

# Application Guide

## Issue of Letter of Approval by the Ministry of Tourism for projects with respect to the Accommodation Sector:

- Hotels
- Tourist Residences
- Guesthouses
- Domaines

*Ministry of Tourism*

*Updated version approved by Minister on 12 October 2017*

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## **DISCLAIMER**

Whilst care has been taken to ensure that the information provided herein is accurate and correct, users of this guide are advised to seek guidance from the Ministry of Tourism in case of uncertainty or ambiguity encountered in reading. The Ministry shall, in no circumstances whatsoever, be held liable to any person from the use of information contained herein.

The Ministry of Tourism shall not be liable to any claim for compensation for any expenditure incurred by promoters in the event that the project is not implemented as a consequence of the non-obtention of any permits and clearances required or for any other reasons in furtherance of the realisation of the project or for any other reason not within the control of the Ministry.

## **EXPLANATORY NOTE**

This guide is meant for promoters who intend to develop projects as follows:

- Hotels
- Tourist Residences
- Guesthouses
- Domaines

It is neither intended to replace the provisions of the law and should not be construed as one nor should it be interpreted as prescribing an exclusive course of management.

This guide aims to:

- i. Facilitate the submission and processing of applications for new projects through a clear, streamlined and more transparent project development, evaluation, approval and implementation process;
- ii. Define procedures required to be followed by promoters in line with requirement of the Ministry;
- iii. Provide a comprehensive and user-friendly guide and reference document to assist investors to submit projects; and
- iv. Avoid any misunderstanding in the interpretation, application or implementation of agreed procedures, rulings and regulations.

## **INTRODUCTION**

This Application Guide defines the process to be followed when seeking a **Letter of Approval** from the Ministry of Tourism. Its aim is to facilitate the processing of projects at the level of the Tourism Division.

It is to be noted that:

- A. one of the conditions of the Letter of Reservation issued by the Ministry of Housing and Lands with respect to stateland for tourist accommodation projects require a clearance from this Ministry.
- B. a pre-condition for the issue of Tourist Accommodation Certificate by the Tourism Authority is subject to a clearance from the Ministry of Tourism in the following cases:
  - i. Hotels
  - ii. Tourist Residence and Guesthouse on State land
  - iii. All projects involving foreign investment

### **Important Note**

**Promoters should ensure that all requirements are satisfied. Inadequate/insufficient information would result in applications being delayed or unsuccessful.**

**If within 3 months of receipt of application, promoter has not submitted all documents requested for, project will be set aside.**

## **POLICY ORIENTATION**

1. “Government will re-establish the reputation of Mauritius as an up-market destination for the quality of its tourism product based on a brand promise of excellent service delivery. Demand and supply will be balanced in a bid to uphold the quality of our product offer at all times.”
2. Future hotel development shall be guided by demand and priority of consideration will be given to the 4 and 5 star categories with focus on green, specialised and innovative products, except for Inland Hotels, Business Hotels, Apart Hotels and Boutique Hotels.
3. Hotel developers shall ensure that prior to embarking on the preparation of plans, they shall consult the website of the Tourism Authority to meet criteria for respective category under the Star Rating System.
4. In determining the star rating category for existing establishments, weightage of the soft infrastructure and special features such as site specificity, orientation and sense of place may be considered over the hard infrastructure.

## **HOTEL DEVELOPMENT**

### **ISSUE OF LETTER OF APPROVAL**

The promoter should submit a **Project Write-Up** for our consideration following which a **Letter of Approval** will be issued with a validity of 3 *years* subject to conditions.

A Letter of Approval shall lapse and cease to have effect if the development to which it relates has not been completed within the validity period of the letter.

### **DOCUMENTS TO BE SUBMITTED FOR HOTEL PROJECTS**

#### **Presentation of Project**

The Minister or the Ministry may request that the promoter makes a presentation of the project.

#### **Content of Project Write-Up for obtention of LETTER OF APPROVAL**

- i. Name of promoter/s/
- ii. Project justification
- iii. Development brief: Description of project, Cost Estimates, Concept/Theme, type of development, brand, artistic impressions
- iv. Number of bedrooms and size
- v. Location/site/layout
- vi. Land status (Copy of letter of Reservation from Ministry of Housing & Lands/letter from owner of freehold land)
- vii. Masterplan
- viii. Job creation (construction and operation phases)
- ix. Marketing Plan/target market/Positioning
- x. Letter of agreement with Management Company (if applicable)
- xi. Schedule of Works (to monitor the project at various stages)

**DOCUMENTS TO BE SUBMITTED FOR TOURIST RESIDENCE/GUESTHOUSE PROJECTS ON STATE LAND:**

- Request from the Ministry of Housing and Lands or promoter in hard copy
- Copy of Letter of Reservation/Lease Agreement
- Project brief including Investment; Job creation; Location Plan; Site Plan; Architectural Plans (elevations, floor plans); pictures/artistic impressions of existing development, size of bedrooms, marketing and promotion strategy
- Copies of authorisations obtained, if any.

**PROJECTS INVOLVING NON-CITIZENS:**

A non-citizen is not allowed to invest in and to manage a guesthouse or tourist residence.

A non-citizen is only allowed to manage residential property as Tourist Residence under the following schemes:

- i. Integrated Resort Scheme
- ii. Real Estate Scheme
- iii. Property Development Scheme

and should satisfy the following criteria:

- i. An individual owner of a residential property under IRS/RES/PDS cannot rent except if the application is made by the IRS/RES/PDS Company or a Property Management Company designated by the IRS/RES/PDS Company.
- ii. The non-citizen must have a track record in management and show evidence of previous managerial positions held in similar establishments.
- iii. Except for the Managing Director, all employees should be locals.