

Application Guide

Issue of Letter of Intent and Letter of Approval by the Tourism Division for projects with respect to the Accommodation Sector:

- Hotels
- Tourist Residences
- Guesthouses
- Domaines
- Villas
- Luxury Apartments
- Projects under PDS, IHS and Smart City Scheme

Land-based Unit
Ministry of Tourism and External Communications (Tourism Division)

March 2016

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DISCLAIMER

The Tourism Division 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 Tourism Division.

Introduction

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

So far, this Ministry has been issuing letters of No Objection which have Administrative status only.

However:

- A. one of the conditions of the Letter of Reservation issued by the Ministry of Housing and Lands with respect to state land 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 also subject to a clearance from the Tourism Division in the following cases:
 - i. Hotels
 - ii. Tourist Residence and Guesthouse on State land/Freehold land
 - iii. Tourist Residence and Guesthouse above 45 rooms *
 - iv. All projects involving foreign investment

*To be reviewed in the light of Guidelines for Guesthouses and Tourist Residences which are currently under preparation. The maximum number of rooms proposed is 24.

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. Cabinet has agreed on 26 March 2015 to a 2-year moratorium on the opening of new hotels being given the need to restore a sustainable balance between supply and demand, that is until end-December 2016.
3. 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.

HOTEL DEVELOPMENT

ISSUE OF LETTER OF INTENT AND LETTER OF APPROVAL

Upon submission of a **Project Brief** by the promoter and approval of the proposal by the Ministry, promoter will be issued with a **Letter of Intent** valid for a period of *1 year* subject to conditions. Within the validity period, the promoter should submit a **Comprehensive Project Write-Up** for our approval following which a **Letter of Approval** will be issued with a validity of *2 years* subject to conditions (wherever applicable) including but not limited to:

- i. Obtention of Planning Clearance from the Ministry of Housing and Lands
- ii. Quarterly reports be submitted to this Ministry until completion
- iii. Clearances being obtained from CWA, CEB
- iv. Obtention of Land Conversion (if applicable) or any other clearance required
- v. Obtention of EIA licence/submission of Environmental Monitoring Plan
- vi. Obtention of Building and Land Use Permit

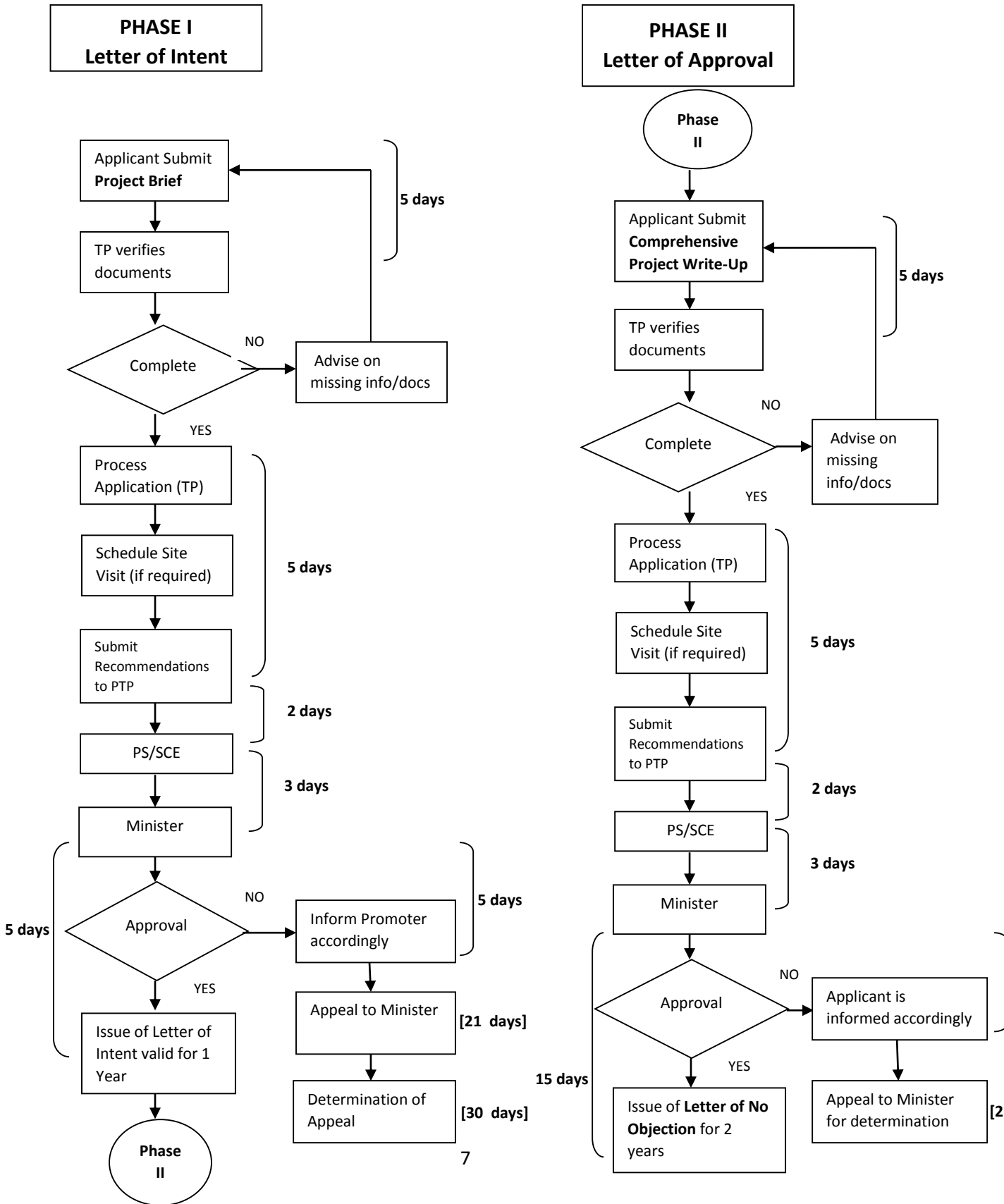
Average number of working days taken for the processing and issue of:

- Letter of Intent: 20 days
- Letter of Approval: 20 days

NB. Promoters may also submit a Comprehensive Project Write-Up for consideration for the issue of a Letter of Approval without having to go through the preliminary approval.

A Letter of Approval shall lapse and cease to have effect if the development to which it relates has not been physically commenced within 2 years of the date of the issue of the letter. Construction should be completed within a period of 36 months as from the date of issue of the Letter of Approval.

PROCESS FLOWCHART FOR HOTEL PROJECTS



DOCUMENTS TO BE SUBMITTED FOR HOTEL PROJECTS

Approval

All hotel projects are approved by the Minister. The Minister or the Ministry may request that the promoter makes a presentation of the project.

All projects should comply with the provision of the Planning Policy Guidance.

A. Content of Project Brief (for obtention of LETTER OF INTENT at the level of the Tourism Division and the Environmental Impact Assessment and Preliminary Environment Report*

- i. Details on promoter/s/shareholders (credentials)
- ii. Project justification
- iii. Development brief: Cost Estimates, Concept/Theme, type of development, brand, philosophy of project, sense of place, artistic impressions (design, customer-friendly, emotion, inspiration))
- iv. Location/site/layout
- v. Land status (Copy of letter of Reservation from Ministry of Housing & Lands/letter from owner of freehold land)
- vi. Masterplan
- vii. Proof of financing (bank, financial statement, foreign partner/financier)
- viii. Job creation
- ix. Brief on Marketing Strategy

B. Content of Comprehensive Project Write-Up (for obtention of LETTER OF APPROVAL)

- i. Detailed Architectural Plans
- ii. Masterplan and Mapping Functionality (guest, service, privacy, comfort), Number of bedrooms and size,etc
- iii. Physical Planning Parameters (Plot coverage, Height of buildings, Setback from High Watermark, Building lines)
- iv. Landscape (interaction with other features)
- v. Feasibility study – budget, investment, funding
- vi. Marketing Plan/target market/Positioning
- vii. Letter of agreement with Management Company (if applicable)
- viii. Schedule of Works (to monitor the project at various stages)

