	Universal Reference Number .20PB/BA/PA	
	BUILDING APPLICATION CHECKLIST	
1. Proof of Owners	ship	
Certified copy	v of Registered Title	
In the absence of F	Registered Title Certified Copy of any of the following:	
Probated Will	Sales Agreement Deed of Gift/Conveyance	
Letter from Att	torney or Government Agency for Land Settlement	
Letter of Autho	prization from the owner, stamped and signed by a Justice of the Peace or a Notary Public	
2. Other Requiren	nents	
Current Certifica	ate of Property Tax Payment Surveyor's Report/Diagram TRN	
	rt for development proposals over 500M2 Other (specify) ns 10 lots and over (excl. single fam. Residential)	
3. Plan Detail Req	uirements (All legends and drawings are required to be visible and accurately labeled)	
Urban Areas -	; at required scale and shows where the development is located in relation to surrounding areas. Usually, - 1:2000, 1:2500, 1: 4800, 1:5000, or 1:10000 metric / <u>Rural Areas</u> – 1: 12,500 metric (1: 50,000 and written map scale is not available.	
Site Plan: Drav	wn to a minimum scale of 1:500 (1:100 & 1:200 also accepted)	
trees over	survey pegs to the lot (s) involved. Show and calculate all areas of impermeable site coverage showing all r 6m in height and/or 600mm girth. h and bearing of all boundaries.	
✓ The existing	ng and proposed method of storm water draining, containment and final disposal point/facility etc In site datum, finished levels of ground and floors related to datum boundary levels sufficient to check height	
 ✓ Contour li 	ines for gradient 15 degrees (1:4) and over where the land is susceptible to flooding & landslide (existing land at a maximum of 3m increments or as required).	
 ✓ Any exist (setback). 	ing or proposed buildings to be clearly defined and dimensioned from boundaries and other buildings	
✓ Road Aligi✓ Access an	nment (Center Line) and significant features such as poles and hydrants. d egress	
	ns must be shown for parking spaces, where applicable car parking spaces and vehicular maneuvering on the	
 North Sign 	n (Orientation)	
4. Required Constru hold on a 24"x 36	ction Drawings/Plans drawn to a minimum scale of 1:100 (1:75 for complex drawings, where a building is too large to "paper).	
	gs: Drawings over 300m2 certified by a registered professional/under 300m2 complex proposals also certified by a ssional (signed and stamped).	
Floor Plans; The e	entire floor layout including existing as well as proposed floor plans (use of rooms, doorways, windows, openings etc.)	
Sections; a minim	num of 2 (1 longitudinal & 1 cross-sectional) depicting interior details and showing ground and finish floor levels.	
	ior finishes labeled (Walls, roof material), highlighting ground levels both existing and final (All elevations details for new erations or extensions).	
	s; Include details of all structural components; foundations, columns, beams, footing, lintel, stiffeners, staircase plan ction), roof vent detail, retaining walls, walls, section through slab etc.	
Connection, para Application for Planning &	ng all structural members (sizes, spacing, types, roof pitch, drainage etc.); section through eave, ridge, roof wall pet, valley, gutters etc a or Building Permission in accordance with the Town and Country Planning Act (1957), Confirmed Development Order, the Building Act d the Building Code (2009)	

