



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

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SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

Motor Vehicles and Road Traffic (Persons with Disability Parking Permit) Regulations, 2024—(Legal Notice No. 66 of 2024).

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APPOINTMENT TO ACT AS MINISTER OF DIGITAL TRANSFORMATION

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Acting Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed ALLYSON WEST, a member of the Senate who is a Minister, to act in the Office of Senator the Honourable HASSEL BACCHUS, Minister of Digital Transformation, with effect from 9th April, 2024 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Hassel Bacchus, in addition to the discharge of her normal duties.

C. JACKMAN-WALDRON
*Secretary to Her Excellency
the President*

8th April, 2024.

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REPUBLIC OF TRINIDAD AND TOBAGO

THE SUPREME COURT OF JUDICATURE ACT, CHAP. 4:01

SECTION 76

NOTICE

TAKE NOTICE that Madinah Building, No. 7 Court Street, San Fernando, is designated as a place for sitting of the Court of Appeal.

Dated this 8th day of April, 2024.

I. ARCHIE
Chief Justice

APPLICATION FOR A PIPELINE LICENCE—PERENCO T&T LIMITED

PURSUANT to section 7(1) of the Petroleum Act, Chap. 62:01, notice is hereby given that an application for a pipeline licence has been made by Perenco T&T Limited to construct, install, maintain and operate a pipeline as described in the attached schedule along the route indicated in the attached map marked “A”.

Any person may object to the issue of the above-mentioned licence on the ground that it is inconsistent with, or would interfere with, rights held by him under the Petroleum Act, Chap. 62:01.

All objections to the grant of the Pipeline Licence the afore-mentioned applicant shall be in the form prescribed in the Petroleum Act, Chap. 62:01 and should be lodged with the Minister of Energy and Energy Industries within thirty (30) days of the date hereof at Level 26, Tower C, International Waterfront Centre, No. 1 Wrightson Road, Port-of-Spain, Trinidad.

