DEVELOPTT

USER GUIDE- APPLICANT
VERSION 1.3

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Ministry of Planning and Development

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1. INTRODUCTION

1.1 ABOUT THIS GUIDE

Welcome to the DevelopTT system user guide for Applicant. This user guide will explain the process and steps involved in using the DevelopTT system for an Applicant.

DevelopTT

Trinidad and Tobago's online portal for development permitting, branded DevelopTT, was launched in 2019 is an undertaking of the Ministry of Planning and Development in collaboration with the Ministry of Trade and Industry.

Through the DevelopTT portal, the development application and approval processes are transformed by replacing the paper-based system of submitting applications for planning permissions, building permits, completion certificates and many of the other property development approvals required, with online/electronic submissions and processing. Develop TT is an integrated permitting system for the permissions and approvals required for property development and makes a standardized process of developing applications possible by ensuring transparency and visibility at every step of the building, planning and development process.

Applicant

An applicant is the person applying for any of the services provided on the DevelopTT system, the applicant would be allowed to submit applications with minimal interaction to the TCPD. After reviewing the application, TCPD will issue an update to further guide the applicant in the processing of the application. The applicant is expected to submit detailed information and plans to TCPD for review.

1.2 PURPOSE OF THE GUIDE

The purpose of this user guide is to explain the process and steps involved in utilizing the system as an Applicant. It describes the features of the system and how its online method mimics the manual procedure for applying for any of the services offered on DevelopTT.

This document gives the Applicant a step by step guide for performing all actions available for proceeding with their respective applications.

1.3 SCOPE

The Applicant user guide covers all the features that are available to the applicant on DevelopTT. It aims to help the applicant to efficiently perform the below tasks using the DevelopTT system:

- Submit Application
- Respond to Query
- Search Application
- Withdraw Application

1.4 DOCUMENT CONVENTIONS

Refer to this section to familiarise yourself with the visual aids used throughout the user guide.

Hyperlinks

All topics mentioned in the user guide's content are hyperlinked. Click on the hyperlink to view the referring topic.
Example of Hyperlink: click on: **INTRODUCTION** (this navigates to the Introduction Section).

Callouts

Callouts are presented differently from the original content and highlight specific information relevant to the section.
There are two types of callouts: Tips and Warnings.

GOOD TO KNOW:

@ A Tip provides good-to-know information that helps users complete a task or procedure.

WARNING:

! A Warning refers to information that may be critical to the system's functionality and might affect data or system stability.

1.5 DEFINITION AND ABBREVIATIONS

ABBREVIATION	DEFINITIONS
DEVELOPTT	Automated Construction Permitting System
MPD	Ministry of Planning and Development
MTI	Ministry of Trade and Industry
TCPD	Town and Country Planning Division
OGA	Other Government Agencies
PCP	Print Control Proxy

Table 1: Abbreviations and Definitions

1.5 TERMS AND DEFINITIONS

TERMS	DEFINITIONS
APPLICANT	An applicant is someone who signs up or applies for any of the e-services provided on DevelopTT.
APPROVAL	The action of approving something, to consent or agree.
APPROVED IN PRINCIPLE	The concerned authority has agreed to the proposal generally.
ADVERTISEMENT PERMISSION	An application for the display of any sign, placard, board, notice, device or representation for the purpose of advertisement.
AGENT	Agent is someone who does an application on behalf of the owner.
BUILDING PERMIT	A building permit is an official approval issued by the local government agency that allows you or your contractor to proceed with a construction or restructuring project on your property.
CLEARANCE GRANTED	Building Operations has been granted clearance and Applicant can proceed to Completions Stage.
CAR RENTAL CORRESPONDENCE	A non-objection request for the use land/ site as a small car rental facility.
CUSTOMS BONDED CORRESPONDENCE	A non-objection request to create a customs bond area within a warehouse as storage for large quantities of alcohol.
DEVELOPMENT COMPLAINT	A complaint against any development of land which appears to have been carried out without the required Planning Permission.
ISSUED BUILDING PERMIT	An official certificate of permission issued by local authorities to a builder to construct, enlarge, or alter a building.
LIQUOR LICENCE CORRESPONDENCE	A liquor licence is required for any person or business that wishes to sell alcohol, wines or spirits of any kind on any land or in any building which can be consumed on or off the premises.
MINING APPLICATION	Application for planning permission for mining (mineral and material extraction) and processing activities.
PENDING ACTION	Action that has not been taken as yet and is still awaiting.
PLANNING PERMISSION	Planning Permission, Building Permits and other development approval can be sought using this service.

PUBLIC APPLICATION REGISTER	This register is a searchable database of applications submitted to the Town and Country Planning Division. The TCPD land use policy can also be accessed here.
REJECTED APPLICATION	Application was returned undetermined due to inadequacies.
REFUSAL	Application was assessed and planning permission was refused.
STATUS OF LAND CORRESPONDENCE	A request for information on the status (land use policy and previous permissions) of a parcel of land.
STAMP DUTY EXEMPTION	A request for information on the status (land use policy and previous permissions) of a parcel of land for stamp duty purposes.
VARIATION REQUEST	Site- specific request for minor variations to the land use policy or site development standards.

Table 2: Terms and Definitions

1.6 ICON/ BUTTON AND FUNCTIONS

ICON/ BUTTON	FUNCTION
HOW TO REGISTER ?	Navigates to the DevelopTT Registration guide.
e-SERVICES ☰	Electronic services button- Navigates to all services available for applying through DevelopTT.
LOGIN 🔒	Navigates to Login window either through TTBIZLINK or TTConnect
f	Navigates to Ministry of Planning and Development's Facebook page.
▶	Navigates to Ministry of Planning and Development's Youtube channel.
🐦	Navigates to Ministry of Planning and Development's Twitter page.
in	Navigates to Ministry of Planning and Development's Linkedin account.
⭕	Navigates to Ministry of Planning and Development's Instagram profile.
Learn More	Navigates to information about the DevelopTT project background.
VIEW MORE ⌄	Navigates to the DevelopTT, News, Events and Announcements page.
LOG IN	Initiates the Log in to your account after User ID and Password are entered.
👤	Opens pop-out that consist of Log out function.
Dashboard	Navigates to user dashboard.
Submit an Application	Navigates to all e-services available for applying.
Search Applications	Navigates to Search page for searching a specific application.
Withdraw Applications	Navigates to search where user is able to find which application they wish to withdraw.
Search	Upon clicking, this search displays the records the user is trying to search.
Clear	Upon clicking, this clear function, removes (from view/ display only) the records the user's search results.
< Back	Navigates to previous tab within the application filling process.
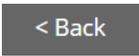
ICON/ BUTTON	FUNCTION
Cancel	This function cancels the application completion process.
Reset	Resets the fields added in a list.
Add	Adds fields to the list.
Save As Draft	Saves the application as a draft for later processing.
Next >	Navigates to the next tab within an application.
Submit	Submits an application upon clicking. Success Message to be displayed after.
ⓘ	Application Details.
📄	Application document checklist.
🔒 APPLY	Application can only be accessed if applicant is logged in.
APPLY	Application form is displayed upon clicking.
◈	Site Location feature.
🖼	Site Location: Layers feature.
🔍	Site Location: Search feature.
📖	Site Location: Change Map feature.
➕	Site Location: Zoom In feature.
➖	Site Location: Zoom Out feature.
◈	Site Location: Default Zoom feature.
🧍	Site Location: Pegman/ Street View feature.
✏	Site Location: Drawing tool.
⊗	Site Location: Cancel drawing.
💾	Site Location: Save drawing.
🗎 Add files	Document Upload: Adding a file.
⊕ Start upload	Document Upload: Start upload of file.
🗑 Clear files	Document Upload: Remove uploaded file.
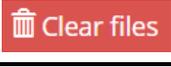
Table 3: Icons/ Buttons and Function

2. GETTING STARTED

This chapter covers the following topics:

- System Requirements
- Log In
- Log Out

2.1 SYSTEM REQUIREMENTS

- The system Requirements can be found directly in the footer (common text that appears at the bottom of every page) of the DevelopTT site.

Figure 1: System Requirements

- Click on the System Requirements Hyperlink to view the system's requirements. See below the list of Requirements.

- The system requirements for using DEVELOPTT are outlined below. Please contact our Service Helpdesk team at **servicedesk@developtt.gov.tt** if you need further technical assistance.

1. Screen Resolution

- DevelopTT is a responsive website independent of screen resolution. It is recommended that the web pages be viewed at 100% resolution.

2. Internet Bandwidth Requirements

- The recommended minimum Internet connection speed for DevelopTT is 10 Mbps. There may be a delay in response time if your Internet speed is less than 10 Mbps.

3. Browser Requirements

DevelopTT supports HTML5 + CSS3 + ECMAScript 5 compatible browsers, including latest versions of the following:

- Internet Explorer (oldest supported version 10)
- Microsoft Edge

- Chrome (oldest supported version 23)
- Firefox (oldest supported version 21)
- Opera (oldest supported version 15)
- Safari (oldest supported version 6)

It is recommended that the latest versions of these browsers be used.

4. Browser Plugins

The following browser plugins are required:

- Adobe Reader: DevelopTT requires Adobe Reader version 7 or above for viewing PDF files. Visit this link to download Adobe Reader
  http://www.adobe.com/products/reader.html
- Adobe Flash Player: Adobe Flash Player version 9 or above is required to render images on the home page of DevelopTT. Visit the link below to download Adobe Flash Player **http://get.adobe.com/flashplayer/**
- Full Page Screen Capture: Full Page Screen capture (A Google Chrome Plugin) is required if a screenshot needs to be taken of the whole page.

Alternatively the following online screen capture tools can be used **https://web-capture.net/** or **https://screenshot.guru/** Please visit this link for further instructions on taking a full screen capture without the use of a browser extensions.

5. JavaScript

- JavaScript must be enabled on your browser for DevelopTT to function correctly. Please refer to your browser manual for instructions on enabling JavaScript in your browser.

6. PCP Installation for Secure Prints

- Print control proxy (PCP) is a desktop application that needs to be installed for secure printing of permit documents. The updated version (v1.5.1.7) is available for download on the DevelopTT website.

7. Hardware Requirements

- In addition to the above-mentioned requirements, access to a scanner is needed. The types of documents that can be uploaded are dwg, doc/docx, pdf, jpeg, gif or pdf. The maximum file size allowed for attachments is 30MB unless otherwise stated.

2.2 GETTING STARTED: LOG IN & LOG OUT

Refer to this section to familiarize yourself with the DEVELOPTT System Interface.
This chapter list the processes for the login and log out of the DevelopTT
platform.

Log In

Use hyperlink to navigate to DevelopTT:

> https://www.developtt.gov.tt/ttacps_appl
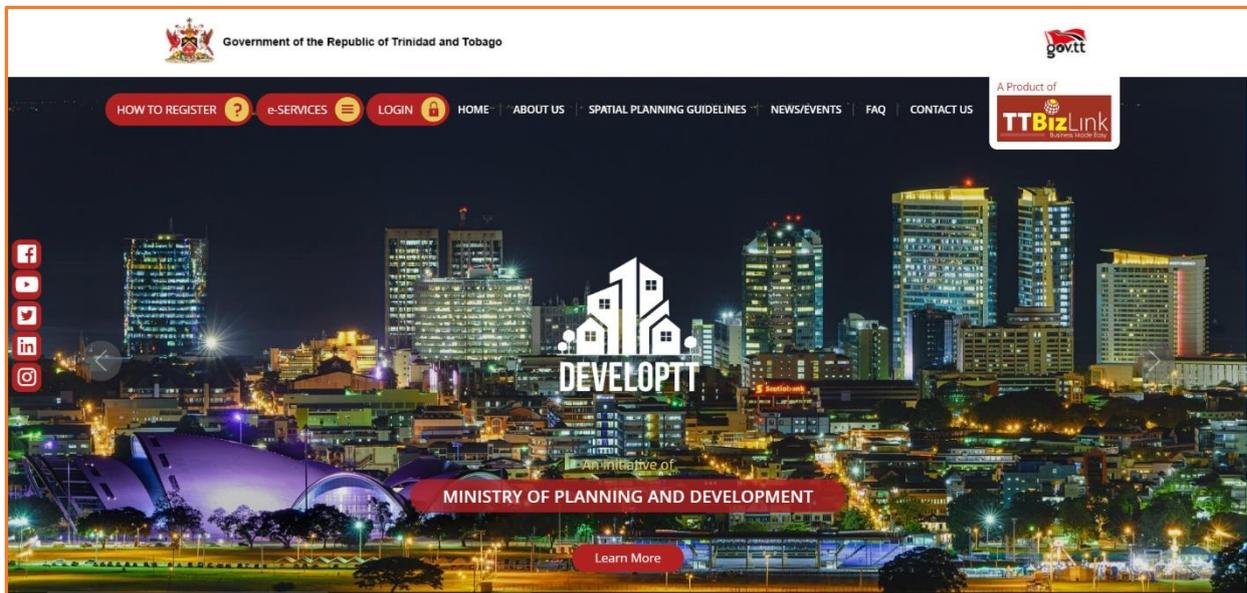
Figure 2: DevelopTT Applicant page

➢ Click the **LOG IN** button on the top left of the screen to navigate to the Login Page. Enter the username and password in the fields provided and Click **LOG IN**.
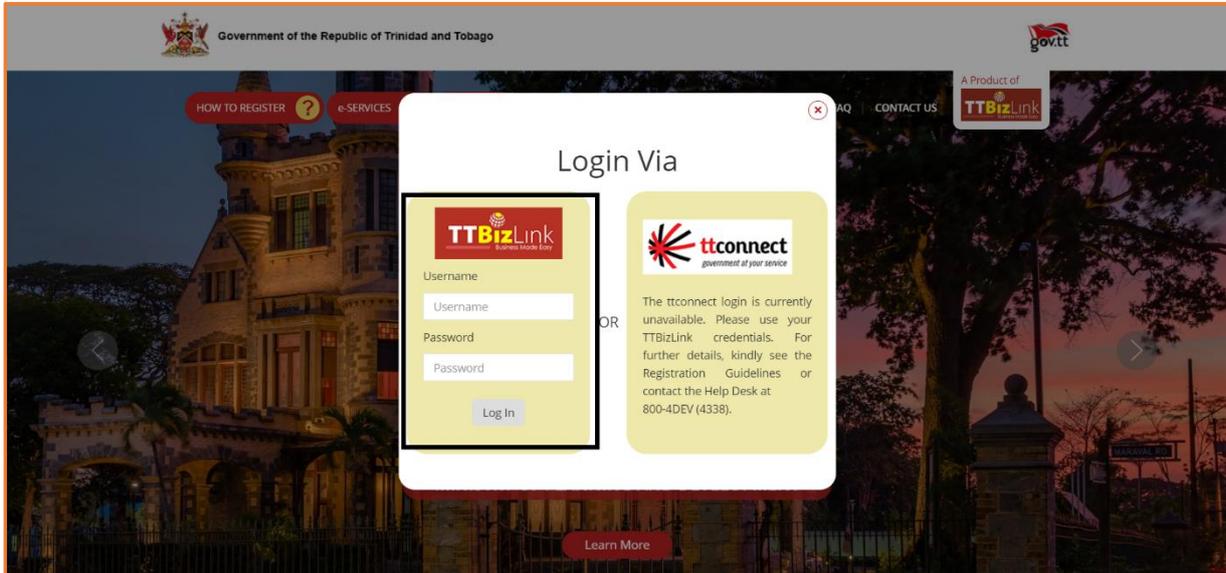
Figure 3: Log In Fields

Upon successful login the following screen appears.
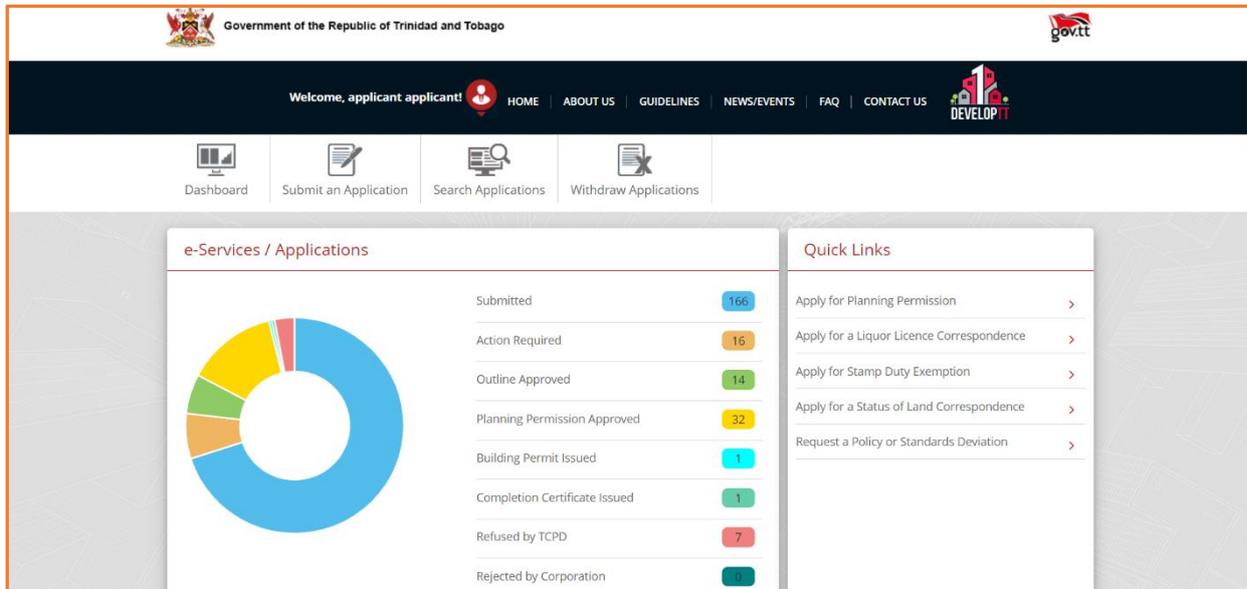
Figure 4: Applicant Dashboard

Log Out

➢ This function allows the user to log out of the system any time. User can log out of DevelopTT by clicking the [icon] button available at the upper left corner of the Main Menu.
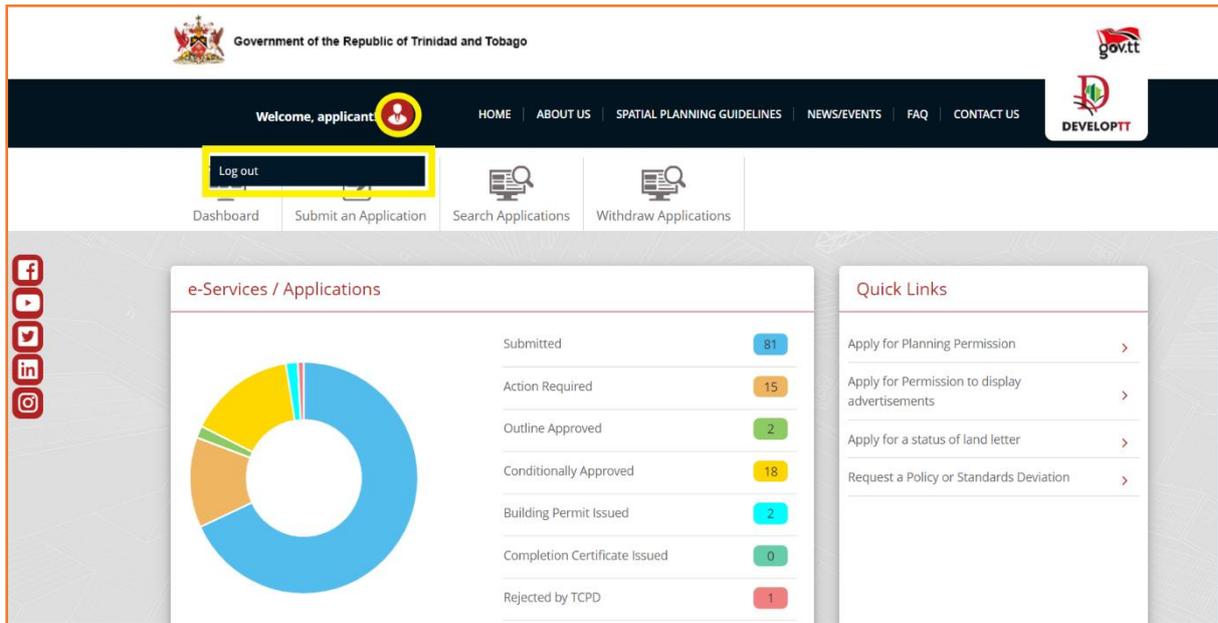
Figure 3: Log out option

3. MENU OPTIONS

3.1 DASHBOARD

The Dashboard is the default screen that will be displayed to all users after login. The Dashboard consists of pictorial representation of various statuses of the applications, various menu links and table section with list of applications details.