	Foundation Plan: show all structural members including, sti	ffeners, column location etc.		
	Drainage Details: must include plan & section of grease trap	o, trap gully basin, septic tank,	, absorption pit,	tile field, manhole etc.
	Drainage Plan: collection, containment & final disposal poin tile field etc)	t for storm water drainage ar	nd plumbing layo	ut of all facilities (septic tanks,
	Electrical Plan: layout of all electrical components; electrical	outlets, lighting fixtures etc.		
	Site Section Permanent site datum, finished levels of ground boundary. Slope sites of more than 1:10 gradient.	and floors related to datum b	ooundary levels s	ufficient to check height to
	 Landscape Plan ✓ Show existing tree/vegetation details ✓ Show existing and proposed landscaping including spect ✓ Show existing and proposed ground surfaces (paving, t) ✓ Show finished ground levels ✓ Show retaining wall location, height and materials ✓ Show Contact details of the Landscape Designer 			e planted
	Fire Concept (For all commercial, institutional, Industrial & N	/ultifamily –town houses/apa	rtments)	
п	Other (specify):			
	••••••••••••••••••••••••••••••••••••••			
	INTER	NAL USE	_	
4. 9	Submission of Proposal to the Development Assistance	Centre at NEPA	Yes	No
R	Technical information presented and adhered to Technical information not received	Environ Obtaine		and or License Required/
			Yes	No
5. 1	Decision		Yes	No
5. 1	Accept: The application meets all requirements for acceptance	e	Yes	No
5.1				
	Accept: The application meets all requirements for acceptance Reject: The application does not meet the requirement for acceptance is/ are missing	ceptance because ing and / or information giver		
	Accept: The application meets all requirements for acceptance Reject: The application does not meet the requirement for acceptance and the requirement for	ceptance because ing and / or information giver		
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MANCHESTER MUNICIPAL CORPORATION APPLICATION FOR PLANNING & OR BUILDING PERMISSION



subjected to reassessment if there Name in B are discrepancies with documents submitted. The applicant will be	
Manchester Municipal Corporation 2 Hargreaves Avenue, Mandeville Manchester amaica ear Sir/Madam: submit herewith for your consideration plans for ituated at Disclaimer - The application is subjected to reassessment if there are discrepancies with documents submitted. The applicant will be contacted to re-submit additional or updated information. This will result in a delay in processing your application. Date APPLICATION FEE/ASSESSMENT (For Official Use Only) Date of Receipt: Receipt No Estimated Cost of Development (labour/material/transport etc.) Additional Inspections (Number of Inspections:X Base Fee\$ =	20PB/BA/PA
submit herewith for your consideration plans for tuated at	
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your application. Date APPLICATION FEE/ASSESSMENT (For Official Use Only) Date of Receipt:	of Applicant/Agent
(For Official Use Only) Date of Receipt: Receipt No Estimated Cost of Development (labour/material/transport etc.) Application fee: Square Meter of Bldgs. (M2) X Rate Applied: Additional Inspections (Number of Inspections: X Base Fee\$ =	
Date of Receipt:	T
Estimated Cost of Development (labour/material/transport etc.) Application fee: Square Meter of Bldgs. (M2) X Rate Applied: Additional Inspections (Number of Inspections: X Base Fee\$ =	
Application fee: Square Meter of Bldgs. (M2) X Rate Applied:	
Square Meter of Bldgs. (M2) X Rate Applied: Additional Inspections (Number of Inspections: X Base Fee\$ =	
	_ = Sub Total Fee \$:
Other Fee \$ Total Fee (\$):)
Name of Officer Assessing Application:	Signature:
Amount Paid \$ Other Notation	15
Name of CashierSignature	