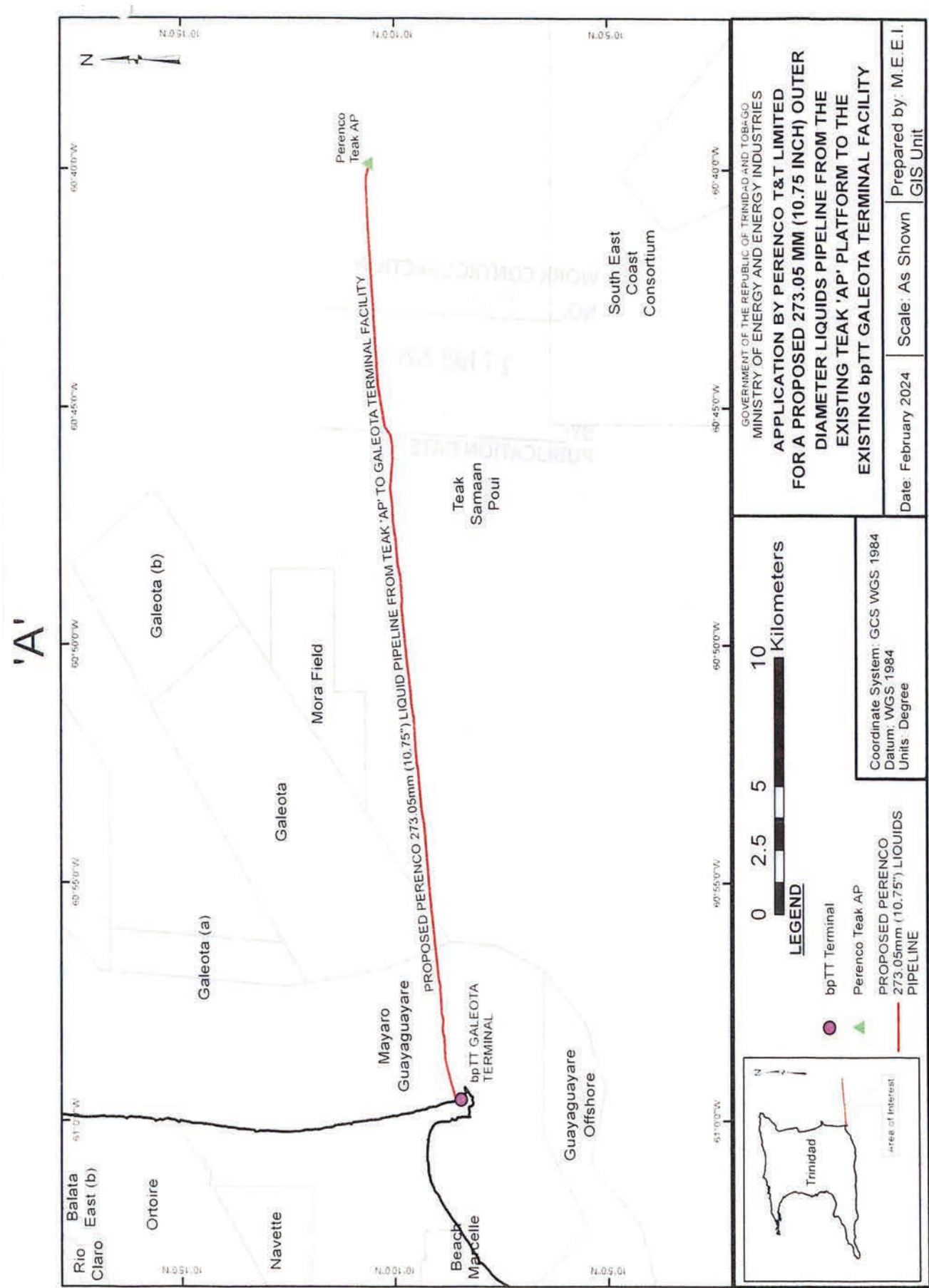
SCHEDULE—DESCRIPTION OF PIPELINE

Description:	The proposed hydrocarbon liquids pipeline measures 37.00 km (22.99 miles) with an outer diameter of 273.05 mm (10.75 inches). The installation of the proposed 273.05 mm (10.75 inches) outer diameter hydrocarbon liquids pipeline will be done using a shore approach methodology. The pipeline will initiate in 60.00-meters (196.85 feet) water depth by the Teak AP platform and run adjacent to Perenco's existing 406.40 mm (16.00 inches) TSP pipeline to be tied in to the bpTT Galeota terminal. See pipeline route attached, Map “A”.	
Length of Line:	37.00 km (22.99 miles)	
Specification of Pipeline:	a) Outer Diameter	273.05 mm (10.75 inches)
	b) Wall Thickness	12.70 mm (0.50 inch)
	c) Grade of Pipe	API 5L X52 PSL2
Material of Construction:	Carbon Steel	
Coating Specification:	a) External: 3LPE (three-layer polyethylene) with a 3.10 mm (0.12 inch) wall thickness	
	b) Internal: None	
Fabrication:	The carbon steel line will be welded using Electric Resistance Welding (ERW). ASME B31.4 (2019)	
Cathodic Protection:	The pipeline will be protected by 1,233 sacrificial aluminium anodes welded to the pipe spaced 300.00 meters (984.25 feet) apart as per DNVGL-RP-F103	
Depth of Line:	Line will not be buried.	
Fluid for Transmission:	Hydrocarbon liquids (crude oil)	
Maximum Allowable Operating Pressure:	10.00 MPa (1450.38 psig)	
Design Pressure:	10.00 MPa (1450.38 psig)	
Hydrotest Pressure:	12.50 MPa (1812.97 psig)	
Design Capacity:	2,384.81 m ³ /d (15,000.00 bpd)	
Location and Capacity of Pumping and Terminal Stations:	The bpTT Galeota Terminal Facility can handle up to 10,079.79 m ³ /d (63,400.00 bpd). Pumping capacity at Teak AP Platform is 1128.81 m ³ /d (7,100.00 bpd).	
Owner and Licensee of acreage over which line will pass:	Perenco T&T Limited, bpTT and State	
Estimated Cost of Construction:	US \$70.00 Million	

Made this 9th day of February, 2024.

STUART R. YOUNG
Minister of Energy and Energy Industries

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Government of the Republic of Trinidad and Tobago

**Public Statement of the Ministry of Housing and Urban Development
as at December 31st 2022**

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 Ministry of Housing and Urban Development (MHUD) is required by law to publish the following statement, which lists the documents and information generally available to the public.

The FOIA gives members of the public:-

- (1) A legal right for each person to access information held by the Ministry of Housing and Urban Development;
- (2) A legal right for each person to have official information relating to him/her 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 FOIA; and
- (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.

Section 7 (1) (a) (i)

FUNCTION AND STRUCTURE OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT

Vision of the Ministry of Housing and Urban Development (MHUD)

The MHUD is a premier State entity facilitating the development of, and access to, healthy sustainable communities in which citizens may thrive and grow.

PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2022—CONTINUED

Mission of the Ministry of Housing and Urban Development (MHUD)

The MHUD facilitates the development of sustainable communities through the formulation, communication and administration of Government's policy for the Housing and Urban Development sectors, in collaboration with its partners and stakeholders, for the benefit of the citizens of Trinidad and Tobago.

Function

The housing portfolio of the Ministry of Housing and Urban Development involves the provision of appropriate housing solutions for low and middle income families through the direct construction and distribution of new homes, the provision of affordable land options together with relevant technical assistance, the development of appropriate home financing mechanisms and development of sustainable communities.

The Ministry has also placed emphasis on the maintenance of the existing housing stock through the distribution of grants and subsidies, regularisation of eligible squatters through the issuance of land tenure instruments and the upgrading of infrastructure in Government housing developments. This is intended to improve the social conditions of low and middle income families, enhance the aesthetic quality of Government's developments and reduce the annual national demand for new houses.

The Ministry strongly believes in education as it relates to the housing sector, and has embarked on an educational drive providing relevant information on various aspects of this sector to the public.

