

**NATIVE LAND TRUST BOARD**  
**"Native Land, Our Heritage Our Future"**

**HOW TO OBTAIN A NATIVE LEASE**

The Native Land Trust Board (NLTB) is the administrator of all native land in Fiji, as stipulated in Section 4 of the Native Land Trust Act "The control of all native land shall be vested in the Board and all such land shall be administered by the Board for the benefit of the Fijian owners".

Also, the Board must ensure that "No native land shall be dealt with by way of lease or license under the provisions of this Act unless the Board is satisfied that the land proposed to be made the subject of lease or license is not being beneficially occupied by the Fijian owners, and is not likely during the currency of such Lease or license to be required by the Fijian owners for their use, maintenance or support". It is always encouraged to deal with the Native Land Trust Board on lease matters to avoid any conflicts that may arise.

NLTB is an independent organization established primarily to administer native land for the indigenous landowner. It is not part of Government; rather it is a partner of Government in the development of land based resources for the 'I Taukei'. The NLTB head office is in Suva and it also houses the Regional Office responsible for the Central and Eastern division. The other Regional Offices are in Lautoka, Nadi and Labasa; each Regional Office is responsible for an area in Fiji, the Lautoka Office is responsible for Western Viti Levu with the Yasawa and Mamanuca Island groups, the Labasa for Vanua Levu and Taveuni. The Suva office caters for the Central eastern Viti Levu, Kadavu, Lomaiviti and Lau Group.

Name of Approval	NATIVE LEASE															
Purpose of Approval	NLTB issues a LEASE granting a lessee/tenant the right to occupy and use a piece of land.															
Name of Agency Issuing the Approval	NLTB has established its Head Office with four (4) Regional offices: Central/Eastern Region (Suva), South Western Region (Nadi), North Western Region (Lautoka) and Northern Region (Labasa).															
Contact Information	<table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Telephone:</td> <td style="text-align: center;">Facsimile:</td> </tr> <tr> <td>Head Office, Suva</td> <td style="text-align: center;">3312733</td> <td style="text-align: center;">3312078</td> </tr> <tr> <td>South West, Nadi</td> <td style="text-align: center;">6723771</td> <td style="text-align: center;">6723229</td> </tr> <tr> <td>North West Lautoka</td> <td style="text-align: center;">6661744</td> <td style="text-align: center;">6658191</td> </tr> <tr> <td>North, Labasa</td> <td style="text-align: center;">8811122</td> <td style="text-align: center;">8819291</td> </tr> </table>		Telephone:	Facsimile:	Head Office, Suva	3312733	3312078	South West, Nadi	6723771	6723229	North West Lautoka	6661744	6658191	North, Labasa	8811122	8819291
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Processing Time of the Approval	WITHIN 4 MONTHS															
How decisions are made	A lease application is screened by an Estate officer who then submits a recommendation to the Senior Estate officer for a LEASE APPROVAL; the final decision is made by the Regional Manager.															
Process that must be followed to obtain the approval	Refer flowchart attached															

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**GUIDELINES FOR SUBMITTING AN APPLICATION**

The application form is to be used for all lease purposes i.e

- Residential
- Commercial
- Industrial
- Other
- Tourism
- Agriculture

The grant of a NATIVE LEASE means that a lessee/tenant has the right to occupy and use the land however taking into consideration the terms and conditions of the lease.

Complete the form in black/blue pen. **PLEASE PRINT CLEARLY.**

1. **DETAILS OF APPLICANT** - This section must be completed for all applications. If you require additional space, you may attach separate pages to accompany the application form.
2. **LAND DETAILS** – This section is important to help identify the land in question. Important parts of this section that need to be completed are 2.1, 2.2, 2.3, 2.4 and 2.8. The other parts of this section may be filled out with the help of an NLTB officer.
3. **DECLARATION** – This section must be completed for all applications. The form must be signed and dated personally by the applicant and not an agent or other representative. Upon completion of the above, you will have to submit the form personally with the other required information and fees to one of the NLTB offices situated at:

**Suva**

431 Victoria Parade, Suva

**Nadi**

Airport Central Building, Nadi Airport, Namaka

**Lautoka**

Fiji Pine Complex, 85 Drasa Avenue, Lautoka

**Labasa**

1<sup>st</sup> Floor, Macuata House, Labasa

**For further information, visit our website or call us on 3312733.**

**APPLICATION FOR A NATIVE LEASE for PURPOSES OTHER THAN AGRICULTURE**

Applicant to complete this form in full:

1. The following information must be submitted with this form.
2. FTIB or Immigration Department approvals for overseas applicants.
3. Evidence of registration if applicant is a Company
4. Letter from Employer confirming income and period of employment.
5. Five (5) year Business Plan for Commercial, Industrial Leases.
6. Locality plan for area applied for.
7. Majority consent (> 60%) of landowners for de-reservation if the land is within native reserve.