PLANNING AND BUILDING REVALIDATION OF BUILDING PERMIT PLANNING RETENTION/USE OF STRUCTURE BUILDING PERMIT ONLY*	Поиты Премс Потне	GE OF USE NE APPLICATION
* Areas not covered by development order	II. APPLICANT D	ETAILS
TITLE: MR FULL NAME OR COMPANY NAME:		Пмs
		DISTRICT:
		(FAX):
		ON NUMBER (TRN):
	-	
Has the permission of the owner or any oth obtained and furnished?	her person entitled to give YES	permission for the use of the property been
		□ MS
ADDRESS:		
CONTACT NUMBER(S) :(TEL)	(CELL)	(FAX):
CONTACT NUMBER(S) :(TEL) EMAIL:	(CELL)	(FAX):
CONTACT NUMBER(S) :(TEL) EMAIL: REGISTRATION NUMBER:	(CELL) EXPIRY DATE (0	(FAX):
CONTACT NUMBER(S) :(TEL) EMAIL: REGISTRATION NUMBER: CODE(S) TO WHICH BUILDING IS DESIGNED	(CELL) EXPIRY DATE (0	(FAX):
CONTACT NUMBER(S) :(TEL) EMAIL: REGISTRATION NUMBER: CODE(S) TO WHICH BUILDING IS DESIGNED DESIGN METHOD: D ENGINEERED	CELL) EXPIRY DATE (0) TRADITIONAL	(FAX):
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CONTACT NUMBER(S) :(TEL) EMAIL: REGISTRATION NUMBER: CODE(S) TO WHICH BUILDING IS DESIGNED DESIGN METHOD:	(CELL) EXPIRY DATE (0) TRADITIONAL MRS DISTRI	(FAX):
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			PB/BA/PA
	IV. PROPERTY'S LEC	GAL INFORMATION	
VIC ADDRESS/LOT/APT No			
ROPERTY NAME	SHOP	No AREA OF LAND	(Hectares / sq. m)
PROPERTY REGISTRATIO	N		
DLUMEFOLIO	VALUATION No	OTHER*	
AME OF OWNER (S) *			
JRVEYORS REPORT/ID No.	_	_	
e there any existing structure(s) or			
yes state amounta	nd existing use (s)		
DESCRIPTION OF LOCATI	ON		
escription of Location should inclu			east and west of the
operty; these descriptions should i			
ommunity Name			
	V. TYPE OF DEVELOP	MENT (PROPOSED USE)	
RESIDENTIAL DEVELOPMENT		RESORT DEVELOPMENT	
Specify		Specify	
COMMERCIAL DEVELOPMENT		MIXED USE DEVELOPMEN	т
Specify			
NDUSTRIAL DEVELOPMENT			
LIGHT INDUSTRIAL (Specify)			
HEAVY INDUSTRIAL (Specify)			
RECREATIONAL DEVELOPMENT			
RECREATIONAL DEVELOPMENT		Specify	
RECREATIONAL DEVELOPMENT Specify INSTITUTIONAL DEVELOPMENT		Specify	
Specify		Specify	
Specify INSTITUTIONAL DEVELOPMENT Specify			
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Specify INSTITUTIONAL DEVELOPMENT Specify VI. NA		(PROJECT WORK DESCRI	PTION)
Specify INSTITUTIONAL DEVELOPMENT Specify VI. NA NEW	TURE OF DEVELOPMENT	(PROJECT WORK DESCRI	
Specify INSTITUTIONAL DEVELOPMENT Specify VI. NA NEW ALTERATION / MODIFICATION	TURE OF DEVELOPMENT	■ EXTENSION ■ CONVERT OR REPLACE A MECHANICAL OR PLUMB	NY ELECTRICAL, GAS, ING SYSTEM
Specify INSTITUTIONAL DEVELOPMENT Specify VI. NA NEW ALTERATION / MODIFICATION	TURE OF DEVELOPMENT	■ EXTENSION ■ CONVERT OR REPLACE A MECHANICAL OR PLUMB	NY ELECTRICAL, GAS, ING SYSTEM
Specify INSTITUTIONAL DEVELOPMENT Specify VI. NA NEW ALTERATION / MODIFICATION OTHER (Briefly describe the scop) FLOOR AREA	TURE OF DEVELOPMENT	■ EXTENSION ■ CONVERT OR REPLACE A MECHANICAL OR PLUME	NY ELECTRICAL, GAS, ING SYSTEM
Specify INSTITUTIONAL DEVELOPMENT Specify VI. NA VI. NA VI. NA VI. NA OTHER (Briefly describe the scop FLOOR AREA Suilding Foot Print*:	TURE OF DEVELOPMENT STRUCTURAL REPAIR RETENTION OF USE e of work) (Floor Area: Existing	Proposed	NY ELECTRICAL, GAS, ING SYSTEM) (Acres/Hectares/Sq. M)
Specify INSTITUTIONAL DEVELOPMENT Specify VI. NAT VI. NAT NEW ALTERATION / MODIFICATION OTHER (Briefly describe the scop) FLOOR AREA uilding Foot Print*: lumber of Floors: Existing	TURE OF DEVELOPMENT STRUCTURAL REPAIR RETENTION OF USE e of work) (Floor Area: Existing Proposed TC	Proposed	NY ELECTRICAL, GAS, ING SYSTEM) (Acres/Hectares/Sq. M)
Specify JINSTITUTIONAL DEVELOPMENT Specify VI. NAT VI. NAT NEW JALTERATION / MODIFICATION JOTHER (Briefly describe the scop) FLOOR AREA uilding Foot Print*: lumber of Floors: Existing labitable Rooms* Existing	TURE OF DEVELOPMENT STRUCTURAL REPAIR RETENTION OF USE e of work) (Floor Area: Existing Proposed TO	(PROJECT WORK DESCRIPTION DEXTENSION CONVERT OR REPLACE A MECHANICAL OR PLUME Proposed DTAL COMBINED FLOOR AREA:	NY ELECTRICAL, GAS, ING SYSTEM) (Acres/Hectares/Sq. M)
Specify INSTITUTIONAL DEVELOPMENT Specify VI. NA VI. NA VI. NA VI. NA VI. NA VI. NA VI. NA VI. NA OTHER (Briefly describe the scop) FLOOR AREA uilding Foot Print*: lumber of Floors: Existing labitable Rooms* Existing Bedroom, Living Room, etc. see Bui	TURE OF DEVELOPMENT STRUCTURAL REPAIR RETENTION OF USE e of work) (Floor Area: Existing Proposed Proposed Proposed	Proposed Proposed Proposed	NY ELECTRICAL, GAS, ING SYSTEM) (Acres/Hectares/Sq. M)
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Specify	TURE OF DEVELOPMENT	Proposed Proposed Proposed	NY ELECTRICAL, GAS, ING SYSTEM) (Acres/Hectares/Sq. M)
Specify INSTITUTIONAL DEVELOPMENT Specify VI. NAT VI. NAT VI. NAT VI. NAT VI. NAT VI. NAT NEW ALTERATION / MODIFICATION OTHER (Briefly describe the scop OTHER (Briefly describe the sc	TURE OF DEVELOPMENT	Proposed Proposed Proposed	NY ELECTRICAL, GAS, ING SYSTEM) (Acres/Hectares/Sq. M)
Specify INSTITUTIONAL DEVELOPMENT Specify VI. NAT VI. NAT VI. NAT VI. NAT VI. NAT VI. NAT NEW ALTERATION / MODIFICATION OTHER (Briefly describe the scop OTHER (Briefly describe the sco	TURE OF DEVELOPMENT		NY ELECTRICAL, GAS, ING SYSTEM) (Acres/Hectares/Sq. M)

