



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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1343

PORT OF SPAIN CORPORATION

PUBLIC STATEMENT

**PUBLISHED PURSUANT TO
SECTIONS 7, 8 AND 9
OF THE
FREEDOM OF INFORMATION ACT OF 1999**

**Government of the Republic of Trinidad and
Tobago**
**Public Statement of the Port of Spain
Corporation**
**In compliance with sections 7, 8 and 9 of
The Freedom of Information Act (FOIA) 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Port of Spain Corporation is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access information held by the Port of Spain Corporation.
- (2) A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading.
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- (4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

FUNCTION AND STRUCTURE OF THE PORT OF SPAIN CORPORATION

SECTION 7 STATEMENTS

Section 7 (i) (a) (i)

Mission Statement

The mission of the Port of Spain Corporation is to transform the City of Port of Spain into a modern urban centre by the year 2010 through the combined synergies of its Council and Administration, the Central Government, the Business Sector, Non-Governmental Organizations, and Citizens.

Role, Structure and Functions of the Port of Spain Corporation:

The Port of Spain Corporation is a Statutory Body. It is the Municipal Authority for the City of Port of Spain established by the Legislative Council on June 26, 1914 and continued over time by divers Acts of Parliament the most recent being the Municipal Corporations Act No. 21 of 1990 (M.C.A.)

It bears the legal name of: The Mayor, Aldermen, Councillors and Citizens of the City of Port of Spain by which name it shall have perpetual succession and can sue or be sued in court actions.

The Port of Spain Corporation is therefore charged with the role of provider of Local Services inclusive of sanitation, infrastructure development and maintenance and public health.

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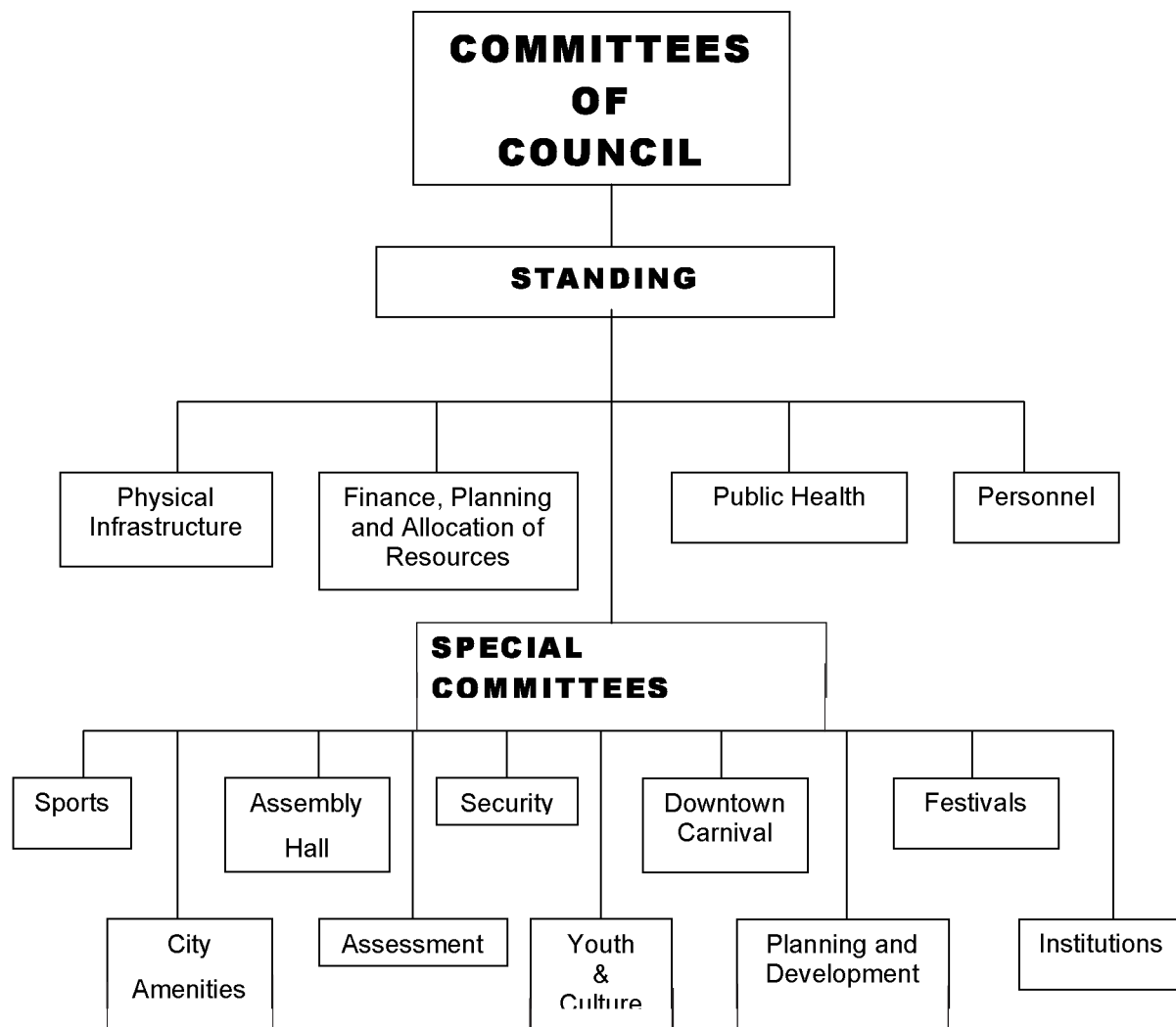
The Port of Spain Corporation is comprised of two functional arms viz:

(a) The Council

The Political Arm or Council is comprised of the Mayor, four (4) Aldermen and twelve (12) Councillors and is the decision-making body of the Corporation (Section 10 of the Municipal Corporations Act).

Each Councillor represents an electoral district.

There are four (4) Standing Committees and various Special Committees.

