

## Appendix A:

# Department of Planning Publication Scheme

### CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

### 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 *Planning Department*, 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<sup>1</sup> 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 *Planning Department* 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*.

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<sup>1</sup> A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

### 3. Methods of access

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

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](http://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](mailto:foi.pln@gov.ky) or Charles Brown at [Charles.Brown@gov.ky](mailto:Charles.Brown@gov.ky) or 345-769-1537.

#### 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](mailto: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 Charles Brown (345-769-1537) or Information Manager Robert Lewis (345-769-1504) to request information. The Department's telephone number is 345-769-7526, and its Fax is 345-769-2922. For information regarding the Sister Islands, contact Andrea Stevens ([Andrea.Stevens@gov.ky](mailto: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:

Planning Department  
P. O. Box 31206  
Grand Cayman KY1-1205  
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:

Leeward 1 Building  
Regatta Office Park  
1158 West Bay Road  
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 Charles Brown ([Charles.Brown@gov.ky](mailto:Charles.Brown@gov.ky) or 345-769-1537), or Information Manager Robert Lewis ([Robert.Lewis@gov.ky](mailto:Robert.Lewis@gov.ky) or 345-769-1504). 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 Unit         | Tel. 345-769-1528; | Fax. 345-769-2228 |
| Policy Development (Zoning)   | Tel. 345-769-1537; | Fax. 345-769-7525 |
| Current Planning              | Tel. 345-769-1507; | Fax. 345-769-2922 |
| Administration                | Tel. 345-769-1503; | 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 blue and underlined; 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 online, 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 Law (2008 Revision)
  - Infrastructure Fund (section 38, pages 31-32)  
[http://www.planning.gov.ky/HTML\\_BODY/FOI/FOI\\_Library/The\\_Development\\_and\\_Planning\\_Law\\_\(2008\\_Revision\).pdf](http://www.planning.gov.ky/HTML_BODY/FOI/FOI_Library/The_Development_and_Planning_Law_(2008_Revision).pdf)
  - Infrastructure Fees Map  
[http://www.planning.gov.ky/HTML\\_BODY/CP/CP\\_Library/Infrastructure\\_Fees\\_Map.pdf](http://www.planning.gov.ky/HTML_BODY/CP/CP_Library/Infrastructure_Fees_Map.pdf)
- Development and Planning Regulations (2006 Revision)  
[http://www.planning.gov.ky/HTML\\_BODY/FOI/FOI\\_Library/The\\_Development\\_and\\_Planning\\_Regulations\\_\(2006\\_Revision\).pdf](http://www.planning.gov.ky/HTML_BODY/FOI/FOI_Library/The_Development_and_Planning_Regulations_(2006_Revision).pdf)
  - Current Planning Application Fees (per First Schedule)  
[http://www.planning.gov.ky/HTML\\_BODY/CP/CP\\_Library/Current\\_Planning\\_Application\\_Fees.pdf](http://www.planning.gov.ky/HTML_BODY/CP/CP_Library/Current_Planning_Application_Fees.pdf)
  - Building Permit Fees Map (per Second Schedule)  
[http://www.planning.gov.ky/HTML\\_BODY/BCU/BCU\\_Library/Building\\_Permit\\_Fee\\_Map\\_-\\_030709.pdf](http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Library/Building_Permit_Fee_Map_-_030709.pdf)
- Electricity Regulations (2005 Revision)  
[http://www.planning.gov.ky/HTML\\_BODY/FOI/FOI\\_Library/Electricity\\_Regulations\\_\(2005\\_Revision\).pdf](http://www.planning.gov.ky/HTML_BODY/FOI/FOI_Library/Electricity_Regulations_(2005_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](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](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           | \$10.00       |
| Zoning map: 24 inch by 36 inch           | \$50.00       |
| Zoning map: 36 inch by 60 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](http://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](mailto: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](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 769-7526 or [foi.pln@gov.ky](mailto: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](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,  
2<sup>nd</sup> Floor, Elizabethan Square, Building 1  
George Town, Grand Cayman

