

**MESSAGE FROM  
THE MOST HON. PORTIA SIMPSON MILLER  
PRIME MINISTER  
FOR THE DEVELOPMENT AND INVESTMENT MANUAL**

I welcome the publication of this Development and Investment Manual, which provides expanded and vital information for both those undertaking development projects as well as those interested in investing in Jamaica.

The publication also serves as a welcome guide for persons called upon to assist the public with information on development and investment matters.

As a country, Jamaica's economic potential remains largely untapped with significant opportunities for investment and development. Our talented and skilled workforce, our proximity to the world's largest market, and diverse resource base, all combine to make Jamaica an ideally suited location for a range of investment and development projects.

It is through maximizing such development and investment opportunities on such a sustained basis that Jamaica stands the best chance of realizing this potential, which is necessary in our efforts to achieve poverty alleviation and overall improvement in the quality of our people.

With notable investment successes, along with our improved competitiveness and business facilitation rankings, this publication will definitely complement our development and investment process. It is a further demonstration of our commitment to the fact that Jamaica is **ready and open** for business, investment and development.

Let me add my own appreciation to the interdisciplinary team responsible for preparing this publication, and to the agencies such as the Jamaica Chamber of Commerce, USAID, CIDA and the many members of the government and private sector, for their valuable assistance.

I am confident that positive and sustainable development projects and investment decisions will flow from its constructive use.

Portia Simpson Miller  
Prime Minister

---

## MESSAGE FROM THE JAMAICA CHAMBER OF COMMERCE

It is clear that in environments where the process of doing business is transparent to all players, the prospects for growth and expansion are multiplied. In the absence of such, when the processes are opaque or are understood by only a few, growth prospects are correspondingly retarded.

It was with this realization in mind that the Jamaica Chamber of Commerce, in response to the expressed needs of our membership and the wider business community, and in partnership with the Government of Jamaica and the United States Agency for International Development, took the decision to invest considerable time and resources in the development of this Development & Investment Manual. By bringing together in one place all the statutory and regulatory information that is required for a range of development approvals, the private and public sectors will be able to plan with a greater degree of certainty.

The putting together of this manual has been a long process, one that has at times reflected the complexities facing firms seeking to unearth information for use in their planning process. Nonetheless, the project has been characterized by a high degree of cooperation between all the players, in turn, a demonstration of the type of joint approach that must characterize the efforts to expand the nation's economy. Both USAID and the GOJ deserve the highest commendation for seeing the implications of making this information easily accessible to all. So too must the many business persons who, in early consultations, drew attention to the opportunities lost or delayed through its absence. The JCC's Legs & Regs Committee played a major role in representing these views in the tri-partite process of consultation.

As important as is this manual, the JCC nonetheless acknowledges that a necessary second stage lies ahead: the thorough review of the processes outlined therein to ensure that all redundancies and duplications, as well as outdated or irrelevant procedures are excised, and that business-friendly procedures are put in their stead. We look forward to working alongside our trusted partners in effecting this phase in the near future.



Jamaica Chamber of Commerce

## DEVELOPMENT AND INVESTMENT MANUAL

### BACKGROUND

In August 1973, "A Manual for Development" was published as a provisional document, with assistance under a United Nations Development Programme. In October, 1982 a second document "A Manual for Development" was published by the Town Planning Department after extensive work by the Town and Country Planning Authority and inputs from various agencies. In 1992 a draft of a more elaborate document, a precursor of this manual was prepared but was never published. In 2001 the then Prime Minister the Most Honourable P. J. Patterson instructed that the Manual be prepared. In 2005 it was decided that new Sections providing guidance to persons and companies wishing to invest in Jamaica should be included.

### CONTENTS

This Manual seeks to revise and update the previous Manuals. In addition further significant information is now included on other aspects of development, as well as information pertinent to investors which was not dealt with in the previous documents. This Manual sets out development standards, guidelines and procedures for various development activities, such as subdivision of land, mining, tourism, agriculture and environmental matters. Some of these standards may not now be legally required. Information on fees as well as copies of relevant forms, addresses and other contact information on various government organizations are also included. Different criteria for the design and implementation of infrastructure and amenities have been included for the first time. Changes necessitated by the country's conversion to the metric system in 1992, have been incorporated. The Manual consists of seven (7) Volumes.

Volume 1 on Planning and Development matters with 8 Sections.

Volume 2 on Environment with 2 Sections.

Volume 3 on Infrastructure, Utilities and Communications with eleven (11) Sections. Sections 8 and 10 will be published at a later date.