Business of the Ministry

- Government subsidised housing;
- Home improvement grants and subsidies programme;
- Regularisation of squatters;
- Land settlement; and
- Urban upgrading and revitalisation.

PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2022—CONTINUED

Programmes

- Accelerated Housing Programme;
- Government Aided Self Help Housing Programme;
- The Housing and Village Improvement Programme;
- Public Awareness and Education Programme;
- Tenancy Programme;
- Home Improvement Grant Programme;
- Squatter Regularisation Programme; and
- Urban Upgrading and Revitalization Programme.

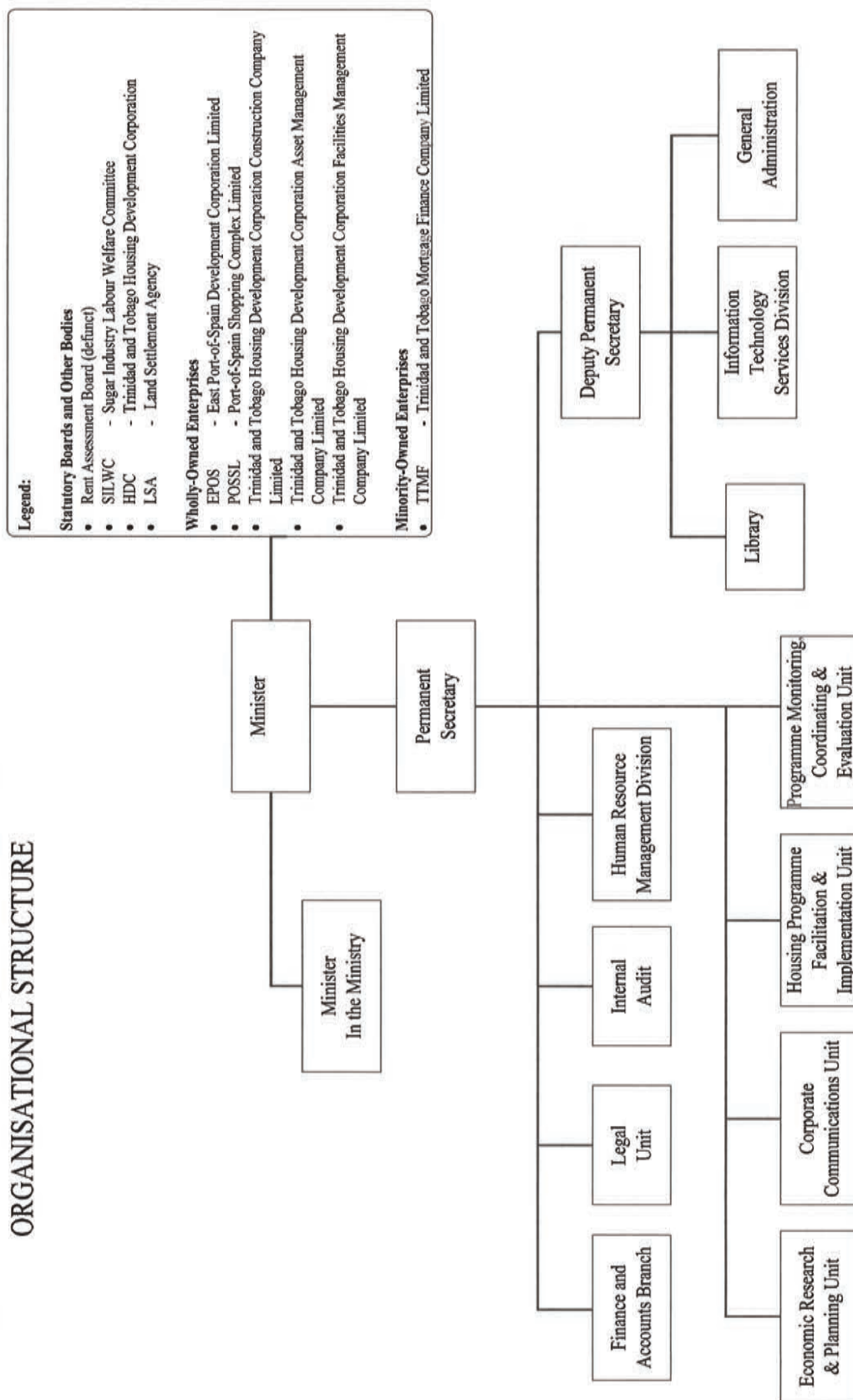
ORGANISATIONAL STRUCTURE AND STAFFING

The Ministry of Housing and Urban Development is headed by the Permanent Secretary and has eighty-seven (87) established and sixty-two (62) contract positions in sum, comprising of clerical, technical/professional, secretarial, administrative and manipulative staff. The core Ministry is divided into the following Divisions/Sections/Units; as outlined in the organisational chart attached.

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PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2022—CONTINUED

**MINISTRY OF HOUSING AND URBAN DEVELOPMENT
ORGANISATIONAL STRUCTURE**



PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2022—CONTINUED

**FUNCTIONS OF THE DIVISIONS OF THE MINISTRY OF HOUSING AND URBAN
DEVELOPMENT**

Human Resource Management Division

This Division is responsible for the management of the Ministry's human capital in an effective, fair, and consistent manner, so as to achieve the Ministry's strategic goals and objectives. The Division's functions include recruitment, human resource planning, training and development, performance evaluation and management, discipline, development of human resource management policies, industrial and employee relations and compensation.

