


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.