

**MINISTRY OF TOURISM, CIVIL AVIATION, PORTS & MARINE**  
**TOURISM DEPARTMENT**

**MINIMUM REQUIREMENTS FOR HOTELS**

**HOTEL**

**Hotel means an establishment containing several rooms or suites, supplemented by one or more separate buildings that provides lodging or sleeping accommodation and ancillary food and beverage areas, includes a reception area, and offers food and beverage services to guests and general public;**

<b>1.0</b>	<b>GENERAL</b>
<b>1.1</b>	<b>Building Design &amp; Concept</b>
<b>1.1.1</b>	There is no specific requirement for the architecture of a building however, a building concept inspired from the Seychelles architectural heritage is highly recommended. The infrastructure must first and foremost blend in with the natural and physical environment and must meet the requirements of the Planning Authority.
<b>1.1.2</b>	Special measures must be undertaken for environmental matters prior to construction such as energy efficiency considerations, waste management and building finishes upon completion.
<b>1.1.3</b>	The hotel where possible, should make provision to accommodate disabled guests. Consideration of at least 25% of the facilities including the grounds could be made accessible to wheelchair users.
<b>2.0</b>	<b>LOCATION, ACCESS AND EXTERIOR</b>
<b>2.1</b>	<b>Access</b>
<b>2.1.1</b>	There must be appropriate signage to direct guests to the main entrance.
<b>2.1.2</b>	Signboard with full name of the hotel must be displayed in a prominent place. It must be in good condition.
<b>2.1.3</b>	Access to the building must be in the form of separate access for guests and staff/deliveries
<b>2.1.4</b>	The minimum width of the driveway should be 3.5 metres wide with a lay-by to service fire engines in case of an emergency
<b>2.1.5</b>	Lighting must be available, adequate and in good working order
<b>2.1.6</b>	Adequate, appropriate and clearly illuminated signage to guide guests to their rooms and various hotel facilities must be available. It must be legible, visible and in good condition.
<b>2.2</b>	<b>Pick Up Point on Mahe (Applicable for Island Resorts)</b>
<b>2.2.1</b>	A pick up point should be available for island resorts, unless the pick-up point is provided by a service provider (Air Seychelles, IDC, Zilair etc...)
<b>2.2.2</b>	Where the pick-up point is provided by the hotel the following will be required;
<b>2.2.3</b>	Exterior and ground should be well landscaped, neat and well maintained.
<b>2.2.4</b>	Adequate natural and/or artificial ventilation should be provided.
<b>2.2.5</b>	Attractive co-ordinated décor and furnishings providing excellent degree of comfort and luxury
<b>2.2.6</b>	Décor & furnishings should be attractive with harmony of colours
<b>2.2.7</b>	Jetty/Air Strip or Helipad; should be in good condition, safe and maintained as per respective regulations
<b>2.2.8</b>	The facility is maintained at good standards of cleanliness and maintenance.
<b>2.2.9</b>	Fittings and fixtures should be in good condition, clean and free from stains.

