



SERVICE DEDICATION EXCELLENCE

20\_\_-09009-\_\_00\_\_

**HANOVER 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, the Hanover Coast Development Order 1962

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

The Secretary/Manager/Town Clerk/Chief Administrative Manager  
Hanover Parish Council  
Church Street  
Box 41, Lucea P.O  
Hanover  
Jamaica

Dear Sirs:

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

Yours Sincerely,

.....  
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 Inspection Fee \$ \_\_\_\_\_ Other Fee \$ \_\_\_\_\_

**Total Fee: \$ \_\_\_\_\_**

**Documents Submitted:**  Proof of Ownership  Certificate of Payment  Surveyors ID/Diagram

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

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

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

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

I. APPLICATION TYPE

- PLANNING AND BUILDING PERMIT
- RENEWAL/REVALIDATION OF BUILDING PERMIT (1957), Hanover Coast Development Order 1962 and the Building Code (2006)
- ENQUIRY
- RETENTION/USE OF STRUCTURE
- OTHER \_\_\_\_\_
- BUILDING PERMIT ONLY\*
- CHANGE OF USE
- DEMOLITION

\* Areas not fully covered by development order

II. APPLICANT DETAILS

TITLE:  MR  MS  MRS

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\* \_\_\_\_\_

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

TITLE:  MR  MS  MRS

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  MS  MRS

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's Signature \_\_\_\_\_

**IV. PROPERTY'S LEGAL INFORMATION**

CIVIC ADDRESS/LOT/APT/\_\_\_\_\_ STREET \_\_\_\_\_ TOWN/CITY \_\_\_\_\_  
 PROPERTY NAME \_\_\_\_\_ SHOP No. \_\_\_\_\_ AREA OF LAND \_\_\_\_\_ (Hectares / m<sup>2</sup>)

**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  NO

If yes (*To be reflected on Plan*), 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.)

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

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

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

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

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

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

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

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

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

OTHER  
 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/ m<sup>2</sup>)

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

Habitable Rooms\*: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Restroom: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Bedrooms : Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Shops / Offices: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Other Rooms: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

**b) AMENITIES\***

Amenity Space: Required \_\_\_\_\_ (m<sup>2</sup>) Provided \_\_\_\_\_ (m<sup>2</sup>), Density: Required \_\_\_\_\_ (m<sup>2</sup>) Provided \_\_\_\_\_ (m<sup>2</sup>)

Parking Bays: Required \_\_\_\_\_ Provided \_\_\_\_\_ Disabled Parking: Required \_\_\_\_\_ Provided \_\_\_\_\_

Boundary Distance: Front \_\_\_\_\_ Back \_\_\_\_\_ Side/L \_\_\_\_\_

\_\_\_\_ Side/R \_\_\_\_\_

Applicant's Signature \_\_\_\_\_  
 Applicant's Signature \_\_\_\_\_

**c) ACCESS\***

Does the proposed development require a new or altered access to the main/parochial/reserved road?  YES  NO

Vehicular:  YES  NO Pedestrian:  YES  NO

**d) SEWAGE TREATMENT AND DISPOSAL**

Sewage will drain to:  Public or other sewer \_\_\_\_\_ Name of Mechanical System \_\_\_\_\_  
State Provider

Tile Field  Absorption Pit  Septic Tank and (Specify) \* \_\_\_\_\_  other (Specify): \_\_\_\_\_

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

NATURAL:  Water Course  Relief Drains  Sink Hole/Depression, (Specify) \_\_\_\_\_

MAN-MADE DRAINS:  SOAK AWAY  CATCHMENT\*  Drains, (Specify) \_\_\_\_\_

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 \_\_\_\_\_

**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 covenants that will be breached \_\_\_\_\_

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

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

Applicant's 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 14-28 DAYS, THE APPLICATION WILL BE REFUSED. WHERE AN APPLICATION IS REFUSED THE COUNCIL SHALL FORFIETE AN AMOUNT OF THE FEES.

**DECLARATION**

I declare that:

- 1. I hereby agree that information submitted is accurate to the best of my knowledge
- 2. I will erect the **“Intention to build” card in a conspicuous area** on the proposed site. I understand that failure to do this will attract a penalty of two hundred and fifty thousand dollars (\$250,000.00) (*proposed penalty under the Building Bill*).
- 3. I understand that **this is not a permit to erect any structure** and that I must await a response from the Local Authority and display on the land a notice of my intention to develop the said land within a minimum of 28 days.
- 4. I hereby agree to conform to the Building Law, Planning Act/By-laws 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.
- 5. I will notify Parish Council of each construction stage and admit building official or other authorized person to inspect building or building work. I understand that failure to do this will attract a penalty of two hundred and fifty thousand dollars (\$250,000.00) (*proposed penalty under the Building Bill*).
- 6. I understand that if I carry out any development works before a permit is issued I will be subject to a fine not less than two hundred and fifty thousand dollars **(\$250,000.00)** (*proposed penalty under the Building Bill*). (*to be consistent with fees set out in the New Building Act*) (*AND/OR*) In respect of 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 sincerely,

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

.....  
*Signature of applicant*

.....  
*Date*

## DEVELOPMENT APPLICATION FORM GUIDE

This is a guide to assist in filling out Development Application form for consideration of approval. Be accurate as falsifying or providing inadequate information will prevent your application from being process. Please be advised that for certain complex development additional supplementary forms will have to be completed.

### 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 is application is submitted by agent*)

### IV. Property's Legal Information

- a) Other proof of ownership includes but not limited to: Common Law Title, Probated Will & surveyors report with diagram, or letter from attorney or Govt. Agency (HAJ/NHT/etc..) for land Settlement or Authorization letter from & Tax Certificate and letter from JP.
- b) All Individuals having vested interest in the land must be listed.

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

- **Residential:** Single Family, Multi-Family less than 10 units, Multi-family more than 10 units, Townhouse more than 10 units, Townhouses less than 10 units, Row House, Apartments, Duplex etc.
- **Institutional:** Community Centers, Schools, 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, Games/Arcade Rafting Amusement, Museum, Entertainment Centre, Theatre, Skating Ring, Cinemas, concert Hall, swimming bath, etc.
- **Resort:** Guest House, Hotel, Boarding House, Motel, Residential Club, Resort Cottages, 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) Habitable Room include bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, playroom and

family room but excludes bathroom, laundry, corridor, hallway, lobby and other spaces of a specialized nature occupied neither frequently nor for extended periods

### b.) Amenities / c.) Access

- **Building Footprint** is the entire area of the ground covered by permissible structure; that is the area under the horizontal projection of the roof.
- **Amenity area** is space set aside for recreational and landscaping purposes but it does not include land reserved for car parking, driveway, foot paths and building.
- Ramps, rails and other amenities shall be provided for **physically challenged** which should include disable 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 are natural water Courses and 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 Reserve, National Monument/Natural Landmark, Ramsar Sites, Heritage Sites, and 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 Hanover Parish Council.



### Planning Department

Tele: 1 876 956 2305

956 2236

956 2947

Fax: 1 876 956 2891

[hanoverpc@mlge.gov.jm](mailto:hanoverpc@mlge.gov.jm)

Church Street

Box 41, Lucea P.O

Hanover

Jamaica, W.I.