Boundary Distance (Setback): FrontBackSide/R		20PB/BA/PA
Does the proposed development require new or altered access to the main/parochial/reserved road? PYES PN Vehicular: PYES NO Disabled: PYES NO d) SEWAGE TREATMENT AND DISPOSAL Sewage will drain to: Central or other sewer(State Provider). Name of Mechanical System	Amenity Space: Required Provided Density: Required	Provided <i>(Sq. M</i> ,
Absorption Pit Septic Tank and (Specify) Tile Field and (Specify) Other (specify):		·
NATURAL: Water Course Relief Drains Sinkhole/Depression Other MAN-MADE: Soak Away Catchment Drains (specify) Other OTHER (specify) Other Other f) BUILDING SYSTEMS Other Image: PRE-FABRICATION PRECAST BLOCK AND STEEL (Traditional) TIMBER FRAME Image: OTHER OTHER OTHER OTHER MATERIALS TO BE USED IN CONSTRUCTION (Dominant type) OTHER Other Other BBRICK CONCRETE BLOCK TIMBER Other Other g) ENVIRONMENTAL ISSUES Option and varian drainage feature (e.g. sinkholes)? YES NO It the development inpede on any water way / natural drainage feature (e.g. sinkholes)? YES NO If yes, please specify Will the development affect endemic flora and/or fauna? YES NO It the development affect endemic flora and/or fauna? YES NO Is the proposed area susceptible to flooding, landslide, rock fall, storm surge etc YES NO VII. COVENANT* Would covenant be breached as a result of the proposal	Sewage will drain to: Central or other sewe <u>r (State Provider),</u> Name of Mec Absorption Pit Septic Tank and (Specify) Tile Fie	
Image: Content of the proposed area susceptible to flooding, landslide, rock fall, storm surge etc Image: Content of the proposed specify the covenant (s) that will be breached	NATURAL: Water Course Relief Drains Sinkhole/Depression MAN-MADE: Soak Away Catchment Drains (specify)	
BRICK CONCRETE BLOCKS TIMBER INSITU CONCRETE OTHER Roofing: Metal Slab Shingle Wood Other g) ENVIRONMENTAL ISSUES Do you intend to destroy any trees with a trunk diameter exceeding 25 cm? Will the development impede on any water way / natural drainage feature (e.g. sinkholes)? YES NO Vis the Development located in a protected area? If yes, please specify Will the development affect endemic flora and/or fauna? Is the proposed area susceptible to flooding, landslide, rock fall, storm surge etc VII. COVENANT* Would covenant be breached as a result of the proposal? If yes, please specify the covenant (s) that will be breached	·	TIMBER FRAME
Do you intend to destroy any trees with a trunk diameter exceeding 25 cm? UYES 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? VYES NO If yes, please specify_ Will the development affect endemic flora and/or fauna? Is the proposed area susceptible to flooding, landslide, rock fall, storm surge etc 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		
Will the development affect endemic flora and/or fauna? Is the proposed area susceptible to flooding, landslide, rock fall, storm surge etc VII. COVENANT* Would covenant be breached as a result of the proposal? If yes, please specify the covenant (s) that will be breached	Do you intend to destroy any trees with a trunk diameter exceeding 25 cm? Will the development impede on any water way / natural drainage feature (e.g. sin Is the Development located in a protected area?	nkholes)? YES NO YES NO
Would covenant be breached as a result of the proposal? YES NO	Will the development affect endemic flora and/or fauna?	
ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE TO INFORM THE APPLICATION	Would covenant be breached as a result of the proposal? \square YES	
	ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE TO INFOR	RM THE APPLICATION
Applicant Signature	Aj	pplicant Signature

