



MINISTRY OF LANDS AND HOUSING

# Seychelles Planning Authority

## Annual Report 2023

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**Prepared by:** Angela Servina

CEO Planning Authority

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**Mr. Cyril Bonnelame**  
**Chairman**  
**Planning Authority**

## Chairman's Message

It is my pleasure as Chairman of the Board of Directors of the Planning Authority to present the annual Report for 2023.

As a team, both the Board and the Planning Authority Management, we are mandated to the efficient implementation of the physical development in line with our mission of ensuring orderly & sustainable use of our limited land based resource.

The areas where we are facing significant challenges are mainly due to the changes in the climate condition, restrictions in the availability of buildable areas and the scourge of illegal development.

Despite these challenges, we have seen an increase in the number applications being submitted for consideration and well over 80% being approved for development within acceptable timeframe. The latter is mainly due the dedicated team of professionals, at the Planning Authority, doing their very best and together with the Board, I commend them for their commitment to the ideals of our organization.

We endeavor to work with our partners, within our legal boundaries, to contain the issue of illegal development which will have detrimental impact socially and economically, if not addressed.

In conclusion, on behalf of the team at Planning Authority I would like to thank all our partners who have supported us. We look forward to working together, in 2024, in our quest to build a better and safer Seychelles!



**Ms. Angela Servina**  
**Chief Executive Officer**  
**Planning Authority**

### Chief Executive Officer's Message

The year 2023 can simply be described as a year of very hard work for the Authority.

The statistics clearly show that it was the record-breaking year for planning submissions following the Covid pandemic. 2023, recorded the highest number of applications submitted since 2019. Additionally, the Authority pushed hard to finalize the majority of Regulations that support the Physical Planning Act 2021. Coupled with this, we provided support and assistance to numerous stakeholders and monitored around 1300 active constructions in the country.

The year ended with us having to catch our breaths, as we became thoroughly involved in assisting the affected from the 7<sup>th</sup> December disasters incidents.

The only thing left to be said, is thank you, to the Board and Minister Rangasamy, for your unwavering support and commitment.

To my team, you are the best! We will keep high the team spirit, commitment, hard work and determination.

Here's to pushing the Authority further in 2024!

A handwritten signature in blue ink, likely belonging to Ms. Angela Servina, the Chief Executive Officer.

**Vision**

*To ensure all development of land, taking place in Seychelles, are sustainable, aligned to the Land use and development plans and compliant to the Physical Planning Act 2021 and other guidelines of the Planning Authority.*

**Mission**

*To regulate the development of land in Seychelles with the aim of ensuring orderly and sustainable use of the country's limited land-based resources, while safeguarding the built and natural environment for the country's future generations*

The following **Core Values** are guiding principles;

**Fairness:** we strive to uphold that all decision-making processes are fair, transparent and just; and that all applications are given due considerations

**Honesty and integrity:** we promote honesty and integrity among all employees so that our stakeholders, partners and clients can trust our services and decision-making process

**Flexibility:** we aspire to be flexible, tolerant and patient so that we can serve our clients better

**Reliable:** we strive to be reliable and provide timely services to enhance trust

**Teamwork:** we work together to foster good team spirit and togetherness; towards common goals to provide timely service to enhance trust

**Professionalism:** we pursue the highest level of professionalism by being committed to produce quality services and uphold our professional ethics

**Responsibility:** we motivate employees to be responsible and accountable in their work to improve productivity

**Confidentiality:** we endeavor to be confidential

**Communication:** we communicate effectively to guarantee proper dissemination of information, internally and externally

**Apolitical:** We are apolitical and just, in our decision-making. We continually strive to ensure that all decisions taken by the Authority are fair, transparent and without political motives.

**Functions:**

- a) Produce Land Use and Development plans for Seychelles.
- b) Consider development applications, submitted in the territories of Seychelles.
- c) Monitor approved development and constructions in the territories of Seychelles and enforce on illegal development.

## 1.0 History

The Planning Authority is a government entity that has guided the modern physical development landscape of Seychelles as far back as the 1960's.

The importance of such an Authority cannot be understated, given the crucial role it plays in ensuring quality and durable physical development planning, for the benefit of the population.

Since 15th April 2022, the Planning Authority has been functioning as a semi-independent body, which administratively functions independently of the Ministry of Lands & Housing.

The Authority's primary role is to develop plans that effectively guide physical development in the country, view and accordingly consider development applications, and monitor and enforce on illegal development in the country. In its advisory role, the Authority assesses and makes recommendations to the Seychelles Licensing Authority, the licensing of architects, draughtsman, engineers and construction builders in the country.

The Authority's operation can be broken down as follow;

- The decision-making bodies which consist of the Planning Authority Board and the Technical sub-committees and referral agencies; and
- The Planning Authority Secretariat.

The Planning Authority Secretariat consists of three main units which are as follows:

- Planning Services Bureau/Planning Authority Secretariat;
- Quality Assurance Section; and
- Development and Policy Planning Unit.

The Sections are supported by the Administration and Accounts section and overall governance is derived from the CEO Secretariat.

### 1.1 Organigram of the Planning Authority

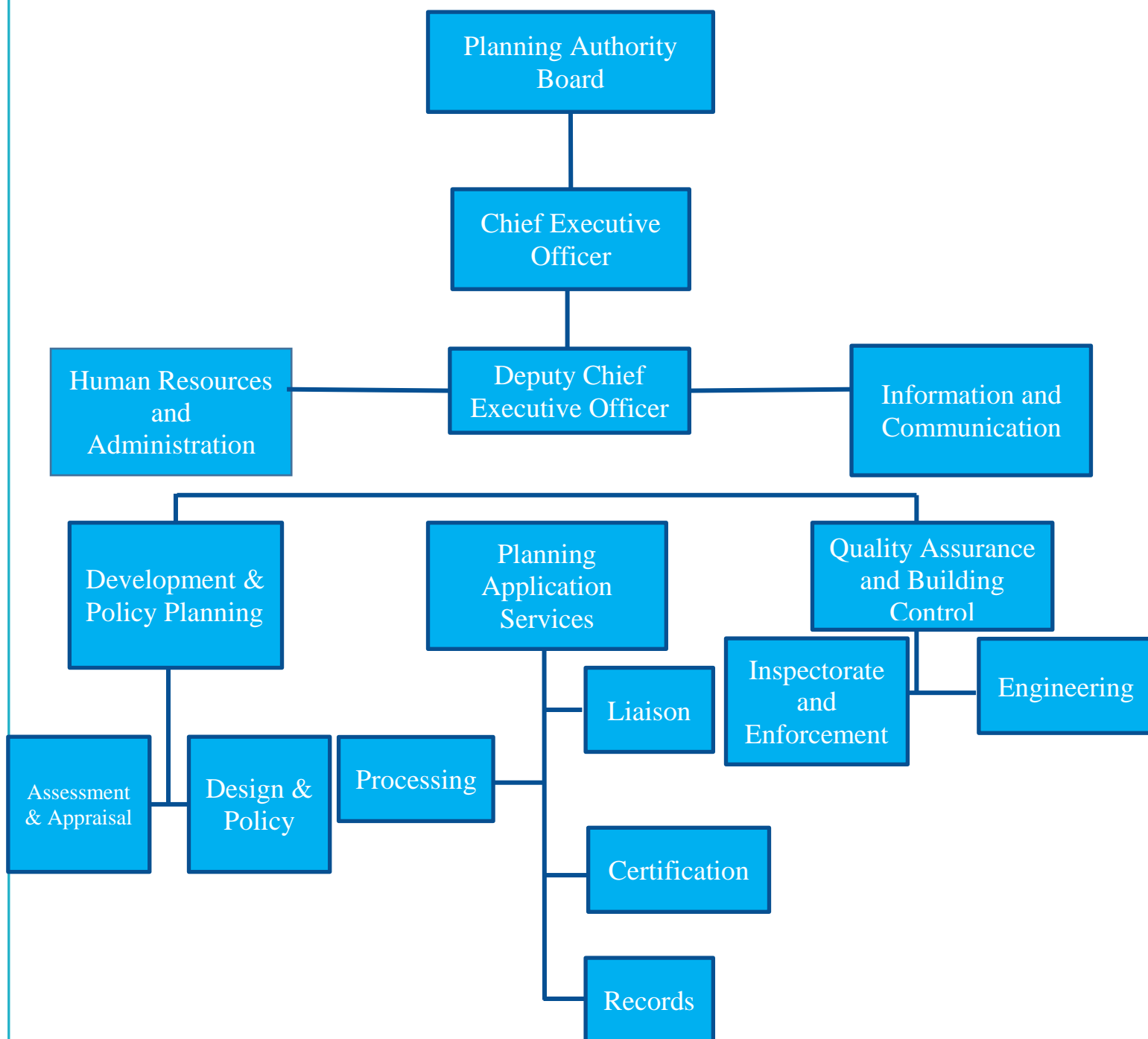


Figure 1 - PA Organigram

## 1.2 The Board Members

### Mr. Cyril Bonnelame-Chairperson

Mr. Bonnelame joined the Planning Authority in 2014 as a Board member from the Private Sector. In 2017, he was appointed as Chairman of the Planning Board. A position in which he was re-appointed in 2022 by the President of the Republic. He is a business man with long years of experience, both locally and internationally in the Fisheries, telecommunication, ferry services and tourism sectors. He has been at the helm of the Seychelles Fisheries Authority where he was executive Chairman from 2020-2021. He holds a Bachelor of Science with Honours in Telecommunications Engineering & a Master in Business Administration with Specialization in Information Technology, Business & Management.

