



TEMA METROPOLITAN ASSEMBLY

P. O. Box CO 301 Tema, Ghana • Tel: 033 2093287, +233 050 702 2470

Email: info@tma.gov.gh • Website: www.tma.gov.gh

GPS Address: GT-0005802



Our Ref: PPB/TMK/SW/2026/101 1

Your Ref:



**TDC GHANA LIMITED
TEMA**

ORDER TO STOP WORK AND PRODUCE DOCUMENTS

It has come to the notice of the Assembly that you are undertaking preparatory activities geared towards construction on an open space at Site 3, Community 1 without the required permit which is against the LUSPA ACT 2016 (Act 925) Section 113 and the Local Governance Act 2016 (936) Section 91.

Per our checks, you have fell 13No. Trees as part of on-going activities on the blind side of the Assembly which is unacceptable.

In view of this you are being instructed to immediately stop work in accordance with the Local Governance Act 2016 (Act 936) section 94 (1a) and (b) and produce the following documents within the next seven (7) days after receiving this letter;

1. Land documents
2. Building and Development Permits
3. Hoarding Permit

Also, you are expected to show cause in writing why the unauthorized development should not be prohibited or demolished by the Assembly.

Failure to comply with this directive will leave the Assembly no option than to exercise its powers and take further enforcement action without recourse to you.

Note that the Assembly is entitled to recover any expenses to be incurred from you should you fail to heed the instruction within the given period.

You are being entreated to take this seriously and act accordingly.

Thank you.

Eden Tekpor Gbeckor-Kaye
Metro Physical Planning Officer
For: Metro Chief Executive

ATTN:

07 AUG 2026

SIGN:



TEMA METROPOLITAN ASSEMBLY

P. O. Box CO 301 Tema, Ghana • Tel: 033 2093287, +233 050 702 2470

Email: info@tma.gov.gh • Website: www.tma.gov.gh

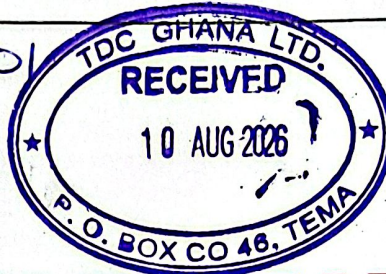
GPS Address: GT-0005802



Our Ref:

TMA/PIB/BLD/2026/001

Your Ref:



Date:

17/08/2026

ENFORCEMENT NOTICE

UNAUTHORISED BUILDING / PERMANENT STRUCTURE / PHYSICAL DEVELOPMENT

Issued under:

1. Local Governance Act, 2016 (Act 936), Sections 94, 95, 96, 97, 104, 105, 106, and 107
2. Land Use and Spatial Planning Act, 2016 (Act 925), Sections 113, 117, 118, 119, 120, 121, 160, and 161
3. Land Use and Spatial Planning Regulations, 2019 (L.I. 2384), Regulations 44, 45, 55, 56, and 57
4. TMA Bye-Laws, 2018 (Unauthorised Development Bye-Laws; Environmental Sanitation Bye-Laws; Protection of Roads Bye-Laws; Sullage and Storm Water Drainage Bye-Laws)

NOTICE NO:

TMA/ENF/BLD/2026/001

DATE OF ISSUE:

10/08/2026

TO: TDC Ghana Limited

PROPERTY/BUILDING LOCATION:

Site 3, Community 1

GPS Coordinates:

DESCRIPTION OF PHYSICAL DEVELOPMENT:

Hoarding

ADDRESS OF OWNER (If known):

ATTN:

10 AUG 2026

SIGN:

Page 1 of 15

PART A: NATURE OF VIOLATION

You are hereby notified that the Tema Metropolitan Assembly (TMA) has identified the following violation(s) on the building/structure described above:

- ☐ Building/structure constructed or being constructed without a valid development permit from TMA (Violation of Section 113(1) of Act 925 and Section 117(1) of Act 925)
- ☐ Physical development undertaken without obtaining prior written approval from the District/Metropolitan Planning Authority (Violation of Section 91(1) of Act 936)
- ☐ Building/structure erected in violation of approved zoning scheme or District/Metropolitan Spatial Development Framework (Violation of Section 102 of Act 925)
- ☐ Building/structure does not conform to approved District/Metropolitan Development Plan (Violation of Section 95(1)(a) of Act 936)
- ☒ Work executed in contravention of bye-laws made by the Tema Metropolitan Assembly (Violation of Section 106(3)(c) of Act 936)
- ☐ Conditions incorporated in an existing permit are not complied with (Violation of Section 94(1)(b) of Act 936 and Section 118(1)(b) of Act 925)

