

## DEPARTMENT OF TOWN & COUNTRY PLANNING

<p><b>Name of approval</b> Give the official name of approval used with investors</p>	<p>Subdivision Applications</p>
<p><b>Purpose of approval</b> Provide a description of what the authorisation provides to investors</p>	<p>Requires investors to apply for approval prior to subdividing land, and prescribe subdivision processes and standards based on the subdivision location and type.</p>
<p><b>Name of agency issuing the approval</b> Give official title of the body with the authority to grant the approval to investors</p>	<p>Department of Town &amp; Country Planning</p>
<p><b>Contact information for the agency</b> Provide the title of the person that is the first contact for the approval, and their contact information: street address, mailing address, telephone fax numbers, and e-mail/website address. If the authority has several different locations, contacts should be identified for each location.</p>	<p>Department of Town &amp; Country Planning 4 Gladstone Road Box 2350, Government Buildings, Suva Telephone: (679) 3305 336 Fax: (679) 3304 840</p>
<p><b>Process that must be followed To obtain the approval</b> Provide a brief description of the basic steps the investor must follow in order to obtain the approval. This should include identification of other agencies that the responsible authority must consult within processing the application.</p> <p><b>Note:</b> Written guidelines and an application form should be provided as separate documents.</p>	<p>Subdivision is primarily managed through the Subdivision of Land Act and the Town Planning Act. Each Act applies in different circumstances, and they work in tandem to manage subdivision in all areas.</p> <ul style="list-style-type: none"> <li>• The Subdivision of Land Act applies to all land proposed for subdivision, with the exception of land areas within Suva City Council and Lautoka City Council, wherein which some or all proposed lots are less than 5 acres (2 hectares) in size.</li> <li>• The Town Planning Act and associated approved Town Planning Schemes apply to subdivision within the boundary of a declared town. Thus, any subdivision proposed on land within the approved Town Planning Scheme shall be consistent with the zone. However, if differs, then a scheme amendment or rezoning shall be pursued first prior to subdivision consideration.</li> <li>• The Town Planning Act General Order applies in land areas of large-lot subdivision in which all lots are more than 5 acres in size.</li> </ul> <p>The standards and guidelines prescribed for subdivisions under these Acts vary in different areas, depending on the nature of the subdivision, but regulate aspects such as:</p> <ul style="list-style-type: none"> <li>• Minimum areas and street frontages for lots for different purposes as per Schedule B of the Town Planning General Provision;</li> <li>• Roading and infrastructure requirements; and</li> <li>• 5% Open space provision.</li> </ul> <p>Much subdivision – particularly new or extensive subdivision – is also affected by the Environment Management Act, which is concerned with identifying and managing the environmental impacts of developments.</p>

### How decisions are made

Briefly explain (a) who has the power to grant the approval, and (b) what criteria are used to approve or reject an application. If there is a lot of information used in the decision-making process it can be included in a separate document.

### Processing time of the Approval

Identify how long in days or weeks it takes from the point of submission of an application by the investor until a decision is made. This should be the average processing time. The authority should avoid stating a processing time they know cannot currently be met

To properly make an application for Development Permission for subdivision, a developer must submit the following:

- Seven (7) copies of a completed and signed Application for Development Permission form;
- Seven (7) copies of the proposed subdivision scheme plan. The scheme plan shall show all proposed lots with dimensions, site area, access and reserves and shall also show contours and all existing features on the site.
- Three (3) copies of proof of ownership or lease for the land;
- Three (3) copies of a site location plan;
- A project brief on the proposed subdivision is advisable.
- Full, correct fee, based on the value of the development.

The subdivision application lodgment process varies depending on the location and nature of the subdivision. Within the cities of Suva and Lautoka, the Subdivision By – Laws of those local authorities apply, and all applications are lodged directly to the Council. In all other Councils and in rural areas, the lodgment process depends on the size and nature of the subdivision proposed.

If all proposed lots are in excess of 2 hectares (5 acres), the application must be lodged to the local authority (either Town Council or Rural Local Authority) in which the subject site is located.

Applications for subdivisions in which any proposed site is less than 2 hectares are made directly to the Department of Town & Country Planning.

All enquiries about the progress of any application should be directed to the office where the application was lodged, by the applicant (or their nominated agent, as per the application form). In the event that the application has been referred to another authority or agency for consideration or comment, the receiving authority can make further enquiries about the progress and expected timelines, and relay these to the applicant. This means that an applicant remains in contact with the same office (and often same officer) from lodgment to decision, and ensures that all authorities involved in the application have the same information about its location and progress.

If your application was not lodged with Department of Town & Country Planning, but was instead lodged to a local authority; or if it was lodged through an agent, please contact that organization or person to receive an update. Staff are happy to provide updates to local authorities and nominated agents on request. Your assistance in this regard will reduce the time spent by staff providing the same information to people with various interests in application.

### THE PROCESS IN A NUTSHELL

Subdivision of Land if approved will be followed by an Engineering Plan – for major developments. Otherwise, consulting surveying pursues survey plan through compliance of conditions stipulated on the subdivision scheme plan. Clearance and approval of survey plan indicates that serviced lots have been created, in readiness for building development.

**Cost of the approval**

Identify the official cost(s) the investor is required to pay the agency in order to obtain the approval.

The fee schedule for subdivision applications is based on the scale of the subdivision proposed. Subdivision application fees are the same, whether an application is made under the Town Planning Act, the Subdivision of Land Act, or the General Order.

**Examination of Subdivision Scheme Plan**

Basic fee \$103.00 PLUS the following charge based on the size of the subdivision.

Number of Lots	Fee
Up to 20 lots	\$8.00 per lot
More than 20 lots	\$263.00 PLUS \$4.00 per lot in excess of 20 lots

Lots for open space reserve, road or public utilities are not included in the lot count above.

**Extension of Subdivision Validity**

An application to extend the validity of a subdivision approval may be made for a fee of \$16.00, provided development work is already in progress on the site. If no work has commenced, full fees (as listed above) are payable.

**Examination of Engineering Plans**

Basic fee \$68.00 PLUS the following charges based on the value of work:

Value of Work	Fee
\$2000 - \$5000	\$34.00
\$5,000 - \$10,000	\$68.00
\$10,000 - \$15,000	\$136.00
\$15,000 - \$20,000	\$170.00
Exceeding \$20,000	\$170.00 PLUS \$8.00 for every \$1000 (or part thereof) in excess of \$20,000 value