



20\_\_-10010-\_\_\_\_\_

# WESTMORELAND PARISH COUNCIL APPLICATION FOR BUILDING & OR PLANNING PERMISSION



The Parish Council Building Act 1952(by-law), the Building Code 2006, the Town and Country Planning Act 1957, Confirmed Development Order (1978)

DATE: Day .....Month.....Year.....

The Secretary/Manager  
Westmoreland Parish Council  
96 Great George Street  
P.O. Box 1  
Savanna-la-Mar  
Westmoreland

Dear Sir/Madam:

I submit herewith for your consideration (Insert Number of Plans) plans for (State type of Application)  
\_\_\_\_\_ situated (Location) \_\_\_\_\_  
\_\_\_\_\_

Yours faithfully,

.....  
Name in Block Capitals

.....  
Signature of Applicant/Agent

.....  
Date

### APPLICATION FEE/ASSESSMENT (For Official Use Only)

Date of Receipt: \_\_\_\_\_ Receipt No. \_\_\_\_\_

#### Estimated Cost of Development

Construction cost: \$ \_\_\_\_\_ (Labor Cost: \$ \_\_\_\_\_) & (Material Cost: \$ \_\_\_\_\_)

Swimming pool cost: \$ \_\_\_\_\_

#### Application fee:

Square Meter of Bldgs. Space: \_\_\_\_\_ X Rate Applied: \_\_\_\_\_ = Sub Total Fee \$: \_\_\_\_\_

Sewer Fee \$: \_\_\_\_\_ Drainage Fee: \_\_\_\_\_

Inspection Fee \$ \_\_\_\_\_ (Number of Inspections: \_\_\_\_\_ X Base Fee\$ = \_\_\_\_\_)

Other Fee \$ \_\_\_\_\_ **Total Fee (\$):** \_\_\_\_\_

Name of Officer Assessing Application: \_\_\_\_\_ Signature: \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_ Other Notations \_\_\_\_\_

Name of Cashier \_\_\_\_\_ Signature \_\_\_\_\_

**I. APPLICATION TYPE**

- PLANNING AND BUILDING PERMIT                       CHANGE OF USE  
 RENEWAL/REVALIDATION OF BUILDING PERMIT       OUTLINE APPLICATION  
 ENQUIRY     DEMOLITION  
 RETENTION/USE OF STRUCTURE                       OTHER \_\_\_\_\_  
 BUILDING PERMIT ONLY\*

\* Areas not covered by development order

**II. APPLICANT DETAILS**

TITLE:             MR                                       MRS                                       MS  
 FULL NAME OR COMPANY NAME: \_\_\_\_\_  
 POSTAL ADDRESS: \_\_\_\_\_ POSTAL DISTRICT: \_\_\_\_\_  
 CONTACT NUMBER(S): (TEL) \_\_\_\_\_ (CELL) \_\_\_\_\_ (FAX): \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ TAX REGISTRATION NUMBER (TRN): \_\_\_\_\_  
 Is the applicant the owner of the land?             YES                                       NO  
 If no, Specify agent\* \_\_\_\_\_  
 Has the permission of the owner or any other person entitled to give permission for the use of the property been obtained and furnished?             YES                                       NO

**III. PROFESSIONAL INFORMATION**  
**(Architects, Engineers, Building Practitioners, Urban Planners etc.)**

TITLE:             MR                                       MRS                                       MS  
 PROFESSION \_\_\_\_\_  
 FULL NAME OR COMPANY NAME: \_\_\_\_\_  
 POSTAL ADDRESS: \_\_\_\_\_ POSTAL DISTRICT: \_\_\_\_\_  
 CONTACT NUMBER(S) : ( TEL) \_\_\_\_\_ (CELL) \_\_\_\_\_ (FAX): \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 REGISTRATION NUMBER: \_\_\_\_\_ EXPIRY DATE (OF REGISTRATION) \_\_\_\_\_  
 CODE(S) TO WHICH BUILDING IS DESIGNED \_\_\_\_\_  
 DESIGN METHOD:  ENGINEERED                       TRADITIONAL  
 SECTION(S) OF PLAN / DESIGNED DRAWN \_\_\_\_\_