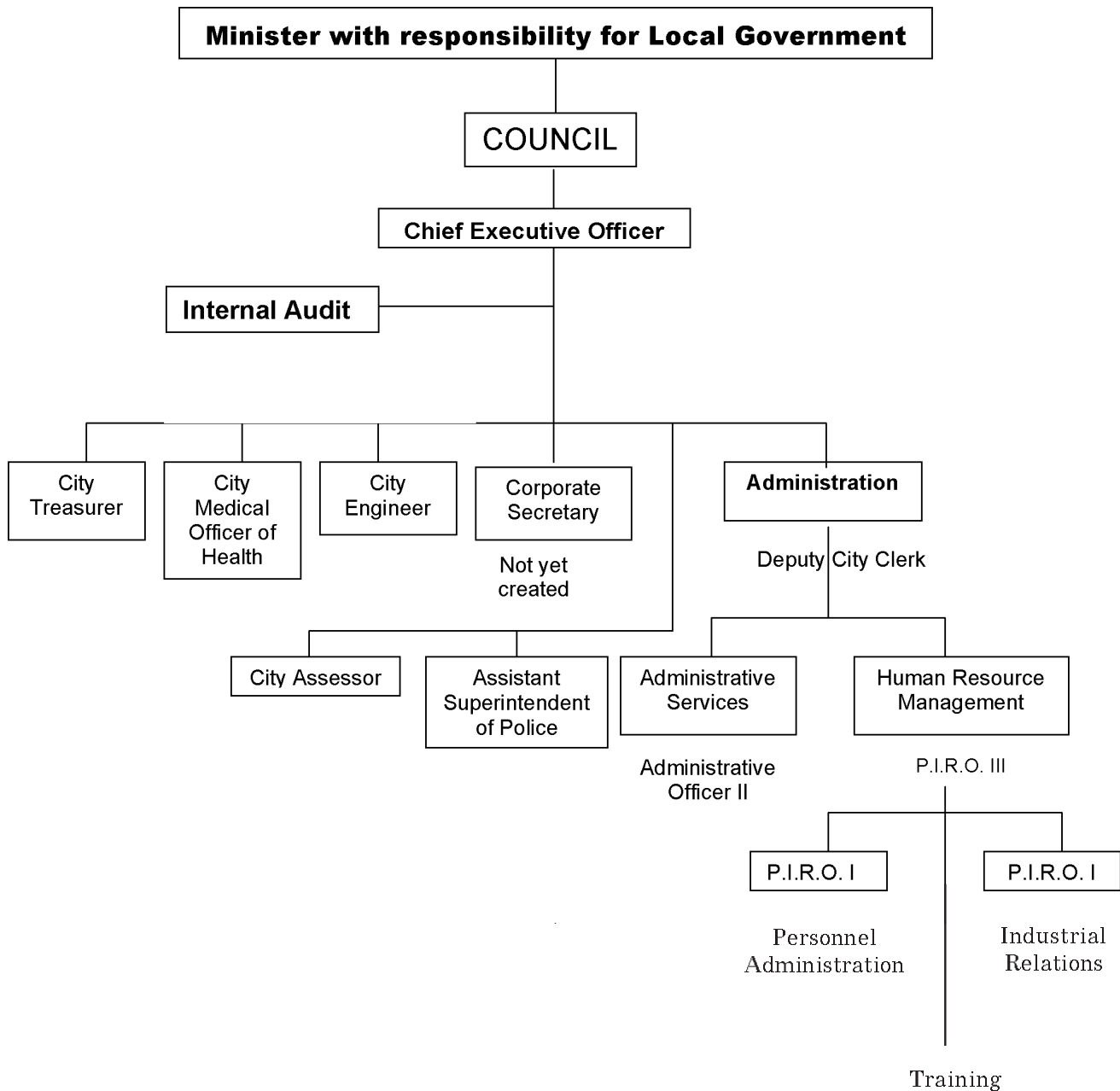


THE ADMINISTRATION

The Administrative Arm is comprised of a staff of pensionable officers and non-pensionable employees and is headed by the Chief Executive Officer.

It is divided into five (5) Administrative Centres: Engineering, Finance, Health, Personnel and Security.

ORGANIZATIONAL CHART



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The Port-of-Spain Corporation is charged with the role of provider of Local services inclusive of sanitation, infrastructure development and public health and security. As a consequence of its varied functions and being the state capital, its operations significantly impact on various sectors of the national community:

- **Through its health care services the Port of Spain Corporation significantly affects the quality of life of its burgesses. Vaccines are provided through its immunization programme.**

Follow up services to school by Public Health Visitors influence early detection of visual, hearing, dental, social, economic and many other childhood problems.

Additionally, the maintenance of water courses, the control of rodents and vector control, visits to food premises by Public Health Inspectors and the maintenance of a cancer registry are examples of health facilities provided by the Corporation.

Early detection and prevention are thus the focus of the Port of Spain Corporation health care objective.

- **Visits to various municipal districts by Building Inspectors ensure the adherence to building codes thereby eliminating haphazard development.**
- **The work of the Port of Spain Corporation also assists in the alleviation of poverty through the provision of employment by job creation.**
- **Members of the public have the opportunity to be involved in the formulation of policy through their elected representatives of Council.**

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- Significantly, views and recommendations of various communities (e.g. business and other interest groups) are represented through appointed Aldermen. Furthermore, the Council is mindful of societal needs through public utterances, complaints, letters to Editors and Government policies.

In general, the facilities of the Capital city, Port of Spain are available to all citizens, visitors and users of the City.

Section 7 (i) (a) (ii)

CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE PORT OF SPAIN CORPORATION

- Financial and Accounting documents
- Strategic Review and Strategic Plans
- Registers
- Reports
- Minutes/Agenda of Meetings
- Policy documents
- Records
- Manuals
- Inventories
- Personnel Records
- Complaints Register
- Detailed FOIA Public Statement

Section 7 (i) (a) (iii)**MATERIAL PREPARED FOR INSPECTION BY THE PUBLIC**

The public may inspect and/or obtain copies of the following material on Mondays, Wednesdays and Fridays between the hours of 1.00 p.m. and 3.00 p.m.

❖ Financial and Accounting Documents:-

- Draft Estimates of Revenue and Expenditure
- Recurrent and Development Programme
- Approved Estimates of Revenue and Expenditure, Recurrent and Development Programme
- Detailed Estimates of approved projects
- Annually Audited and Unaudited Financial Statements
- Monthly Financial Statements

❖ Registers:-

- Fees
- Food Badges
- Business Plans
- Water Applications
- Petty Contractors and Bonded Contractors
- Approved Plans – Building and Sub-division
- Market and Cemetery Allotments
- Complaints

❖ Minutes:-

- All Committee Minutes
- Statutory Meetings

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❖ Reports:-

- Administrative
- Infrastructure
- Public Health
- Human Resource
- Finance
- Technical
- Audit
- Miscellaneous

❖ Maps:-

- Electoral
- Regional
- National Emergency Management Agency (NEMA)

❖ Policy:-

- Collective Agreement
- General Policy Matters
- Ministry of Infrastructure and Local Government Policy Circulars
- Public Health Matters
- Legal Matters
- Infrastructure Matters
- Chief Personnel Officer (CPO) Circulars
- Ministry of Finance Circulars
- Ministry of Planning Circulars

❖ Records:-

- Personnel
- Industrial Relations
- Finance/Accounting
- General Administration

Section 7 (i) (a) (iv)**Literature by way of subscription**

There is no literature with respect to subscriptions.

Section 7 (i) (a) (v)**Procedure to be followed when accessing a document from the Port of Spain Corporation****How to request information:**

- **General Procedure**

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused). You must make your request in writing. The applicant must, therefore, complete the appropriate form (*Request for Access to Official Documents*) available in our Library/Reception/Lobby etc. for information that is not readily available in the public domain.

- **Addressing Requests**

To facilitate prompt handling of your request, please address it to the Designated Officer of the Corporation (see Section 7 (i) (a) (vi).

- **Details in the Request**

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

Requests not handled under the FOIA

- A request will not be processed if it asks for information which is currently in the public domain.