CERTIFICATE OF HABITATION VIOLATION:

- ☐ Building occupied or in use WITHOUT a Certificate of Habitation (Violation of Section 161 of Act 925 and the National Building Regulations, 1996 (L.I. 1630))
- ☐ Building being used for a PUBLIC PURPOSE without Certificate of Habitation (Violation of Section 161 of Act 925)

ENCROACHMENT VIOLATIONS:

- ☐ Building/structure encroaching on the community's right of space, including:
 - ☐ Road/Street
 - ☐ Footpath/Pavement
 - ☐ Public right of way
 - ☐ Drainage reservation/corridor
 - ☐ School ground/surroundings (security zone)
 - ☐ Hospital ground/surroundings (security zone)
 - ☐ Government premises (security zone)
 - ☒ Open space/public place
 - ☐ Other: _____
- ☐ Building/structure located within prohibited drainage zone:
 - ☐ Within 10 metres of primary/storm drain
 - ☐ Within 4 metres of secondary/roadside drain
 - ☐ Within 2 metres of residential/tertiary drain
- ☐ Building/structure poses danger to public safety or health (Dangerous Building)
- ☐ Building/structure constitutes a nuisance (Violation of Section 96 of Act 936 and Section 120 of Act 925)
- ☐ Building plans not prepared by or signed by a registered architect or engineer as required (Violation of Section 107 of Act 936)
- ☐ Land allocated or developed for use contrary to approved Development Plan (Violation of Section 103 of Act 936)
- ☐ Other violation: _____

PART B: STATUS OF DEVELOPMENT AND LOCATION

Current Stage of Development:

- ☒ Setting out / Site clearing
- ☐ Foundation level
- ☐ Substructure (below lintel)
- ☐ Superstructure (above lintel)
- ☐ Roofing level
- ☐ Completed but not occupied
- ☐ Completed and occupied (without Certificate of Habitation)
- ☐ Other: _____

Type of Space Where Building/Structure is Located:

- ☐ Private land (with valid title/allocation)
- ☐ Private land (without valid title/encroached land)
- ☐ Public road/street reservation
- ☐ Pedestrian walkway/pavement
- ☐ Drainage reservation/corridor
- ☐ Security zone (school, hospital, government premises)
- ☒ Open space designated for public use
- ☒ Reserved land (utility corridor, infrastructure)
- ☐ Riparian buffer zone (lagoon, waterway, wetland)
- ☐ Other community right of space: _____

Legal Basis for This Enforcement Action:

- Under **Section 106(1) of the Local Governance Act, 2016 (Act 936)**, a person shall obtain a development permit from a District/Municipal/Metropolitan Planning Authority before undertaking the construction of a building or other structure or undertaking any other work.
- Under **Section 113(1) of the Land Use and Spatial Planning Act, 2016 (Act 925)**, a person shall not undertake any physical development of land within a district unless that person has been issued with a permit by the District/Municipal/Metropolitan Assembly.
- Under **Section 117(2) of Act 925**, a person who carries out any physical development without a permit commits an offence.

PART C: GROUNDS FOR ENFORCEMENT ACTION

The Tema Metropolitan Assembly is taking this enforcement action on the following grounds:

1. ☒ The building/structure was/is being constructed without obtaining the required development permit from TMA's Physical Planning Department.
2. ☐ The building/structure encroaches upon community right of space, thereby obstructing public access and interfering with the use of public space.
3. ☐ The building/structure violates the approved zoning scheme or District Spatial Development Framework for this area.
4. ☐ The building/structure does not conform to the approved District Development Plan.
5. ☐ The building/structure poses a threat to public safety, health, or environmental quality.
6. ☐ The building/structure is located within prohibited drainage reservation zones (10m from primary drains, 4m from secondary drains, or 2m from tertiary drains) as specified in TMA Sullage and Storm Water Drainage Bye-Laws.
7. ☐ The building/structure is located within a designated security zone where construction is prohibited or restricted (near schools, hospitals, government buildings, or utility corridors).
8. ☐ The building/structure constitutes a dangerous building posing immediate risk to occupants or the public.
9. ☐ The building/structure constitutes a nuisance as defined under Section 96 of Act 936, Section 120 of Act 925, and TMA Environmental Sanitation Bye-Laws.
10. ☐ The building is being occupied or used WITHOUT a Certificate of Habitation as required by Section 161 of Act 925 and the National Building Regulations, 1996 (L.I. 1630). A person shall not use a building for any purpose unless a Certificate of Habitation has been issued.
11. ☐ The conditions of an existing permit have been violated.
12. ☐ The building plans were not prepared or signed by a registered architect or engineer as required by law.
13. ☐ Other grounds: _____

PART D: REQUIRED ACTION AND TIMEFRAME

You are hereby **REQUIRED** to take the following action:

OPTION A: STOP WORK ORDER (Section 94(3) of Act 936 / Section 118(2) of Act 925)

Use Option A for ongoing construction that must stop immediately while the matter is resolved.

☐ You are hereby ordered to **IMMEDIATELY STOP** all construction work on this building/structure.

This Stop Work Order takes effect IMMEDIATELY upon service of this notice.

Failure to comply with a Stop Work Order is a criminal offence punishable by a fine of 200-400 penalty units (GHS 2,400 - GHS 4,800) or imprisonment of 3-6 months or both, plus a daily fine of 4 penalty units (GHS 48) for each day the contravention continues (Section 94(4) of Act 936).

OPTION B: IMMEDIATE ACTION REQUIRED - NO NOTICE PERIOD (Section 97/121)

Use Option B when the building/structure is on community right of space OR creates environmental nuisance OR poses immediate danger. Under Section 97(2) of Act 936 and Section 121 of Act 925, TMA takes direct action to remove/demolish the structure without providing a compliance period for the offender.

☐ **IMMEDIATE REMOVAL/DEMOLITION WITHOUT NOTICE PERIOD**

This notice serves as FINAL NOTIFICATION that TMA will IMMEDIATELY remove/demolish your building/structure because:

- ☐ The building/structure encroaches on community right of space (Section 97(2) of Act 936 and Section 121 of Act 925 authorise instant removal without prior notice)
- ☐ The building/structure is located within a designated security zone
- ☐ The building/structure poses immediate danger to public safety or health (Dangerous Building)
- ☐ The building/structure creates an environmental nuisance requiring immediate abatement - Section 121 of Act 925
- ☐ The building/structure interferes with the use of public right of space

TMA will proceed with removal/demolition operations immediately upon or shortly after service of this notice. You are NOT required to take any action - TMA will take direct action.

All costs will be recovered from you as a debt due to the Assembly.

OPTION C: SHOW CAUSE NOTICE (Section 106(3)-(4) of Act 936)

Use Option C for standard show cause procedure. The offender is given an opportunity to explain why the building should not be removed, altered, or demolished.

☐ Pursuant to Section 106(3) and (4) of the Local Governance Act, 2016 (Act 936), you are required to **SHOW CAUSE** in writing why your building/structure should not be removed, altered, or demolished.

Your written response must be served on TMA by: 17 / 08 / 2026

If you fail to show sufficient cause, TMA shall by notice order you to remove, alter, or demolish the building/structure within **ONE MONTH** at your personal cost (Section 106(5) of Act 936).

OPTION D: RECTIFICATION NOTICE WITH TIMEFRAME (Regulation 57 of L.I. 2384)

Use Option D when a specific compliance period is appropriate. The offender is given an opportunity to rectify the violation themselves.

- ☐ You have **7** days from the date of service of this notice to:
- ☐ Cease all construction work immediately
 - ☒ Apply for the proper development permit and building permit
 - ☐ Remove the unauthorised building/structure entirely and restore the area
 - ☐ Modify the building/structure to comply with the approved zoning scheme
 - ☐ Obtain Certificate of Habitation before continued occupation
 - ☐ Other:

COMPLIANCE DEADLINE: **17** / **08** / 2026

☒ If you fail to comply by the deadline, TMA will remove, demolish, or alter the building/structure at your expense and recover all costs from you as a debt due to TMA.