Click the Dashboard icon to view the application details in an Application Status Chart, Quick links and tabular format.
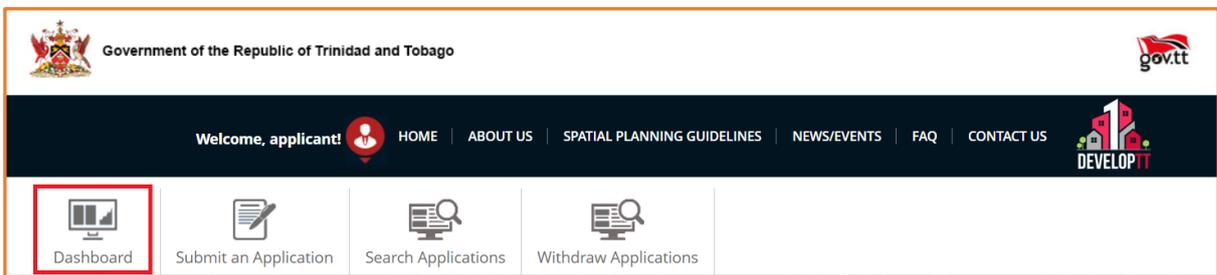
Figure 5: Location of Dashboard Icon

➢ The application status chart is colour coded, indicating the status of application listed on the right. Hover the mouse on the coloured zone of the Pie chart to view the number of applications in each status.

➢ The Colour denotations are listed below:
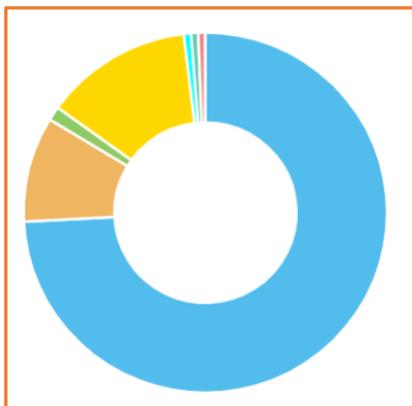
Submitted	81
Action Required	15
Outline Approved	2
Conditionally Approved	18
Building Permit Issued	2
Completion Certificate Issued	0
Rejected by TCPD	1
Rejected by Corporation	0

Figure 6: Pie Chart Key

➤ **Quick Links**

➤ Quick Links give you easy access to some of the commonly used e-Services in the system. Each feature listed is a link that takes you directly to that feature.

➤ The Quick links are listed below:

Figure 7: List of Quick Links

> **Application View List Table**

- Click each of the Tabs to view the corresponding details.
- The Tabs are listed below:

1. **Recent Applications**- Lists all applications recently submitted.

Recent Applications	Draft Applications	Action Required	TCPD Queried	Municipal Corporation/ THA Queried		Regulatory Agency Query Applications
CMOH Query Applications		PH Query Applications	EIA Required	Withdrawn Applications	Undetermined Application(s)	

Reference No ⇕	Application Type ⇕	Date Submitted ⬇	Status ⇕	Site Area ⇕	Category of Development ⇕
PPR2020010707506	Planning Application	07 Jan 2020	Building Permit Requested	Ariapita	New Buildings
PPR2020010707504	Planning Application	07 Jan 2020	Building Permit Requested	Ariapita	New Buildings
LIQ2020010700133	Liquor License Application	07 Jan 2020	Application Submitted	Ariapita	
PPR2020010707496	Planning Application	07 Jan 2020	Building Permit Requested	Ariapita	New Buildings
PPR2020010707494	Planning Application	07 Jan 2020	Building Permit Requested	Ariapita	New Buildings
PPR2020010707492	Outline + Planning Application	07 Jan 2020	Payment Received during Completion Certificate	Ariapita	Sub-Division
PPR2020010707490	Planning Application	07 Jan 2020	Payment Received during Completion Certificate	Ariapita	New Buildings
PPR2020010707488	Planning Application	07 Jan 2020	Forwarded to Planner	Port of Spain	New Buildings
PPR2020010607484	Planning Application	06 Jan 2020	Building Permit Requested	Ariapita	New Buildings
PPR2020010607480	Outline Application	06 Jan 2020	Outline Approval	Ariapita	Sub-Division

Figure 8: List of Recent Applications

2. **Draft Applications**- List all incomplete applications yet to be submitted.

Recent Applications	Draft Applications	Action Required	TCPD Queried	Municipal Corporation/ THA Queried		Regulatory Agency Query Applications
CMOH Query Applications		PH Query Applications	EIA Required	Withdrawn Applications	Undetermined Application(s)	

Reference No ⇕	Application Type ⇕	Date Submitted ⬇	Status ⇕	Site Area ⇕	Category of Development ⇕
PPR2020010707508	Outline Application	07 Jan 2020	Draft	Ariapita	New Buildings
PPR2020010707510	Planning Application	07 Jan 2020	Draft		
PPR2020010707500	Outline Application	07 Jan 2020	Draft		
PPR2020010707498	Outline Application	07 Jan 2020	Draft		
PPR2020010607486	Planning Application	06 Jan 2020	Draft		
PPR2020010607482	Outline Application	06 Jan 2020	Draft		
PPR2020010307386	Planning Application	03 Jan 2020	Draft		
PPR2020010307374	Planning Application	03 Jan 2020	Draft		
PPR2020010307372	Outline Application	03 Jan 2020	Draft		
PPR2020010307368	Planning Application	03 Jan 2020	Draft		

| Back | 1 | 2 | 3 | ... | 42 | 43 | Next |

3. **Action Required** - Lists all applications pending action by applicant.

| Recent Applications | Draft Applications | Action Required | TCPD Queried | Municipal Corporation/ THA Queried | Regulatory Agency Query Applications |
| CMOH Query Applications | PH Query Applications | EIA Required | Withdrawn Applications | Undetermined Application(s) |

Reference No ⇕	Application Type ⇕	Date Submitted ⌄	Status ⇕	Site Area ⇕	Category of Development ⇕
PPR2020010607480	Outline Application	06 Jan 2020	Outline Approval	Ariapita	Sub-Division
PPR2020010607476	Outline Application	06 Jan 2020	Outline Approval	Ariapita	Sub-Division
PPR2020010607474	Planning Application	06 Jan 2020	Planning Permission Approved	Ariapita	New Buildings
PPR2020010607472	Outline Application	06 Jan 2020	Outline Approval	Ariapita	New Buildings
PPR2020010607468	Planning Application	06 Jan 2020	Planning Permission Approved	Port of Spain	New Buildings
PPR2020010507466	Outline Application	05 Jan 2020	Outline Approval	Ariapita	Sub-Division
PPR2020010507464	Outline Application	05 Jan 2020	Outline Approval	Ariapita	Engineering Operations
PPR2020010507462	Outline Application	05 Jan 2020	Outline Approval	Ariapita	Engineering Operations
PPR2020010507460	Outline Application	05 Jan 2020	Outline Approval	Ariapita	Sub-Division
PPR2020010507458	Outline Application	05 Jan 2020	Outline Approval	Ariapita	Sub-Division

Back 1 2 3 … 10 11 Next

Figure 10: List of Applications Requiring Action

4. **TCPD Queried** - Lists all applications with queries from TCPD.

| Recent Applications | Draft Applications | Action Required | TCPD Queried | Municipal Corporation/ THA Queried | Regulatory Agency Query Applications |
| CMOH Query Applications | PH Query Applications | EIA Required | Withdrawn Applications | Undetermined Application(s) |

Reference No ⇕	Application Type ⇕	Date Submitted ⌄	Status ⇕	Site Area ⇕	Category of Development ⇕
PPR2019120406495	Outline Application	04 Dec 2019	TCPD Queried	Woodbrook	New Buildings
PPR2019120406479	Planning Application	04 Dec 2019	TCPD Queried	Woodbrook	New Buildings
PPR2019120406475	Planning Application	04 Dec 2019	TCPD Queried	Coblentz Gardens	New Buildings
PPR2019120406473	Planning Application	04 Dec 2019	TCPD Queried	La Horquette	Sub-Division
PPR2019120406468	Planning Application	04 Dec 2019	TCPD Queried	Port of Spain	New Buildings
PPR2019120306398	Outline Application	03 Dec 2019	TCPD Queried	Ariapita	New Buildings
PPR2019120306389	Planning Application	03 Dec 2019	TCPD Queried	Ariapita	Retention
PPR2019120306379	Planning Application	03 Dec 2019	TCPD Queried Final Assessment	Ariapita	Change of Use
PPR2019120306368	Outline Application	03 Dec 2019	TCPD Queried	Ariapita	Sub-Division
ADV2019112700511		27 Nov 2019	TCPD Queried	Agostini Settlement	

Back 1 2 3 Next

Figure 11: List of TCPD Queried Applications

5. **Municipal Corporation/ THA Queried-** Lists all applications with queries from Municipal corporations/ THA.

Figure 12: List of Municipal Corporation/ THA Queried Applications

6. **Regulatory Agency Query Application**- Lists all applications with queries from Regulatory Agencies.

Figure 13: List of Regulatory Agency Queried Applications

7. **CMOH Query Applications**- Lists all the applications queried by the CMOH.

Figure 14: List of CMOH Queried Applications

8. **PH Query Applications-** Lists all the applications queried by the Public Health.
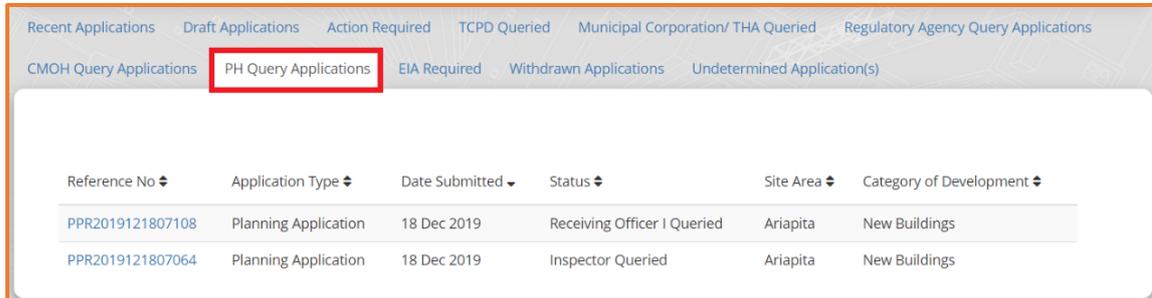
Figure 15: List of Public Health Queried Applications

9. **Withdrawn Applications**- Lists the applications withdrawn by the applicant.

Figure 16: List of Withdrawn Applications

10. **Undetermined Applications**- Lists applications which have been returned undetermined.

Figure 17: List of Undetermined Applications

GOOD TO KNOW:

- You can view up to 10 records at a time. Click on the navigation button, or click a specific page number to view the details.

- Click the Reference Number hyperlink to view the Application Details.

3.2 SUBMIT AN APPLICATION

To apply select "Submit an Application". The applicant can then choose which type of e-service by clicking on the **APPLY** button. Here is a list of all e-services available on the DevelopTT website:

- Planning Permission

- Advertisement Permission

- Car Rental Correspondence

- Customs Bonded Correspondence

- Liquor Licence Correspondence

- Mining Application

- Status of Land Correspondence

- Stamp Duty Exemption

- Variation Request

- Public Application Register

- Submit an unauthorized Development Complaint

PLANNING PERMISSION

1. PLANNING PERMISSION

Planning Permission, Building Permits and other development approval can be sought using this service.

What is Development?

Applications for development are first processed by the Town and Country Planning Division which grants either an Outline Application for Planning Permission or Planning Permission. A Planning Permission entitles a particular use or development (subdivision, buildings, and engineering works) to proceed on a specific piece of land. Planning Permission must be sought and obtained **PRIOR** to commencing any form of development.

The various types of development are defined below:

- **Building operations** such as, the erection of a new building, structural addition, alterations /renovations for a stated use.

- **Engineering operations** such as, installation of roads, drains, utilities and the clearing of land.

- **Mining operations** such as, quarrying activity, oil drilling and mining of materials (aggregate sand or gravel).

- The making of material **Change in the use** of land/building from an approved /existing use to a proposed use.

- The **Subdivision of land** to create smaller parcels for the purpose of sale, lease, gift, deed or transfer.

- The **Reclamation of land.**

The following documents are required with all applications for Planning Permission:

- **Deed/Certificate of Title or Tenancy Receipt-**
  A Deed is a legal document which states interest or rights and ownership to a property. Certificate of Title is a state or municipal-issued document that identifies the owner or owners of personal or real property.

- **A Survey Plan or Cadastral Sheet-**
  Cadastral sheet should include boundaries, area, dimensions and shape of entire parcel of land to which the application relates and name of adjoining owners.

- **Location sketch and/or other documents-**
  A sketch of the land to which the application relates, giving sufficient detail to enable the site to be positively identified in the field.

Additional documents may be required dependent on the type of application submitted.

Documents such as:

- Site or Block Plan
- Topographical Maps
- Floor Plans
- Elevation Plans
- Section Plans
- Roof Plans

Further details are available in the application document checklist.

To view the application document checklist, click on the hyperlink below:

https://www.developtt.gov.tt/ttacps_appl/static/resources/documents/Application%20Document%20Checklists.pdf

N.B. Gaining Planning Permission however does not give you the right to enter or carry out work on land that you do not own. After your application for Planning Permission is approved your application is forwarded to the relevant Municipal Corporation and any other conditioned agency for approval which is required before Development works begin.

The applicant can apply for planning permission at TCPD by clicking the [APPLY] button on the right side of the Menu item. The Application appears with a Welcome message being displayed follow.

Welcome Message: This Section displays the below messages.

How is your application for planning permission determined?

When your application is submitted in the system, the following happens:

1. The documents are validated by a Clerical Officer to ensure that they are complete and correct.
2. Your site location is verified by a Mapping Officer and previous applications relevant to the site are identified.
3. A Development Control Inspector assesses the technical details of your application and visits the site in question. The Inspector may also meet with you to resolve issues with your application.
4. Finally your application is forwarded to a Town and Country Planner or Development Control Supervisor who is responsible for granting or refusing planning permission on behalf of the Minister.

When assessing a planning proposal, our officers consider various factors including:

1. National Spatial Planning Policy
2. Planning Policy and Guidance
3. Municipal Development and Local Economic Development Plans
4. Site development standards (building height, building line setbacks, site and building coverage, car parking and circulation arrangements)
5. The bonafides of your site (i.e. whether your site has been created by planning permission for the subdivision land or existed in its present shape and size prior to the Town and Country Planning Act, 1969
6. The design of your proposal
7. Infrastructure adequacy
8. Attitudinal surveys
9. Site visit observations
10. Other material considerations

The following are possible decisions you may receive:

1. A Notice of Refusal which indicates the reasons for which your application was refused.
2. A Planning Permission Notice which outlines the conditions (and reasons for these conditions) which must be fulfilled prior to the commencement of development or occupation of the building. Where permission is required from another agency this is included as a condition of approval.
3. Return Undetermined, which means that insufficient information was submitted and prevented proper assessment of the application.

Figure 18: Planning Permission Welcome Message

Planning Permission Screening Matrix: Based on answers submitted it will recommend what type of planning permission to apply for.

Please answer the following

1. Does your proposal fall under the list of fourty-four (44) designated activities which require a Certificate of Environmental Clearance (CEC)? (See the Certificate of Environmental Clearance (Designated Activities) Order, 2001, click here for further guidance) *
Select one ▼

2. Does your proposal involve the change of use, erection of, or addition to any building development where the cumulative floor area exceeds a gross floor area of 500m2? *
Select one ▼

3. Does your proposal involve the subdivision of land comprising greater than twenty plots (each plot must fall within the range of 465m2 and 800m2 in area)? *
Select one ▼

4. Are your building or subdivision plans prepared? *
Select one ▼

5. Is your proposal in line with the land use policy for the area?Click Here for map *
Select one ▼

6. Have you received consideration for the proposal in question through the Appeal or Variation process? *
Select one ▼

Figure 19: Planning Permission Questionnaires

Planning Permission :

- All questions are mandatory.
- Click Submit answers once you have answered all the Questions.
- The System prompts you to submit an Online Application for Planning Permission.
- Possible Options are:
  - ➢ Outline + Planning Permission Application
  - ➢ Planning Permission Application
- The system redirects you to the type of Planning Application where you must select the appropriate Planning Permission from the drop-down last and click submit.
- On submission, the Application opens with Application Form Section selected.

Section Details :

- When completing an Application, please note the following:

GOOD TO KNOW:

@
- (*) Indicated a Mandatory field: This must be filled with the information requested. If it is not filled, you will not be able to save a section/ tab to a draft application.
- Please type NA in the textbox if it is not applicable to you.
- Please attach relevant documents.

APPLICATION FORM:

- **Application Details:** This Section lists the details of the individual who wishes to submit an application for Development Planning.

Applicant details

Reference Number *	PPR2019102405694
	Automatically generated reference number
Is this application submitted by or on behalf of the state? *	Select one ▼
Are there any TCPD approved variation for the site? click here *	Select one ▼
Title *	Select one ▼
First Name *	
Last Name *	
Applicant Gender *	○ Female ○ Male ○ Other
Email Address *	
Telephone Number *	
	Please enter 7 digit T&T telephone number e.g. 2234567
Mobile Number	
	Please enter 7 digit T&T mobile number e.g. 2234567
Applicant's role *	Select one ▼

Figure 20: Planning Permission Application Details

- **Applicant Details**

Table 4: Planning Permission Application Details:

Field	Description
Reference Number	An auto generated unique application number.
Is this application submitted by or on behalf of the state?	Select the option relevant to you.
If YES →	
State Land Owner	Select the option relevant to you.
Are there any TCPD approved variation for the site?	Select the option relevant to you.
If YES →	
Deviation Reference Number	State the Deviation reference number.
Title	Select the Title of the Applicant from the drop-down list.
First Name	Enter the first name of the Applicant.
Last Name	Enter the last name of the Applicant.
Applicant Gender	Select Gender.
Email Address	Enter the e-mail address of the Applicant.
Telephone Number	Enter the Telephone number of the Applicant. *(Note: A 7-digit number without dashes.)*
Mobile Number	Enter the Mobile number of the Applicant. *(Note: A 7-digit number without dashes.)*
Applicant's role	Select the option relevant to you.
If Other than 'Owner' →	
Owner Name	Enter the name of the Owner.
Owner Gender	Select Gender.
Owner Address	Enter the address of the Owner.
Owner Contact	Enter the contact number of the Owner. *(Note: A 7-digit number without dashes.)*
Application submitted with the knowledge and consent of the owner?	Enter the option relevant to you.
Category of Development	Select the type of Development activity.
Brief description of the proposed development	Give a brief description of the development.

Field	Description
Is it for Commercial Purpose?	Select the option relevant to you.
If YES →	34	A P P L I C A N T
The nature of the proposed industry or business, including, if for industrial use, a brief description of the type of process to be carried on	Give a brief description of the type of process to be carried on.
Approximate number of male employees	State the number of male employees.
Approximate number of female employees	State the number of female employees.
Brief particulars of machinery to be used	Give brief details on the machinery to be used.
The intended provision for the loading, unloading and parking of vehicles	State the intention for the provision of loading, unloading and parking of vehicles.
If for industrial use, the means of disposal of any trade refuse or trade effluents	State the means of disposal of any trade refuse or trade effluents.
Aggregate floor space (square metres)	State the aggregate floor space in square metres.

- **Land Details**

Table 5: Planning Permission Land Description

Field	Description
Island	Select the island from the options listed.
Community	Select the Community from the drop-down list. The Community options differ based on the island selected.
Site Postcode	Enter the postal code of the community if applicable.
Ward	Select the appropriate ward from the drop-down list.
Town or Village	Enter the Town or Village where the site is located.
Street	Enter the street details.
Lot No/ LP No/ MM	Enter Lot number / Light Pole number/ Mile Marker.
Assessment Roll No	Enter the Assessment Roll Number for reference.
Unique Reference No	Enter the Unique Reference Number.
Area of site	Enter the Area of the Site.
Unit of Measurement (U.O.M)	Select the appropriate Unit of Measurement from the drop-down list.
Specify the estimated value of the development	Enter the estimated value of the development.

- **Land/Building Purpose:**

Table 6: Planning Permission Land/Building Purpose

Field	Description
Purpose for which land or new / altered / extended buildings are proposed to be used	
Select Building Purpose	Select appropriate response.
Remarks	Add additional remarks or comments.
Purpose for which land and/or buildings are now used	
Select Building Purpose	Select appropriate response.
Remarks	Add additional remarks or comments.

- **Notification:** This section includes contact details for the applicant to be notified. The applicant may be notified via email for Site Inspections, Application Approvals.
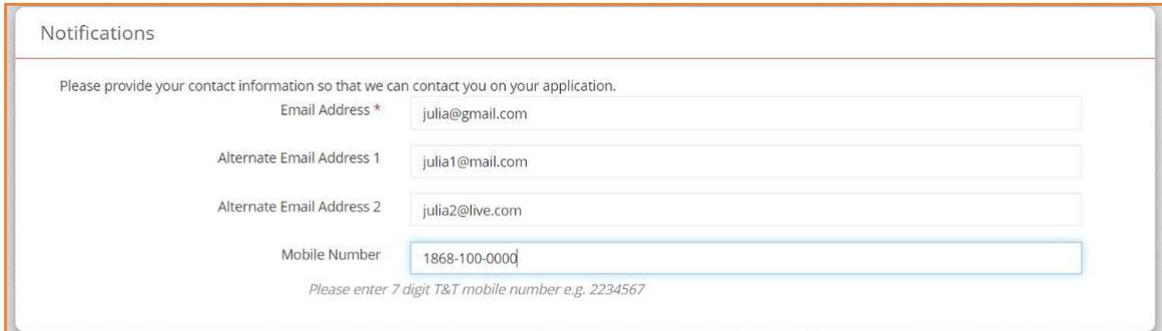
Figure 21: Planning Permission Notification Section

Table 7: Planning Permission Notifications

Field	Description
Email Address	Enter the email address of the person who should be notified. ***This field is mandatory.***
Alternate Email Address 1	Enter a secondary email of the person who should be notified. ***This is an optional field.***
Alternate Email Address 2	Enter a secondary email of the person who should be notified. ***This is an optional field.***
Mobile Number	Enter the Mobile number of the person who should be notified. *(Note: A 7-digit number without dashes.)*

1.2 SITE LOCATION

Site Location is the second step where the Applicant can define the site location.

