



MINISTRY OF TOURISM
REPUBLIC OF MALDIVES

DEVELOPMENT HANDBOOK
FOR
TOURIST RESORTS

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Development, Environment & Monitoring Section
Policy and Development Division
Ministry of Tourism

Greetings from Ministry of Tourism.

Maldives is a destination with a strong image for its one island one resort product. While innovative ideas and new concepts are encouraged, developments shall focus to maintain and respect the natural status and features of the island formation, its fauna and flora and its surroundings. The ambience, originality and the fragility of the islands shall be considered as a strong part of the concept.

Concepts shall include buildings to be strategically incorporated and distributed in and around the island's natural state, such that it does not overburden but creates a balance within and around the island. The end product shall be for the consumer to appreciate, enjoy and respect the product with its natural state.

Felling or removing of trees and disturbing the underwater fauna and flora shall be done only and when absolutely necessary with minimal disturbance after required approvals. Height limitations of structures shall be a priority maintained for the ambience. Mobilization and construction phases shall also take place with extra care keeping the above in mind as a main responsibility.

For islands that are reclaimed, emphasis shall be given to grow/plant vegetation sufficiently to cover the reclamation, introduction of native vegetation shall be the priority to fit it into the Maldives island ambience and small island identity.

Sustainable methods and approaches shall be applied in the process to greening and vegetating the island and extra effort shall be put to enriching the underwater fauna and flora around these reclaimed islands.

Maldives currently has many development projects and the Ministry of Tourism has compiled this guideline for investors, owners, developers and all technical teams in the hope to assist in understanding the Maldives tourism concept and criteria for resort development.

It shall be noted that the developers shall take the responsibility to ensure that all developments are taken place with due consideration and respect to protect the island's natural state. Developments shall take place with an understanding of the relationship and role nature; nativity and tiny islands play in the image of Maldives tourism.

All regulations shall be followed strictly with regard to the above. Breaches shall follow actions and consequences as per laws and regulations.

Thank you.

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ABBREVIATIONS AND DEFINITIONS

Common terms used in the document

1. BOH: Common general staff facilities that are allocated for the staff and resort services at the Back of House of the Resort
2. FOH: Common guest facilities - Front of the house structures (services and facilities) that are used by the guests
3. TOR: Terms of Reference approved by Environment Protection Agency prior to Environment Impact Assessment
4. EIA: Environment Impact Assessments is a process that identifies both the positive and negative environmental effects of proposed developments prior to planning permission being considered
5. BOQ: Bill of quantities
6. CEF: Concept Evaluation Form – submitted along with the development concept
7. STP: Sewage Treatment Plant

Government Authorities mentioned in this document

1. MOT - [Ministry of Tourism](#)
 - DEMS – Development, Environment and Monitoring Section of Ministry of Tourism
 - QA - Quality Assurance Unit of Ministry of Tourism
2. EPA - [Environment Protection Agency](#)
3. HPA – [Health Protection Agency](#)
4. MNDF - [Maldives National Defense Force](#)

Application Forms

F1 - Application for Master plan Changes (F1-DEM-Master Plan)

F2 - Application for Coastal Modification (F2-DEM-Coastal Modification)

F3 - Application for Mobilization Permit (F3-DEM-Mobilization)

F4 - Application for Construction (F4-DEM-Construction)

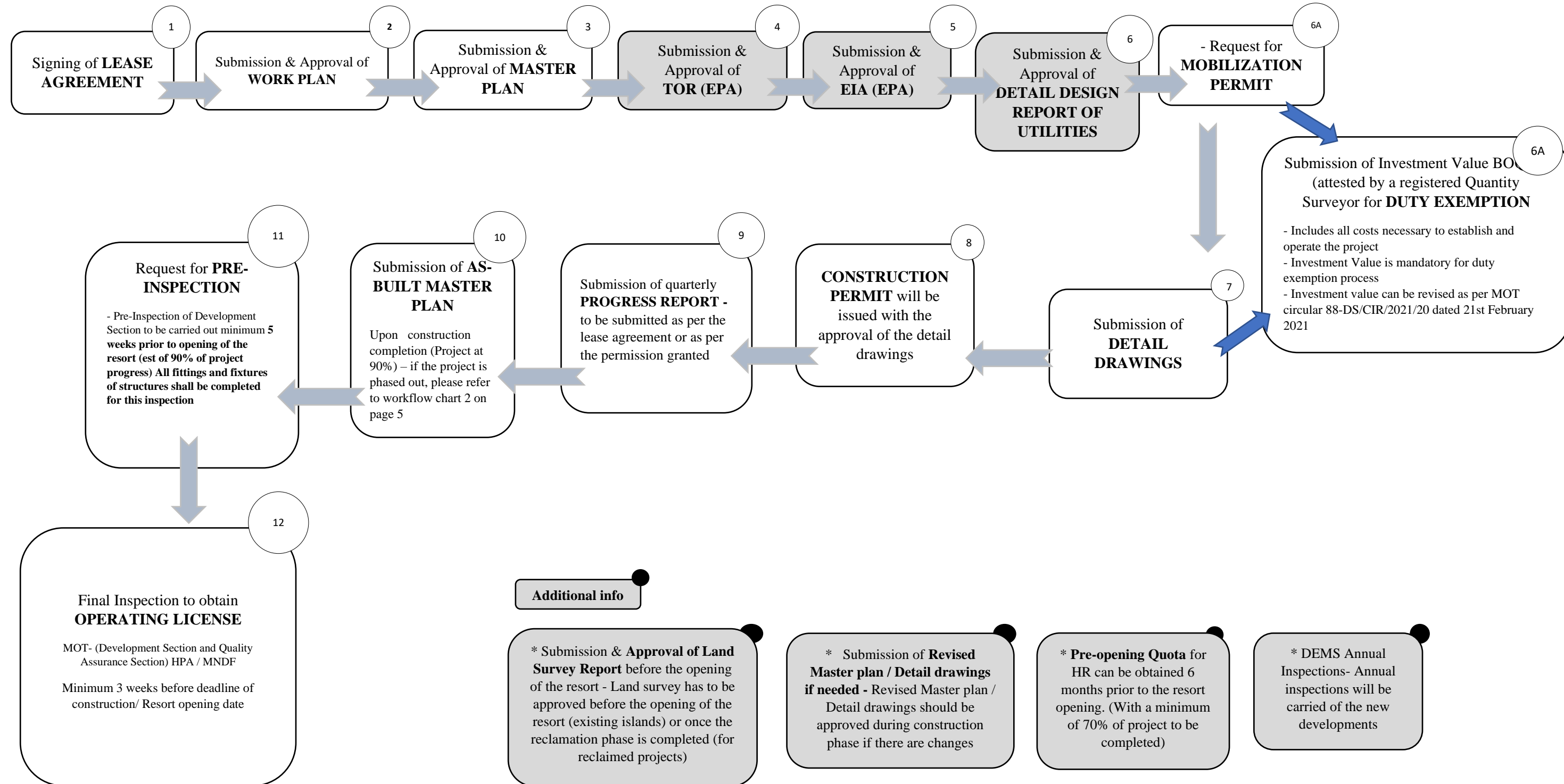
F5 - Application for Fire Drawings (F5-DEM-Fire Drawing)

F6 - Application for Renovation Approval (F6-DEM-Renovation)

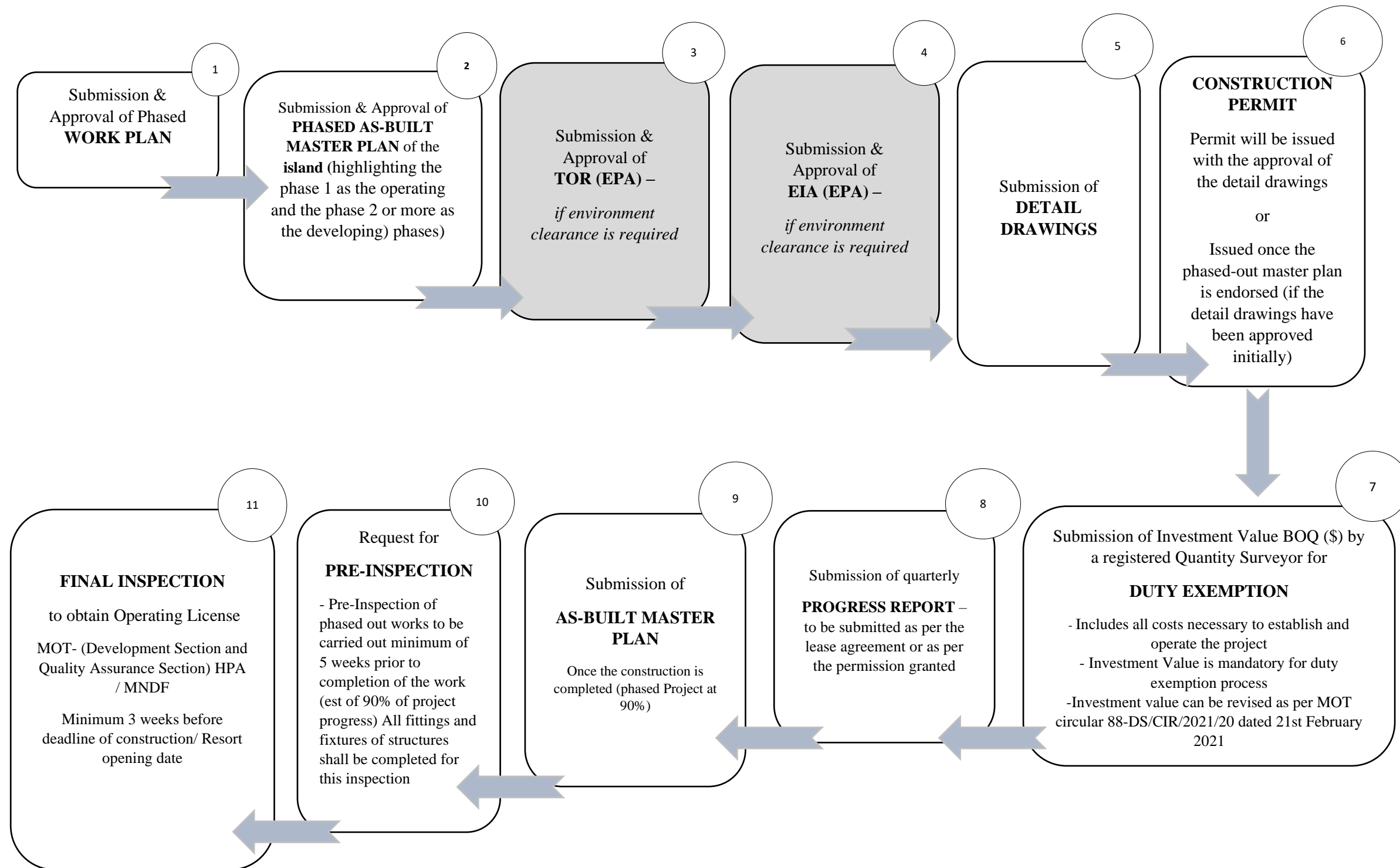
F7 – Application for Duty Exemption (F7-DEM-Duty Exemption)