Responding to your Request

- The Port of Spain Corporation is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage.

Prior to the commencement of the Freedom of Information Act 1999, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed, for example The Exchequer and Audit Act, Chapter 69:01.

- **Furnishing Documents**

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note we are not compelled to do the following:

- (a) Create new documents. For example, we are not required to write a new programme so that a computer will print in the format you prefer.

- (b) Perform research for you.

Time Limits

- **General**

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

Time allowed

- We will determine whether to grant your request for access to information **as soon as practicable but no later than 30 days** as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies, if you so request.

Section 7 (i) (a) (vi)

Officers in the Port of Spain Corporation responsible for:

- (1) The initial receipt of an action upon notices under Section 10.
- (2) Requests for access to documents under Section 13; and
- (3) Applications for correction of Personal Information under Section 36 of the FOIA.

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The Designated Officer is: **Ms. Sandra Timothy**
Ag. Administrative Officer II

Address: **City Administration Department**
First Floor
City Hall
2-4 Knox Street
Port of Spain

Telephone: **868-623-1121/9, Ext. 267**

Fax: **868-623-1125**

E-Mail Address: **citycorp@tsst.net.tt**

The alternate officer is: **Mrs. Hallima Ali**
Personnel and Industrial Relations
Officer III

Address: **Personnel Department**
Third Floor
City Hall
2-4 Knox Street
Port of Spain

Telephone: **868-623-1121/9, Ext. 217**

Fax: **868-623-1125**

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Section 7 (i) (a) (vii)

Statutory Meeting

Council meetings are held the last Thursday of every month at 2.00 p.m. These meetings are open to the Public.

Section 7 (i) (a) (viii)

READING ROOMS OF THE PORT OF SPAIN CORPORATION

Information in the public domain can be accessed in our library or through our website at www.cityofportofspain.org.tt

Reading Rooms are available for public use at the Port of Spain Corporation. They are located in the Council Committee Room on the first (1st) floor and the Library on the third (3rd) floor.

You may make general enquiries to our Librarian/Designated officer at 623-1121/4, Ext 320/267.

Hours of Operation

Mondays, Wednesdays and Fridays between the hours of 1.00 p.m. and 3.00 p.m.

Policy of the Port of Spain Corporation for provision of copies of documents held in the public domain.

- Charge for Photocopies is twenty five (25) cents per page, however if you provide your own paper no fee will be charged.
- Certain provision of documents may be subject to a small charge to cover administrative costs. An index of prices is available in the Library.
- No smoking, eating or drinking is allowed in the Reading Room/Library etc.

SECTION 8**LEGAL AUTHORITY FOR OPERATION OF THE PORT OF SPAIN CORPORATION**

The following are the Legal Documents under which the Port of Spain Corporation is authorized to operate:-

- Municipal Corporations Act 21 of 1990 and its Amendment Act 8 of 1992
- Standing Orders
- Market and Abattoir Bye Laws
- Advertisement Fees Bye Laws

SECTION 9**REPORTS**

The following reports are available for viewing:-

- Baseline study on Solid Waste Management in the city of Port of Spain
- Administrative Report in accordance with Section 66 D of the Constitution of the Republic of Trinidad and Tobago (January, 2002 to September, 2003)
- Gonzales Community Profile - East Port of Spain, Trinidad

STANDARD OPERATING PROCEDURES OF THE PORT OF SPAIN CORPORATION

ACTIVITY: CEMETERY/CREMATION MATTERS

1. Access to Public Graves

Procedure:-

- Verbal request is made for use of a public grave at the City Administration Department.
- Once a grave is available, approval in writing is given to the applicant to take to the Cemetery Keeper.
- The Cemetery Keeper will process documentation for payment of the necessary charges.

This facility is available to residents of Port of Spain.

2. Inclusion of Names on Cemetery Grant

Procedure:-

- Existing owners must sign the new assignment cards in the presence of the Chief Executive Officer. In the case of the owner residing abroad, new cards must be signed in the presence of a Notary Public.
- The cards are returned to the City Administration Department where the Chief Executive Officer countersigns them.
- A cost of \$230 is charged for this transaction.

Requirements:-

- Completed Application Form
- Original Assignment Card/Grant/Certified Copy

3. Transfer of Allotment

Procedure:-

- Existing owners must sign the new assignment cards in the presence of the Chief Executive Officer. In the case of owners residing abroad. New cards must be signed in the presence of a Notary Public.
- The cards are returned to the City Administration Department and countersigned by the Chief Executive Officer.
- A cost of \$575 is charged for this transaction.

Requirements:-

- Completed application form
- Original Assignemtn Card/Grant/Certified Copy

4. Change of Ownership on the Death of Owners

Procedure:-

- Applicant receives an endorsement of the change on the document of ownership free of charge or if no document of ownership is produced.
- Applicant requests a certified copy of the allotment from the Cemetery Keeper at a cost of \$115 after change has been made.

Requirements:-

- Completed application form.
- Original Assignment Card/Grant/Certified Copy
- Original and copy of Death Certificate(s) if removing the names of the deceased owners.
- Original and copies of Probate of Will and Will/Letters of Administration if ownership is to be changed based on these documents.

5. Change of Name

Procedure:-

- Applicant can receive an endorsement of the change on the document of ownership free of charge, or
- Applicant can make a request for a certified copy of the register of allotment from the Cemetery Keeper at a cost of \$115.

Requirements:-

- Original and copy of Deed of Poll or
- Original and copy of Marriage Certificate and
- Original Assignment Card/Grant/Certified Copy

6. Cremations

Procedure:-

- Register death with the Registrar of Births and Deaths in the district where the death occurred.
- Contact the Crematorium or a Funeral Director to make arrangements for cremation.
- Forms are to be taken to the Divisional Police Headquarters in the area where the deceased lived prior to death, on approval a permit to cremate will be issued.
- Payment for services can be made either through the Funeral Director or by obtaining a bill from the Crematorium for payment to the Cashier at the City Hall, Mondays to Fridays between 8 a.m. and 2.30 p.m. or by obtaining a Manager's Cheque from a bank made payable to the Crematorium.
- All documents together with receipt or cheque are returned to the Crematorium.

Requirments:-

- An application form must be completed and signed by the closest relative or Executor and a Witness.
- Certificate of Medical Attendant and Confirmatory Medical Certificate are to be signed by separate Medical Practitioners.
- Where applicable a Certificate after Post-Mortem Examination is also obtained.
- Coffins must be of combustible material and must contain no lead or zinc handles and have minimum embellishments.
- Coffins should measure no more than 81 in./2m 60cm in length, 19 in./48 cm in height, 27 in./68 cm in width.
- Open coffins will not be accepted if corpse is in a decomposed state, emanating any stench and/or if death was due to a contagious disease.
- All cremains must be claimed within 2 weeks of cremation.
- A memorial plaque is needed to seal columbarium. Costs of plaques will be determined by Suppliers.