PART E: SANCTIONS FOR NON-COMPLIANCE

ADMINISTRATIVE SANCTIONS:

If you fail to comply with this notice within the specified timeframe (where applicable), TMA will:

- 1. Remove/Demolish/Alter the Building/Structure:** TMA will carry out the removal, demolition, or alteration pursuant to Section 94(2) of Act 936, Section 106(6) of Act 936, Section 119(1) of Act 925, Section 120(3) of Act 925, and Section 121 of Act 925.
- 2. Cost Recovery (Surcharge):** Pursuant to Section 94(2) and Section 106(6) of Act 936, Section 120(3) of Act 925, and Regulation 57(4) of L.I. 2384, TMA will recover ALL expenses incurred from you as a debt. This includes costs for labour and demolition crew, equipment and machinery, transportation and disposal of debris, administrative costs, and any other related expenses.

CRIMINAL PENALTIES:

In addition to administrative action, you may face criminal prosecution in the District Court with the following penalties upon summary conviction:

Offence / Law	Penalty
Physical development without permit (Section 117(2) of Act 925)	Fine: 500-1,000 penalty units (GHS 6,000 - GHS 12,000) OR Imprisonment: 2-4 years OR BOTH
Contravention of permit terms (Section 106(7) of Act 936)	Fine: 200-400 penalty units (GHS 2,400 - GHS 4,800) OR Imprisonment: 3-6 months OR BOTH, plus daily fine of 4 penalty units (GHS 48) for continuing offence
Failure to comply with Stop Work Order (Section 94(4) of Act 936)	Fine: 200-400 penalty units (GHS 2,400 - GHS 4,800) OR Imprisonment: 3-6 months OR BOTH, plus daily fine of 4 penalty units (GHS 48) for continuing offence
Land allocation contrary to Development Plan (Section 103(3) of Act 936)	Fine: 200-400 penalty units (GHS 2,400 - GHS 4,800) OR Imprisonment: 3-6 months OR BOTH
TMA Unauthorised Development Bye-Laws, Section 6	Fine: 100-250 penalty units (GHS 1,200 - GHS 3,000) OR Imprisonment: 6-12 months OR BOTH
TMA Drainage Bye-Laws, Section 5	Fine: 150 penalty units (GHS 1,800) OR Imprisonment: 6-12 months OR BOTH

Note: 1 Penalty Unit = GHS 12.00 (as per L.I. 1813). Multiple violations may result in multiple charges and cumulative penalties.

PART F: YOUR RIGHT TO RESPOND/APPEAL

Show Cause (Where Applicable under Section 106(4) of Act 936):

If you believe this notice was issued in error or you have valid reasons why the enforcement action should not be taken, you may submit a written response showing cause within the time specified in this notice.

Submit your response to:

The Metropolitan Chief Executive

Tema Metropolitan Assembly

P.O. Box CO 301, Community 1, Tema

Greater Accra Region, Ghana

Email: ebi.bright@tma.gov.gh

Or deliver in person to: TMA Head Office, Community 1, Tema

Your response must include:

5. Evidence of valid development permit from TMA (if you have one)
6. Approved building plans signed by registered architect/engineer
7. Evidence of valid land title or allocation
8. Proof of compliance with zoning requirements
9. Certificate of Habitation (if building is occupied)
10. Any other relevant documentation supporting your case

⚠ IMPORTANT NOTE ON VALID PERMITS

11. Under the Local Governance Act, 2016 (Act 936) and the Land Use and Spatial Planning Act, 2016 (Act 925), the Tema Metropolitan Assembly (TMA) is the **exclusive planning authority** for the Tema Metropolis. The **TMA is the only and sole** authority empowered by law to issue development permits, planning permits, or building permits within the Tema Metropolis through its Physical Planning Department and Metropolitan Spatial Planning Committee.
12. **PLEASE NOTE:** Any "permits," "approvals," or "authorisations" issued by TDC Ghana Limited, its agents, or any entity other than TMA do not constitute valid permits and will not be accepted. They are **invalid and without legal effect** for purposes of this enforcement action.