F8 - Project Progress Report Submission Form (F8-DEM-PPR Progress)

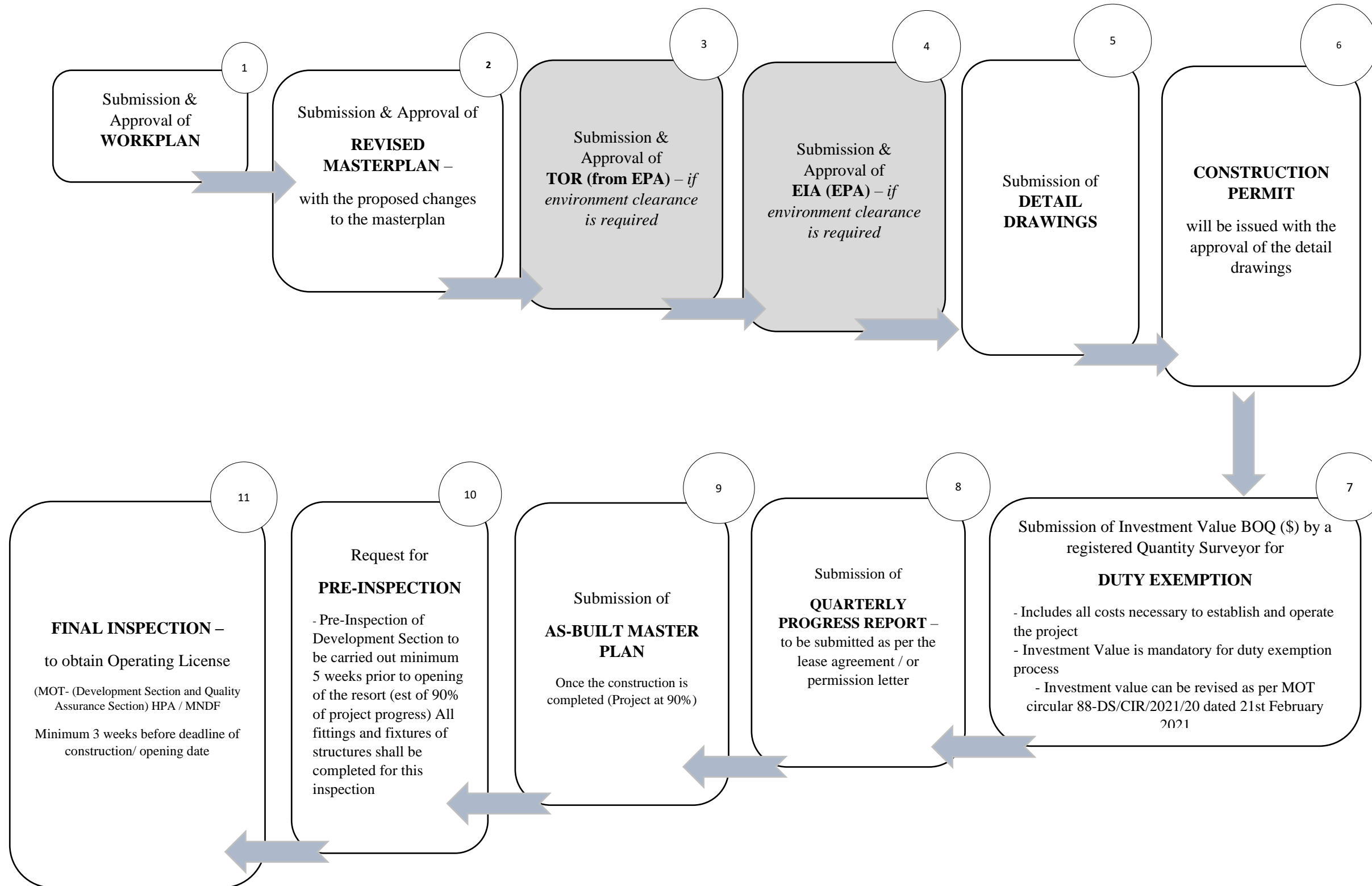
WORK FLOW CHART 01 (NEW DEVELOPING RESORT)



WORK FLOW CHART 02 (PHASED OUT NEW DEVELOPMENTS)



WORK FLOW CHART 03 (RENOVATION & UPGRADING)



1. WORK PLAN

1.1 Work plans are required to be submitted as per the following:

- a) Work plan for new developments;
 - (i) Submit for approval as per the lease agreement dates (Refer to Point 1.2a of Work plan)
 - (ii) Phased out work plan – Partial New Operating resorts with permits (Refer to Point 1.2b of Work plan).
 - (iii) Work plan for Construction Period Extension - Submit with the application for construction period extension (Refer to Point 1.2a of Work plan)

- b) Work plan for Redevelopment and Upgrading of existing resorts - Demolition and Additional structures / Refurbishment and Renovations;
 - (i) Submit for approval of initial work plan with the revised concept submission for Redevelopment and Upgrading (demolition and additional structures) / Refurbishment and Renovations of existing resorts
 - (ii) Submit revised work plan for the extension of Redevelopment and Upgrading (demolition and additional structures) / Refurbishment and Renovations construction permits

1.2 Features to be reflected in the work plan:

- a) Initial work plan should consist of the below key milestones (in order of precedence, reflected in a Gantt chart);
 - Agreement signed date
 - Concept submission date/duration
 - Environment clearance Submission date/duration
 - Reclamation (if needed) & Mobilization period
 - Detail Drawings submission date/duration
 - Construction duration of the establishment
 - Opening date of the establishment

1.3 Breach: Failure to submit the work plan within the period stated in the lease agreement as per the agreements and as per new policies and/or circulars published by the ministry of tourism with relevance to work plan submission will be considered as a breach.

2. DEVELOPMENT MASTER PLAN

A development master plan/concept is a full property design plan of the resort serving as a blueprint of the project. Which will be hereafter referred to as ‘**Master Plan**’ in this document.

2.1 Master Plans are required to be submitted as per the following;

- a) New Developments – Initial Master Plan shall be submitted as per the date mentioned in the lease agreement or as reflected in the approved work plan.
- b) Redevelopment and Upgrading - Demolition and Additional structures / Refurbishment and Renovations Master Plan of an Operating Resort
- c) Phased out Master Plan (Phased out development of Partially Operating new Resorts) shall be approved before the operating license is issued

2.2 Documents required with the Master Plan:

- F1-DEM Form (Application for Master Plan Drawing - available from the website of Ministry of Tourism). Refer to the appendix 19.
- A3 Hard copies of the Master Plan (minimum 2 hardcopies).
- Auto Cad file of the Master Plan (dwg format). Measurements of the CAD file to be in meters (m).
- PDF file of the Master Plan.
- Master Plan Evaluation Form - CEF (available from the website of Ministry of Tourism)
- Legend and built-up area sheet (attached to the plan).
- Built up area sheet of all the structures (to be submitted separately in a MS excel file from the Master Plan).
- Floor layouts (floor plans with finishes – for all guestrooms, FOH and BOH structures with more than 1 storey).
- The Master Plan shall be stamped by a registered local architect or details of the architect should be mentioned in the footer of the Master Plan.
- Brief of all utilities (prepared as per URA guidelines).

2.3 Technical guideline to follow for the submission of the Master Plan:

A. Calculations and minimum measurements required in the Master Plan

1) Space allocation within the island (Natural Islands and reclaimed islands)

The following criteria of space allocations shall be followed.

- a. Built-up area: shall not be more than 50% of the total area of the island
 - If there is more than one island being developed in a lagoon, the built-up area of all the islands must conform to the 50% built up area restriction individually.
 - The overall lagoon must also conform to the 50% built up area restriction.

b. The following facilities shall be included in the 50% built up area.

Common guest facilities (FOH);

- Reception and lounge/waiting area
- Common area guest restrooms
- Restaurants and Bars
- Guest arrival pavilion /main jetty
- Other guest service and facilities.

Common general facilities (BOH)

- Laundry
- Staff Rooms
- Mosque
- Staff Recreation
- Spaces Allocated for Sports and Entertainment
- Waste Management Facilities (Bio Digester/Wet garbage disposal unit, Incinerator, Compactor, Crusher Sorting area, Receiving Station and Temporary Garbage Storage)
- Powerhouse
- Desalination Plant
- STP
- Other BOH Services and Facilities

2) Beach length:

The beach length is the total perimeter of the island which shall be calculated by taking the total perimeter of the mean tide line.

- a) Guest rooms: The minimum beach length for all guest rooms shall be not less than 60% of the total beach length of the island.
- b) Beach length per room shall be not less than 3m.
- c) Beach length per room calculation shall be: beach length divided by the total number of Guest Rooms.

3) Structure height:

The maximum height of the structures shall be:

a) Guest Rooms

- Maximum 3 stories and structures shall not exceed higher than the 12 meters.

b) Front of the House

- Maximum 3 stories and structures shall not exceed higher than the 12 meters.

c) Back of the House

- Structures shall not exceed higher than 15 meters. Note that developer can propose to construct any number of floors within the 15 meters limit in BOH structures. However, developer must prioritize to sustain the island's natural characteristics (specifically vegetation).

Note: Reclaimed islands - vegetation shall be maintained in accordance with the structure height levels.

