



**ITAUKEI
LAND TRUST BOARD**

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

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 iTaukei Land Trust Board

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