

Guidelines and procedures for submission of application for Land Conversion Permit

1. Applications should be made in the name of the owner/s and should be signed by the latter or any person legally entitled to do so.

2(a) The duly filled in **original application form** should be submitted to the Ministry. The following documents should accompany the application form:-

- (i) 1 copy of title deed
- (ii) 2 **originals** of a certified and precise site and location plan drawn up by a Sworn Land Surveyor clearly indicating identifiable landmarks such as a building, a major intersection, etc
- (iii) 1 Photocopy of National Identity Card/s of applicant/s/owners
- (iv) 1 Photocopy of Affidavit of Succession, if applicable, or any other documents as may be required by the Ministry

(b) The site/location plan drawn by the sworn Land Surveyor shall be as per relevant provision of existing legislation and should include the following:

- (i) all boundary dimensions in metres to two metres;
- (ii) areas of land parcels or units in squares metres to two decimal places or in hectares and square metres to two decimal places;
- (iii) ownership details of the subject site;
- (iv) a precise indication of the point of the landmarks or road junctions from which the measurements were taken for the purpose of locating the subject;
- (v) the location of principal buildings within the parcels if any;
- (vi) the PIN certificate reference (PCR NO, delivered by the Ministry of Housing and Lands);
- (vii) Site/Location plans must be drawn accurately to a scale that will allow all details and annotations to be read clearly and shall include a North arrow (generally pointing upwards);
- (viii) text should be typewritten, clear and readable ;
- (ix) roads, streets and lanes names should be in accordance with the relevant Local Authority nomenclature or as on site;

3. Other information required:-

- (a) in case the application is made by a company or association, a photocopy of the Memorandum & Articles of Association should be submitted together with the application;
- (b) in cases of division in kind or where applicant has given a power of attorney to a third party all legal documents should be submitted at the time of application;
- (c) in cases of morcellement, the number of lots should be specified;
- (d) in cases of division among children/heirs/co-owners/ascendants and descendants, the full names and the copy of Identity card of all persons concerned should be given and each child/heir/co-owner/ ascendant/descendant should state whether he/she is already owner of a house; and
- (e) in cases of application made by more than one person, forms should be signed by **all** applicants.

4. All documents should be sent by registered post to the

***The Permanent Secretary
Ministry of Agro-Industry and Food Security
9th Floor, Renganaden Seeneevassen Building
(Ex NPF)
PORT LOUIS***

5. While submitting applications for a Land Conversion Permit, applicants should ensure that:
- (i) the forms have been properly filled;
 - (ii) the relevant documents e.g title deed, site/location plan, identity card, affidavit etc, are in conformity with those requested for; and
 - (iii) relevant/important information on the owner of the land, the purpose of the conversion, the size of land, etc have been provided.

6. The certificate of posting will be in lieu of acknowledgement. In case other information are required, the applicant will be requested to call at the Land Conversion Unit of the Ministry on a given date.

- 7(a) This Ministry will not consider applications where
- (i) application forms are not properly filled;
 - (ii) information is missing or inaccurate;
 - (iii) all relevant documents including clearances are not submitted along with the application forms; and
 - (iv) site/location plan do not satisfy conditions as per paragraph 2(b)
 - (v) the relevant Section of the SIE Act 2001 is not specified in cases where an exemption from payment of Land Conversion Tax is requested for.

(b) Effective date means the date on which all the information, particulars and documents (in number of copies required) specified in the form of application are submitted.

8. Criteria used for determination of applications

The criteria used by the Ministry for the determination and application is that as provided in Section 28(5) of SIE Act 2001 namely:

- (a) ensuring that the level of production of sugar is sufficient to meet the commitments of Mauritius;
- (b) preserving agricultural land;
- (c) optimising agricultural production;
- (d) preventing speculation in agricultural land;
- (e) respecting outline schemes and planning and development directives; and
- (f) preserving irrigation areas.

9. Time Frame to develop the land after obtention of authority for land conversion

According to paragraph 8 of the Twelfth Schedule of the SIE Act 2001, as amended, any applicant, receiving an authority for land conversion shall:

- (a) endeavour to obtain all necessary clearances and permits including any Building and Land Use Permit, within a period of 2 years after having been granted authority for land conversion
- (b) start the conversion of the land within a period of 6 months from the date on which he obtained the last clearance or permit required for the proposed conversion, failing which the authority shall lapse automatically;
- (c) complete the project in the manner specified in the authority granted within a period of 5 years from the date on which he obtained the last clearance or permit required for the conversion, failing which the authority shall lapse automatically.

Ministry of Agro-Industry And Food Security
Renganaden Seeneevassen Building (Ex NPF Building)
8th Floor (Land Conversion Unit)
PORT LOUIS
Tel No.: 212-0854
(Ext. 2015)