### Ms. Angela Servina-Ex-Officio Member

Ms. Servina joined the Planning Authority in 2010 as a Land Use planning officer. During her time in the Authority, she has held several senior positions in the Land Use Planning Unit and has been part of the management team of the Planning Authority since 2013. She was appointed as CEO of the Authority in February 2021. She has extensive knowledge in the functions and operations of the Planning Authority and her forte is in the Land Use Planning field. She holds a Bachelor Degree Cum Laude in Geography with specialization in Environmental Management studies.

### Mr. Patrick Lablache

One of the longest serving members of the Planning Board is Mr. Patrick Lablache. He has been a Board member for over 30 years in representing the Ministry responsible for Lands & Housing. Mr. Lablache has held several senior positions in the Ministry responsible for Lands Management over the course of his career. He holds a BSC in Lands Management and an MSc in Urban Land Appraisal and has been members & Chairperson of various Boards in the country, including that of the Island Development Company for many years.

### Mr. Wilson Nancy

Mr. Nancy first joined the Planning Authority in 2010 as the representative of the Seychelles Chamber of Commerce & Industry. He was re-appointed as a member in 2022. Mr. Nancy is a well-known class 1 contractor and a businessman. His position on the Planning Board is as that of a member from the Private Sector where he has worked, during the course of his adult life. He holds a Bachelors Degree with Honours in Civil Engineering and a MSc in Business Administration with specialization in International Banking & Finance.



**Mr. Barry Assary**

Mr. Barry Assary has been part of the Planning Authority since 2014, when he was appointed to represent the Ministry of Investment. He applied as an independent member of the Board in 2021 and was appointed as such, in 2022. He is currently the Deputy CEO of the Industrial Estate Authority. Between 2015 and 2020, he was the focal point for Seychelles for the MSME projects. Mr. Assary holds an Executive Education Certificate in Science Technology & Innovation and a Master of Arts in Leadership & Strategic Management.

**Mr. Steve Mussard**

Mr. Mussard was appointed as a member of the Planning Board in 2022 through his independent application. He is currently the Deputy CEO of the Property Management Corporation. Mr. Mussard is a chartered engineer with the Chartered Institute of Water & Environmental Management since 2007. He holds a Bachelor of Engineering in Civil & Environmental Engineering. He has had a long career with the Public Utilities Corporation.

**Mrs. Nanette Laure**

Mrs. Laure who is the Board's environmental guide, was first appointed as a member in 2016. She was re-appointed in April 2022, on the new Board. Mrs. Laure holds a Bachelor of Arts Degree in Urban & Regional Planning, with specialization in Coastal Management, and a Master of Science in Project Management. She is currently the Director General for Waste, Permit and Enforcement of the Ministry of Environment. Mrs. Laure started off her career at the Planning Authority where she worked in the Land Use Planning Unit, but later diverted in the Environment field.

**Mr. Patrick Andre**

Mr. Andre represents the Department of Transport on the Board and has vast experience in the transport field. He holds a HND in Civil engineering and various accolades in the transport field. His first appointment on the Board was in 2014, and he has been representing the Ministry of Transport since.

**Dr. Jude Gedeon**

Doctor Gedeon; the Public Health Commissioner, first became a Board member of the Planning Authority in 2014. He was re-appointed as a member in April 2022. He holds a Bachelor in Medicine and Surgery and a Master in family medicine. He has held various senior positions within the Ministry of Health over the course of his career and has been both member and Chairperson of various Boards. With vast experience in the health field, Dr. Gedeon is the Board's advisor on important health related aspects of development.

### 1.3 Senior Management Team 2023

Ms. Angela Servina	Chief Executive Officer
Mr. Terry Biscornet	Planning Authority Consultant
Ms. Sheril Louise	Director Human Resources & Administration
Ms. Maria Madeleine	Director General Development Control
Mrs. Tania Barbier	Accountant
Mr. Ardy Philoe	Principal Development Control Officer
Mr. Govin Pillay	Senior Engineer
Mr. Arneau Cassime	Principal Planning Officer
Mr. Bernard Belle	Principal Urban Planner
Ms. Lindy Hoareau	Director Planning Services Bureau
Mrs. Lindy Zoe	Senior Processing Officer
Mrs. Anna-Liza Morel	Private Secretary to CEO PA

### 1.2 Human Resources Matters

As has been the case, for several years, in 2023, the Seychelles Planning Authority remained one of the few government organizations that boasted a workforce that is 100% Seychellois.

The Authority employed 50 staff; with the majority of staff aged below 40 years. Hence, a young work force.

The below depicts number of staff per unit;

Department	No of Staffs
CEO Secretariat	5
Human Resources & Administration	4
Information & Communication	2
Development and Policy	9
Planning Application Services	12
Quality Assurance & Building Control	17
Account	1
	50

Figure 2 - PA Staff per Unit

The Planning Authority recognizes the vital role of its staff in the delivery of their duties to uphold the Planning Act. It is hence necessary that staff be able to deliver their duties in a comfortable working environment and with all necessary support and encouragement. The Planning Authority Management fosters an approach of empowering its staff in the delivery of their duties. The Management also adopts an open door policy, allowing staff to express and discuss on matters of importance or concerns, in finding solutions.

Internal and external training programs were adopted, with the aim of equipping staff to deliver at a higher level. In 2023, more than three quarter of our staff benefitted with training opportunities, ranging from local short courses to overseas workshops and trainings.

The below staff movement details are relevant for the year 2023;

- ❖ 3 staff left the Authority to pursue careers outside PA
- ❖ 6 new staff joined the Authority.
- ❖ 4 staff were promoted.



Figure 3 – Group photo of PA staff 2023

## 2.0 The Planning Authority Boards and Committees

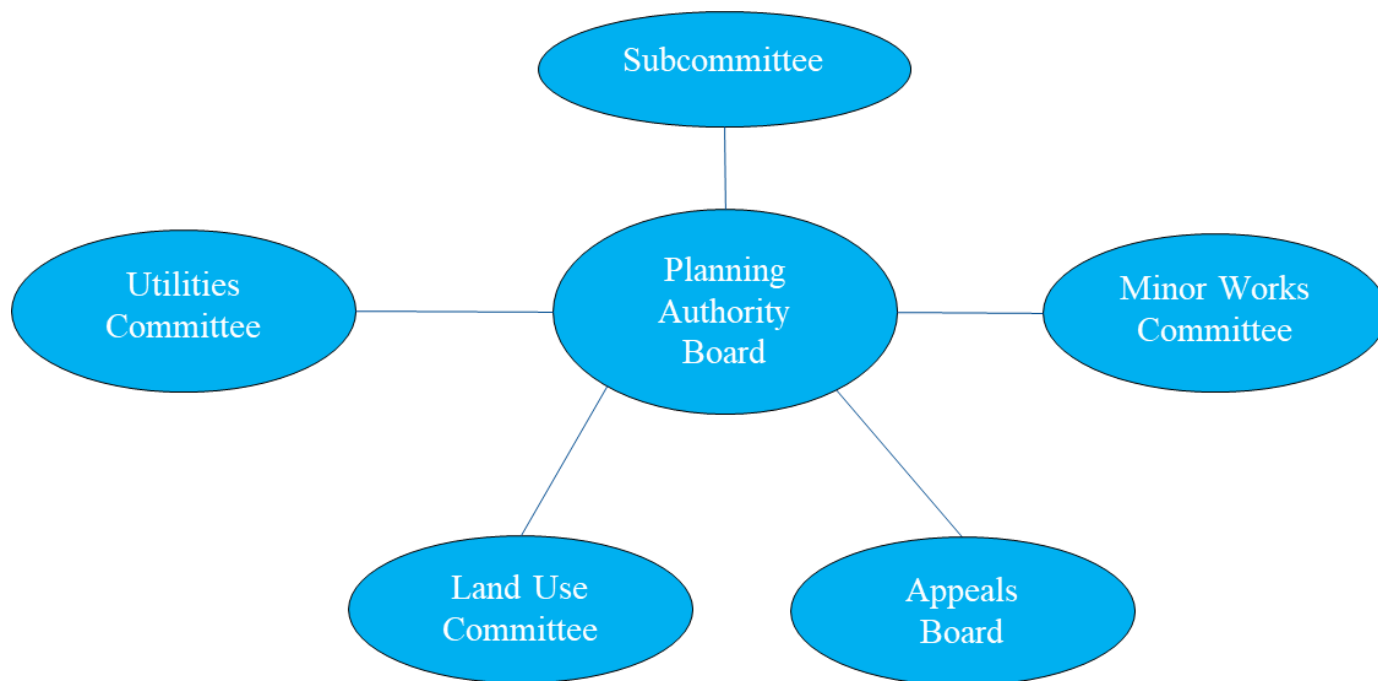


Figure 4 - Planning Authority Board & Committees set-up

### The **Planning Authority Boards & Committees**

The Board consists of 9 members representing the private sector, and other key Government Ministries and Agencies, namely, Environment, Public Health, Department of Land Transport, the Ministry of Lands & Housing and a co-opted member under the law, representing the Ministry of Tourism. The CEO Planning Authority is by law, an ex-officio member of the Board and the Board's secretary is Mrs. Lindy Zoe; the Senior Processing Officer of the Authority. The current Board was appointed in April 2022 on a three-year mandate.



The Board's Mandate is to review and establish construction development and land use related policies and guidelines for approval, as well as resolve on planning applications submitted to the Authority. Members are also required to conduct site visits, and consider other related matters pertaining the construction industry. On a larger scale, the Board also has oversight over budget and administrative matters of the Authority.

One of the Board's mandates, is to create committees that assist in the consideration of planning applications and planning related cases, for ease of speeding up the planning

process. There are a total of 4 committees that have been set up by the Board, for this purpose.

