



FORM I

Introduced March 2019

The following information is to be provided when submitting an application for the use of the Road Reserve for assessment. It is important to note that doing so will assist in the efficient and effective processing of the application. The turnaround time for all application received is twenty (20) working

Note:

1. *All request for roadside stalls, and mini markets should be submitted through the Local Authority.*
2. *FRA does not permit the use of the road reserve for commercial purposes such as car wash, canteen, dairy shop, etc.*
3. *All commercial advertising is prohibited on road reserves. The FRA will consider application from the road reserve for advertisement that are able to satisfy FRA’s public interest criteria.*

REQUIREMENTS: To be submitted but not limited to:		No of Copies
1	Submission – Formal letter stating the request, purpose and intended use.	1
2	Copy of the Site Plan, elevation drawings drawn to Scale.	1
3	Locality Plan – The plans provided MUST be readable and clear and must include names of roads, landmarks & features	1
4	Contact – Provide postal address, email, phone contact of applicant/ agents	N/A
5	Copy of a photo ID	1
6	Copy of TIN letter/card	1
7	<p>Information to be provided in the plan:</p> <p>a) Surveyors Report:</p> <ul style="list-style-type: none"> • Show location of services such as sewer line, water mains, telecom cables, FEA powerlines / power poles / pillars / cables, fuel lines, tramlines, etc when located on the road reserve. • Show all road assets such as drainage, streetlights, footpath, carriageway, road reserve, etc. • Show adjoining details such as vehicular crossings for any lots affected <p>b) Development Plans: Provide location of the proposed development within the road reserve. Should all development setbacks, offsets, etc.</p> <p>c) Legal Description: Provide legal description for the site. Approved Survey Plan for the site to also be provided.</p> <p>d) Traffic Management Plan:</p> <ul style="list-style-type: none"> • Provision for Slip lane/pull over area • Line of sight – confirm is any existing driveway, bus bay, junction line of sight will be affected by the development • Car parking layout – it should not affect the road network • Loading/unloading provision – location, dimension and operation should be clearly stated and marked • Entry/exit point – width, location, it line of sight should be provided. <p>e) Sanitation: provision for safe & wholesome drinking water and a proper public convenience to qualify under the Food Safety Act 2003 & Food Safety Regulations 2008.</p> <p>f) Waste Disposal: Provision for waste disposal.</p>	For Official use only

BETTER ROADS BETTER ACCESS BETTER BUSINESS

Official Use Only

Date of Inspection : _____ FRA File Ref: _____

Time of inspection : _____

Officer : _____ Signature : _____

Comments:

HERE IS HOW YOU CAN FIND OUT MORE ABOUT FIJI ROADS AUTHORITY AND OUR CURRENT AND FUTURE WORK PROGRAMS.

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