

[LEGAL NOTICE NO. 24]

REGULATION OF BUILDING PERMITS ACT 2017

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## **Regulation of Building Permits Regulations 2020**

IN exercise of the powers conferred on me by section 15 of the Regulation of Building Permits Act 2017, I hereby make these Regulations—

*Short title and commencement*

1.—(1) These Regulations may be cited as the Regulation of Building Permits Regulations 2020.

(2) These Regulations come into force on 30 March 2020.

*Prescribed times under section 6 of the Act*

2. For the purposes of section 6 of the Act, the prescribed time for the Committee to—

- (a) coordinate with approval agencies to ensure that the relevant approvals in relation to the issuance of a building permit are granted under section 6(c) is 40 working days;
- (b) coordinate with an independent person to ensure that an assessment is carried out where an approval agency has failed to provide a response under section 6(d) is 14 working days; and
- (c) coordinate with the authority to issue a building permit under section 6(e) is 40 working days.

*Prescribed times under section 7 of the Act*

3. For the purposes of section 7 of the Act, the prescribed time for the Committee to—
- (a) direct approval agencies to consider and identify the necessary approvals required to issue a building permit under section 7(a) is 5 working days; and
  - (b) direct an authority to issue a building permit under section 7(d) is 7 working days.

*Prescribed form, fee and times under section 9 of the Act*

4. For the purposes of section 9 of the Act—
- (a) the prescribed form for an application under section 9(2)(a) is set out in the Schedule;
  - (b) the prescribed fee for an application under section 9(2)(b) is \$500;
  - (c) the prescribed time for the Committee to consider, send and coordinate the approval or refusal of an application under section 9(3) is 40 working days;
  - (d) the prescribed time for an approval agency to consider and determine the outcome of an application and notify the Committee and the applicant in writing of its decision under section 9(4) is 35 working days; and
  - (e) the prescribed time for the purposes of section 9(7) for an approval agency who fails to provide a response as required under section 9(4) is 35 working days.

*Prescribed amount and term under section 13 of the Act*

5. For the purposes of section 13 of the Act—
- (a) the prescribed amount for the purposes of section 13(a) is \$20,000;
  - (b) the prescribed amount for the purposes of section 13(b) is \$20,000; and
  - (c) the prescribed term for the purposes of section 13(b) is 5 years.

Made this 30th day of March 2020.

P. D. KUMAR  
Minister for Industry and Trade

**SCHEDULE**  
*(Regulation 4(a))*

**APPLICATION FORM FOR A BUILDING PERMIT**

<b>For Official Use Only</b>		
Application no. / Project reference no.		
Application fee payment (payable at the time the application is made)	Date	Receipt no.
Other fees for approvals from respective Approval Agencies (this is payable once an applicant receives a notification from BPEC on the fee payable to the respective Approval Agency)	Date	Receipt no.

<b>Project Title</b>	
Project title	

<b>Summary of Application Form</b>		
<b>Section</b>	<b>Title</b>	<b>Agency</b>
A	Application Details	All Approval Agencies
B	City/Town Council	City/Town Council
C	Traffic Impact Assessment	Fiji Roads Authority (FRA)
D	Environmental Impact Assessment (EIA)	Department of Environment (DOE)
E	Water Connection	Water Authority of Fiji (WAF)
F	Fire Inspection/Approval	National Fire Authority (NFA)
G	Occupational Health and Safety Requirement	Ministry of Employment, Productivity and Industrial Relations (Occupational Health and Safety) (MEPIR)
H	Electricity Installation	Energy Fiji Limited (EFL)
I	Declaration	All Approval Agencies
J	Fees	Building Permits Evaluation Committee (BPEC)
Annex	Details of Construction Site	All Approval Agencies

<b>SECTION A: APPLICATION DETAILS</b>
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<b>Part 1 – Details of Applicant</b>
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<input type="checkbox"/> Owner <span style="margin-left: 200px;"><input type="checkbox"/> Agent</span>			
(Please tick)			
Last name	Given name(s)		
Registered company name			
TIN no. / Identification no.	Specify type of identification no. given		
	<input type="checkbox"/> Passport	<input type="checkbox"/> Driver's licence	
	<input type="checkbox"/> Voter ID card	<input type="checkbox"/> FNPF/FRCS joint card	
	<input type="checkbox"/> Other (please specify) .....		
Street address	Lot no.	Unit/Flat no.	Suburb/Province
Municipality	City/Town		
Postal address			
Phone no.		Fax no.	
Mobile no.		E-mail	