The **Sub-Committee and the Utilities Committee** chaired by Mr. Terry Biscornet, the **Minor Works Committee**, chaired by Mr. Govin Pillay and the **Land Use Planning Committee**, chaired by Mr. Bernard Belle, consist of technical representatives from pertinent referral agencies. These Committees are mandated to visit development sites, assess feasibility of development proposals and make recommendations on different types of planning applications to the Planning Authority Board as well as provide land use input, pertaining the production of development and land use plans.

Upon registration of planning applications, both the developer and the agent are informed digitally that the Authority will be considering the applications within a set time frame. Applications are considered at the different committee meetings during the week. The Subcommittee and Utilities Committee consider major development applications and applications for utility services development, respectively, within 14 working days after submission of these plans, whilst the Minor Works Committee on the other hand, considers minor residential development within seven working days, or less, after submission date.

Recommendations made by the Committees are compiled and circulated, as reports, to the Planning Authority Board, every week, for consideration. The Board either endorses the recommendations or can make alternative decisions. The final decisions are communicated to developers and agents by, email, post and telephone, the week following the meeting. The process is a repeated one each week. Hence, the technical Planning Authority Secretariat is a busy well-oiled, factory machine, working away meticulously, to ensure timely communications to the referral agencies and clients and consideration of cases by the Committees and Board, week after week, after week.

The Planning Authority Appeals Board was appointed by the President of the Republic, in line with the Physical Planning Act 2021. The Board is mandated under the Physical Planning Act 2021, to consider cases of appeal brought forth by developers, who feel aggrieved by decisions of refusal or those who wish to contest a condition imposed by the Planning Authority or enforcement notice served by the Planning Authority. The Board is chaired by Mr. Patrick Nanty. The other two members are Mr. Ashley Pothin, who represents the Department of Environment and Ms. Rightny Amade who comes from the Private sector. The Board's secretary is Mrs. Shamira Bouchereau, who is a staff of the Planning Authority.

## 2.1 Planning Authority Boards' and Committees' Meetings and Visits in 2022

The table illustrates meetings held and cases considered by the Planning Authority Boards and its Committees in the year 2023.

	Year 2023		Site Visits & Meetings with agents
	No. of Meetings	Cases (New + Substitutes & supplementary)	
<b>Planning Authority Board</b>	<b>45</b>	<b>1444 Cases</b>	<b>56</b>
<b>Subcommittee</b>	<b>100</b>	<b>3801 Cases</b>	<b>95</b>
<b>Minor Works Committee</b>	<b>49</b>	<b>773 Cases</b>	<b>89</b>
<b>Utilities Committee</b>	<b>23</b>	<b>146 Cases</b>	<b>5</b>
<b>Land Use Planning Committee</b>	<b>31</b>	<b>125</b>	<b>6</b>
<b>Appeals Board</b>	<b>24</b>	<b>45 Cases</b>	<b>40</b>

Figure 5 – Work of the Boards and Committees in 2023





Figure 6 - Some of our Boards & Committees at work

### 3.0 The Planning Application Process

Based on the type of development proposal, applications are circulated to referral agencies for assessment and inputs based on their respective area of expertise. Not all types of applications are circulated to the same referral agency. For instance, an application for a retaining wall is circulated to the Engineering section for assessment but not to the Public Health Authority. However, referral agencies, such as; the Department of Environment, Development & Policy Planning Unit and Ministry of Local Government receive all planning applications that are submitted, for statutory, monitoring or community awareness purposes. The diagram below is an illustration of the process for considering an application.

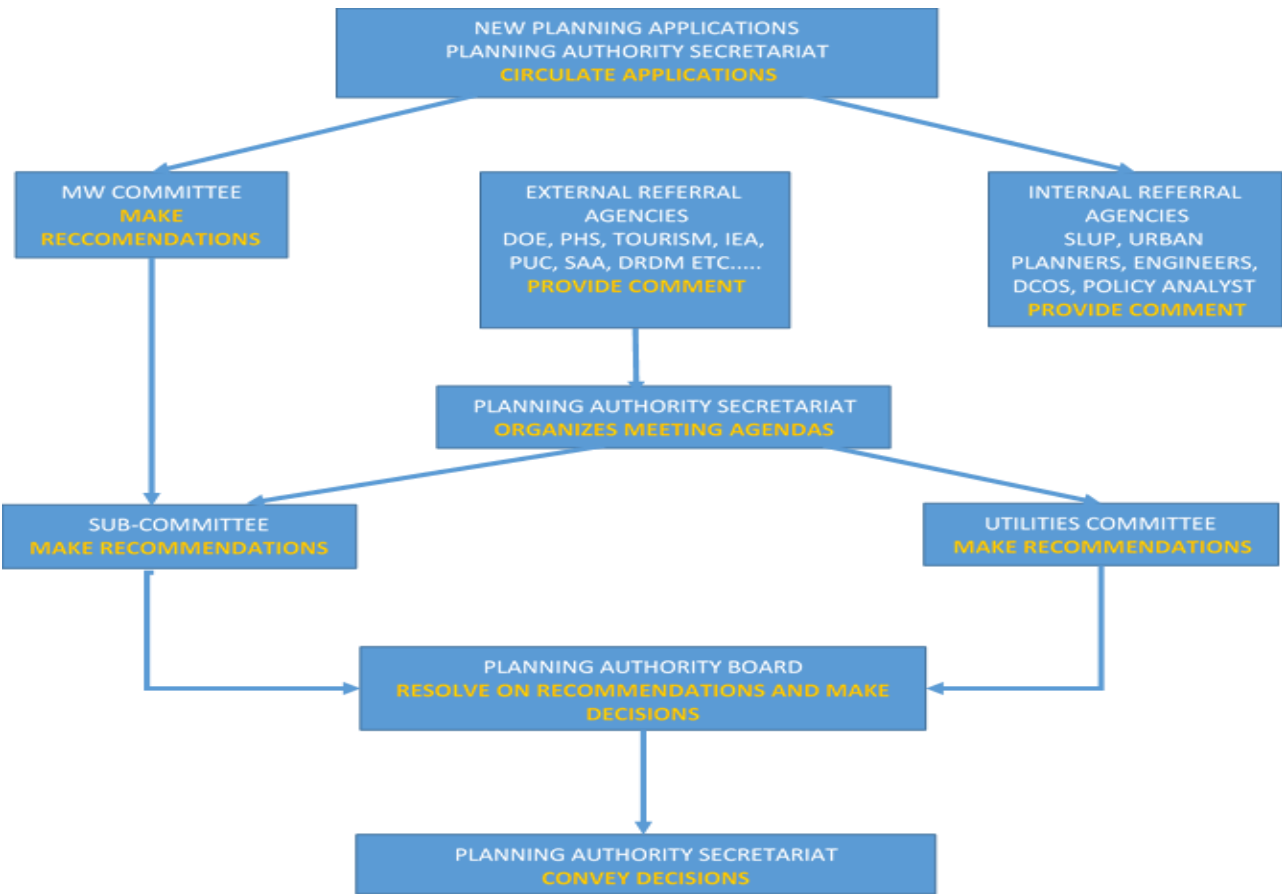


Figure 7 - The Planning Application Process



### 3.1 Decision Status of Planning Applications

The different type of decisions taken by Committees and the Planning Authority Board varies and are as follows;

**Approved;** considered as a final decision, whereby permission to initiate implementation of development is released formally with conditions.

**Refused;** considered as a final decision with rationale for refusal, against which appeal can be made to the Planning Authority's Appeal Board.

**Approved in principle;** not a final decision. This decision is taken, when the proposal is first considered and is generally found to be acceptable. However, comments from the referral agencies have not yet been received. The approval in principle can change, once the necessary comments are received. It is also a decision issued, when the development proposals are generally acceptable but there needs to be minor revision(s) made to the drawings, in the form of a resubmission from the Agent.

**Deferred;** not a final decision. Status given to applications when feedback from the referral agencies are awaited.

**Withdrawn;** not a final decision and is done upon request from agents or developers when applications are superseded by the submission of another development proposal, requested by the owner/developer.

Applications are also withdrawn automatically, upon expiry of the 6 weeks' timeframe, after agents fail to provide resubmissions/amendments/additional information requested by the Planning Authority. Once withdrawn, applications can be re-instated, provided that a re-instatement fee is paid.

**Resubmission;** The term 'Resubmission' is used when agents are requested to submit revision to address certain issues, which then, substitutes drawings, that were submitted originally.

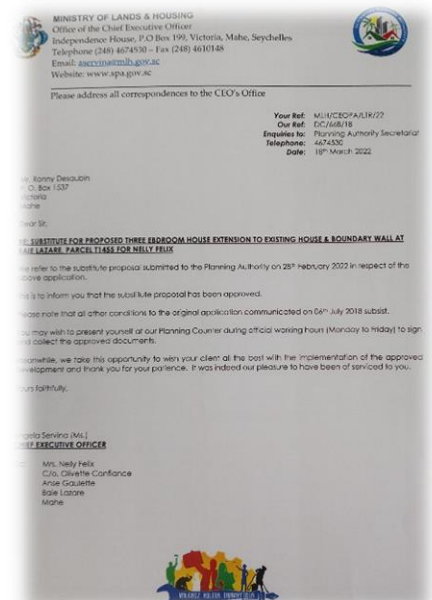
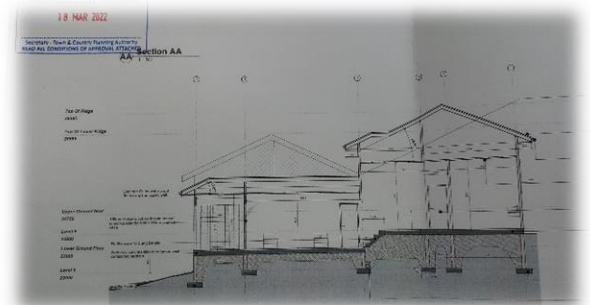
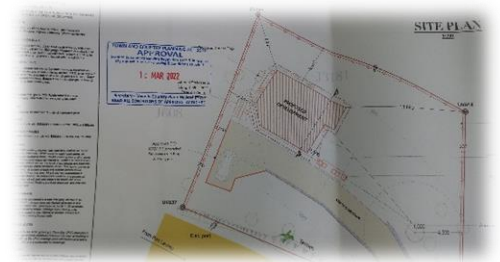


Figure 8 - Sample of planning application documents

### 3.2 What does 'DC', 'CERT', 'Minor Works', 'CPS' applications refer to?

These are the four different categories under which planning applications when submitted are registered under. These depend on the type, scope and size of development. This section of the report defines the types of development for those four categories of applications.

