**NEW PROJECT SUBMISSION FORM (LA DIGUE)**

Please fill out the form below with accurate details regarding the property for which you are applying for allocation of rooms for **Guesthouses or Small (boutique) Hotel projects** including new change of use applications.

**1. Applicant Information:**

**Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Company Details (if applicable)**

**Name of Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Details of shareholders:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Property Details**

**Location of Property:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parcel Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Plot Size (in square meters):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Concept Layout Plan:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Plan:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Number of Rooms being requested:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Property Description**

**Brief Description of the Property:**
(Please provide a brief description of the property and grounds. You may attach pictures if you wish)

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**(Question 4 and 5 are only applicable for new Change of Use projects.)**

**4. Room Specifications**

**Number of Bedrooms:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Size of Each Bedroom (in square meters):**

|  |  |  |  |
| --- | --- | --- | --- |
| Bedroom Number | Bedroom 1 | Bedroom 2 | Bedroom 3 |
| Size (sqm) |  |  |  |

**Number of Bathrooms:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Size of Each Bathroom (in square meters):**

|  |  |  |  |
| --- | --- | --- | --- |
| Bathroom Number | Bathroom 1 | Bathroom 2 | Bathroom 3 |
| Size (sqm) |  |  |  |

* **Size of Living Room (in square meters):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Size of Kitchen (in square meters):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Size of Veranda (in square meters):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Additional Information:**
(If there is any other relevant information you wish to provide, please use the space below.)

**CHECKLIST**

* I agree to submit my application for rooms to be evaluated by an Independent Evaluation Committee.

**Please include the following attachment with your submission**

* Letter of Intent

**Tick the appropriate box**

* My application is for a new project.
* My application is for a new Change of Use project.

**Please indicate**

My application is for a

* Guesthouse
* Small (boutique) Hotel
* I am requesting for \_\_\_\_ rooms
* I have existing \_\_\_\_ rooms and I am requesting additional \_\_\_\_\_ rooms.

**Plot size**

* My plot size is 1000m² or more of buildable area.
* My plot size is 1500 m² or more of buildable area.

**Density Requirements**

* My project will not exceed 35% of the total plot size.

**Proof of Finance**

* I have attached proof of finance in the form of a letter from a financial institution **(proof of finance is required only for projects requesting 10 to 15 rooms)**

**Signature of Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_