General Administration

General Administration is responsible for providing administrative services such as the procurement of goods and services. It also provides corporate and support services to the various divisions/units of the Ministry. Its work is mainly recurrent and its services (Records Management and General Services) are provided on an on-going basis. Some of the areas which General Administration places emphasis on are as follows:

- (i) Records Management which is overseen by the Registry who effectively maintain files and document storage; and
- (ii) General Services which include the following:
 - Procurement of goods and services (Recurrent Expenditure), office equipment, furniture and furnishings, other minor equipment and vehicles;
 - Management of the office inventory, furniture and equipment in accordance with Financial Regulations and Instructions;
 - Maintenance of stocks and goods in accordance with Financial Regulations and Instructions;
 - Support services in the acquisition of catering services, arrangements for meetings and events, arrangement for grant of access and parking accommodation;
 - General housekeeping services; and

PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2022—CONTINUED

- Support services in relation to transportation of correspondence, dispatch and receipt (Messenger), transport for site visits and outreach programmes.

Economic Research and Planning Unit

The Economic Research and Planning Unit is responsible for assisting in the formulation of policies, programmes and projects in the housing and urban development sector and ensuring that these policies, programmes and projects are executed in accordance with Government's mandate.

This Unit is instrumental in monitoring the budgetary requirements of the Divisions/Units and agencies under the purview of the Ministry of Housing and Urban Development. Some of the focus areas of the Economic Research and Planning Unit are as follows:

- Oversight of the implementation of the Public Service Investment Programme (PSIP);
- Preparation of annual budgets (mainly capital);
- Monitoring of the Ministry's performance under Government's Policy Framework for Sustainable Development;
- Provision of data and advice on ongoing projects to the Minister/Permanent Secretary;
- Submission of comments on reports and documents (in-house or from other Ministries/Agencies);
- Developing initiatives to ensure that goals are achieved including liaising with other departments within the Ministry;
- Serving on Committees; and
- Preparation of comprehensive reports on the Ministry (e.g. Action Plan Report, Administrative Reports).

Finance Accounts Branch

The focus areas of the Finance Accounts Branch are as follow:

- The processing of the Ministry's payroll;
- The processing of payments to all the suppliers of goods and services to the Ministry;

PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2022—CONTINUED

- The processing of payments to the Ministry's Agencies for their operational and capital projects; and
- The preparation of statutory and other reports for the Ministry of Finance, the Comptroller of Accounts and the Auditor General.

Information Technology (IT) Services Division

The IT Division is responsible for the Ministry's IT platform, which allows the Ministry and its support agencies to share information in real-time, and so improves the public's access to housing information through the internet interface. The four (4) broad areas of services provided by the IT Unit are:

- ICT Infrastructure Management which includes LAN/WAN, Data Center, Voice (Telephone System), ICT Infrastructure Support Desk, Application Server Maintenance, Email and Voice Conferencing;
- Business Solutions Administration which includes Business Systems Analysis and Design, Training and Documentation, Project Management, Acquisition, Application Testing and Quality Assurance;
- Systems Engineering which includes Application Support Desk, Web and Intranet Development, Systems Development and Systems Administration; and
- Database Architecture and Management which includes Database Design, Database Implementation, Database Administration and Database Support.

Housing Programme Facilitation and Implementation Unit (HPFIU)

The Housing Programme Facilitation and Implementation Unit is responsible for the administration of current, new and emerging housing programmes including *inter alia*, the Home Improvement Grant (HIG) Programme and the Emergency Shelter Relief Fund (ESRF). Home improvement grants are awarded through a random selection/need process to applicants who meet the eligibility criteria. Successful applicants receive the sum of Fifteen Thousand Dollars (\$15,000.00) (in two tranches) to carry out repairs and upgrades to their homes.

PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2022—CONTINUED

Additionally, the HPFIU's mandate extends to the implementation, facilitation and monitoring of housing programmes, including:

- Increasing public awareness of housing issues;
- Providing technical support as it relates to home construction, repairs and improvements; and
- Engaging stakeholders, including the fostering and maintaining of liaisons with relevant housing associations, community-based housing organisations and communities.

Programme Monitoring Coordinating and Evaluation Unit (PMCEU)

The Programme Monitoring Coordinating and Evaluation Unit provides technical support and advice to the Permanent Secretary in relation to the Inter-American Development Bank (IDB) loan funded “ Urban Upgrading and Revitalization Programme. The PMCEU also oversees projects which are undertaken under the various loan components that are executed by the respective Agencies of the Ministry.

The objectives of the Urban Upgrading and Revitalization Programme are to:

- Improve the habitability in urban settlements on State-owned lands;
- Improve the physical quality and economic performance of urban public spaces;
- Enhance housing conditions for low-income households; and
- Strengthen the capacity of supply side stakeholders to satisfy effective housing demand.