NOTE

- THE BASE APPLICATION FEE INCLUDES FOUR INSPECTIONS. ADDITIONAL INSPECTIONS WILL INCUR ADDITIONAL FEES.
- THE AUTHORITY 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 THE TIME SPECIFIED, THE APPLICATION WILL BE REFUSED.

DECLARATION (COPY TO BE RETAINED BY THE LOCAL AUTHORITY)

- 1. I hereby agree that information submitted is accurate to the best of my knowledge
- 2. I will erect the <u>"intention to build" card in a conspicuous area</u> on the proposed site. I understand that <u>the</u> (intention to build) card is not a permit to erect any structure and that I must await a response from the Local Authority before commencing any work. I am also aware that failure to display this notice will cause this application for a building permit to be treated as incomplete. This Notice should remain displayed until a decision on the application has been determined by the Authority.
- 3. I hereby agree to conform to the Building Act (2018)/saved Bylaws, Planning Act (1957) & Regulations and the Building Code (2009) in every respect, and acknowledge responsibility for the act of my builder or any other person I employ to carry out work if permission is granted.
- 4. Once approval is granted, I will notify the Local 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 payment of a fixed penalty in the amount of \$1,000,000.00 and an offence which shall be liable on conviction in a Parish Court to additional fines or imprisonment.
- 5. I understand that if I carry out any development works before a permit is issued or carry out work contrary to the conditions of building approval, Stop and Enforcement Notices will be served on me under the Building Act (2018). Failure to comply with a Stop Notice may be discharged by payment of a fixed penalty in the amount of \$1,500,000.00 and an offence which shall be liable on conviction in a Parish Court to additional fines or imprisonment. Failure to also comply with a subsequent Enforcement Notice may result in discharge by payment of a fixed penalty in the amount of \$2,500,000.00 and an offence which shall be liable on conviction in a Parish Court to additional fines or a discharge by payment of a fixed penalty in the amount of \$2,500,000.00 and an offence which shall be liable on conviction in a Parish Court to additional fines or imprisonment.
- 6. I also understand that if I carry out any development works before a permit is issued or carry out work contrary to the conditions of planning approval under the Town & Country Planning Act (1957), Stop Notice and an Enforcement Notice can also 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.
- 7. I am also aware that I must **request a Certificate of Occupancy** from the Local Authority once the structure is complete or partially complete and can be occupied.
- 8. The Local Authority will not be held accountable for any substandard materials used during construction that was not approved by the Bureau of Standard.

