

## New Development Application Form

SECTION A: Development Details			
Name of Developer			
Consultant (if any)		Applicants TIN #	
Postal Address		Contact Number	
Email Address			
Title or Lease Number			
Applicant's Interest In Site	<i>Note: if Lease state whether Crown, Native or Freehold. If Freehold state Plan and Lot number</i>		
	<i>(e.g. owner, lessee, licensee, prospective purchaser)</i>		
If Lease, State Nature of Tenancy:		Area of Site (m <sup>2</sup> )	
	<i>(e.g. Residential, Commercial, Industrial, Agricultural)</i>		
Plan and Lot Number			
State the Purpose of the Development			
	<i>(e.g. Provision of service, new residential building (≤2 stories), subdivision, etc.)</i>		
District		Province	
Division <i>(Please Tick)</i>	<input type="checkbox"/> Central Eastern	<input type="checkbox"/> Western	<input type="checkbox"/> Northern
SECTION B: Development Category <small>(Tick Appropriate Box)</small>			
BUILDING & RENOVATION		SUBDIVISION DEVELOPMENT	
Minor Development	Major Development	Subdivision Application	Rezoning Application
<input type="checkbox"/> Provision of Service	<input type="checkbox"/> Hotel	<input type="checkbox"/> Scheme	<input type="checkbox"/> Rezoning
<input type="checkbox"/> New Residential Building	<input type="checkbox"/> Apartment	<input type="checkbox"/> Engineering	
<input type="checkbox"/> Building Compliance	<input type="checkbox"/> Institutions	<input type="checkbox"/> As-Built / Compliance Certificate	
<input type="checkbox"/> Building Extension	<input type="checkbox"/> Civic / Public		
<input type="checkbox"/> Building Renovation	<input type="checkbox"/> Ports		
<input type="checkbox"/> Build over Consent	<input type="checkbox"/> Commercial		
<input type="checkbox"/> Fencing	<input type="checkbox"/> Industrial		
<input type="checkbox"/> Driveway	<input type="checkbox"/> High Rise Buildings (>2 Stories)		
SECTION C: Service Required <small>(Tick Appropriate Box)</small>			
Customer Type	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
Service Type	<input type="checkbox"/> Water	<input type="checkbox"/> Water with Pump station	<input type="checkbox"/> Wastewater <input type="checkbox"/> Wastewater with Pump station

SECTION D: Document Received (Tick Appropriate Box)	
BUILDING & RENOVATION	SUBDIVISION DEVELOPMENT
Minor Development	Major Development
<input type="checkbox"/> WAF Form & Checklist	<input type="checkbox"/> WAF Form & Checklist
<input type="checkbox"/> Referral Letter from municipal Council / DTCP	<input type="checkbox"/> Referral Letter from municipal Council / DTCP
<input type="checkbox"/> Customer Request Letter	<input type="checkbox"/> Customer Request Letter
<input type="checkbox"/> Copy of Title	<input type="checkbox"/> Copy of Title
<input type="checkbox"/> Locality & Rezoning Plan	<input type="checkbox"/> Locality & Rezoning Plan
<input type="checkbox"/> Relevant Engineering Drawings	<input type="checkbox"/> Relevant Engineering Drawings
	<input type="checkbox"/> Water & Wastewater Loadings

### SECTION E : Developer's Infrastructure Handover Declaration

The Developer: \_\_\_\_\_ will be handing over to WAF the followings:

The **Water & Waste Water infrastructure** within the subdivisions

1. Handover of Assets to WAF
2. Land Ownership of the Asset to WAF
3. Operational and maintenance service of the asset to WAF

This agreement will be formalised by the Developer and WAF at the phase of issuing of the compliance certificate where all the 3 items above is backup with satisfactorily test, reports and inspection results in accordance with the WAF subdivision standard with the registration of easements and landownership of WAF Assets.

Name : \_\_\_\_\_ Signature: \_\_\_\_\_ Date : \_\_\_\_\_

### SECTION F : Applicant's Statutory Declaration

I \_\_\_\_\_ do hereby solemnly and sincerely declare that all information provided herein is true and correct to the best of my knowledge. I hereby authorize the authority to use the information for updating their record and any other purpose befitting the efficient discharge of their responsibilities.

Customer Signature: \_\_\_\_\_ Date of Signature:     /     /

OFFICIAL USE ONLY			
Verified by:		Emp.# No:	
Endorsed by:		Emp.# No:	

**IMPORTANT!**

- Refer Page 3 for standard **Approval Processing Timelines**.
- Processing timelines shall **ONLY COMMENCE FROM date of confirmation of payment**.

### **APPROVAL PROCESSING TIMELINES (CONDITION APPLIED)**

Please be advised that assessment and approval of applications shall **COMMENCE ONLY after the Subdivision & Development Management Unit has received confirmation of payment for the required service.**

Accordingly, the following standard processing timelines shall apply and **COMMENCE FROM date of confirmation of payment:**

1. Minor Development
  - Total: Up to 15 working days
    - Assessment: 5-10 working days
    - Approval: 5 working days
2. Major Development
  - Total: Up to 25 working days
    - Assessment: 15-20 working days
    - Approval: 5 working days
3. Subdivision - Rezoning Plan Application
  - Total: Up to 15 working days
    - Assessment: 5-10 working days
    - Approval: 5 working days
4. Subdivision - Scheme Plan Application
  - Total: Up to 15 working days
    - Assessment: 5-10 working days
    - Approval: 5 working days
5. Subdivision - Engineering Plan Application
  - Total: Up to 25 working days
    - Assessment: 15-20 working days
    - Approval: 5 working days
6. Subdivision - Taking Over / As-Built Plan Application
  - Total: Up to 25 working days
    - Assessment: 15-20 working days
    - Approval: 5 working days

Note:

- Processing timelines are subject to completeness of document submission and compliance with WAF requirements.
- Extension of timelines may occur if additional information, clarification, or document revisions are required from the Applicant to progress the application process.
- The Water Authority of Fiji reserves the right to vary timelines where justified.