Corporate Communications Unit

The Corporate Communications Unit of the Ministry of Housing and Urban Development is responsible for the creation, implementation and management of all internal and external communication programmes, which are designed to raise awareness and educate target audiences about the Ministry's mandate and the activities which are being undertaken to fulfil same. Some of the specific duties of this Unit include strategic communication planning, reputation management, image and branding, media relations, digital media management,

PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2022—CONTINUED

event planning and management, protocol, stakeholder engagement and internal communications.

Legal Unit

The Legal Unit provides legal opinions, oversight and guidance to the Ministry and its agencies on various matters that pertain to their operations within a legal framework. The Unit ensures that the Ministry adheres to sound legal principles in executing its functions and ensures that the Ministry fulfills all statutory obligations. The Unit facilitates the advancement of the Ministry and its Agencies legislative agenda as well as the examination of policy from a legal standpoint in relation to housing and urban development.

Internal Audit

Internal Audit is responsible for providing independent and objective assurance and consulting services to the Accounting Officer. Internal Audit is designed to add value and improve the Ministry's operations, by evaluating the effectiveness of risk management, governance and control processes.

Library

The Library provides staff of the Ministry with traditional library services, research facilities, e-document delivery and information consultation services.

STATUTORY BOARDS AND OTHER BODIES

- Rent Assessment Board (defunct);
- Sugar Industry Labour Welfare Committee;
- Trinidad and Tobago Housing Development Corporation; and
- Land Settlement Agency

Wholly Owned Enterprises

- East Port-of-Spain Development Company Limited;
- Port-of-Spain Shopping Complex Limited.

PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2022—CONTINUED

- Trinidad and Tobago Housing Development Corporation Construction Company Limited;
- Trinidad and Tobago Housing Development Corporation Asset Management Company Limited; and
- Trinidad and Tobago Housing Development Corporation Facilities Management Company Limited

Minority Owned Enterprises

- Trinidad and Tobago Mortgage Finance Company Limited.

FUNCTIONS OF THE STATUTORY BOARDS AND OTHER BODIES/WHOLLY OWNED, INDIRECTLY OWNED AND MINORITY-OWNED ENTERPRISES OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT

Rent Assessment Board

The Rent Assessment Board is not operational at this time.

Sugar Industry Labour Welfare Committee (SILWC)

The Sugar Industry Labour Welfare Committee (SILWC) was formally established by Act No 64:05 of 1951 to administer and manage the Sugar Industry Labour Welfare Fund to Caroni workers. Its main focus is the improvement of housing for persons involved in the sugar industry.

Under the said Act, the (SILWC) exercises the powers to:

- Acquire by purchase, transfer, assignment, donation, exchange, demise, gift, bequest, grant, conveyance or otherwise any real or personal property in Trinidad and Tobago and any estate or interest therein; and
- Sell, demise, grant, convey, exchange or otherwise dispose of and deal with all property which may from time to time, be vested in or acquired by the Committee.

PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2022—CONTINUED

The Trinidad & Tobago Housing Development Corporation (HDC)/the Corporation

The Trinidad and Tobago Housing Development Corporation (HDC or “the Corporation”), is an Agency of the Ministry of Housing and Urban Development, that was established by Act No. 24 of 2005 of the Laws of the Republic of Trinidad and Tobago. The business of the Corporation is managed by its Board of Directors. The functions of the Corporation include the following:

- Do all things necessary and convenient for or in connection with the provision of affordable shelter and associated community facilities for low and lower-middle income persons;
- Carry on any business activity that is incidental to or which may be performed conveniently by the Corporation or which may assist the Corporation in connection with its delivery of the services referred to above;
- Implement the broad policy of the Government in relation to housing as may be directed by the Minister, with whom responsibility for the HDC is assigned;
- Provision of quality, affordable housing solutions, shelter and associated community facilities for first-time home-owners who fall within the lower to middle-income brackets;
- Carrying out the broad policy of the Government in relation to home construction;
- Stimulation of private sector investment activities with respect to public sector housing construction;
- Developing sustainable communities; and
- Acquisition of land for housing development.

In order to streamline its operations and harness greater efficiencies the HDC, in 2022, has incorporated three subsidiaries which are detailed below:

- The Trinidad and Tobago Housing Development Corporation Construction Company Limited (TTHDC-CCL);
- The Trinidad and Tobago Housing Development Corporation Asset Management Company Limited (TTHDC-AMCOL); and the

PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2022—CONTINUED

- The Trinidad and Tobago Housing Development Corporation Facilities Management Company Limited (TTHDC-FEMCOL).

The Trinidad and Tobago Housing Development Corporation Construction Company Limited (TTHDC-CCL)

The Trinidad and Tobago Housing Development Corporation Construction Company Limited was incorporated on March 29th, 2022, to manage all elements of the Trinidad and Tobago Housing Development Corporation's (HDC's) property development mandate, including land acquisition, urban planning, project and construction management and the provision of financing solutions to undertake construction projects.