<b>2.2.10</b>	Hand washing and drying facilities, lidded and lined sanitary bins, toilet paper with holder, a clothes hook on the inside of each cubicle door, and a mirror must be provided in the public toilets
<b>2.2.11</b>	All buildings, their fixtures, fittings and exterior must be maintained in a sound and clean condition
<b>2.2.12</b>	Assembly point in the event of an emergency must be clearly marked
<b>2.3</b>	<b>Arrival/Departure Point from Island (Applicable for Island Resorts)</b>
<b>2.3.1</b>	Exterior and ground should be well landscaped, neat and well maintained.
<b>2.3.2</b>	Exterior and grounds are meticulously maintained, with use of native plant species.
<b>2.3.3</b>	Adequate natural and/or artificial ventilation should be provided.
<b>2.3.4</b>	Attractive co-ordinated décor and furnishings providing excellent degree of comfort and luxury
<b>2.3.5</b>	Décor & furnishings should be attractive with harmony of colours
<b>2.3.6</b>	Jetty/Air Strip or Helipad; should be in good condition, safe and maintained as per respective regulations
<b>2.3.7</b>	The facility is maintained at good standards of cleanliness and maintenance.
<b>2.3.8</b>	Fittings and fixtures should be in good condition, clean and free from stains.
<b>2.3.9</b>	Hand washing and drying facilities, lidded and lined sanitary bins, toilet paper with holder, a clothes hook on the inside of each cubicle door, and a mirror must be provided in the public toilets
<b>2.3.10</b>	Guests are welcomed with a drink and/or refreshing towel.
<b>2.3.11</b>	Welcoming staff are well groomed, offer a friendly welcome and are available for assistance
<b>2.4</b>	<b>Building Exterior</b>
<b>2.4.1</b>	All buildings, their fixtures, fittings and exterior must be maintained in a sound and clean condition
<b>2.4.2</b>	Assembly point in the event of an emergency must be clearly marked
<b>2.5</b>	<b>Grounds &amp; Gardens</b>
<b>2.5.1</b>	Gardens and grounds must be neat and appropriately maintained.
<b>2.6</b>	<b>Parking</b>
<b>2.6.1</b>	The surface can be of earthen, gravel or grass but without potholes. Above 6 parking the surface must be either gravel/aggregate or hard smooth finish.
<b>2.6.2</b>	Parking bays/bicycle bays in a secure environment close to accommodation
<b>2.6.3</b>	Bicycle parking must be available for hotels on La Digue and well surfaced with no pot holes.
<b>2.6.4</b>	Where hotels provide buggies/bicycles, a well surfaced buggy/bicycle parking area with no potholes must be provided.
<b>2.6.5</b>	Parking area should be clearly designated, with legible and visible signs
<b>2.6.6</b>	Lighting should be available, adequate and in good working order
<b>2.6.7</b>	A minimum of 3 taxi bays should be available.(not applicable for La Digue and Island Resorts)
<b>2.7</b>	<b>Building Exterior</b>
<b>2.7.1</b>	All buildings, their fixtures, fittings and exterior must be maintained in a sound and clean condition
<b>2.7.2</b>	Assembly point in the event of an emergency must be clearly marked
<b>3.0</b>	<b>RECEPTION &amp; AFFILIATED SERVICES</b>
<b>3.1</b>	<b>Reception/Lobby</b>
<b>3.1.1</b>	An appropriate area suitably designed for receiving guests that includes a Reception desk or counter with back up office facilities must be provided. Individual hospitality tables / desks and chairs are an alternative. If personalised butler service is available and check in / check out is carried out in the rooms, this can be considered satisfactory.
<b>3.1.2</b>	A sign indicating the reception must be available, clean and legible.
<b>3.1.3</b>	A central safe deposit must be available at the reception or alternatively can be available in each guestroom.

