



MINISTRY OF LOCAL GOVERNMENT & COMMUNITY DEVELOPEMENT

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INSTRUCTIONS FOR THE COMPLETION OF THE REVISED STREETLIGHT APPLICATION FORM

The application for the installation of Streetlights has been revised and the instructions for effectively completing the forms are as follows;

1. The forms should be completed in triplicate. This will facilitate the Municipal Corporation retaining a copy for
 - i. Reference on file;
 - ii. The other two (2) forms to be sent to the Ministry of Local Government and Community Development (MLGCD) for processing.
2. Each application will have a new reference number which includes the **Parish/Type/Year and MC Number**; this will assist in the tracking of application. The unique reference number should be inserted in space provided on the form. Therefore, the unique reference number comprises of the following;

i. **PARISH**

- Abbreviated Name of Parish via Local Authority

NO.	NAME OF LOCAL AUTHORITY	PARISH (ABBREVIATION)
1.	Kingston and St. Andrew Municipal Corporation	KSA
2.	St. Catherine Municipal Corporation	SCA
3.	Municipality of Portmore	PRM
4.	Clarendon Municipal Corporation	CLA
5.	Manchester Municipal Corporation	MAN
6.	St. Elizabeth Municipal Corporation	SEL
7.	Westmoreland Municipal Corporation	WES
8.	Hanover Municipal Corporation	HAN
9.	St. James Municipal Corporation	SJA
10.	Trelawny Municipal Corporation	TRE
11.	St. Ann Municipal Corporation	SAN
12.	St. Mary Municipal Corporation	SMA
13.	Portland Municipal Corporation	POR
14.	St. Thomas Municipal Corporation	STH

ii. **TYPE:**

- Indication of whether it is a New Development (abbreviated "ND") or a Discretionary approval (abbreviated "D").

iii. **YEAR:**

- Indicates the current year (eg. 2019)

iv. **MC NUMBER:**

- Indicates the Municipal Corporation reference number (eg. 1, 2, 3)/MC unique file number.

Therefore for example a reference number would have been written as such; **KSA/ND/2019/012.**

3. The forms must be signed by the Chief Executive Officer or a Senior Officer of the Municipal Corporation.
4. The forms should be accompanied by the necessary/relevant documentation to support the request for the installation of the lights.

Please see attached copy of the new Street Lights Application Form for ease of reference

LOCAL AUTHORITIES

STREET LIGHTS APPLICATION FORM

Please fill out in triplicate

Reference # _____
PARISH/TYPE/YEAR/MC #

Parish _____

Type of Application: New Development

Discretionary

Community: _____

Parish Council Division: _____

Applicant/Organization: _____

Address _____

Proposed location for Street Light(s) (Include nearest landmarks):

Signature of Applicant/ Customer Service Representative

Date

FOR OFFICIAL USE ONLY

Local Authority

Recommended by Local Authority _____
Signature Date

Jamaica Public Service Co Ltd.,

Installation CAN proceed

Yes No

Signature - JPSCo.

Date

Installation CANNOT proceed

Please indicate:

No Poles

No Power

Signature - JPSCo.

Date

Ministry of Local Government & Community Development

Approved by: _____
Minister of Local Government & Community Development Date