

**MINISTRY OF SOCIAL INTEGRATION, SOCIAL SECURITY AND NATIONAL
SOLIDARITY**

(Social Security and National Solidarity Division)

APPLICATION PROCEDURES FOR RESIDENTIAL CARE HOME LICENCE

1. Application for new licence should be made on the form specified in the First Schedule of the Residential Care Homes Regulations 2005 supported by the following documents in accordance with the Residential Care Homes Act 2003 Section 9 and accompanied by a non-refundable application fee of Rs 1,000:

- (i) A location plan of the premises including architectural drawings;
- (ii) A certificate from the Sanitary Division of the Ministry of Health and Wellness;
- (iii) Security clearance from the Commissioner of Police;
- (iv) A certificate from the Chief Fire Officer of the Mauritius Fire and Rescue Service;
- (v) A feasibility study, including evidence of financial viability;
- (vi) A Certificate of Character issued by the office of the Director of Public Prosecutions in the name of every person who would be involved in the management of the Residential Care Home;
- (vii) The Development (Building and Land Use Permit) Certificate from the relevant local authority;
- (viii) The Curriculum Vitae of the proposed Manager; and
- (ix) The list of the staff employed, or the proposed staff to be employed by the Residential Care Home.

2. Where the information required under Section 9 have been supplied, the Board shall request the applicant to cause notice of the application to be published in the *Gazette* and, for 2 consecutive days, in not less than 2 daily newspapers, in line with Section 10.

3. Inspectors of the Ministry of National Infrastructure and Community Development; and Officers of the Welfare and Elderly Persons Protection Unit of the Ministry of Social Integration, Social Security and National Solidarity will carry out a joint visit at the premises of the proposed residential care home for the

purpose of ensuring that the Residential Care Homes Act 2003 and regulations made thereunder, have been complied with.

4. In cases where no shortcomings are noted, the Residential Care Homes Board will approve the application for the proposed residential care home following which licence will be issued on payment of a licence fee of:

(a) 3,000 rupees, where the proposed residential care home has less than 26 beds;

(b) 6,000 rupees where the proposed residential care home has 26 beds or more in line with Section 3(4) of Residential Care Homes Act 2003.

5. In cases where shortcomings are noted, the Residential Care Homes Board will inform the applicant of remedial actions to be taken in compliance with the Fourth Schedule of the Residential Care Homes Regulations 2005. Following improvements made to the satisfaction of the Board, approval for licence will be granted and same will be issued on payment of a licence fee as mentioned at Paragraph 4(a) or 4(b), whichever applicable.

06 March 2024