4) Minimum Measurements:

- a) Building setback level of 5m from vegetation line to maintain EPZ. (Exceptions can be made for semi-water villas, restaurant, pools etc. based on the proposed concepts.)
- b) Privacy Assurance - A minimum distance of 150m shall be maintained between any over water room wings or any jetties or any other over water structures to ensure the privacy of guests accommodated in the over water rooms.

i) **Built-up Area Calculation Measurements in the Master Plan:**

The built-up area of an island developed as a tourist resort is the area of the infrastructure and facilities constructed on the island and overwater. The built-up area of the island is determined by the percentage allowable (Built-up Percent) for construction from the registered land area/proposed land area after reclamation.

- a) **The built-up area of resorts** is determined by the percentage allowable (Built-up Percent) for construction from the registered land area. The maximum built-up percentage is **50%** of the total land area.

b) **Structures included in built up area calculations:**

- Boundary line of the structure - wall to wall area of all structures to be calculated as built up (Guest rooms, FOH & BOH structures).
- Boundary line of the structure - wall to wall area (includes all retractable roof covering structures with supports including pergolas, cabanas etc., roof extensions without support are not included).
- Structures above 1.2 meters in height.¹
- All floors (storeys of guest rooms) will be counted in the built-up calculations.

c) **Structures excluded in built up area calculations:**

- Structures without a roof such as swimming pools, tennis courts, and football fields etc.
- Open bathroom areas of guestrooms. However, any structures that are more than 1.2m with covering should be included in the built-up area, such as showers, bathtub, jacuzzi etc. with supported roofing/covering).
- Roof eaves of buildings without a vertical roof support
- Walkways and jetties in the island and lagoon (additionally walkways and jetties with solar panels are exempted).
- Structures below 1.2 meters in height.

¹ Structures that are excluded from the 1.2m height includes: art monuments, telecommunication towers, temporary greenhouses (temporary considered as greenhouses with a maximum of 10sqm) and panel boards.

- Structures supported by a single pole, such as umbrellas, huts, shade sails, tensile shade sails and other similar structures not exceeding 10sqm in a single structure and the combined size of all such structures not exceeding 1% of the total land area.
- Temporary structures for a period of 6 months

ii) Compulsory Structures and Services:

The following structures and services are compulsory unless otherwise exempted by the agreements, regulation or policies

- a) Waste Management Facilities (Bio Digester/Wet garbage disposal unit, Incinerator, Compactor, Bottle crusher, sorting area, Receiving station and temporary garbage storage)**
- (The above shall be in compliance with [Waste Management Regulation](#) and [Regulation on the protection and conservation of environment in the tourism industry](#))
 -
- b) Desalination plant**
- c) Sewage Treatment Plant**
- (The above shall be in compliance with [domestic waste water disposal guideline](#))
- d) Water storage tanks /system (Minimum storage capacity of 1 week)**
- e) Fuel storage tanks with bund walls (Minimum storage capacity of 1 week)**
- (The above shall be in compliance with [Fire Regulations 2015/R-43](#))
- f) Powerhouse**
- (The above shall be in compliance with [Utility Regulatory Authority](#) and [Fire Regulations 2015/R-43](#))
- g) Staff facilities and services**
- (The above shall meet the minimum requirement set forth by the MoT's Quality Assurance Section.
- h) Guest Restaurants**
- (The above shall meet the minimum requirement set forth by the MoT's Quality Assurance Section.)
- i) Guest restrooms in common areas**
- (The above shall meet the minimum requirement set forth by the MoT's Quality Assurance Section.)
- j) Mosque**
- A mosque shall be an independent structure with inherent characteristics resembling Islamic architecture/design and the Mosque shall be positioned facing Mecca (Kaaba)
 - The ablution area of the mosque shall be conveniently designed to be covering worshipers from wet weather.

- The above shall meet the minimum requirement set forth by the MoT's Quality Assurance Section.

k) Clinic

(The above shall be in compliance with [HPA guideline](#))

l) Guestrooms

i. Beach Rooms

- All beach rooms shall be facing the beach
- A minimum of 2 meters shall be left between each room/ or units.
- All beach rooms shall have privacy screens or sufficient vegetation between the rooms/ blocks/ units to ensure the privacy of the guests.
- In double storey, the upper floor shall have a balcony with free space.
- In double storey, a minimum garden space of 3m shall be allowed at the front open space.

ii. Over water /Semi water Rooms

- Shall be positioned/located such access that the view of horizon is not obstructed for the beach rooms.
- Semi water and over water rooms shall be built on stilts or a modem that will allow good water flow and movement of sand and currents.
- Shall ensure the privacy of the guests, by orientation through design and if not possible through privacy screens.
- In double storey Over Water Rooms, the upper floor shall have a balcony or open space of minimum 3m. Privacy shall be a condition that needs to be ensured.

iii. Garden Rooms

- Shall be located inside the island ensuring the best possible ambiance ensuring maximum privacy and security measures for the guest
- Shall be separated from the BOH support structures and staff area
- Shall have a minimum 2 meters between unit/rooms.
- Shall have screens or sufficient vegetation between the rooms/ blocks and units to ensure the privacy of the guests.
- In double storey Garden Rooms, the upper floor shall have a balcony or free space of minimum 3m.
- In double storey Garden Rooms, a minimum garden a space of 3m shall be allowed at the front. Privacy shall be a condition that needs to be ensured

iii) Minimum Staff Ratio

The ratio of staff facilities to be developed is 1:1.5. That is the total number of staff at tourist resort will be calculated as 1.5 times the number of registered beds. ([88-DS/CIR/2017/2](#))

Note:

- All guestrooms should follow the Guidelines of Quality Assurance Section of the Ministry of Tourism to meet the requirement of operational standards therefore consideration shall be given for the criteria as per Quality Assurance section guideline.

- All the structures constructed should comply with all the laws and regulations of the relevant government authorities

iv) Additional features to be included in the Master Plan.

- a) Scale of the drawing must be marked on the Master Plan (Scale bar).
- b) Vegetation line, low tide, mean tide, high tide should be marked on the Master Plan.
- c) The drawing shall have the roofline and the boundary line of the structures identified in separate colors.
- d) Master plan Evaluation Form (MEF).
 - A MEF shall be submitted for each development, where there are more than one island in the Master Plan each island must have separate MEF. Also, a full project MEF (including all the islands) must be submitted.
 - A single MEF are allowed to be submitted if in cases where there are more than one island and the islands are connected planned to be operated together under one operating license. (For approvals received under these proposals, the lease rights of the islands shall only be possible to be separated once a new self-sufficient back of house facilities approved and established. (Please refer to Chapter 2.3.1)
- e) Master Plan shall be prepared within the boundary stated in the lease agreement or as per the boundary line defined in the Boundary Regulation (No. 2023/R-90). (Refer to the chapter 3).
- f) The boundary demarcation line shall be drawn in accordance with the boundary regulations in the Master Plan.
- g) In reclaimed islands and natural islands, the sewage outfall and the brine discharge inlet and outlet should be marked in the Master Plan. While proposing the sewage outfall and the brine discharge inlet and outlet, due consideration shall be given for it to be away from environmentally sensitive areas and environmental regulations requirements shall be followed.
- h) Revised Master Plan shall have the proposed changes from the last approved concept highlighted/clouded in the relevant documents (Built-up area sheet/ development concept plan).
- i) Coastal modification works can be proposed incorporated within the development concept (for example for reclamation, beach nourishment and coastal protective measures etc.) which shall follow the requirements for the coastal modification (refer to chapter 4, coastal modification)
- j) In proposals where the coastal protection measures are incorporated in the Master Plan, all works shall be included and properly labelled and reflected in a legend.
- k) In cases where the investor/owner/management proposes to include their accommodation it shall be labelled as Directors' Villa or Executive's Villa on the Concept Evaluation Form (CEF) and shall be reflected in the Master Plan under the staff category. However, if the accommodation are planned to be sold as a guest room,

the room shall fulfill the guest rooms requirements and shall be included as a guestroom on the CEF and thereafter reflected as a registered room in the operating license.

2.4 Breach: Failure to submit the Master Plan within the time line approved by workplan as per lease agreement, (if documentation submission is approved by work plan) and as per new policies circulars published by the Ministry of Tourism with relevance to Master Plan submission will be considered as a breach.

Failure to submit the master plan within the period approved by MoT (in the form of a workplan or as stated in the lease agreement) could be considered a breach. In addition, legal action will be taken against the lessee if any developmental work is carried out without master plan approval.

3. BOUNDARY DEMARCATION

All resort development shall adhere to the terms stated in the Boundary Regulation (No. 2023/R-90). This regulation defines the boundaries of all resort islands. Exemptions will be considered for those boundaries that are defined as per individual lease agreements.

Documents Required with Boundary Demarcation Report

- Cover letter
- Boundary demarcation report by a registered surveyor (PDF)

4. COASTAL PROJECTS

4.1 Hard Engineering Coastal Projects

Coastal modification site plan is a plan proposing protect or alter the coastal changes occurring in the site.

- Jetties/overwater structures
- Dredging and reclamation
- Harbor construction
- Coastal protection measures (Semi submerged breakwaters, submerged breakwaters, groynes, seawall etc.)
- Access channel dredging, maintenances dredging

4.2 Soft Engineering Coastal Projects

- Floating Solar projects
- Coral nurseries
- Artificial reefs
- Tidal/ Wave Energy Projects
- Removal of sea grass etc.
- Water aerodromes/floating structures
- Mooring buoys
- Beach nourishments
- Other coastal related experimental/trial projects

4.3 Documents required with the Coastal Projects

- Application for Coastal Projects (F2-DEM). Refer to the appendix 19.
- Project brief
- Site Plan (A3 size, in PDF color format and AutoCAD)

4.4 Technical guideline to follow for the submission of the coastal projects.

Following documents shall be submitted along with the application form (F2-DEM). Application form without these documents shall be considered incomplete and will be returned to the developer. All fields in the application form shall be properly filled. Additionally, Coastal modification activities can be proposed incorporated within the development concept which shall fulfill the requirements of the submission for coastal modification application.

A. Project Brief

Project brief is an important document that explains project details and justifications which would be helpful for taking project-based decisions.

Project brief shall not be more than 5 pages of A4 size paper and following details should be included.

- a. **Name of the project** (main heading)
- b. **Introduction:** A brief introduction about the project including purpose(s), justification, site specific details etc.