The Trinidad and Tobago Housing Development Corporation Asset Management Company Limited (TTHDC-AMCOL)

The Trinidad and Tobago Housing Development Corporation Asset Management Company Limited was incorporated on April 07th, 2022, and is responsible for completing the sales of the Trinidad and Tobago Housing Development Corporation's (HDC's) finished housing units, along with providing administrative support.

The Trinidad and Tobago Housing Development Corporation Facilities Management Company Limited (TTHDC-FEMCOL)

The Trinidad and Tobago Housing Development Corporation Facilities Management Company Limited was incorporated on April 26th, 2022 and is responsible for the Trinidad and Tobago Housing Development Corporation's (HDC's) property management portfolio including of the maintenance of rental units. In order to upkeep communities and promote sustainable community development the TTHDC-FEMCOL partners with the Ministry of Rural Development and Local Government with its various Regional Corporations and other external entities.

PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
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Land Settlement Agency (LSA)

The Land Settlement Agency (LSA) was established by an Act of Parliament No. 25 of 1998, and commenced formal operations in 1999. It operates under the jurisdiction of the Ministry of Housing and Urban Development and its mandate is to:

- Protect and regularise certain squatters from ejectment from State Lands;
- Facilitate the acquisition of leasehold titles by both squatters and tenants in designated areas meaning, approved sites scheduled in the Act for the purpose of squatter and tenant regularisation; and
- Provide for the establishment of land settlement areas and infrastructure to facilitate the provision of shelter to landless persons and for the relocation of certain squatters.

East Port-of-Spain Development Company Limited

The East Port-of-Spain Development Company Limited is a wholly-owned, limited liability Special Purposes State Enterprise which was incorporated to fulfill the following mandate:

- To develop and re-develop a zone in East Port-of-Spain bounded by Charlotte Street, Lady Young Road and Eastern Main Road and including Morvant, Never Dirty, Caledonia, Sea Lots, Beetham Gardens/Katanga to improve the social, economic and physical environment of those areas.

Port-of-Spain Shopping Complex Limited (POSSCL)

The Port-of-Spain Shopping Complex Limited (POSSCL) was incorporated as a Limited Liability Company under the Companies Act, Chapter 21:01. It comprises of three (3) Malls located at:

- No. 32 Charlotte Street, Port-of-Spain (formerly known as Eastside Plaza);
- No. 41 Independence Square (formerly known as New City Mall); and
- No. 43 Independence Square.

PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2022—CONTINUED

The malls of the POSSCL are strategically situated within the geographic area earmarked for urban regeneration by the Government of the Republic of Trinidad and Tobago.

The primary objective of POSSCL is to create more comfortable, secure commercial space to facilitate viable micro-entrepreneurial businesses among residents of East Port-of-Spain.

Trinidad and Tobago Mortgage Finance Company Limited (TTMF)

The Government of Trinidad and Tobago is the minority shareholder of TTMF. TTMF is a mortgage lender, committed to assisting citizens to realize their dreams of home ownership and is the preferred lender under the Government of Trinidad and Tobago's Housing Programme. TTMF offers mortgages to purchase or construct a home, purchase land or facilitate home improvements and home equity loans for major expenses.

As the preferred lender, TTMF administers the Government of Trinidad and Tobago Affordable Housing Financing Regime. The Financing Regime allows first-time homeowners, whose household income is Fourteen Thousand Dollars (\$14,000.00) or lower per month, access to two percent (2%) mortgage financing, for any property with a value up to One Million Dollars (\$1,000,000.00). The interest rate of 2% graduates by 0.5% annually until it reaches the next subsidized rate (currently 5%).

It also allows first-time homeowners whose income ranges between Fourteen Thousand and One Dollar (\$14,001.00) and Thirty Thousand Dollars (\$30,000.00) per month, access to five percent (5%) mortgage financing, for any property with a value up to One Million, Five Hundred Thousand Dollars (\$1,500,000.00). The interest rate of 5% graduates by 0.5% annually until it reaches TTMF's Open Market rate (currently 6%).

To qualify for the Affordable Housing Financing Regime applicants must be citizens of Trinidad and Tobago. The programme is for first time homeowners and the property is to be owner occupied. Under the programme applicants may also access up to \$20,000.00 for the purchase of appliances (fridge, stove, washer and dryer).

PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2022—CONTINUED

Effects of the Ministry of Housing and Urban Development's Functions on Members of the Public

The work of the Ministry of Housing and Urban Development directly impacts on social and economic sectors of the country. Moreover, the Ministry's functions are geared towards long term sustainable development by:

- Improving the quality of life of citizens by the provision of adequate and affordable homes;
- Creating opportunities for the proper maintenance of homes;
- Regeneration, upgrading and rehabilitation of East Port-of-Spain;
- Regularising the tenure of eligible squatters as outlined in the State Land (Regularisation of Tenure) Act Chapter 57:05; and
- The accumulation of wealth through property ownership.

