NAUSORI TOWN COUNCIL
BUILDING APPLICATION REQUIREMENTS

- 3 copies of Development Application Forms.
- 3 copies of Application Permission to Build Forms.
- 3 copies of Complete Building Drawing Plans Drawn to Scale (A3 Size paper).
- 2 sets of building specifications.
- Plans to be certified safe by a Registered Structural Engineer and a Design Certificate to be submitted (this applies to double story structures, Boundary fence and Retaining Wall).
- Boundary Pegs to be redefined by a Registered Land Surveyor and a Redefined Survey Plan to be submitted.
- Consent from Ministry of Labor (OHS) and National Fire Authority (NFA) to be obtained (Conditional).
- Evidence of Ownership & Legal Rights (Certificate of Title, Registered Lease, Sales and Purchase Agreement, Other).
- Consent Letter from Landlord if it’s a Leasehold Property (e.g. ITLTB, Director of Lands, Housing Authority, Methodist Church, etc.).
- Background Information if proposal constitutes a Major Development.
- All Council rates to be cleared before application is processed.
- Correct Application Fees (As per Town Planning Act Regulations – Schedule of Fees).
- Architect/Draftsman should have business license from Nausori Town Council.

SCHEDULE OF DRAWINGS

- All drawings must be in A3 size paper with title block specifying the project proposal, draughtsman contact, address and scale of plans. Drawings should include the following
- Site & Drainage Plan including the locality of the subjected area (scale 1:200)
- Proposed Floor Plan (scale 1:100)
- Proposed Elevation (scale 1:100)
- Cross Section (scale 1:50)
- Electrical Plan (scale 1:100)
- Foundation Plan (scale 1:100)
- Foundation Details (scale 1:20)
- Roof framing Plan (scale 1:100)
- Roof details (scale 1:20)

NOTE:
- Schedules of drawings may vary depending on the scale of the projects and nature of proposed developments
- Regularization of as Built structures applicant is required to submit Regularization Report from a Registered Structural Engineer.
PROCESSING OF BUILDING APPLICATIONS

All building applications are being forwarded for lodgment to various section within the council which includes Town planning unit, health department and building section for scrutinizing and vetting of plans to meet the standards and compliance of Relevant act such as the Town Planning Act, Public Health Act and National Building Code Of Fiji.