



Ministry of Lands & Mineral Resources

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CHECKLIST

River Gravel and Sand Extraction (Renew)

The following documents must be submitted with the application forms:

1. INDIVIDUALS

1.	Formal Application Letter
2.	Locality Diagram of proposed extraction site and stockpile area
3.	Verified and Endorsed Waiver of Fishing Rights form by
a.	Roko Tui at Provincial Office and
b.	Chairman iTaukei Lands Fisheries Commission (iTLFC)
4.	Access Agreement between landowner and licensee witnessed by Commissioner for Oaths
5.	Compliance letter from Department of Environment (DOE)
6.	TIN Letter or JOINT CARD
7.	Valid Photo ID – Voter ID, Driver’s License or Passport
8.	Evidence of monthly royalty returns for original and/or previous license

2. COMPANIES

1.	Company Registration Certificate Trust Deed (for mataqali tokatoka)
2.	Schedule of Directors and Shareholders
3.	Photo ID of the Director(s) Trustees
4.	Application Fees for \$32.70 (\$30.00 + \$2.70 VAT) <i>*Subject to Change in VAT</i>

Note:

Processing of applications will start once all above requirements are met and fees paid.

All queries can be directed to: landsinfo@govnet.gov.fj