<b>3.2</b>	<b>Reception Furnishings &amp; Décor</b>
<b>3.2.1</b>	Adequate seating capacity must be available, and relative to the size of the property and the volume of business
<b>3.2.2</b>	Elements of local arts and culture must be present in the décor.
<b>3.3</b>	<b>Service Quality Provided by Reception Staff</b>
<b>3.3.1</b>	Reception staff are fluent in English, French and/or languages of the hotel's main clientele
<b>3.4</b>	<b>Reservations &amp; Pre-Arrival Information</b>
<b>3.4.1</b>	Guests and prospective guests must be given an accurate description of the amenities, facilities and services provided.
<b>3.4.2</b>	Where available, the website of the hotel must be realistic, comprehensive, with up to date and accurate information.
<b>3.4.3</b>	Policies of the hotel must be described upon booking e.g. payment methods, applicable deposits and cancellation policy. Information on access restrictions, child-friendly services to be provided (where applicable).
<b>3.4.4</b>	Reservations are dealt with promptly, all necessary information of guests are taken and confirmation provided.
<b>3.5</b>	<b>Guest Check In</b>
<b>3.5.1</b>	Retrieval of reservation is done in smooth manner, without undue delays.
<b>3.6</b>	<b>Check Out Services</b>
<b>3.6.1</b>	Bill presented on request and is accurate, legible, with all charges clearly itemized and up to date. Receipt provided on departure together with a copy of the bill.
<b>3.6.2</b>	Luggage room provided for the storage of umbrellas and items of luggage.
<b>3.7</b>	<b>Availability of Reception &amp; Associated Services</b>
<b>3.7.1</b>	Reception is serviced for a minimum of 10 hours. A means of summoning assistance must be available at unattended times.
<b>3.7.2</b>	Taxi and/or Car Hire booking services are available
<b>3.7.3</b>	Appropriate and relevant guest information must be made available at Reception and must include in-house services; tourism service providers; emergency and fire exits; and literature covering all hotel/resort facilities. All information must be in English, French or other languages of the hotel's main clientele.
<b>4.0</b>	<b>GUEST BEDROOMS</b>
<b>4.1</b>	<b>Bedroom Doors</b>
<b>4.1.1</b>	Room number or names must be legible and visible
<b>4.1.2</b>	Room keys or cards must be properly identified with appropriate room number or name.
<b>4.1.3</b>	Entrance doors must be solid, in good condition and clean. Secure locking system is available to ensure guest privacy inside the room. Chipboard/plywood are not acceptable.
<b>4.1.4</b>	Emergency evacuation plan combined with evacuation instructions in English, French and any other language of the hotel's main clientele, must be framed and hung on or adjacent to the bedroom door
<b>4.1.5</b>	Do Not Disturb / Please Make Up Room card is provided and in good, clean condition
<b>4.1.6</b>	Where there are interconnecting rooms, double doors suitably sound proof must be provided
<b>4.2</b>	<b>Bedroom Décor</b>
<b>4.2.1</b>	Elements of local arts and culture must be present in the décor.
<b>4.3</b>	<b>Bedroom Furniture</b>
<b>4.3.1</b>	Bedroom furniture must include one double bed or two single beds, two chairs, one coffee table, wardrobe, dressing/writing table with mirror and stool, and two bedside tables/lockers. Beside light should be available per person for reading purposes.

<b>4.3.2</b>	Luggage rack must be provided and should have sufficient storage space. Where a rack is not provided, adequate luggage storage must be made available in the wardrobe.
<b>4.4</b>	<b>Bedroom Sizes</b>
<b>4.4.1</b>	All bedrooms must be double or twin rooms. Zip and link beds are recommended for flexibility.
<b>4.4.2</b>	Minimum bedroom size is 15 square meters. (Excluding bathrooms, balconies/terraces). Hotels built before 2016 will be exempted from this criteria.
<b>4.5</b>	<b>Electronic Appliances</b>
<b>4.5.1</b>	A working telephone must be available in each guest bedroom capable of internal communication
<b>4.5.2</b>	A mini fridge must be available
<b>4.5.3</b>	Rooms prepared in advance of the guests' arrival – possibly including setting an appropriate ambient temperature for the time of year, airing the room well.
<b>4.5.4</b>	Sufficient lighting is required in all bedrooms to enable guests to make full use of in-room facilities during the day and at night time.
<b>4.5.5</b>	There must be a main light switch near the entrance.
<b>4.5.6</b>	Emergency lights (may be flashlights or free standing emergency lights) must be available in the room in case of power failure. Candles are not recommended for safety purposes, as per fire safety recommendations)
<b>4.6</b>	<b>Wardrobe, Hanging Space, Clothes Hangers</b>
<b>4.6.1</b>	Wardrobe/purpose built hanging space with a width of 1.2 m, shelf and hanging space must be provided in all bedrooms and be in good condition and clean
<b>4.6.2</b>	A minimum of 6 identical hangers must be provided (3 per person, wire hangers are not acceptable).
<b>4.7</b>	<b>Bedroom Amenities</b>
<b>4.7.1</b>	Waste bin with liners must be available, clean and in good condition.
<b>4.7.2</b>	Drinking glasses with coasters and lids must be provided or be individually wrapped.
<b>4.7.3</b>	Tea/Coffee making facilities (kettles, cups, saucers) are available, in good condition and clean.
<b>4.8</b>	<b>Guest Information kit detailing the following must be available in English, French or other languages of the hotels main clientele;</b>
	<ul style="list-style-type: none"> <li>• Directory of Essential Services (emergency and contact numbers)</li> <li>• Transport services (Bus schedules, Taxi/ Car Hire Info)</li> <li>• Method of Payment</li> <li>• Room Key procedures</li> <li>• Information on swimming pool and other leisure facilities to include opening hours</li> <li>• Entertainment programme details</li> <li>• Telephone services</li> <li>• Food &amp; Beverage service hours</li> <li>• List of television channels available and on what numbers.</li> <li>• Room Service Menu with hours of availability</li> <li>• Check in and Check out times</li> <li>• User's manual and security codes for safety deposit box</li> <li>• List of Excursions and details of who to contact</li> </ul>
<b>4.9</b>	<b>Bedding &amp; Linen</b>
<b>4.9.1</b>	All beds must be provided with clean mattress protectors free from stains, and pillows with pillow protectors for hygiene reasons.
<b>5.0</b>	<b>GUEST BATHROOM</b>
<b>5.1</b>	<b>Bathroom Type</b>
<b>5.1.1</b>	All bathrooms must have en-suite facilities; the minimum floor area should be 6 square meters.