Volume 4 on the Hospitality Industry and Security with two (2) Sections. Section two (2) on Security will be published at a later date.

Volume 5 on Social Infrastructure and Waste Disposal with seven (8) Sections. Section 3 on Community Development will be published at a later date.

Volume 6 on Business Facilitation with fourteen (14) Sections

Volume 7 on Finance with ten (10) Sections.

## **PURPOSE AND AUTHORITY**

The areas included in this Manual are the responsibility of various Ministers of Government and are dealt with under several accepted Policies, Acts and Regulations and administered by a number of Ministries, Agencies, Statutory Boards, etc. The Cabinet Office is therefore issuing this Manual on behalf of the Government of Jamaica, its several Government Ministries and agencies in order to provide guidelines, procedures, and standards, etc for a variety of development and investment activities. This Manual replaces all other previous Manuals and is intended to guide developers, professionals, government officials and other persons requiring information on development matters as they relate to planning, environment, infrastructure, utilities, mining, tourism and other development activities and standards. The Manual has been expanded to include several types of information relevant to persons and companies wishing to undertake investment in Jamaica.

Building codes are not dealt with in this document. A new Building Code and a new draft "National Building Act" are being finalized. These documents when published will provide the rules, guidelines and standards for building in Jamaica.

## **OBJECTIVES**

The issuance of this Manual is part of a major programme to improve the knowledge of the public and private sectors on the areas which are covered. The information included is what presently obtains. It is recognized that improvements must be made in many areas, laws and regulations need amending and in some instances major revisions or new laws and regulations are required. This publication marks therefore the beginning of the work that must be continued to ensure the use of improved technology, levels of efficiency and modernization considered necessary by Government and civil society.

## **FUTURE PLANS**

The Manual is a work in progress and is published in a loose leaf format and digitally so that changes and additions can be made easily. It is expected that other Sections will be added to some of the Volumes and as stated previously improvements will also be made after further discussions and study or as a result

of new or amended laws and regulations.

It is expected that there will be some improvement in the Development Approval Process with the publication and use of this Manual. The preparation of Development Plans and Orders at various levels and the continued development of Government's National Spatial Data Infrastructure/Networked Geographic Information Systems, would also result in vast improvements. The Government of Jamaica welcomes comments and/or suggestions for improvement on the information, procedures, processes, guidelines, etc. set out in the Manual. Formal arrangements will be made to discuss various aspects of the contents of this Manual with relevant groups.

Thanks to the many persons, agencies, funding sources, etc. whose contributions ensured the publication of this Manual



**Jacqueline daCosta, CD (Mrs.)**  
*Coordinator – Special Programmes and Projects*  
*Cabinet Office*



**Carlton Davis, O.J., C.D., Ph.D**  
*Cabinet Secretary*  
*Cabinet Office*

Contact Information  
Cabinet Office  
1 Devon Road  
Kingston 6  
Tel: 927 4101-2 / 927 9941-3

## ACKNOWLEDGEMENTS

The Government of Jamaica wishes to thank the following persons and organizations who assisted with the organization, preparation, typing, editing, and collating of this Development and Investment Manual:

The Most Honourable P.J. Patterson, former Prime Minister who directed that this Manual be prepared and gave it his full support.

Dr. the Honourable Carlton Davis, Cabinet Secretary for guidance and the critical follow up of various agencies and persons to undertake and finalize sections of the Manual.

Mrs. Jacqueline daCosta of the Cabinet Office, who was given the responsibility for managing the whole process, to ensure the preparation and publication of this Manual and also for being its Technical Editor.

The staff of all the relevant Government Ministries and Agencies and Private Sector Organizations (e.g. Jamaica Public Service Company), who prepared the various Sections of the Development and Investment Manual. Thanks also to those who organized internal and public discussions on their Sections in order to finalize their contributions (please see list of contributors attached).

USAID through its funding of the Legislation, Regulation Programme and Process Improvement Project organized and managed by the Jamaica Chamber of Commerce. Through this Programme the USAID and the Jamaica Chamber of Commerce were also able to support the contracting of consultants for the preparation of some aspects of Sections 1 and 2 of the Manual.

The Jamaica Chamber of Commerce for their interest, financial help partly through the USAID Legislation and Regulation Programme and other professional voluntary support. Special thanks to Past Presidents, Messrs. Noel daCosta and Anthony Chang, Treasurer Mrs. Elizabeth Hartley, Former Managing Director Trevor Fearon and other members of the Jamaica Chamber of Commerce for their support.

