



## Lease Application Process

### Steps for applying for an iTaukei Lease

#### STEP 1



- Lodge an application;
- Provide requirements;
- Pay lease application fees;
- Application approved or rejected;
- Timeline: 2 weeks.

#### STEP 2



- Lease Processing:
  - » Consultation,
  - » Preparation and approval of scheme plan for non-ALTA,
  - » Inspection and recommendation,
  - » Approval of recommendation,
  - » Dereservation (if applicable) - 6 weeks.
- Pay lease processing fee;
- Non-ALTA - approval of scheme plan
- Timeline: 2 weeks.

#### STEP 3



- Lease Offer received;
- Payment of the Lease Offers;
- If EIA Report is required engage a consultant and the Department of Environment to approve EIA Report and submit approved report to TLTB;
- Issue of survey instruction;
- Timeline: 6 weeks.

STEP 4



- Issue lease agreement (AFL or IOT);
- Registration and endorsement of survey plan;
- Prepare lease documents;
- Signing of lease documents.

STEP 5



- Stamping;
- Issue of survey instruction;
- Registered survey to be submitted to the Registrar;
- Lease documents issued to tenants.

Estimated timeframe for completion of a lease application process = 6 months

## Our Contacts:



(679) 3312 733

☎ 0800 3312 533



(679) 3312 078

✉ info@tltb.com.fj



www.tltb.com.fj

f iTaukei Land Trust Board



iTaukei Land

🐦 @iTaukeiLand

🏠 Head Office  
TLTB Building  
431 Victoria Parade  
GPO Box 116, Suva.