TITLE:             MR                                       MRS                                       MS  
 PROFESSION \_\_\_\_\_  
 FULL NAME OR COMPANY NAME: \_\_\_\_\_  
 POSTAL ADDRESS: \_\_\_\_\_ POSTAL DISTRICT: \_\_\_\_\_  
 CONTACT NUMBER(S) : ( TEL) \_\_\_\_\_ (CELL) \_\_\_\_\_ (FAX): \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 REGISTRATION NUMBER: \_\_\_\_\_ EXPIRY DATE (OF REGISTRATION) \_\_\_\_\_  
 CODE(S) TO WHICH BUILDING IS DESIGNED \_\_\_\_\_  
 DESIGN METHOD:  ENGINEERED                       TRADITIONAL  
 SECTION(S) OF PLAN / DESIGNED DRAWN \_\_\_\_\_

Applicant Signature \_\_\_\_\_

**IV. PROPERTY'S LEGAL INFORMATION**

CIVIC ADDRESS/LOT/APT No. \_\_\_\_\_ STREET \_\_\_\_\_ TOWN/CITY \_\_\_\_\_  
PROPERTY NAME \_\_\_\_\_ SHOP No. \_\_\_\_\_ AREA OF LAND \_\_\_\_\_ (Hectares / sq. m)

**a) PROPERTY REGISTRATION**

VOLUME \_\_\_\_\_ FOLIO \_\_\_\_\_ VALUATION No. \_\_\_\_\_ OTHER\* \_\_\_\_\_

NAME OF OWNER (S) \* \_\_\_\_\_

SURVEYORS REPORT/ID No. \_\_\_\_\_ CERTIFICATE OF TAX PAYMENT \_\_\_\_\_

Are there any existing structure(s) on site?  YES (To be reflected on Plan)  NO

If yes state amount \_\_\_\_\_ and existing use (s) \_\_\_\_\_

Is the land part of an approved subdivision?  YES  NO

If yes, state the name of the development/developer. \_\_\_\_\_

**b) DESCRIPTION OF LOCATION**

(Description of Location should include a description of adjoining properties to the north, south, east and west of the property; these descriptions should include the land use of these properties etc.)

N \_\_\_\_\_ S \_\_\_\_\_

E \_\_\_\_\_ W \_\_\_\_\_

**V. TYPE OF DEVELOPMENT (PROPOSED USE)**

RESIDENTIAL DEVELOPMENT  
Specify \_\_\_\_\_

RESORT DEVELOPMENT  
Specify \_\_\_\_\_

COMMERCIAL DEVELOPMENT  
Specify \_\_\_\_\_

MIXED USE DEVELOPMENT  
Specify \_\_\_\_\_

INDUSTRIAL DEVELOPMENT  
 LIGHT INDUSTRIAL (Specify) \_\_\_\_\_  
 HEAVY INDUSTRIAL (Specify) \_\_\_\_\_

TELECOMMUNICATION  
Specify \_\_\_\_\_

RECREATIONAL DEVELOPMENT  
Specify \_\_\_\_\_

OTHER  
Specify \_\_\_\_\_

INSTITUTIONAL DEVELOPMENT  
Specify \_\_\_\_\_

**VI. NATURE OF DEVELOPMENT (PROJECT WORK DESCRIPTION)**

- NEW
- STRUCTURAL REPAIR
- EXTENSION
- ALTERATION / MODIFICATION
- RETENTION
- CONVERT OR REPLACE ANY ELECTRICAL, GAS, MECHANICAL OR PLUMBING SYSTEM
- OTHER (Briefly describe the scope of work) \_\_\_\_\_

**a) FLOOR AREA**

Building Foot Print\*: \_\_\_\_\_ Floor Area: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ (Acres/Hectares/Sq. M)

Number of Floors: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ **TOTAL COMBINED FLOOR AREA:** \_\_\_\_\_

Habitable Rooms\* Existing \_\_\_\_\_ Proposed \_\_\_\_\_  
(Bedroom, Living Room, etc. see Building Application form guide)

Restroom: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Shops/Offices: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Other Rooms: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Applicant Signature \_\_\_\_\_