The Environmental Action Programme (ENACT) funded by the Canadian International Development Agency (CIDA) for providing funding for the preparation and review and initial editorial support for aspects of the Planning and Environment Sections of the Manual.

The Pan American Health Organization of Jamaica (PAHO) for assisting with the preparation and review of Sections 4, Volume 3 of the Manual. Special thanks to

Dr. Homero Silva, PAHO Consultant Mrs. Ana Solis-Ortego Treasure, Environmental Health Advisor and Dr. Ernest Pate, WHO/PAHO representative in Jamaica.

Messrs. Andrew Foreman and Christopher Burgess, Consulting Engineers for their voluntary contribution in reviewing Section 4 Volume 3, Wastewater Treatment and Excreta Management

Mrs. Ethlyn Norton-Coke, Tax Consultant, for her voluntary contribution in reviewing Section 4 Volume 7, Taxation.

Ms. Joyce Chang for coordinating the preparation of the Manual, reviewing contributions and editing the documents. Special thanks also for the time she gave on a voluntary basis to this effort

Miss Nadine Longmore for organizing matters pertaining to the Manual and also assisting in compiling the Manual while she served as the Project Coordinator in the Legs and Regs Project of the Jamaica Chamber of Commerce. Thanks to her also for her voluntary input to ensure the completion of this document.

Thanks to Pear Tree Press for their patience in dealing with matters pertaining to the printing and collating of this Manual.

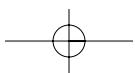
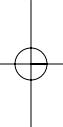
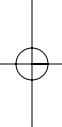
## **LIST OF ORGANISATIONS WHO CONTRIBUTED SECTIONS FOR THE COMPLETION OF THE DEVELOPMENT AND INVESTMENT MANUAL**

National Environment and Planning Agency  
Jamaica Bauxite Institute  
Office of Disaster Preparedness and Emergency Management  
Mines and Geology Division  
Meteorological Services  
National Land Agency  
Ministry of Local Government and Environment /Ministry of Local Government  
Community Development and Sports  
Jamaica National Heritage Trust  
Water Resources Authority  
Pesticides Control Authority  
National Water Commission  
Ministry of Health - Environmental Health Unit  
National Irrigation Commission  
Jamaica Customs  
Jamaica Public Service Co. Ltd.  
Spectrum Management Authority  
Immigration Citizenship and Passport Services  
Broadcasting Commission  
Office of the Prime Minister  
Post and Telecommunications Department  
Ministry of Tourism, Entertainment and Culture / Ministry of Industry and Tourism  
Tourism Product Development Company  
Ministry of Education Youth and Culture/Ministry of Education and Youth  
HEART Trust/NTA  
National Solid Waste Management Authority  
Ministry of Local Government and Environment /Ministry of Land and Environment  
Jamaica Promotions Corporation (JAMPRO)/ Jamaica Trade and Invest  
Factories Corporation of Jamaica  
Urban Development Corporation  
Ministry of Agriculture and Lands  
Bureau of Standards  
Ministry of Labour Social Security and Welfare  
National Works Agency

---



Ministry of Water and Housing  
Department of Co-operative and Friendly Societies  
Companies Office of Jamaica  
National Housing Trust  
Development Bank of Jamaica  
Micro Investment Development Agency  
National Insurance Scheme  
Real Estate Board



## DISCLAIMER

The Development and Investment Manual is not a legal document although it includes matters which are dealt with under several laws. It is intended to offer guidance to the professionals, business people, companies and individuals who are interested in undertaking various types of development or who wish to invest or carry out business in Jamaica. The Manual is of a general nature and is not designed to address the specific circumstances of any particular individual or entity.

Conformity to what is contained in these documents, does not exempt any developer or investor from any legal obligations or requirements under any Act/s or related regulation pertaining to any matter dealt with in this manual. Although the greatest effort has been made to ensure conformity with these Acts, accuracy and currency cannot be guaranteed as legislation and related regulations may be amended from time to time. Where doubt exists, professional and/or legal advice should be sought, or the law/s and relevant Regulation/s should be examined. The respective Government Organisation/s may also be contacted for specific or more detailed information.

It should be noted that although decisions on planning, development, environmental applications and other matters will conform closely to the guidelines set out in the document, each decision will depend on the circumstances of the particular case and each application will therefore be examined and dealt with on its own merit.