Cost of transactions:-

➤ Adult	-	\$1,280
➤ 8 – 12 years	-	\$1,150
➤ Under 8 years	-	\$ 920
➤ 1 year and under	-	\$ 253
➤ Use of Prayer Room for conducting religious service	-	\$ 28.75
➤ Use of Prayer Room only (no cremation)	-	\$ 57.50
➤ Use of synthesizer	-	\$ 28.75
➤ Large urn to take away cremains	-	\$ 51.75
➤ Small urn to place in columbarium	-	\$ 23
➤ Rental of columbarium niche for a period of 5 years	-	\$ 115
➤ Saturday charges (Additional)	-	\$ 300

1343—Continued

The Crematorium is opened Monday to Saturday between 8.00 a.m. and 5.00 p.m., except public holidays.

7. Exhumations ¹

Procedure:-

- Written request is made stating date when exhumation is required.
- Licence is granted giving approval to carry out exhumation.

Requirement:-

- Completed application in duplicate and signed in the presence of a Commissioner of Affidavits.

Cost of Exhumation for Burials:-

- | | | |
|----------------------|---|---------|
| ➤ Less than 6 months | - | \$3,080 |
| ➤ 6 to 12 years | - | \$2,760 |
| ➤ Over 12 years | - | \$1,960 |

Cost of Exhumation for Cremations

- | | | |
|-------------------------------|---|---------|
| ➤ First 40 minutes | - | \$ 253 |
| ➤ For every additional minute | - | \$ 5.75 |

¹ All forms that are required for a cremation must also be obtained for the exhumation of cremains.

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ACTIVITY: PROPERTY MATTERS**1. Consents to the Assignment of Leases
 Absolutely or by Way of Mortgage**

Procedure:-

- Applications are processed subject to the following:
 - The payment of all outstanding rates and taxes.
 - There must be no building or health violations.

Cost of transaction:-

- Spanish Court - \$575
- Other - \$345

2. Tenancy Agreements

Procedure:-

- Application to be made at the Woodbrook Estate section of the City Treasurer's Department.

Requirements:-

- Applications are processed subject to the following:-
 - The payment of all outstanding rates and taxes.
 - There being no building and health violations.

Cost of transaction - \$575

3. Leases

Procedure:-

- Written application to the Chief Executive Officer requesting the renewal of a lease for the property in question or surrender and grant of fresh lease as the case may be.
- The purpose of the lease must be clearly stated:-
 - Residential
 - Residential/Commercial
 - Commercial (type of business must be specified)

1343—Continued

Requirements:-

- Applications are processed subject to:-
 - The payment of all-outstanding rates and taxes.
 - There being no outstanding building or health violations.

Cost of transactions:-

- Corporation Fees - \$1,150
- Legal Fees to be determined by the Attorney assigned to prepare the new deed of lease.

ACTIVITY: BUILDING PERMITS

A Building Permit is a document, which grants legal permission to begin construction of a building project. The City Engineer issues the Permit. It protects the health, safety and welfare of the public

Projects that need Building Permits:

- New constructions.
- Additions, alterations and/or renovations.
- Relocations and repairs or rehabilitation of a building or structure.
- Finishing previously unfinished spaces i.e. recreation rooms, family rooms, attics, etc.
- Repair and underpinning of foundations.
- Installation of pools (including any device capable of holding 600 m (24 in.) or more of water.
- Construction of decks in excess of 200 mm (8 in.) above the ground.
- Construction of walls that are required to retain soil or any such material in excess of 1 m in height/depth.
- Installation of satellite dishes.
- Construction of temporary buildings.
- Construction of accessory building i.e. storage, sheds, etc.
- Construction of attached and detached garages and carports.
- Demolitions.

Requirements:-

- Electrical, mechanical and plumbing permits.
- Fire Authority, W.A.S.A. and the Factory Inspectorate approvals.
- Town and Country Planning Division approval for change in site development or land use.
- Approved Building Plans are stamped and signed by the City Engineer.

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Cost for transactions:-**1. Building Permits**

➤ Residential – single family	\$200
➤ Residential – multi family	\$200 per unit
➤ Mixed use – residential/commercial or professional	\$500 for 1 – 2 storeys \$250 per additional storey
➤ Commercial/Institutional/Industrial	\$250 per additional storey

2. Completion Certificates

➤ Residential – single family	\$150
➤ Residential – multi-family	\$150 per unit
➤ Mixed use – commercial/institutional/Industrial	\$250 per storey \$150 per additional storey \$100 per separate unit

3. Copies of Completion Certificates

➤ Residential	\$100
➤ Commercial	\$200

4. Permit to Block the Footway

➤ Residential per 50 ft. length per month or part thereof	\$100
➤ Commercial per 50 ft. per month or part thereof	\$300

5. Searches

Previously approved Plans	\$100
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6. Other

Building lots/merges	\$250 per lot
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ACTIVITY: HOUSE RATES**Procedure:-**

- Rates are payable at the Cashier, Mondays to Fridays between the hours of 8 a.m. and 2.30 p.m.

Requirements:-

- Annual House Rate is calculated at 10% (the maximum permitted) of the Annual Rateable Value.
- House Rates become due and payable on May 1st each year. After July 31st a Statutory Increase of 10% is added to unpaid rates and if remain unpaid for another year a further 10% is charged. If unpaid for two years, property may be sold by Public Auction under the Rates and Charges Recovery Ordinance.

ACTIVITY: RETURN OF OWNERSHIP/SUBMISSION OF RETURNS**Procedure:-**

- Accurately completed form signed and returned to the City Assessor's Department.
- Transfer Fee of \$57.50 is payable at the Cashier from Monday to Friday between the hours of 8 a.m. and 2.30 p.m.

Requirements:-

- Deed of Conveyance is needed for freehold properties when purchasing house or land or land only.
- Deed of Assignment is required as proof that the house was purchased.
- A copy of the Transfer receipt or Land receipt must be produced.
- Deed of Assent, copy of a Will, Probate along with inventory of proceedings, copy of Death Certificate, Letters of Administration and copy of Inventory are required if the owner is deceased and left the property in the beneficiary's name.
- Deed of Gift is necessary for effective transfer of property by way of gift.
- Deed of Lease, Deed of Rectification and/or Deed of Exchange must be presented with certified copies.
- Separated/Divorced applicants require the provision of a copy of Deed Poll to show change of name, receipts and bill of sale documents (Chattel House), returns for land use must be presented to the City Assessor's Department.

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ACTIVITY: GARBAGE COLLECTION

Times and Areas of Operation

2 a.m.	Newtown area
4 a.m.	Eastern areas (Belmont, Laventille, Gonzales, East Dry River)
6 a.m.	St. Clair, Cocorite, parts of St. James
9 – 12 noon	Ellerslie Park, Federation Park, Rookery Nook and surrounding areas
7 p.m.	Woodbrook, uptown Port of Spain
9 p.m.	St. James

ACTIVITY: RODENT/VECTOR CONTROL**1. Disinfestation**

Procedure:-

- Requests are made orally or written for an assessment of premises.
- An evaluation is done for prevalence of infestation.
- Disinfestations are carried out in 6 week cycles either using the perifocal method where the treatment is carried out on the local source of breeding and/or by residual spraying of adult mosquitoes.
- Rodent control is carried out in the city over a 3-month cycle.