<b>5.1.2</b>	Bathrooms must be well ventilated, either windows that open or have effective working extractors
<b>5.1.3</b>	<p><b>Fixtures, Fittings and Amenities - Each bathroom should have:</b>  <b>A bath or shower cubicle with glass doors or curtains. The provision of a Jacuzzi and bidet is not a must but can be considered.</b></p> <ul style="list-style-type: none"> <li>• A grab rail for safety purposes should be available with the bathtub.</li> <li>• Drip dry facility or clothes rack should also be available.</li> <li>• Wash hand basin with hot and cold water</li> <li>• Standard size mirror over the wash hand basin</li> <li>• Shelf for toiletries</li> <li>• Bath mat</li> <li>• Towel rail, towel shelf or equivalent</li> <li>• Soap with dish, holder or dispenser should also be available.</li> <li>• Toilet</li> <li>• Toilet roll holder and toilet paper</li> <li>• Waste bin with liner</li> <li>• Running hot and cold water for bathing should be available at all reasonable times</li> <li>• Fresh soap for each new guest</li> <li>• Clean hand and bath towel for each guest</li> <li>• Adequate ventilation (e.g. an extractor fan or opening window)</li> <li>• Hooks for clothes should be provided</li> </ul>
<b>6.0</b>	<b>PUBLIC AREAS</b>
<b>6.1</b>	<b>General</b>
	The term "Public Areas" normally covers all areas of the hotel that guests/the public have access to. Here it covers areas such as corridors; stairs; public toilets and any other public area that does not come under a specific heading, e.g. Restaurant & Bars; Reception etc.
<b>6.1.1</b>	Corridors and stairs must be in good repair and free from obstruction.
<b>6.1.2</b>	Levels of lighting in all public areas must be adequate for safety and comfort
<b>6.2</b>	<b>Elevator</b>
<b>6.2.1</b>	Where a premises has 3 floors or more (i.e. ground floor plus two), one guest lift with access to all floors capable of accommodating 3 adults with luggage must be provided. Elevator should have speaker, bell, emergency call and where possible braille floor numbers. (Elevator specifications are applicable to hotels built after 2016).
<b>6.3</b>	<b>Décor &amp; Design</b>
<b>6.3.1</b>	Elements of local arts and culture must be present in the décor, such as prints and or photographs depicting local scenes, historical, or heritage related images.
<b>6.4</b>	<b>Public Toilets</b>
<b>6.4.1</b>	Separate male and female toilet facilities must be provided and clearly designated with appropriate clear and legible signage.
<b>6.4.2</b>	Adequate artificial or natural ventilation should be available.
<b>6.4.3</b>	Walls, ceilings and floors should be well maintained; free from stains, cracks, without missing tiles.
<b>6.4.4</b>	Opaque windows or curtains / blinds should be provided if necessary to ensure guest privacy.
<b>6.5</b>	<b>Public Toilets Amenities &amp; Accessories</b>
<b>6.5.1</b>	Toilet roll with holder must be available.
<b>6.5.2</b>	Suitable hand washing and hand drying facilities must be available.
<b>6.5.3</b>	Lidded and lined sanitary bin must be provided in each of the female toilet cubicles
<b>6.5.4</b>	Mirror is available and in good condition and clean
<b>6.5.5</b>	Each cubicle door must have a working lock for privacy