Section 7 (1) (a) (ii)

Categories of documents maintained by the Ministry of Housing and Urban Development

1. Files
2. Financial records
3. Documents:
 - Legal Notes; and
 - Reports.
4. Digital Data
 - CD's; and
 - DVD's.
5. Legislation
 - Administration of Estates Act, Chapter 9:01;
 - Condominium Act No 23 of 1981;
 - Conveyancing and Law of Property Act, Chapter 56:01;
 - Housing Act, Chapter 33:01;
 - Land Acquisition Act, Chapter 58:01;

PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2022—CONTINUED

- Land Tenants (Security of Tenure) Act, Chapter 59:54;
- Land Tenants (Security of Tenure) Amendment Act, No.10 of 2010;
- Real Property Act, Chapter 56:02;
- Real Property Limitation Act, Chapter 56:03;
- Registration of Deeds Act, Chapter 19:06;
- Rent Restriction (Dwelling Houses) Act, Chapter 59:55;
- Slum Clearance and Housing Act, Chapter 33:02;
- State Lands Act, Chapter 57:01;
- State Land (Regularisation of Tenure) Act, Chapter 57:05;
- Succession Act, Chapter 9:02;
- Sugar Industry Labour Welfare Committee (Incorporation) Act, Chapter 64:05
- Sugar Industry Special Funds Act, Chapter 64:04;
- The Town and Country Act, Chapter 35:01;
- The Trinidad and Tobago Housing Development Corporation Act, Chapter 33:03;
- Trinidad and Tobago Housing Development Corporation (Vesting) Act, Chapter 33:06; and
- The Wills and Probate Act, Chapter 9:03.

6. Reports

- The Administrative Report of 2016-2017;
- The Administrative Report for 2017-2018; and
- The Administrative Report for 2018-2019.

Section 7 (1) (a) (iii)

Material prepared by public authority for public inspection

At this time, the Ministry of Housing and Urban Development has no such materials.

PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2022—CONTINUED

Section 7 (1) (a) (iv)

Literature Available by Subscription

The Ministry of Housing and Urban Development offers no literature by way of subscription services.

Section 7 (1) (a) (v)

Procedure to be followed when a request for access to a document is made to the Ministry of Housing and Urban Development

Applications to the Ministry of Housing and Urban Development must be made in writing. The Request for Access to Official Documents form can be downloaded from the website www.foia.gov.tt. The application should include:

- Name of the Applicant;
- Contact information for the Applicant;
- The information requested and the format in which the information is to be provided
- Date of the request;
- Signature of Applicant; and
- Details that will allow for ready identification and location of the records that are being requested.

The application should be addressed to the Designated Officer of the Ministry of Housing and Urban Development (see Section 7(1)(a)(vi)). If insufficient information is provided, clarification will be sought from the applicant. An applicant who is unsure how to write a request or of what details to include, should inquire from the Designated Officer.

A request under the Freedom of Information Act may not be processed to the extent that it seeks information that is readily available in the public domain, either from the Ministry of Housing and Urban Development or another public authority, or if the said information is exempted.

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PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2022—CONTINUED

The Ministry of Housing and Urban Development is only required to furnish copies of documents which are in its possession. The Ministry of Housing and Urban Development is required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it, instead the best copy possible will be furnished.

The Ministry of Housing and Urban Development will determine whether to grant a request for access to information as soon as practicable but not later than 30 days of the date of receipt, as required by the Freedom of Information Act. Every effort will be made to comply with the time frames set out in the Act, but where it appears that processing a request may take longer than the statutory limit, the Ministry of Housing and Urban Development will acknowledge the request and advise the applicant of its status. If the Ministry fails to meet the deadlines set out in the Freedom of Information Act, the applicant has the right to proceed as if the request has been denied.

Section 17(1) of the Freedom of Information Act stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

Section 7 (1) (a) (vi)

Procedure to be followed when a request for access to a document is made to the Ministry of Housing and Urban Development

Officers in the Ministry of Housing and Urban Development are responsible for:

1. The initial receipt of, and action upon notices under Section 10;
2. Processing requests for access to documents under Section 13; and
3. Processing applications for correction of Personal Information under Section 36 of the Freedom of Information Act.

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AS AT DECEMBER 31ST 2022—CONTINUED

The Designated Officer for the Ministry is:

Name	Ms. Akema Dick
Job Title	Paralegal
Address	Legal Unit, Ministry of Housing and Urban Development Nos. 44-46 South Quay Port-of-Spain
Telephone	623-4663 Ext. 2177
E-mail	Akema.Dick@housing.gov.tt

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other Bodies (Where Meetings/Minutes are Open to Members of the Public)

There are no bodies which fall within the meaning of this Section at this time.

Section 7 (1) (a) (viii)

Library / Reading Room Facilities

The Library and Information Services Unit of the Ministry of Housing and Urban Development is located on the 2nd Floor of the HDC Building at Nos. 44-46 South Quay, Port-of-Spain. The library's main clients include Heads of Departments and their staff, members of state agencies of the Ministry, other government Ministries and external researchers.

External researchers can access the library via appointment from Monday to Friday between the hours 9:00 a.m. to 3:00 p.m. It is also recommended that requests to use the library facility are made in advance. The library can accommodate up to five (5) persons at a time for reading or research purposes; and two computers with internet access are also available for use.

