



NAUSORI TOWN COUNCIL
P O Box 72, Nausori Fiji
Phone: (679) 3477133
Email: nausoritown@ntc.com.fj

Address all Correspondence to the Chief Executive Officer

REZONING APPLICATION REQUIRMENTS

(TOWN BOUNDARY)

- **4x** copies of filled and signed *Town Planning Forms*
- **2x** copies of **Cover Letter**. Provide intentions, concepts, future plans to rezone and develop the proposed allotment.
- **3x** copies of your proof of *Ownerships* of the site. It is requested that a recent certified copy uplifted within the last three (3) months is provided from *Registrar of Titles* office.
- **3x** copies of the *Consent Letter* from the Landlord (**TLTB, Housing Authority, Director of Lands- depending on the tenure**) for the rezoning of the site.
- Ensure that your **Town Rates** are updated as otherwise your application will not be accepted.
- Rezoning Fee is charged based on the zoning change (current zone to intended zone) as per Town Planning Act (Cap. 139).

NATURE OF REZONING	TOTAL FEES	97.5% (DTCP FEES)	2.5% (COUNCIL FEES)	ADMINISTRATION FEES
Rural (Agriculture)-Residential	\$92.04	\$89.74	\$2.30	\$75
Rural (Agriculture)-Commercial	\$183.12	\$178.54	\$4.58	\$75
Rural (Agriculture)-Industrial	\$183.12	\$178.54	\$4.58	\$75
Residential-Commercial	\$183.12	\$178.54	\$4.58	\$75
Residential-Industrial	\$183.12	\$178.54	\$4.58	\$75
Commercial-Residential	\$109.48	\$106.74	\$2.74	\$75
Industrial-Residential	\$109.48	\$106.74	\$2.74	\$75
For Tourist Resort Development	\$366.24	\$357.08	\$9.16	\$75
Any Other Rezoning	\$72.67	\$70.85	\$1.82	\$75

That of any of the fee above, **2.5% is retained by Council** and balance **97.5% is for Department of Town & Country Planning (DTCP)** process fee as per legislated under law.

- The Council will assess your application within **twenty-one (21) days of lodgment** and then forwarded it to DTCP Office for consideration as per Town Planning Act (Cap. 139).
- DTCP days of process: **Forty-Five (45) days**.



Ministry of Local Government Department of Town and Country Planning

FFA House - 4 Gladstone Road

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Rezoning Application Checklist

That all rezoning and building applications (meeting checklist) are to be lodged at the respective Municipal Councils and the necessary fees paid, the Municipal Councils/ Local Authority will then provide comments on the applications and will submit the applications to DTCP for Final Decision

This checklist shall be filled and signed by the applicant and attached to the rezoning submission to the Municipal Council. The applicant shall check each item on the check list that has been submitted with the application. The Municipal Council shall verify the application against the checklist and forward the application with the appropriate fees.

The Department of Town and Country Planning assumes no responsibility for errors or omissions in the application. The information is provided "as is" with no guarantees of approval. All applications are assessed on merit and in line with planning principles and relevant overarching legislation

Application details	
Name	
Land description	

Items		Applicant	Municipal Council	DTCP
3 Copies of the Applicant for Development Forms				
Proof of ownership documents	Freehold title under the applicant's name			
	Native lease document under the applicant's name			
	State lease document under the applicant's name (Foreshore leases for development on foreshore)			
	Copies of Will of Testament/Probate/Letter of Administration for Executors of Estate.			
Consent from Landlord	Consent from Land Development Vetting Committee (LDVC) consent from iTaukei Lands Trust Board			
	Consent to rezone from Director of Lands (DOL)			
	Consent to rezone from Housing Authority for land under Housing Authority Sub-Lease			
	Consent to rezone from Body Corporate/Corporate for land within areas managed by a Body Corporate or Cooperative			
Comments from Stakeholders (where applicable)	Consent from Ministry of Agriculture for rezoning of Rural (Agricultural) land to other uses			
	Consent from Sugar Industrial Tribunal for lands with sugarcane farms under SIT contract			
	Comments from Ministry of Health for rezoning of lots for Medical Purposes and Food Processing			
	Comments from Ministry of Education Heritage & Arts/National Trust of Fiji for sites within heritage areas			



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	Comments from Civil Aviation Authority of Fiji (CAAF) and Fiji Airports Ltd (AFL) for sites within the aviation aerodrome			
	Comments from Ministry of Land and Mineral Resources for commercial, industrial, tourism development on sites with borehole source of water.			
	Comments from Water Authority of Fiji (WAF) for large scale commercial and industrial developments on sites connected to WAF infrastructure and sites within Municipal Boundaries			
	Comments from Department of Energy for projects relating to energy production			
	Comments from Fiji Roads Authority for developments along the highways and arterial roads			
Rezoning to Commercial/ industrial/ Special Use/ Civic lots over 4000m ² or within town boundary	<p>Two copies of the Statement of Development Effects</p> <p>Two Copies of the preliminary concept of the proposed development on site (preferred)</p>			
Declaration				
Applicant	I solemnly and sincerely declare that all information provided in this application to be true by virtue of the False Information Act 2016	Sign: Name:	Date	
Municipal Council	I hereby declare that the application has been verified and all information has been provided in accordance with the checklist and the correct fees have been paid	Sign: Name:	Date	
Department of Town and Country Planning	I hereby declare that the application has been verified and all information has been provided in accordance with the checklist and the correct fees have been paid	Sign: Name:	Date	
Rezoning file reference number				



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Statement of Development Effects

1.0 Application Details	
Applicant's Name	
Land details	
Area of land to be rezoned	
Proposed rezoning	
2.0 Description of the development	
a. Describe the site	
Include information such as: <ul style="list-style-type: none">• physical features of the site (i.e. slope and vegetation)• existing structures at the site and whether these are to be retained or demolished• existing services at the site• present use of the site• adjoining land uses	
b. What is the proposed development?	
Describe the development in detail: Include details such as: <ul style="list-style-type: none">• whether the development will use whole or part of the land• nature of the activity on the site• the physical features of the proposed development e.g. number of storeys for proposed buildings	



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c. Describe the operational and management details of the proposed development.	
Include details such as: <ul style="list-style-type: none">• hours and days of operation• number of car parking spaces provided and location of spaces• servicing arrangements (location and frequency) for deliveries• total number of staff• expected vehicle types	
d. Other information	
Provide any other supporting information for your proposed development	