a Company, Organization or Corporation, your application must include a formal letter of consent on the entity's letterhead, signed by a director. Where the applicant is a third party, the formal letter of consent must authorize the applicant to apply on the entity's behalf.
5. If you require plans and documentation for a whole building comprising multiple properties with no Owners Corporation consent in writing is required from each property owner.
6. If you require plans and documentation just for your own property (e.g. your unit/apartment only and not the whole building) only your consent is required. **Please note, in this situation any plans supplied to you will show your unit/apartment only and not the whole building.**
7. Personal information required on this form is for the purposes of dealing with this request. It will be used solely by the Department for this primary purpose or other directly related purposes. The applicant understands that the personal information provided is for the purposes of dealing with the request and he/she may apply to the Department for access to and/or amendment of the information.
8. That for any Subdivision scheme plan only the consultant has the right to seek copies from the department. Property owners and lessee will need to obtain written consent from the consultant as they have intellectual property rights over subdivision scheme plans submitted to the department.

All correspondences to be addressed to the Director of Town & Country Planning