**b) AMENITIES**

Amenity Space: Required \_\_\_\_\_ Provided \_\_\_\_\_ Density: Required \_\_\_\_\_ Provided \_\_\_\_\_ (Sq. M)  
Parking Bays: Required \_\_\_\_\_ Provided \_\_\_\_\_ Disabled Parking: Required \_\_\_\_\_ Provided \_\_\_\_\_  
Boundary Distance (Setback): Front \_\_\_\_\_ Back \_\_\_\_\_ Side/L \_\_\_\_\_ Side/R \_\_\_\_\_

**c) ACCESS\***

Does the proposed development require new or altered access to the main/parochial/reserved road?  YES  NO  
Vehicular:  YES  NO Pedestrian:  YES  NO Disabled:  YES  NO

**d) SEWAGE TREATMENT AND DISPOSAL**

Sewage will drain to:  Public or other sewer (State Provider), Name of Mechanical System \_\_\_\_\_  
 Absorption Pit  Septic Tank and (Specify) \_\_\_\_\_  Tile Field and (Specify) \_\_\_\_\_  
 Other (specify): \_\_\_\_\_

**e) SURFACE WATER:** Surface water will drain to:

NATURAL:  Water Course  Relief Drains  Sinkhole/Depression  Other \_\_\_\_\_  
MAN-MADE:  Soak Away  Catchment  Drains (specify) \_\_\_\_\_  Other \_\_\_\_\_  
 OTHER (specify) \_\_\_\_\_

**f) ENVIRONMENTAL ISSUES**

Do you intend to destroy any trees with a trunk diameter exceeding 25 cm?  YES  NO  
Will the development impede on any water way / natural drainage feature (e.g. sinkholes)?  YES  NO  
Is the Development located in a protected area?  YES  NO  
If yes, please specify \_\_\_\_\_  
Will the development affect endemic flora and/or fauna?  YES  NO

**g) MATERIALS TO BE USED IN CONSTRUCTION (Dominant type)**

BRICK  CONCRETE  BLOCKS  TIMBER  INSITU CONCRETE  OTHER \_\_\_\_\_  
Roofing:  Metal  Slab  Shingle  Wood  Other \_\_\_\_\_

**h) BUILDING SYSTEMS**

PRE-FABRICATION  PRECAST  BLOCK AND STEEL (Traditional)  TIMBER FRAME  
 METAL FRAME (Specify) \_\_\_\_\_ OTHER \_\_\_\_\_

**VII. COVENANT\***

Would covenant be breached as a result of the proposal?  YES  NO  
If yes, please specify the covenant (s) that will be breached \_\_\_\_\_

**ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE TO INFORM THE APPLICATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Signature \_\_\_\_\_

**NOTE**

1. FOR ANY ADDITIONAL INSPECTION, FEES WILL BE INCURRED BY THE APPLICANT
2. THE COUNCIL RESERVES THE RIGHT TO REQUEST ANY OTHER INFORMATION AT ANYTIME DURING THE REVIEW OF THE APPLICATION. PLEASE NOTE, IF THE REQUESTED INFORMATION IS NOT FORTH-COMING WITHIN TIME SPECIFIED, THE APPLICATION WILL BE REFUSED.

**DECLARATION**

I declare that:

1. I hereby agree that information submitted is accurate to the best of my knowledge
2. I hereby agree to conform to the Building Law, Planning Act/Bylaws and Regulations in every respect and acknowledge responsibility for the act of my Builder or any other person I employ to do my work if permission is granted.
- 3 (a). I will erect the **“intention to build” card in a conspicuous area** immediately on the proposed site. I understand that failure to do so as specified would result in penalty imposed by the Local Planning Authority. I will notify the authority of the date of the erection of the intention to build card. I further agree to display on the land the notice of my intention to develop the said land for a minimum of 28 days.
- (b) I understand that **this (intention to build card) is not a permit to erect any structure** and that I must await a response from the Local Authority.
4. I will notify the Local Planning Authority of each construction stage and admit building official or other authorized person to inspect the building or building work. I understand that failure to do this will result in the cessation of construction works, and any further unauthorized construction works would result in legal actions.
5. I understand that if I carry out any development works before a permit is issued I will be subjected to fines as set out in the Building by-laws and the Town & Country Planning Act 1957 (Amended 1999). A Stop Notice and an Enforcement Notice can be served on owner/occupier and if said owner/occupier fail to obey the notices a fine up to one million Dollars (\$1M) can be imposed and thereafter a fine of five thousand dollars (\$5,000.00) per day if the development continues and in the event of a Court conviction your property could be forfeited to the Crown.