**Development Control- (DC)** These are applications submitted for all types of commercial, industrial, tourism, agricultural development proposals. This reference is also used for all new residential buildings of more than 100m<sup>2</sup> or extensions to existing residential development of more than 40m<sup>2</sup>, including retaining and boundary walls above 1.5m high and subdivision of plots of land, into 4 plots or more.

**Certificate of development- (CERT)** These applications consist of solely, new residential house proposals that are below 100m<sup>2</sup>.

**Minor Works- (MW)** These applications consist of solely ancillary facilities attached to existing residential developments, fences, gates and walls that are below 1.5m high, non-habitable temporary buildings and extension to existing residential developments below 40m<sup>2</sup>.

**Certificate of Permitted Subdivision- (CPS)** These consist of subdivision applications up to 3 residential plots. The plots may be a combination of residential plots and plots for designated access. It also consists of subdivisions of land simply to address existing residential/access encroachments, in which case there is no limit to the number of plots.

### 3.3 Planning Applications Statistical Performance 2023

The number of new submissions received in 2023 was 2411. This figure represents an increase of approximately 100 more applications, submitted in 2023, compared to the year 2022.

The below graphs provides statistical details of applications processed within 2023.

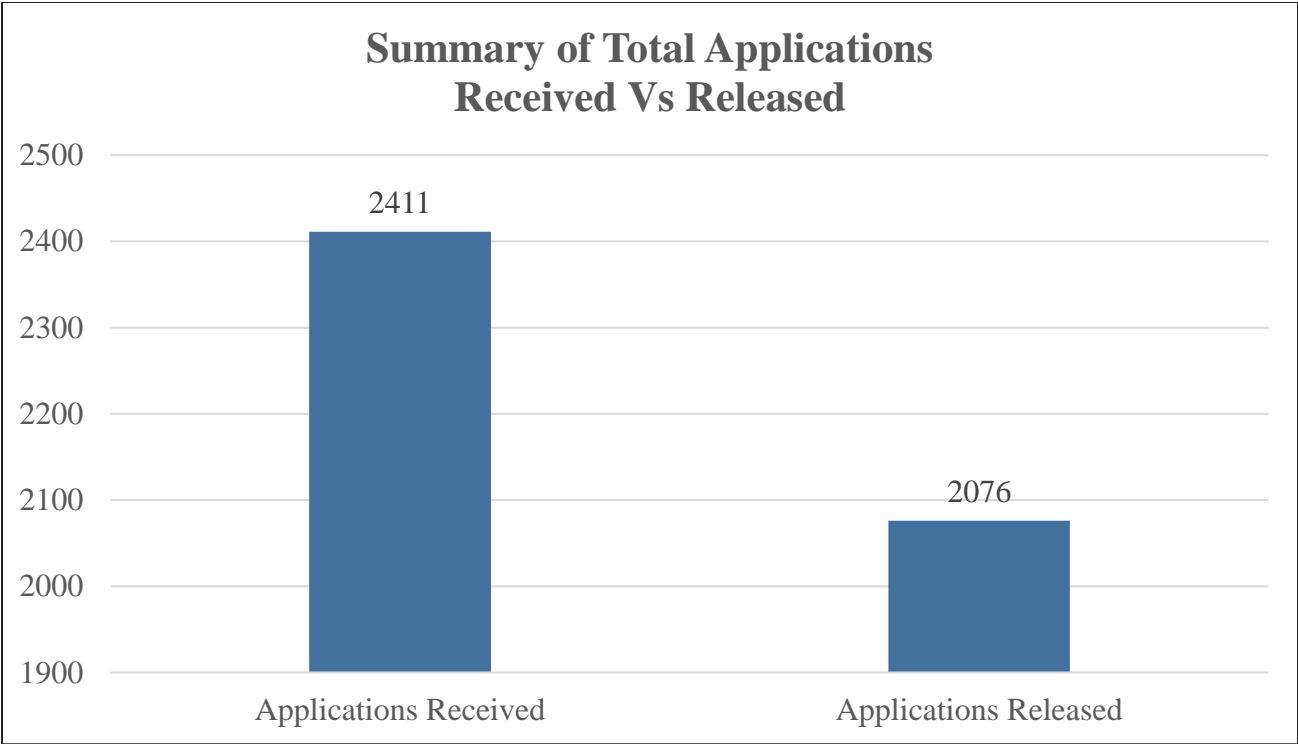


Figure 9 - New Applications received and released in 2023

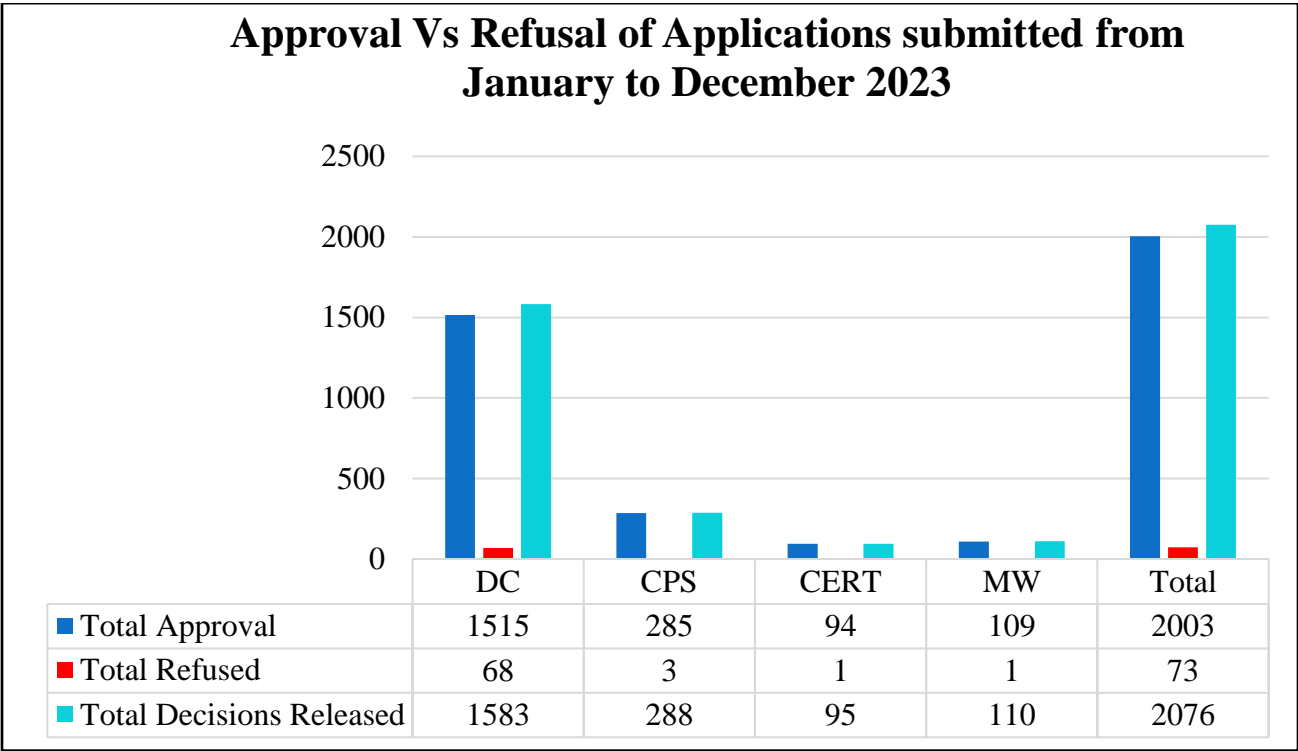


Figure 9 - Breakdown of applications received and released in 2023, per category

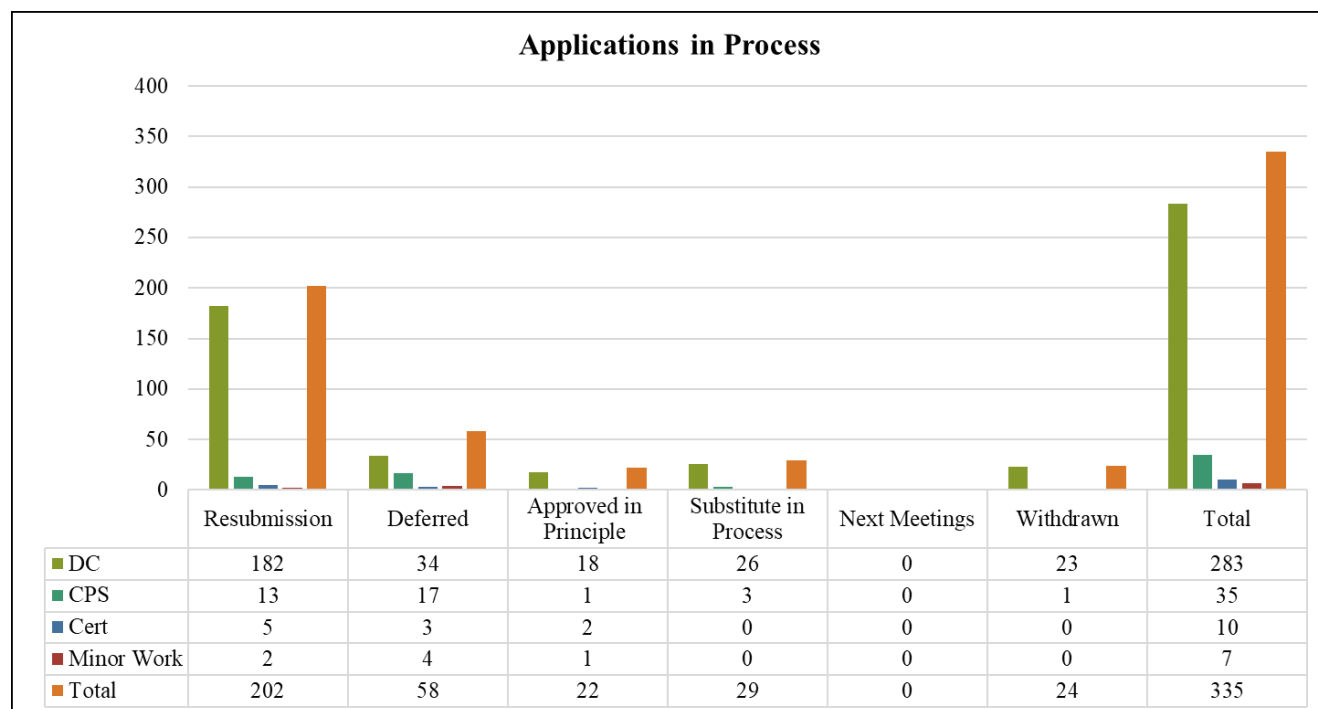


