



APPLICATION TO LEASE CIVIC

Type: OTHER THAN AGRICULTURE
 Purpose: Market, Car Park/Taxi or Mini Bus Park, Bus Station, Town/City Park, Swimming Pool, Library, Central Govt or Local Govt Development of an Administrative or Commercial or Recreation, Aerodromes, Fire Stations, Police Stations, Court Houses, Correction Services, Armed Forces, etc.
 Land Area: In accordance with minimal specifications of the Town Planning Act (Cap 139) General Provisions: Provision 9 [Schedules A and B].

[Site areas for type of proposal will be in accordance with conceptual plans, artistic impressions and feasibility planning reports. As per TCP Provisions: requirement for each development shall be in accordance with the zones in which the development is permitted.]

Note:

- Applicant to fully complete this form
- The following information must be submitted with this form.

- (a) Personal ID card: (FNPF/Driver's License/Passport)
- (b) Birth Certificate
- (c) TIN Registration No.
- (d) Last Six (6) months Bank Statement
- (e) Salary Slip and Confirmation of Employment Letter from Employer (if in paid employment)
- (f) Certificate of Registration for Companies (if applicant is a company) & Company Structure
- (g) Five (5) year Business Plan & Concept Plan for development
- (h) Financial Statement (last 3 years for company)
- (i) Majority consent (60%) of landowners for dereservation if land is within iTaukei reserve.
- (j) Application Fees:

Residential	-	FJD\$54.50
Commercial	-	FJD\$109.00
Industrial	-	FJD \$109.00
Tourism	-	FJD\$545.00
Eco-Tourism	-	FJD\$109.00
Other (refer to TLTB Schedule of Fees)		

Additional Requirements for Overseas Applicants:

- (k) Investment Fiji requirements (RBF clearance) & evidence of foreign investment registration Certificate [FIRC], Registrar of Companies—registration of local company.
- (l) Department of Immigration Approval

Other Requirements (in relation to type of proposal):

- (m) Conceptual design/architects impression if development is for a large scale housing estate, Industrial or retail commercial centre.

- (n) Approval in principle by the Ministry of Tourism. (Tourism Lease)
- (o) Locality Plan of area applied for Feasibility Study (where applicable)
- (p) Entrepreneurship (For Tourism Lease)
- (q) Business Plan-Projected Cash Flow
- (r) Environment Impact Assessment (Tourism Lease and other developments of more than 10 lots), and any other listed activities/development as per the Environment Management Act 2005.
- (s) Physical planning approval from the Director of Town and Country Planning which will include the environment and conservation aspect of the project. (e.g., Tourism Leases, Integrated Development Areas, Integrated Tourism Resort etc.).
- (t) Valuation of Existing Assets
- (u) Resume/company profile (where applicable).

PART 1: APPLICANT DETAILS

1.1 Full Name (s):

(i) _____

(ii) _____

1.2 Date of Birth: _____

1.3 Citizenship (i) Fiji Citizen (ii) Other (specify) _____

1.4 Ethnic Group: (i) iTaukei (ii) Fijian of Indian decent (iii) Rotuman (iv) European

(v) Other (specify) _____

1.5 TIN Registration No. _____

1.6 Occupations/Nature of Business (if it is a Company):

1.7 Marital Status: Single Married Divorced Defacto

1.8 Home/Official Address (if it is a Company): _____

1.9 Postal Address: _____

1.10 Telephone/Mobile No. _____

1.11 Employment: If in paid employment: Employers Name, Address, Telephone No.

1.12 Dependants: No. of Dependants (Age/Gender):

1.13 Income: Annual Income & other source of income (if different from 1.11):

1.14 Finance: Banker & Branch details: _____

1.15 Creditors [List any payments due to other financial institutes, credit companies, leaseback arrangements, hire purchase etc.]:

PART 2 : LAND DETAILS

2.1 Name of Land: _____

2.2 Area Applied: _____

2.3 Tikina: _____

2.4 Yasana: _____

2.5 Term Requested: _____

2.6 Annual Rent Offered: _____

2.7 New/Expiring Lease: _____ Case No. _____

TLTB File No. _____

2.8 Land Owning Units:

LOU Name	TLC Sheet No.	TLC Lot No.	Area	LOU Code

2.9 Reserve Land: Yes (refer to 2.10) No

2.10 Reserved for: _____

2.11 Survey Reference: _____

2.12 Describe Location of Land:

2.13 Details of Existing Leases:

Filo No.	Rent	Balance	Mortgage to	Amount Mortgage	FSC	Other

PART 3 : APPLICANTS DECLARATION

3.1 I/We certify that the information contained in this application and in all continuation sheets attached is true, accurate and complete in every particular.

I/We authorize TLTB to seek any further information required regarding my/our accounts and financial arrangements with my/our bankers or other financial institution or my/our creditors.

(i) Name: _____

(ii) Name: _____

Signature: (i) _____ (ii) _____

Date: _____

Witness: _____

Designation: _____ Date: _____

In its efforts to ensure any iTaukei leases issued by TLTB is to the best and most valued transaction in terms of its commercial viability, TLTB hereby reserves the right to carry out any due diligence on the applicant in terms of the information provided.