- c. **Project site/location description:** Atoll, Island and geographical coordinates (for lagoon/reef). Map can be used.
- d. **Project details:** Brief description for the activities proposed (marked in the application). Or any other coastal works that does not cover in the application form.
 - Jetties/overwater structures
 - Beach nourishments
 - Dredging and reclamation
 - Harbor construction
 - Coastal protection measures
 - Access channel dredging, maintenances dredging
 - Coral nurseries
 - Offshore projects (such as floating solar project or any other experimental project).
 - Seaplane platform or any other anchored structure.
 - Removal of seagrass etc.
- e. **Equipment's and method:**
 - Major equipment's that will be used in each activity.
 - Brief description construction methods that will be applied to each activity.
- f. **Project schedule:** Shall include duration of proposed project activities stating the starting and end date of the project.

B. Coastal Site Plan

- a. Shall be submitted along with the application form (F2-DEM).
- b. Site plan can be submitted accordingly:
 - A site plan drawn specifically for coastal modification clearly stating proposed activities (color format)
 - Coastal modification activities can be submitted proposed on the approved development concept (color format)
 - Coastal modification activities can be submitted proposed on a colored aerial photo (Scaled Google Photo)
- c. The concept plan submitted along with application form shall be drawn as per the layout provided (page 2) and should be in color format.
- d. Site Plan shall be submitted in A3 size in three forms; in PDF color format, AutoCAD and three printed copies.
- e. Scale of the drawing shall be marked on the site plan (Scale bar).
- f. Registered Vegetation line, Low tide, High Tide and shall be marked.
- g. Registered boundary of the island shall be marked.
- h. All the proposed activities shall be clearly marked.
- i. The locations of the proposed project activities shall be clearly marked.
- j. The borrow/dredge areas shall be clearly marked (including the alternatives areas).

All approved development concept and coastal modification site plan shall obtain an environment clearance from the relevant government authorities.

4.4 Breach: Failure to abide by any regulation relevant to environmental clearance shall be considered as a breach and shall be coordinated through the concerned authorities.

5. MOBILIZATION PERMIT

Mobilization permit shall be granted for temporary structures only for the purpose of enabling to start the preparation work of the project before the construction permit is obtained.

5.1 Documents to submit for mobilization permit:

- Application for Mobilization (F3-DEM). Refer to the appendix 19.
- Approved latest Master Plan hard copy indicating the locations of the temporary structures (minimum 2 hardcopies).
- Details indicating the material and method used for the temporary structures (can be mentioned on the map).

5.2 Structures that can be proposed to be included in mobilization phase (all temporary):

- Temporary Powerhouse (registered under the relevant laws and regulations of the relevant government authority)
- Temporary desalination plant (registered under the relevant laws and regulations of the relevant government authority)
- Office Building
- Mosque
- Staff Accommodations
- Canteen and Kitchen
- Water and Fuel Tanks
- Supply Jetty
- Stores
- Other temporary structures required

5.3 Mobilization permits shall be issued to the following:

- a) Natural islands;
 - i. Mobilization permits shall be obtained after environment clearance is issued (Refer to Chapter 4)
 - ii. Mobilization permit will be granted before the construction permit has been obtained.
- b) Reclamation projects (lagoons);
 - i. Mobilization permit shall be obtained once reclamation is completed and the land is settled to mobilize.

5.4 Mobilization permit time frame: shall be granted for a duration of 6 months from the issuance date of the mobilization permit letter.

5.5 Structure removal: structures allowed under the mobilization permit shall be removed once the project is complete and before the approvals for operation begin.

5.6 Extension to mobilization permit: at the discretion of the Ministry upon justification (with valid reasons) for extension.

5.7 Breach: Mobilization without permission shall be considered a breach. No permanent structures shall be constructed with a mobilization permit. Failure to abide by the above shall be considered a breach of agreement.

6. DETAIL DRAWING

6.1 The detail drawings shall be submitted as per the dates stipulated in the lease agreement and or as per proposed in the approved work plan.

6.2 The detail drawings shall be submitted after environment clearance which shall be obtained from the Environmental Protection Agency (EPA) (Refer to Chapter 4)

6.3 The detail drawings shall be submitted as per the deadline by the approved work plan (Refer to Point 1) or as stated in the lease agreement;

- a) Full development project detail drawing submission:
 - Detail drawings of the full project (All the structures approved by the development concept)
- b) Phased out detail Drawing submission:
 - Detail drawings can be submitted in 3 phases as mentioned below:
 - i) Common guest facilities (FOH)
 - ii) Common general facilities (BOH)
 - iii) Guest Rooms

6.4 Documents required to be submitted with detail drawings;

- Application for Construction (F4-DEM – Construction). Refer to the appendix 19.
- Soft copy (PDF) of the detail drawings.
- Detail Drawing Checklist
- Accredited Checkers Certificate (the section 5 of the application form (F4-DEM – Construction).
- Fire drawings (in a separate PDF file)
- Copy of the environment clearance (decision statement and approved EIA/EMP/IEE report or letter of approval from EPA)
- Detail Design reports or letter of approval from Utility Regulatory Authority for MEP drawings.

6.5 Layouts required to be submitted for Detail Drawing Approval

a) Architectural

- Floor Plans (all Floors) - Floor plans with furniture and machinery layout
- Roof Plan
- Section with finishes
- Elevations (refer to point 2.3 C: Structure height)
- Other architectural details

b) Structural

- Foundation detail
- Column & Beam Details
- Slab Details
- Roof Beam Plan & Roof Detail
- Staircase Details with handrail
- Deck Details
- Pool Details
- Balcony Handrail Fixing Details

- Other structural detail

c) Building service drawings

- Electrical layout
- Plumbing layouts
- Network Layouts
- Air condition Layouts
- Forced Ventilation / Exhaust Layout
- Power Distribution Layouts
- Water Supply & Sewage Layout
- Safety and Fire Fighting Layout
- Other service details

** The floor plan of the structure should be in line with the approved master plan.

6.6 Fire drawings

- a) Soft copy (PDF) of the Fire drawings with the Application for Fire drawings (F5-DEM-Fire Drawing) shall be submitted separately to the Ministry of Tourism. Refer to the appendix 19.
- b) Fire drawings of all the structures shall be submitted as per the detail drawings submission date stipulated in the lease agreement or the deadline informed by the concerned Authorities.
- c) Fire drawing layouts shall be endorsed by a registered fire consultant by the Ministry of Defense
- d) Documents to submit with fire drawings:
 - Fire drawings (in soft copy format - PDF)
 - Application for Fire Drawings ((F5-DEM-Fire Drawing))
 - Hardcopy of the fire drawings shall be submitted to MNDF upon request.

Breach: Failure to submit and approve the above shall be considered a breach of agreement and also the fire regulations within the given timelines of the agreement or informed by the Ministry and Authorities

6.7 Revision of detail drawings:

Revision to detail drawings shall be submitted and approved with every revised Master Plan (revised structures and proposed new structures). Physical work of the revised structures shall be commenced once necessary approvals are obtained.

**Please note that upon the approval of the detail drawings, a construction permit will be issued if all the required drawings are submitted as stipulated above. (Please refer to Chapter 7)*

Breach: Failure to submit and approve revisions to detail drawings will be considered as a breach

7. CONSTRUCTION PERMIT

1. Construction Permit is the approval issued to start the physical construction of the resort.
2. Construction Permits are granted upon the approval of the detail drawings of the project. (Refer to Point 6)
3. Type of works construction permissions are granted
 - a) New development Projects:
 - New development Projects are defined as properties given for tourism development not yet registered for operations
 - Construction permits will be issued as per the construction periods stated in the lease agreements
 - b) Redevelopment and Upgrading (demolition and additional structures);
 - Registered resorts proposing for Redevelopment and Upgrading (demolition/ additional structures and structure extensions etc.)
 - Registered resorts that have been temporarily closed
 - Construction permit will be issued as per the approved work plan (refer to point 1)
 - c) Phased out Construction;
 - Construction permit will be issued as per the approved phased out work plan and development concept (refer to point 1).
4. Types of construction permits:
 - a) Full Permits for the whole project;
 - Granted upon approval of detail drawings of all the structures approved in the development concept (Refer to Chapter 6)
 - b) Phased out Permits;
 - With the approval of detail drawings for the approved structures in the development concept which falls in the below mentioned phases permits will be granted for those structures. Upon the approval of the last phase, a full construction permit will be issued.
 - i) Common Guest Area Facilities (FOH)
 - ii) Common General Facilities (BOH)
 - iii) Guest Rooms
 - Redevelopment and Upgrading (demolition and additional structures) Granted upon approval of detail drawings of all the structures approved in the development concept (refer to point)
5. **Breach:** Failure to approve the above shall be considered a breach of agreement and also the regulations of concerned government authority.

8. CONSTRUCTION PERIOD AND PERMIT EXTENSIONS

8.1. New developments

Construction Period Extension is granted by bringing an addendum to the lease agreement of the project (refer to our regulation number No.2019/R-1041 and the amendments made to this regulation). Once construction period extension is granted, a construction permit extension shall be issued for the developing projects accordingly (if the developing project has obtained a construction permit).

Documents required to be submitted:

- Application for extension of construction period
- Revised work plan for the requested period of extension

8.2. Redevelopment and Upgrading (demolition and additional structures) Construction Permit Extension

Construction Permit Extension - Redevelopment and Upgrading (demolition and additional structures) / is granted with the approval of a revised work plan. Construction Permit for redevelopment/upgrading will be issued to a maximum of 18 months and can be extended upto additional 12 months if 50% of the approved redevelopment/upgrading works are completed. of 2 years. Ministry will reserve the right to approve extensions proposed based on the scope of work and justification for extension.

Documents required to be submitted

- Cover letter
- Revised work plan

8.3. **Breach:** Failure to approve the above shall be considered a breach of agreement and also the regulations of concerned government authority.

9. RENOVATION / MAINTENANCE WORK

9.1. Renovation/Upgrading:

Renovation/Upgrading works are considered as major maintenance works / internal refurbishments performed for fixing, repairing and upgrading to keep the existing structures at a functioning level without altering the approved built-up area. Renovation/Upgrading works scope is considered for more than 5 room/structures and if the works /actions require a period more than 30 days. Therefore, the developer shall submit the necessary documents in order to obtain the approval/permit. The renovation/upgrading shall not include any structural changes which will affect the approved built-up area.

