

Name \_\_\_\_\_ DP/ND/SO/TL \_\_\_\_\_ Lot No \_\_\_\_\_

Location \_\_\_\_\_ OAD Approval No. \_\_\_\_\_

- Key notes
- DP -Deposited Plan (Ministry of Lands)
- ND- (Nadi)- old reference
- SO -Survey Office number (I- TLTB)
- TL – Taukei land

CORPORATE SERVICES	YES	NO	DATE	COMMENTS
Application received by Accounts				
Invoice sent				
Payment received and receipted				
File passed to GSD Admin Assistant				
Sign-Off (CSD):..... Date: .....				

GSD	YES	NO	DATE	COMMENTS
Application received by GSD AA				
1. Confirm payment made and receipt number attached				
2. Register this in the GSD “Off Airport Development” register (hardcopy and softcopy)				
3. TARGET DATE identified (Service Charter Requirement)				
4. File opened				
Sign-Off: AA ..... Date: .....				
AA passes file to AI/ANSI				
Once file is received by inspector. Check to ensure all documentation submitted; plans, coordinates, elevation as applicable.				
*Where data is lacking, coordinate with applicant. Start date to be commenced from date that all data received. Target Date above will also change.				
Assessment by AI				
1. Location - Vanua View and Google Earth				

2. SD-AD (International / Domestic Aerodromes)				
3. Site verification (if required)				

4. Effect on Airport Master Plan				
5. Assessment entered in One Note				
6. Approved Height (SD Aerodromes) of the building after the assessment (meters)				

Sign-Off: AI ..... Date: .....

Assessment by ANSI				
1. Location - Vanua View and Google Earth				
2. PANS-OPS Criteria check				
3. Approach Charts check				
4. Assessment entered in One Note				
5. Approved height determined by ANSI-APC ( PANS OPS) – (meters)				

Sign-Off: ANSI..... Date: .....

Number of working days taken to complete assessment (response). Within SC?				
Letter prepared (by inspector), include copies for AFL and DTCP				
File and Letter(s) passed to CGS for review and sign-off				

Sign-Off: EMGS ..... Date: .....

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AA forwards letter(s) to: - i. Applicant, ii. AFL and iii. DTCP (Director of Town and Country Planning)				
AA:- i. updates service charter, ii. updates GSD OAD Register (hardcopy and softcopy) iii. closes file and archives.				
Sign-Off: AA..... Date: .....				