Cost for transaction: \$497.68

2. Bat Control

Procedure:-

- Regular checks of affected areas are carried out over a 6-month cycle.
- Bats are destroyed to guard against rabies.
- Complaints of sightings are followed-up immediately.

1343—Continued

ACTIVITY: CANINE CONTROL**Procedure:-**

- Stray canine are collected off the streets and transported to the Dog Pound.
- They are kept impounded for a period of 5 days before they are disposed of.
- Owners are required to pay a reclamation fee of \$30.

ACTIVITY: HEALTH EDUCATION PROGRAMMES**Procedure:-**

- Requests are made for lectures on Public Health to be done at schools and business institutions.
- Visual aids are used to demonstrate methods of preventing illnesses within the city.
- Programmes are held to observe International Observance Day Demonstration e.g. World Aids Day, World Tobacco Day, etc.
- Linked to NEMA as a Task Force and co-ordinates for the City.

ACTIVITY: FOOD BADGE**Procedure:-**

- Food Badges are processed on Mondays and Thursdays between the hours of 8.30 a.m. and 11.00 a.m.
- Food Handlers are interviewed by Public Health Inspectors and a record is kept of their interview.
- Food Handlers are attended to on a first-come first-served basis.
- Food Badges are valid for one calendar year i.e. January 1 to December 31.
- Food Badges are processed on the same day.

Requirements:-

- A medical certificate is to be presented to the interviewing Public Health Inspector.
- Two (2) recent passport size photographs for first time applicants. These can be purchased at the Public Health Department at a cost of \$10.
- Renewal applicants are required to walk with expired badges.
- Some form of identification is required.
- Food Handlers are required to attend a Lecture.

Cost of transaction: \$25.

ACTIVITY: INSPECTION OF FOOD PREMISES**Procedure:-**

- Public Health Inspectors visit premises to ensure that the owners comply with Public Health Ordinances.
- Inspection of Premises is conducted prior to issuing of a Public Health Certificate and/or Liquor Licenses.
- Inspection is carried out on poultry, fish and other meats. Meats impounded are sent to the Abattoir for disposal.
- A fee of \$10 is affixed for the re-issue/copy of a Public Health Certificate.

Requirements:-

- Liquor Licence cost \$500 and is payable at the Cashier Monday to Friday between the hours of 8 a.m. and 2.30 p.m.
- Application is processed at the Public Health Department and signed by authorized personnel for presentation to Court.
- Public Health Certificates range between \$100 and \$300 and are payable at the Cashier Monday to Friday between the hours of 8 a.m. and 2.30 p.m.
- Application is processed at the Public Health Department and signed by authorized personnel.

ACTIVITY: ABATTOIR**Procedure:-**

- Pigs, goats and cattle are slaughtered as scheduled by the Abattoir Bye-Laws.
- A holding fee is payable for animals kept overnight for next day slaughter.

ACTIVITY: CLINIC**1. Immunization****Procedure:-**

- Immunization is done on Friday between the hours of 8.30 a.m. and 11 a.m. by the Public Health Visitors.
- Vaccines administered:- DPT, MMR, Polio, Rubella and Tetanus.
- Yellow Fever vaccines are administered only on the first Friday of each month in batches of 10.
- Public is served on a first come first serve basis except for Yellow Fever where a batch of 10 is required.

Requirements:-

- A Clerk carries out registration.
- An immunization card is provided if the patient does not have one.

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2. School Clinic

Procedure:-

- The doctor sees children and reviews cases referred by the Public Health Visitors on Wednesdays between the hours of 1 p.m. and 2 p.m.
- Referral to necessary agencies for follow-up action is made.

3. Family Planning Clinic

Procedure:-

- Clinic conducted on a Monday between 1 p.m. and 3 p.m.
- Family Planning Nurse interviews patients and refers to the doctor for examination or referrals when necessary.
- Oral contraceptives, injectable, condoms and spermicide are distributed.

4. School/Home Visits

Procedure:-

- Visits to schools are done from Monday to Thursday to determine and correct where possible early stage disease/ill health and/or abnormalities.
- Home visits by means of follow-up of infectious cases or hospitalization.

5. Ambulance Service

Procedure:-

- A request for ambulance service is made at 623-7811.
- A charge is fixed according to distance between pick-up and destination.
- Service is available from Monday to Friday between the hours 9 a.m. and 5 p.m.

1343—Continued

ACTIVITY: EMPTYING OF CESSPIT**Procedure:-**

- Requests for emptying of cesspits within the City are made at the Public Health Department.
- \$100 Fee is payable at the Cashier from Monday to Friday between 8 a.m. and 2.30 p.m.
- Requests for emptying of septic tank within the City are made at the Public Health Department.
- \$200 Fee is payable at the Cashier from Monday to Friday between 8 a.m. and 2.30 p.m.
- Requests for septic tank outside the city costs \$400 and are made payable at the Cashier from Monday to Friday between the hours of 8 a.m. and 2.30 p.m.
- Requests for clearing and repairing of broken sewer lines are made at the Public Health Department.
- Fees are determined by according to the job.

ACTIVITY: RENTAL OF ASSEMBLY HALL²**Requirements:-**

- Completed application form.
 - Monday to Friday 8 a.m. – 4 p.m. \$875
 - Monday to Friday after 4 p.m. \$875 plus \$29.90 for every hour of use.
 - Saturday and Sunday \$1,138.50
 - Public Holidays \$1,575
 - Wedding Receptions \$2,025
 - Refundable Deposit \$300

ACTIVITY: RENTAL OF PARKS AND SQUARES**Requirements:**

- Completed application form
- The relevant Committee determines Park charges.
- Other Parks and Squares are free, except for an electrical consumption charge of \$28.75.

² Rental cost includes the use of chairs, tables, overtime and public address system.

1343—Continued

ACTIVITY: HANGING BANNERS

Requirements:-

- Approval must be obtained from Town and Country Planning Division.
- Present approval to the Mayor's Office.
- Permission must be sought from the Trinidad and Tobago Electricity Commission if banner is to be placed on light poles.
- Cost of \$150 is made payable to the Mayor's General Fund.

ACTIVITY: ADVERTISING LICENCE

A Licence is required for all public advertisements in the City of Port of Spain, inclusive of Bill Boards, Hoardings, Pennants, Posters, etc.

Requirements:-

- Applications to be made to the Port of Spain Corporation on the prescribed form for consideration of the Administrative Sub-committee of Council.
- A fee is fixed based on the type, size and location of advertisement.

ACTIVITY: OPERATING MARKETS

Requirements:-

- Written application to the Chief Executive Officer requesting permission to operate a Flea Market/Grant of Licences.
- Subject to approval of the relevant committee a Flea Market Licence of \$1,200 is made payable to the Port of Spain Corporation.

