



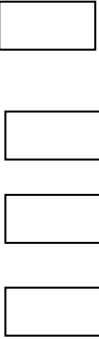
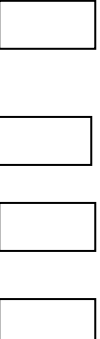


**MINISTRY OF LAND USE & HOUSING**  
**SEYCHELLES PLANNING AUTHORITY**

CHECKLIST FOR PLANNING APPLICATIONS IN CONJUNCTION WITH REGULATION 3 OF THE FIRST SCHEDULE OF THE TOWN & COUNTRY PLANNING ACT (CAP 237).

**Important notes:** Please note that this checklist is a guide. All the agents are requested to submit this checklist upon submission of Planning Applications. All required documents should be submitted ONLINE **first** and 3 hard copy sets should be submitted once notification for acceptance has been issued. Each hard copy sets must be as per the same order of the list below. Please check and tick the required items accordingly. After screening your application the Planning Counter staff may request for additional information or appropriate correction/s.



<p>*Dimensions of relevant features, such as buildings soak away pits (from proposal and boundaries)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>.....</p>
<p>*Roads (R.O.W) and adjoining plots with referenes; differentiate built, proposed, demarcated on cadastral</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>.....</p>
<p>Distance of the nearest part of the building to the centerline of the road. (where applicable)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>.....</p>
<p>*Indicate by contour lines, spot levels to describe the topography of the site</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>.....</p>
<p>*Annotate section line of cut for topographical profile (Compulsory for steep sites)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>.....</p>
<p>*Waste handling facilities especially <u>bin site</u> (E.g. for Commercial Development)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>.....</p>
<p>*Numbered Parking spaces</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>.....</p>
<p><b>* Area of sealed surfaces of proposed and existing structures</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>.....</p>
<p><b>8) Layout plans</b> (3 copies normal scale) 1:50,1:75, 1:100,1:150 scale must be legible</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>.....</p>
<p>*Plans of every floor and roof.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>.....</p>
<p>*Dimensions and planned use of each room, walls and openings 3 levels dimension (Internal/External dimension of the whole length of building, dimension for the interior of the building, dimension for wall, windows, doors.)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>.....</p>
<p>*Fixed equipments for sanitary accommodation, waste appliances, heat producing appliances, ventilators</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>.....</p>
<p>*Position of waste, sewer, rainwater and ventilation pipes. (Indicated by appropriate colours)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>.....</p>
<p>*All steps, stairways, landings, handrails, ramps and balconies</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>.....</p>
<p>*Location and type of fire-fighting equipment and fire exit signs (Commercial/Industrial development)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>.....</p>
<p>*Plumbing details with arrangements</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>.....</p>

<p>for mains and for cistern supply and Electrical legend</p> <p>*Position and direction of cut for the section.</p> <p>Area of each room to be stated/stipulated on layout plans, Note that Min. areas &amp; dimensions of habitable rooms to be as per Section 32, Second Schedule, Table 11, Part 3 of TCPA [CAP237]</p>			<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>9) Elevation plans</b> (3 copies normal scale) 1:30, 1:50, 1:75,1:100, 1:150</p> <p>*Show Elevation Marks/Heights</p> <p>*Labeled in accordance to floor layout</p> <p>*Show Colour scheme on at least one elevation on all sets of drawings (for commercial &amp; residential development)</p>			<p>.....</p> <p>.....</p>
<p><b>10) Sections</b> (3 copies) 1:30,1:75. 1:100 Drawing must be legible * 1:50 (AE)</p> <p>*Shown in relation to the position and direction of cut on the layout</p> <p>*Position of damp proof courses/membranes and any other barriers with dimensions of floors</p> <p>*Materials of construction and anti-termite treatment and anti-weathering measures</p> <p>*Floor and ground levels in relation to each other, all details of construction (Raised by 1m in flood prone areas)</p> <p>*Span of cantilevered floor</p> <p>*Provision made in the structure for insulation against transmission of airborne sound (E.g. in discotheques) and for protection against fire</p>			