Public Policy for the provision of copies of documents held in the public domain

At this time, the Ministry of Housing and Urban Development has no such documents.

STATEMENTS

PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2022—CONTINUED

Section 8 (1) (a) (i)

Documents that are provided for the use of guidance of the Ministry of Housing and Urban Development.

Certain documents to be made available for inspection and purchase:

- Guidance for Contract Employment in Ministries
- Reports of Government Agencies;
- Medium Term Planning Framework;
- Public Sector Investment Programme (PSIP);
- Reports of meetings attended on programming, monitoring and evaluating the PSIP;
- Monthly, midterm and annual reports on the performance of the PSIP;
- Quarterly project monitoring reports on programmes/projects financed wholly or partly by International Financing Institutions;
- Documents providing Guidance to the process and procedures in the preparation of the PSIP;
- Building Cost Averages Manual;
- Policies of Sectoral Agencies;
- Estimates of Expenditure, Recurrent and Development Programme;
- Implementation Plan and Action Plans;
- Procurement Policies and Guidelines;
- Financial Regulations and Instructions;
- Guidance on Implementation of FOIA; and
- Manual on Financial and Economic Analysis.

Section 8 (1) (a) (ii)

Documents containing interpretations or particulars of written laws or schemes administered by the public authority

- The Ministry of Housing and Urban Development's Strategic Plan 2018-2023.

Section 8 (1) (b)

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PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2022—CONTINUED

Documents on the procedures to be employed or the objectives to be pursued in the enforcement of written laws or scheme

At this time, the Ministry of Housing and Urban Development has no such documents.

Section 9 (1) (2) (3) and (4)

Statement of Possession of Certain Documents to Be Published

At this time, the Ministry of Housing and Urban Development has no such reports or statements.

MINISTRY OF HOUSING AND URBAN DEVELOPMENT

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APPOINTMENT OF A PRIVATE WAREHOUSE

(Customs Act, Chap. 78:01)

IN EXERCISE of the powers conferred upon the Comptroller of Customs and Excise under the Customs Act, Chap. 78:01, I, Yasmin Harris, Ag. Comptroller of Customs and Excise, acting under the provisions of Section (2) and 263(2) of the said Act, do hereby appoint the place specified in the schedule hereunder to be a Private Warehouse for the storage of goods, pending entry for home consumption or export as shall be warehoused by Happi Products Limited on behalf of themselves, subject to my approval, in the Private Warehouse of Messrs. Happi Products Limited, of No. 97 Hosein Circular, Bamboo Settlement No. 2. The following goods are approved for storage: milk, canned foodstuff, tomato paste, candles, plastic bags, cardboard boxes and plastic bottle caps and other such goods as I may subsequently approve.

SCHEDULE

An enclosed area measuring approximately 513.32 square metres, being a part of a warehouse building used for general storage of goods. The said enclosed area is located on the eastern side of a warehouse building situated on the compound of Happi Products Limited situated at No. 97 Hosein Circular, Bamboo Settlement No. 2. The said enclosed area runs in a northerly to southerly direction and is constructed of concrete brick walls with a combination of steel mesh wire affixed to a steel frame securing the space between the top of the wall and the roof. The roof is constructed of steel beams and is covered with galvanise roofing sheets and the floor is constructed of concrete. Access to the enclosed area is *via* a steel sliding gate on its northern side. The said enclosed area is bounded on its eastern side by the perimeter wall on that side of the compound, on its northern side by a paved driveway, on the western side by that part of the same warehouse building used for general storage and on the southern side by the perimeter wall on that side of the compound.

Y. HARRIS

22nd March, 2024.

Acting Comptroller of Customs and Excise

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

REGION OF SANGRE GRANDE

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee of the said Region by Xiao Cui Liang, that it is her intention to apply to the Licensing Committee at the Sangre Grande District Court on WEDNESDAY THE 17TH DAY OF APRIL, 2024 at 1.00 o'clock in the afternoon, for a transfer to her of the Licence to carry on the business of a Special Restaurant, now held by Huoping Xue for the premises situate at Rockaway Bar, No. 203 Eastern Main Road, Sangre Grande in the said region.

Dated this 22nd day of March, 2024 at the Sangre Grande District Court.

A. DOUGAN-KIDNEY
*Secretary, Licensing Committee
Region of Sangre Grande*

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REGION OF PENAL/DEBE

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee of the said Region by Darrion Ramjoon of 743, Papourie Road, Lower Barrackpore, that it is his intention to apply to the Licensing Committee at the San Fernando District Court on THURSDAY THE 25TH DAY OF APRIL, 2024 at 9.00 o'clock in the forenoon for a transfer to him of the Licence to carry on the trade of a Spirit Grocer now held by Meena Ramjoon in respect of premises situate at 743, Papourie Road, Lower Barrackpore in the said Region.

Dated this 28th day of March, 2024 at the San Fernando District Court.

K. ROOPLAL
*Secretary, Licensing Committee
Region of Penal/Debe*