<b>Part 2 – Details of Owner (If different from Applicant)</b>
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Last name	Given name(s)		
Registered company name			
TIN no./Identification no.	Specify type of identification no. given		
	<input type="checkbox"/> Passport	<input type="checkbox"/> Driver's licence	
	<input type="checkbox"/> Voter ID card	<input type="checkbox"/> FNPF/FRCS joint card	
	<input type="checkbox"/> Other (please specify) .....		
Street address	Lot no.	Unit/Flat no.	Suburb/Province

Municipality	City/Town	
Postal address		
Phone no.		Fax no.
Mobile no.		E-mail

**Part 3 – Qualified Persons**
**(a) Registered or Licensed Professional (For the purpose of Section B)**

Last name		Given name(s)	
TIN no./Identification no.		Specify type of identification no. given <input type="checkbox"/> Passport <input type="checkbox"/> Driver's licence <input type="checkbox"/> Voter ID card <input type="checkbox"/> FNPF/FRCS joint card <input type="checkbox"/> Other (please specify) .....	
Licence no.			
Street address	Lot no.	Unit/Flat no.	Suburb/ Province
Municipality		City/Town	
Postal address			
Phone no.		Fax no.	
Mobile no.		E-mail	

**(b) Consultant or Proponent Details (For the purpose of Section D)**

Last name		Given name(s)	
Tin no./Identification no.		Specify type of identification no. given <input type="checkbox"/> Passport <input type="checkbox"/> Driver's licence <input type="checkbox"/> Voter ID card <input type="checkbox"/> FNPF/FRCS joint card <input type="checkbox"/> Other (please specify) .....	
1. Professional affiliation: 2. Professional membership no:			
Street address	Lot no.	Unit/Flat no.	Suburb/Province
Municipality		City/Town	
Postal address:			

Phone no.		Fax no.	
Mobile no.		E-mail	
<b>(c) Licensed Plumber (For the purpose of Section E)</b> <i>(Copy of licence to be included)</i>			
Last name		Given name(s)	
TIN no./Identification no.	Specify type of identification no. given <input type="checkbox"/> Passport <input type="checkbox"/> Driver's licence <input type="checkbox"/> Voter ID card <input type="checkbox"/> FNPF/FRCS joint card <input type="checkbox"/> Other (please specify) .....		
Licence no.			
Street address	Lot no.	Unit/Flat no.	Suburb/Province
Municipality	City/Town		
Postal address			
Phone no.		Fax no.	
Mobile no.		E-mail	
<b>(d) Structural Engineer (For the purpose of Section G)</b>			
Last name		Given name(s)	
TIN no./Identification no.	Specify type of identification no. given <input type="checkbox"/> Passport <input type="checkbox"/> Driver's licence <input type="checkbox"/> Voter ID card <input type="checkbox"/> FNPF/FRCS joint card <input type="checkbox"/> Other (please specify) .....		
Licence no.			

Street address	Lot no.	Unit/Flat no.	Suburb/Province
Municipality		City/Town	
Postal address			
Phone no.		Fax no.	
Mobile no.		E-mail	

**(e) Contractor Details (For the purpose of Section H)**

Contractor name	
Licence no.	
Details of work (summarised)	
Dated	
Signature of contractor	
Company/Organisation stamp	

**Part 4 – Building Details**

**(a) Purpose of Application/ Development Details**

New construction
  Addition to an existing building
  Alteration/repair/demolition

Proposed building use

Current building use

**(b) Purpose/Scope of Development**

Briefly describe the purpose or scope of development

<b>(c) Legal Description of Proposed Building</b>			
Building name:			
Unit/flat no.		House no:	
Site/street address:			
Lot no.	Plan no.	Title/lease no.	Land tenure:
Suburb			
City/town			
Development Type:			
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Special use <input type="checkbox"/> Civic <input type="checkbox"/> Agriculture <input type="checkbox"/> Factory <input type="checkbox"/> Hotel <input type="checkbox"/> Shop <input type="checkbox"/> Other (please specify) _____			
Estimated value of development (FJD)	\$ _____		
Nature of material (New/second hand)			
Total development area (under roof)	_____ m <sup>2</sup>		

## SECTION B: CITY/TOWN COUNCIL

### Part 1 – Building Details (refer to Section A, Part 4)

### Part 2 – Building Application Requirements

	<b>Building application includes the following:</b>		
		YES	NO
(a)	T.P forms (application for development permission 3 copies)		
(b)	Locality plan		
(c)	Specification in duplicate		
(d)	Ownership letter (where applicable)		
(e)	Copy of title plan		