Examples of Maintenance work

- Re-thatching the roof
- Deck and roof repairs
- Painting
- Electrical repairs
- Other required maintenance works

Examples of internal refurbishment work:

- Works proposed that requires bringing changes to the approved detail drawings.

Documents required for approval of renovation works:

- Form 06: AR/U -DEM
- Project Brief (Scope of work)
- Work schedule/plan
- Detail Drawings (if applicable)

NOTE: Maintenance works that are conducted to keep the structures at a functioning level (which does not fit into the scope specified in this guideline), Ministry will not be granting any permissions or approvals. However, if any of the maintenance works brings changes to the approved detail drawings a permit will be required.

9.2. Project Brief

Project brief is an important document that explains project details and justifications which would be helpful for taking project-based decisions.

Project brief shall not be more than 5 pages of A4 size paper and following details should be included.

Name of the project (main heading)

Introduction: A brief introduction about the project including purpose(s), justification, site specific details etc.

Project site/location description: Atoll, Island and geographical coordinates (for lagoon/reef). Map can be used.

Project details: Brief description for the activities proposed (marked in the application).

- Re-thatching the roof (Number of rooms/structure)
- Deck and roof repairs (Number of rooms/structure)
- Painting (Number of rooms/structure)
- Electrical repairs (Number of rooms/structure)
- Other required renovation works

Equipment's and method:

- Major equipment's that will be used in each activity.
- Brief description construction methods that will be applied to each activity.

Project schedule: Shall include duration of proposed project activities stating the starting and end date of the project.

Breach: Under renovation work approval, constructing additional structure or changes to the approved built-up area and details drawings of the existing structures shall be considered a breach of the renovation work approval.

10. IMPORT DUTY EXEMPTIONS

Import Duty exemption for tourism projects is allowed and processed as per the guideline published by President's office (Dated 29th March 2016 – [Gazette Volume 45](#) and MOT Circular [88-DS/CIR/2021/20](#) dated 21st February 2021 (future amendments made shall be applied) and Maldives Customs Services guideline [2017/U-003](#) dated 19th June 2017.

Import duty exemptions by the regulation are allowed for the following materials:

- Expensive Machinery
- Capital Equipment
- Construction Material

Qualification for Import Duty Exemption;

- i. New development projects² with a valid permit where by the total capital investment is more than 2 million USD
- ii. Redevelopment/upgrading and extension projects³. The projects investment value should be more than 25% of the registered capital investment value.

Procedure for reexporting heavy machineries/equipment/ vehicles;

Heavy machineries/equipment/vehicles will be duty exempted under Maldives Customs Services guideline 2017/U-003 dated 19th June 2017 clause 5 (a). Under this guideline, Ministry will be issuing a separate approval for any reexporting heavy machineries/equipment/vehicles. Hence, the following documents shall be submitted:

- i. Cover letter
- ii. Application for Duty Exemption (F7-DEM-Duty Exemption). Refer to the appendix 19.
- iii. Submission of Invoice/bill of lading and packing list
- iv. Submission of a justification for the heavy machineries/equipment/ vehicles. (Can be included in the cover letter)

Document and Procedure for Import Duty Exemption;

- i. Capital investment value of the project will be determined by the BOQ submitted to Ministry of Tourism for the project. The BOQ shall be attested by a registered quantity surveyor. BOQ will only be required for determination of the capital investment value of the project.
- ii. Once the investment value is approved and informed to Maldives Customs Service, invoices and relevant documents shall be submitted to Maldives Customs Services directly for clearance.

² Projects: Lagoons leased for the development of tourist establishments with more than 1 island being reclaimed. Each island can be considered as a separate project

Phased out projects: Phase 2 or any additional phases will be considered as part of the initial development project for the purpose of duty exemption. (Phases shall be approved before the operation license is issued)

³ Redevelopment/upgrading and extension projects: projects will be considered as upgrading if the proposed structures for Redevelopment/upgrading and extension projects is not included in the approved master plans within the construction development period (until the operation license is issued)

- iii. The investment value shall be revised only if there is a revision to the development concept or Detail drawings/design of the project.
- iv. Duty Exemption will be allowed subject to the duration of the construction period / construction permit of the project or the commencement operation of the facility.
- v. Duty exemption granted shall be to a duty value up to 5% of the capital investment value of the project.
- vi. Import duty paid for any reason will not be refunded.

11. AS-BUILT MASTER PLAN

As-built master plan depicts the finished/final structures at the end of the construction phase with reference to the revised development concept. An as-built master plan shall be submitted prior to the pre-inspection of the resort and shall be approved.

Documents required with the As-built Master plan:

- Cover letter
- A3 Hard copies of the Master Plan (minimum 2 hardcopies)
- Auto Cad file of the Master Plan (dwg format). Measurements of the CAD file to be in meters (m)
- PDF file of the Master Plan
- Concept Evaluation Form - CEF (MS excel format available from the website of Ministry of Tourism)
- Legend and built-up area sheet (attached to the concept)
- Built up area sheet of all the structures (to be submitted separately in a MS excel file from the concept)
- Floor layouts (floor plans with finishes – for all guestrooms, FOH and BOH structures with more than 1 storey)
- Detail drawings of the revised structures
- The concept shall be stamped by a registered local architect and the details of the architect should be mentioned in the footer of the Master Plan

As-built master plan should comply with the technical guideline of the Master Plan.

12. INSPECTIONS

1. Inspections of the following shall be carried out upon request by the ministry;
 - a) New developments
 - b) Redevelopment and Upgrading (demolition and additional structures) / Refurbishment and Renovations
2. The inspections shall be carried out as follows:
 - a) Project complete check inspection from MOT Development Section (DS)
 - b) Operations ready inspection from MOT Quality Assurance Section (QS), Food and drug authority and MNDF

3. Pre inspection:

- a) Pre-inspection shall be arranged when the property reaches an estimate of 90% of project progress. ⁴(Refer to workflow charts)
- b) As-built master plan shall be submitted prior to the pre-inspection (Refer to workflow charts)
- c) Re-inspection by the development section will be carried out if the project has not reached up to the expected percentage of the project during pre-inspection in order to ensure if the establishment is ready for the final inspection.

4. Final Inspection:

- a) Inspection will be carried out once the Development section assures the property is ready for the final inspection.
- b) This inspection will be carried out by the quality assurance section with the other relevant government authorities (MNDF and Food Drug Authority)

5. Post inspection:

- a) Revised as-built master plan shall be submitted if changes were observed during the inspection. MOT shall forward the details to the developer after the inspection.
- b) Follow up inspection to be carried out once the final inspection requirements are fulfilled within the given deadline.

Breach: The Breaches (with regard to development concept and detail drawing deviations and works completed without the environment clearance) observed during the inspection shall be addressed according to the relevant rules and regulations.

⁴ 90% completed projects: Interior and exterior finishing works of the structures shall be completed, including lighting/fixtures/plumbing/tiling or masonry works and any other works that pertain to the structure being complete.

13. LAND SURVEY REPORT

1. Land Survey Report shall be submitted to the Ministry before commencement of operation of the resort for the purpose of land area registration and taxation.
2. The land survey report shall be submitted as per the [survey guidelines](#) of the Maldives Land and Survey Authority.
3. The land area should be calculated from the mean tide and the land survey report should state the beach length of the island.
4. Land survey reports shall be submitted for the following as per the requirement:
 - a) Natural islands
 - If reclamation is not proposed, Land Survey Report shall be submitted after the construction permit is issued.
 - b) Reclamation projects / islands with reclamation
 - Land survey shall be submitted and approved once the reclamation phase is completed and 90% of the construction has been finished

Procedure for submission of land survey report

- A softcopy of the land survey report with a cover letter from the leaseholder shall be submitted to Ministry of Tourism. Cover letter should include contact details (phone number and email address) of the developer.
- Hardcopies of the land survey report shall be submitted to Maldives Land and Survey Authority once informed.
- Hardcopies of the land survey report can be collected directly from Maldives Land and Survey Authority once the approval of the reports are communicated.

The approved land area figure thereafter will be registered in the Ministry of Tourism and shared accordingly to the developer and Maldives Inland Revenue Authority.

14. PROGRESS REPORT FOR CONSTRUCTION

1. Progress or updates of project shall be submitted as follows:
 - a) As stated in the lease agreement.

if not
 - b) Each quarter prior to the 10th day of following month or as stated in the mobilization/construction permit.
 - 1st quarter development progress reports submission deadline is April 10th.
 - 2nd quarter development progress reports submission deadline is July 10th.
 - 3rd quarter development progress reports submission deadline is October 10th.
 - 4th quarter development progress reports submission deadline is January 10th.
2. The following documents shall be submitted:
 - Project progress brief – Detail report by the developer with onsite pictures
 - Project progress report (Available from the website of Ministry of Tourism)

Breach: Failure to submit the progress reports will be considered a breach as per the agreement.

15. TEMPORARY CLOSURE OF RESORTS

1. Temporary closure:
 - a) Temporary closure under the following categories is allowed:
 - Redevelopment and Upgrading (demolition and additional structures)
 - Refurbishment and Renovations.
 - b) Temporary closure shall be allowed to the duration of construction permit obtained.
 - c) Permission shall be obtained for temporary closure.
2. Documents required for temporary closure request:
 - Application through letter for temporary closure request with a copy of a valid construction permit (Refer to Chapter 8)

16. TIME FRAME FOR DOCUMENT APPROVAL PROCESS

Within 14 days a written response will be issued for the below mentioned approvals subject to the submission of a complete set of mandatory documents for the specific approval.

- Work plan
- Development Concept
- Detail Drawing

17. STAFF ACCOMMODATION

Innovative, modern approaches in designing staff accommodation structures and interiors are encouraged to attract and motivate more locals to work in the industry. Leaseholders/developers are advised to refer to the '*Minimum Required Standards at Staff Facilities of Tourist Establishments 2013*' uploaded by the ministry as a voluntary guideline to develop staff structures.