ACTIVITY: JUMBLE/CAKE SALES

Requirements:

- Written application to the Chief Executive Officer requesting permission to hold a Jumble/Cake Sale at the Central Market.
- Approval granted subject to availability of date in question.
- No charge is fixed to this application.

ACTIVITY: MARKET STALLS

Requirements:-

- Application/requests are made to the Port of Spain Corporation.
- Reports and recommendations and action taken by Chief Executive Officer/Market Clerk are based on availability of stalls.
- Fees are charged as scheduled by the Market Bye Laws.



**PUBLIC STATEMENT
OF THE
SANGRE GRANDE REGIONAL
CORPORATION
IN COMPLIANCE WITH SECTIONS
7, 8 AND 9 OF THE FREEDOM
OF INFORMATION ACT NO. 26
OF 1999**

PUBLIC STATEMENT OF THE SANGRE GRANDE REGIONAL CORPORATION IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT NO. 26 OF 1999

In accordance with section 7, 8, and 9 of the Freedom of Information Act (FOIA), 1999. The Sangre Grande Regional Corporation is required to publish the following statements, which lists the documents and information generally available to the public: -

1. A legal right for each person to access information held by the Sangre Grande Regional Corporation.
2. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading.
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The following information is published by the Sangre Grande Regional Corporation as approved by the Minister of Local Government.

PART A (Section 7) (i)**Role, Function and Structure of the Sangre Grande Regional Corporation****(1) ORGANIZATION**

Sangre Grande Regional Corporation

Description of the Region of Sangre Grande**Boundaries of the Region of Sangre Grande:-**

From the North Eastern Corner of lands owned by Bascille Coa proceeding in an Easterly direction to Galera Point.

From Galera Point proceeding in a Southerly direction to the North Bank of the Dubloon River.

From the last mentioned point proceeding Westwards to the point where the Plum Mitan Road crosses the North Bank and continuing Westward to Cumuto Main Road.

From the Cumuto Main Road proceeding Northerly to the junction with Tamana Road and to the point of lands by Bascille Coa.

MISSION STATEMENT:

The Mission of the Sangre Grande Regional Corporation is to provide prompt quality services to the citizens of the region in an effective and efficient manner thereby enhancing the standard of living of communities within the context of national development.

ROLE OF CORPORATION

The Sangre Grande Regional Corporation provides a range of infrastructural, Public Health and Social Services to the Local Community. The Corporation acts as a catalyst and facilitator in the development of Regional activities.

STRUCTURE

The structure consists of the following: -

- Council
- Management/Administration

Council of the Sangre Grande Regional Corporation

The Council comprises of nine (9) Members including seven (7) Councillors and two (2) Aldermen: -

- | | | |
|--------------------------|---|---|
| Alderman Ronald Boynes | - | Chairman |
| Councillor Martin Rondon | - | Vice Chairman
Chairman Public Health Committee
Electoral District Toco/Fishing Pond |

1344—Continued

Councillor Richard Mungo	-	Chairman, Physical Infrastructure Committee Electoral District of Sangre Grande North
Councillor Barry Lochan	-	Chairman, Finance, Planning & Allocation of Resources Committee Electoral District of Manzanilla
Councillor Carl Quamina	-	Chairman, Personnel Committee Electoral District of Sangre Grande North-East
Councillor David Gadar	-	Chairman, Sports and Cultural Committee Electoral District of Valencia
Councillor Eulin Rodriguez-Trim		Chairman, Social & Welfare Committee Electoral District of Sangre Grande South
Councillor Ronnie La Borde	-	Chairman Education and Environment Committee Electoral District of Cumuto/Tamana
Alderman Sasha Braithwaite	-	

COMMITTEES OF THE COUNCIL

Standing Committees:-

1. Physical Infrastructure Committee
2. Finance, Planning & Allocation of Resources Committee
3. Public health Committee
4. Personnel Committee

Other Committees: -

1. Co-ordinating Committee (in accordance with Part XI, Act No. 21 of 1990)
2. National Emergency Management Agency (NEMA)
3. Education & Environment Committee
4. Sports & Cultural Committee
5. Social and Welfare Committee

Sub Committees: -

Street Naming Committee

Building Committee

MANAGEMENT/ADMINISTRATION

- Technical and Project Unit
- Building Inspectorate
- Finance and Accounts
- General Administration
- Public Health
- Municipal Police
- Assessment (in the process of being implemented)

FUNCTIONS

The following functions are exercisable by the Corporation:-

- (a) the distribution of truck borne water subject to the provisions of the Water and Sewerage Chap. 54:40 Act
- (b) the provision maintenance and control of all Corporation buildings
- (c) the maintenance and control of Homes for the Aged established by the Corporation

1344—Continued

- (d) subject to any other written law, the maintenance and control of child care centers established by the Corporation
- (e) the construction and maintenance of all drains and water courses except main drains and main water courses and drains along main roads and highways
- (f) the provision, maintenance and control of such parks, recreation grounds, beaches and other public spaces as the President may from time to time by Order prescribe
- (g) the promotion of development within the Municipality in accordance with plans approved by the Minister with responsibility for physical planning
- (h) the maintenance of state property including such police stations, health centers, post offices and other government buildings as the Minister to whom responsibility for construction and maintenance of buildings is assigned may by order determine
- (i) the disposal of garbage from public and private property, the development and maintenance of sanitary landfills, chemical treatment for insect and vector control, abatement of public nuisance and dissemination of information for primary health care
- (j) the co-ordination of local and regional trade fairs, athletic events and cultural displays and entertainment
- (k) the collection and distribution of forms issued by departments of Government

- (l) the maintenance and control of burial grounds and crematoria, subject to the provisions of the Public Burial Grounds Act and the Cremation Act
- (m) the provision, maintenance and control of public pastures and recreation grounds, subject to the provisions of the Recreation Grounds and Pastures Act
- (n) such other functions as the President may from time to time by Order prescribe.

OTHER SERVICES PROVIDED BY THE CORPORATION

- (1) Grant final approval for Building Plans and Building Area Layouts; Monitor to ensure compliance with details of specifications
- (2) Issue Completion Certificates
- (3) Provide advice on land development & building construction to the public
- (4) Grant provisional approval for land development
- (5) Enforcement of Litter Act (Litter Prevention Wardens)
- (6) Cleaning of Cesspits and septic tanks
- (7) Supply of Food Badges
- (8) Grant of financial assistance for charitable and needy cases from Chairman's Fund
- (9) Lifeguard Services within the boundaries of the Region of Sangre Grande
- (10) Removal of derelict vehicles
- (11) Assessment Services – Collection of property rates and taxes (in the process of being implemented)

1344—Continued

- (12) Markets and Abattoir
- (13) Policing Services currently being implemented
- (14) Canine Control (Corporation to acquired resources)

DECISION MAKING POWERS

The Council of the Corporation is the decision making body in accordance with the functions enshrined in the Municipal Corporations Act 21 of 1990 and its Amendment Act No. 8 of 1992

SECTION 7 (1) (a) (ii)

