

# Seychelles Investment Bureau



## Guidelines to Assist in Writing Your Business Plan

### **“Change of Use” From Private Residential to Tourism Accommodation**

- Business Plan Prepared By: .....
- For and On Behalf Of: .....
- Submitted To S.I.B. On: .....

**Tick here**

- **Enclosed** :Other Documents Relevant to your Project

You can also e- mail us your Business Plan at [sib@seychelles.sc](mailto:sib@seychelles.sc)

Tel: 295500, Fax: 225125  
[www.sib.sc](http://www.sib.sc)

## **Checklist: 'Change of Use' to Tourism Accommodation**

**Please ensure that the following accompany your project submission:**

- **Project Summary Sheet**
- **Promoter's CV and that of the person appointed to manage the business**
- **Location Plan (on A3 paper and must be clear), obtainable from the Land Use Department of the Ministry of National Development**
- **Site Plan (on A3 paper and must be clear)**
- **Sketch of Elevation Plan and Floor Plan with dimensions of all rooms (on A3 paper and must be clear)**
- **Photos of building**
- **Completed Environmental Authorisation Form**
- **Completed application form for Government sanction (non- Seychellois only – Please download forms)**
- **Electronic version of Business Plan**
- **Company Registration (if a registered company, Certificate of Incorporation, Memorandum & Article of Association)**

## Project Summary Sheet

1 Name of Promoter(s)  
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2 Promoter contact details  
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3 Nationality of promoter. If naturalised provide 'Certificate of Naturalisation'. If foreigner provide 'Character Certificate'  
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4 Shareholders / Directors / Partners of business  
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5 Brief Project Description  
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6 Location of Project  
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7 Level and Type of Investment and Financing:  
Amount of investment: \_\_\_\_\_  
Borrowings: \_\_\_\_\_  
Personal Contributions: \_\_\_\_\_

8 Employment  
Number of local employees: \_\_\_\_\_  
Number of foreign employees: \_\_\_\_\_

9 Proposed No. of rooms in the building  
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10 Any extension/ modification of the existing building  
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11 Construction Completion Date (If applicable)  
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12 Proposed Opening/ Launching Date  
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## **INTRODUCTION**

Once a project is conceived and is in line with the Tourism Policy, the promoter has to write out a project memorandum. The writing up of this memorandum will help the promoter to think carefully through the process of what the project involves and provide as much information as possible.

## **FORMAT FOR PROJECT PROPOSAL**

### **I. SYNOPSIS**

This briefly describes what the project is about and what it hopes to achieve. Usually a few sentences will suffice.

- Name of promoter
- Address
- Telephone/Fax number/E-mail
- Are you employed in the Public Sector  Yes  No

### **II. PROJECT DESCRIPTION**

This describes the detailed technical, financial and other aspects of the project. It's better to divide it into the following sections.

#### **1. BACKGROUND**

The background section should cover issues such as:

- Promoters' Nationality
- Professional Status
- Promoters' Experience in the field
- Previous/ Current Activities
- Location of project
- Any other details

#### **2. TECHNICAL DESCRIPTIONS**

This will cover issues like:

Location  
Environmental concerns  
Project size

##### **Checklist of Technical Description**

- Site analysis
- Site development and existing/or proposed accesses
- Master Plan (floor plan must be provided)
- Existing public utilities and services (electricity, water and sewage)
- Building (Construction/ Renovation/ Addition/ Rehabilitation)

- Architectural concept
- Other facilities to be provided
- Method and Standard of Construction (materials)
- External works (site clearance, earth moving, rock blasting, felling of trees specifying species and maturity, ...)
- Hard and soft landscaping
- Life cycle costs (planning of the building's cycles for maintenance, choice of materials, use of technology, replacing furniture,...)
- Sketch design
- Dimension and Size  
 Size of building – State the number of rooms for tourism accommodation.  
 Dimensions - rooms, bathrooms, kitchen, living/dining rooms, etc  
 Provide details for each floor if multi-storey

### 3. FINANCIAL ANALYSIS

This section of the project memorandum should analyse the financial implications of the project. Such analysis should cover:

- (a) **Capital Expenditure:** Total capital expenditure should be broken down into logical components. It may adopt the following classification for capital expenditure
  - Land (Leased/ Owners)
  - Renovation works
  - Construction/ renovation works
  - Plant, equipment (Gadgets, etc.)
  - Furniture
  - Fire Safety Equipment
  - Vehicles
  
- (c) **Revenue:** This should include
  - Expected occupancy Rate
  - Price per room/ cover per night in US\$ or Euros

### 4. FINANCE ASPECTS

The mode of financing of the project should be specified clearly. Items should include the following:-

- Loan from private individuals / non-banking institution
- Amount of personnel contribution
- Company details on shareholders contribution/ funds

### 5. MANAGEMENT ASPECTS

Importance should be given to detailing all aspects of the organisation including the following:-

- Sole Proprietorship
- Partnership (Give the name and contribution/ holding of each partner)
- Company (Give shares/ shareholding of each member and names of the shareholders)

**6. MANPOWER ASPECTS**

This section specifies the number of staff required and the manner in which they will be recruited.

- a. Occupation/Field (post title)
- b. Number needed
- c. Minimum salary
- d. Minimum level of Education/Training (minimum work experience)
- e. Source i.e. recruitment, promotions, transfer, expatriates/ etc.
- f. Pre-opening training plans, programmes, trainers

**7. MARKETING ASPECTS**

Give details on how and where the product is to be marketed

**8. ENVIRONMENTAL ASPECTS**

This section should take into account externalities. All details of any environmental impact must be listed including landscaping, etc...

**9. IMPLEMENTATION PLAN**

This section explains how the project will be implemented. Main project activities and sub-activities should be scheduled in terms of expected completion dates.

**Minimum criteria for ‘change of use’ from private residential to tourism accommodation**

**The criteria have been adopted as the policy for “change of use” application from private residential to tourism accommodation.**

1. **Location**

(a) **Density:**

(i) The property on which the house is situated must be of an area of not less than 1,000 m<sup>2</sup>.

(ii) The built up area (*percentage of plot coverage*) must not be greater than 35 percent of total property will be allowed.

(b) **Access:** All-weather motorable access road to the property must be available.

(c) **Use of site:** The site in question must not have within its surroundings and within a radius of 100 m any large scale livestock activities, {poultry and pig fattening} or heavy commercial activities such as mechanical garage and other activities that may cause noise, smell or other visual pollution.

2. **Dimensions**

(a) For purposes of maintaining standards, the dimension of the house must meet the minimum physical criteria as follows:

Bedroom: 15 m<sup>2</sup> (all bedrooms must have an ensuite bathrooms)

Bathroom: 6 m<sup>2</sup>

Verandah: 6 m<sup>2</sup> (minimum width: 2.5 m)

(b) **Kitchen (size to be based on number of rooms)**

<u>No of Rooms</u>	<u>Open-plan</u>	<u>Closed-plan</u>
1-3	> 6 m <sup>2</sup>	> 8 m <sup>2</sup>
4 or more	> 8 m <sup>2</sup>	>12 m <sup>2</sup>

