



# Nevis Island Administration

Ministry of Finance, Economic Planning and Statistics

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Charlestown  
Nevis

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## APPLICATION FOR DUTY FREE CONCESSIONS ON BUILDING MATERIALS FOR HURRICANE RELIEF

Name of Applicant(s): \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Address: \_\_\_\_\_

Location of property: \_\_\_\_\_

Was the property insured? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Size of building (Sq. ft): \_\_\_\_\_

Description of damage (e.g. roof, window, etc): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was damage reported to the Department of Disaster Management: Yes: \_\_\_ No: \_\_\_

Estimated cost of building materials: \_\_\_\_\_

Materials will be purchased: Locally: \_\_\_\_\_ Abroad: \_\_\_\_\_ Both: \_\_\_\_\_

**Supporting document required: Bill of Quantities (Detailed List of Building Materials)**

I declare that the above information is true and correct:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### FOR OFFICIAL USE ONLY

**Disaster Management Comments/Recommendations:** \_\_\_\_\_

\_\_\_\_\_

Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_ Name of Authorizing Officer: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Physical Planning Review (Verification of Bill of Quantities):** \_\_\_\_\_

\_\_\_\_\_

Recommended: \_\_\_ Not Recommended: \_\_\_ Name of Authorizing Officer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Approval of Ministry of Finance**

Approved: \_\_\_ Not Approved: \_\_\_ Name of Approving Officer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_