Yours faithfully,

.....  
*Signature of owner or (Agent Authorized in writing)*

.....  
*Signature of applicant*

.....  
*Date*

## BUILDING APPLICATION FORM GUIDE

This is a guide to assist in filling out the Building Application Form for consideration of approval. Be accurate as falsifying or providing inadequate information will prevent your application from being processed.

### II. Applicant Details

An Agent could be one of the following: Architect, Engineer, Lessee, Developer, Prospective Purchaser, Building Practitioner, Urban Planner, and Agent for Contractor etc. (*power of Attorney must be given if application is submitted by agent*)

### IV. Property's Legal Information

- a) Other proof of ownership include but not limited to; Common Law Title, Probated Will, letter from attorney or Govt. Agency (HAJ/NHT/etc.,) for land Settlement or Authorization letter from Owner, Tax Certificate etc.
- b) All Individuals having vested interest in the land must be listed.

### V. Type of Development (Proposed Use)

- **Residential:** Single Family, Multi-Family, Townhouse, Row House, Apartments, Duplex etc.
- **Institutional:** Community Center, School, Library, Fire Station, Nursing Home, Church, Court, Airport, Police Station, Hospital etc.
- **Commercial:** Shopping Area/Plaza, Restaurant, Markets, Office, Retail/Distribution, Barber Shops, Service Station etc.
- **Recreational:** Horseback Riding, Game/Arcade Rafting Amusement, Museum, Entertainment Centre, Theatre, Skating Ring, Cinema, concert Hall, swimming bath etc.
- **Resort:** Guest House, Hotel, Boarding House, Motel, Residential Club, Resort Cottage, Villa (s) etc.
- **Industrial:** Light- Cottage Industry, Noxious Strata, Furniture, Garment, Bakery, Manufacturing, Timber Yard, Garage Repair Shop, Upholstery Shop, Shoe Making etc. Heavy - Mining, Oil Refinery, Sugar Factory, Power Station and other uses generating much noise, smoke, fumes, dust or traffic.
- **Mixed Use:** Residential/commercial, Institutional/Commercial, Resort/Residential, Other uses which includes more than one category

### VI. Nature of Development

Note that alteration/modification is simply adjustment of structure that does not necessarily affect the original building area while extension is where the resulting structure would exceed the original building area.

- a) **Building Footprint** is the entire area of the ground covered by permissible structure; that is the area under the horizontal projection of the roof.

**Habitable Room** include bedroom, living room, lounge room, television room, dining room, study, family room etc. but excludes bathroom, laundry, corridor, hallway, lobby and other spaces of a specialized nature occupied neither frequently nor for extended periods

- b) Ramps, rails and other amenities shall be provided for the disabled which should include disabled friendly public sanitary convenience and parking. Parking should be a minimum of 5.48 x 3.95 in size. Public Buildings should have provisions which allow ease of access by persons in wheel chairs. (International Building Code, 2006)

*NB. The Planning Authorities will examine the plans for new public facilities to ensure that adequate provisions have been made for physically disabled individuals.*

- All Commercial and Institutional development must provide public sanitary convenience.

### d.) Sewage Treatment & Disposal

- Septic Tanks are usually a part of a system and include any of the following: Tile Field & Absorption Pit.

### e.) Surface Water

- Natural drains include Rivers, Seasonal Streams, sea etc. Man-Made drains include Gullies, Gutters, and Relief Drains etc.
- Catchment is catching or collecting water

**f.) Protected areas** include but not limited to National Parks, Marine Parks, Forest Reserves, National Monuments/Natural Landmarks, Ramsar Sites, Heritage Sites, Nature Reserve etc.

### VII. Covenant

Please be guided by covenant on title. Ensure that if proposal will breach covenant it be modified by the court.

For more information and assistance please contact the Westmoreland Parish Council.



**Urban Planning or Roads and Works Department**  
Tele: 1-876-955-2655/2798  
Fax: 1-876-955-2797  
Email: wpcplanning@gmail.com  
96 Great George Street  
Savanna-la-Mar  
Westmoreland  
Jamaica