

SEYCHELLES PLANNING AUTHORITY

MINOR WORKS/CERT APPLICATION FORM

I give below information required under current Planning Regulations for Minor works and CERT applications.

FOR OFFICE USE APPLICATION NO. & DATE
APPLICABLE FEES SR
RECEIPT NO.
ID NO.

1. Name of Owner (Mr/Mrs/Ms).....
 Address: Tel No:
 Email address:.....

2. Name of Agent:.....
 Address: Tel No:
 Email address:.....

3. Description of proposal (*inclusive of existing and propose area of development in sq.m*)

4. Documents submitted (please tick) All in **four** copies

- | | |
|---|---|
| <input type="checkbox"/> SITE PLAN (<i>To be at scale 1:200 -1:500</i>)
<input type="checkbox"/> LOCATION PLAN (<i>To be at scale 1:2500</i>)
<input type="checkbox"/> ARCHITECTURAL DRAWINGS
<i>(Layout plan/Elevation/Section to be at scale 1:50 to 1:100)</i>
<input type="checkbox"/> ENGINEERS DRAWINGS & CERTIFICATE (<i>where applicable</i>)
<input type="checkbox"/> STRUCTURAL CALCULATIONS (<i>where applicable</i>)
<input type="checkbox"/> REGISTERED LETTER OF PERMISSION (<i>where applicable</i>)
<input type="checkbox"/> SEPTIC TANK/SOAK AWAY/DRAIN FIELDS DETAILS
<i>(To provide details of both existing and proposed systems)</i> | <input type="checkbox"/> ORTHOPHOTO
<input type="checkbox"/> COPY OF VALID ID CARD
<input type="checkbox"/> ENVIRONMENT FORM
<input type="checkbox"/> DECLARATION FORM(S)
<input type="checkbox"/> CADASTRAL PLAN (<i>2 copies</i>)
<input type="checkbox"/> TITLE DEEDS
<i>(Not older than 6 months)</i> |
|---|---|

5. Statement:

This application is given in relation to the proposed building work as described and is submitted in accordance with the current Planning Authority Regulations.

NAME: SIGNATURE:
 DATE:

PLEASE SEE OVERLEAF FOR SCHEDULE AND GUIDANCE NOTES

1.0 MINOR WORKS

Developments classified as Minor Works require Planning Authority permission and in all cases require full compliance with laid out application procedures and Building Regulations, Town and Country Planning Act, CAP 237 and the Environment Protection Act. The scope of minor works is outlined in the schedule below.

2.0 SCHEDULE

Types of Development	Conditions	Remarks
1 Extension to dwelling house	a) Total floor area of propose extension (to existing dwelling houses only) is limited to a maximum of 40 square metres inclusive of surface area of all extended floor. b) No vertical extension above existing is allowed. c) Proposal must be in line with development threshold density for the parcel(s). Any extension to an existing dwelling house for additional bedroom(s) and/or bathroom, kitchen, verandah, a carport, domestic store, tool shed, etc. which is directly attached to the existing house. Proposal must be in line with the set development threshold density.	
2 Ancillary buildings	a) Total floor area of the proposed structure is limited to a maximum of 40 square metres inclusive of surface area of all extended floors. Examples are external/detached kitchen, gazebo, pavilion, carport, domestic store, laundry, tool shed, guard house. Proposal must be in line with the set development threshold density.	
3 Improvement or alteration to a dwelling house	a) Change(s) to overall building and its structure. Examples are re-roofing, change of approved material and colour scheme. Re-roofing where existing roof covering is replaced by heavier material, e.g. corrugated galvanized sheets replaced with concrete roof tiles.	
4 Construction of retaining walls, boundary walls, fences, gates or other means of enclosure up to 1.5 metres in height.	a) For retaining walls up to 1.5 metres, employing standard design only issued by Planning Authority. b) Increase in height of any existing enclosure should be up to be a maximum of 1.5 metres (inclusive height of existing enclosure). Setback distance from the road to be in line with any adopted guidelines and relevant regulations. As a guide, a minimum set back of 2.0 metres from edge of public road to be adopted. No obstruction of visibility for road users near any bend, corner or junction.	
5 Temporary buildings (e.g. sheds (closed or open), storage facilities, hoardings, site offices, etc.)	a) Non-habitable buildings. b) Subject to an approved/granted development permission on the same parcel. c) Temporary structure to be removed immediately on completion of development. Must meet all relevant competent public authority's regulatory requirements e.g. the Public Health Services, Must clearly indicate the duration for which the temporary permission is required. For storage proposal, agent must state what will be stored in propose structure	
6 Forestry Buildings (e.g. forest stations, huts, lookout posts etc.)	a) Not to be used for accommodation. b) Buildings located in an official forest area.	
7 CERT Applications	a) Residential dwellings with total floor area not exceeding 100 square metres b) Development proposal is not limited to ground only structures in which case structural details will be required. Must be in line with adopted land use plans and all relevant development policies. Proposal must be in line with the set development threshold density.	
8 CPS (Residential subdivision applications)	a) Up to 3 plots plus a remainder. The 3 plots may be a combination of residential plots and plots for designated access(es). b) Subdivisions of land simply to address existing residential/access encroachments. (There shall be no limit to the number of plots). Must be in line with adopted land use plans and all relevant development policies. Excludes applications for plots for commercial, tourism, agricultural and industrial use and limited to those applications not requiring implementation of infrastructure and utilities. Proposal must be in line with the set development threshold density.	

3.0 Submitting an application for Minor Works

Four copies of this application form must be completed and submitted with the appropriate fees. Documents must include the following:
Location plan at scale 1: 2500 Architectural drawings giving elevations, floor layout, section, etc

Cadastral diagram Structural drawings and calculations where applicable
Orthophoto Site plan scale 1:200 to 1:500 Title deeds

4.0 Additional conditions for Minor works applications.

1. Minimum distance of building from High Water Mark to be 25m.
2. Building line to be minimum 10m from the Centre line of Main Road and at least 3m from the edged of Secondary Road.
3. Minimum distance from boundaries and building line for Soakaway pits to be 4.5m and 15m from water bodies.

5.0 WARNING

It is illegal for an Agent to prepare drawings or structural design if s/he does not hold a valid license issued by the Seychelles Licensing Authority to practice as such. Note that applications that are supported by drawings or structural design carried out by a professional without a licence will not be accepted. Minor Works applications may only be submitted by licensed Agents.

Planning Authority draws the attention of all agents to the current Demerit Points System for agents.