

NEW DEVELOPMENT (ACCOMMODATION) CHECKLIST

(Please submit registration form together with all requirements below)

- 1. Have read and fully agree to comply with the requirements of the Samoa Accommodation Minimum Standards. (Minimum Standards for Hotels and Beach Fales 2009)

- 2. Business Plan
 - a. Project write to include master layout plan
 - b. Marketing Plan
 - c. Administration & Human Resource Plan
 - d. Financial and Capital Investment
 - e. Disaster Risk Management Plan
 - f. Fire and Emergency Safety Requirements
 - g. Health Safety Requirements

- 3. Provide copies of Site Plans/Location

- 4. Non-citizens to submit Certificate of Investment

- 5. Please provide Copy of Development Consent from the Planning & Urban Management Agency (PUMA-MNRE)

- 6. Please provide Copy of Building Permit from the Ministry of Works, Transport & Infrastructure (MWTI)

- 7. Completed Registration Form & Signed Standard Compliance Agreement

*For more information please contact the Planning and Development Division:
Telephones: 63505, 63507, 63508, 63535, 63536*