Site Location:

a. The site location tool function allows the applicant to define a virtual boundary of the proposed location and then it will subsequently be verified by TCPD.
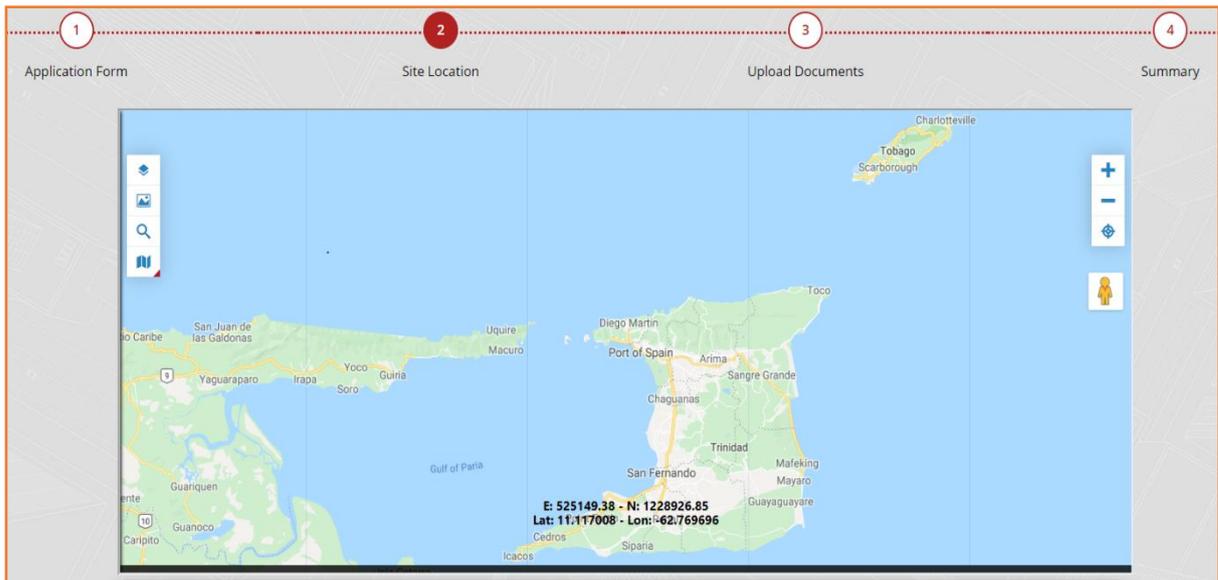
Figure 22: Site Location Tool

b. Upon clicking the various Site Location icons, the features of each icon are displayed.
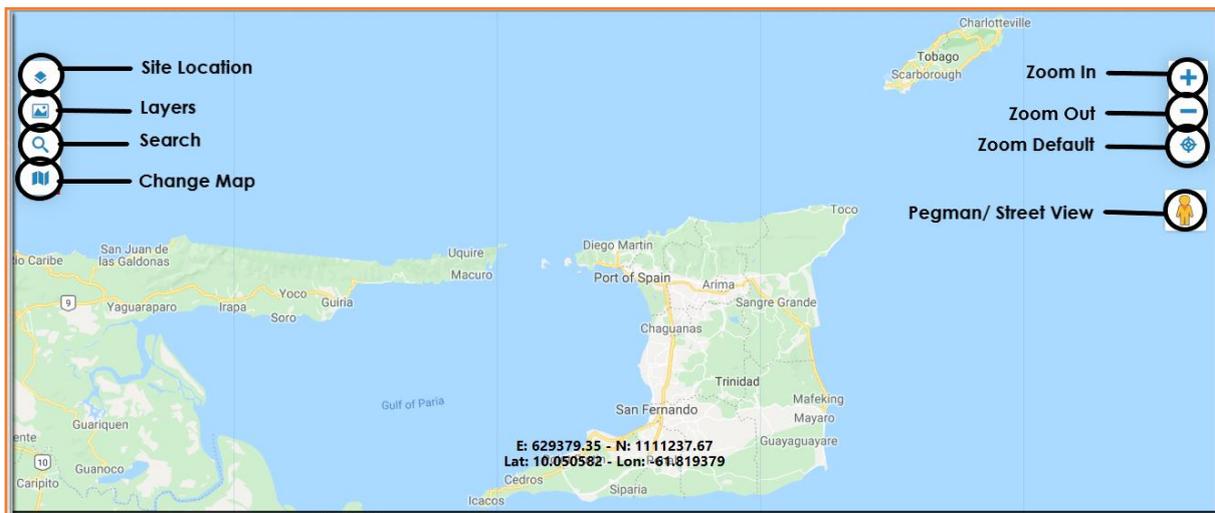
Figure 23: Site Location Icons

- **Site Location function:**

The Site Location Taskbar contains the tools used to locate the site on the map. Functions include drawing, removing and saving the proposed site.
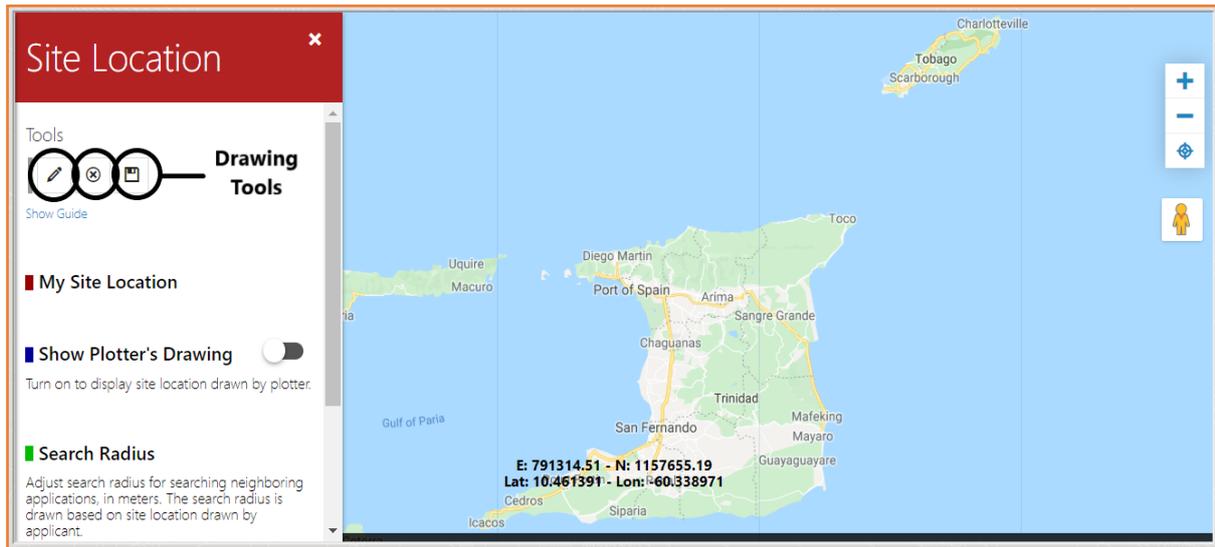
Figure 24: Site Location Drawing Tools

- **How to Use Drawing Tool:**

1. Locate site using the following options:
   a. Zoom to site location
   b. Close the Site Location tab and open the Search tool (Q).
2. Click on Draw $(\varnothing)$.
3. Move your pointer on the map and click to draw the boundaries of your site.
4. To complete the drawing, click on the first point. If drawn correctly, the area inside will have a yellow overlay.
5. If site location is drawn incorrectly, click on the Cancel $(\otimes)$ Icon and redraw.
6. Click on Save Icon $(\boxminus)$. The saved site location will have a red overlay.
7. A location sketch should be uploaded for forested areas (See tab 3 - Upload Documents).
8. To change site location after saving a drawing, redraw the site location sketch and save.

Figure 25: Sample Plot Drawn

- **Layer function:**

    The Layer function will show three (3) map types (Counties, Policy, Cadastral) .These layers will allow the applicant to view the permitted land uses of respective site areas.
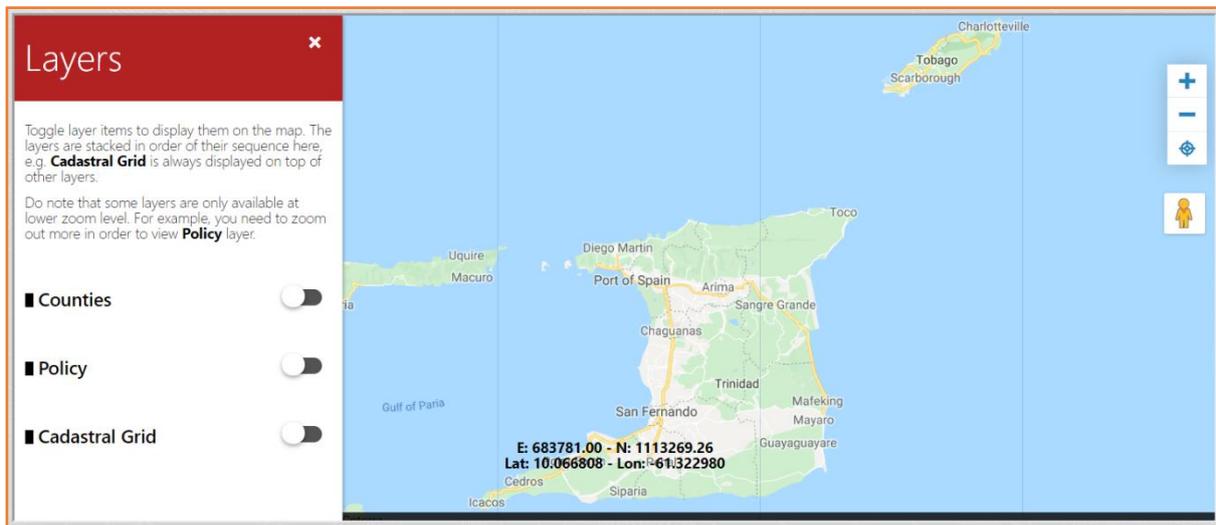
Figure 26: Map Layer functions

GOOD TO KNOW:

@

- There are 3 map types (layers). Each layer can be toggled on/off.
- County layer – shows all counties of Trinidad and Tobago.
- Policy layer – shows the approved land uses within Trinidad and Tobago.
- Cadastral grid layer – represents the index of all Cadastral sheets for Trinidad.

  Each square represents a ward sheet number.

Below are the different layers when displayed:

1. Counties

Figure 27: County Layer View

2. Policy

Figure 28: Policy Layer View

3. Cadastral Grid
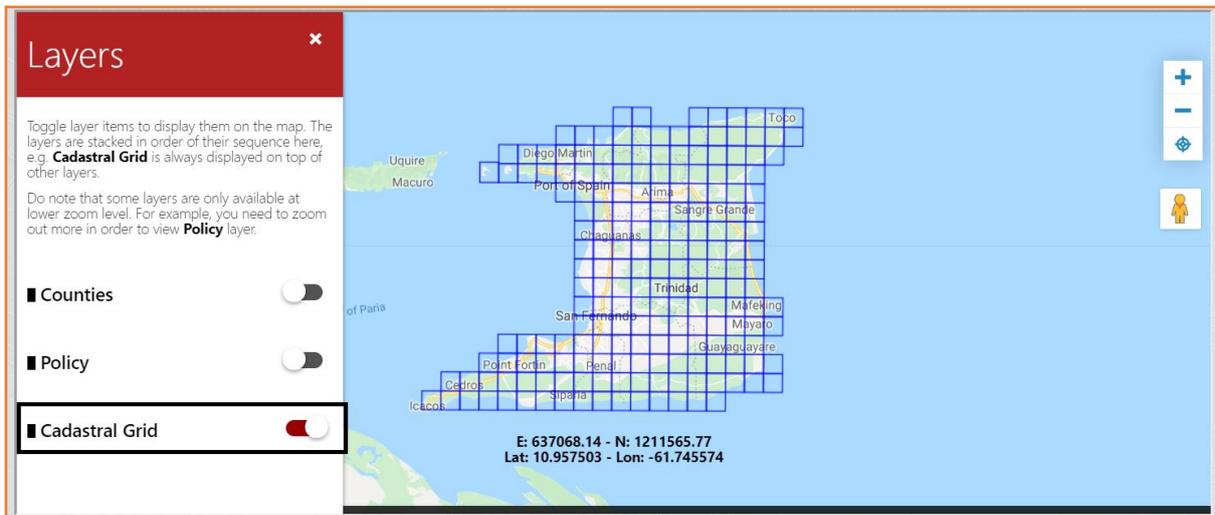
Figure 29: Cadastral Layer View

- **The Search function:**

This function provides an alternative method of site location. For example: Search for "Ariapita Avenue" as shown below.
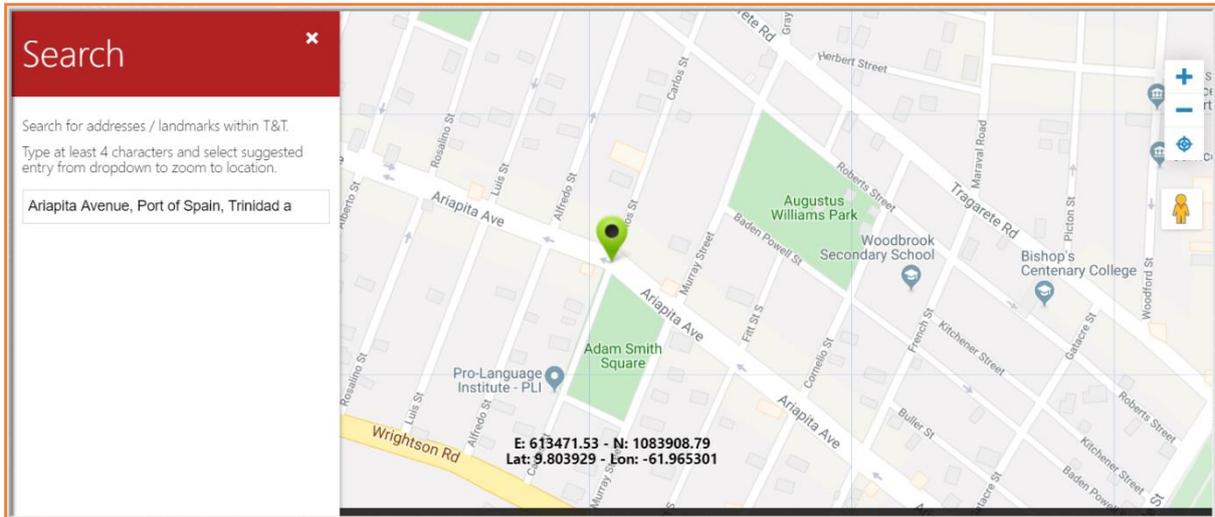
Figure 30: Site Location Search function

- **Change Map Feature:**

Change Map feature allows you to view the Map in four (4) different ways.

1. **Normal View**
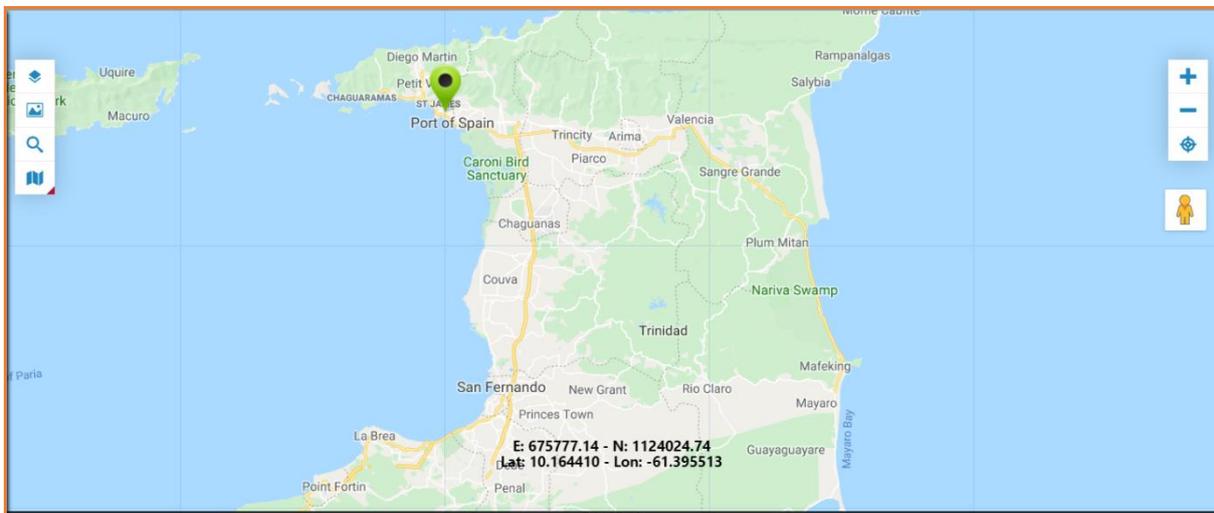
Figure 31: Map Normal View

2. Terrain View
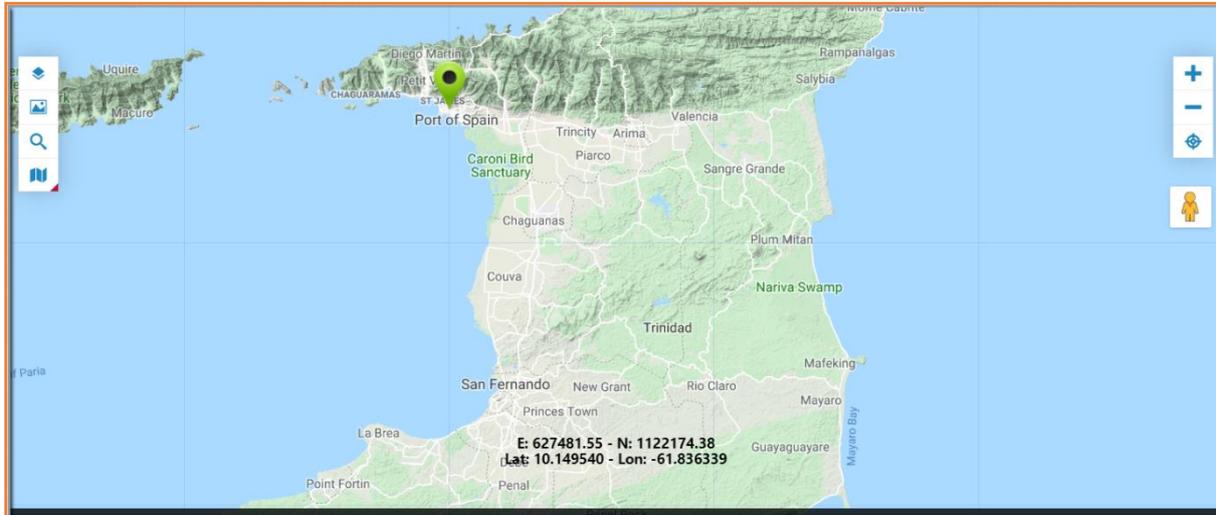
Figure 32: Map Terrain View

3. Satellite View
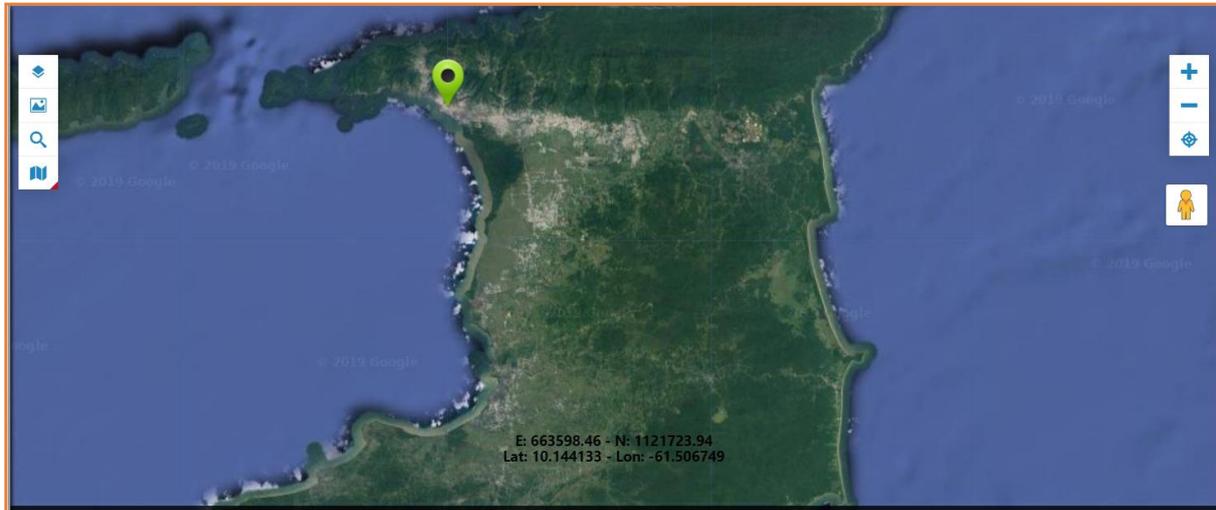
Figure 33: Map Satellite View

4. Hybrid View
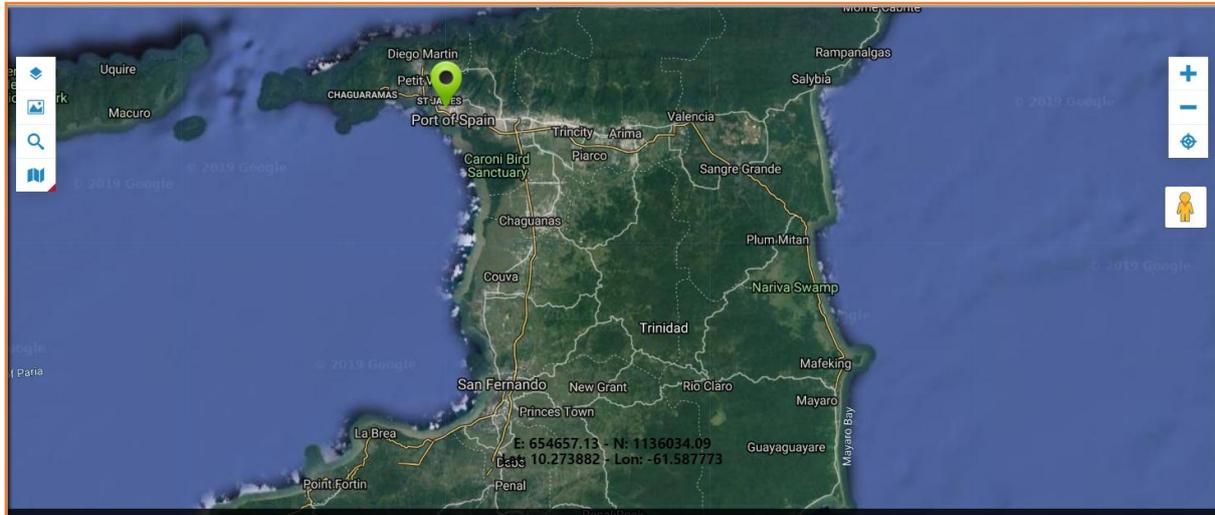
Figure 34: Map Hybrid View

Disclaimer: *This section is only applicable to Planning Permission Applications (final)*

1.3 BUILDING OPERATIONS AND CHANGE OF USE

This section has TWO (2) Sections – General Information and Available Services Details. Fill in the mandatory details and click NEXT. The Screen overview is displayed below.

General Information	
State the reference number for any previous applications related to this site (if applicable)	
Is there any building on the site?	☐
Intended Use of Existing/Proposed Building	Select one ▾
Total Site Area *	25000
Unit of Measurement (U.O.M) *	m2 (meter square) ▾
Total Floor Area (sq.Metres)	

Available Services Details	
Electricity Available	Select one ▾
Piped Water Available	Select one ▾
State Details	
Method of Surface Drainage	
	e.g. Curbside/slipper, existing water course, culvert, box drain, natural/earthen, flows with gravity or other
Foul Drainage (Sewerage)	Select one ▾

Figure 35: Planning Permission Building Operations form

Note: This section is displayed ONLY after the Category of Development is selected.

Table 8: Planning Permission Building Operations and Change of Use

Field	Description
State the reference number for any previous applications related to this site (if applicable)	State the reference number of any previous applications related to this site
Is there any building on the site?	Check the box if applicable.
If Yes	
Present use	Select from the drop-down list the appropriate answer.
Is the building to be demolished?	Check the box if applicable.
Intended Use of Existing/Proposed Building	Select the appropriate answer from the drop-down list.
Total Site Area	State the total site area.
Unit of Measurement (U.O.M)	Select appropriate response.
Total Floor Area (sq. Metres)	State the total floor area in square metres.
Electricity Available	Select the option relevant to you.
Piped Water Available	Select the option relevant to you.
Method of Surface Drainage	State the method of surface drainage for the development.
Foul Drainage (Sewerage)	Select the appropriate answer from the drop-down list.

1.4 DOCUMENTS

The "Documents" Tab is the fourth section in the Final Planning application and the third section in the Outline Planning application. The applicant is required to upload all necessary documents in this section. There are TWO (2) Sections in the Documents Section- Document Upload Section and Planning Permission Building Plan Documents. Types of documents allowed are: dwg., doc/ docx., pdf, jpeg, gif and a maximum of 10 documents per section.

- **How to Upload Documents:**

    Step 1: Click on Add Files, then select the files you wish to upload.

    Step 2: Click on Start Upload, this will upload the files which you selected on your system.

    Step 3: Click on Clear Files to remove the files attached.

GOOD TO KNOW:

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- As an alternative to Step 1, files can be dragged from any location on your system directly to the Documents section where it can then be uploaded.

NB: See below the location of these buttons.

Add Files:
a. Click **Add Files** to browse and add the supporting Documents in the Document Section.

e-Document

Note: Max file size = 10MB. Accepted file type = dwg, doc/docx, pdf, jpeg, gif. Number of files: 10.

Attach additional document   Add files   Start upload   Clear files

0.7 MB
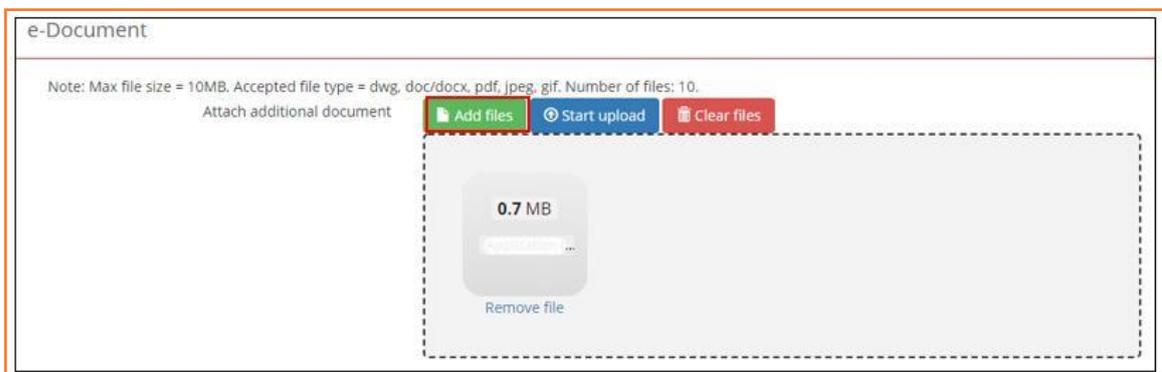
Remove file

Figure 36: Adding a File

b. Click the **Remove File** Hyperlink to Delete the file from the Document Section.
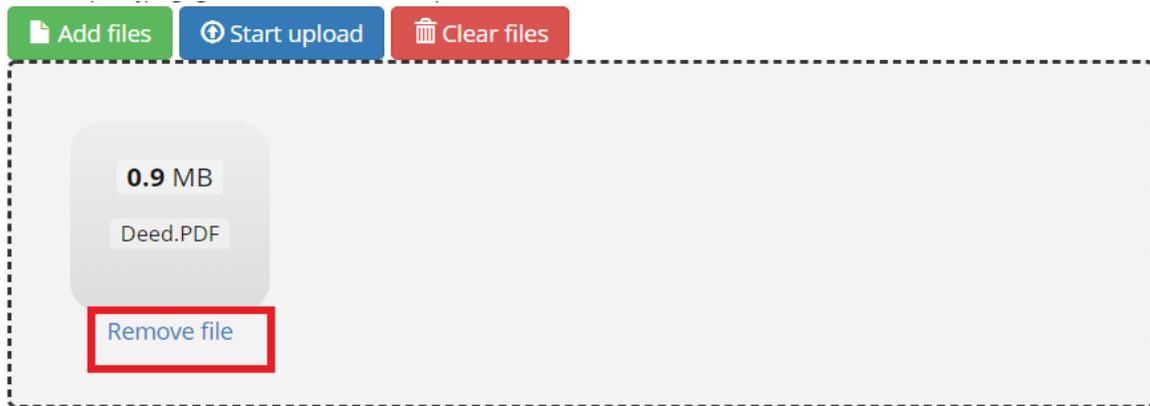
Figure 37: Removing a File

Start Upload:
Once the Document has been added, click **Start Upload** to upload the Document in the Document Section.
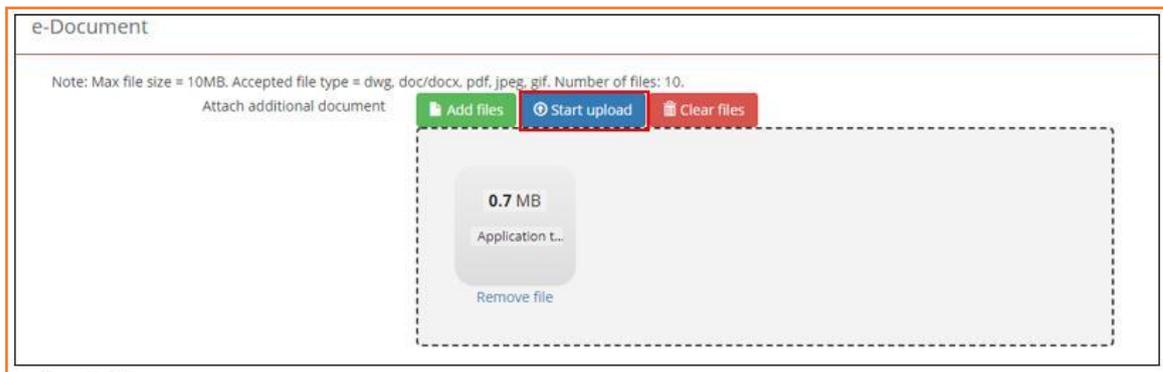
Figure 38: Uploading a File

Clear Files:
Click **Clear Files** to delete the Document which has been recently uploaded.

Figure 39: Clearing a File

- Planning Permission Documents

    a. **Document Upload Section**

The steps to use the Upload function remains the same as the ones listed out above. Documents to be uploaded for Planning permission include:

- Site or Block Plan

- Topographical Maps

- Floor Plans

- Elevation Plans

- Section Plans

- Roof Plans

1.5 SUMMARY

Summary is the final section in the application where the applicant can see an overview of the content input before submission.

SUMMARY

Application Form

Applicant details

Reference Number	PPR2019102905777
Is this application submitted by or on behalf of the state?	No
Are there any TCPD approved variation for the site? click here	No
Title	Miss
First Name	Jane
Last Name	Doe
Applicant Gender	Female
Email Address	jane@mail.com
Telephone Number	18683000000
Mobile Number	18683000000
Applicant's role	Owner
Application submitted with the knowledge and consent of the owner?	Yes

Figure 40: Planning Permission Applicant Details Summary

Description of Proposal

Category of Development	New Buildings
Brief description of the proposed development	Split- Level House
Is it for Commercial Purpose?	No

Land Details

Island	Trinidad
Community	Ariapita
Site Postcode	00000
Ward	
Town or Village	Road Reserve
Street	
Lot No/ LP No/ MM	2
Assessment Roll No	
Unique Reference No	
Area of site	25000
Unit of Measurement (U.O.M)	m2 (meter square)
Specify the estimated value of the development	15000000

Figure 41: Planning Permission Description of Proposal/ Land Details Summary

Purpose for which land or new / altered / extended buildings are proposed to be used

No Records Found

Purpose for which land and/or buildings are now used

No Records Found

Notifications

Email Address   jane@mail.com

Alternate Email Address 1

Alternate Email Address 2

Mobile Number

Building Operations and Change of use

General Information

**State the reference number for any previous
applications related to this site (if applicable)**

Is there any building on the site?   ×

Intended Use of Existing/Proposed Building

Total Site Area   25000

Unit of Measurement (U.O.M)   m2 (meter square)

Total Floor Area (sq.Metres)   2000

Figure 42: Planning Permission Building Operations Summary

Upload Documents

Document Upload Section

DEED/CERTIFICATE OF TITLE

No files uploaded

CADASTRAL SHEET/SURVEY PLAN

No files uploaded

LOCATION SKETCH AND/OR OTHER DOCUMENTS

No files uploaded

Planning Permission Building Plan Documents

SITE OR BLOCK PLAN

No files uploaded

TOPOGRAPHICAL MAPS

No files uploaded

FLOOR PLANS

No files uploaded

ELEVATION PLANS

No files uploaded

SECTION PLANS

No files uploaded

ROOF PLANS

No files uploaded

Figure 43: Planning Permission Documents Upload Summary

- **Terms and Conditions**
  NB: The Terms and Conditions must be read and agreed to before submitting an application.

Terms and Conditions

I agree to submit this information for processing and use in accordance with the Terms and Conditions Privacy Statement *

I confirm that I have successfully uploaded all the required documents to the document specifications outlined here *

I hereby declare that the statements contained in this application are to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application, and all supporting documents and plans are true and complete. *

I understand that any statement contained within this application which is false or the omission of any required information may invalidate the application. *

Figure 44: Planning Permission Terms and Conditions

b. Click **SUBMIT**. Upon validation, a success message is displayed along with reference number pre-fixed with 'PPR'.

Application Completed

✓ Your application has been successfully submitted.
PPR2019102905775

Kindly note down the application number for easier reference in future.

Ok

Figure 45: Planning Permission Success Message

NB: Please note your reference number for future use

UNAUTHORISED DEVELOPMENT COMPLAINT

2. UNAUTHORISED DEVELOPMENT COMPLAINT

Unauthorized development relates to developments and/or uses that are in breach of the planning laws.

2.1 COMPLAINT FORM

The applicant can submit a complaint to the TCPD for an unauthorised development by clicking on the **APPLY** button on the right side of the Menu item. The Application appears with the Complaint Form section selected.

Complaint Form: This Section lists the details of the Complainant or individual who submits the Complaint form.

Figure 46: Complaint Form

- **Complaint Form Details**

Table 9: Complaint Details

Field	Description
Reference Number	An auto generated unique application number.
Date Complaint Received	Enter Date from the calendar.
Name of person making complaint	Enter the name of person making the complaint.
Complainant's address	Enter the address.
Telephone No. (Home)	Enter the telephone home number.
Telephone No. (Office)	Enter the telephone office number.
Mobile No.	Enter the mobile number.
Email Address	Enter the email address.
Name(s) of Offender(s)	Enter the Name of the offenders
Address(es) of the Offender(s)	Enter the address of the offenders.
Nature of Complaint	State the nature of the complaint.
Start Date of the unauthorized development	Enter the start date of the unauthorized development.
Completion Date of the unauthorized development	Enter the completion date of the unauthorized development.
Will Person be willing to give evidence in court	Select YES or NO from the options provided.

- Click NEXT to navigate to **Site Location** section.
  See Site Location steps by clicking here: **3.2.1.2 SITE LOCATION (pg. 37)**

- Click NEXT to navigate to **Documents** section.
  See Documents steps by clicking here: **3.2.1.4 DOCUMENTS (pg. 47)**

Form Submission:

Click **SUBMIT**. Upon validation, a success message is displayed along with reference number pre-fixed with 'CMP'.

Application Completed

✓ Your application has been successfully submitted.
CMP2019103100264

Kindly note down the application number for easier reference in future.

Ok
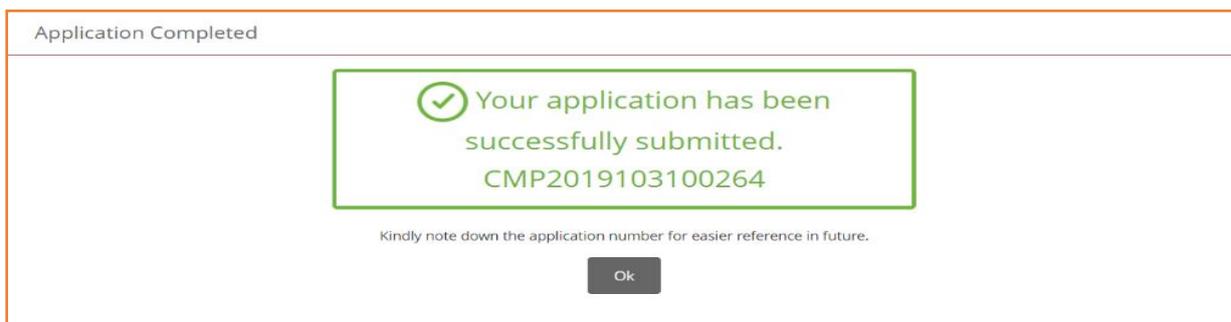
Figure 47: Complaint Success Message

NB: Please note your reference number for future use.

ADVERTISEMENT APPLICATION

3. ADVERTISEMENT APPLICATION

An application for the display of any sign, placard, board, notice, device or representation for the purpose of advertisement.

Please note that permission is NOT required for advertisements which are:

- Displayed within a building
- Incorporated in and forming a part of the fabric of a building
- Displayed in or on any vehicle
- Carried by any persons
- Functional advertisements of local authorities, statutory undertakers and public transport undertakers
- Flag advertisements

3.1 ADVERTISEMENT APPLICATION DETAILS

The applicant can apply for permission to Advertise by clicking the **APPLY** button on the right side of the Menu item. The Application appears with Advertisement Application section selected. There are FIVE (5) Sections –Agent Details, Applicant Details, Advertisement Details, Notifications and Summary.

The following documents are required with all applications for Advertisement:

- **A Site Plan** showing the location of the advertisement in relation to other structures on site.
- **Design details** relevant to the structure of the advertisement to be erected.
- **Elevation Drawings** which detail the size of the proposed sign, colours and type of materials to be used.

Section Details:

- When completing an Application, please note the following:

GOOD TO KNOW:

@
- (*) Indicated a Mandatory field: This must be filled with the information requested. If it is not filled, you will not be able to save a section/ tab to a draft application.
- Please type NA in the textbox if it is not applicable to you.
- Please attach relevant documents.

- **Agent Details:** This section includes the details of the agent applying for advertisement permission.

Agent Details

Reference Number *	ADV2019102900502
	Automatically generated reference number
Agent Name	
Agent Address	
Telephone Number	
	Please enter 7 digit T&T telephone number e.g. 2234567
Mobile Number	
	Please enter 7 digit T&T mobile number e.g. 2234567

Figure 48: Advertisement Agent Details

- **Agent Details**

Table 10: Advertisement Application Agent Details

Field	Description
Reference Number	An auto generated unique application number.
Agent Name	Enter the name of the Agent accountable for the application process.
Agent Address	Enter agent address.
Telephone Number	Enter the telephone contact of the Agent accountable for the application process.
Mobile Number	Enter the mobile contact of the Agent accountable for the application process. *(Note: A 7-digit number without dashes.)*

- **Applicant Details:** This Section lists the details of the Applicant/Owner, who submits an **advertisement.**

Applicant Details..

Title *	Select one ▾
Name *	
Last Name *	
Applicant Gender *	○ Female ○ Male ○ Other
Address *	
Telephone Number *	
	Please enter 7 digit T&T telephone number e.g. 2234567
Mobile Number *	
	Please enter 7 digit T&T mobile number e.g. 2234567

Figure 49: Advertisement Application Applicant Details

- **Applicant Details**

Table 11: Advertisement Application Applicant Details

Field	Description
Title	Select option relevant to you.
First Name	Enter the first name of the applicant.
Last Name	Enter the last name of the applicant.
Applicant Gender	Select the appropriate button to state the gender of the applicant.
Address	Enter the address of the Applicant.
Telephone Number	Enter the contact of the Applicant. *(Note: A 7-digit number without dashes.)*
Mobile Number	Enter the mobile contact of the Applicant. *(Note: A 7-digit number without dashes.)*

- **Advertisement Details:** This Section lists the site and dimension details of the Advertisement.

Figure 50: Advertisement Application Advertisement Details

- **Advertisement Details**

Table 12: Advertisement Application Advertisement Details

Field	Description
Island	Select option relevant to you.
Community	Select option relevant to you.
Site Postcode	Enter the postal code of the area selected.
Lot No/ LP No/ MM	Enter the Lot Number, Light Pole Number and the Mile Marker.
Site Address	Enter the site address.
Advertisement Description	Give a brief description of the Advertisement overview.
Advertisement Dimension(s)	Enter the Dimension of the Advertisement. (For example: 20'6" x 20'6")

- **Notification:** This section includes contact details for the applicant to be notified. The applicant may be notified via email for Site Inspections and Application Approvals.

Notifications

Please provide your contact information so that we can contact you on your application.

Email Address *

Alternate Email Address 1

Alternate Email Address 2

Mobile Number

Please enter 7 digit T&T mobile number e.g. 2234567

Figure 51: Advertisement Application Notification Section

- **Notifications**

Table 13: Advertisement Application Notifications

Field	Description
Email Address	Enter the email address of the person who should be notified. ***This field is mandatory.***
Alternate Email Address 1	Enter a secondary email of the person who should be notified. ***This is an optional field.***
Alternate Email Address 2	Enter a secondary email of the person who should be notified. ***This is an optional field.***
Mobile Number	Enter the Mobile number of the person who should be notified. *(Note: A 7-digit number without dashes.)*

- Click NEXT to navigate to **Site Location** section.
    See Site Location steps by clicking here: **3.2.1.2 SITE LOCATION**

- Click NEXT to navigate to **Upload Documents** section.
    See Upload Documents steps by clicking here: **3.2.1.4 DOCUMENTS**

3.2 SUMMARY

Summary is the final section in the application where the applicant can see an overview of the content input before submission.

SUMMARY

Advertisement Application

Agent Details

Reference Number	ADV2019103000503
Agent Name	Jane
Agent Address	Doe
Telephone Number	
Mobile Number	

Applicant Details..

Title	Mr.
Name	John
Last Name	Doe
Applicant Gender	Male
Address	test street
Telephone Number	18683000000
Mobile Number	18683000000

Advertisement Details

Island	Trinidad
Community	Ariapita
Site Postcode	
Lot No/ LP No/ MM	2
Site Address	test street
Advertisement Description	test
Advertisement Dimension(s)	1.3m X 2.3m

Notifications

Email Address	test@mail.com
Alternate Email Address 1	
Alternate Email Address 2	
Mobile Number	

Upload Documents

e-Document

ATTACH ADDITIONAL DOCUMENT

Name	File Size	Date Created
Site plan.PDF	1072174 Bytes	October 30th 2019, 10:25:06 am

Figure 52: Advertisement Summary Section

- **Terms and Conditions**

NB: The Terms and Conditions must be read and agreed to before submitting any application.

Terms and Conditions

I agree to submit this information for processing and use in accordance with the Terms and Conditions Privacy Statement * ☑

I confirm that I have successfully uploaded all the required documents to the document specifications outlined here * ☑

I hereby declare that the statements contained in this application are to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application, and all supporting documents and plans are true and complete. * ☑

I understand that any statement contained within this application which is false or the omission of any required information may invalidate the application. * ☑

Figure 53: Advertisement Terms and Conditions

Click **SUBMIT**. Upon validation, a success message is displayed along with reference number pre-fixed with 'ADV'.

Application Completed

✓ Your application has been successfully submitted.
ADV2019103000503

Kindly note down the application number for easier reference in future.

Ok
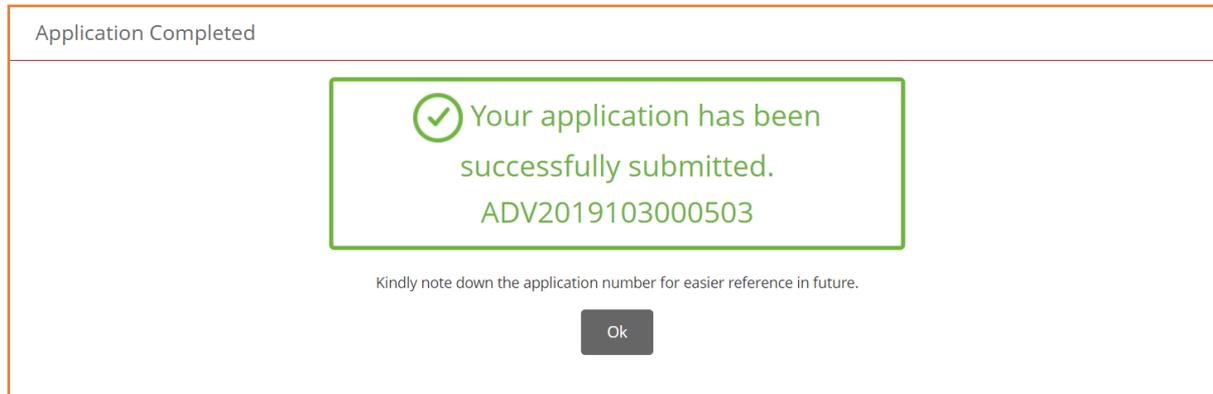
Figure 54: Advertisement Success Message

NB: Please note your reference number for future use

4. CAR RENTAL CORRESPONDENCE

Car Rental Correspondence is a request to the Town and Country Planning Division for the non- objection to the use of the land/site as a car rental facility.

4.1 CAR RENTAL DETAILS

The applicant can apply for permission to run a rental car facility by clicking the

APPLY button on the right side of the Menu item. The Application appears with Car Rental Details section selected. There are THREE (3) Sections – Car Rental Details, Notifications and Summary.

The following documents must be submitted with your application:

- A Deed or Certificate of Title or Tenancy Receipt
- A Survey Plan
- A Site Plan showing the layout and arrangement of car parking on the site.

Section Details:

- When completing an Application, please note the following:

GOOD TO KNOW:

@

- (*) Indicated a Mandatory field: This must be filled with the information requested. If it is not filled, you will not be able to save a section/ tab to a draft application.
- Please type NA in the textbox if it is not applicable to you.
- Please attach relevant documents.

a. **Car Agent Details:** This section includes the details of the agent applying for car rental permission.

Car Rental Details

Reference Number *	CAR2019103000309
	Automatically generated reference number
Title *	Select one ▼
First Name *	
Last Name *	
Applicant Gender *	○ Female ○ Male ○ Other
Telephone of Business	
	Please enter 7 digit T&T telephone number e.g. 2234567
Mobile Number	
	Please enter 7 digit T&T mobile number e.g. 2234567
Island *	○ Trinidad ○ Tobago
Community *	Select one ▼
	Kindly select Island to fetch respective Community list. List is based on data from Central statistical office.
Site Postcode	
	Enter site postcode for selected Community
Land Parcel Address *	
Is Applicant detail different from Owner detail?	Select one ▼
Lot No/ LP No/ MM *	
	Please enter Lot number / Light Pole number example Lot 19A/ LP 45/ MM 33 1/3
Land Parcel Area(sq/mts)	
Purpose of land	○ Residential ○ Agricultural ○ Commercial
Status of Land	Select one ▼

Figure 55: Car Rental Details

- **Car Rental Details**

<p align="center">Table 14: Car Rental Details</p>

Field	Description
Reference Number	An auto generated unique application number.
Title	Select option relevant to you.
First Name	Enter the first name of the Applicant.
Last Name	Enter the last name of the Applicant.
Applicant Gender	Select Gender.
Telephone of Business	Enter the Telephone number of the Applicant. *(Note: A 7-digit number without dashes.)*
Mobile Number	Enter the Telephone number of the Applicant. *(Note: A 7-digit number without dashes.)*
Island	Select option relevant to you.
Community	Select option relevant to you.
Site Postcode	Enter the postal code of the area selected.
Land Parcel Address	Enter the Land Parcel Address.
Is Applicant detail different from Owner detail?	Select 'NO' if the Owner is filing out the application. Select 'YES' if the applicant is not the Owner.
If YES →	
Owner First Name	Enter the first name of the Owner.
Owner Last Name	Enter the last name of the Owner.
Owner Gender	Select Gender.
Owner Telephone Number	Enter the Telephone number of the Owner. *(Note: A 7-digit number without dashes.)*
Owner Address	Enter the address of the Owner.
Lot No/ LP No/ MM	Enter the Lot Number, Light Pole Number and the Mile Marker.
Land Parcel Area (m²)	Enter the land parcel area.
Purpose of land	Select the appropriate purpose of land from the list provided.
Status of Land	Select the option relevant to you.
Brief description of existing structure(s)	Give a brief description of any existing structures.

a. **Notification:** This section includes contact details for the applicant to be notified. The applicant may be notified via email for Site Inspections, Application Approvals.

Notifications

Please provide your contact information so that we can contact you on your application.

Email Address *

Alternate Email Address 1

Alternate Email Address 2

Mobile Number

Please enter 7 digit T&T mobile number e.g. 2234567

Figure 56: Car Rental Notification Section

- **Notifications**

Table 15: Car Rental Notifications

Field	Description
Email Address	Enter the email address of the person who should be notified. *This field is mandatory.*
Alternate Email Address 1	Enter a secondary email of the person who should be notified. *This is an optional field.*
Alternate Email Address 2	Enter a secondary email of the person who should be notified. *This is an optional field.*
Mobile Number	Enter the Mobile number of the person who should be notified. *(Note: A 7-digit number without dashes.)*

- Click NEXT to navigate to **Site Location** section.
  See Site Location steps by clicking here: **3.2.1.2 SITE LOCATION**

- Click NEXT to navigate to **Documents** section.
  See Documents steps by clicking here: **3.2.1.4 DOCUMENTS**

4.2 SUMMARY

Summary is the final section in the application where the applicant can see an overview of the content input before submission.

SUMMARY

Car Rental Details

Car Rental Details

Reference Number	CAR2019103000309
Title	Mr.
First Name	John
Last Name	Doe
Applicant Gender	Male
Telephone of Business	
Mobile Number	
Island	Trinidad
Community	Ariapita
Site Postcode	
Land Parcel Address	test street
Is Applicant detail different from Owner detail?	
Lot No/ LP No/ MM	2
Land Parcel Area(sq/mts)	
Purpose of land	Residential
Status of Land	

Notifications

Email Address	test@mail.com
Alternate Email Address 1	
Alternate Email Address 2	
Mobile Number	

Upload Documents

Document Upload Section
DEED/CERTIFICATE OF TITLE

No files uploaded

CADASTRAL SHEET/SURVEY PLAN

No files uploaded

ATTACH ADDITIONAL DOCUMENT

No files uploaded

Terms and Conditions

I agree to submit this information for processing and use in accordance with the Terms and Conditions Privacy Statement * ☑

I confirm that I have successfully uploaded all the required documents to the document specifications outlined here * ☑

I hereby declare that the statements contained in this application are to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application, and all supporting documents and plans are true and complete. * ☑

I understand that any statement contained within this application which is false or the omission of any required information may invalidate the application. * ☑

Figure 57: Car Rental Summary Section

NB: The Terms and Conditions must be read and agreed to before submitting an application.

Click **SUBMIT**. Upon validation, a success message is displayed along with reference number pre-fixed with 'CAR'.

Application Completed

✓ Your application has been successfully submitted.
CAR2019103000309

Kindly note down the application number for easier reference in future.

Ok

Figure 58: Car Rental Success Message

NB: Please note your reference number for future use.

5. CUSTOMS BONDED CORRESPONDENCE

Customs Bonded warehouse is an area created within a warehouse which is used to store large quantities of alcohol. The Town and Country Planning Division issues a non-objection correspondence for the use of warehouse.

5.1 CUSTOMS BONDED DETAILS

The applicant can apply for permission to store alcohol in the Warehouse by clicking the **APPLY** button on the right side of the Menu item. The Application appears with Custom Bonded Details section selected. There are THREE (3) Sections – Custom Bonded Details, Notifications and Summary.
The following documents must be uploaded with your application:

- A Deed or Certificate of Title
- A Survey Plan
- Scaled and dimensioned Site Plan showing the Proposed Parking on site
- A Floor Plan of the Proposed Operations
- Any Previous Correspondence from the Town and Country Planning Division for the site

Section Details:

- When completing an Application, please note the following:

GOOD TO KNOW:

@
- (*) Indicated a Mandatory field: This must be filled with the information requested. If it is not filled, you will not be able to save a section/ tab to a draft application.
- Please type NA in the textbox if it is not applicable to you.
- Please attach relevant documents.

a. **Customs Bonded Details:** This section includes the details of the applicant applying to submit an application to store liquor in a warehouse.

Customs Bonded Details

Reference Number *	CUS2019103000141
	Automatically generated reference number
Title *	Select one ▾
First Name *	
Last Name *	
Applicant Gender *	○ Female ○ Male ○ Other
Telephone of Business	
	Please enter 7 digit T&T telephone number e.g. 2234567
Mobile Number	
	Please enter 7 digit T&T mobile number e.g. 2234567
Island *	○ Trinidad ○ Tobago
Community *	Select one ▾
	Kindly select Island to fetch respective Community list. List is based on data from Central statistical office.
Site Postcode	
	Enter site postcode for selected Community
Land Parcel Address *	
Is Applicant detail different from Owner detail?	Select one ▾
Lot No/ LP No/ MM *	
	Please enter Lot number / Light Pole number example Lot 19A/ LP 45/ MM 33 1/3
Land Parcel Area(sq/mts)	
Purpose of land	○ Residential ○ Agricultural ○ Commercial
Status of Land	Select one ▾

Figure 59: Customs Bonded Details

- **Customs Bonded Field Details**

<div align="center">

Table 16: Customs Bonded Details

</div>

Field	Description
Reference Number	An auto generated unique application number.
Title	Select option relevant to you.
First Name	Enter the first name of the Applicant.
Last Name	Enter the last name of the Applicant.
Applicant Gender	Select Gender.
Telephone of Business	Enter the Telephone number of the Applicant. *(Note: A 7-digit number without dashes.)*
Mobile Number	Enter the Telephone number of the Applicant. *(Note: A 7-digit number without dashes.)*
Island	Select option relevant to you.
Community	Select option relevant to you.
Site Postcode	Enter the postal code of the area selected.
Land Parcel Address	Enter the Land Parcel Address.
Is Applicant detail different from Owner detail?	Select 'NO' if the Owner is filing out the application. Select 'YES' if the applicant is not the Owner.
If YES →	
Owner First Name	Enter the first name of the Owner.
Owner Last Name	Enter the last name of the Owner.
Owner Gender	Select Gender.
Owner Telephone Number	Enter the Telephone number of the Owner. *(Note: A 7-digit number without dashes.)*
Owner Address	Enter the address of the Owner.
Lot No/ LP No/ MM	Enter the Lot Number, Light Pole Number and the Mile Marker.
Land Parcel Area (m²)	Enter the land parcel area.
Purpose of land	Select the appropriate purpose of land from the list provided.
Status of Land	Select the option relevant to you.
Brief description of existing structure(s)	Give a brief description of any existing structures.

b. **Notification:** This section includes contact details for the applicant to be notified. The applicant may be notified via email for Site Inspections, Application Approvals.

Notifications
Please provide your contact information so that we can contact you on your application.

Email Address *

Alternate Email Address 1

Alternate Email Address 2

Mobile Number

Please enter 7 digit T&T mobile number e.g. 2234567

Figure 60: Customs Bonded Notification Section

- **Notifications**

Table 17: Customs Bonded Notifications

Field	Description
Email Address	Enter the email address of the person who should be notified. ***This field is mandatory.***
Alternate Email Address 1	Enter a secondary email of the person who should be notified. ***This is an optional field.***
Alternate Email Address 2	Enter a secondary email of the person who should be notified. ***This is an optional field.***
Mobile Number	Enter the Mobile number of the person who should be notified. *(Note: A 7-digit number without dashes.)*

- Click NEXT to navigate to **Site Location** section.
  See Site Location steps by clicking here: **3.2.1.2 SITE LOCATION**

- Click NEXT to navigate to **Documents** section.
  See Documents steps by clicking here: **3.2.1.4 DOCUMENTS**

5.2 SUMMARY

Summary is the final section in the application where the applicant can see an overview of the content input before submission.

SUMMARY

Customs Bonded Details

Customs Bonded Details

Reference Number	CUS2019103000141
Title	Miss
First Name	Jane
Last Name	Doe
Applicant Gender	Female
Telephone of Business	
Mobile Number	
Island	Trinidad
Community	Ariapita
Site Postcode	
Land Parcel Address	test street
Is Applicant detail different from Owner detail?	
Lot No/ LP No/ MM	2
Land Parcel Area(sq/mts)	
Purpose of land	
Status of Land	

Notifications

Email Address	test@mail.com
Alternate Email Address 1	
Alternate Email Address 2	
Mobile Number	

Upload Documents

Document Upload Section
DEED/CERTIFICATE OF TITLE

No files uploaded

CADASTRAL SHEET/SURVEY PLAN

No files uploaded

ATTACH ADDITIONAL DOCUMENT

No files uploaded

Terms and Conditions

I agree to submit this information for processing and use in accordance with the Terms and Conditions Privacy Statement *   ☑

I confirm that I have successfully uploaded all the required documents to the document specifications outlined here *   ☑

I hereby declare that the statements contained in this application are to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application, and all supporting documents and plans are true and complete. *   ☑

I understand that any statement contained within this application which is false or the omission of any required information may invalidate the application. *   ☑

Figure 61: Customs Bonded Summary Section

NB: The Terms and Conditions must be read and agreed to before submitting an application.

Click **SUBMIT**. Upon validation, a success message is displayed along with reference number pre-fixed with 'CUS'.

Application Completed

✓ Your application has been successfully submitted.
CUS2019103000141

Kindly note down the application number for easier reference in future.

Ok

Figure 62: Customs Bonded Success Message

NB: Please note your reference number for future use.

LIQUOR LICENCE CORRESPONDENCE

6. LIQUOR LICENCE CORRESPONDENCE

A liquor licence is required for any person or business who wishes to sell alcohol, wines or spirits of any kind on any land or in any building which can be consumed on or off the premises.

6.1 LIQUOR LICENCE DETAILS

To submit an application for Liquor Licence Correspondence click on the APPLY button on the right side of the Menu item. The Application appears with Liquor Licence Details section selected. There are THREE (3) Sections–Liquor Licence Details, Notifications and Summary.

The following documents must be uploaded with your application:

- A Deed or Certificate of Title.
- A Survey Plan
- Scaled and dimensioned Site Plan showing the Proposed Parking on site.
- A Floor Plan of the Proposed Operations.
- Any previous Correspondence from the Town and Country Planning Division for the site.

Section Details:

- When completing an Application, please note the following:

GOOD TO KNOW:

@

- (*) Indicated a Mandatory field: This must be filled with the information requested. If it is not filled, you will not be able to save a section/ tab to a draft application.
- Please type NA in the textbox if it is not applicable to you.
- Please attach relevant documents.

a.   **Liquor Licence Details:** This section includes the details of the applicant applying to submit an application to sell liquor.


Figure 63: Liquor Licence Details

- **Liquor Licence Field Details**

Table 18: Liquor Licence Details

Field	Description
Reference Number	An auto generated unique application number.
Title	Select option relevant to you.
First Name	Enter the first name of the Applicant.
Last Name	Enter the last name of the Applicant.
Applicant Gender	Select Gender.
Telephone of Business	Enter the Telephone number of the Applicant. *(Note: A 7-digit number without dashes.)*
Mobile Number	Enter the Mobile number of the Applicant. *(Note: A 7-digit number without dashes.)*
Island	Select option relevant to you.
Community	Select option relevant to you.
Site Postcode	Enter the postal code of the area selected.
Land Parcel Address	Enter the Land Parcel Address.
Lot No/ LP No/ MM	Enter the Lot Number, Light Pole Number and the Mile Marker.
Site Area (mts. sq)	Enter the land parcel area in square metres.
Building will be operated as	Give a brief description of the operations intended for the building.
Liquor Licence Type	Select the option relevant to you.

b.   **Notification:** This section includes contact details for the applicant to be notified. The applicant may be notified via email for Site Inspections, Application Approvals."

Notifications

Please provide your contact information so that we can contact you on your application.

Email Address *

Alternate Email Address 1

Alternate Email Address 2

Mobile Number

Please enter 7 digit T&T mobile number e.g. 2234567

Figure 64: Liquor Licence Notification Section

- **Notifications**

Table 19: Liquor Licence Notifications

Field	Description
Email Address	Enter the email address of the person who should be notified. *This field is mandatory.*
Alternate Email Address 1	Enter a secondary email of the person who should be notified. *This is an optional field.*
Alternate Email Address 2	Enter a secondary email of the person who should be notified. *This is an optional field.*
Mobile Number	Enter the Mobile number of the person who should be notified. *(Note: A 7-digit number without dashes.)*

- Click NEXT to navigate to **Site Location** section.
  See Site Location steps by clicking here: **3.2.1.2 SITE LOCATION**

- Click NEXT to navigate to **Documents** section.
  See Documents steps by clicking here: **3.2.1.4 DOCUMENTS**

6.2 SUMMARY

Summary is the final section in the application where the applicant can see an overview of the content input before submission.

SUMMARY

Liquor License Details

Liquor License Details

Reference Number	LIQ2019103000128
Title	Mr.
First Name	John
Last Name	Doe
Applicant Gender	Male
Telephone of Business	186830000000
Mobile Number	
Island	Trinidad
Community	Ariapita
Site Postcode	
Land Parcel Address	
Lot No/ LP No/ MM	2
Site Area(m^2)	
Building will be operated as	
Liquor License Type	Spirit Retailer

Notifications

Email Address	test@mail.com
Alternate Email Address 1	
Alternate Email Address 2	
Mobile Number	

Upload Documents

Document Upload Section
DEED/CERTIFICATE OF TITLE

No files uploaded

CADASTRAL SHEET/SURVEY PLAN

No files uploaded

ATTACH ADDITIONAL DOCUMENT

No files uploaded

Terms and Conditions

I agree to submit this information for processing and use in accordance with the Terms and Conditions Privacy Statement * ☑

I confirm that I have successfully uploaded all the required documents to the document specifications outlined here * ☑

I hereby declare that the statements contained in this application are to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application, and all supporting documents and plans are true and complete. * ☑

I understand that any statement contained within this application which is false or the omission of any required information may invalidate the application. * ☑

Figure 65: Liquor Licence Summary Section

NB: The Terms and Conditions must be read and agreed to before submitting an application.

b.   Click **SUBMIT**. Upon validation, a success message is displayed along with reference number pre-fixed with 'LIQ'.

Application Completed

✓ Your application has been successfully submitted.
LIQ2019103000128

Kindly note down the application number for easier reference in future.

Ok

Figure 66: Liquor Licence Success Message

NB: Please note your reference number for future use.

7. MINING APPLICATION

A Planning Permission application for mining activities includes the investigation of potential sites for extraction and the permission to extract a wide range of useful materials from the ground such as coal, metals, sand and stones."

7.1 MINGING OPERATIONS

The applicant can apply for the permission to investigate a site or extract minerals from by clicking the button on the right side of the Menu item. The Application appears with Mining Operations section selected. There are EIGHT (8) Sections–Details of Applications, Land Description, Infrastructural Services, Drainage, For Industrial Usages, Parking, Notifications and Summary.

The following documents must be uploaded with your application:

• A Deed/ Certificate of Title

• Survey Plan

• Details of the Geology of the site

• The estimated quantities of all materials to be extracted

• A legal description of the site

• An on-site study to determine appropriate mitigation requirements for noise; vibration and dust levels. The study should specify what levels the applicant deems satisfactory to mitigate off site disturbances.

• An operation proposal detailing estimated frequency of blasting; estimated truckloads per day, what provisions for screening and fencing are proposed and estimated hours of operation

• Proposed hauling routes to and from the site

- A map at suitable scale identifying the following on the proposed site:

  • The perimetre of the actual deposit within the site present and proposed contours at two (2) metre intervals of the area to be excavated and of adjacent land as may reasonably be required

  • The location, size and type of all machinery, structures, scales, stockpiles, roads and other site

  • Developments

  • All major topographic features

  • A drainage plan showing present and proposed drainage ways, seasonal or continuous, and directions of flow

  • Cross section diagrams at intervals acceptable to the Planning Authority indicating present and proposed elevations

  • A statement of the expected time of completion of excavation operations

  • An excavation phasing schedule

Section Details:

- When completing an Application, please note the following:

GOOD TO KNOW:

@

- (*) Indicated a Mandatory field: This must be filled with the information requested. If it is not filled, you will not be able to save a section/ tab to a draft application.
- Please type NA in the textbox if it is not applicable to you.
- Please attach relevant documents.

Details of Mining Application: This section includes the details of the applicant or agent applying to submit an application for Mining.

Details of Application

Reference Number *	MIN2019103000170
	Automatically generated reference number
Have any previous applications for planning permission been made for any part of the land(s) or building(s) which are the subject of this application? *	Select one ▾
Title *	Select one ▾
First Name *	
Last Name *	
Applicant Gender *	○ Female ○ Male ○ Other
Address *	
Telephone Contact *	
	Please enter 7 digit T&T telephone number e.g. 2234567
Mobile Number	
	Please enter 7 digit T&T mobile number e.g. 2234567
Email Address *	
Interest of applicant *	Select one ▾

Land Description

Location

Island * ○ Trinidad
○ Tobago

Community * | Select one ▼ |

Kindly select Island to fetch respective Community list. List is based on data from Central statistical office.

Site Postcode | |

Enter site postcode for selected Community

Land Address * | |

Lot No/ LP No/ MM * | |

Please enter Lot number / Light Pole number example Lot 19A/ LP 45/ MM 33 1/3

Mile Mark No. * | |

Region * | |

Reference

Deed Number * | |

Date * | |

Assessment Number * | |

Naparima Northing Co-ordinates * | |

Naparima Easting Co-ordinates * | |

Development Nature

Category of Development On the Subject Land * | Select one ▼ |

Sub-Division Details

State reference number of approved sub-division layout(if applicable) | |

Is there a building on site? * | Select one ▼ |

Present land use | Select one ▼ |

Proposed Land Use | Select one ▼ |

Total area of property(in square-meter) * | |

Area of Land/Portion of Land for Quarrying Operations(in square-meter) * | |

Adjacent Property Owners

North | |

Co-ordinates of the Neighbours of applicant Geo Fence

East | |

South | |

West | |

Infrastructural Services

Is there an existing access to the site? *   Select one ▼

Electricity Available *   Select one ▼

Piped Water Available *   Select one ▼

Drainage

State Details of Existing or Proposed *   Select one ▼

For Industrial Uses

Proposed number of employees on complition of development

Composition of trade refuse and effluent and means of disposal

Parking

Parking Details

Parking Type *   Select one ▼

Number

Area reserved for Parking

Reset   Add

Figure 67: Mining Application Details

- **Application Details**

Table 20: Mining Application Details

Field	Description
Reference Number	An auto generated unique application number.
Have any previous applications for planning permission been made for any part of the land(s) or building(s) which are the subject of this application?	Select the option relevant to you.
If YES →	
Previous Application Reference Number	Enter the Previous Application Reference Number.
Application Type	Choose from the drop-down list Final or Initial Application.
Title	Select option relevant to you.
First Name	Enter the first name of the Applicant.
Last Name	Enter the last name of the Applicant.
Applicant Gender	Select Gender.
Address	Enter the address of the Applicant.
Telephone Contact	Enter the Telephone number of the Applicant. *(Note: A 7-digit number without dashes.)*
Mobile Number	Enter the Mobile number of the Applicant. *(Note: A 7-digit number without dashes.)*
Email Address	Enter the email address of the Applicant.
Interest of Applicant	Select option relevant to you.
If other than 'Owner' →	
Owner First Name	Enter the first name of the Owner.
Owner Last Name	Enter the last name of the Owner.
Owner Gender	Select Gender.
Owner Telephone Number	Enter the Telephone number of the Owner.
Owner Mobile Number	Enter the Mobile number of the Owner.
Owner Address	Enter the address of the Owner.

Land Description: This Section lists the details Land where you wish to perform mining activity.

- **<u>Land Description</u>**

Table 21: Mining Land Description

Field	Description
Island	Select option relevant to you.
Community	Select option relevant to you.
Site Postcode	Enter the postal code of the area selected.
Land Address	Enter the Land Address.
Lot No/ LP No/ MM	Enter the Lot/ Light Pole Number / Mile Marker with reference to the mining site.
Mile Mark No.	Enter the Mile marker number which will help you determine the direction which you're going.
Deed Number	Enter the Deed Number. *A deed is a signed legal document that grants the bearer a right or privilege if he or she meets a few conditions.*
Date	Click and select the Date from the Calendar.
Assessment Number	Enter the Assessment Number.
Naparima Northing Co-ordinates	Enter the geographical coordinates for Naparima Northing Coordinates for the site using Naparima.
Naparima Easting Co-ordinates	Enter the geographical coordinates for Naparima Easting coordinates for the site using Naparima.
Category of Development on the Subject Land	Select the option relevant to you.
State reference number of approved sub-division layout (if applicable)	Enter the reference number of the approved sub-division layout.
Is there a building on site?	Select the option relevant to you.
If YES →	
Building present use	Select the option relevant to you.
Is the building to be demolished	Select the option relevant to you.
Present land use	Select the option relevant to you.
Proposed land use	Select the option relevant to you.

| Total area of property (in square-metre)	Enter the total area of the property in square metres.
Area of Land/Portion of Land for Quarrying Operations (in square-metre)	Enter the area of land/ portion for Quarrying in square metres.
North	Enter the Neighbouring Co-ordinates North of the Site's Location.
East	Enter the Neighbouring Co-ordinates East of the Site's Location.
South	Enter the Neighbouring Co-ordinates South of the Site's Location.
West	Enter the Neighbouring Co-ordinates West of the Site's Location.

Infrastructural Services: This Section includes the infrastructural details of the proposed mining site.

- **Infrastructural Services**

Table 22: Mining Infrastructural Services

Field	Description
Is there an existing access to the site?	Select the option relevant to you.
If YES →	
Name of Road	Enter the name of the road.
Width of Road	Enter the width of road.
Nature & Condition of Surface	State the nature & condition of surface.
Electricity Available	Select Yes or No.
Piped Water Available	Select Yes or No.

Drainage: This Section allows to you choose the Drainage system which us currently available or the proposed one.

Drainage

State Details of Existing or Proposed *   Select one   ▾

For Industrial Uses: This Section highlights the Industrial usage of the Land post completion.

For Industrial Uses

Proposed number of employees on complition of development	
Composition of trade refuse and effluent and means of disposal	

Parking: This Section highlights the Parking details.

Parking

Parking Details

Parking Type *	Select one ▼
Number	
Area reserved for Parking	

Reset   Add

Notification: This section includes contact details for the applicant to be notified. The applicant may be notified via email for Site Inspections, Application Approvals.

Notifications

Please provide your contact information so that we can contact you on your application.

Email Address *	
Alternate Email Address 1	
Alternate Email Address 2	
Mobile Number	

Please enter 7 digit T&T mobile number e.g. 2234567

Figure 68: Mining Notification Section

- **<u>Notifications</u>**

Table 23: Mining Notifications

Field	Description
Email Address	Enter the email address of the person who should be notified. ***This field is mandatory.***
Alternate Email Address 1	Enter a secondary email of the person who should be notified. ***This is an optional field.***
Alternate Email Address 2	Enter a secondary email of the person who should be notified. ***This is an optional field.***
Mobile Number	Enter the Mobile number of the person who should be notified. *(Note: A 7-digit number without dashes.)*

- Click NEXT to navigate to **Site Location** section.
  See Site Location steps by clicking here: **3.2.1.2 SITE LOCATION**

- Click NEXT to navigate to **Documents** section.
  See Documents steps by clicking here: **3.2.1.4 DOCUMENTS**

7.2 SUMMARY

Summary is the final section in the application where the applicant can see an overview of the content input before submission.

SUMMARY

Mining Operations

Details of Application

Reference Number	MIN2019103000170
Have any previous applications for planning permission been made for any part of the land(s) or building(s) which are the subject of this application?	No
Title	Mr.
First Name	John
Last Name	Doe
Applicant Gender	Male
Address	test street
Telephone Contact	18683000000
Mobile Number	
Email Address	test@mail.com
Interest of applicant	Owner

Land Description

Island	Trinidad
Community	Ariapita
Site Postcode	
Land Address	test street
Lot No/ LP No/ MM	2
Mile Mark No.	25
Region	south

Deed Number	32
Date	30/10/2019
Assessment Number	123456789
Naparima Northing Co-ordinates	25
Naparima Easting Co-ordinates	25
Category of Development On the Subject Land	Extraction Of Raw Materials(NEW)
State reference number of approved sub-division layout(if applicable)	
Is there a building on site?	No
Present land use	
Proposed Land Use	
Total area of property(in square-meter)	1500000
Area of Land/Portion of Land for Quarrying Operations(in square-meter)	200000
North	
East	
South	
West	

Infrastructural Services

Is there an existing access to the site?	No
Proposed width of reservation of new Road	
Location in Relation to nearest existing Roads	
Electricity Available	Yes
Piped Water Available	Yes

Drainage

State Details of Existing or Proposed	Silt Traps
Silt Traps	Yes

For Industrial Uses

Proposed number of employees on complition of development	
Composition of trade refuse and effluent and means of disposal	

Parking

OFF STREET PARKING SPACE(INCLUDING GARAGES AND CAR PORTS) NO ,AREA IN SQ MTRS

No Records Found

Notifications

Email Address	test@mail.com
Alternate Email Address 1	
Alternate Email Address 2	
Mobile Number	

Upload Documents

Document Upload Section
REPARATION BOND

No files uploaded

MINE PLAN INCLUDING THE RESTORATION PLAN FOR THE EXISTING QUARRY

No files uploaded

MINE PLAN INCLUDING THE RESTORATION PLAN FOR NEW QUARRY OPERATIONS

No files uploaded

ATTACH ADDITIONAL DOCUMENT

No files uploaded

Terms and Conditions

I agree to submit this information for processing and use in accordance with the Terms and Conditions Privacy Statement * ☐

I confirm that I have successfully uploaded all the required documents to the document specifications outlined here * ☐

I hereby declare that the statements contained in this application are to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application, and all supporting documents and plans are true and complete. * ☐

I understand that any statement contained within this application which is false or the omission of any required information may invalidate the application. * ☐

Figure 69: Mining Summary Page

NB: The Terms and Conditions must be read and agreed to before submitting an application.

Click **SUBMIT**. Upon validation, a success message is displayed along with reference number pre-fixed with 'MIN'.

Application Completed

✓ Your application has been successfully submitted.
MIN2019103000170

Kindly note down the application number for easier reference in future.

Ok

Figure 70: Mining Success Message

NB: Please note your reference number for future use.

STATUS OF LAND CORRESPONDENCE

8. STATUS OF LAND CORRESPONDENCE

A Status of Land application is a request for information from Town and Country Planning Division on a parcel of land. The status correspondence will detail:

- Whether there are any Town and Country Planning Division approvals on or related to the site
- The purpose for which the land can be used
- Whether the parcel is bonafide (i.e. a legal entity previously created by a subdivision approval or in existence prior to the Town and Country Planning Act).

8.1 STATUS OF LAND DETAILS

To submit a request for Status of Land Correspondence click on the [APPLY] button on the right side of the Menu item. The Application appears with Building/Land Status Details section selected. There are THREE (3) Sections– Building/Land Status Details and Notifications and Summary."

The following documents must be uploaded with your application:

- Deed or Certificate of Title
- Cadastral Sheet/ Survey Plan for the site

Section Details:

- When completing an Application, please note the following:

GOOD TO KNOW:

@
- (*) Indicated a Mandatory field: This must be filled with the information requested. If it is not filled, you will not be able to save a section/ tab to a draft application.
- Please type NA in the textbox if it is not applicable to you.
- Please attach relevant documents.

- **Building/Land Status Details:** This section includes the details of the applicant requesting information on a status of land.

Figure 71: Building/Land Status Details

- **Building/Land Status Field Details**

Table 24: Status of Land Details

Field	Description
Reference Number	An auto generated unique application number.
Title	Select option relevant to you.
First Name	Enter the first name of the Applicant.
Last Name	Enter the last name of the Applicant.
Applicant Gender	Select Gender.
Telephone of Business	Enter the Telephone number of the Applicant. *(Note: A 7-digit number without dashes.)*
Mobile Number	Enter the Mobile number of the Applicant. *(Note: A 7-digit number without dashes.)*
Island	Select option relevant to you.
Community	Select option relevant to you.
Site Postcode	Enter the postal code of the area selected.
Land Parcel Address	Enter the Land Parcel Address.
Is Applicant detail different from Owner detail?	Select 'NO' if the Owner is filing out the application. Select 'YES' if the applicant is not the Owner.
If Yes →	
Owner First Name	Enter the first name of the Owner.
Owner Last Name	Enter the last name of the Owner.
Owner Gender	Select Gender.
Owner Telephone Number	Enter the Telephone number of the Owner. *(Note: A 7-digit number without dashes.)*
Owner Address	Enter the address of the Owner.
Lot No/ LP No/ MM	Enter the Lot Number, Light Pole Number and the Mile Marker.
Land Parcel Area (m²)	Enter the land parcel area.
Purpose of land	Select the appropriate purpose of land from the list provided.
Status of Land	Select the option relevant to you.
Brief description of existing structure(s)	Give a brief description of any existing structures.

- **Notification:** This section includes contact details for the applicant to be notified. The applicant may be notified via email for Site Inspections and Application Approvals.

Figure 72: Status of Land Notification Section

- **Notifications**

Table 25: Status of Land Notifications

Field	Description
Email Address	Enter the email address of the person who should be notified. ***This field is mandatory.***
Alternate Email Address 1	Enter a secondary email of the person who should be notified. ***This is an optional field.***
Alternate Email Address 2	Enter a secondary email of the person who should be notified. ***This is an optional field.***
Mobile Number	Enter the Mobile number of the person who should be notified. *(Note: A 7-digit number without dashes.)*

- Click NEXT to navigate to **Site Location** section.
  See Site Location steps by clicking here: **3.2.1.2 SITE LOCATION**

- Click NEXT to navigate to **Documents** section.
  See Documents steps by clicking here: **3.2.1.4 DOCUMENTS**

8.2 SUMMARY

Summary is the final section in the application where the applicant can see an overview of the content input before submission.

SUMMARY

Building/Land Status Details

Building/Land Status Details

Reference Number	LAN2019103000210
Title	Mr.
First Name	John
Last Name	Doe
Applicant Gender	Male
Telephone of Business	
Mobile Number	
Island	Trinidad
Community	Ariapita
Site Postcode	
Land Parcel Address	test street
Is Applicant detail different from Owner detail?	
Lot No/ LP No/ MM	2
Land Parcel Area(sq/mts)	
Purpose of land	
Status of Land	

Notifications

Email Address	test@mail.com
Alternate Email Address 1	
Alternate Email Address 2	
Mobile Number	

Upload Documents

Document Upload Section
DEED/CERTIFICATE OF TITLE

No files uploaded

CADASTRAL SHEET/SURVEY PLAN

No files uploaded

ATTACH ADDITIONAL DOCUMENT

No files uploaded

Terms and Conditions

I agree to submit this information for processing and use in accordance with the Terms and Conditions Privacy Statement *

I confirm that I have successfully uploaded all the required documents to the document specifications outlined here *

I hereby declare that the statements contained in this application are to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application, and all supporting documents and plans are true and complete. *

I understand that any statement contained within this application which is false or the omission of any required information may invalidate the application. *

Figure 73: Status of Land Summary Page

NB: The Terms and Conditions must be read and agreed to before submitting an application.

b.   Click **SUBMIT**. Upon validation, a success message is displayed along with reference number pre-fixed with 'LAN'.

Application Completed

✓ Your application has been successfully submitted.
LAN2019103000210

Kindly note down the application number for easier reference in future.

Ok

Figure 74: Status of Land Success Page

NB: Please note your reference number for future use.

STAMP DUTY EXEMPTION

9. STAMP DUTY EXEMPTION

Stamp Duty refers to paying Stamp Duty tax to the Inland Revenue Division when buying real estate or a home, seeking a mortgage, or conducting other financial transactions.

Stamp Duty Tax Exemption can be requested from the Inland Revenue Division when buying, selling or disposing of residential properties valued at TT $1,500,000 or less.

9.1 STAMP DUTY DETAILS

To apply for Stamp duty Exemption click on the **APPLY** button on the right side of the Menu item. The Application appears with Stamp Duty Details section selected. There are THREE (3) Sections–Stamp Duty Details, Notifications and Summary.

The following documents must be uploaded with your application:

- Deed or Certificate of Title
- Cadastral Sheet/ Survey Plan for the site

Section Details:

- When completing an Application, please note the following:

GOOD TO KNOW:

@

- (*) Indicated a Mandatory field: This must be filled with the information requested. If it is not filled, you will not be able to save a section/ tab to a draft application.
- Please type NA in the textbox if it is not applicable to you.
- Please attach relevant documents.

Stamp Duty Details: This section includes the details of the applicant applying for Stamp Duty Exemption.

Figure 75: Stamp Duty Details

- **<u>Stamp Duty Details</u>**

Table 26: Stamp Duty Details

Field	Description
Reference Number	An auto generated unique application number.
Title	Select option relevant to you.
First Name	Enter the first name of the Applicant.
Last Name	Enter the last name of the Applicant.
Applicant Gender	Select Gender.
Telephone of Business	Enter the Telephone number of the Applicant. *(Note: A 7-digit number without dashes.)*
Mobile Number	Enter the Mobile number of the Applicant. *(Note: A 7-digit number without dashes.)*
Island	Select option relevant to you.
Community	Select option relevant to you.
Site Postcode	Enter the postal code of the area selected.
Land Parcel Address	Enter the Land Parcel Address.
Is Applicant detail different from Owner detail?	Select 'NO' if the Owner is filing out the application. Select 'YES' if the applicant is not the Owner.
If YES →	
Owner First Name	Enter the first name of the Owner.
Owner Last Name	Enter the last name of the Owner.
Owner Gender	Select Gender.
Owner Telephone Number	Enter the Telephone number of the Owner.
Owner Address	Enter the address of the Owner.
Lot No/ LP No/ MM	Enter the Lot Number, Light Pole Number and the Mile Marker.
Land Parcel Area (m²)	Enter the land parcel area.
Purpose of land	Select the appropriate purpose of land from the list provided.
Status of Land	Select the option relevant to you.
Brief description of existing structure(s)	Give a brief description of any existing structures.

b. **Notification:** This section includes contact details for the applicant to be notified. The applicant may be notified via email for Site Inspections, Application Approvals.

Notifications

Please provide your contact information so that we can contact you on your application.

Email Address *

Alternate Email Address 1

Alternate Email Address 2

Mobile Number

Please enter 7 digit T&T mobile number e.g. 2234567

Figure 76: Stamp Duty Exemption Notification Section

- **Notifications**

Table 27: Stamp Duty Notifications

Field	Description
Email Address	Enter the email address of the person who should be notified. ***This field is mandatory.**
Alternate Email Address 1	Enter a secondary email of the person who should be notified. ***This is an optional field.**
Alternate Email Address 2	Enter a secondary email of the person who should be notified. ***This is an optional field.**
Mobile Number	Enter the Mobile number of the person who should be notified. *(Note: A 7-digit number without dashes.)*

- Click NEXT to navigate to **Site Location** section.
  See Site Location steps by clicking here: **3.2.1.2 SITE LOCATION**

- Click NEXT to navigate to **Documents** section.
  See Documents steps by clicking here: **3.2.1.4 DOCUMENTS**

9.2 SUMMARY

Summary is the final section in the application where the applicant can see an overview of the content input before submission.

SUMMARY

Stamp Duty Details

Stamp Duty Details

Reference Number	STA2019103100178
Title	Mr.
First Name	John
Last Name	Doe
Applicant Gender	Male
Telephone of Business	
Mobile Number	
Island	Trinidad
Community	Ariapita
Site Postcode	
Land Parcel Address	test street
Is Applicant detail different from Owner detail?	
Lot No/ LP No/ MM	2
Land Parcel Area(sq/mts)	
Purpose of land	Residential
Status of Land	Vacant

Notifications

Email Address	test@mail.com
Alternate Email Address 1	
Alternate Email Address 2	
Mobile Number	

Upload Documents

Document Upload Section

DEED/CERTIFICATE OF TITLE

Name	File Size	Date Created
Deed.PDF	866681 Bytes	October 31st 2019, 11:24:38 am

CADASTRAL SHEET/SURVEY PLAN

Name	File Size	Date Created
Cadastral.PDF	984392 Bytes	October 31st 2019, 11:24:43 am

ATTACH ADDITIONAL DOCUMENT

No files uploaded

Terms and Conditions

I agree to submit this information for processing and use in accordance with the Terms and Conditions Privacy Statement * ☑

I confirm that I have successfully uploaded all the required documents to the document specifications outlined here * ☑

I hereby declare that the statements contained in this application are to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application, and all supporting documents and plans are true and complete. * ☑

I understand that any statement contained within this application which is false or the omission of any required information may invalidate the application. * ☑

Figure 77: Stamp Duty Summary Section

NB: The Terms and Conditions must be read and agreed to before submitting an application.

b. Click **SUBMIT**. Upon validation, a success message is displayed along with reference number pre-fixed with 'STA'.

Application Completed

✓ Your application has been successfully submitted.
STA2019103100178

Kindly note down the application number for easier reference in future.

Ok

Figure 78: Stamp Duty Success Message

NB: Please note your reference number for future use.

VARIATION REQUEST APPLICATION

10. VARIATION REQUEST APPLICATION

Site- specific request for minor variations to the land use policy or site development standards.

10.1 VARIATION REQUEST DETAILS

To submit a Variation Request subsequent to receiving an Outline Approval or prior to the submission or re-submission of an application click on the

APPLY button on the right side of the Menu item. The Application appears with Request a Decision Variance section selected.

The following documents must be uploaded with your application:

- A Deed or Certificate of Title or Tenancy Receipt
- A Survey Plan
- You are also encouraged to provide any supporting information justifying the variation and any previous TCPD decision letters for the site.

Variation Request Form: This section includes the details of the applicant applying for a Variation Request.

Policy Deviation Details	
Reference Number *	DEV2019103100189
Policy Deviation *	
Development Standard Deviation *	
Justification *	Select one ▾
Submitted Planning Permission Reference Number	

Land Description	
Island *	○ Trinidad ○ Tobago
Community *	Select one ▾
	Kindly select Island to fetch respective Community list. List is based on data from Central statistical office.
Site Postcode	
	Enter site postcode for selected Community

Figure 79: Variation Request Form

- **Variation Request Form Details**

Table 28: Variation Request Details

Field	Description
Reference Number	An auto generated unique application number.
Policy Deviation	Enter the Policy Deviation of the request.
Development Standard Deviation	Enter the Development Standard Deviation of the request.
Justification	Select the justification relevant to you.
Submitted Planning Permission Reference Number	Enter the Reference number of your planning permission application.
Island	Select option relevant to you.
Community	Select option relevant to you.
Site Postcode	Enter the postal code of the area selected.

10.2 SUMMARY

Summary is the final section in the application where the applicant can see an overview of the content input before submission.

Figure 80: Variation Request Summary Section

d. Click **SUBMIT**. Upon validation, a success message is displayed along with reference number pre-fixed with 'DEV'.

Figure 81: Variation Request Success Message

NB: Please note your reference number for future use.

11. PUBLIC APPLICATION REGISTER

Public Applications Register function is available on the home page for all the public users. This function allows the public to view basic information of the applications such as application Reference Number, Application Type, Development Category, Application Status, Address and Applicant details.

Users can view the Application details without logging-in by clicking on the **APPLY** button on the right side of the Menu item.

GOOD TO KNOW:

@

- As the application is in view mode, there are no Hyperlinks available.
- Users do not need to register for DevelopTT to be able to use this function.

Search Criteria

Reference No	
First Name	
Last Name	
Application Type	Select one ▼
Date Submitted	to
Status	Select one ▼
Island	○ Trinidad ○ Tobago
Community	Select one ▼
Category of Development	Select one ▼

Search   Clear

Figure 82: Public Register Search Criteria

Public Register Map, allows the applicant to search applications based on criteria's and it will display the location of the application/s on the map

The Search Function for using the Public Register is shown below.
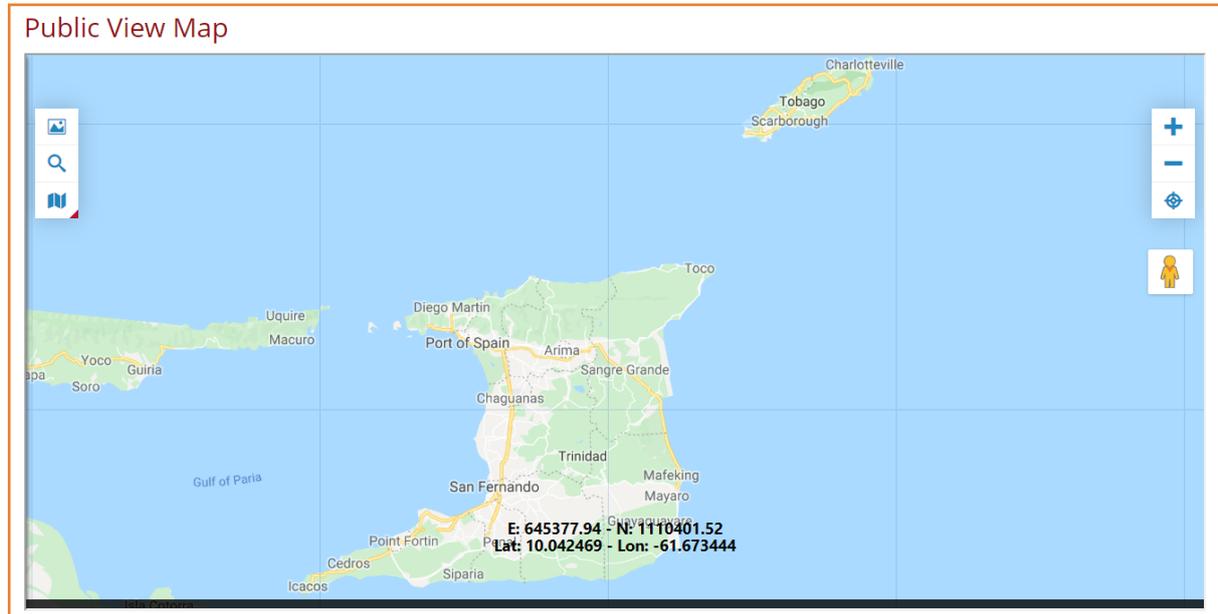
Figure 83: Public View Map

4. APPENDIX

4.1 RESPONDING TO QUERIES

In this section the applicant will be shown how to find Queried applications and how to respond to queries.

STEP 1: Within the Applicant's dashboard, all Queried Tabs will be displayed. There are (5) different queried tabs based on which level the application was queried.

- TCPD Queried Applications
- Municipal Corporation / THA Queried Applications
- Regulatory Agency Queried Applications
- CMOH Queried Applications
- PH Queried Applications
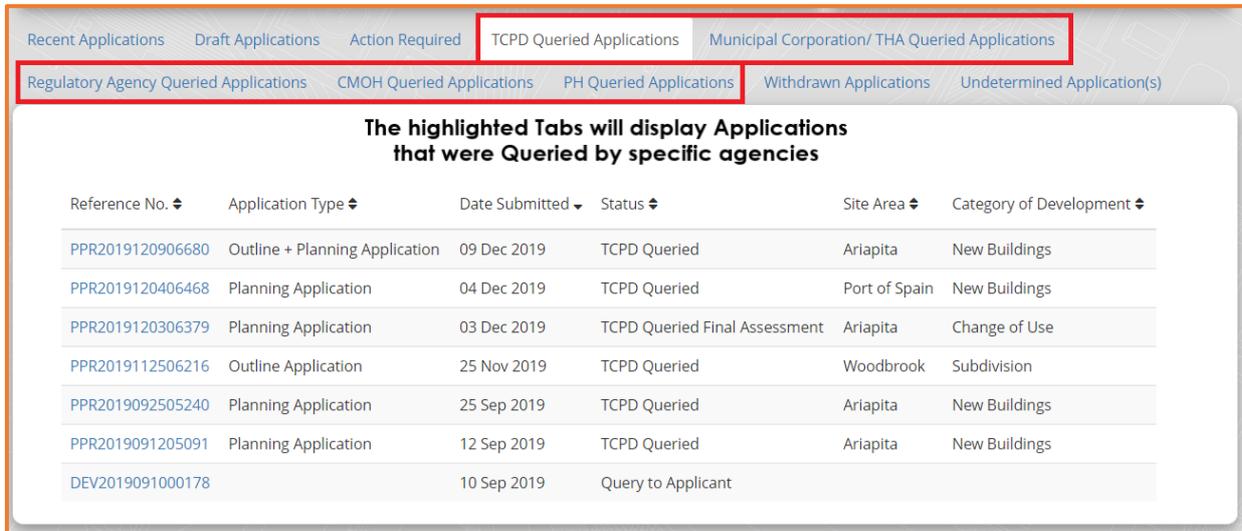
Reference No. ⇕	Application Type ⇕	Date Submitted ⇕	Status ⇕	Site Area ⇕	Category of Development ⇕
PPR2019120906680	Outline + Planning Application	09 Dec 2019	TCPD Queried	Ariapita	New Buildings
PPR2019120406468	Planning Application	04 Dec 2019	TCPD Queried	Port of Spain	New Buildings
PPR2019120306379	Planning Application	03 Dec 2019	TCPD Queried Final Assessment	Ariapita	Change of Use
PPR2019112506216	Outline Application	25 Nov 2019	TCPD Queried	Woodbrook	Subdivision
PPR2019092505240	Planning Application	25 Sep 2019	TCPD Queried	Ariapita	New Buildings
PPR2019091205091	Planning Application	12 Sep 2019	TCPD Queried	Ariapita	New Buildings
DEV2019091000178		10 Sep 2019	Query to Applicant		

Figure 84: Queried Applications tabs

STEP 2: Click on the application reference hyperlink to open the application.

Figure 85: Application Hyperlink

STEP 3: When the application is opened, the first tab would display Assessment History. In this example under TCPD Decision History the Plotter has queried back to the applicant and the comments are noted under column External Comments.

Figure 86: External Comments/ Query

STEP 4: Navigate to the application last Tab labelled 'Response', where the applicant will respond to the query from the Assessment Tab.
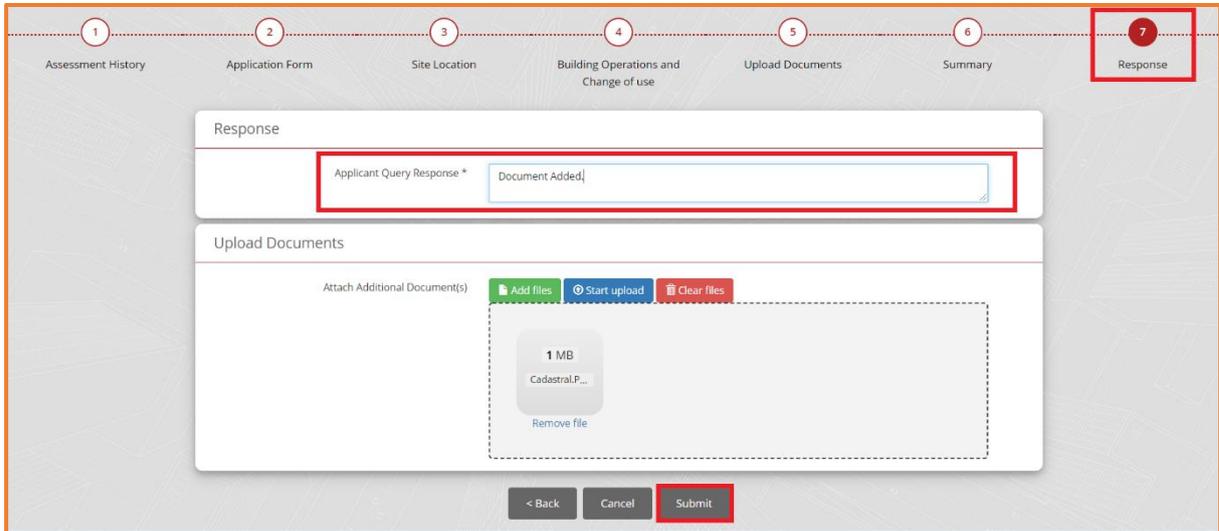
Figure 87: Applicant Query Response

STEP 5: After responding to the query the Applicant will click on the Submit button, then a success message will be displayed.
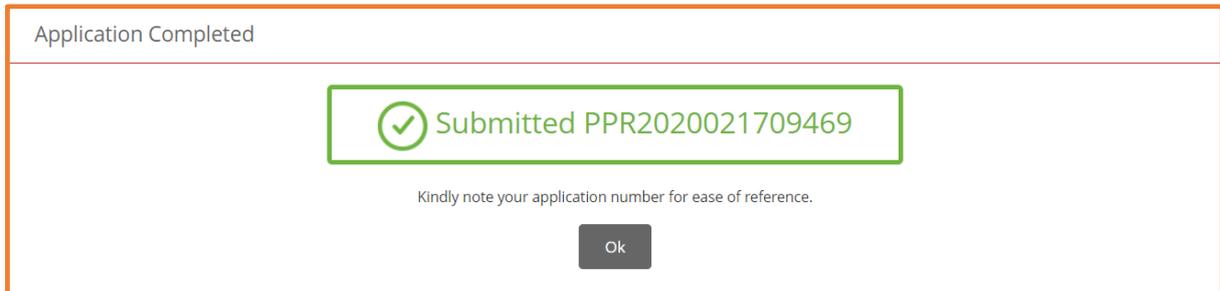
Figure 88: Applicant Query Response Submitted

4.2 SEARCH AN APPLICATION

The search feature allows the Applicant to search for a specific application. Below shows where to proceed in searching an application from the Applicant's dashboard.
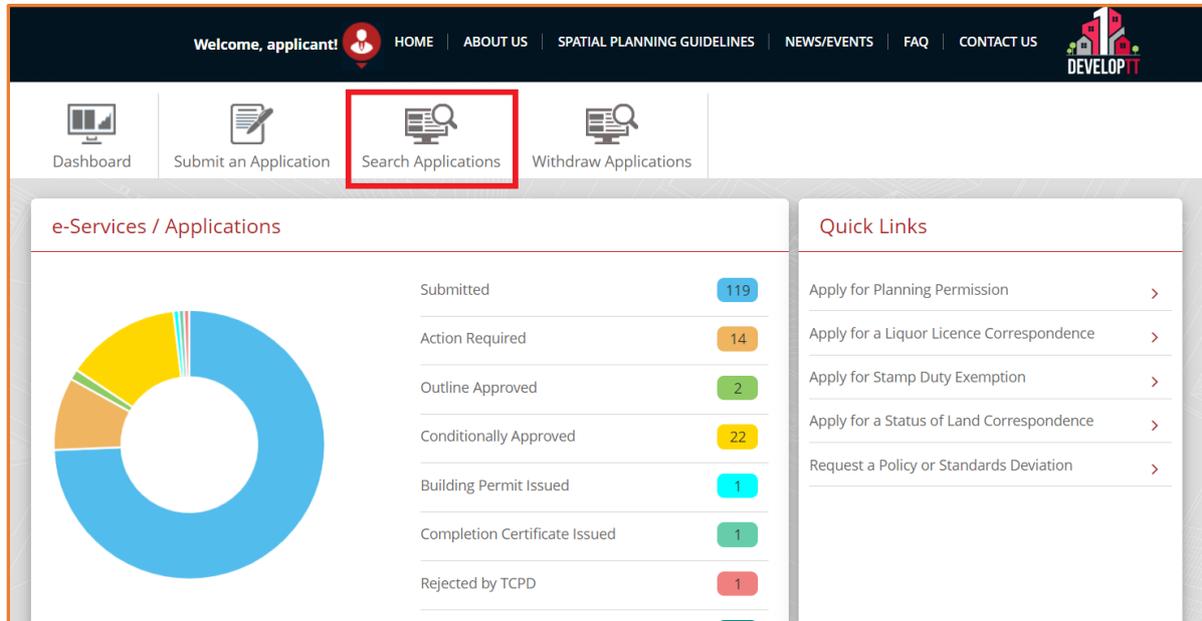
Figure 89: Search an Application

• Click on Search Application. The following screen would be displayed.

The Applicant can use one or more criteria to search for an application.

Figure 90: Search Criteria

- **Search Criteria**

Table 29: Searching an Application

Field	Description
Reference No	An auto generated unique number for reference.
First Name	Search by First Name
Last Name	Search by Last Name
Application Type	Select application type from drop-down list
Status	Select status from drop-down list
Date Submitted	Enter submission date
Island	Select the Island being searched
Community	Select the community from drop-down list
Town or Village	Enter the name of the town or village
Category of Development	Select the category of development from the drop-down list

For Example: The Reference number and the Application Type were entered. Applications will be generated based on the search criteria entered.

Figure 91: Search Result

- Click on the hyperlinked Reference Number to then view the Application.

Figure 92: Clicking on Hyperlink

4.3 WITHDRAW AN APPLICATION

Withdraw function enables applicant to withdraw planning permission applications submitted. Please note that applications sent to the corporations can no longer be withdrawn.

- Applicant can withdraw an application by selecting "Withdraw Application" from the menu.
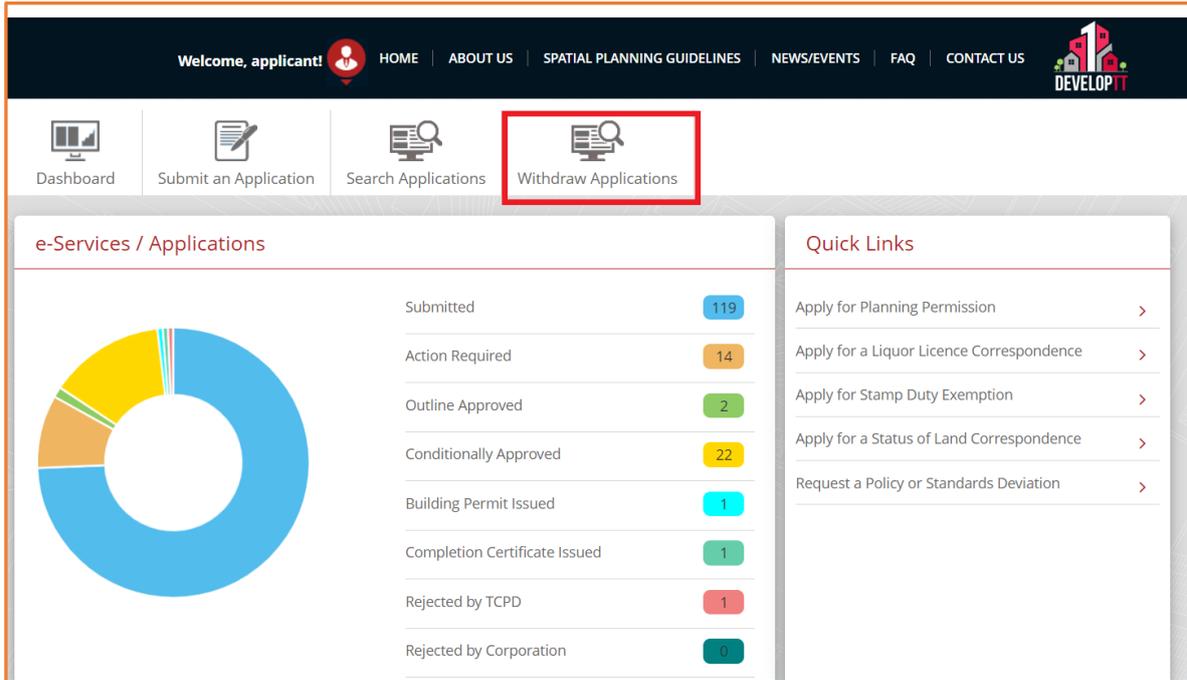
Figure 93: Withdraw an Application

- The following screen would be displayed.

The Applicant can use one or more criteria to search for an application.
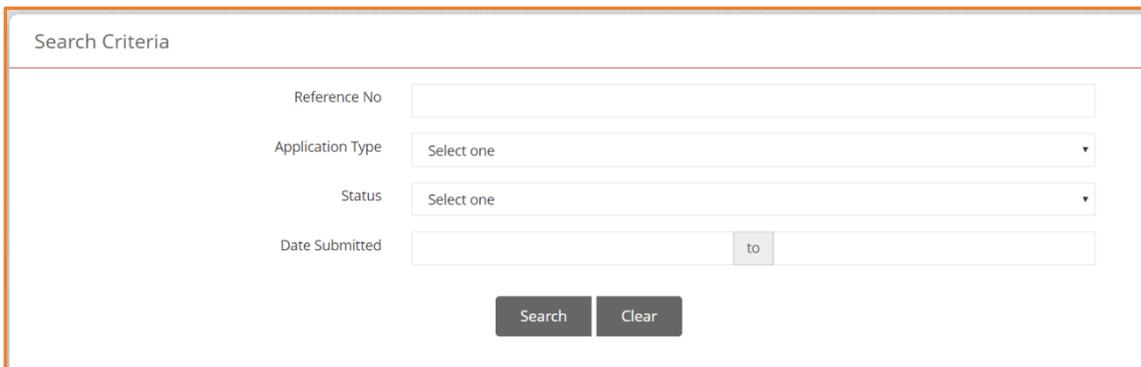
Figure 94: Withdraw Search Criteria

- Enter at least ONE search criterion to perform the Search operation. The search results will be displayed in the Search Results Pane and pagination will be provided if the search results are exceedingly more than ten records.

Figure 95: Withdrawn Search Result

- Click the Reference Number hyperlink to view the Application. The Application opens with Applicant Details section selected. The system allows only to view the application as all the fields are in un-editable mode.
- Navigate to the **Withdraw Application** Tab.

Figure 96: Withdraw Application Tab

- Click NEXT to go to Withdraw Application section. Enter the reason to withdraw the application and click Withdraw Application.
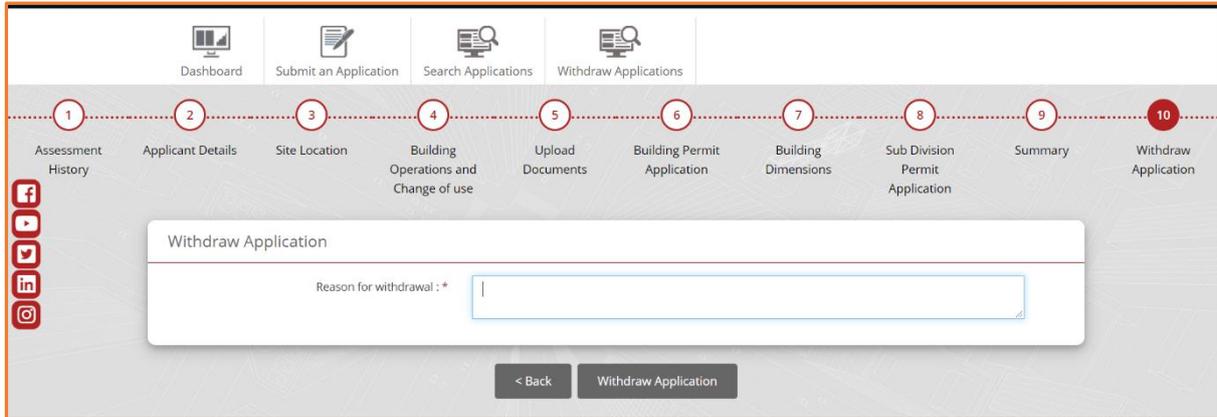
Figure 97: Withdraw Application Screen

- The following success message will be displayed when your application has been withdrawn.
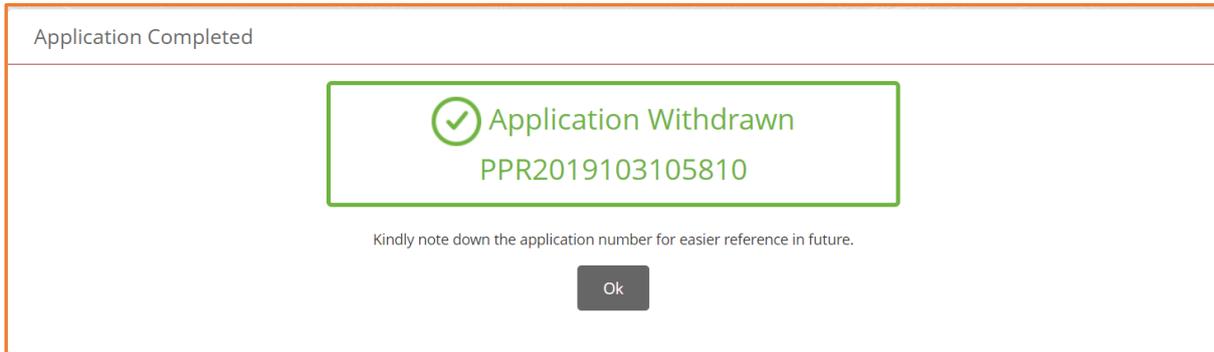
Figure 98: Application successfully withdrawn

4.4 HOW TO REGISTER

- To begin registration for access to use DevelopTT as an Applicant, follow the steps provided below.

1. Click on the "How to Register" button as shown below in the image.
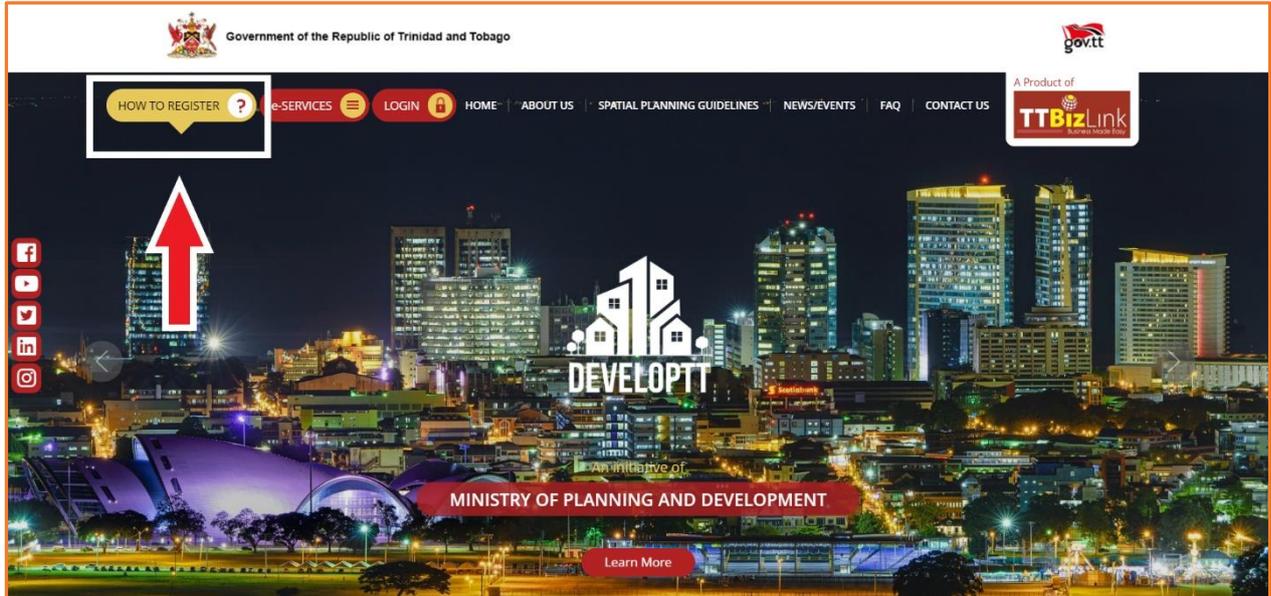
Figure 99: How to Register

2. Select "Applicant":
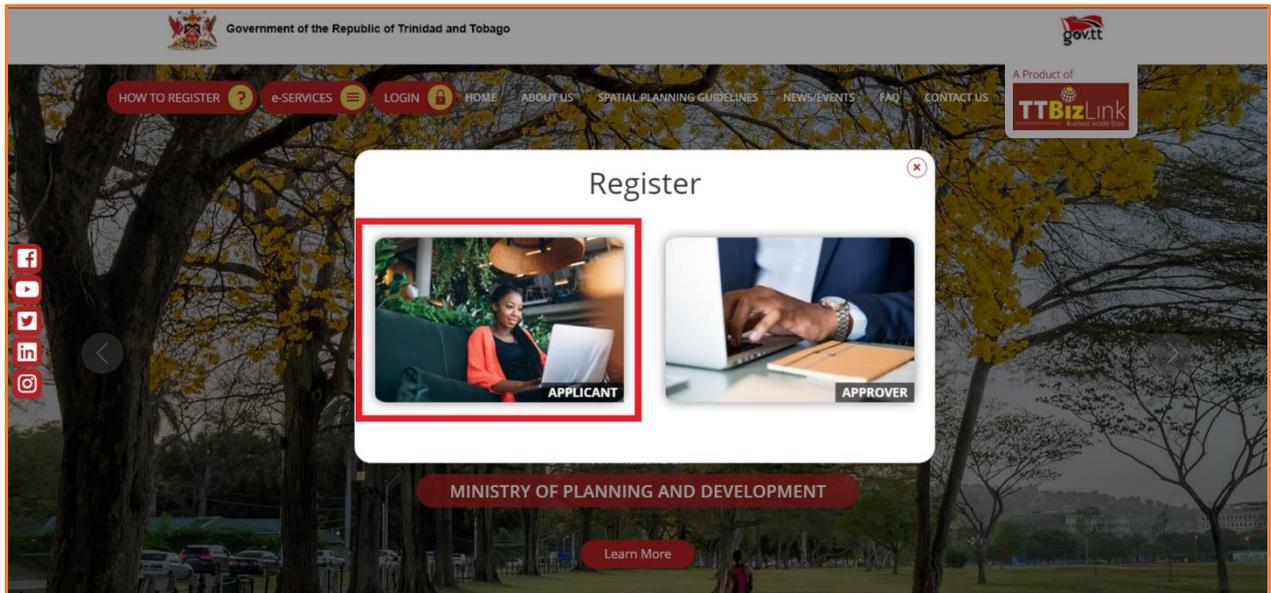
Figure 100: Applicant Registration

3. Registration Instructions will then be displayed. See below for Instructions as presented in 2 different scenarios.

- In order to access the DevelopTT portal, all applicants MUST be registered and have valid TTBizLink credentials. To obtain TTBizLink credentials, applicants are required to register with ttconnect.

SCENARIO 1:

An existing TTBizLink user or a verified ttconnect ID holder:

STEP 1: Download and complete the appropriate Registration Form. These forms are accessible via this link: **https://www.ttbizlink.gov.tt/trade/tnt/html/HowToRegister.html**

- ✓ Form A - For Individual Registrants
- ✓ Form B - For Company/Business Registrants

Email the completed form(s) to ttconnect at **satelliteoffice.ttbizlink@gov.tt**. Within three (3) hours of submission, you will receive an email confirmation of your enrolment and will be able to login to DevelopTT.

STEP 2: Click Login button on **http://www.developtt.gov.tt**, then enter your existing TTBizLink username and password.

SCENARIO 2:

If you are not a TTBizLink Customer and do not have a ttconnect ID, follow the steps below:

STEP 1: You will require a ttconnect ID before getting a TTBizLink ID. To obtain your ttconnect ID, visit **http://www.ttconnect.gov.tt/** and enter the required information. After creating a ttconnect account an email link will be sent to confirm your ttconnect ID.

STEP 2: Download and complete the appropriate Registration Form. These forms are accessible via this link **https://www.ttbizlink.gov.tt/trade/tnt/html/HowToRegister.html**

- ✓ Form A - For Individual Registrants.
- ✓ Form B - For Company/Business Registrants.

STEP 3: After you have completed the first two steps, you must visit any one of the registration locations listed below for verification purposes.

Remember to take with you the completed TTBizLink Registration Form, along with any required documents which include originals of at least two (2) valid forms of the following identification documents:

- ✓ Driver's Permit
- ✓ National Identification Card
- ✓ Electronic Birth Certificate
- ✓ Passport

STEP 4: After verification at the ttconnect office, your documents will be processed within 3 hours. Subsequently, you will receive an email to complete the enrolment process. For further assistance, contact the DevelopTT Help Desk at **800-4338 (4DEV).**

- Email the completed form(s) to ttconnect at **satelliteoffice.ttbizlink@gov.tt**. Before completing the Registration Form, please carefully read its Explanatory Notes.

Location	Address	Contact Information
Port of Spain Ministry of Trade and Industry	Level 9 Nicholas Tower, 63-65 Independence Square, Port of Spain	Email: support.ttbizlink@gov.tt Tel: 800-4SEW (4739) Fax: 623-5156
Arima ttconnect Office	1st Floor Pennywise Building, 10 -10A Devenish Street, Arima	Tel: 800-TTCN (8826)
Bon Accord ttconnect Office	Milford Court Complex, Milford Road, Bon Accord	Tel: 800-TTCN (8826)
Chaguanas ttconnect Office	9 Southern Main Road, Chaguanas	Tel: 800-TTCN (8826)
Curepe ttconnect Office	8 Eastern Main Road, Curepe	Tel: 800-TTCN (8826)
Princes Town ttconnect Office	4 Charlotte Street, Princes Town	Tel: 800-TTCN (8826)
Saint James ttconnect Office	121 Western Main Road, St. James	Tel: 800-TTCN (8826)
Sangre Grande ttconnect Office	232 Brierley Street, Sangre Grande	Tel: 800-TTCN (8826)

Figure 101: Office Locations

4.5 ERRORS

The following list contains the errors you may come across while using DevelopTT:

- **Missing Information error –** Certain fields within the application form are mandatory. If a user attempts to forward the application without completing all mandatory fields, you will receive an error message. An example is seen in *Figure 98* below.
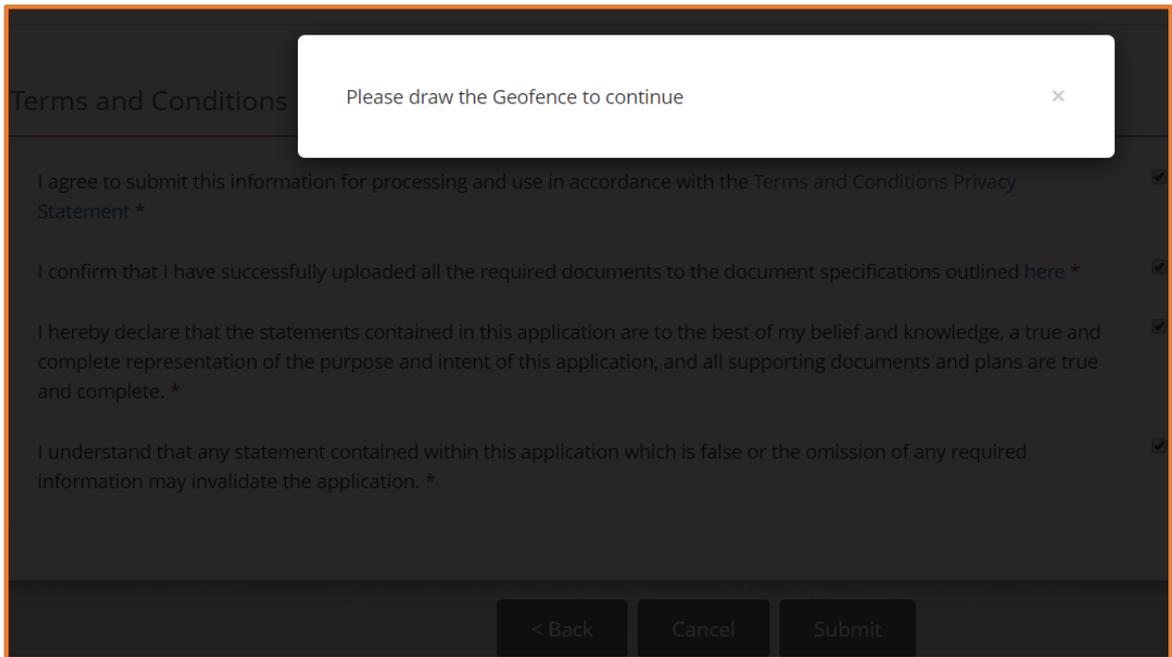

Figure 102: Missing Information error

In this example, the applicant hasn't filled out the mandatory Site Location information. The error message lists the fields that are missing.

Solution: Click on the field to be taken to the tab with the field and fill out it.

- **Server Error 401 –** You may get this error if they were logged out of the system (session timeout – explained below) but the webpage is still open.

Server Error: 401. Error: "Access Denied, due to no privilege". Please contact the system administrator.
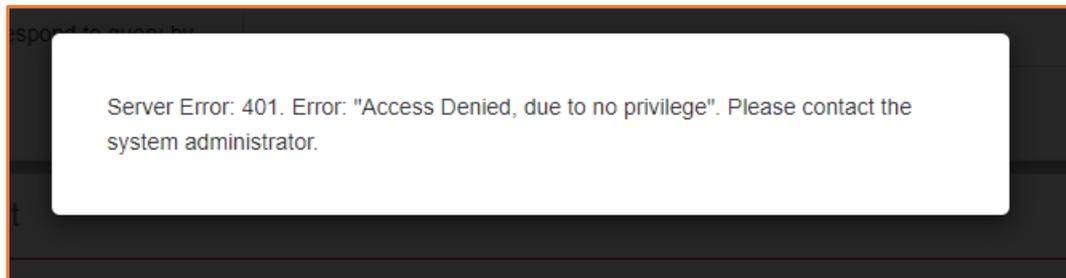
Figure 103: Server Error 401

Solution: Refresh the webpage. You would be taken to the Homepage. Log in.

- **Session Timeout –** Not so much an error.

  A session is created when a user logs in to DevelopTT. If a user remains idle on DevelopTT for an extended period, the system can end a user's session. Users would be given notifications when the system is going to end a session (session timeout).


Your session is about to timeout in 1 minutes**44 seconds**, do you wish to continue?

Yes   No
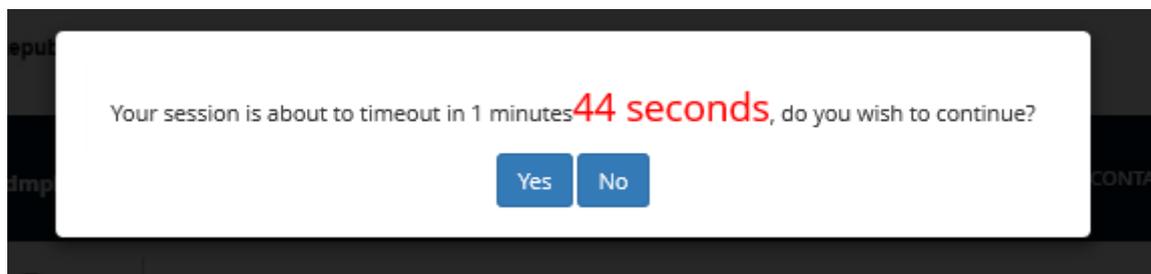
Figure 104: Session Timeout

Session Timeout prompt will be shown after 60 minutes of inactivity, which can be interrupted by simply clicking a button on the website. The countdown timer would start from 10 minutes 0 seconds. Click **Yes** to return to the website logged in; click **No** to log out. When the system ends the session, the webpage would be redirected to the homepage. All unsaved work would be lost when the system ends the session.

- **Server Error 500 –** This error is presented when the server faces an unexpected condition that prevents it from fulfilling a request.

  Solution: There are a few steps to follow with this error. Follow the steps in the order given below. Perform one step and attempt to process your application to see if issue is solved.

  i.   Reload the webpage.

  ii.   Clean your cache.

  iii. Clear browser cookies.

  iv.   Restart the browser.

  v.   Contact your system administrator.

Server Error: 500. Error: Internal Server Error. Please contact the system administrator.
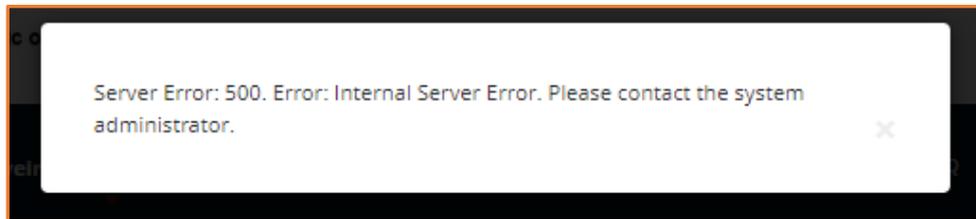
Figure 105: Sever Error 500