(ii) Categories of Documents held by the Sangre Grande

Regional Corporation

- Legal documents
- Financial and Accounting documents
- Strategic Review and Strategic Plans
- Strategic Review and Strategic Plans
- Registers
- Contract Documents
- Reports
- Minutes
- Maps
- Policy Documents
- Records
- Manuals

(iii) Material prepared for inspection by the public

Legal Documents:-

- Municipal Corporation Act 21 of 1990 and its Amendment Act No. 8 of 1992
- Standing Orders
- Market and Abattoir Bye Laws

Financial and Accounting Documents

- Draft Estimates of Revenue and Expenditure
- Recurrent and Development Programme
- Approved Estimates of Revenue and Expenditure, Recurrent and Development Programme
- Detailed Estimates of approved projects
- Audited and unaudited Financial Statements Annually
- Monthly Financial Statements

Registers:

- Assets vested in the Corporation (vesting orders to be completed)
- Fees
- Petty Contractors
- Approved Plans – Buildings and Sub-division
- Market and Cemetery Allotments
- Complaints

Contract Documents

- Conditions of Contracts
- Schedules
- Tender Documents

Reports

- Administrative
- Infrastructure
- Public Health
- Finance
- Technical
- Audit
- Miscellaneous

Minutes

- Statutory Meeting

Maps

- National Emergency Management Agency (NEMA)

Policy

- Collective JNC Agreement
- General Policy Matters
- Ministry of Local Government Policy Circulars
- Public Health Matters
- Legal Matters
- Infrastructure Matters
- Chief Personnel Officer (CPO) Circulars
- Ministry of Finance Circulars
- Ministry of Planning Circulars

Records

- Personnel
- Finance/Accounting
- General Administration

Manuals

- Manual of Operating Procedures

SECTION 7 (1) (a) (iv)

LITERATURE AVAILABLE BY SUBSCRIPTION

The Sangre Grande Regional Corporation has no literature available by way of subscription at this time.

SECTION 7 (1) (a) (V)

PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE SANGRE GRANDE REGIONAL CORPORATION

How to Request Information

General Procedure

Our policy is to answer all requests both oral and written, for information. However, in order to have the rights given to you by the Freedom of Information Act (FOIA) (e.g. the right to challenge a decision if **your request for information is refused**) you must make your request in writing. The applicant must therefore complete the appropriate form (**Request for Access to Official Documents**) available from our Designated Officer, for information that is not readily available in the public domain.

Members of the Public can come in and inspect documents listed here.

ADDRESSING REQUESTS

To facilitate prompt handling of your request, please address it to the Designated Officer of the Sangre Grande Regional Corporation. (See Section 7 (1) (a) (VI))

Details in the Request

Applicant should provide details that will allow for ready identification and location of records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, you can communicate with our designated officer.

Request not handled under the Freedom of Information Act (FOIA)

A request under the FOIA will not be processed to the extent that it asks for information, which is currently available in the public domain, either from this public authority or the Ministry of Local Government or from another public authority (e.g. **Brochures and Pamphlets etc.**)

Responding to your Request

Retrieving Documents

The Sangre Grande Regional Corporation is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage.

Furnishing Documents

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make legible copy of a document to be released, we may not attempt to re-construct it. Instead we will furnish the best copy possible and note its quality in our reply. Extra copies will be provided at the cost of the reproduction.

Please note that we are not compelled to do the following: -

- Create new documents
- Perform research for you

TIME LIMITS

GENERAL

documents you have requested. If we fail to meet the deadlines the FOIA gives you the right to proceed as if your request has been denied. If it appears that processing your request may take longer than the Statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misrouted, you may write or call to confirm whether we have received the request and to ascertain its status.

TIME ALLOWED

We will determine whether to grant your request for access to information as soon as practicable but **no later than 30 Calendar days as required by Section 15 of the FOIA.**

Section 7 (1) (a) (VI)

Officers in the Ministry responsible for:

- (1) The initial receipt and action upon notices under Section 10
- (2) Request for access to documents under Section 13 and
- (3) Application for corrections of Personal Documents under Section 36 of FOIA.

1344—Continued

The designated officer is - Administrative Officer II
Sangre Grande Regional Corporation
Ramdass Street,
Sangre Grande.
Tel. 668-2461 or 668-2488
Fax. 668-2942
E-Mail sgrc@tstt.net.tt

Administrative Assistant
Sangre Grande Regional Corporation
Ramdass Street,
Sangre Grande.
Tel. 668-2461 or 668-2488
Fax. 668-2942

SECTION 7 (1) (a) (VII)

Advisory Boards, Councils, Committee and other Bodies

Statutory Meetings/Minutes

Available to the public at the Sangre Grande Regional Corporation located in the Council's Chamber, Ramdass Street, Sangre Grande.

SECTION 7 (1) (a) (VIII)

The Sangre Grande Regional Corporation has a Reading Room, which is available for public use located in the Council's Chamber, Ramdass Street, Sangre Grande.

1344—Continued

Hours of Operation

Monday to Wednesday	1.00 p.m. to 4.00 p.m.
Fridays	1.00 p.m. to 4.00 p.m.

SECTION 8 STATEMENTS**Section 8 (1) (a) (I)**

Documents containing interpretations or particulars of written laws of schemes administrated by the Sangre Grande Regional Corporation, not being particulars contained in another written law.

- Municipal Corporations Act 21 of 1990 and its amendment Act No. 8 of 1992.
- Public Health Ordinance Chapter 12 No. 4
- Highways Act Chapter 48:01
- Market Bye Laws
- Abattoir Bye Laws
- Litter Act Chapter 30:52
- Dogs Act No. 32 of 2000
- Recreation Ground and Pastures Act Chapter 4:01
- Burial Grounds Act Chapter 30:50
- Standing Orders

These are available from the Government Printery.

SECTION 8 (1) (a) (II)

- Not applicable

SECTION 8 (1) (b)

Not applicable at this time

SECTION 9 Statements

Not applicable at this time

1345

LOSS OF COLONIAL LIFE INSURANCE COMPANY
(TRINIDAD) LIMITED POLICIES

NOTICE is hereby given that Policy Number R0046469 on the life of ROXANNE SMITH by COLONIAL LIFE INSURANCE COMPANY (TRINIDAD) LIMITED is lost according to sworn declaration made by the Assured under this policy.

It is the intention of Colonial Life Insurance Company (Trinidad) Limited to issue a special policy in place of the said lost policy, in accordance with section 163 of the Insurance Act, 1980, unless objection is raised within one (1) month from the date hereof.

F. BERKLEY
*Customer Service and In Force
Administration*

1346

NOTICE is hereby given that Policy Number E0157127 on the life of RUTH TORRES by COLONIAL LIFE INSURANCE COMPANY (TRINIDAD) LIMITED is lost according to sworn declaration made by the Assured under this policy.

It is the intention of Colonial Life Insurance Company (Trinidad) Limited to issue a special policy in place of the said lost policy, in accordance with section 163 of the Insurance Act, 1980, unless objection is raised within one (1) month from the date hereof.