PO Box 10727,  
Grand Cayman KY1-1007,  
CAYMAN ISLANDS  
Telephone: +1 345 747 5402  
email: [appeals@ico.gov.ky](mailto:appeals@ico.gov.ky)

### **7. Categories of information**

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

# **ABOUT US**

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

## **Name of public authority**

Department of Planning

## **Ministry**

Ministry of Financial Services, Tourism and Development

## **Principle officer [or Key staff]**

Haroon Pandohie (Director of Planning – Acting), Tel. 345-769-7526  
Robert Lewis (Assistant Director of Planning, Strategic Planning), Tel. 345-769-1505  
Ron Sanderson (Assistant Director of Planning, Current Planning), Tel. 345-769-1504  
Emerson Piercy (Chief Building Control Officer), Tel. 345-769-1521  
Linda McLean (Human Resource Manager), Tel. 345-769-1503  
Leslie Baptiste (Finance Administrator), Tel. 345-769-1547  
Joy Watson (Office Administrator), Tel. 345-769-1512  
Andrea Stevens (Planning Officer, Cayman Brac & Little Cayman, 345-244-4422)

## **Information manager**

Information Manager: Robert Lewis ([Robert.Lewis@gov.ky](mailto:Robert.Lewis@gov.ky) ; 345-769-1505)  
Information Manager Designate: Charles Brown ([Charles.Brown@gov.ky](mailto:Charles.Brown@gov.ky) ; 345-769-1537)  
Alternatively either person can be reached at [foi.pln@gov.ky](mailto: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](http://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 five divisions:  
**Current Planning, Building Control, Policy Development, Strategic Planning, 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

## **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

The [Building Control Unit \(BCU\)](#) 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 [Strategic Planning section](#) was formed in late 2006 in order to address strategic tasks and/or endeavors that are medium to long-term and outcome oriented.

The [Administration unit](#) is responsible for finance, human resource matters and support services for all of the department. The Administration Unit includes front counter staff, processing clerks, and others.

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](http://www.planning.gov.ky) network.

## **Planning Laws and Regulations**

[The Development and Planning Law \(2008 Revision\)](#)

[The Development and Planning Regulations \(2006 Revision\)](#)

The Development and Planning (Appeals) Rules

## **Building Control Unit Laws and Regulations**

[The Building Code Regulations \(2006 Revision\)](#)

[The Electricity Law \(2008 Revision\)](#)

[The Electricity \(Amendment\) Law, 2008](#)

[Electricity Regulations \(2005 Revision\)](#)

The Dangerous Substances Handling and Storage Law, 2003

## **Builders Board Laws and Regulations**

[The Builders Law, 2007](#)

[The Builders Regulations, 2008](#)

Website: [www.planning.gov.ky](http://www.planning.gov.ky)

# **FREQUENTLY ASKED QUESTIONS**

*(Hyperlinks are in blue and underlined; 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 polled (i.e. 250 foot radius, neighbouring properties, etc.), but Lands and Surveys is the agency which can provide addresses. Lands and Surveys is located in BritCay House on Eastern Avenue.

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         | 300 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 5 lots)        | Any         | 150 ft        |
| Subdivision (6 - 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 769-7526.

More Information Available at: [http://www.planning.gov.ky/HTML\\_BODY/CP/CP\\_FAQs\\_Text.htm](http://www.planning.gov.ky/HTML_BODY/CP/CP_FAQs_Text.htm)

## Building Control Unit FAQs

The Building Control Unit 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. The Building Control Unit administers the Electrical Licensing program. Application forms are available at: [http://www.planning.gov.ky/HTML\\_BODY/BCU/BCU\\_Elec\\_Contractor\\_Licensing.htm](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](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 (2008 Revision). This law determines what the Government can regulate, powers of enforcement, and how decisions can be appealed.

