



2013/04/004/- - / - - - - -

**PORTLAND PARISH COUNCIL**  
**APPLICATION FOR BUILDING & OR PLANNING PERMISSION**

The Parish Council Building Act 1952(by-law), the KSAC Building Act (1883), the Building Code 2006, the Town and Country Planning Act 1957, Confirmed Development Order (1964) parish/coast

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

The Secretary Manager  
Portland Parish Council  
1 Gideon Avenue  
Portland Parish Council  
Port Antonio, Portland  
Jamaica

Dear Sirs:

I submit herewith for your consideration \_\_\_\_ plans for \_\_\_\_\_  
\_\_\_\_\_ Situated at \_\_\_\_\_

The following documents accompany this completed application form:

- o Proof of ownership
- o Up-to-date Tax Receipt
- o Surveyors Report
- o 3 sets of drawings (residential)/ 6 sets of drawings (commercial/ institution)
- o Payment of processing fee

Yours faithfully,

.....  
Name in Block Capitals

.....  
Signature of Applicant/Agent

.....  
Date

<b>APPLICATION FEE/ASSESSMENT</b>	
<b>(For Official Use Only)</b>	
Date of Receipt: _____	Receipt No. _____
<b>Estimated Cost of Development</b>	
Construction cost: \$ _____ (Labor Cost: \$ _____) & (Material Cost: \$ _____)	
Swimming pool cost: \$ _____	
<b>Application fee:</b>	
Square Meter of Bldgs. Space: _____	X Rate Applied: _____ = Sub Total Fee \$: _____
Inspection Fee \$ _____	(Number of Inspections: _____ X Base Inspection Fee \$ _____)
Other Fee \$ _____	<b>Total Fee (\$):</b> _____
Name of Officer Assessing Application: _____	Signature: _____
Amount Paid \$ _____	Other Notations _____
Name of Cashier _____	Signature _____

2013/04/004/- - / - - - - -

### I. APPLICATION TYPE

- |  |  |
|--|--|
| <input type="checkbox"/> PLANNING AND BUILDING PERMIT            | <input type="checkbox"/> BUILDING PERMIT ONLY* |
| <input type="checkbox"/> RENEWAL/REVALIDATION OF BUILDING PERMIT | <input type="checkbox"/> CHANGE OF USE         |
| <input type="checkbox"/> ENQUIRY                                 | <input type="checkbox"/> OUTLINE APPLICATION   |
| <input type="checkbox"/> RETENTION/USE OF STRUCTURE              | <input type="checkbox"/> DEMOLITION            |
| <input type="checkbox"/> OTHER _____                             |  |

\* Areas not fully covered by development order

### II. APPLICANT DETAILS

TITLE:       MR                                       MS                                       MRS  
FULL NAME OR COMPANY NAME: \_\_\_\_\_ (Affix company's seal)  
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 and provide documentation \_\_\_\_\_  
\_\_\_\_\_

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

1) TITLE:       MR                                       MS                                       MRS  
FULL NAME OR COMPANY NAME: \_\_\_\_\_ (Affix company's seal)  
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 \_\_\_\_\_

2) TITLE:       MR                                       MS                                       MRS  
FULL NAME OR COMPANY NAME: \_\_\_\_\_ (Affix company's seal)  
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/\_\_\_\_\_ 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  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.)

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

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

**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. Specifv \_\_\_\_\_

**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*)

No. of Floors: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ **TOTAL COMBINED FLOOR AREA:** \_\_\_\_\_

No. of Habitable Rooms\*: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Restroom: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

No. of Shops / Offices: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Other Rooms: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

**b) AMENITIES\***

Amenity Space: Required \_\_\_\_\_ (Sq. M) Provided \_\_\_\_\_ (sq. M), Density: Required \_\_\_\_\_ (Sq. M) Provided \_\_\_\_\_ (Sq. M)

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

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

Applicant 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 Disabled:  YES  NO

d) SEWAGE TREATMENT AND DISPOSAL

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

.....

Fees Structure

Buildings (new and renewals)

- Residential - \$150/m<sup>2</sup>
- Commercial/shops, office, Ware-house, civic structures } - \$250/m<sup>2</sup>
- Multi-family, Town Houses } - \$250/m<sup>2</sup>
- Apartments, Resorts/ Guest } - \$250/m<sup>2</sup>
- House Developments }

All applications proposing an on-site sewage disposal system will be subjected to an inspection fee of \$1350

Revalidation (exceeding 6 months after approval and amendments of Plan

- For Residential structures - \$8000
- For Commercial structures - \$8000

Cellular Towers/Telecommunications device - \$100,000 per unit

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 ..... DAYS, 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 for a minimum of 28 days. I understand that failure to do so as specified would result in penalty posed by the Council. I will notify the Parish Council of the date of the erection of the intention to build card if not done immediately are required.  
(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 Portland Parish Council 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 against me.
- 5. I understand that if I carry out any development works before a permit is issued I will be subject to fines as set out in the Building by-laws and the Town & Country Planning Act 1957 (Amended 1999). That, 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)*  
 .....  
*Owners TRN*  
 .....  
*Date*

## DEVELOPMENT APPLICATION FORM GUIDE

1 This is a guide to assist in the completion of the Development Application form for consideration of approval. The form must be accurately completed as falsifying or providing inadequate information will prevent your application from being processed. Please be advised that for certain complex development additional supplementary forms will have to be completed.

### 2 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*).

### 3 Property's Legal Information

- a) -Other proof of ownership include but not limited to ; Common Law Title/ Probated Will, letter from attorney/ letter from JP/ Govt. Agency (HAJ/NHT/etc.,) for land Settlement all of which must be accompanied by a Surveyors Report.  
-Tax Certificate  
-If applicant is not the owner, an authorization letter from the owner certified by a JP must accompany these documents.
- b) All Individuals having a vested interest in the land must be listed on the application form. If all interested parties are unable to affix signature to the form a certified letter must be sent to the Council acknowledging the proposal.

### 4 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 Centres, Schools, Library, Fire Station, Nursing Home, Church, Court, Airport, Police Station, Hospital etc.
- **Commercial:** Shopping Area/Plaza, Restaurant, Office, Retail/Distribution, Barber Shops, Service Station etc.
- **Recreational:** Stables, Games/Arcade, Amusement, Museum, Entertainment Centre, Theatre, Skating Ring, Cinemas, concert Hall, pools 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:** a combination of two or more uses listed above.

### 5 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.

6 **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

### 7 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 **the disable** which should include disable friendly public sanitary convenience and parking. Parking should be a minimum of 5.48m x 3.95m 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.

### 8 Sewage Treatment & Disposal

- Disposal may be on-site/ central
- Septic Tanks are usually a part of a system and include any of the following: Tile Field & Absorption Pit.

### 9 Surface Water

- Natural drains are natural water courses which includes rivers, seasonal streams, sea etc. Man-made drains include gullies, gutters, and relief drains etc.
- Catchment facility is used for catching or collecting water

10 **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.

### 11 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  
Portland Parish Council at:  
Tele: 1-876-993-2665/2675  
Fax: 1-876-993-3188

1 Gideon Avenue  
Port Antonio  
Portland, Jamaica