Disclaimer - The application is subjected
to reassessment if there are discrepancies
with documents submitted. The applicant
will be contacted to re-submit additional
or updated information. This will result
in a delay in processing your
application.

Sincerely,
Signature of owner or (Agent Authorized in writing
Signature of applicant
Date

NOTE

- THE BASE APPLICATION FEE INCLUDES FOUR INSPECTIONS. ADDITIONAL INSPECTIONS WILL INCUR ADDITIONAL FEES.
- THE AUTHORITY 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 THE TIME SPECIFIED, THE APPLICATION WILL BE REFUSED.

DECLARATION (COPY IS TO BE RETAINED BY APPLICANT/AGENT)

1. I hereby agree that information submitted is accurate to the best of my knowledge

- I will erect the <u>"intention to build" card in a conspicuous area</u> on the proposed site. I understand that <u>the</u> <u>(intention to build) card is not a permit to erect any structure</u> and that I must await a response from the Local Authority before commencing any work. I am also aware that failure to display this notice will cause this application for a building permit to be treated as incomplete. This **NOTICE** should remain displayed until a decision on the application has been determined by the Authority.
- 2. I hereby agree to conform to the Building Act (2018)/saved Bylaws, Planning Act (1957) & Regulations and the Building Code (2009) in every respect, and acknowledge responsibility for the act of my builder or any other person I employ to carry out work if permission is granted.
- 3. Once approval is granted, I will notify the Local 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 payment of a fixed penalty in the amount of \$1,000,000.00 and an offence which shall be liable on conviction in a Parish Court to additional fines or imprisonment.
- 4. I understand that if I carry out any development works before a permit is issued or carry out work contrary to the conditions of building approval, Stop and Enforcement Notices will be served on me under the Building Act (2018). Failure to comply with a Stop Notice may be discharged by payment of a fixed penalty in the amount of \$1,500,000.00 and an offence which shall be liable on conviction in a Parish Court to additional fines or imprisonment. Failure to also comply with a subsequent Enforcement Notice may result in discharge by payment of a fixed penalty in the amount of \$2,500,000.00 and an offence which shall be liable on conviction in a Parish Court to additional fines or a fixed penalty in the amount of \$2,500,000.00 and an offence which shall be liable on conviction in a Parish Court to additional fines or a fixed penalty in the amount of \$2,500,000.00 and an offence which shall be liable on conviction in a Parish Court to additional fines or a fixed penalty in the amount of \$2,500,000.00 and an offence which shall be liable on conviction in a Parish Court to additional fines or imprisonment.
- 5. I also understand that if I carry out any development works before a permit is issued or carry out work contrary to the conditions of planning approval under the Town & Country Planning Act (1957), Stop Notice and an Enforcement Notice can also 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.
- 6. I am also aware that I must **request a Certificate of Occupancy** from the Local Authority once the structure is complete or partially complete and can be occupied.
- 7. The Local Authority will not be held accountable for any substandard materials used during construction that was not approved by the Bureau of Standard.

		Sincerely,
	Disclaimer - The application is subjected	
	to reassessment if there are discrepancies	
	with documents submitted. The applicant	Signature of owner or (Agent Authorized in writing)
	will be contacted to re-submit additional	
	or updated information. This will result	
	in a delay in processing your	Signature of applicant
	application.	
y	J	Date

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

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 or letter of authorization from the owner signed and stamped by a Justice of the Peace 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 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, and 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: <u>Light</u>- Cottage Industry, Noxious Strata, Furniture, Garment, Bakery, Manufacturing, Timber Yard, Garage Repair Shop, Upholstery Shop, Shoe Making etc. <u>Heavy</u> - 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 <u>alteration/modification</u> is simply adjustment of structure that does not necessarily affect the original building area while <u>extension</u> 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.

b) 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

c) Ramps, rails and other amenities shall be provided for <u>the</u> <u>disable</u> 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 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, 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 Clarendon Parish Council.

