

The following information is to be provided when submitting Development Plans 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 days.

Note: The requirements listed below must be lodged at The Department of Town and Country Planning or the respective Local Authority.

REQUIREMENTS: To be submitted but not limited to:		No. of Copies
1	Copy of the Site Plan, elevation drawings drawn to Scale.	2
2	Locality Plan – The plans provided MUST be readable and clear and must include names of roads, landmarks & features.	2
3	Contact – Provide postal address, email, phone contact of applicant/ agents	N/A
4	Traffic Impact Assessment / Statement Report from a Traffic Engineer where applicable. TIA/TIS Terms of reference guideline can be downloaded from https://www.fijiroads.org/index.php/strategy-planning/	2
5	Copy of Survey Plans to be provided.	2
6	Soft copy of Application.	1
7	<p>Information to be provided in the plan:</p> <p>a) Zoning: Provide current zoning for site. If the site has been rezoned, then provide approved rezoning plan with conditions of approval.</p> <p>b) Legal Description: Provide legal description for the site. Approved Survey Plan for the site to also be provided.</p> <p>c) Internal Traffic Management: Swept path (turning circles) analysis to be provided for all vehicle types. Vehicles should not encroach on to opposing lanes. Provisions should be made for pedestrian facilities, which includes footpath, lighting and crossings. Signage and line marking to be provided.</p> <p>d) Car Parking Layout: Provide car parking layout on site with dimensions. Should comply with DTCP General Provisions. Must include disability car-parking provisions. Turning area to be provided within the site.</p> <p>e) Loading/ Unloading Bay: Provide dimensions/locations. Sizes of the loading/unloading bay will be dependent on the size of the delivery vehicles that will access the sites.</p> <p>f) Exit and Entry Points: Provide dimensions/locations. Exit/entry points to be located at least twenty-five (25) metres away from the nearest intersection or bus-stop. Sizes of vehicular crossings shall be as follow:</p> <ul style="list-style-type: none"> Residential three and a half (3.5) metres wide (light vehicles crossing standard) Commercial/Industrial seven (7) metres wide (heavy vehicles crossing standard) FRA reserves the right to amend the sizes of the vehicular crossing based swept path analysis. 	FOR OFFICIAL USE ONLY

Sizes of the culvert for the vehicular crossing to be determined by the sizes of the drain. Developers to ensure that storm water from the site should not overflow onto the road reserve and vice versa. Vehicles need to enter and exit the site in a forward gear.

g) Drainage: Show Drainage Provisions (in relation to road). Site to be drained into a legal drainage easement. Applicant/Developer shall be responsible for any upgrades required to the existing drainage infrastructure. Hydrological report to be submitted where applicable (report to be certified by a registered/qualified Hydrologist).

h) Developer Contributions: Any upgrades required to FRA assets as a result of the development will be required to be carried out at the developer's cost to FRA standard, specification and satisfaction. This could include but not limited to:

- Upgrade to the existing road
- Acceleration/de-acceleration lane
- Streetlights to FRA standards and guides.
- Bus bays/Shelter
- Footpath at least two (2) metres wide
- Safety improvements (guardrail, pedestrian crossing, raised medians, reflectors, bollards, line-marking, etc)
- Monetary contribution

i) Surveyors Report:

- Show location of services such as sewer line, water mains, telecom cables, EFL 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
- Provide contours at one (1) meter, spot height.

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Date of Inspection: _____

FRA File Ref: _____

Time of Inspection: _____

Officer: _____

Signature: _____

Comments:
