



Department of Planning

Publication Scheme 2015

Produced in accordance with the Chief Secretary's Code of Practice

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1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Planning Department to making information available to the public as part of its normal business activities.

The Department of Planning will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;

- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Department of Planning will generally not publish:

- information that is not held by the *Department of Planning*, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; commercially sensitive information; and information that would prejudice the effective conduct of public affairs. Records containing exempt matter will be published in a redacted form, where ever it is practical to do so, indicating which exemptions apply;

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, or harm the *Department of Planning* customer's commercial interests.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format from www.planning.gov.ky. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If you are still having trouble locating information listed under our scheme, please contact us by email at foi.pln@gov.ky or Charles Brown at Charles.Brown@gov.ky or 345-244-6537.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.pln@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Information Manager Designate Mr. Jon-Andrew Japal (345-244-6508) or Information Manager Charles Brown (345-244-6537) to request information. The Department's telephone number is 345-244-6501, and its Fax is 345-769-2922. For information regarding the Sister Islands, contact Andrea Stevens (Andrea.Stevens@gov.ky), or Tel. 345-244-4422, or Fax 345-948-2422).

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to the Information Manager at our mailing address:

Department of Planning
P. O. Box 113
Grand Cayman KY1-9000
CAYMAN ISLANDS

Alternatively, for information regarding Cayman Brac or Little Cayman, requests may be addressed to:

Sister Islands Planning Office
P.O. Box 235
Cayman Brac KY2-2100
CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

The physical location of the Planning Department on Grand Cayman is:

Government Administration Building
4th Floor
133 Elgin Avenue
Grand Cayman
Cayman Islands

The physical location of the Sister Islands Planning Office is:

District Administration Building
19 Kirkconnell Street
Stake Bay
Cayman Brac
Cayman Islands

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Information Manager Designate Jon-Andrew Japal (jon.japal@gov.ky or 345-244-6508), or Information Manager Charles Brown (charles.brown@gov.ky or 345-244-6537). If you require specific clarification from a section or Unit of the Department about information you want to access, please use the contact details below:

<u>Section or Unit</u>	<u>Contact</u>	
Building Control	Tel. 345-244-6528;	Fax. 345-769-2228
Policy Development (Zoning)	Tel. 345-244-6537;	Fax. 345-769-7525
Current Planning	Tel. 345-244-6542;	Fax. 345-769-2922
Administration	Tel. 345-244-6503;	Fax. 345-769-7525
Sister Island Planning Office	Tel. 345-244-4421;	Fax. 345-948-2422

The Department of Planning will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required.

Where a request for inspection of records under the Freedom of Information (FOI) Law has been made, the Department's Information Manager Designate or Information Manager will liaise with the requester to arrange a suitable inspection date and time (in accordance with FOI

legislation) at the Planning Department. If the request for inspection is regarding records in the Department available for inspection outside the remit of FOI, please contact the relevant section or unit noted above to arrange for inspection.

4. Fees and charges

(Hyperlinks are in italics; press the CTRL button and 'Click' the link to follow it to the document)

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Department of Planning strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published in electronic formats, downloaded through a website, or sent to you by email will be provided free of charge. The Department's fee schedules in accordance with applicable legislation are located on the website as follows:

- Development and Planning Regulations (2014 Revision)
 - Current Planning Application Fees (per First Schedule)
http://www.planning.gov.ky/HTML_BODY/CP/CP_Library/Application_Fees_Information.pdf
 - Building Permit Fees Map (per Second Schedule)
http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Library/BP_Fee_Map_-_and_Fee_Structure_-_Jan2014.pdf
 - Infrastructure Fees Map (per Sixth Schedule)
http://www.planning.gov.ky/HTML_BODY/CP/CP_Library/Infrastructure_Fee_Map_Jan2014.pdf
 - Miscellaneous Fees can be found in Schedule 5 of the Regulations
- Electricity Regulations (2011 Revision)
http://www.planning.gov.ky/HTML_BODY/FOI/FOI_Library/Electricity_Regulations_-_2011_Revision.pdf
 - Electricity Examination Application (US\$60.00, see instructions at link below)
http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Library/Electrical_License_Exam_Application_2009.pdf
 - Electrical Licensing Exams (US\$60.00, see instructions at link below)
http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Library/Electrical_Licensing_Exams_PR_-_21-Apr-09_PD_Web_Version.pdf

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications / illustrations which the *Planning Department* offers for sale. This includes maps and plans as follows:

<u>Item</u>	<u>Charge</u>
Zoning map: 11 inch by 17 inch	\$ 25.00
Zoning map: 24 inch by 36 inch	\$ 50.00
Zoning map: 36 inch by 63 inch	\$100.00
Plan / blueprint reproduction (any size)	\$ 3.00

These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service. Of course, there is no charge for collection at the Planning Department.

Reproduction costs

Application forms and similar documents are \$1.00 per page. Copies of Minutes of meetings of Boards and Authority are \$0.50 per page. All of these records may be downloaded from the Department's website www.planning.gov.ky at no cost. Computer discs will be charged at a rate of \$2 per disc.

Reproduction costs for records that are the subject of Freedom of Information (FOI) requests are specified in the FOI fee schedule located in Section 7 of this document. Note that 'photocopied information' has a different meaning from maps or blueprint reproduction.

Postage costs

The Department of Planning will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Records will be provided when the *Planning Department* has received your payment.

5. Requests for information outside the Publication Scheme

Information held by the Department of Planning that is not published under this scheme can be requested in writing by contacting foi.pln@gov.ky . Your request will be considered in accordance with the provisions of the FOI Law. Should you wish to submit an FOI application, you may download the relevant form and see the FOI fee schedule at http://www.planning.gov.ky/HTML_BODY/FOI/FOI_Application_Page.htm

6. Complaints

The Department of Planning aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact at 244-6501 or foi.pln@gov.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from http://www.planning.gov.ky/HTML_BODY/FOI/FOI_Information_Classes.htm

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 1375,
Grand Cayman KY1-1108,
CAYMAN ISLANDS
Telephone: +1 345 747 5402
email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

(Hyperlinks are in italics; press the CTRL button and 'Click' the link to follow it to the document)

Name of public authority

Department of Planning

Ministry

Ministry of Planning, Lands, Agriculture, Housing and Infrastructure

Principle officer [or Key staff]

Haroon Pandohie (Director of Planning), Tel. 345-244-6501

Ron Sanderson (Assistant Director of Planning, Current Planning), Tel. 345-244-6504

John Levien (Plans Examiner Supervisor, Building Control), Tel. 345-244-6539

Suzanne Larson (Inspectors Supervisor, Building Control), Tel. 345-244-6517

Linda McLean (Human Resource Manager), Tel. 345-244-6503

Joy Watson (Executive Officer), Tel. 345-244-6512

Andrea Stevens (Planning Officer, Cayman Brac & Little Cayman, 345-244-4422)

Information manager

Information Manager Charles Brown (charles.brown@gov.ky ; 345-244-6537)

Information Manager Designate Jon-Andrew Japal (jon.japal@gov.ky; 345-244-6508)

Alternatively either person can be reached at foi.pln@gov.ky. You may access detailed information about Freedom of Information (FOI) matters from the FOI Unit's website at www.foi.gov.ky

Organisation and functions

The Department of Planning's functions are summarized in its mission statement:

"To ensure that all development applications are processed efficiently, courteously, unbiased and in accordance with the development plans and associated legislation so that the physical development of the Islands is aesthetically pleasing, environmentally friendly, sustainable, technically sound, promotes a strong economy, and provides an unparalleled quality of life for existing and for future generations."

The Department of Planning is comprised of four divisions;

Current Planning, Building Control, Policy Development, and Administration.

Planning functions on the Sister Islands are handled through the **Sister Islands Planning Office** located in the District Administration Building, Stake Bay, Cayman Brac.

All offices are open to the public from 8:30AM to 5:00PM, Monday to Friday, except public holidays. The front counter of the Grand Cayman office in the Government Administration Building closes at 4:00PM daily to allow for one hour of administrative processing.

Matters handled

Each location is the headquarters in the respective Islands for:

- Submission of applications for planning permission and building permits
- Review of applications for planning permission and building permits
- Base for building inspections
- Processing fit-out and Certificate of Occupancy
- Compiling statistics
- Annual reports
- Authority and Board meetings (see next section for names)
- Electrical Examinations (Grand Cayman only)
- Revisions to the Development Plan (Grand Cayman only)
- Process rezone applications (Grand Cayman only)
- Policy advice on planning related matters such as Designating Orders, low cost housing, docks
- Geographic Information Systems (GIS) studies (on Grand Cayman only)
- Appeals Brief

Building Control (BC) reviews applications for building permits and inspects the structural, plumbing, electrical and mechanical components of buildings and structures to ensure that Central Planning Authority and Development Control Board approved developments comply with all the codes.

The Current Planning section (CP) is responsible primarily for processing development applications for presentation to the Central Planning Authority (CPA) on Grand Cayman and the Development Control Board (DCB) on the Sister Islands.

The Policy Development section (PD) is responsible for policy preparation and long-range planning issues such as land-use policies, conducting special studies, recommending revisions to the Development Plan, processing rezoning applications, reviewing Designating Order applications and preparing proposed amendments to the Development Plan, Planning Law and Regulations.

The Petroleum Inspectorate is not part of the Planning Department, but has historically maintained a close working relationship with Planning, and thus their website is hosted within the www.planning.gov.ky network.

Planning Laws and Regulations

The Development and Planning Law (2014 Revision)
The Development and Planning Regulations (2014 Revision)
The Development and Planning (Appeals) Rules

Building Control Laws and Regulations

The Building Code Regulations (2006 Revision)
The Electricity Law (2008 Revision)
The Electricity Regulatory Authority Law (2010 Revision)
Electricity Regulations (2011 Revision)

Builders Board Laws and Regulations

The Builders Law, 2007
The Builders Regulations, 2008

Website: www.planning.gov.ky

FREQUENTLY ASKED QUESTIONS

(Hyperlinks are in italics; press the CTRL button and 'Click' the link to follow it to the document)

Current Planning FAQs

The Current Planning division often hears the same questions from applicants repeatedly. Below are some of the most frequently asked questions, and typical answers we respond with. If you have any further questions, please do not hesitate to contact us.

Q: Do I need planning permission to construct a house?

A: Yes. Almost all development on Grand Cayman requires planning permission, including excavation, land clearing, advertising signs, pools, cabanas, sheds, houses, apartments, commercial buildings, and many more. Please contact the Planning Department to see if your development requires planning permission.

Q: I need to notify neighbours regarding a development proposal. Can the Planning Department provide me with a list of addresses?

A: No. The Department of Planning can provide you with information on how many of your neighbour's must be notified (i.e. 250 foot radius, neighbouring properties, etc.), but Lands and Surveys is the agency which can provide addresses. Lands and Survey is located right across from the Department of Planning on the 4th floor of the Government Administration Building. Notification Distances are typically as follows:

Type/size of Proposed Development	Zone	Notice Radius
Commercial	Commercial	300 ft
Non-residential uses	Residential	500 ft
Industrial	Industrial	300 ft
Institutional	Any	500 ft
Hotel	Hotel	300 ft
Apartments (3- 5 units)	Residential	150 ft
Apartments (6-10 units)	Residential	250 ft
Apartments (11 or more units)	Residential	450 ft
Subdivision (up to 6 lots)	Any	150 ft
Subdivision (7 - 10 lots)	Any	250 ft
Subdivision (11 or more lots)	Any	450 ft

Q: I suspect my neighbour is building an illegal development. What can I do?

A: Please contact our enforcement staff immediately. This website has a complaint form you can use, or you can call our enforcement staff at 244-6501.

More Information Available at:

http://www.planning.gov.ky/HTML_BODY/CP/CP_FAQs_Text.htm

Building Control FAQs

Building Control often hears the same questions from applicants repeatedly. Below are some of the most frequently asked questions, and typical answers we respond with. If you have any further questions, please do not hesitate to contact us.

Q: Is there a building code for the Cayman Islands?

A: Yes. There are codes for Building / Structural, Plumbing, Mechanical, Electrical, Gas, Seismic and Wind.

Q: Do commercial fit-outs require building permits?

A: Yes. If a fit-out constitutes a change of use, it will also require approval from the Central Planning Authority.

Q: Do I need a building permit to construct a shed?

A: Yes. All structures in the Cayman Islands require a building permit, and many also require planning permission

Q: Do I need to have a license to operate as an electrical contractor in the Cayman Islands?

A: Yes. Building Control administers the Electrical Licensing program. Application forms are available at:

http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Elec_Contractor_Licensing.htm or from the Department.

More Information Available at: *http://www.planning.gov.ky/HTML_BODY/BCU/BCU_FAQs_Text.htm*

Policy Development FAQs

The Policy Development division often hears the same questions from applicants repeatedly. Below are some of the most frequently asked questions, and typical answers we respond with. If you have any further questions, please do not hesitate to contact us.

Q: Does the Development Plan address land use and planning issues on Little Cayman and Cayman Brac?

A: No. The Development Plan only addresses Grand Cayman. Separate legislation is in place to govern planning issues on the Sister Islands.

Q: Is the Development Plan the only piece of legislation relating to planning on Grand Cayman?

A: No. There are a number of pieces of legislation which address planning issues in the Cayman Islands. The 'enabling' legislation, which creates the basis for planning in the Cayman Islands, is the Development and Planning Law (2014 Revision). This law determines what the Government can regulate, powers of enforcement, and how decisions can be appealed.

The Development and Planning Regulations (2014 Revision) is the legislative version of the Development Plan. This legislation addresses permitted land uses, densities, building heights, and a range of other details. In addition to these two core pieces of legislation, there are many other key pieces of legislation, including the Building Code Regulations (2006 Revision), Tree Preservation Orders (1998), the Appeals Tribunal (Development Plan) Procedural Rules 1975, Designating Orders (2005 Revision), and the Development and Planning (Appeals) Rules (1999 Revision).

Q: Is there a procedure to change the zoning designation on a piece of land?

A: Yes. There is a rezoning process which applicants can pursue. The Planning Department recommends that the timeframe for processing these applications is currently about 12 months. An overview of the rezoning process is available at this link: [Overview of the Rezoning Process](#)

More Information Available at: http://www.planning.gov.ky/HTML_BODY/PD/PD_FAQs_Text.htm

POLICIES & PROCEDURES

(Hyperlinks are in italics; press the CTRL button and 'Click' the link to follow it to the document)

Policy Development Division Overview

The Policy Development section (PD) is responsible for policy preparation and long-range planning issues such as land-use policies, conducting special studies, making revisions to the Development Plan, processing rezoning applications and preparing proposed amendments to the Development Plan, Planning Law and Regulations.

The Policy section also manages planning-related Geographic Information Systems (GIS).

Available at: http://www.planning.gov.ky/HTML_BODY/PD/PD_Overview_Text.htm

Development Plan

Review of the Development Plan is conducted by the Policy Development Section and updates of the review process are posted in this space.

More Information Available at: http://www.planning.gov.ky/HTML_BODY/PD/PD_Development_Plan_Text.htm

Policy Development Documents Library

Below is a list of documents that are available in the Policy Development division's online library, which is available to the public free of charge. More information is available in the Development Plan Revisions section of our website.

Overview of the Rezoning Process

2001 Planning Department Annual Report

2002 Planning Department Annual Report

2003 Planning Department Annual Report

2004 Department of Planning Annual Report

2005 Department of Planning Annual Report

2006 Department of Planning Annual Report

2007 Department of Planning Annual Report

2008 Department of Planning Annual Report

2009 Department of Planning Annual Report

2010 Department of Planning Annual Report

2011 Department of Planning Annual Report

2012 Department of Planning Annual Report

Sign Guidelines

Recommendations for the Sustainable Development of Cayman Brac

Agricultural Land Capability of the Cayman Islands - A Report by Dr. N. Ahmad of the University of the West Indies

Central Planning Authority Aggregate Policy (CH2M Hill Study)

National Tourism Management Plan 2009- 2013

Go East - A Strategy for the Sustainable Development of the Eastern Districts of Grand Cayman

More Information Available at: http://www.planning.gov.ky/HTML_BODY/PD/PD_Document_Library_Text.htm

Draft CPA Policy Documents

This section of the website will act as a distribution centre for the public and stakeholders to review and provide feedback on in-progress policy initiatives. Anyone looking for adopted Planning policies should consult the Document Library.

Landscape Guidelines
Fence and Wall Guidelines
Stormwater Management Guidelines Document
Stormwater Infrastructure Calculator
Industrial Design Guidelines

More Information Available at: http://www.planning.gov.ky/HTML_BODY/PD/PD_Policy_Drafts.htm

FINANCE & ADMINISTRATION

(Hyperlinks are in italics; press the CTRL button and 'Click' the link to follow it to the document)

Administration Overview

The Administration Unit (AD) is responsible for the processing of Planning Fees, and provides support services for Building Control (BC), Current Planning (CP) and Policy Development (PD). The Administration Unit includes front counter staff, processing clerks, and others. Employment and Human Resources is also under the purview of the Administration Unit.

More Information Available at: http://www.planning.gov.ky/HTML_BODY/ADMIN/ADMIN_Overview_Text.htm

Planning Department Employment Opportunities

Employment Application Forms
Cayman Islands Government Application Form

Please address all applications to:

Chief HR Officer,
Ministry of Finance, Tourism and Development,
5th floor Government Administration Building,
133 Elgin Avenue,
George Town, Grand Cayman KY1-9000
CAYMAN ISLANDS

More Information Available at:

http://www.planning.gov.ky/HTML_BODY/ADMIN/ADMIN_Employment_Text.htm

The Department of Planning Staff Directories

Administration Staff Directory

Available at: http://www.planning.gov.ky/HTML_BODY/ADMIN/ADMIN_Staff_Directory_Text.htm

Current Planning Staff Directory

Available at: http://www.planning.gov.ky/HTML_BODY/CP/CP_Staff_Directory_Text.htm

Building Control Staff Directory

Available at: http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Staff_Directory_Text.htm

Policy Development Staff Directory

Available at: http://www.planning.gov.ky/HTML_BODY/PD/PD_Staff_Directory_Text.htm

Planning Department Organizational Chart

Available at: http://www.planning.gov.ky/HTML_BODY/ADMIN/ADMIN_Library/Visio-Staff_Complement_Jan_2014.pdf

Finance

Budgets allocated to each Public Authority

Budget statements for the Planning Department can be found at the link below:

http://www.gov.ky/portal/page?_pageid=1142,1593653&_dad=portal&_schema=PORTAL

Annual Reports for the Department are located in:

Policy Development Documents Library in the 'Policy and Procedures Section' above.

Staff Pay and Grading Structures are available in the:

The Planning Departments Procedures Manual

FREEDOM OF INFORMATION APPLICATION FEES

Schedule 3 (Regulation 14) of The Freedom of Information (General) Regulations, 2008
(Fees are to be tabulated by the Information Manager or assigned Records Officer)

This Schedule prescribes the fees for standard formats, which shall be supported (as applicable) by all public authorities providing copies of records under the Freedom of Information Law.

Copies may be made available in non-standard formats, at a price to be determined by the public authority, not exceeding the actual material and labour costs incurred to produce the copy.

1. Photocopy:

(a) Black and white copy (all sizes) - \$1.00 per page;

(b) Color copy (all sizes) - \$1.50 per page.

2. Photographs:

(a) Black and white / colour (digital photographic print from digital file, scanned hardcopy or existing negative);

(i) 8 ½ x 11 (or smaller) - \$5.00;

(ii) 8 ½ x 14 - \$7.50;

(iii) 11 x 17 - \$10.00;

- (b) Black and white (photocopy or standard print-out) - \$1.00;
- (c) Colour (photocopy or standard print-out) - \$1.50.
- 3. Conversion of an analogue audio or video record (e.g. tape or reel-to-reel) into digital MP3 or DivX file format: an amount that does not exceed the actual costs incurred by the authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium (compact disc or DVD).
- 4. Microfilm duplication 35 mm (\$ 1, 500.00 per roll of 1, 000 ft microfilm; minimum order of 10ft at a cost of \$ 150.00. Microfilm duplication 16 mm (\$380.00 per roll of 100 ft microfilm. A minimum order of 10ft at a cost of \$ 38.00. Microfilm print-out Black and white copy (all sizes) - \$1.00 per page.
- 5. Transcripts - an amount that does not exceed the actual costs incurred by the authority, based on hourly rates of staff undertaking the transcription.
- 6. Conversion of a microfilm record into digital JPEG file format: an amount that does not exceed the actual costs incurred by the authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium (compact disc or DVD).
- 7. Blue print reproduction (\$3.00 per sheet).
- 8. Maps and plans (\$5.00 per page).
- 9. Print-out of a digital document or database report Black and White copy (all sizes) - \$1.00 per page.
- 10. Provision of a digital record (text or image) in standard PDF, JPEG or TIF file format:
 - (a) by email -no charge;
 - (b) on compact disc or DVD - \$2.00.
- 11. Conversion of a paper record (text or image) into digital PDF, JPEG or TIF file format: the actual costs incurred by the authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium (compact disc or DVD).
- 12. Digital text files converted to audio formats for visually impaired the actual costs incurred by the Computer Services Department, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium.
- 13. Posting of record: Where access to the record to which the request relates is to be given in the form of the provision of a copy of the record and the copy provided is, at the request of the applicant, to be sent by post or courier, a charge in respect of the posting or delivery of the copy not exceeding the actual cost of post or delivery.
- 14. Shipping cost (actual cost of shipping method chosen by applicant and a preparation charge of \$20.00).
- 15. Expedited service: \$ 50.00 payable on making the application.

For more on **Fee Structures** please see 'Section 4. Fees and Charges' above.

DECISIONS & RECOMMENDATIONS

(Hyperlinks are in italics; press the CTRL button and 'Click' the link to follow it to the document)

Central Planning Authority (CPA)

The Central Planning Authority (CPA) is a statutory authority appointed by Cabinet to oversee and review the physical development of Grand Cayman. The primary function of the CPA is to prepare development plans and ensure that development proposals conform to the plan.

The Authority's role is defined by law as "to secure consistency and continuity in the framing and execution of a comprehensive policy approved by Cabinet. With respect to the use and development of the land in the islands which this law applies in accordance with the Development Plan for the Islands." The Authority consists of 13 members representing all six electoral districts. The Chairman of the Development Control Board is automatically a member of the CPA. To learn more about the Central Planning Authority, please click on any of the links below:

CPA Overview

[CPA Meeting Agendas and Minutes \(2015\)](#)
[CPA Meeting Agendas and Minutes \(2014\)](#)
[CPA Meeting Agendas and Minutes \(2013\)](#)
[CPA Meeting Agendas and Minutes \(2012\)](#)
[CPA Meeting Agendas and Minutes \(2011\)](#)
[CPA Meeting Agendas and Minutes \(2010\)](#)
[CPA Meeting Minutes \(2009\)](#)
[CPA Meeting Minutes \(2008\)](#)
[CPA Meeting Minutes \(2007\)](#)

More Information Available at: http://www.planning.gov.ky/HTML_BODY/CP/CP_CPA_Intro_Text.htm

Development Control Board (DCB)

The Development Control Board (DCB) has a similar role to the CPA but oversees development on Cayman Brac and Little Cayman. Please click on any of the links below to learn more:

[DCB Overview \(Mandate, Members, etc...\)](#)
[DCB Meeting Minutes \(2015\)](#)
[DCB Meeting Minutes \(2014\)](#)
[DCB Meeting Minutes \(2013\)](#)
[DCB Meeting Minutes \(2012\)](#)
[DCB Meeting Minutes \(2011\)](#)

More Information Available at: http://www.planning.gov.ky/HTML_BODY/CP/CP_DCB_Intro_Text.htm

Electrical Board of Examiners

Building Control (BC), in conjunction with the Electrical Board of Examiners (EBE), oversees the assignment and administration of licensing Electrical Contractors in the Cayman Islands. The EBE administers an entry examination, and meets regularly to review candidate's applications. For more information about becoming a licensed Electrical Contractor, please contact the Building Control Unit at (345) 244-6501.

The **Following Information Titles** and more are available at:

http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Elec_Contractor_Licensing.htm

Electrical License Form

Electrical License Renewal Form

2012 Cayman Islands Electrical Examination Application

Builders Board

Information Available at: *http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Builders_Board.htm*

Boards and committees

Name	Meetings	Minutes
<p><i>Central Planning Authority (CPA)</i></p>	<p><i>The CPA meets twice monthly at the Government Administration Building. Meetings are open to invited applicants, objectors or other interested parties.</i></p>	<p><i>Minutes and agendas of CPA meetings from 2001 to date are available for free at the following link: http://www.planning.gov.ky/HTML_BODY/CP/CP_CPA_Intro_Text.htm Refer to section 3 for accessing Minutes of meetings prior to 1999 and for the year 2000.</i></p>
<p><i>Development Control Board (DCB)</i></p>	<p><i>The DCB meets twice monthly at the District Administration Building, Cayman Brac. Meetings are open to invited applicants, objectors or other interested parties</i></p>	<p><i>Minutes and agendas of DCB meetings from 2011 to date are available for free at the following link: http://www.planning.gov.ky/HTML_BODY/CP/CP_DCB_Intro_Text.htm</i></p>
<p><i>Electrical Board of Examiners (EBE)</i></p>	<p><i>EBE Meetings are held on the second Tuesday of every month at the Government Administration Building.</i></p>	<p><i>Minutes and agendas of EBE meetings from 2008 to 2009 are available for free at the following link: http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Elec_Contractor_Licensing.htm</i></p>
<p><i>Planning Law and Regulations Review Committee</i></p>	<p><i>Meets weekly.</i></p>	<p><i>Meeting Notes are used for internal processes reviews.</i></p>

LISTS & REGISTERS

(Hyperlinks are in italics; press the CTRL button and 'Click' the link to follow it to the document)

Classes of Information

Classes of Information Held

The Planning Department maintains files related to Planning and Building Control applications, as well as Policy Development records, Strategic Planning records, and Administration records. Most of these files are maintained in hard copy, although some recent applications may also contain electronic (PDF) files, such as building plans. FOI applicants are encouraged to state the Block and Parcel information for the subject parcel they are interested in prior to making an application, as this is one of the key ways we can search for a file.

Access to Information related to Applications in Process by the Authority

The Authority shall, in the course of processing an application for planning permission grant the public access to records relating to that application via an inspection in accordance with the 3 provisions below. Access to that record/s shall be obtained in accordance to these provisions:

1. Any member of the public may contact the Department of Planning and request to inspect the site plan and/ or elevations of a "project" and it shall be shown to them. The rationale is that the exterior of the finished structure will be visible to the public (a file retrieval fee of \$25 will apply if the planning file is at the warehouse and needs to be collected). Any member of the public may inquire to know if a project has been granted planning permission related to a "Project", or a Certificate of Occupancy or equivalent related to a "Permit".
2. If the proposed project required that a public notice be placed in the newspaper, then any member of the public can inspect the application, the applicant's submissions and government responses. Similarly, if a member of the public received a "Notice of Application for Planning Permission" under section 15(4) of the Development and Planning Law (As Revised) they can also inspect the application, the applicant's submissions and government responses.
3. If a member of the public wants access to records of a project other than the site plan and elevations drawings, and they did not receive a "Notice of Application for Planning Permission" under the Development and Planning Law (As Revised), nor was the project required to be advertised in the newspaper, then that individual may make an FOI application for access to the desired records under the FOI Law 2007.
4. Access to a record shall be granted to any member of the public that possess a letter from the property owner stating that access to the record maybe granted by that individual.

The authority may at its discretion require or request that certain records relating to an application be published via a secure website for a specified amount of time during the processing of the application. This website must mitigate as best as possible a balance between public viewing and loss of commercial value from publication and reproduction.

Grant of access to records via a notice shall be contained to only those records that relate to the project outlined in the notice. Access to other applications in a planning file may be granted via a separate notice or FOI request.

Exemptions and Reproductions of records of Commercial Value or Copyright Protected

1. Where access is provided to a record via an inspection, the individual shall be notified when personal information has been redacted from the record or the record withheld from the interview, because it was considered an unreasonable release.
2. Where access is provided to a record via an inspection, the individual shall be notified when legal advice has been redacted from the record or the record withheld from the interview.
3. Where access is provided to a record via an inspection, the individual shall be notified when drawings have been withheld because of their interiors content to protect the safety of individuals.
4. Reproductions may be requested of any record that is not exempted from release or copyright protected. An example of a record that is copyright protected under the UK Copyright protection Act, 1956 are drawings submitted to the Authority in connection with an application.

Information Already Published

The Planning website (www.planning.gov.ky) contains application forms, Central Planning Authority minutes, meeting schedules, applicable laws and regulations, contact information and annual reports. We recommend FOI applicants to first consult the website to determine whether or not the information they are looking for has already been published.

Annual Report - Annual reports for the Department of Planning can be found in the Forms and Document section of the Policy Development webpage. The list of reports will be updated in early 2015.

Status of Building Permit Applications

The current status of Building Permit Applications can be determined through the Planning Department's online tracking system, ETrakit. This website is available at <https://www.etrakit.planning.gov.ky>. All building inspection information is managed by the Online Planning System (OPS). Only businesses and individuals that work, own or manage a project have access to this information via <https://dop.secure.ky>. Summary statistics are compiled in each year's Annual Report, and sometimes on a monthly / quarterly basis.

Complaints Procedure

An online feedback form is available for users to get in touch with the Department of Planning and voice any concerns or complaints about the service they have received.

More Information Available at: http://www.planning.gov.ky/HTML_BODY/FOI/FOI_Information_Classes.htm

FOI: Disclosure Log

This is a web page that contains a **disclosure log** detailing all the Planning Department's FOI requests, including outcomes. If you have any questions about this material please contact the Planning Department's FOI Information Manager

More Information Available at: http://www.planning.gov.ky/HTML_BODY/FOI/FOI_Disclosure_Log.htm

Planning Applications Register – 6 Books held with the department detailing applications of the 1990's, 1980's and the late 1970's. Information within these documents is available through the FOI process.

Planning Applications and Construction Documents – Retained in physical or electronic formats. Information may be withheld if its release may harm a *Department* customer's commercial interests.

Trak-IT – The Department's Electronic Records Database and Document Storage System. Sections of this database are available to the public through ETrakIT, other sections are available to Agents of the Department of Planning and some sections of this database are for internal use only.

OPS – The Department's Inspection requests and management system. Contractors, architects, agents and applicants are able to log into this portal and view inspection activity and request new inspections, while automatic email notifications keep all parties abreast of the status of the project.

Jade – The FOI Decision and Correspondence Database. This information documents the FOI process for each application and is therefore not public information except where allowable under the FOI Law.

Asset Register – The Register of the Department of Planning's physical Assets. This document is for internal use.

OUR SERVICES BY SECTION

Current Planning Overview

Available at: http://www.planning.gov.ky/HTML_BODY/CP/CP_Overview_Text.htm

The Current Planning section (CP) is responsible primarily for processing development applications for presentation to the Central Planning Authority (CPA) on Grand Cayman and the Development Control Board (DCB) on the Sister Islands.

Planning permission is required for a range of developments, including houses, apartments, commercial buildings, land clearing, advertising signs, pools, cabanas, sheds, and many more. Current Planning's primary responsibility is to ensure that development proposals are in accordance with the Development Plan, Planning Law and associated Regulations and Policies. Current Planning is also responsible for code enforcement. Emphasis is on compliancy by preventing rather than removing illegal development and uses through staff contact the issuance of Enforcement and Stop Work Notices.

Current Planning Forms and Documents

Below is a list of documents available in the Current Planning document library, which consists of application forms, as well as background information on a number of topic areas. Anyone considering submitting an application is encouraged to read through these documents first.

Current Planning Application Forms

Ancillary and Temporary Buildings, Tents, Containers, Storage, Gazebos, Cabanas - Application Form
Antenna / Wind_Turbine - Application Form
Sign - Application Form
Clearing Land - Application Form
Docks, Seawalls, Davits and Boat Landings - Application Form
Excavation and / or Filling - Application Form
Fence, Pool, Satellite Dish, Wall - Application Form
Generators & Storage Tanks - Application Form
House, Duplex - Application Form
Major Application - Commercial, Institutional, Apartment, Hotel, Industrial, Modification, Change of Use - Application Form
Modification of Planning Permission - Application Form
Planned Area Development - Application Form
Polling Form for 1000 feet
Rezoning - Application Form
Subdivision - Application Form
Notice of Application for Planning Permission - Notification Template

Current Planning Application Information Sheets

Antenna - Application Fees Information
Apartments - Application Information
Cabana - Application Information
Change of Use - Application Information
Commercial Building - Application Information
Container or Storage Building - Application Information
Docks and Seawalls - Application Information
Excavation and / or Filling - Application Information
Hotels - Application Information
House Additions (10% Rule) - Application Information
House, Duplex - Application Information
Industrial Buildings - Application Information
Planned Area Development - Application Information
Pools - Application Information
Rezoning - Application Information
Satellite Dishes - Application Information
Sign or Advertisement - Application Information
Storage Tanks - Application Information
Subdivision - Application Information
Tents - Application Information
Walls and Fences - Application Information

Current Planning Other Documentation

File Request Form

Zoning Guidelines

Current Planning Applications - External Agency Circulation List

Infrastructure Fees Map

Trade and Business License - Request for Planning Department Reference Letter

October 30th, 2008 - Planning Department Presentation to Industry Partners

Polling Requirements for Special Projects 1000 feet

Notification Requirements for Planning Applications

Tree Preservation Order – Review Process

More Information Available at: http://www.planning.gov.ky/HTML_BODY/CP/CP_Document_Library.htm

Zoning Inquiry

The link below will open up a PDF file containing zoning information for all parcels on Grand Cayman, including information on overlay zones (such as the Historic Overlay and Water Lenses). Use the instructions on the initial page to jump to your Block, and then search for your Parcel to preview your zoning.

Please be patient as the document may take up to 1 minute to load.

This information is intended only as an initial reference, and does not replace the Development Plan (1997), its Schedules or subsequent revisions, the Development and Planning Law (2014 Revision), the Development and Planning Regulations (2013 Revision), or any other adopted Law or associated Schedule. Please note that properties may also be affected by other legislation including but not limited to Lands for Public Purposes (LPP). For an official zoning inquiry, please contact the Planning Department at (345) 244-6501

More Information Available at: http://www.planning.gov.ky/HTML_BODY/CP/CP_Zoning_Inquiry_Text.htm

Building Control Overview

Building Control reviews applications for building permits and inspects the structural, plumbing and electrical components of buildings and structures to ensure that Central Planning Authority and Development Control Board approved developments comply with all the codes. Typical inspection areas include Structural, Plumbing, Electrical and Mechanical.