18. CONTACT DETAILS

Development Section

Phone: +960 3022232, +960 3022283

Email ID: ds@tourism.gov.mv

Environment Section

Phone: +960 3022288, +960 3022236

Email ID: es@tourism.gov.mv

Ministry of Tourism

Address: Velaanaage, Fifth Floor,
Ameer Ahmed Magu,
Male', Maldives

Tel: + (960) 332 3224, + (960) 302 2200

Fax: + (960) 332 2512

website: www.tourism.gov.mv

E-mail: info@tourism.gov.mv,

19. APPENDIXES:

Application forms:

1. Application for Master plan
2. Application for Coastal Modification and Sample concept plan for coastal modification projects
3. Application for Mobilization
4. Application for Construction
5. Application for Fire Drawings
6. Application for Renovation
7. Application for Duty Exemption
8. Project Progress Report Submission

1. Application for Master plan



APPLICATION FOR MASTER PLAN DRAWINGS

Development, Environment & Monitoring Section

1. GENERAL INFORMATION

1. Project Details	
Project name:	
Atoll:	
Island Name:	
Coordinates (lagoons):	
Registered Name (if applicable):	

2. Leaseholder Details			
Company/Individual Name:			
Mailing Address:		Email Address:	
Representative Name:		Designation:	
Email Address:		Mobile no:	

3. Sublease holder Details			
Name:			
Mailing Address:		Email Address:	
Representative Name:		Designation:	
Email address:		Mobile no:	

4. Focal point/Consultant Details (Optional)			
Focal Name:		Designation:	
Mailing Address:			
Email Address:		Mobile no:	

2. PROJECT TYPE

<i>(Please tick most appropriate)</i>	New Tourist Resort Development:		Phased out Project:	
	New Tourist Marina Development:		Re-development project:	
	New Tourist Hotel Development:		Demolition:	
	New Tourist Guesthouse Development:			

Others, please specify:

The existing infrastructure (restaurant, staff accommodation, staff, power generation capacity, and desalination plant capacity, etc.) should cater for any increase in bed capacity.



3. APPROVALS

Work plan reference number and date:

Submission of a workplan (if a workplan is not previously approved)

4. DECLARATION

I/We declare that all the information given in this form (Page 01 and 02 along with additional documents require to submit with this form) are true, complete and correct to the best of my/our knowledge and abilities.

Please grant the necessary approval for the above proposed construction/demolition/altering/upgrading to be carried out in our resort. I/we will take the utmost care in preserving and protecting the natural environment of the island during construction/upgrading. I/we commit to complete the above work (s) as per the drawings upon approval and in accordance with the rules and regulations of the Ministry of Tourism and other concerned government organization/authorities.

1. Leaseholder	2. Sub-lease holder/Operator
Name:	Name:
Designation:	Designation:
Date:	Date:
Signature & affix stamp:	Signature & affix stamp:

5. DOCUMENTS TO BE SUBMITTED

The application should be duly filled and submitted along with the following documents.

<i>(Please tick)</i>	Master plan (PDF file)	Built up Area Calculation Sheet
	Digital site plan (AutoCAD format – scale in meters)	Application for Master plan Evaluation Form (MEF)
	Demolition plan (if required)	Project Brief (if required)
	Brief of all utilities (prepared as per URA guidelines).	

Note:

1. This form consists of 5 section and each section should be duly filled.
2. Submission shall be considered as incomplete if any page is missing from the submission.
3. Submission shall be considered as incomplete if any documents specified in the **section 5** is missing from the submission.
4. If submission is via email, developer/leaseholder shall confirm the receipt of submission from the Ministry.

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Documents checked by:

Name	Designation	Signature

2. Application for Coastal Modification and Sample concept plan for coastal modification projects



Form 02: CM - DEM

APPLICATION FOR COASTAL MODIFICATION
Development, Environment & Monitoring Section

1. GENERAL INFORMATION

1. Project Details	
Project name:	
Atoll:	
Island Name:	
Coordinates (lagoons):	
Registered Name (if applicable):	

2. Leaseholder Details

Company/Individual Name:			
Mailing Address:		Email address:	
Representative Name:		Designation:	
Email address:		Mobile no:	

3. Sublease holder Details

Name:			
Mailing Address:		Email address:	
Representative Name:		Designation:	
Email address:		Mobile no:	

4. Focal point/Consultant Details (Optional)

Name:		Designation:	
Mailing Address:			
Email address:		Mobile no:	

2. PROJECT TYPE

<i>(Please tick most appropriate)</i>	Jetties/Overwater structures:		Coastal Protection Measures:	
	Beach Nourishment:		Access channel dredging:	
	Dredging and Reclamation:		Seaplane Platform:	
	Harbor Construction:		Coral Nursery/Coral Restoration:	
<i>Others, please specify:</i>				



3. APPROVALS

Provide previous environmental clearance (EIA, EMP, dredging & reclamation permits etc.) granted by the relevant government agencies (if any):

Reference number and date:	
Reference number and date:	

4. DECLARATION

I/We declare that all the information given in this form (Page 01 and 02 along with additional documents require to submit with this form) are true, complete and correct to the best of my/our knowledge and abilities.

Please grant the necessary approval for the above proposed construction/demolition/altering/upgrading to be carried out in our tourist establishment. I/we will take the utmost care in preserving and protecting the natural environment of the island during construction/upgrading. I/we commit to complete the above work (s) as per the drawings upon approval and in accordance with the rules and regulations of the Ministry of Tourism and other concerned government organization/authorities.

1. Leaseholder	2. Sub-lease holder/Operator
Name:	Name:
Designation:	Designation:
Date:	Date:
Signature & affix stamp:	Signature & affix stamp:

5. DOCUMENTS TO BE SUBMITTED

The application should be duly filled and submitted along with the following documents.

(Please tick)	Project brief	
	Concept plan (PDF and AutoCAD format – scale in meters)	

Note:

1. This form consists of 5 section and each section should be duly filled.
2. Submission shall be considered as incomplete if any page is missing from the submission.
3. Submission shall be considered as incomplete if any documents specified in the **section 5** is missing from the submission.
4. If submission is via email, developer/leaseholder shall confirm the receipt of submission from the Ministry

FOR OFFICE USE ONLY

Documents checked by:

Name	Designation	Signature



GUIDELINE

Application Form for Coastal Modification

Following documents should be submitted along with the application form. If we received application form without these documents application shall be considered as incomplete and will be return to the developer. All fields in the Application form itself should be properly filled.

1. PROJECT BRIEF

Project brief is one of the important documents that explain project details and justification which would be very helpful for taking project-based decisions.

Project brief should not be more than 5 pages of A4 size paper and following details shall include;

- a. *Name of the project* (main heading)
- b. *Introduction:* A brief introduction about the project including purpose(s), justification, site specific details etc.
- c. *Project site/location description:* Atoll, Island and geographical coordinated (for lagoon/reef). Map can be used.
- a. *Project details:* Brief description for the activities proposed (marked in the application). Or any other coastal works that does not cover in the Form 02: CM – DEM.
 - Jetties/overwater structures
 - Beach nourishments
 - Dredging and reclamation
 - Harbor construction
 - Coastal protection measures
 - Access channel dredging, maintenances dredging
 - Coral nurseries
 - Offshore projects (such as floating solar project or any other experimental project).
 - Seaplane platform or any other anchored structure.
 - Removal of seagrass etc.
- b. *Equipment's and method:*
 - Major equipment's that will be used in each activity.
 - Brief description construction methods that will be applied to each activity.
- c. *Project schedule:* Shall include duration of proposed project activities stating the starting and end date of the project.



2. COASTAL MODIFICATION CONCEPT PLAN

- a. Shall be submitted along with the form.
- b. Site plan can be submitted accordingly:
 - A site plan drawn specifically for coastal modification clearly stating proposed activities (color format)
 - Coastal modification activities can be submitted proposed on the approved development concept (color format)
 - Coastal modification activities can be submitted proposed on a colored aerial photo (Scaled Google Photo)
- c. The concept plan submitted along with form shall be drawn as per the layout provided (page 5) and should be in color format.
- d. Site Plan shall be submitted in A3 size in three forms; in PDF color format, AutoCAD and three printed copies.
- e. Scale of the drawing shall be marked on the site plan (Scale bar).
- f. Registered Vegetation line, Low tide, High Tide and shall be marked.
- g. Registered boundary of the island shall be marked.
- h. All the proposed activities shall be clearly marked.
- i. The locations of the proposed project activities shall be clearly marked.
- j. The borrow/dredge areas shall be clearly marked (including the alternative areas).

Note:

- *Coastal Modification Application form with all supporting documents could be emailed to es@tourism.gov.mv*
- *All approved coastal modification site plan shall obtain an environment clearance from the relevant government authorities.*

MAP LEGEND

Text

**ADDITIONAL INFORMATION**

Text

PROJECT TITLE**PROJECT LOCATION**

Atoll :

Island:

Lagoon (GPS Coordinates):

DEVELOPER

Name :

Address:

CONSULTANT (REGISTERED)

Name :

Address:

Date:

CONCEPT DESIGNED BY:

Name :

Concept No:

Date:

Sheet No:

1/2



3. Application for Mobilization



APPLICATION FOR MOBILIZATION
 Development, Environment & Monitoring Section

1. GENERAL INFORMATION

1. Project Details	
Project name:	
Atoll:	
Island Name:	
Coordinates (lagoons):	
Registered Name (if applicable):	

2. Leaseholder Details			
Company/Individual Name:			
Mailing Address:		Email address:	
Representative Name:		Designation:	
Email address:		Mobile no:	

3. Sublease holder Details			
Name:			
Mailing Address:		Email address:	
Representative Name:		Designation:	
Email address:		Mobile no:	

4. Focal point/Consultant Details (Optional)			
Focal Name:		Designation:	
Mailing Address:			
Email address:		Mobile no:	

2. APPROVALS

Work plan reference number & date:	
Master plan reference number & date:	
EIA approval reference number date:	

Please note that the "Mobilization Permit" will only be granted if the above mentioned documents are approved.



3. TEMPORARY STRUCTURES PROPOSED FOR MOBILIZATION

No.	Name of the Structure		
1		6	
2		7	
3		8	
4		9	
5		10	

Note: Please attach additional pages if necessary

4. DECLARATION

I/We declare that all the information given in this form (Page 01 and 02 along with additional documents require to submit with this form) are true, complete and correct to the best of my/our knowledge and abilities.