The Government of Jamaica, through its various Ministries/Agencies involved in the preparation of this document, accepts no responsibility or liability whatsoever with regards to the accuracy or completeness of the information contained in this manual, or for any problems which may be incurred as a result of using any website which incorporates any information in the Development and Investment Manual.

## **COPYRIGHT**

This Development and Investment Manual and any materials produced for and by the Office of the Cabinet are the property of the Office of the Cabinet and relevant Government entities whose work appear in the document/s, and are for the free use and benefit of Jamaican Public Sector entities and the public. It is not to be used for monetary profit or gain by individuals, consultants, private organisations or non-Jamaican Government entities.

Copyright © 2007 Office of the Cabinet, Government of Jamaica. All rights reserved. No part of this document may be reproduced or reprinted without permission in writing from the Cabinet Secretary or the appropriate government entity.

---

## TABLE OF CONTENTS

### VOLUME I

#### PLANNING AND DEVELOPMENT

Section 1	Planning & Development
Section 2	Development on Bauxite Lands
Section 3	Hazard Mitigation
Section 4	Mining and Quarrying
Section 5	Meteorological and Climatology Data
Section 6	National Land Agency - Services
Section 7	Advertising Sign Guidelines
Section 8	Restoration of Historic Districts and Towns

### VOLUME 2

#### ENVIRONMENT

Section 1	Environment
Section 2	Guidelines for Conducting Impact Assessments and Public Hearings

### VOLUME 3

#### INFRASTRUCTURE, UTILITIES AND COMMUNICATION

Section 1	Roads, Infrastructure, Drainage and Traffic Management
Section 2	Drilling of Wells and Management of Water Resources in Jamaica
Section 3	Water and Sewage Services by the National Water Commission
Section 4	Minimum requirements for Waste Water Treatment Systems and Excreta Management
Section 5	Irrigation Services
Section 6	Electricity Services - Guide for Developers and Investors
Section 7	Cellular Services (to be included at a future date)
Section 8	Telephone Services (to be included at a future date)
Section 9	Broadcast and Subscriber Television (Cable) Licences
Section 10	Wireless Telecommunication
Section 11	Postal Services offered in Jamaica

**VOLUME 4****HOSPITALITY INDUSTRY AND SECURITY**

- Section 1 Tourism
- Section 2 Security (to be included at a future date)

**VOLUME 5****SOCIAL INFRASTRUCTURE AND WASTE DISPOSAL**

- Section 1 Standards for Educational Institutions
- Section 2 Vocational Education and Training
- Section 3 Community Services (to be included at a future date)
- Section 4 Community and Private Health Facilities
- Section 5 Approval process for Food, Drugs, Cosmetics, Medical Devices, Precursor Chemicals and Narcotics
- Section 6 Solid Waste Disposal in Jamaica
- Section 7 Management of Ship Generated, Medical and Hazardous Wastes
- Section 8 Policy and Procedures of the Pharmacy Council of Jamaica - For the Registration of Pharmaceutical students, Pharmacists, Pharmacy Owners and Shops/Pharmacies

**VOLUME 6****BUSINESS FACILITATION**

- Section 1 Jamaica Investment and Promotion Agency/JAMPRO
- Section 2 Leasing of Factory Space
- Section 3 Bauxite Lands Sale/Lease - use of Pre-mined and Mined out Lands
- Section 4 Sale/Lease of Government Lands and Government Land Settlement
- Section 5 Divestment of UDC Lands
- Section 6 Agriculture
- Section 7 Standards Requirements of the Bureau of Standards
- Section 8 Industrial/Labour Relations [Conciliation outreach, Pay and Condition of Service
- Section 9 Work Permits and Exemptions
- Section 10 The Labour Market Information System
- Section 11 Industrial Safety Requirements (Factory Inspection)
- Section 12 Immigration Requirements
- Section 13 Customs - Tax payers Assistance and Information
- Section 14 Pesticides Management in Jamaica - Pesticides Regulation

**VOLUME 7****FINANCE**

- Section 1 Public/Private Partnership for Housing Development
- Section 2 Cooperatives, Friendly Societies
- Section 3(a) Registration of Companies- Customer Guidelines based on Companies Act 2004
- Section 3(b) Industrial and Provident Societies
- Section 4 Jamaica's Taxation Requirements and Procedures
- Section 5 Construction Finance for Housing Projects - National Housing Trust
- Section 6 Development Bank of Jamaica
- Section 7 Loans for small business or Micro Investments
- Section 8 National People's Cooperative Banks
- Section 9 Social Security - National Insurance Scheme
- Section 10 Responsibilities of Real Estate Developers