F. BERKLEY
*Customer Service and In Force
Administration*

1347

NOTICE is hereby given that Policy Number E0056673 on the life of GLEN JOSEPH by COLONIAL LIFE INSURANCE COMPANY (TRINIDAD) LIMITED is lost according to sworn declaration made by the Assured under this policy.

It is the intention of Colonial Life Insurance Company (Trinidad) Limited to issue a special policy in place of the said lost policy, in accordance with section 163 of the Insurance Act, 1980, unless objection is raised within one (1) month from the date hereof.

F. BERKLEY
*Customer Service and In Force
Administration*

1348

NOTICE is hereby given that Policy Number R0049298 on the life of MIGUEL OWEN by COLONIAL LIFE INSURANCE COMPANY (TRINIDAD) LIMITED is lost according to sworn declaration made by the Assured under this policy.

It is the intention of Colonial Life Insurance Company (Trinidad) Limited to issue a special policy in place of the said lost policy, in accordance with section 163 of the Insurance Act, 1980, unless objection is raised within one (1) month from the date hereof.

F. BERKLEY
*Customer Service and In Force
Administration*

1349

NOTICE is hereby given that Policy Number R0041182 on the life of JOMOL FESTUS by COLONIAL LIFE INSURANCE COMPANY (TRINIDAD) LIMITED is lost according to sworn declaration made by the Assured under this policy.

It is the intention of Colonial Life Insurance Company (Trinidad) Limited to issue a special policy in place of the said lost policy, in accordance with section 163 of the Insurance Act, 1980, unless objection is raised within one (1) month from the date hereof.

F. BERKLEY
*Customer Service and In Force
Administration*

1350

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED
POLICIES

VIDYA POORAN-MURADALI having made sworn declaration that Policy Number 237458 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of VIDYA POORAN-MURADALI has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue,
Barataria.

1351

JOCELYN PRICE-IRRGANG having made sworn declaration that Policy Number 276748 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of JOCELYN PRICE-IRRGANG has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue,
Barataria.

1352

ALICIA O'CAMPO having made sworn declaration that Policy Number 277098 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of ALICIA O'CAMPO has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue,
Barataria.

1353

DONNIE DURGADEEN having made sworn declaration that Policy Number 349251 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of DONNIE DURGADEEN has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue,
Barataria.

1354

LOSS OF BRITISH AMERICAN INSURANCE COMPANY
(T'DAD) LIMITED POLICY

NOTICE is hereby given that Policy Number 101413179 issued by BRITISH AMERICAN INSURANCE COMPANY (T'DAD) LIMITED on the life of CLIVE HUGGINS has been reported lost.

Unless objection is raised within one month of the date thereof, this Company intends to issue a duplicate policy.

BRITISH AMERICAN INSURANCE COMPANY
(T'DAD) LIMITED

1355

SPECIAL LICENSING SESSIONS
(*Liquor Licences Act, Chap. 84:10*)

PORT-OF-SPAIN

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of the County of St. George West, Port-of-Spain Area, has appointed THURSDAY THE 21ST DAY OF JULY, 2005 at 1.00 o'clock in the afternoon at the Port-of-Spain Magistrates' Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Shirene Salandy of No. 1 Spring View Drive Extension, Morne Coco Road, Petit Valley, for a Certificate authorising him to carry on the business of a Spirit Grocer in respect of premises situate at Light Pole No. 50, Superville Lands, Morne Coco Road, Petit Valley.

Dated this 28th day of June, 2005 at the Port-of-Spain Magistrates' Court.

E. PRINCE
*Secretary, Licensing Committee,
St. George West*

1356

ARIMA

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of the County of St. George East, Arima Area, has appointed TUESDAY THE 19TH DAY OF JULY, 2005 at 9.00 o'clock in the forenoon at the Arima Magistrate's Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Vera Washington and Marvin Washington of 291, Eagle Crescent, Maloney Gardens, d'Abadie, for a Certificate authorising them to carry on the business of a Spirit Retailer in respect of premises situate at Maloney Shopping Complex, Flamingo Boulevard, Maloney Gardens, d'Abadie.

Dated this 23rd day of June, 2005 at the Arima Magistrate's Court.

M. BALKARAN
*Secretary, Liquor Licensing Committee,
St. George East*

1357

SAN FERNANDO

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10:18, the Licensing Committee for the Licensing District of the County of Victoria (West), San Fernando Area, has appointed THURSDAY THE 14TH DAY OF JULY, 2005 at 9.00 o'clock in the forenoon at the San Fernando Magistrates' Court as the day, hour and place at which a Special Session will be held to consider the application of Ricardo Lee Sing, for a Certificate authorising him to obtain a Special Restaurant Licence in respect of premises situate at 50, Sutton Street, San Fernando.

Dated this 22nd day of June, 2005 at the San Fernando Magistrates' Court.

A. SOOKRAM
*Secretary, Licensing Committee,
Victoria (West)*

1358

TRANSFER OF LICENCES
(*Liquor Licences Act, Chap. 84:10*)

CARONI

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of the County of Caroni, Couva Area, by Bholapersad Sookhai of 9, Pologround Road, Preysal Village, Couva that it is his intention to apply to the Licensing Committee at the Couva Magistrate's Court on THURSDAY THE 21ST DAY OF JULY, 2005, at 9.00 o'clock in the forenoon for a transfer to him of the Spirit Retailer's Licence now held by Kenneth Ramdhan in respect of premises situate at 66, Bennett Street, Preysal Village, Couva.

Dated this 21st day of June, 2005 at the Couva Magistrate's Court.

E. WILLIAMS
*Secretary, Licensing Committee,
Couva*

1359

VICTORIA (WEST)

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of the County of Victoria (West), San Fernando Area, by Anthony Hamilton of 7A, Fabien Street, Vistabella, San Fernando, that it is his intention to apply to the Licensing Committee at the San Fernando Magistrates' Court on THURSDAY THE 14TH DAY OF JULY, 2005, at 9.00 o'clock in the forenoon for the transfer to him of the Spirit Retailer's Licence now held by Leela Appoo, in respect of premises situate at 165, Macaulay Junction, Hermitage Village.

Dated this 22nd day of June, 2005 at the San Fernando Magistrates' Court.

A. SOOKRAM
*Secretary, Licensing Committee,
San Fernando*

1360

ST. PATRICK

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of the County of St. Patrick, Siparia/Erin Area, by Ramnath Hadai, Sarah Hadai, Kishore Jhagroo, of Gower's Well Road, Fyzabad, that it is their intention to apply to the Licensing Committee at the Siparia Magistrate's Court on WEDNESDAY THE 13TH DAY OF JULY, 2005, for a transfer to them of the Licence to carry on the trade of a Spirit Retailer now held by Ramnath Hadai in respect of premises situate at Gower's Well Road, Fyzabad, in the said district.

Dated this 8th day of June, 2005 at the Siparia Magistrate's Court.

R. GOPAUL
*Secretary, Licensing Committee,
Siparia/Erin*