Figure 10 - Applications still in process as at 31st December 2023

### 3.4 Summary of applications' status as at 31<sup>st</sup> December 2023

- Total Applications Received – Total Released from January to December 2023; 2411- 2076 =**335 applications in process**.
- **2003** applications had been approved, representing a total percentage of **83%**.
- **73** had been refused, representing a total percentage of **3%**.
- **335** applications were still in process, representing a total percentage of **14%**.

#### The applications in process as at 31<sup>st</sup> December 2023

- **267** applications were pending a revised submission with agents/developers.
- **24** applications had been withdrawn either automatically or by the agents/developers themselves.
- **109** applications were pending a final decision/ still in process.

3.5 Appeals Statistics 2023

The Planning Authority's Appeals Board considered a total of 45 cases in the year 2023. The below table provides a breakdown of this figure as at 31<sup>st</sup> December 2023.

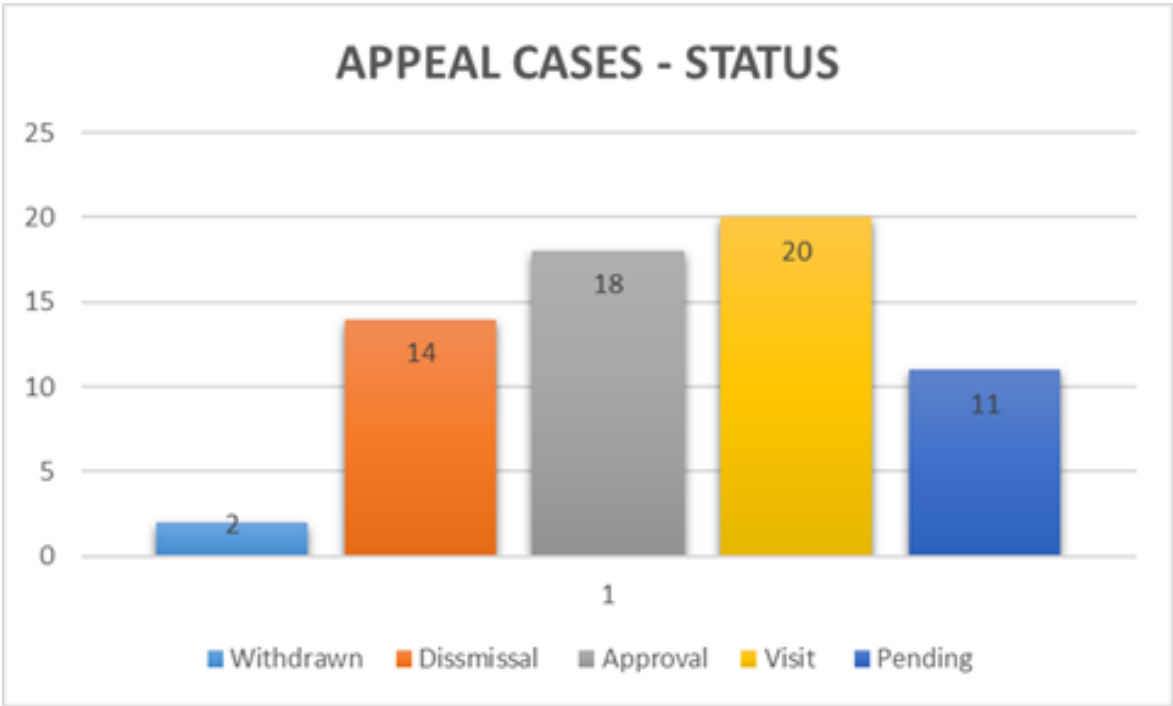


Figure 11 - Appeals cases 2023

3.6 Comparisons of Application Statistics over the last years

The below charts that follow illustrate comparisons between applications received and processed in the last 4 years, by the Planning Authority.

As will be noted, the trend is that the DC applications remain dominant, in terms of type of applications submitted.

Also apparent is that the figure for applications refused by the Authority has remained considerably low. This can be attributed to the continuous work done with developers/agents in advising on best options for development, in line with the land use classifications and site topographical and geographical conditions as well as the need to also preserve our natural environment.