<p>*Legible section through stairway/staircase Note that headroom to be min. of 2m vertical height as per Section 32, Part E, Regulation 42, sub-section (a) of TCPA [CAP237]</p> <p>* Width of Stairway/Staircase to be as per Section 32, Second Schedule, Table 8 of TCPA [CAP237] –</p> <p>*Show Elevation Marks/Heights</p> <p>*Soak away/ Septic tank/ Drainfield or any other water disposal facilities (Clearly indicating dimensions &amp; capacity)</p> <p>*Existing and proposed topography terrain slope profile</p> <p>*Cistern dimensions and construction details</p> <p>*Roof details, finishes to walls, ceilings and soffits Purlins, rafters, truss, eaves, fascia board, wall plate, including Dimension of overhang</p> <p>*Headroom in attic (if applicable)</p>	<input data-bbox="630 296 727 348" type="checkbox"/>  <input data-bbox="623 432 721 485" type="checkbox"/>  <input data-bbox="636 590 734 642" type="checkbox"/>  <input data-bbox="646 747 743 800" type="checkbox"/>  <input data-bbox="643 852 740 905" type="checkbox"/>  <input data-bbox="639 978 737 1031" type="checkbox"/>  <input data-bbox="646 1094 743 1146" type="checkbox"/>	<input data-bbox="863 302 961 354" type="checkbox"/>  <input data-bbox="863 432 961 485" type="checkbox"/>  <input data-bbox="863 590 961 642" type="checkbox"/>  <input data-bbox="863 764 961 816" type="checkbox"/>  <input data-bbox="863 852 961 905" type="checkbox"/>  <input data-bbox="863 978 961 1031" type="checkbox"/>  <input data-bbox="863 1104 961 1157" type="checkbox"/>	
<p><b>Other Details</b></p> <p>*Road/ Access details</p> <p>*Waste water disposal facilities</p> <p>*Retaining walls (Above 1.5m high standard is: submit Engineer's Certificate)</p> <p>*Section, positioning and elevation of bins</p> <p>*Boundary Walls Maximum height 1.8m (Facing roads: 1.5m block work and 0.3m decorative features)</p>	<input data-bbox="659 1356 756 1409" type="checkbox"/>  <input data-bbox="659 1482 756 1535" type="checkbox"/> <input data-bbox="656 1577 753 1629" type="checkbox"/> <input data-bbox="656 1650 753 1703" type="checkbox"/>	<input data-bbox="857 1356 954 1409" type="checkbox"/>  <input data-bbox="867 1472 964 1524" type="checkbox"/> <input data-bbox="867 1566 964 1619" type="checkbox"/> <input data-bbox="867 1640 964 1692" type="checkbox"/>	

<p><b>Ventilation:</b> Openings to be at least 1/6 of total floor area of the room if opening is in one wall only and at least 1/8 of total floor area of the room if openings are in two or more walls, as per Section 32, Part J, Regulation 56 of TCPA [CAP237]</p> <p>*Provision of lifts and disabled access for public buildings</p> <p><b>11) Documents</b></p> <p>*Company certificate of appreciation</p> <p>*Nationality(Applicable for all Applicants)</p> <p>*Copies of first two pages of passport.</p> <p>*Birth Certificate</p>	<input data-bbox="669 222 766 275" type="checkbox"/>  <input data-bbox="673 443 771 495" type="checkbox"/>  <input data-bbox="660 615 758 667" type="checkbox"/>  <input data-bbox="660 709 758 762" type="checkbox"/>  <input data-bbox="660 804 758 856" type="checkbox"/>  <input data-bbox="660 888 758 940" type="checkbox"/>	<input data-bbox="863 218 961 270" type="checkbox"/>  <input data-bbox="868 443 966 495" type="checkbox"/>  <input data-bbox="873 615 971 667" type="checkbox"/>  <input data-bbox="873 720 971 772" type="checkbox"/>  <input data-bbox="873 814 971 867" type="checkbox"/>  <input data-bbox="873 888 971 940" type="checkbox"/>	
<p><b>12) Project Brief</b> (must include the following details</p> <p>*Project Business Plan</p> <p>*Investment Value</p> <p>*Project Description</p> <p>*Sources Of Finance</p> <p>*Employment During Construction(Foreign and Local)</p> <p>*Job Creation During Operation</p> <p>*Yearly cash flow</p>	<input data-bbox="669 1031 766 1083" type="checkbox"/> <input data-bbox="669 1115 766 1167" type="checkbox"/> <input data-bbox="673 1182 771 1234" type="checkbox"/> <input data-bbox="669 1255 766 1308" type="checkbox"/> <input data-bbox="669 1329 766 1381" type="checkbox"/> <input data-bbox="669 1402 766 1455" type="checkbox"/> <input data-bbox="669 1476 766 1528" type="checkbox"/> <input data-bbox="669 1549 766 1602" type="checkbox"/>	<input data-bbox="863 1035 961 1087" type="checkbox"/> <input data-bbox="863 1115 961 1167" type="checkbox"/> <input data-bbox="868 1188 966 1241" type="checkbox"/> <input data-bbox="868 1262 966 1314" type="checkbox"/> <input data-bbox="863 1335 961 1388" type="checkbox"/> <input data-bbox="863 1409 961 1461" type="checkbox"/> <input data-bbox="863 1482 961 1535" type="checkbox"/> <input data-bbox="863 1556 961 1608" type="checkbox"/>	

**DECLARATION BY AGENTS**

I / We..... Being the Architect/ Draughtsman and acting as Agent for  
..... in respect of the proposed development namely  
..... at  
.....  
hereby declare that;

- 1) The above information and site plan provided is correct and accurate.
- 2) I accept the consequences that the Planning Authority might impose if I provide false information
- 3) I will attend to any amendments required by the Planning Authority within the prescribed period

.....  
**Agent –Signature**

**Name:**.....  
(Capital letters)

**Date:**.....

Application checked by:  
(FOR OFFICE USE)

Planning Counter Staff- Signature

Date:

Application checked by:

.....  
**Planning Counter Staff –Signature**

**Name:**.....

**Date:**.....