The Development and Planning Regulations (2006 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](http://www.planning.gov.ky/HTML_BODY/PD/PD_FAQs_Text.htm)

# **STRATEGIC MANAGEMENT**

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

## **Strategic Planning Overview**

The Strategic Planning section was formed in late 2006 in order to address tasks and/or endeavors that focus on desired organization changing strategies which are medium to long-term, non-routine, qualitative, and outcome oriented. This section initially is responsible for work on internal processes to enhance efficiency, such as developing a Department-wide procedure manual that will detail the submittal and review procedures for all planning and building permit applications, as well as outline processes of all sections of the Department. The remit also comprises the identification and development of long-range strategic planning initiatives. An example include reviewing and recommending changes to planning laws, regulation, policies, procedures and practices for compatibility with the goals of national initiatives, such as the Freedom of Information Law, the National Assessment of Living Conditions, and Hazard Management. Finally, the section is charged with promoting and disseminating best practice information and strategies, as strategic planning utilizes the best practices of the day in a contextual manner in the interest of serving stakeholders in the planning process to the best of the Department's ability.

Available at: [http://www.planning.gov.ky/HTML\\_BODY/STRAT/STRAT\\_Overview\\_Text.htm](http://www.planning.gov.ky/HTML_BODY/STRAT/STRAT_Overview_Text.htm)

# **POLICIES & PROCEDURES**

*(Hyperlinks are in blue and underlined; 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](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](http://www.planning.gov.ky/HTML_BODY/PD/PD_Development_Plan_Text.htm)

## **Policy Development Documents Library**

Below are links to 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](#)

[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](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](#)

[Sign Design Guidelines](#)

More Information Available at: [http://www.planning.gov.ky/HTML\\_BODY/PD/PD\\_Policy\\_Drafts.htm](http://www.planning.gov.ky/HTML_BODY/PD/PD_Policy_Drafts.htm)

## Planning Department Procedures Manual

The procedures manual assembles and updates important planning process matters for the benefit of existing staff, new employees and the Planning Department's customers. It is a "how to" document, structured to explain various parts of the planning process and to provide necessary supplementary information as appendices.

It is expected that the manual will be constantly updated based on amendments to law, regulations, policies, guidelines, procedures and best practice. Logistically, it is impractical to include every possible matter relating to working in the Planning Department in the document. Therefore, the manual also includes hyperlinks to where excluded but relevant information can be located on the Cayman Islands Government intranet or the Department's server.

Portions of the Procedures Manual which deal with personnel or human resources issues are restricted to Planning Department users and are not available for public review.

More Information Available at: [http://www.planning.gov.ky/HTML\\_BODY/STRAT/STRAT\\_Procedures\\_Manual.htm](http://www.planning.gov.ky/HTML_BODY/STRAT/STRAT_Procedures_Manual.htm)

# **FINANCE & ADMINISTRATION**

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

## **Administration Overview**

The Administration Unit is responsible for the processing of Planning Fees, and provides support services for the Building Control Unit (BCU), 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](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 District Administration, Planning, Agriculture & Housing,  
4th floor Government Administration Building,  
71A Elgin Avenue,  
George Town, Grand Cayman KY1-9000  
CAYMAN ISLANDS  
[recruitment.DAPAH@gov.ky](mailto:recruitment.DAPAH@gov.ky)

More Information Available at: [http://www.planning.gov.ky/HTML\\_BODY/ADMIN/ADMIN\\_Employment\\_Text.htm](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](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](http://www.planning.gov.ky/HTML_BODY/CP/CP_Staff_Directory_Text.htm)

BCU Staff Directory

Available at: [http://www.planning.gov.ky/HTML\\_BODY/BCU/BCU\\_Staff\\_Directory\\_Text.htm](http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Staff_Directory_Text.htm)