### SECTION C: TRAFFIC IMPACT ASSESSMENT (FRA)

Requirement for Traffic Impact Assessment <i>(To be filled by BPEC)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### SECTION D: ENVIRONMENTAL IMPACT ASSESSMENT (DOE)

**Part 1 – EIA Consultant (refer to Section A, Part 3, paragraph (b))**

**Part 2 – Development Details (refer to Section A, Part 4)**

**Part 3 – Have you previously applied for an EIA on this development project**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide details:	

**Part 4 – Reasons/justification for the proposal**

**(a) Description of the proposed development**

(i) <u>Geographical location</u> Give a written description of the proposed site, including boundaries	
(ii) <u>Physical features</u> Major physical features of the site e.g. large buildings, other large structures, roads, pipelines, transmission lines, marine transport facilities, etc	
(iii) <u>Area to be affected by the development</u> Description of local environment including topography, water courses, adjacent lands	

**(b) Alternatives (Alternatives that are being considered, or that have been considered and rejected)**

(i) Sites	
(ii) Construction methods	
(iii) Operating procedures	
(iv) Reasons for the rejection of those alternatives	

**(c) Public consultations**

(i) State what public consultations have been held on the proposal, if any	
(ii) State what public response there has been to the proposal, as evidenced by consultations or otherwise	

<b>(d) Inspection</b>	
Dates on which inspections can be carried out  <i>(Note: The proponent must ensure that all necessary consents and approvals (if the proponent is not the owner of the site) have been or will be obtained so that inspection of the site can take place)</i>	

### **Part 5 – Environmental Impact of the Proposed Activity or Undertaking**

<b>(a) Environmental impact</b>	
(i) State in general terms what environmental or resource impacts that the proposal is likely to have	
(ii) State how such impacts will be managed or mitigated	
<b>(b) Pollution incidents</b>	
Pollution incidents that might be generated by the proposal  (A 'pollution incident' is the introduction, either directly or indirectly, of a waste or pollutant into the environment, which results in harm to living resources and marine life, hazards to human health, hindrance to marine activities including fishing and other legitimate uses of the sea, impairment of quality for use of water, air or soil, reduction of amenities or the creation of a nuisance)	
<b>(c) Construction phase (if applicable)</b>	
(i) Proposed date of commencement of construction (First physical construction activity on site)	
(ii) Type of construction work e.g. dredging etc. and the processes to be followed	
(iii) Estimated total construction period (If staged, list each stage and its estimated duration)	
(iv) Potential sources of pollution during the construction phase, including airborne emissions, liquid effluents and solid waste materials	
(v) Hazardous substances and pollutants that might be discharged during the construction phase	
(vi) Any GMOs and LMOs involved in the construction activity	
<b>(d) Operation of the undertaking or activity on completion of construction</b>	
(i) Proposed date of commencement of operation of the undertaking or activity	
(ii) Description of the operation	

(iii) Potential sources of pollution from the undertaking or activity, including airborne emissions, liquid effluents and solid waste materials	
(iv) Hazardous substances and pollutants that might be discharged by the undertaking or activity	
(v) Any GMOs and LMOs involved in the operation of the undertaking or activity	

**(e) Environmental monitoring**

(i) Description of environmental monitoring proposed during construction and operation of the undertaking	
(ii) Estimated period of monitoring	
(iii) Parameters to be monitored such as water quality, effluent quality etc., with estimated time frames	

**SECTION E: WATER CONNECTION (WAF)**

**Part 1 – New Connection for Commercial/Institution/Organisation**

Please tick service required:  Water  Wastewater

**Part 2 – Installation Details**

(a) Are you creating a sub division?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are you applying for an extra meter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(c)	
(i) Please indicate the number of extra meters applying for?	<input type="text"/>
(ii) Please identify the water requirement million litres per day (MLD) per day:	<input type="text"/>
(d) If you have ticked "Yes" please state the existing:	
(i) Account no.	
(ii) Meter no.	
(e) Legal description:	
(f) Attach property sketch with title copy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
(g) Please provide a road sketch to the site location in the Annex	

## SECTION F: FIRE INSPECTION/APPROVAL (NFA)

### Part 1 – Application for Structural Fire Safety Approval, Inspection and Services

Type of request: (Tick the appropriate box(es))

**Approval**

- New building approval
- Existing building approval (alterations/ additions)
- Subdivision approval

**Inspection**

- Fire safety inspection request

NFA use only

NFA file number	
Date received	
Received by	
Receipt number	
Fire engineer certification received	
Application processed by	
Completed date	
Application returned via	
Final inspection	

### Part 2 – Application for Structural Fire Safety Inspection and Other Services

Type of request: (Tick the appropriate box(es))

