

**NADI TOWN COUNCIL**

**BUILDING PLAN REQUIREMENTS**

1. All plans to be prepared by registered Consultants.
2. All drawing submitted shall be computer aided i.e.

(AutoCAD, Vector works etc.) to Council standard. No manual hand drawings shall be permitted.

1. Applications to include 3 sets of plans, and two (2) sets of specifications.
2. Title Copy/Legal Ownership Documents to be submitted.
3. Landlord’s Consent [NLTB, Lands Department, Housing Authority]
4. Plans to contain Water Authority of Fiji’s sewer connection consent
5. Plans to be certified by a registered structural engineer, including Design Certificate and calculations.
6. Professional Indemnity Cover copy to be submitted by the Registered Consultants

**For all workplaces e.g. Commercial, Industrial or where applicable to provide**

* Ministry of Labour (HSAW) consent on plans and prior approval certification
* National Fire Authority (NFA) certification for fire compliance on plans.
* Developers/owner of land must engage competent and qualified Registered Consultants who possess current Professional Indemnity Insurance Policies.

9. All plans and specifications to comply with National Building Code of Fiji,

Cap 111, Public Health Act and General Provision.

10. **Application must contain a copy of the Bill of Quantities endorsed from**

**a registered Quantity Surveyor.**

**BEFORE AND DURING CONSTRUCTION REQUIRMENTS.**

1. All boundary pegs to be verified by a Registered Surveyor and Certificate forward to Council.
2. Building Refundable Deposit to be paid before construction starts
3. All appointments for inspections to be made 24 hours prior to inspections
4. Council to be called for all inspections by authorized Building Inspectors
5. Structural Engineer’s inspection reports must be submitted for multi-storey structures including test results of concrete etc.
6. An Engineer’s Completion Certificate to be obtained from the Registered Engineer supervising the construction.
7. A Council Completion Certificate and approval be obtained before occupying the completed work.
8. All conditions of the building permit must be fully met by the developer/owner of the land
9. All plumbing works to be inspected by Council before trenches are backfilled.

**Note:** For clarification, queries and assistance please do not hesitate to contact the staff at the Nadi Town Council Building Department.