Important Warnings:

13. **Submitting a response does NOT automatically suspend the enforcement action**
14. TMA will review your response and communicate its decision
15. If your response does not show sufficient cause, enforcement will proceed
16. Invalid "permits" or "authorisations" from Assembly Members or unauthorised staff of the TMA are NOT valid

Right of Appeal:

Pursuant to Section 156 of Act 925, if you are aggrieved by TMA's decision, you may appeal to:

17. First Level: Regional Spatial Planning Committee
18. Final Level: The Courts

Claims for Compensation (If Applicable):

If you believe you are entitled to compensation due to this enforcement action, you may file a claim pursuant to Sections 104-112 of Act 925 within six (6) months after the action is taken.

Note: Compensation is NOT available in cases involving:

19. Unauthorised development (buildings constructed without permits)
20. Encroachment on community right of space
21. Violations of approved zoning schemes
22. Buildings in security zones or drainage reservations

Refer to Section 109 of Act 925 for circumstances where compensation is not payable.

PART G: DEVELOPMENT PERMIT REQUIREMENTS

What is a Development Permit?

Under Regulation 45(3) of L.I. 2384, a development permit comprises BOTH:

23. **Planning Permission (approval of the proposed land use and development)**
24. **Building Permission (approval of the structural and technical aspects)**

Both components must be obtained BEFORE commencing any construction work.

Procedure for Obtaining a Development Permit:

Step 1: Engage a Registered Professional

Under Section 107 of Act 936, building plans must be prepared by and signed by a registered architect or engineer. Engage a licensed professional to prepare your plans.

Step 2: Apply for Development Permit

Submit your application to the TMA Physical Planning Department using Form 43A of L.I. 2384.

Required Documents:

25. Completed application form (Form 43A)
26. Site plan (prepared and signed by licensed surveyor)
27. Architectural drawings (prepared and signed by registered architect)
28. Structural drawings (prepared and signed by registered engineer)
29. Evidence of valid land title or allocation
30. Approvals from other agencies (Fire Service, EPA, Health Directorate, Ghana Water, etc.)

Step 3: Await Approval

The TMA District Spatial Planning Committee will review your application. DO NOT commence construction until you receive written approval (Development Permit - Form 43C).

Step 4: Inspections During Construction

Request inspections at key stages: foundation, substructure, superstructure, roofing, and completion. Inspections are required under Section 160 of Act 925.

Step 5: Obtain Certificate of Habitation

CRITICAL: Under Section 161 of Act 925, a person shall NOT use a building for any purpose unless a Certificate of Habitation has been issued in respect of that building. Apply for your Certificate of Habitation (Form 43D/43E) BEFORE occupying or using the building.

Contact Information:

For questions or to begin the proper permitting process, contact:

31. TMA Physical Planning Department
32. TMA Works Department
33. TMA Mayor's Office
34. Office Hours: Monday - Friday, 8:00 AM – 5:00 PM

ART H: SERVICE OF NOTICE

This notice is served on you pursuant to the provisions of the applicable laws stated above and in accordance with Regulation 56(1) of L.I. 2384.

Method of Service: (Check all methods used)

- ☒ Personal service – Notice handed directly to recipient
- ☐ Posted at the location – Notice posted prominently on the structure/building in waterproof covering
- ☐ Service at known residence/address – Notice delivered to owner's residential address
- ☐ Postal service – Notice sent by post to last known address
- ☐ Electronic – Notice sent to known email, WhatsApp, SMS, etc.
- ☐ Multiple service methods used

Details of Person Who Received Notice (if personal service)

Name: _____

Relationship: ☐ Owner ☐ Occupier/Operator ☐ Developer ☐ Contractor ☐ Worker/Foreman /Caretaker
☐ Other: _____

Contact Number (if provided): _____

If Posted at Location:

Location where posted: ☐ Front ☐ Side ☐ Multiple locations ☐ Site hoarding

Number of copies posted: _____

Photographic Evidence:

- ☐ Photo(s) taken of notice posted on structure/location
- ☐ Photo(s) taken of notice being handed to the recipient
- ☐ Photo(s) of structure/activity showing violation
- ☐ Photo(s) of location/surrounding area
- ☐ GPS screenshot showing coordinates

Date of Service: 10 / 05 / 2026

Time of Service: _____

SERVED BY:

Name: AARON TETICH
Position/Rank: BUILDING INSPECTOR
TMA Staff ID Number: 0324

Department: ☐ Physical Planning ☒ Works ☐ Other: _____

Signature: [Signature]

WITNESS: (Required if recipient refuses to sign or is not present. May be another TMA officer.)

