

# Public Notice

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## APPLICATION FOR CHANGE OF USE TO TOURISM

THIS NOTICE IS ISSUED IN ACCORDANCE WITH THE GUIDELINES FOR CHANGE OF USE APPLICATIONS WITHIN THE CHANGE OF USE POLICY

The Tourism Department hereby notifies all interested applicants that any Change of Use requests for properties on Mahé and Praslin must be submitted using the prescribed guidelines for Change of Use as at January 13th 2025.

### Here is what you need to know: Step 1: Concept Stage

Start by filling out an application form, that can be downloaded from: <https://tourism.gov.sc> (Downloads > Change Of Use) ,and submitting it to The Tourism Department either online at [cou@seychelles.com](mailto:cou@seychelles.com) or in hard copy addressed to the Principal Secretary, copied to the Director General of Destination Planning and Development. The application should include a concept plan detailing the below:

- Simple Floor layout with sizes (including any intended changes)
- Exterior design and landscaping
- Interior design details (Themes, colour schemes, mood board, furnishings, etc.)

Applicants are strongly encouraged to work with an interior designer to meet The Tourism Department's standards. Assistance to develop your concept through a designer can be provided by The Tourism Department.

The Tourism Department will assess your application in consultation with referral agencies. If necessary, site visits will be organised. The application will be reviewed for compliance with regulatory requirements.

The Tourism Department will acknowledge and revert to the receipt of the application and within 10 working days, provide feedback informing the applicant of the outcome.

Should the proposed development not meet the change of use requirements, you will be informed.

If the concept meets basic requirements, you will be informed to submit your plans to the Seychelles Planning Authority (SPA). It is important that all applicants pay close attention to all recommendations made in their acceptance letter.



### Step 2: Formal Planning Application

Submit your application to the Seychelles Planning Authority through an agent, following the established processes.



### Step 3: Occupancy Stage

Once the building complies with approved plans and recommendations, please request an occupancy certificate from the Planning Authority. Note that the Seychelles Planning Authorities' process will apply.



### Step 4: Licensing Process

Upon receipt of your occupancy certificate, you can proceed to make your application for licence at the Seychelles Licensing Authority (SLA). The licensing process will apply, please ensure the property is fully furnished and meets all The Tourism Department standards before submitting an application for a license. The Tourism Department will then inspect the property with other relevant agencies and assess its readiness to receive guests. If the property meets all requirements, the license will be recommended.



### Step 5: Sustainability

To ensure the sustainable development and growth of the accommodation sector, you are encouraged to implement sustainability measures in your operation. Your sustainability practices will be measured after 6 months of operation and we will guide where you need support.

**Please ensure that you are further informed on all minimum standards and requirements. You can do so by visiting our website or office for our minimum requirements, grading and sustainability standards.**