<b>7.0</b>	<b>RESTAURANT &amp; BARS</b>
<b>7.1</b>	<b>Restaurant Facilities</b>
<b>7.1.1</b>	All hotels must have at least one restaurant open 7 days a week.
<b>7.1.2</b>	Hotels above 100 rooms must have at least 2 restaurants.
<b>7.2</b>	<b>Furnishings</b>
<b>7.2.1</b>	Adequate seating capacity must be available and relative to the maximum occupancy of the property.
<b>7.2.2</b>	Service stations appropriately located and well stocked with appropriate equipment and cutlery.
<b>7.3</b>	<b>Bar</b>
<b>7.3.1</b>	All hotels should have at least one public/coffee bar.
<b>7.3.2</b>	Bar areas should be well maintained and clean and hygienic. All equipment including sinks, dishwasher and wash hand basins should be in good working order and clean.
<b>7.3.3</b>	Staff are fluent in English and French
<b>8.0</b>	<b>KITCHEN</b>
<b>8.1.1</b>	All hotels are required to have commercial kitchens. Specifications for kitchen should be sought from the Public Health Authority.
<b>8.1.2</b>	All kitchen and ancillary facilities should be well maintained, clean and hygienic. All equipment, appliances and facilities should be in good working order and clean.
<b>8.1.3</b>	Kitchen must be located next to the restaurant or be immediately adjacent to it with access separate from public areas, and a separate staff entrance.
<b>9.0</b>	<b>GENERAL SERVICES</b>
<b>9.1</b>	<b>Maintenance Practices</b>
<b>9.1.1</b>	Drainage must be connected to the central sewage disposal system where available. Where there is no sewage system, the disposal should be in line with the Planning Authority, Environment and Health Regulations.
<b>9.1.2</b>	All electrical installations must be well maintained, in accordance with applicable electrical safety laws.
<b>9.1.3</b>	There must be appropriate back up sources of power (backup generator or emergency lights) in case of failure of main supply. (Approval of PUC requirement)
<b>9.1.4</b>	Appropriate pest control measures are in place and done regularly in accordance with health regulations to protect against insects/vermin.
<b>9.1.5</b>	There must be a consistent supply of safe water conforming to local standards. Water from private sources must be appropriately treated.
<b>9.1.6</b>	Water storage is available to address water restrictions during the dry season and in case of supply breakdown.
<b>10.0</b>	<b>BUSINESS PRACTICES</b>
<b>10.1</b>	<b>Safety &amp; Security</b>
<b>10.1.1</b>	There must be adequate levels of lighting for guests' safety and comfort in all public areas, including stairwells, corridors and car parks.
<b>10.1.2</b>	A functional alarm system must be available.
<b>10.1.3</b>	Information on procedures in the event of an emergency and after hours contacts for assistance must be clearly displayed and available in English and French and other languages of the hotel's main clientele, incorporating diagrams.
<b>10.1.4</b>	Procedures for summoning assistance, in particular after hours, must also be made available.
<b>10.1.5</b>	The hotel must have in place a means to provide/summon medical assistance when required.