More Information Available at: http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Overview_Text.htm

Building Control Statistics of Permits Issued

Since January 2013, monthly lists of all Building Permits issued have been posted to the Department's website. This serves to keep the public informed on which projects have permission to commence construction. These lists can be found at the following link:
http://www.planning.gov.ky/HTML_BODY/BCU/Permits_Issued.html

Building Control Forms & Documents

Below is a list of documents that are available in the Building Control document library, which consists of application forms, as well as background information on a number of topic areas. Anyone considering submitting an application is encouraged to read through these documents first.

Building Control Application Forms

- Building Permit - Application Form
- Building Permit Extension of Time Request – Application Form
- Certificate of Occupancy - Application Form
- Electrical Contractor Application and Renewal Form
- Electrical License Renewal Form
- Electrical License Application Form
- Liquid Petroleum Gas Application Form
- Generators & Storage Tanks - Application Form
- Special Electrical Service Connection - Application Form
- Revisions and Resubmittals Form
- Alternate Methods / Materials – Application Form
- Foundation Permit – Application Form
- Special Permission to Occupy – Application Form
- Refund Request – Application Form

Building Control Inspection Forms

- Grand Cayman Building Inspection Request Form
- Sister Islands Building Inspection Request Form
- Typical BCU Inspection Process
- Procedure to Obtain a CO
- Government Agency Final Inspection Form
- General Building Inspection Checklist
- Final Building Inspection Checklist
- Interim Building Inspection Checklist
- Final Electrical Inspection Checklist
- Interim Electrical Inspection Checklist
- Mechanical Inspection Checklist
- LPG Inspection Checklist
- Accessibility Inspection Checklist
- Liquor License Form with Electrical Checklist
- Liquor License Form with Plumbing Checklist

OPS Business Registration Form
OPS Contractor (Person) Registration Form
OPS Deposit Form
Out of Hours Inspections – Application Form

Elevator Documents

Elevator Conveyance Permit Application
Elevator System Accident Report
Elevator Variance Request Form
Elevator Permit Submittal Guidelines
Guidelines for Applying for Approval of new Elevator Systems
Pre-Inspection Checklist Form
Request for Elevator Field Inspection

ETrakit Documents

Contractor Database Registration Form
Electronic Submittal Guidelines

Maps

Building Permit Fee Map
Infrastructure Fee Map

Building Control Other Information

Commercial Building Code Review Form
Fit-out Check List Form
Submittal Checklist - Commercial & Multi-Family
Submittal Checklist - Houses and Duplexes
Main Electrical Panel Template
Agricultural Power Application Checklist
Electronic Submittal Guidelines
Electronic Submittal - How to Create A Bookmarked PDF Document
Generators and Storage Tanks Procedure Information
Building Codes in use in the Cayman Islands
BCU 'Blue Sheets' - Local Amendments to Adopted Building Codes
BCU Policy Statements
Electrical Equipment Support Requirements (revised_21-Apr-09)
Residential Egress Window Guidelines
Magazine Article - Building Permits by the numbers

More information Available at:

http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Document_Library_Text.htm

Building Control E- Permit (ETrak-iT and OPS)

The Department of Planning is currently using a permit tracking system called ETrakit that allows applicants to follow their application online through the Plan Review stage.

The system can be accessed at: <https://www.etrakit.planning.gov.ky>

If you are a contractor / architect / agent, please email etrakit@gov.ky for a log-in PIN. You may need to be added to the Contractor Database. If so, please complete the Contractor Database Registration Form and submit it to BC.

During the Inspection Phase of a permit (post red card), the Department of Planning is currently using a separate inspection tracking system called OPS (Online Planning System). Contractors, architects, agents and applicants are able to log into this portal and view inspection activity and request new inspections, while automatic email notifications keep all parties abreast of the status of the project. To sign up for this service, simply email info@planning.gov.ky for details.

In mid-2015, all of the Department's online file tracking and management will be handled through the Online Planning System.

For telephone inquiries regarding Building Permit status, please call Building Control at (345) 244-6501. Ensure that you have your block and parcel number ready prior to calling.

More Information Available at: http://www.planning.gov.ky/HTML_BODY/BCU/BCU_EPermit_Text.htm

Building Control Links

Below is a list of websites which may be of interest for BC clients. Click on these links to open their websites in a new window. Please note that the Planning Department takes no responsibility for content posted on these sites.

1. International Code Council www.iccsafe.org
2. National Fire Protection Association www.nfpa.org
3. U.S. Green Building Council www.usgbc.org

More Information Available at: http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Links_Text.htm

FOI: Application Information

FOI applications to the Planning Department can be made using the following form: Planning Department FOI Application Form, or an email stating what records are desired.

An FOI application can be made to amend or annotate a personal record using the following form:

Planning Department FOI Amendment or Annotation Form

Please note that there may be fees associated with your application. Details can be obtained by viewing the FOI Fee Schedule under the Administration and Finance heading of this section above.

More Information Available at: http://www.planning.gov.ky/HTML_BODY/FOI/FOI_Application_Page.htm