



NATIONAL CAPITAL DISTRICT COMMISSION
REGULATORY SERVICES DEPARTMENT
NCD BUILDING AUTHORITY

APPLICATION FOR PERMIT TO CONSTRUCT A FENCE

APPLICATION CHECK LIST

Application Type: **Various types of Fences** (Above 1.2 m in height)

Note: Applicants must assess and complete checklist prior to lodgement of their application at the front counter.

APPLICATION WILL NOT BE ACCEPTED UNTIL THIS CHECKLIST IS COMPLETED

Required Documentation	Completed by Applicant (✓ PLEASE TICK)	Completed by Commission (✓ PLEASE TICK)	Notes Office Use Only
Properly completed Building Application Form.			
Minimum two (2) complete sets of plans and documents stamped and signed by NCD Physical Office.			
Attach a current Land Title Documents Indicating file folio, volume and details.			
In case of sub-leaser, attach Landlords consent or certification for use or property.			
Attach copy of recent approved boundary <i>Cadastral Survey Plans</i> for area of land / allotment(s) where this fence will be erected.			
Attach copy of applicable Fees calculated, paid and receipted.			
Indicate proposed fence on property with reference to existing access roads into property and details of entry gates.			
Clear construction details of proposed fence height and type to scales not less than 1:20.			
Description of material to be used in construction and where applicable.			
Where applicable, provide a Structural Adequacy Certificate and properly scaled drawings stamped, signed and dated.			
Obtain approval from NCDC City Development Engineer			
Name of Architect / Draftsman, Builder their contact address and Registration details.			
Correct cost of erecting this Fence			

Processed by:
(Customer Service Officer)

Date: / / 20.....

Checked by:
(Co-ordinator – Admin)

Date: / / 20.....