Please grant the necessary approval for the above proposed construction of the temporary structures to be carried out in our resort. I/we will take the utmost care in preserving and protecting the natural environment of the island during construction/upgrading. I/we commit to complete the above work (s) as per the drawings upon approval and in accordance with the rules and regulations of the Ministry of Tourism and other concerned government organization/authorities.

1. Leaseholder	2. Sub-lease holder/Operator
Name:	Name:
Designation:	Designation:
Date:	Date:
Signature & affix stamp:	Signature & affix stamp:

3. DOCUMENTS TO BE SUBMITTED

The application should be duly filled and submitted along with the following documents.

(Please tick)	Approved Concept with the proposed temporary structures marked	
	Copy of approved Work Plan	
	Approved EIA Report and Cover letter issued by EPA	
	or Environment Clearance letter from EPA	

Note:

1. This form consists of 5 section and each section should be duly filled.
2. Submission shall be considered as incomplete if any page is missing from the submission.
3. Submission shall be considered as incomplete if any documents specified in the **section 5** is missing from the submission.
4. If submission is via email, developer/leaseholder shall confirm the receipt of submission from the Ministry.

FOR OFFICE USE ONLY

Documents checked by:

Name	Designation	Signature

4. Application for Construction



APPLICATION FOR CONSTRUCTION PERMIT
 Development, Environment & Monitoring Section

1. GENERAL INFORMATION

1. Project Details

Project name:			
Atoll:			
Island Name:			
Coordinates (lagoons):			
Registered Name (if applicable):			

2. Leaseholder Details

Company/Individual Name:			
Mailing Address:		Email address:	
Representative Name:		Designation:	
Email address:		Mobile no:	

3. Sublease holder Details

Name:			
Mailing Address:		Email address:	
Representative Name:		Designation:	
Email address:		Mobile no:	

4. Focal point/Consultant Details (Optional)

Name:		Designation:	
Mailing Address:			
Email address:		Mobile no:	

1. PROJECT TYPE

<i>(Please tick most appropriate)</i>	New Tourist Resort Development:	<input type="checkbox"/>	Phased out Project:	<input type="checkbox"/>
	New Tourist Marina Development:	<input type="checkbox"/>	Re-development project:	<input type="checkbox"/>
	New Tourist Hotel Development:	<input type="checkbox"/>	Demolition:	<input type="checkbox"/>
	New Tourist Guesthouse Development:	<input type="checkbox"/>		
<i>Others, please specify:</i>				



3. APPROVALS

Approved Work plan reference number and date:	
Approved Master plan reference number and date:	
Approved Environment Clearance reference number and date:	

4. DECLARATION

I/We declare that all the information given in this form (Page 01 and 02 along with additional documents require to submit with this form) are true, complete and correct to the best of my/our knowledge and abilities.

Please grant the necessary approval for the above proposed construction/demolition/altering/upgrading to be carried out in our tourist establishment. I/we will take the utmost care in preserving and protecting the natural environment of the island during construction/upgrading. I/we commit to complete the above work (s) as per the drawings upon approval and in accordance with the rules and regulations of the Ministry of Tourism and other concerned government organization/authorities.

1. Leaseholder	2. Sub-lease holder/Operator
Name:	Name:
Designation:	Designation:
Date:	Date:
Signature & affix stamp:	Signature & affix stamp:

6. DOCUMENTS TO BE SUBMITTED

The application should be duly filled and submitted along with the following documents.

(Please tick)	Copy of approved Work Plan	Approved EIA Report and Cover letter issued by EPA
	Detail Drawings (Architectural/Structural and MEP layouts) - PDF file	Environment Clearance letter from EPA
	Approved Detail Design Report of Utilities (Water, sewage, electricity, and Waste)	

Note:

1. This form consists of multiple pages, page 01, page 02, page 03, page 04 and page 05 shall be submitted along with all the additional pages (detail drawing check list and accredited checkers certificate).
2. The detail drawing checklist and accredited checker's certificate shall be submitted along with this form (Page 3).
3. Submission of a work plan (if a work plan is not previously approved)
4. Submission shall be considered as incomplete if any page is missing from the submission
5. If submission is via email, developer/leaseholder shall confirm the receipt of submission from the Ministry

FOR OFFICE USE ONLY

Documents checked by:

Name	Designation	Signature



ACCREDITED CHECKERS DECLARATION

Structural Checker

For structural design compliance – category A1

As a registered checker,ID card number.....I hereby certify that the drawings specified in the detail drawing checklist annexed in this form have been evaluated, analyzed, and reviewed in accordance with the construction standards generally accepted in the Maldives, and in particular by the Ministry of National Planning, Housing, and Infrastructure, Republic of Maldives. The structural drawings listed in the detail drawing checklist attached to this form comply with all applicable government building planning, design, and construction regulations. To the best of my knowledge and belief, the Structural Drawings show no faults in the key structural elements of the structures to be erected or affected by the construction work to be done in accordance with those plans.

In reaching this conclusion, I confirm that the drawings specified in the detail drawing checklist annexed to this form have been reviewed and evaluated in accordance with the construction standards generally accepted in the Maldives, particularly by the Ministry of Housing and Infrastructure of the Republic of Maldives: -

- a) Design loading (including wind load, construction load or dynamic load, if applicable) checked;
- b) Standards and specifications of structural materials checked;
- c) Structural design concept ascertained and the key structural elements identified;
- d) Key structural elements including foundation system analyzed;
- e) Stability of the structural frame determined;
- f) Structural detailing checked;

Others (please specify) _____

Name:	
Checker's Registration No:	
Firm Name (if applicable):	
Address:	
Contact No.	
Signature	
Stamp	



ACCREDITED CHECKERS DECLARATION

Architectural Checker

For structural design compliance – category BI

As a registered checker, I,ID card number..... hereby certify that the drawings specified in the detail drawing checklist annexed in this form have been evaluated, analyzed, and reviewed in accordance with the construction standards generally accepted in the Maldives, and in particular by the Ministry of National Planning, Housing, and Infrastructure, Republic of Maldives. The architectural drawings listed in the detail drawing checklist attached to this form comply with all applicable government building planning, design, and construction regulations and the approved Master Plan. The Architectural Drawings attached, do not show any fault in the design of the building to be erected and the works shall be carried out in accordance with those drawings.

In arriving at my conclusion, I confirm that I have reviewed and evaluated the design drawings specified in the detail drawing checklist annexed in this form to the best of my knowledge and belief, the Master Plan and Architectural Drawings attached conform that the built-up areas in both the documents tally with each and other and it has been checked in accordance with the relevant regulations using the following criteria; -

- a) Rules and regulations set out by the relevant authorities in relation to the building design and construction;
- b) Codes of practice adopted in the design;
- c) Architectural detailing;
- d) Appropriate checklists set out by authorities (included with this Certificate);

Others (please specify) _____

Name:	
Checker's Registration No:	
Firm Name (if applicable):	
Address:	
Contact No.	
Signature	
Stamp	

5. Application for Fire Drawings



APPLICATION FORM FOR FIRE DRAWINGS

Development, Environment & Monitoring Section

1. GENERAL INFORMATION

1. Project Details	
Project name:	
Atoll:	
Island Name:	
Coordinates (lagoons):	
Registered Name (if applicable):	

2. Leaseholder Details			
Company/Individual Name:			
Mailing Address:		Email address:	
Representative Name:		Designation:	
Email address:		Mobile no:	

3. Sublease holder Details			
Name:			
Mailing Address:		Email address:	
Representative Name:		Designation:	
Email address:		Mobile no:	

4. Focal point/Consultant Details (Optional)			
Name:		Designation:	
Mailing Address:			
Email address:		Mobile no:	

2. PROJECT TYPE

<i>(Please tick most appropriate)</i>	New firefighting system:		Layout changes:	
	Upgrading of existing firefighting systems:		Water drencher system:	
	Foam pouring system:		Automatic fire alarm system:	
	Fire hydrant system:			
<i>Others, please specify:</i>				



3. DECLARATION

I/We declare that all the information given in this form (Page 01, 02,)
 are true, complete and correct to the best of my/our knowledge and abilities.

Please grant the necessary approval for the above proposed fire safety systems to be installed our in our tourist establishment. I/we will take the utmost care in preserving and protecting the natural environment of the island during installation. I/we commit to complete the above work(s) as per the approval and in accordance with the rules and regulations of the Ministry of Tourism and other Government organizations.

1. Lease holder	2. Sub-lease holder/Operator
Name:	Name:
Designation:	Designation:
Date:	Date:
Signature & affix stamp:	Signature & affix stamp:

4. FIRE DRAWING CHECK LIST

No.	Name of the Structure	Construction permit letter number date	Tick if Submitted (Office use only)
1			
2			
3			
4			

Additional pages are provided below

Note:

1. This form consists of 4 sections and each section should be duly filled.
2. This form consists of multiple pages, page 01 and 02 shall be submitted along with all the additional pages (detail of fire drawing check list).
3. Shall list down all structures that are being submitted along with this form.
4. Submission shall be considered as incomplete if any page is missing.
5. If the submission is via email, developer/leaseholder shall confirm the receipt of submission from the Ministry

FOR OFFICE USE ONLY

Documents checked by:

Name	Designation	Signature

6. Application for Renovation


APPLICATION FORM FOR RENOVATION AND UPGRADING

Development, Environment & Monitoring Section

1. GENERAL INFORMATION

1. Project Details	
Project name:	
Atoll:	
Island Name:	
Coordinates (lagoons):	
Registered Name (if applicable):	

2. Leaseholder Details			
Name:			
Mailing Address:		Email address:	
Representative Name:		Designation:	
Email address:		Mobile no:	

3. Sublease holder Details			
Name:			
Mailing Address:		Email address:	
Representative Name:		Designation:	
Email address:		Mobile no:	

4. Focal point/Consultant Details (Optional)			
Name:		Designation:	
Mailing Address:			
Email address:		Mobile no:	

2. PROJECT DETAIL

<i>(Please tick most appropriate)</i>	Re-thatching the roofs:		Fitting & fixtures change:	
	Deck and roof repairs:		Pool repair:	
	Painting:		Others:	
	Electric repairs:		<i>If others, please provide details in the project brief.</i>	
Number of structures renovating/upgrading:				
Duration:				



3. DOCUMENTS TO BE SUBMITTED

The application should be duly filled and submitted along with the following documents.