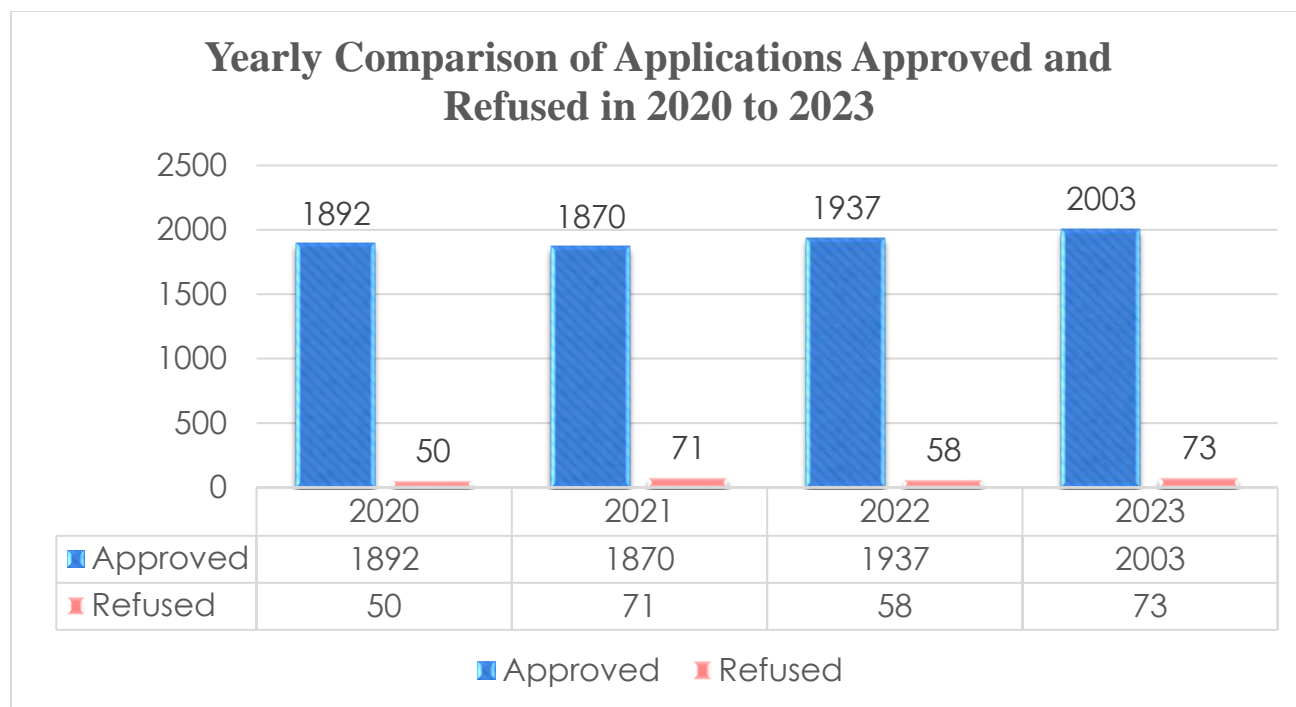


Figure 12 - Yearly comparison of Planning Applications received in 2020 to 2023

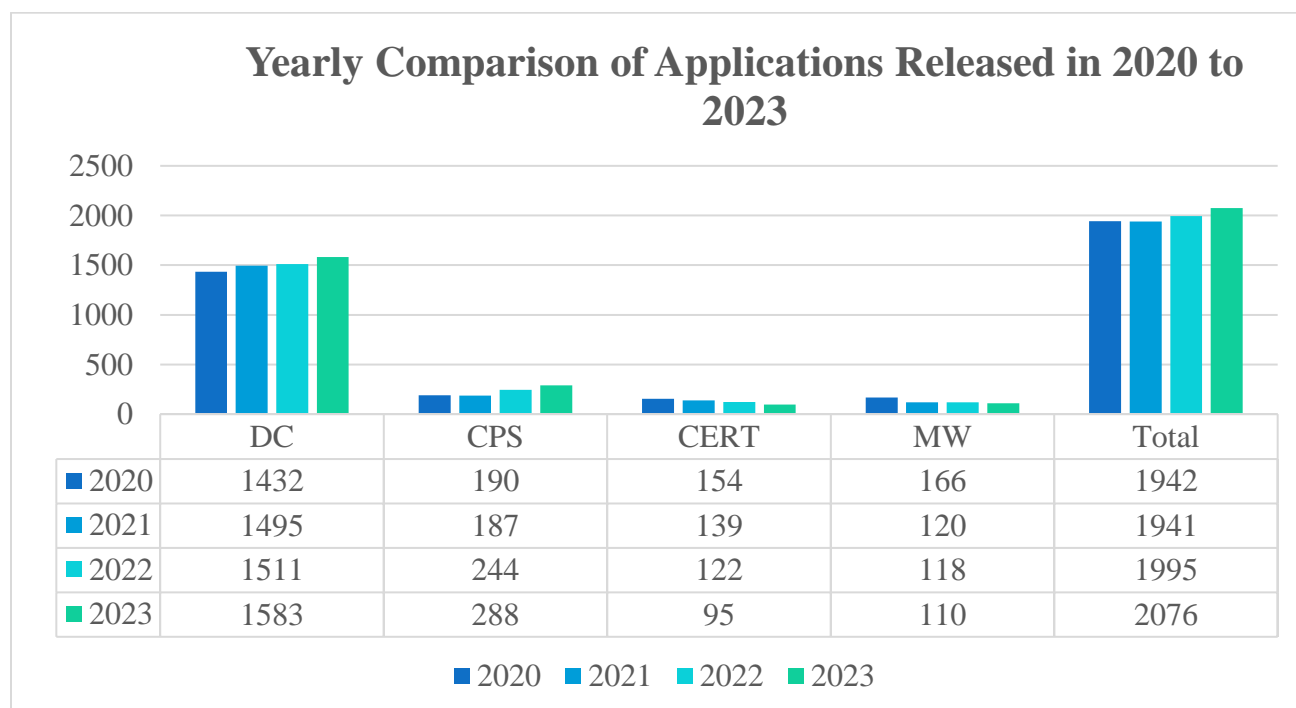


Figure 13 - Yearly comparison of Planning Applications released in 2020 to 2023

3.7 Earthwork Applications

When physical development applications are approved, as a condition, developers/builders are requested to submit a dully-filled form, which serves as an application, to seek permission prior to undertaking earthworks on the construction site. Sites that are subject to such requests, are visited by Development Control Officers for an assessment of the works in question and eventual decision.

To reduce the number of illegal or uncontrolled earth cuttings, applications for earthworks are accepted only when there are substantial earth works on agricultural land and for sites with approved construction development.

The benefit of such permission is to control and ensure that earth-work activities are done in a safe and secure manner without causing adverse effects to the surrounding environment and amenities. The following graph is an illustration of the number of earthworks requests received and considered over the past four years.

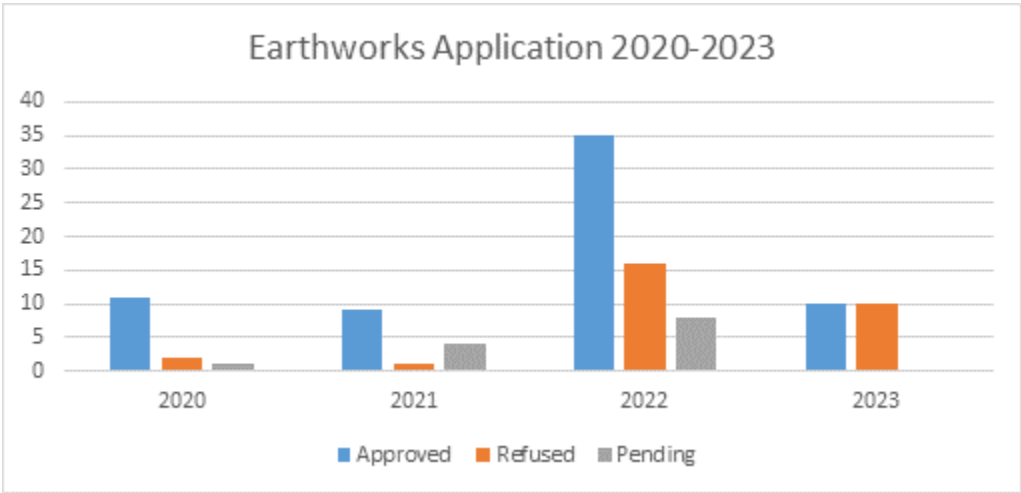


Figure 15 - Earthworks Applications Request 2020 to 2023

## 4.0 The Units of the Planning Authority

For the effective delivery of its daily functions, the Planning Authority, relies on its three main technical units. This part of the report provides an overview of their responsibilities, functions and overall performance during the year 2023.

### 4.1 The Planning Authority Secretariat;

- ❖ Receives and registers submissions, including planning applications from developers/ Agents (Architects, land Surveyors, Draughtsman and Contractors.
- ❖ Processes these submissions until a final decision is communicated to the client/agent.
- ❖ Liaises and follows up systematically with internal, external referral agencies and agents for timely receipt of comments, processing of planning applications and other submissions.
- ❖ Processes substitutes and supplementary resubmissions to planning applications in process, as well as those already approved.
- ❖ Processes renewal of previously approved and expired planning approvals.
- ❖ Prepares and releases final approval or refusal documents to agents.
- ❖ Prepares agendas for Committees' & Boards' meetings.



*Figure 16 – Some of Planning Authority's Secretariat staff*



❖ Organizes Committees' and Boards' visits.

In 2023, the unit was able to maintain the momentum set from previous year, in respect of the percentage of applications on which a decision was released within 4 weeks. The figure stayed put at the range of 90%-92%

This means that **90%-92%** of applications submitted in 2023 was dealt with, within 4 weeks of submission and a final decision conveyed within the stated period.

The Planning Authority Services Bureau ensures that all decisions taken by the Board during the weekly meeting are communicated to clients, the following week. Hence, no delay in the provision of feedback.

Statistics specifically related to the unit's mandate are relevant from 3.3-3.4 above.



*Figure 17 – Some of Planning Authority's Secretariat Staff*

## 4.2 The Development & Policy Planning Unit

- ❖ Is mandated to prepare and produce land use and development plans for the territories of Seychelles.
- ❖ Works on strategic policies and guidelines that relate to construction, designs and uses of land. These are then submitted to the Planning Authority Board for review and approval.
- ❖ This unit plays a vital role in assessing planning applications based on land use classifications.
- ❖ Computes plot coverage limit for development proposals.
- ❖ Reviews and updates information related to development plans and land use plans



- ❖ Receives and provides pre-planning advice pertaining feasibility of developments in relation to the land use classification and allocated plot coverage limits.



*Figure 18 - Some of the Development & Policy Planning staff at work.*

- ❖ Conducts stakeholders' consultations related to projects that can potentially have major social impacts nationally or on the community within which, such development proposals are located. Some examples of such proposals are churches, air fields etc...

- ❖ Provides land use advice to developers.

Relevant statistics for work done in 2023, based on the unit's mandate are listed in the table below;

Tasks	Figures
Pre-Planning requests	63
SIB projects	20
SIB Evaluation Tender Committee	15
Livestock assessment request	27
Environmental Impact Assessment scoping	7
Trade Import scoping	23
Reviewed land use plans	7
Development Plans worked on	5
Lands Cases	43
Land Use reclassification cases	16
Religious Consultations	3
Meetings with other MDAs & stakeholders	95
Consultation for special/national projects	3
Policies /Guideline reviewed	17

*Figure 19 - Cases dealt with by the Development & Policy Planning Unit*



### 4.3 The Quality Assurance and Building Control unit

This unit consists of two sub units including Development Control Officers, qualified as Construction Technicians and qualified Engineers. The unit;

- ❖ Assesses planning applications in reference to the Building Regulations.
- ❖ Conducts monitoring of approved developments under construction, from commencement up to completion, to ensure compliance to approved plans.
- ❖ Provides assistance to referral partners such as FTC, SLA, Ministry of Local Government, Ministry of Environment etc...
- ❖ Assesses renewal requests upon expiration of planning permission for development proposals. This is to ensure that the site situation has not changed since the last approval was granted.
- ❖ Conducts joint visits with pertinent referral agencies for issuance of Occupancy Certificate for completed development.
- ❖ Assesses earthworks requests to identify potential risks that may impact on the neighboring properties or the existing amenities of the site to be developed and make recommendations to the Planning Board.
- ❖ Investigates construction related complaints and enforces illegal construction
- ❖ Initiate enforcement action against developers and building contractors through formally serving 'Stop Notices' or 'Enforcement Notices', to instruct compliance.
- ❖ The qualified Civil and Structural Engineers check, request revisions and approve structural details of development proposals.
- ❖ Monitor construction and stability of structural elements within construction proposals and during site implementation.



*Figure 20 – Construction sites visited by the Quality Assurance & Building Control unit.*

- ❖ Provides the Planning Board with reports and recommendations on structural cases.
- ❖ Conducts interviews for new contractors' licenses and upgrades of licenses and makes recommendations to the Seychelles Licensing Authority.

In 2023, the Unit comprising 10 development control officers monitored 1276 Active construction sites in the country. In addition, they attended to 72 construction related complaints with an 80% resolved statistics and 20% cases ongoing at present, which rolled over from 2023.

