



**Office of the Chief Executive Officer
Seychelles Planning Authority**

Dear Licensed Agents,

RE: SUBMISSION OF NEW PLANNING APPLICATION.

The Seychelles Planning Authority has recently noticed that whilst submission of a new planning application is hereby lodged the following details is being omitted.

1. Detailing of Existing Features on Site:

- a. It is compulsory to insert the square area of all building footprints and other paved areas such as access roads etc....
- b. Cardinal Points - North sign **should** be shown on the site plan at all times for orientation purposes.
- c. Labelling of Vegetation - Not all the vegetation on site is compulsory for labelling but the trees such as mango, golden apple etc. should be illustrated.
- d. Earth profile is compulsory, for steep terrains where there are many difference in height.
- e. Site photos of pegged out footprints in relation to the nearest boundary beacon is a must.

2. Title Block Details:

- a. Parcel number and proper details is being omitted.
- b. Storage facilities – Submission details omitted for the stored contents for the facilities.

3. Details on Submitted Drawings:

- a. Providing section through staircases is a **must** and is NOT optional.
- b. Providing proper details for roof sections (most of the roof cross –section is not being labelled, and do not have the construction details, not even in the title block). eg. Size of rafters, purlins, etc...
- c. And most importantly we need readable drawings, the dimension line cannot be the same color as building lines, same color as the line showing the perimeter of the parcel – it's hard to understand the drawing for assessment even more so for the builder that will be implementing the development on site

Please be informed that our Counter **will not** accept any plans submitted of which the above mentioned points are not adhered too.

For any queries and clarification, you are kindly requested to contact the Information and Communication Officer on the following telephone numbers **4674576 or 4674538**.

We thank you for your understanding and usual cooperation.

The Management.
