

APPLICATION PROFORMA FOR THE CLASSIFICATION OF HOMESTAYS

Passport
Size photo
to be
affixed

1. Name of the Homestay unit, if any : _____
2. Name of the owner/promoter with full postal address : _____

3. Location of the house along with full address : _____
 (location plan to be included) _____

4. Details of family members who are staying at the unit

Sl.No.	Name	Relationship with the applicant	Educational Qualifications	Occupation

5. Date on which the Homestay became operational : _____
6. Details of the building : _____
 - (a) Building No./Ward No. of local body : _____
 - (b) Name of the local body : _____
 - (c) Plinth area (floor-wise) : _____
 - (d) Details of building license from the local body : _____
 (plan, elevation & photographs of the building to be enclosed)
7. Details of location : _____
 - (a) Area of the plot : _____
 - (b) Survey number : _____
 - (c) Ward No. and Name of the local body : _____
 - (d) Village, Taluk and District : _____
 - (e) Distance from nearest town : _____
 - (f) Distance from nearest railway station : _____
 - (g) Distance from nearest airport : _____
 - (h) Access to the building : _____
8. Nearest tourist spot (please describe the tourist attractions nearby) : _____

9. Details of facilities

(a) Number of bed rooms offered to tourists

Sl.No.	Room size	Size of attached toilet	Facilities in each room	Air conditioning Yes/No.

(b) Kitchen facilities (Yes/No) :

(c) Dining table (Yes/No.) :

(d) Other facilities (Please specify. Attach separate sheet if necessary) :

10. Certificates/No. objection certificates

(a) Police Clearance Certificate from the local station :

(b) Certified Building Plans from the local body :

(c) If approval earlier, a copy of the earlier Certificate of Approval issued by the Department of Tourism :

11. Acceptance of regulatory conditions (this should be furnished in the prescribed proforma) :

12. Acceptance fee

Category of Classification	Classification/ Reclassification Fee (in Rs.)	Details of DD	DD should be in favour of the Director, Department of Tourism, Govt. of Kerala, Park View, Thiruvananthapuram 695 033. (Please enclose DD along with the application).
Class A (Diamond House)	3000		
Class B (Gold House)	2000		
Class C (Silver House)	1000		

Full name of the applicant : _____

Place

Date

Regulatory conditions (Appended)

Note: Submit the application form along with the Demand Draft and relevant documents to the respective District Tourism Promotion Council (DTPC) offices.

REGULATORY CONDITIONS

- 1) Classification will be only for operational Homestays.
- 2) Once the unit applies for classification, it has to be ready for inspection by the committee
- 3) Classification will be valid for 2 years from the date of issue of order or in case of reclassification, from the date of expiry of the last classification, provided that the application has been received at least 3 months before the expiry of the last classification.
- 4) The classification for Homestay units will be given only in those cases where the owner/promoter of the unit along with his/her family is physically residing in the same unit.
- 5) A certificate from the Local Authority should be submitted along with the application.
- 6) A Police Clearance Certificate from the Local Station House Officer should be submitted along with the application.
- 7) All applications for the classification or reclassification must be complete in all respects including application form, application fee, prescribed clearances, NOCs, certificates, checklist etc. The incomplete application is liable to be rejected.
- 8) The application fee payable for classification or reclassification will be as follows. The Demand Draft may be payable to the Director, Department of Tourism, Government of Kerala, payable at Thiruvananthapuram. The fee is not refundable in case of rejection of classification or considering for classification in lower classes.

Category of Classification	Classification/Reclassification Fee (in Rs.)
Class A (Diamond House)	3000
Class B (Gold House)	2000
Class C (Silver House)	1000

- 9) In case of dissatisfaction with the decision of the categorization on classification, the unit may appeal to the Secretary (Tourism), Government of Kerala within 30 days of receiving the communication regarding classification/reclassification.
- 10) The presence of facilities and services will be evaluated against the checklist and score sheet by the Committee. The checklist should be duly filled in and signed on all pages and submitted to the Department of Tourism with the application.
- 11) The classified units are expected to maintain required standards at all times. The Classification Committee could inspect the same at any time without previous notice. Any serious deficiencies will be reported to the Department of Tourism and the Department is free to take any action including cancellation of the classification.
- 12) Any deficiencies/rectification pointed out by the Committee will have to be complied within the stipulated time. Failure to do so will result in rejection of the application.
- 13) The Committee may recommend a category either higher or lower than the one applied for. In case of higher than the one applied for, the applicant will have to deposit the required fee for the recommended category. However, in case of lower category, there will be no refund of the extra fee.
- 14) Any changes in the facilities of the unit shall be reported to the Secretary, District Tourism Promotion Council within 30 days.
- 15) All the classified units shall have to submit Form C with passport details to the Police Station as done by the hotels while accommodating foreign nationals.
- 16) The Department of Tourism, Government of Kerala reserves the right to modify the guidelines/items and conditions from time to time.

PROFORMA OF ACCEPTANCE OF REGULATORY CONDITIONS

(In Rs.50/- stamp paper)

The Director
Department of Tourism
Government of Kerala
Park View
Thiruvananthapuram 695 033

Dear Sir,

Subject: Acceptance of Regulatory Conditions

I have read and understood the various criteria prescribed by the Department of Tourism for membership in the Homestay Certification Scheme of the Hospitality Sector, and wish to confirm that I shall abide by the same and such other conditions as may be laid down time to time by the Department of Tourism for the Homestay Certification Scheme.

Yours faithfully,

Signature

Name in block letters :

Managing Director/Partner/Proprietor :

Name of Homestay :

Date :

Place :