Strategic Planning Staff Directory

Available at: [http://www.planning.gov.ky/HTML\\_BODY/STRAT/STRAT\\_Staff\\_Directory\\_Text.htm](http://www.planning.gov.ky/HTML_BODY/STRAT/STRAT_Staff_Directory_Text.htm)

Policy Development Staff Directory

Available at: [http://www.planning.gov.ky/HTML\\_BODY/PD/PD\\_Staff\\_Directory\\_Text.htm](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/Staff\\_Complement\\_January\\_09.pdf](http://www.planning.gov.ky/HTML_BODY/ADMIN/ADMIN_Library/Staff_Complement_January_09.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](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 blue and underlined; 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 \(Mandate, Members, etc...\)](#)

CPA [Meeting Agendas and Minutes \(2009\)](#)

CPA [Meeting Schedule \(2009\)](#)

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](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 \(2009\)](#)

DCB [Meeting Schedule \(2009\)](#)

More Information Available at: [http://www.planning.gov.ky/HTML\\_BODY/CP/CP\\_DCB\\_Intro\\_Text.htm](http://www.planning.gov.ky/HTML_BODY/CP/CP_DCB_Intro_Text.htm)

## **Electrical Board of Examiners**

The Building Control Unit (BCU), 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) 769-7526.

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

[http://www.planning.gov.ky/HTML\\_BODY/BCU/BCU\\_Elec\\_Contractor\\_Licensing.htm](http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Elec_Contractor_Licensing.htm)

EBE [Meeting Minutes \(2009\)](#)

EBE [Meeting Schedule](#)

EBE [Meeting Minutes \(2008\)](#)

Wireman Examination Information

Electrical License Examination Information

Application Forms and Additional Information

[2009 Cayman Islands Electrical Examination Application](#)

[June 2009 Wireman Exam Notice](#)

[May 2009 Electrical Licensing Exams Notice](#)

[2009 Electrical Contractors' License Deadline Extended](#)

## **Builders Board**

Information Available at: [http://www.planning.gov.ky/HTML\\_BODY/BCU/BCU\\_Builders\\_Board.htm](http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Builders_Board.htm)

## Boards and committees

| Name   | Meetings  | Minutes  |
|--|---|--|
| <i>Central Planning Authority (CPA)</i>              | <i>The CPA meets twice monthly at the Regatta Office Park (see above for location). Meetings are open to invited applicants, objectors or other interested parties.</i> | <i>Minutes and agendas of CPA meetings from 2007 to date are available for free at the following link: <a href="http://www.planning.gov.ky/HTML_BODY/CP/CP_CPA_Intro_Text.htm">http://www.planning.gov.ky/HTML_BODY/CP/CP_CPA_Intro_Text.htm</a><br/>Refer to section 3 for accessing Minutes of meetings prior to 2007.</i> |
| <i>Development Control Board (DCB)</i>               | <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> | <i>Minutes and agendas of DCB meetings from 2007 to date are available for free at the following link: <a href="http://www.planning.gov.ky/HTML_BODY/CP/CP_DCB_Intro_Text.htm">http://www.planning.gov.ky/HTML_BODY/CP/CP_DCB_Intro_Text.htm</a></i>   |
| <i>Electrical Board of Examiners (EBE)</i>           | <i>EBE Meetings are held on the second Tuesday of every month. At the Regatta Office Park.</i>  | <i>Minutes and agendas of EBE meetings from 2008 to date are available for free at the following link: <a href="http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Elec_Contractor_Licensing.htm">http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Elec_Contractor_Licensing.htm</a></i>   |
| <i>Planning Law and Regulations Review Committee</i> | <i>Meets weekly.</i>  | <i>Meeting Notes are used for internal processes reviews.</i>  |

# **LISTS & REGISTERS**

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

## **FOI: 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.

### **Information Already Published**

The Planning website ([www.planning.gov.ky](http://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 Planning Department can be found in the [Forms and Document](#) section of the Policy Development webpage.