(Please tick)	Project brief:	
	Work Schedule/plan:	
	Detail Drawings (if applicable):	

4. DECLARATION

I/We declare that all the information given in this form (Page 01 and 02) are true, complete and correct to the best of my/our knowledge and abilities.

Please grant the necessary approval for the above proposed renovation/upgrading works to be carried out in our tourist establishment. I/we will take the utmost care in preserving and protecting the natural environment of the island during renovation/upgrading. I/we commit to complete the above work(s) as per the approval and in accordance with the rules and regulations of the Ministry of Tourism and other Government organizations.

1. Lease holder	2. Sub-lease holder/Operator
Name:	Name:
Designation:	Designation:
Date:	Date:
Signature & affix stamp:	Signature & affix stamp

Note:

1. This form consists of 4 section and each section should be duly filled.
2. This form consists of 4 pages, page 01 and 02 shall be submitted along with the project brief and work schedule.
3. This form can only be accepted if the proposed activities meet the terms mentioned in the guideline (please refer to the page 3 and 4).
4. Submission shall be considered as incomplete if any of the information are missing.
5. If submission is via email, applicant shall confirm the receipt of submission from the Ministry

FOR OFFICE USE ONLY

Documents checked by:

Name	Designation	Signature



GUIDELINE

RENOVATION / UPGRADING WORKS

1. **Renovation / Upgrading:**

Renovation/Upgrading works are considered as major maintenance works / internal refurbishments performed for fixing, repairing and upgrading to keep the existing structures at a functioning level without altering the approved built-up area. Renovation/Upgrading works scope is considered for more than 5 room/structures and if the works /actions require a period more than 30 days. Therefore, the developer shall submit the necessary documents in order to obtain the approval/permit. **The renovation/upgrading shall not include any structural changes which will affect the approved built-up area.**

Examples of major maintenance work:

- Re-thatching the roof
- Deck and roof repairs
- Painting
- Electrical repairs
- Other required renovation works

Examples of internal refurbishment work:

- Works proposed that requires bringing changes to the approved detail drawings.

Documents required for approval of renovation works:

- Form 06: AR/U -DEM
- Project Brief (Scope of work)
- Work schedule/plan
- Detail Drawings (if applicable)

2. **Project Brief**

Project brief is an important document that explains project details and justifications which would be helpful for taking project-based decisions. Project brief shall not be more than 5 pages of A4 size paper and following details should be included.

Name of the project (main heading)

Introduction: A brief introduction about the project including purpose(s), justification, site specific details etc.

Project site/location description: Atoll, Island and geographical coordinates (for lagoon/reef). Map can be used.

Project details: Brief description for the activities proposed (marked in the application). Or any other



works that does not cover in the Form 06: AR/U -DEM.

- Re-thatching the roof (Number of rooms/structure)
- Deck and roof repairs (Number of rooms/structure)
- Painting (Number of rooms/structure)
- Electrical repairs (Number of rooms/structure)
- Other required renovation works

Equipment's and method:

- Major equipment's that will be used in each activity.
- Brief description construction methods that will be applied to each activity.

Project schedule: Shall include duration of proposed project activities stating the starting and end date of the project.

Breach: Under renovation/upgrading work approval, constructing additional structure or changes to the approved built-up area of the existing structures shall be considered a breach of the renovation/upgrading work approval.

NOTE: Maintenance works that are conducted to keep the structures at a functioning level (which does not fit into the scope specified in this guideline), Ministry will not be granting any permissions or approvals. However, if any of the maintenance works brings changes to the approved detail drawings a permit will be required.

7. Application for Duty Exemption



APPLICATION FOR DUTY EXEMPTION
 Development, Environment & Monitoring Section

1. GENERAL INFORMATION

1. Project Details

Project name:			
Atoll:			
Island Name:			
Coordinates (lagoons):			
Registered Name (if applicable):			

2. Leaseholder Details

Company/Individual Name:			
Mailing Address:		Email address:	
Representative Name:		Designation:	
Email address:		Mobile no:	

3. Sublease holder Details

Name:			
Mailing Address:		Email address:	
Representative Name:		Designation:	
Email address:		Mobile no:	

4. Focal point/Consultant Details (Optional)

Name:		Designation:	
Mailing Address:			
Email address:		Mobile no:	

2. APPROVALS

Mobilization Permit reference number and date:	
Construction permit reference number and date:	



3. CAPITAL INVESTMENT

Proposed capital investment for the project in USD\$:	
Total original capital investment in USD\$: (For redevelopment projects only)	

4. DOCUMENTS TO BE SUBMITTED

The application should be duly filled and submitted along with the following documents.	
(Please tick)	Summary of Bill of Quantity
	Registration Certificate of the Quantity Surveyor
<i>Please note that duty exemptions will only be applicable for structures/activities approved by a valid permit issued by this Ministry</i>	

5. DECLARATION

I/We declare that all the information given in this form (Page 01 and 02) are true, complete and correct to the best of my/our knowledge and abilities.

We authorize that the attached materials in the Bill of Quantity/Bill of Material are for the development/upgrading of the resort only, and are as per the approved detailed drawings by the Ministry of Tourism

1. Lease holder	2. Sub-lease holder/Operator
Name:	Name:
Designation:	Designation:
Date:	Date:
Signature & affix stamp:	Signature & affix stamp:

Note:

1. This form consists of 5 section and each section should be duly filled
2. This form consists of two pages and shall be submitted along documents specified in the **section 4**.
3. Application should be submitted only if the required permissions in accordance with the lease agreement for the development of the resort or hotel has been obtained from this ministry.
4. If submission is via email, developer/leaseholder shall confirm the receipt of submission from the Ministry

FOR OFFICE USE ONLY

Documents checked by:		
Name	Designation	Signature

8. Project Progress Report Submission Form



PROJECT PROGRESS REPORT SUBMISSION FORM
Development, Environment & Monitoring Section

1. General Information			
1. Project Detail			
Project name:			
Atoll:			
Island Name:			
Coordinates (lagoons):			
2. Leaseholder Details			
Name:			
Mailing Address:		Email address:	
Contact Person:		Designation:	
Email address:		Mobile no:	
3. Sublease holder Details			
Name:			
Mailing Address:		Email address:	
Contact Person:		Designation:	
Email address:		Mobile no:	
2. Project Type			
Type of project: (Please tick most appropriate)	New resort: <input type="checkbox"/> New Hotel: <input type="checkbox"/> New yacht marina: <input type="checkbox"/> Renovation: <input type="checkbox"/> Upgrading: <input type="checkbox"/>	Partial renovation: <input type="checkbox"/> Reclamation: <input type="checkbox"/> Coastal projects: <input type="checkbox"/> Phased-out: <input type="checkbox"/> Vessels: <input type="checkbox"/>	
	Estimated Opening date: D.....M.....Y.....	Development Period/du e date: D.....M.....Y.....	
3. Project Summary			
Present Status of paper works:	Financial documentation stage: <input type="checkbox"/> Concept stage: <input type="checkbox"/> EIA stage: <input type="checkbox"/> Detail drawing: <input type="checkbox"/>		
Present status physical works of project:	Not Progressing: <input type="checkbox"/> Stopped: <input type="checkbox"/>		Stopped date: DD.....M.....Y.....
4. Progress Summary			
	Major		Percentage
A. Guest Area			#DIV/0!
B. Common guest facilities /Front of House (FoH)			#DIV/0!
C. Common general facilities/Back of House (BOH)			#DIV/0!
D. Coastal Works			#DIV/0!
E. Vessels (Only for bareboats)			#DIV/0!
5. Issues			
Please indicate any issues related to the Project:	Financial <input type="checkbox"/> Logistical <input type="checkbox"/> Labor <input type="checkbox"/> Documentation <input type="checkbox"/> Other Issues: <input type="checkbox"/>	Please specify:	
6. Declaration			
I/We declare that all the information given in this form (page 01, 02 and 03) are true, complete and correct to the best of my/our knowledge and abilities.			
1. lease Holder	Signature & Affix Stamp:	2. Developer/Operator	Signature and Affix Stamp:
Name:		Name:	
Designation:		Designation:	
Date:		Date:	

Note:
 1. This form consist of two pages
 page 01: summary of the project progress
 page 02: details of the works
 2. Submission shall be considered as incomplete if any page is missing from the submission submission
 3. If submission is via email, developer/leaseholder shall confirm the receipt of submission from the Ministry submission from the Ministry

DEVELOPMENT PROGRESS DETAILS

Details		Setting Out	Excavation	Foundation works	Masonry/Prefab housing	Plastering	Electrical wiring	Electrical fixtures	Roofing	Decking/Flooring	Tiling	Ceiling works	Door/window	Painting	Finishing
Structures	Number of Units														
A. Guest Area		#DIV/0!													
1	Guest rooms														
B. Common guest facilities /Front of		#DIV/0!													
1	Reception and lounge/waiting area														
2	Common areas														
3	Restaurants														
4	Arrival jetty/Pavillion/main jetty														
5	Dive schools														
6	Water sports														
7	Bars														
8	Coffee shops														
9	Guest sports facilities														
10	Other guest service and facilities:														
C. Common general facilities/Back of		#DIV/0!													
1	HR office/training														
2	Other administrative buildings:														
3	GM accomodation														
4	Staff accomodation buildings														
5	Outdoor sports facilites (Staff)/pitches														
6	Clinic														
7	Indoor sports facilites (Staff)														
8	Other staff recreation:														
9	Staff gym														
10	Staff shops														
11	Mosque														
12	Staff kitchen/Mess														
13	Power house														
14	Desalination plant														
15	Water storage														
16	Fuel storage														
17	Vessel														
18	Sewage Treatment plant / Tanks														
19	General stores														
20	House keeping huts														
21	Laundry														
22	Service Jetty														
23	Cold & Dry stores														
D. Coastal Works		#DIV/0!													
1	Dredging & reclamation														
2	Shore protection														
3	Beach nourishment														
4	Maintenace dredging														
E. Vessels (Only for bareboats)		#DIV/0!													
1	Vessel														