**Inspection**

- Business licence
- Liquor licence
- Hotel licence
- Fire safety inspection request
- Fireworks display
- Fireworks display and storage

**Other Services**

- Fire investigation
- Special services

## SECTION G: OCCUPATIONAL HEALTH AND SAFETY REQUIREMENT (MEPIR)

### Part 1 – Workplace Design Vetting Requirement

**Requirement**

(a) Building plan (to meet the requirement in [HASAWA - GWC Regulation 2003])	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Structural Engineer's Certification (for any new structural work - provide signed and stamped structural drawings)	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Part 2 – Plant Engineered Design Vetting Requirement (only if applicable)**

<b>Requirement</b> <i>(For passenger and goods lifts, moving walks and escalators)</i>	
(a) Plant Technical Specification	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Manufacture’s Test Report	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Part 3 – Plant EDV Request**

**TYPE OF EQUIPMENT**

Forklift	Garbage truck	Tanker
Side lifter	Self loader truck	Gantry crane
Tow truck	Bulldozer	Concrete placing unit
Cherry picker	Roller	Bridge crane
Hiab truck	Low bed truck	Lifting equipment
Concrete pump truck	Grader	Pressure vessel
Excavator	Loader	Vehicle hoist
Tip/Dump truck	Crane	Air compressor
Back loader truck	Backhoe	Boiler
Gantry truck	Platform truck	Passanger lift
Service lift	Goods lift	Excalator
Moving workways	Amusement rides	Work boxes/cage
Scaffolding	Building maintenance unit	Mast climbing work platform
Other		
<b>Plant detail</b>		

**SECTION H: ELECTRICITY INSTALLATION (EFL)**

**Installation Details (address where electricity supply is needed)**

The work is best described by: (please tick where relevant)	
<input type="checkbox"/>	Replacement of or repair to existing wiring
<input type="checkbox"/>	Additional outlets in an existing structure that uses the existing meter
<input type="checkbox"/>	A physical extension that will include additional outlets but is serviced by the existing meter
<input type="checkbox"/>	A significant extension requiring a new meter but which is to be read as part of the existing bill
<input type="checkbox"/>	A significant extension requiring a new meter that is to be billed separately
<input type="checkbox"/>	A new building where electricity has never been supplied before

Date electricity required (dd/mm/yyyy)	
Distance to nearest supply point in meters	
Nearest customer meter no.	
Power supply (Tick as necessary)	
Single phase <input type="checkbox"/>	Two phase <input type="checkbox"/> Three phase <input type="checkbox"/>
Other comments	

Apparatus	Existing		New		Total Points
	No.	Rating	No.	Rating	
Lights					
GPOs					
Cooking appliances					
Air conditioners					
Water heaters					
Welding machines					
Motors					
Others (specify)					
Please include a sketch in the Annex detailing where the supply is required including the nearest existing supply point					

**SECTION I: DECLARATION**

We:

- (a) \_\_\_\_\_ (Applicant);
- (b) \_\_\_\_\_ (Owner);
- (c) \_\_\_\_\_ (Registered or Licensed Professional);
- (d) \_\_\_\_\_ (Consultant or Proponent);
- (e) \_\_\_\_\_ (Licensed Plumber);
- (f) \_\_\_\_\_ (Structural Engineer);
- (g) \_\_\_\_\_ (Contractor),

hereby declare that the information in this form is true and correct to the best of my knowledge.

We understand that the provision of false information to the Building Permits Evaluation Committee is an offence under the False Information Act 2016 and may result in a fine of up to \$10,000 or imprisonment of up to 5 years.

Signature(s) and date:

- (a) \_\_\_\_\_ (Applicant);
- (b) \_\_\_\_\_ (Owner);
- (c) \_\_\_\_\_ (Registered or Licensed Professional);
- (d) \_\_\_\_\_ (Consultant or Proponent);
- (e) \_\_\_\_\_ (Licensed Plumber);
- (f) \_\_\_\_\_ (Structural Engineer);
- (g) \_\_\_\_\_ (Contractor).

<b>SECTION J: FEES</b>	
Application fee (payable to BPEC at the time the application is made)	\$500 FJD
Other fees for approvals from respective Approval Agencies	Other fees to be determined during the approval process and the applicant will be notified by BPEC on the fee payable

**ANNEX: DETAILS OF CONSTRUCTION SITE**

Provide a road sketch to the site location (For the purposes of Section E).  
 Please include a sketch below detailing where the supply is required including the nearest existing supply point (For the purposes of Section H).  
 Locality map including details required by all agencies, with key.