

**MINISTRY OF LABOUR AND INDUSTRIAL RELATIONS**  
**LODGING ACCOMMODATION PERMIT (LAP) – INFO SHEET**

**A. Documents to be submitted to the National Occupational Safety and Health Department for the obtention of a Lodging Accommodation Permit:**

- (1) Duly filled application form.
- (2) Health Clearance from the Ministry of Health and Wellness. (Original + Copy).
- (3) Fire Certificate from the Mauritius Fire Rescue Services. (Original + Copy)
- (4) Site plan, Location plan and Layout plan (with dimensions) of the Employees' Lodging Accommodation.
- (5) Copy of Business Registration Card.
- (6) Lease Agreement, Authorisation letter and copy of National Identity Card of owner of building to be used as Lodging Accommodation.
- (7) Copy of National Identity Card of Director.
- (8) Email address of Employer.
- (9) Copy of National Identity Card of applicant (if application made by a person other than Director).
- (10) Letter of authorisation from Director authorising person attending office to apply/submit/amend application for Lodging Accommodation Permit.
- (11) Copy of Title of Deeds if either one of the Directors of the Company or the Company itself is owner of the building.

**B. Fees:**

(1) A non-refundable processing fee of Rs 500/-.

(2) For Lodging Accommodation Permit:

<i>No. of lodgers</i>	<i>Fee payable (Rs)</i>
(a) 1 to 50	3,000
(b) 51 to 100	5,000
(c) 101 to 500	8,000
(d) more than 500	10,000

**C. Renewal:**

- (1) Renewal of a permit shall be made within 3 months before the date of expiry of the permit and shall be accompanied with fresh clearances from the Ministry of Health and Quality of Life and the Fire Services.
- (2) Where a permit is not renewed, it shall lapse after 30 days of its date of expiry.

## MINISTRY OF LABOUR AND INDUSTRIAL RELATIONS

PTO

- D. Cash Office opening hours:** 09:00 to 12:00 and 12:30 to 15:00 hours.  
Level 8, Victoria House, Cnr Barracks and St Louis Street, Port Louis.
- E. Contact details: National Occupational Safety and Health Department.**  
Level 3, Victoria House, Cnr. St Louis Barracks and Street, Port Louis.  
Telephone number: 207-2600 Fax number: 207-2630