<b>10.1.6</b>	Emergency Response Plan (in line with DRDM requirements (Department for Risk and Disaster Management) This is necessary in case of a National disaster.
<b>10.2</b>	<b>Medical / First Aid</b>
<b>10.2.1</b>	First aid box must be available and well stocked as per health requirements. Some of the staff on duty should be trained in its application techniques. (HR to make available list of certified first aiders)
<b>10.3</b>	<b>Fire Safety</b>
<b>10.3.1</b>	The hotel is compliant with Fire Safety Regulations/report from Fire Department to be available for verification.
<b>10.4</b>	<b>Human Resources</b>
<b>10.4.1</b>	Depending on the size and organizational structure of the establishment, there should be at least one suitably qualified and experienced person to assist in the day to day operations. For establishments of 50 rooms and above, an appropriately qualified person should supervise each department.
<b>10.4.2</b>	All employees must be provided with; uniforms, job description contract of Employment, meals on duty, protective clothing such as gloves, aprons, boots etc.
<b>10.4.3</b>	Uniforms for each department must be kept in good clean condition in conformity with safety requirements should be provided. All frontline staff should have name tags indicating designation.
<b>10.4.4</b>	All food handlers should undergo medical examination as required by the Public Health Authority. Copies of the medical certificate shall be kept by the management and provided for the attention of the respective regulatory bodies upon request. No person shall be employed or allowed to work in any food premises unless he has been declared medically fit by a medical officer
<b>10.4.5</b>	The HR Department must maintain an updated file with all relevant information on each employee.
<b>10.4.6</b>	Scheme of service and/or payment structure must be in conformity with regulations of the Ministry of Labour and Human Resources.
<b>10.4.7</b>	The hotel must meet the permitted quota for expatriate workers as set by the Ministry of Employment.
<b>10.5</b>	<b>Staff Facilities</b>
<b>10.5.1</b>	The hotel must have staff facilities which includes changing rooms, rest room and canteen/Eating area
<b>10.5.2</b>	For island resorts, this will include staff accommodation as well, with sizes in line with the regulations of the Public Health Section.
<b>10.5.3</b>	A hotel with less than 10 staff is required to have a separate changing room with lockers and a minimum of one male and one female toilet.
<b>10.5.4</b>	Above 10 staff they should have a separate changing room and lockers and the sanitary facilities should comply with the Planning Authority Regulations
<b>11.0</b>	<b>ACTIVITIES, ENTERTAINMENT &amp; RECREATION</b>
<b>11.1</b>	<b>Conference Facilities (If Available)</b>
<b>11.1.1</b>	The conference/function rooms must be well maintained, clean, properly ventilated and with sufficient lighting.
<b>11.2</b>	<b>Fitness (If Available)</b>
<b>11.2.1</b>	The fitness room must be well maintained, clean, properly ventilated and with sufficient lighting.
<b>11.3</b>	<b>Wellness Service (If Available)</b>
<b>11.3.1</b>	Spa facilities and equipment must be well maintained, clean, and disinfected as appropriate.
<b>11.3.2</b>	Spa personnel should be qualified to provide services and have their certificates displayed.
<b>11.3.3</b>	Separate male and female changing rooms with lockers, toilets and showers are available.
<b>11.4</b>	<b>Pool</b>
<b>11.4.1</b>	Swimming pool area must be well maintained and clean.

<b>11.4.2</b>	Pool water is clear and PH and chlorine levels are checked and recorded on a daily basis. (Records for the last week to be made available)
<b>11.4.3</b>	Life buoys must be strategically located and visible by all. Same should be in good state of repair.
<b>11.4.4</b>	Depth marking are clearly shown on each pool
<b>11.4.5</b>	Public safety notice must be strategically located, legible and in good state (stating opening times, emergency info and rules)
<b>11.4.6</b>	Lighting/Emergency lighting must be available.
<b>11.4.7</b>	Pool furniture should be in good condition and clean.
<b>11.5</b>	<b>Tennis Court (If Available)</b>
<b>11.5.1</b>	Tennis court is well maintained, properly surfaced and demarcated.
<b>11.6</b>	<b>Guest childcare facilities (If Available)</b>
<b>11.6.1</b>	Children's playroom is well maintained, clean, properly ventilated and sufficiently lit
<b>11.7</b>	<b>Shops/Souvenir Shops (If Available)</b>
<b>11.7.1</b>	The facility should be clean and well maintained