The engineering unit which is made up of 3 engineers, a senior engineering technician, an engineering technician and a project secretary, attended to all the structural notices submitted.

The below table, details the units work in the year 2023.

Tasks	Figures
Commencement Notices	815 (All visited)
Completion Notices	183 (All visited)
Occupancy Certificates Issued	163
Stop Notices	98
Enforcement Notices	31 (22 Finalized) (6 Under process for demolition) (3 Land ownership issue being sorted out)

Tasks	Figures
Appraisals of submitted applications	765 (744 approved and 21 pending as at 31 <sup>st</sup> December 2023)
Reinforcement Notices submitted and checked	309
Structural checks on ongoing development unrelated to reinforcement notices	715

Figure 21 – Details of work done by the DC Unit in 2023

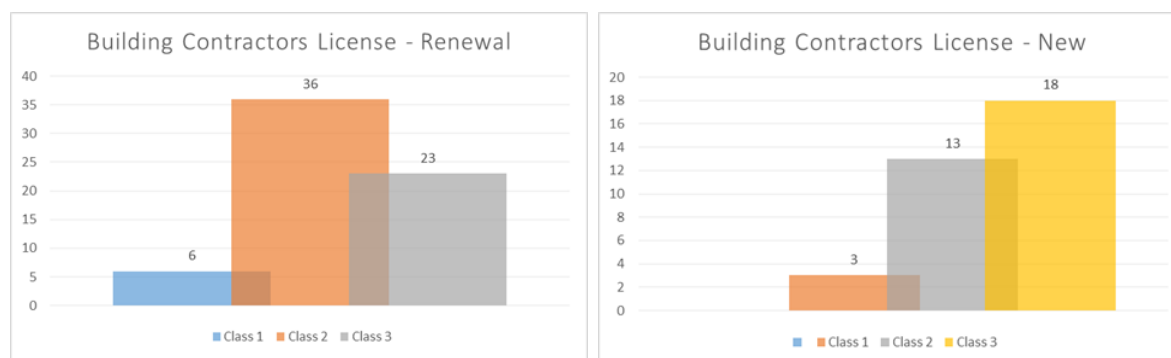
The Engineering unit is also responsible to oversee the gazetting process of reclamation applications, in line with the Land Reclamation Act.

The below details the work for 2023;

Total Land Reclamation Gazette Letter and Completion Certificate	
Completion Certificate	15
Gazette Notice Section 2	5
Gazette Notice Section 6	7

Figures 22 – Details of work done by the Engineering Unit in 2023

The below, details data on applications received from the Seychelles Licensing Authority, in regards to building contractors' licenses in 2023;



Figures 23 - Categories of licenses on which favourable recommendations were issued in 2023.

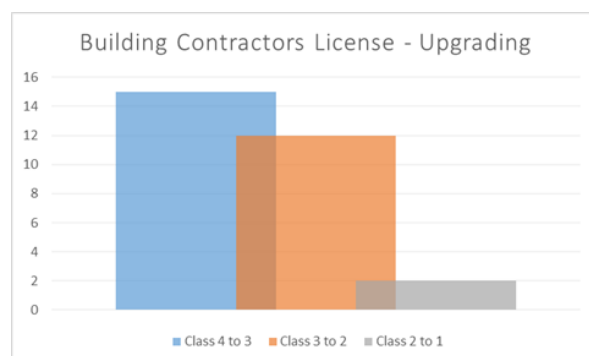






Figure 24- The engineering & DC unit staff

## 5.0 Inner Island site visits

The Board, CEO, technical units and certain Committees undertook site visit to the Inner islands in 2023, for the purpose of delivering on the Planning Authority's mandate. This is detailed in the below table.

	Number of Trips
Development & Policy Planning Unit	23
Development Control & Engineering Unit	14
Minor Works Committee	4
PA Board	1
Appeals Board	2
Sub-Committee	2
Land Use Committee	1
CEO PA	2

Figure 25 - Number of trips to the Inner Islands in 2023



Figures 26-Board visit on Praslin Island, and meeting with district Authorities, April 2023



## 6.0 Other Activities

### 6.1 COP 28-Ministerial Meeting on Urbanization & Climate Change

The Authority was represented at the COP 28 summit at the Expo City, in Dubai, in December 2023, through its CEO, who accompanied the Minister responsible for Lands & Housing at the event. The CEO Seychelles Infrastructure Agency was also part of the team. The delegation had the chance to participate in side events discussions and network with other delegates. The culminating point of the trip was the Ministerial Meeting on Urbanization & Climate Change in which Minister Rangasamy had the chance to intervene.



Figure 27- Ministerial delegates at the COP 28 Summit.

6.2 Finalization of Regulations supporting the Physical Planning Act 2021

In early November 2023, the Planning Authority managed to finalize 7 out of the 8 Regulations that support the Physical Planning Act 2021. This was achieved following several rounds of consultations with relevant partners, in both government and the private sector, over the past three years. The World Bank also provided support through review of writings and ideas. Finally, in close collaboration with the office of the Attorney General, the 7 regulations were signed into use by the Minister responsible for the Planning Authority. These regulations are the land use & development plans regulations, appeals rules of procedures, rules and procedures for Board meetings, control of advertisement structures, control of development of land, development and subdivision of parcels and the fees regulations. The building regulations is in final stage of review and it is expected that the same will be finalized in the first quarter of 2024.



Figures:28- Extracts of two of the regulations

### 6.3 7<sup>th</sup> December Disaster Assistance

The Planning Authority was part of the government team that provided support to the victims of the 7<sup>th</sup> December disaster, in late 2023 and early 2024.

Following the calamities, the team, jointly with the Seychelles Infrastructure Agency conducted visits to over 1400 households and businesses in Cascade, Providence, Belombre & Beau-Vallon districts. The team primarily assessed the structural status of affected buildings on these sites. The team was also at the center of the re-occupancy exercise in the Providence Industrial Estate, from December up until now, to get businesses to re-open their doors.



Figure 29 – PA staff at work, in the aftermath of the 7<sup>th</sup> December disaster

### 6.4 Habitat Week Activities

In 2023, again, we joined forces with our parent Ministry to commemorate habitat week during the first week of October 2024. The theme for the year was “**Resilient urban economies; Cities as drivers of growth & recovery**”

The major activity to commemorate the day, was an open day session, whereby all entities falling under the umbrella of the Ministry, came together to showcase their work and services, in keeping with the year's theme. Other activities on a smaller scale were also organized, during that week.





## 6.5 World Town Planning Day

In 2024, for the second year running, the Authority commemorated the World Town Planning Day, which falls on November 8<sup>th</sup>. Two major activities were organized. The first one was a wall of fame ceremony, whereby, past staff and Board members, who have contributed positively, to the Authority over many years, were honoured. The individuals are Mr. Terry Biscornet, Mr. Patrick Lablache, Mrs. Florence Benstrong and Mrs. Marlene Lionnet. The latter two having passed away, were represented by their children, whilst the former two, who are still contributing to the Authority, were present for the ceremony. Within the same ceremony, the staff and Board members were given blessings by father Alcindor and the CEO distributed tokens to all. A lively ceremony with speeches, songs and camaraderie.

The other major activity, was an open day session on Praslin island, whereby the Authority brought its services and work, closer to the Inner Island communities. An activity in which the LWMA also participated. The participation of many students and contractors on the islands were recorded.





Figure 30 - Picture overview of Town Planning Day Activities

## 7.0 Financial Reports 2023

### Receipts Outturn



SR'000s	2022  Audited Outturn	2023			Variance	
		Budget	Revised Budget	Preliminary Outturn	Revised Budget to Outturn (SR 000)	Revised Budget to Outturn (%)
<b>Receipts transferred to Consolidated Fund</b>	<b>6,067</b>	<b>7,015</b>	<b>6,025</b>	<b>5,794</b>	<b>-231</b>	<b>-3.8%</b>
Planning Fees	6,067	7,000	6,000	5,763	-237	-3.9%
Sale of Booklets	-	15	25	31	6	24.3%
						0.0%
<b>Receipts retained</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
Receipt source 1	-	-	-	-	-	0.0%
Receipt source 2	-	-	-	-	-	0.0%
<b>Total</b>	<b>6,067</b>	<b>7,015</b>	<b>6,025</b>	<b>5,794</b>	<b>-231</b>	<b>-3.8%</b>

In 2023, the Planning Authority was unable to exceed its revised target by 3.8%, as the projection for the year 2023 was based on the revision and implementation of the new fees Regulations. Delays in the implementation of the revision has caused the variance and under collection. In 2023 Planning Authority received a total of 2411 applications which is an increase of 4.1% from 2022. The following listed below were the types of applications processed;

- Small Projects
- Apartments
- Sub division
- Tourism
- Residential
- Commercial

## Consolidated Expenditure Outturn

Table 1 Consolidated expenditure outturn

SR'000s	2022  Audited Outturn	2023			Variance	
		Budget	Revised Budget	Preliminary Outturn	Revised Budget to Outturn (SR 000)	Revised Budget to Outturn (%)

## Programmes

P1:Governance, Management & Administration	7,510	7,506	7,255	7,321	-66	-0.9%
P2:Land Use Policy and Planning	1,987	2,910	2,902	2,707	195	6.7%
P3:Development Control	6,386	7,967	7,876	7,819	58	0.7%
Enter Programme 4 Name	-	-	-	-	-	0.0%
Enter Programme 5 Name	-	-	-	-	-	0.0%
Enter Programme 6 Name	-	-	-	-	-	0.0%
Enter Programme 7 Name	-	-	-	-	-	0.0%
<b>Total</b>	<b>15,883</b>	<b>18,384</b>	<b>18,034</b>	<b>17,847</b>	<b>187</b>	<b>1.0%</b>