### **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>. 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 Planning department 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](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](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 are 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.

**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

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

## Current Planning Overview

Available at: [http://www.planning.gov.ky/HTML\\_BODY/CP/CP\\_Overview\\_Text.htm](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 are lists of the Current Planning's document library, which provides 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](#)

[Rezoning - Application Form](#)

[Subdivision - Application Form](#)

[Polling Form for 1500 feet](#)

### Current Planning Application Information Sheets

[Antenna - Application 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](#)

[Generators & Storage Tanks - Application Information](#)

[Hotels - Application Information](#)

[House Additions \(10% Rule\) - Application Information](#)

[House, Duplex - Application Information](#)

[Industrial Buildings - Application Information](#)

[Pools - Application Information](#)

[Rezoning - Application Information](#)

[Satellite Dishes - Application Information](#)

[Sign or Advertisement - Application Information - Application Information](#)

[Subdivision - Application Information](#)  
[Tents - Application Information](#)  
[Walls and Fences - Application Information](#)

#### **Current Planning Other Documentation**

[Current Planning Applications - External Agency Circulation List](#)  
[Current Planning Application Fees](#)  
[Infrastructure Fees Map](#)  
[Notice of Application for Planning Permission - Notification Template](#)  
[Parking Lot and Stall Design Diagrams](#)  
[Trade and Business License - Request for Planning Department Reference Letter](#)  
[October 30th, 2008 - Planning Department Presentation to Industry Partners](#)  
[Polling Requirments for Special Projects 1500 feet](#)  
[Polling Requirments for Typical Projects](#)

More Information Available at: [http://www.planning.gov.ky/HTML\\_BODY/CP/CP\\_Document\\_Library.htm](http://www.planning.gov.ky/HTML_BODY/CP/CP_Document_Library.htm)

#### **Current Planning E-Project (ETrakIT)**

The Planning Department is currently testing a project tracking system called ETrakit which will allow applicants to follow their planning application online. A draft of this system is available at <https://www.etrakit.planning.gov.ky>

For telephone inquiries regarding Planning Project status, please call the Planning Department at (345) 769-7526. Ensure that you have your block and parcel number ready prior to calling.

More Information Available at: [http://www.planning.gov.ky/HTML\\_BODY/CP/CP\\_E-Project.htm](http://www.planning.gov.ky/HTML_BODY/CP/CP_E-Project.htm)

#### **Zoning Inquiry**

The link on this page 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 (2005 Revision), the Development and Planning Regulations (2006 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) 769-7526.

More Information Available at: [http://www.planning.gov.ky/HTML\\_BODY/CP/CP\\_Zoning\\_Inquiry\\_Text.htm](http://www.planning.gov.ky/HTML_BODY/CP/CP_Zoning_Inquiry_Text.htm)

#### **Report a Violation**

A Note pad is available online at the link below that allows you to send an anonymous message to us or you can contact us directly on 769-7526.

Available at: [http://www.planning.gov.ky/HTML\\_BODY/CP/CP\\_Report\\_Violation\\_Text.htm](http://www.planning.gov.ky/HTML_BODY/CP/CP_Report_Violation_Text.htm)

#### **Planning Department Feedback**

Feedback is monitor and received through all sections of the department but a compliment or complaint can be made formally through the use of the form below.

[Compliment / Complaint Form](#)

More Information Available at:

[http://www.planning.gov.ky/HTML\\_BODY/STRAT/STRAT\\_Department\\_Feedback\\_Text.htm](http://www.planning.gov.ky/HTML_BODY/STRAT/STRAT_Department_Feedback_Text.htm)

## BCU Overview

The Building Control Unit (BCU) 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](http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Overview_Text.htm)

## BCU Forms & Documents

Below are links to the BCU's document library, which provides 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.