Name: CLAUDIA MADDY
Position/Relationship: Ass. ENGINEER
Signature: [Signature]

PART I: ACKNOWLEDGMENT OF RECEIPT

☐ OPTION A: RECIPIENT PRESENT AND SIGNS

I, _____
Enforcement Notice.

hereby acknowledge receipt of this

Relationship to the structure/activity:

☐ Owner ☐ Occupier/Operator ☐ Developer ☐ Contractor
☐ Worker/Foreman/Caretaker ☐ Other: _____

I confirm that: (Please initial each)

_____ I have received a copy of this notice
_____ The violation has been explained to me
_____ I understand the required action and deadline (if applicable)
_____ I understand the consequences of non-compliance

☐ OPTION B: RECIPIENT REFUSES TO SIGN

The recipient was present but **REFUSED** to sign the acknowledgement.

Recipient Details:

Name (if provided): _____ **OR** ☐ Declined to provide name

Relationship to Structure/Activity: ☐ Owner ☐ Occupier/Operator ☐ Developer ☐ Contractor
☐ Worker/Foreman/Caretaker ☐ Other: _____

Despite the refusal to sign, the notice has been validly served pursuant to Regulation 56(1) of L.I. 2384. The serving officer and witness signatures in Part H above confirm valid service.

☐ OPTION C: RECIPIENT NOT PRESENT (NOTICE POSTED)

The owner/occupier/operator was NOT PRESENT at the time of service.

The notice was:

- ☐ Placed in a clear waterproof covering
- ☐ Posted in a prominent, visible location on the structure/building
- ☐ Secured to prevent removal by wind or weather
- ☐ Photographed as evidence of posting

Efforts made to locate owner/occupier:

- ☐ Inquired with nearby businesses/residents
- ☐ Asked workers/employees at the location
- ☐ Visited at multiple times: _____ (list times)

Information gathered (if any):

Name of owner/operator (if obtained): _____

Contact number (if obtained): _____

The notice is deemed to be served pursuant to Regulation 56(1)(a) of L.I. 2384. The serving officer and witness signatures in Part H above confirm valid service.

PART J: OFFICIAL AUTHORISATION

This Enforcement Notice is issued by the authority of the Tema Metropolitan Assembly Spatial Planning Committee pursuant to the laws cited herein.

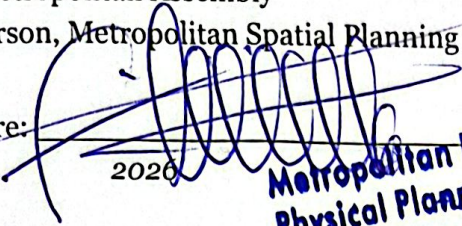
Authorised and Signed By:

Hon. Ebi Bright

Metropolitan Chief Executive

Tema Metropolitan Assembly

Chairperson, Metropolitan Spatial Planning Committee

Signature: 

Date: 2020

**Metropolitan Director
Physical Planning Department
Tema Metropolitan Assembly
Tema**

TMA Official Seal:

IMPORTANT WARNINGS

X DO NOT IGNORE THIS NOTICE

**X ASSEMBLY MEMBERS AND UNIT COMMITTEE MEMBERS CANNOT
OVERRIDE THIS NOTICE OR ISSUE VALID PERMITS**

**X PAYING BOP (BUSINESS OPERATING PERMIT) DOES NOT LEGALISE AN
UNAUTHORISED STRUCTURE OR OCCUPATION OF PUBLIC SPACE**

**X YOU WILL BE CHARGED FOR ALL REMOVAL/DEMOLITION COSTS
(SURCHARGE)**

X CRIMINAL PROSECUTION IN DISTRICT COURT MAY FOLLOW

**X ONLY THE TMA PHYSICAL PLANNING DEPARTMENT CAN ISSUE VALID
PERMITS**

This is an official legal document. Treat it seriously.

Failure to comply will result in immediate enforcement action, cost recovery, and potential criminal prosecution.

END OF ENFORCEMENT NOTICE