## Economic Classification

<b>CURRENT EXPENDITURE</b>	<b>15,883</b>	<b>18,384</b>	<b>18,034</b>	<b>17,397</b>	<b>637</b>	<b>3.5%</b>
<b>Compensation of Employees</b>	<b>10,592</b>	<b>13,472</b>	<b>12,986</b>	<b>12,249</b>	<b>737</b>	<b>5.7%</b>
Wages and Salaries in Cash	10,592	13,472	12,986	12,249	737	5.7%
Wages and Salaries in Kind	-	-	-	-	-	0.0%
<b>Use of Goods and Services</b>	<b>5,292</b>	<b>4,911</b>	<b>5,048</b>	<b>5,148</b>	<b>-100</b>	<b>-2.0%</b>
Office Expenses	1,513	1,515	1,513	1,449	64	4.2%



Transportation and Travel cost	433	654	718	566	152	21.1%
Maintenance and Repairs	353	325	325	404	-78	-24.0%
Materials and Supplies	18	4	6	3	3	54.8%
Other Uses of Goods and Services	2,184	2,206	2,097	2,251	-154	-7.3%
Minor Capital Outlays	789	207	388	475	-87	-22.3%
<b>CAPITAL EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>450</b>	<b>-450</b>	<b>0.0%</b>
Non-financial Assets	-	-	-	450	-450	0.0%
<i>Building and Infrastructure</i>	-	-	-	-	-	0.0%
<i>Machinery and Equipment</i>	-	-	-	-	-	0.0%
<i>Other Fixed Assets</i>	-	-	-	450	-450	0.0%
<i>Non-produced Assets</i>	-	-	-	-	-	0.0%
<b>Total</b>	<b>15,883</b>	<b>18,384</b>	<b>18,034</b>	<b>17,847</b>	<b>187</b>	<b>1.0%</b>

In general, there were no major changes in terms of programs, since the budget allocation remained more or less the same. However, the Planning Authority managed to make certain savings, under wages vote, in view of delays to recruit in key posts, as a result of delays outside of our control, as such, with the permission of the Ministry of Finance, the Authority was able to vire some of the funds to other priority votes.

**Table 2 Performance measures for Programme 2**

<b>Programme:</b>	<b>P2:Land Use Policy and Planning</b>				
<b>Outcome:</b>	Improved land use efficiency				
<b>Outcome indicator</b>	<b>2022</b>	<b>2023</b>			<b>Explanation of Difference between Targets and Outturn</b>
	<b>Outturn</b>	<b>Target</b>	<b>Revised Target</b>	<b>Outturn</b>	



1. % of planning and pre-planning and other assessments done within the prescribed time frame.	90%	100%	95%	85%	Reduced performance due to lack of resources for site visit, e.g access to vehicles and number of trips on the Inner islands. Human resources limits.
Contributing indicators	2022	2023			Explanation of Difference between Targets and Outturn
	Outturn	Target	Revised Target	Outturn	
P2:Land Use Policy and Planning					
1.% of land use plans which has completed review and consultation stages for the existing electoral districts	65%	100%	90%	85%	There was a slight delay in view of availability of district Authorities for consultations and feedback after consultation with stakeholders
2.% of current guidelines and policies finalised for approval.	95%	85%	50%	50%	On target since the policy analyst post was filled in May.

**Table 3 Performance measures for Programme 3**

<b>Programme:</b>	<b>P3:Development Control</b>				
<b>Outcome:</b>	Reduced illegal development and improved efficiency in the process of planning submissions				
Outcome indicator	2022	2023			Explanation of Difference between Targets and Outturn
	Outturn	Target	Revised Target	Outturn	
1. % of total number of applications visited compared to the total number of applications under monitoring	85%	100%	90%	<b>91%</b>	Even if we have achieved our target. We encountered challenges, in view of availability of vehicles to cover all sites. In some instances, we had to borrow vehicular resources from our parent Ministry to ensure continued site presence.

2. % of new application released against total number of new applications received	92%	95%	88%	88%	Despite feedback on re-submission being out of our hands, and delays caused by certain referral agencies in providing timely feedback, at times, we were able to meet our target.
Contributing indicators	2022	2023			Explanation of Difference between Targets and Outturn
	Outturn	Target	Revised Target	Outturn	
SP1:Assessment, Monitoring and Enforcement					
1.% of total number of visits compare to the total number of control notice	87%	100%	90%	86.60%	Analyzing the statistic records for the last three years, lack of presence on the Inner islands and the few staff within the engineering section has had a major role in causing the statics record to drop / remain same. This is attributed to only 3 engineers employed within the section with responsibilities to check, verify, assess and comment on applications for the whole country, submitted by all private engineers.
2.% of non-compliance cases dealt with successfully	90%	90%	90%	80%	Although we have recorded a majority of compliance cases, On Praslin few cases have had delays again due to lack of follow up as well as land not being on the new registry thus kept pending, a slight remainder of cases are still ongoing and others will undergo demolition process.
SP2:Planning Submission Processing					
1. % of final decisions conveyed to applicants within 4 weeks	92%	95%	88%	88%	Despite feedback on re-submission being out of our hands, and delays caused by certain referral agencies and agents in providing timely feedback , at times, we were able to meet our target.

## 8.0 Achievements of Targets set for the year 2023

- Finalized review of 8 Regulations that support the Physical Planning Act, 2021.
- Managed to promote 4 staff.
- Reviewed the Planning Authority's structure in liaison with the Public Services Bureau.
- Finalized the Anse-Aux-Pins Land Use Plan and the scheme texts and maps framework for all LUPs.
- Made further improvement in the e-planning system through the appeals interface
- Successfully carried out a number of meetings with our partner agencies and agents.
- Conducted sensitization activities for the public on the roles and mandate of PA.
- Conducted sensitization sessions with school students, to generate interest in construction and urban planning fields.
- Staff of the Authority benefited with both local and overseas training sessions.
- Produced development plans for Perseverance open zone and Roche Caiman market area.
- Successfully finalized land use & development plans Regulations, jointly with the World Bank Team. This work supports the World Bank's economic assistance program for the country.
- Successfully recruited in the positions of architect and policy analyst. Hence, able to finalize a lot of outstanding work in the Development & Policy Planning Unit.

## 9.0 Challenges and Constraints encountered in 2023

- Data gathering activities by the referral agencies for the benefit of the land use process is still taking a long time, as some agencies do not have the necessary data and statistics at hand and are only initiating the exercise now and others, lack necessary human resources.
- Limited adequate human resources in the various units of the Authority continues to be a challenge to effective delivery of services and production of important work, related to the mandate.
- Staff continue to request for review of salary packages.
- Procedures through PSB, experience long delays, to the disadvantage of the PA.
- ICT/internet interruptions and delays persisted in 2023; this negatively affects the online processes and everyday functions of the Authority.

- An ageing vehicle fleet has continued to be a problem for PA. A huge chunk of the budget goes towards vehicle maintenance. The issue also affects our mobility and hence negatively affect the effectively delivery of our mandate.
- Request to replace existing ageing vehicle fleet, not entertained in 2023.

## 10.0 Strategic Priorities & Targets- 2024 to 2026

- To finalize the review of the sole remaining Regulation that supports the Physical Planning Act 2021.
- To complete the review and make available to the public, all 26 district land use Plans in terms of assessment and consultations;
- Continue with the implementation of the Victoria Spatial Development plan especially the traffic management plan for inner and greater Victoria
- Produce development plans for specific urban or sites of special interest
- Jointly with our key partners, produce a construction contractors' council Bill.
- Continue to do our part to improve the country's ranking in EODB.
- Finalize the digitalization records of past planning applications
- Continue to produce new housing estate extension guidelines, where possible and put emphasis on orderly housing extensions in areas where common guidelines are not feasible, as a means to reduce pressure on the parent Ministry, on demand for housing.
- Continue with public education on the Mandate of the Authority by persisting with our digitalized media campaign; updated website, YouTube, Instagram and Facebook pages, through which information will continue to be disseminated.
- Continue with the enhancement of quality control in construction through capacity building of Development control officers, Engineers, Urban planner, planning officers and Architects.
- Continue to work with the Professional Training centres, the schools and the ANHRD to entice students in key required professional fields, such as urban planning, land use planning, engineering and architecture.
- Work with the Ministry of Finance for necessary funding for new posts, to build up capacity in the various key areas that are currently a challenge for efficient service delivery.
- Continue to work with the Ministry of Finance, to secure necessary funding for replacement of ageing vehicle fleet.
- Closer collaborations with our stakeholders to improve on our service delivery in all aspects and also support the important work of our referral partners.
- Continue with the review of the various schemes of services, to fill in human resources gaps and re-enforce where necessary.

- Work on and implement attractive human resources policies to entice existing staff and encourage new ones with the right attitude to join the team.
- Identify possibility for a plan for financial autonomy for the Authority.

## 11.0 Social Activities of 2023, in photos



Figure 15 - Pictures of Social Activities 2023





Figure32 - Pictures of Social Activities 2023









Figure 33 - Pictures of Social Activities 2023





Figure 34 - Pictures of Social Activities 2023

## 12.0 Acknowledgement

We express our most sincere thanks to our parent Minister; Mr. Rangasamy for your continued support during the year 2023.

Our thanks and appreciation also go to all our partners and stakeholders, on which we count, to be able to relay a decision to our clients. We pledge our continued support to you all, to ensure a smooth working relationship.

To all our agents, building contractors and developers, we will continue to work with you all, in order to ensure that your projects are implemented in line with relevant laws, guidelines and policies.

Lastly, our most sincere appreciation to all staff of the Planning Authority, for your hard work and dedication throughout 2023, to move the Authority forward. Together, we will continue to promote the sustainable physical development of our country.