

JAMAICA NATIONAL HERITAGE TRUST
APPLICATION FOR DEVELOPMENT OF NATIONAL MONUMENT OR
PROTECTED NATIONAL HERITAGE SITE
Pursuant to section 22(1) of the Jamaica National Heritage Trust Act

PLEASE READ THE FOLLOWING PREAMBLE AND OBSERVE THE NOTES AND GUIDELINES WHEN COMPLETING THIS APPLICATION FORM:

PREAMBLE – This application form is part of a comprehensive process of management relating to premises that fall under the jurisdiction of the Jamaica National Heritage Trust. Upon its completion, it should be submitted to the Trust at:

The Legal Office
Jamaica National Heritage Trust
79 Duke Street
Kingston

Notes and Guidelines:

1. This application form is to be completed in duplicate and submitted with two copies of all appropriate supplemental documents to the address indicated above. Among these must be included, where applicable:
 - (a) Any registered titles indicating the interest of the applicant in the property;
 - (b) Any conveyance documents indicating the interest of the applicant in the property
2. In order to be deemed valid, the application form must be signed and dated.
3. For the purposes of the JNHT, the term "developments" refers to any:
 - (a) *alteration, removal, repair, restoration or demolition of, or addition to, any protected site;*
 - (b) *the carrying out of building, engineering or other operations in, on, over or under any protected site or the making of any material change in the structure, appearance or use of any such protected site.*
4. All applications for development must be accompanied by the following:
 - (a) photographs of the front, back, sides and interior (where relevant) of the property;
 - (b) photographs of the street, road or avenue on which the site is located.
5. Item 2 must be filled out where the applicant is a company or other registered entity.
6. Item 4 refers to the site for which permission to develop is being sought.
7. Item 9 must set out the proposed works, with a supplemental page being attached where necessary.
8. Item 8 – Subject to Note 1 above, the following must be submitted as appropriate:
 - (a) A letter of permission to undertake proposed works, where the applicant is not the owner of the property, witnessed by a Justice of the Peace.
 - (b) Any other document deemed relevant in identifying the applicant.
9. Where signing on behalf of a company or other entity, the signatory must indicate his or her designation or title with that entity in the space provided.

NB: If in doubt about any of the matters relating to the application form and process, please contact the Legal Officer at the Trust.

1. SURNAME GIVEN NAME(S) MR/MS/MRS (Or Other Title)

2. NAME OF ORGANISATION (if any)

3. MAILING ADDRESS

4. a. TELEPHONE NUMBER 4b. FAX NUMBER

5. E-MAIL ADDRESS

6. NAME OF OWNER(S) OF HERITAGE SITE (if different from above)

7. ADDRESS OF SITE

8. RELATIONSHIP OF APPLICANT TO SITE: Owner Lessee Other

If other, state _____

9. PROPOSED WORKS:

10. **DOCUMENTS SUBMITTED WITH APPLICATION**

- | | | | | | |
|--------------------------|--------------------------|---------------------------|--------------------------|----------------------------|-------|
| a. Photographs | <input type="checkbox"/> | d. Site/location plan | <input type="checkbox"/> | g. Material samples (list) | _____ |
| b. Sketch drawings/plans | <input type="checkbox"/> | e. working drawings | <input type="checkbox"/> | h. Other | _____ |
| c. Permission of owner | <input type="checkbox"/> | f. Architectural drawings | <input type="checkbox"/> | | |

B. STATEMENT OF APPLICANT

I hereby certify that the information contained in this application and the attached supplemental document is true and complete to the best of my knowledge and belief.

I understand that any misrepresentation contained in the forms shall lead to discontinuation of the processing of the application and the revocation of any permission granted. I further understand that any such misrepresentation may also lead to prosecution. I still further understand that any permission, if granted, may be suspended or revoked for breach of any of the terms or conditions stipulated therein, and/or for any reason considered reasonable and legitimate by the Trust in the exercise of the legal mandate.

Signature of applicant _____

Name and title/Designation (please print or type) _____

Date ___/___/___

For JNHT use only

Reference No.: JNHT/HDRC/_____

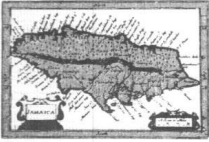
Receiving Officer _____

NM

PNH

ND

Date ___/___/___



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CHECKLIST

APPLICATION FOR DEVELOPMENT PERMISSION

- Completed Development Permit Application Form (2 copies)
- Completed Project information Form (2 copies)
- Site Photographs (2 copies)
- Layout Plan or Site Plan for Proposed Development (2 copies)
- Detailed Description of Scope of Development
- Proof of Ownership (**Registered title of land ownership**)
- Proof of Ownership (**Conveyance or other information on land ownership**)

If the applicant is not the owner, a letter of authorization witnessed by a Justice of the Peace

Contact information –

Telephone
Cellular phone
Fax
E-mail