### BCU Application Forms

[Building Inspection Request Form](#)  
[Electrical Inspection Request Form](#)  
[Building Permit - Application Form](#)  
[Certificate of Occupancy - Application Form](#)  
[Electrical License - Application Form](#)  
[Electrical Contractor - Application and Renewal Form](#)  
[Liquid Petroleum Gas Application Form](#)  
[Generators & Storage Tanks - Application Form](#)  
[Special Electrical Service Connection - Application Form](#)  
[2009 Cayman Islands Electrical Examination Application](#)

### Elevator Documents

[Elevator Conveyance Permit Application](#)

### ETrakit Documents

[Contractor Database Registration Form](#)

### BCU Other Information

[Building Codes in use in the Cayman Islands](#)  
[BCU 'Blue Sheets' - Local Amendments to Adopted Building Codes](#)  
[BCU Policy Statements](#)  
[Building Permit Fee Map](#)  
[Procedure to Obtain a CO](#)  
[Electrical Equipment Support Requirements \(revised 21-Apr-09\)](#)  
[Residential Egress Window Guidelines](#)  
[BCU Statistics](#)  
[Typical BCU Inspection Process](#)  
[Generators and Storage Tanks Procedure Information](#)  
[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](#)  
[Magazine Article - Building Permits by the numbers](#)  
[October 30th, 2008 - Planning Department Presentation to Industry Partners](#)

More information Available at: [http://www.planning.gov.ky/HTML\\_BODY/BCU/BCU\\_Document\\_Library\\_Text.htm](http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Document_Library_Text.htm)

## BCU E- Permit (ETrakIT)

The Planning Department is currently testing a permit tracking system called ETrakit which will allow applicants to follow their application online.

A draft of this system is available at <https://www.etrakit.planning.gov.ky>

If you are a contractor / architect / agent, please email [etrakit@gov.ky](mailto: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 BCU.

For telephone inquiries regarding Building Permit status, please call the Building Control Unit at (345) 769-7526. 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](http://www.planning.gov.ky/HTML_BODY/BCU/BCU_EPermit_Text.htm)

## BCU Links

Below is a list of websites which may be of interest for BCU 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](http://www.iccsafe.org)
2. National Fire Protection Association [www.nfpa.org](http://www.nfpa.org)
3. U.S. Green Building Council [www.usgbc.org](http://www.usgbc.org)

More Information Available at: [http://www.planning.gov.ky/HTML\\_BODY/BCU/BCU\\_Links\\_Text.htm](http://www.planning.gov.ky/HTML_BODY/BCU/BCU_Links_Text.htm)

## 2008 World Town Planning Day Awards

Five individuals who've made significant contributions to Planning in Grand Cayman were honoured at the Central Planning Authority awards on November 20th. Held as part of this month's World Town Planning Day activities, the awards recognized outstanding contribution to preservation, development, and planning as well as for lifetime achievement.

The award winners were:

**Preservation:** Mrs. Gina Ebanks-Petrie ([Bio](#))

**Development:** The family of the late Capt. Rayal B. Bodden, Sr., MBE, JP ([Bio](#))

**Planning:** The family of the late Mr. Haig Bodden, MBE ([Bio](#))

**Outstanding Past CPA Member:** Mr. Attlee Bodden ([Bio](#))

**Lifetime Achievement:** The family of the late Dr. Marco Giglioli, OBE ([Bio](#))

More Information Available at: [http://www.planning.gov.ky/HTML\\_BODY/STRAT/STRAT\\_CPA\\_Awards\\_2008.htm](http://www.planning.gov.ky/HTML_BODY/STRAT/STRAT_CPA_Awards_2008.htm)

## FOI: Application Information

FOI applications to the Planning Department can be made using the following form:

[Planning Department FOI Application Form](#)

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](http://www.planning.gov.ky/HTML_BODY/FOI/FOI_Application_Page.htm)