Important Note

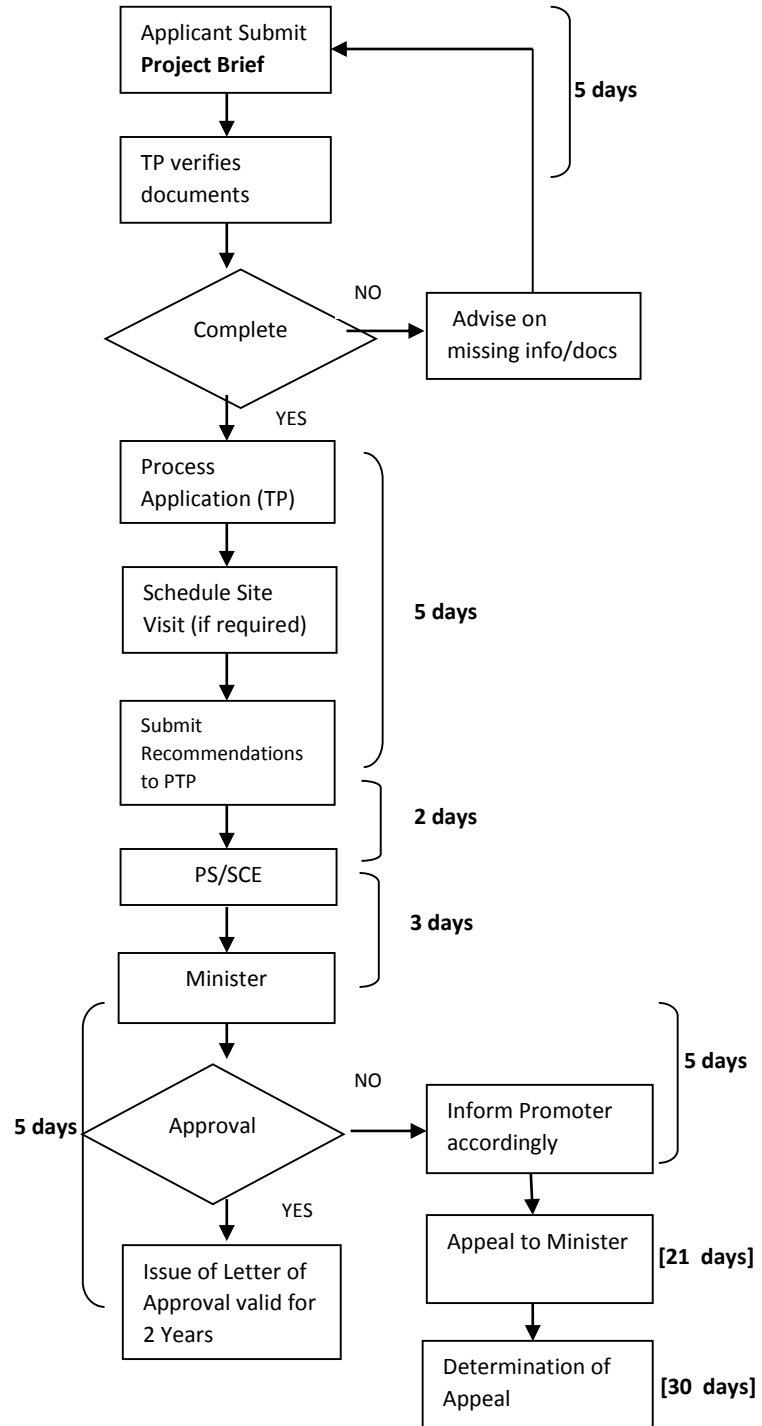
Promoters may go directly to Stage 2 of the Process Flowchart if the relevant documents are ready for submission to the Tourism Division for consideration for a Letter of Approval directly.

*A Letter of Intent at the level of the Tourism Division is equivalent to a clearance to be issued by the Tourism Division to the Ministry of Environment for the issue of the Environmental Impact Assessment licence and Preliminary Environment Report .

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 listed at A and B of Pages 8 and 11, project will be set aside.

PROCESS FLOWCHART FOR TOURIST RESIDENCE/GUESTHOUSE



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

- Request from the Ministry of Housing and Lands
- 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 the existing development
- NB.. Only applications for the conversion of existing buildings into Tourist Residence/Guesthouse will be considered. No application on undeveloped stateland for Tourist Residence/Guesthouse will be entertained.
- Copies of any authorisations already obtained, if any.

B. DOCUMENTS TO BE SUBMITTED FOR TOURIST RESIDENCE/GUESTHOUSE PROJECTS ABOVE 45 ROOMS:

- Project brief including Investment; Job creation; Location Plan; Site Plan; Architectural Plans (elevations, floor plans); Artistic impressions for a new development or pictures/artistic impressions for an existing development
- Building and Land Use Permit for commercial purposes

NOTE: Guidelines for Guesthouses and Tourist Residences are currently under preparation. The maximum number of rooms proposed is 24. Once the Guidelines are approved, Paragraph B will be deleted.

PROJECTS INVOLVING NON-CITIZENS:

Henceforth, a non-citizen will not be allowed to invest in and to manage a guesthouse/tourist residence.

A non-citizen will only be allowed to manage residential property 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 minimum number of units should be 6 *
- iii. The non-citizen must have a track record in management and show evidence of previous managerial positions held in similar establishments.
- iv. Except for the Managing Director, all employees should be locals.