

PROCEDURE & CHECKLIST FOR APPLICATIONS

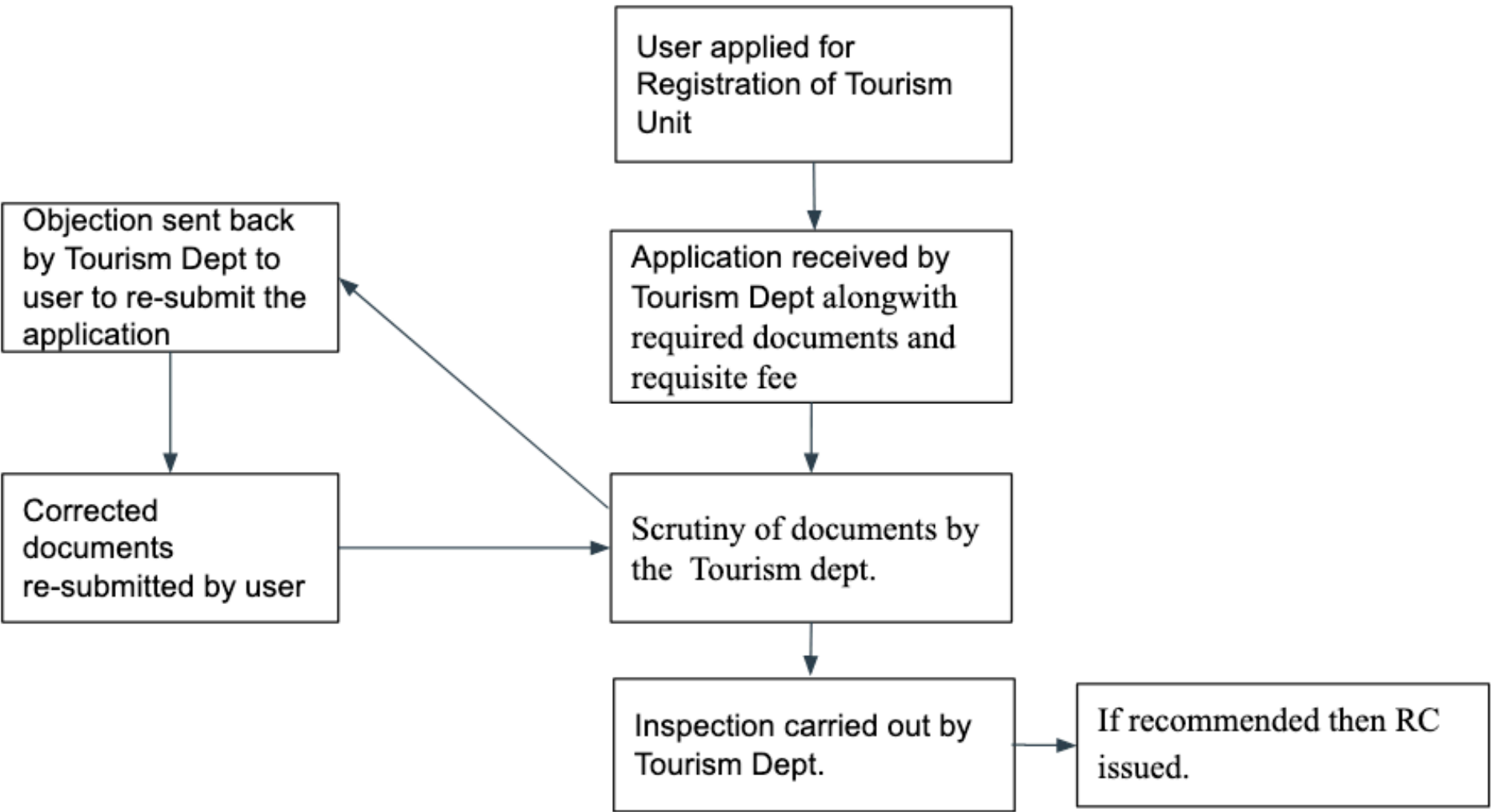
Procedure for Registration of Tourism Unit

1. Receiving of Application alongwith required documents and requisite fee.
2. Scrutiny of documents by the office
3. Objections if any to be communicated to the applicant.
4. Inspection to be carried out
5. If recommended then RC issued.

Procedure for Registration of Travel Agency

1. Receiving of Application alongwith required documents and requisite fee.
2. Scrutiny of documents by the office
3. Objections if any to be communicated to the applicant.
4. Inspection to be carried out
5. If recommended then RC issued.

Department Approval Procedure



Procedure for Registration of Tourist Guide and Photographer

1. Receiving of Application alongwith required documents and requisite fee.
2. Scrutiny of documents by the office
3. Objections if any to be communicated to the applicant.
4. If all documents found in order then necessary license/card issued.

Procedure for Provisional Registration

1. Receiving of Application alongwith required documents.
2. Scrutiny of documents by the office
3. Objections if any to be communicated to the applicant.
4. Inspection to be carried out
5. If recommended then approval issued.

Procedure for Essentiality Certificate

1. Receiving of Application alongwith Preliminary Project Report

2. Objections, if any, to be communicated to the applicant.
3. Inspection to be carried out
4. If recommended then sent to Directorate for issuance of EC.

Checklist for Registration of Tourism Units

Documents required for the Registration of Tourism Unit

1. Application on the prescribed proforma.
2. Affidavit under section 29 of the H.P.Tourism Development & Registration Act, 2002.
3. Title papers of the land i.e. Tatima & Jamabandhi of land.
4. Blue prints of the building approved from Assistant Engineer HPPWD for rural areas, NOC/Clearance from Town & Country Planning Department and M.C. Department, if falls in their extended jurisdiction or certificate of the Patwari & Panchayat Pradhan that the area does not fall with in the jurisdiction of TCP/MC as the case may be.
5. Completion report from the M.C. & TCP, if the area falls under their jurisdiction, if, the area is outside the MC/TCP limits then the completion report will be given by the A.E.HPPWD.
6. Registration fees Rs. 1000/- only upto 10 rooms. 11-30 Rs. 2500/- upto 30 Rs. 5000/- (At the time of Renewal 50% of registration fees.)
7. Inspection report of the unit regarding room size and facilities provided.
8. Consent to establish/operate from Pollution Control Board.

Sizes of Rooms 10X10=100 sqft. SBR, 10X12= 120 Sqft DBR, 6X5 =30 sqft.

Bath Toilet Parking/Kitchen/Dining/Rain water harvesting system/Solar System in the drawing

Documents required for the Registration of Restaurant.

1. Application on the prescribed proforma.
2. Affidavit under section 29 of the H.P.Tourism Development & Registration Act, 2002.
3. Title papers of the land i.e. Tatima & Jamabandi of land.
4. Blue prints of the building approved from Assistant Engineer HPPWD for rural areas, NOC/Clearance from Town & Country Planning Department and M.C. Department, if falls in their extended jurisdiction or certificate of the Patwari & Panchayat Pradhan that the area does not fall with in the jurisdiction of TCP/MC as the case may be.
5. Completion report from the M.C. & TCP, if the area falls under their jurisdiction, if, the area is out side the MC/TCP limits then the completion report will be given by the A.E.HPPWD.
6. Registration fees Rs. 1000/- only.

Documents required for the Registration of Travel Agency

1. Application on the prescribed proforma.
2. Affidavit under section 29 of the H.P.Tourism Development & Registration Act,2002.
3. Title papers of the land i,e Tatima & Jamabandi of land or rent deed.
4. Registration fees Rs. 1000/- only.
5. Inspection report of the travel agency.

(For Company:

1. Memorandum of Association
2. Certificate of Incorporation / Government of India, Ministry of Corporate Affairs (Central Registration Centre)

Documents required for the Registration of Guide

1. Application on the prescribed proforma.
2. Affidavit under section 29 of the H.P. Tourism Development & Registration Act, 2002.
3. Police verification.
4. Registration fees Rs. 500/- only.
5. Two latest photographs.

Documents required for the Registration of Photographer

1. Application on the prescribed proforma.
2. Affidavit under section 29 of the H.P. Tourism Development & Registration Act, 2002.
3. Police verification.
4. Registration fees Rs. 500/- only.
5. Two latest photographs.

Documents required for the approval of Project/Provisional Registration

1. Title papers of the land i.e. Tatima & Jamabandi of land.
2. Feasibility Report from the registered Consultant/Architect.
3. Blue prints & estimated cost (civil work) of the building approved from Assistant Engineer HPPWD for rural areas, NOC/Clearance from Town & Country Planning Department and M.C. Department, if falls in their extended jurisdiction or certificate of the Patwari & Panchayat Pradhan that the

area does not fall within the jurisdiction of TCP/MC as the case may be.

4. Affidavit to run the said hotel at least for 10 years, 70% employment to Himachali and not avail any type of subsidy.
5. Site inspection report from the District Tourism Development Officer/ SDO (Civil) of the concerned area.
6. Provide the visual images of proposed structures and landscaping so as to show the Himachali Architecture elements are used.

Sizes of Rooms: 10X10=100 sqft. SBR, 10X12= 120 Sqft DBR, 6X5 =30 sqft. Bath Toilet

Parking/Kitchen/Dining/Rain water harvesting system/Solar System in the drawing, Garbage Disposal for Panchayat Area.

Documents required for the Home Stay Units

1. Application form
2. Revenue papers (Jamabandi & Tatima)
3. NOC from Co-sharer, if any
4. Photographs of the building and rooms with attached toilet
5. Undertaking.

Checklist for issuance of Essentiality Certificate

1. Application for Essentiality Certificate (EC).
2. Preliminary Project Report (PPR).