

## Form-'A'

### Application Form for registration of Homestay Establishment

1. Name of the establishment :- .....
2. Category for which applied (Silver/Gold): .....
3. Name of the person authorized to manage the establishment :  
.....
4. Complete postal address of the establishment : .....
5. Distance of the Establishment in kms. From :
  - a) Airport : .....
  - b) Railway Station : .....
  - c) City Centre : .....
  - d) Nearest main shopping Centre : .....
  - e) Nearest bus stand /scheduled city bus stop : .....
6. Details of establishment:-
  - a) Whether owned or leased premises (enclosed proof of ownership or leased deed in case of lessee)
  - b) Whether Building Use Permission is duly approved from the local authority on or before 31st March, 2014:- Yes/No
  - c) Width of the road on which establishment is located.....
  - d) Details of parking area available in the establishment or its vicinity  
.....
  - e) Plot area (sqr. Mtrs)
  - f) Covered Area (sqr. Mtrs)
  - g) No. of Rooms in the establishment (Single bed & size of each Room)  
(Double bed & size of each Room)
  - h) Number of Rooms (attached with bathrooms and W.C.) offered for use under the scheme  
.....
  - i) Common area; (give details, in sqr. Mtrs.)
    - (i) Lobby/Lounge .....
    - (ii) Dining space .....
  - j) Additional facilities, if any;
  - k) Eco-friendly facilities;
  - l) Firefighting equipment/hydrants, if any
7. Types of food to be provided,-

8. Tariff for rooms :-

(a) Single bed room .....

(b) Double bed room .....

9. Details of fee to be deposited :-

Banker's cheque or D.D. No. .... & date

10. Details of enclosures supplied with the application .....

11. Particulars of owner or authorized person residing in the establishment giving age, profession, family members with their relationship and brief note on the back ground of owner or representative.

**(Attach check list of facilities available in the establishment as per Schedule 'A')**

## SCHEDULE A

### Check list for approval of registration or renewal of the Homestay Establishment.

Sr. No.	Subject / facility	Silver establishment	Gold establishment	Certification by the establishment regarding the facilities Yes/No	Observation of the classification committee
1	Building Use Permission for residential houses on and before 31st March, 2014	M	M		
2	Well maintained and well equipped house with quality carpets/Area rugs/Tiles or Marble Flooring, Furniture, Fitting etc. in Keeping with traditional life style.	D	M		
3	Sufficient parking with adequate road width.	D	M		
4	Guest Rooms: Minimum one lettable room and maximum 6 rooms (12 Bed). All Rooms should be clean , airy, pest free, without dampness & with outside window or ventilation	M	M		
5	Minimum Floor Area sq. ft. for each room	60	120		
6	Comfortable bed with good quality linen & bedding preferably of Indian design	M	M		
7	Attached private bathrooms with every rooms along with toiletries	D	M		
8	Minimum Size of each bathroom in Sq. ft.	20	40		
9	W.C. Toilet to have a seat & lid toilet paper	D	M		

Sr. No.	Subject / facility	Silver establishment	Gold establishment	Certification by the establishment regarding the facilities Yes/No	Observation of the classification committee
10	24 hours running hot water & cold water with proper sewerage connections	D	M		
11	Water saving taps and showers	D	D		
12	Well maintained smoke free, clean, hygienic, pest free kitchen	D	M		
13	Dining area D	M			
14	Good quality cutlery and crockery	M	M		
15	Air-conditioning and heating depending on climatic conditions with room temperature	-	M		
16	Iron with iron board on request	D	M		
17	Internet connection	D	M		
18	15 amp earthed power socket in the guest room	M	M		
19	Telephone with extension facility in the room	D	M		
20	Wardrobe with at least 4 clothes hangers in the guest room.	D	M		
21	Shelves or drawers in the guest room.	D	M		
22	Complimentary aqua guard or RO or mineral water	M	M		
23	Good quality chairs, working tables and other necessary furniture	D	M		
24	Washing Machines and drycleaners in the house with	D	M		

Sr. No.	Subject / facility	Silver establishment	Gold establishment	Certification by the establishment regarding the facilities Yes/No	Observation of the classification committee
	arrangement for laundry and dry cleaning services.				
25	Refrigerator in the room	D	M		
26	A lounge or seating arrangement in the lobby area	D	M		
27	Heating and cooling to be provided in enclosed public area.	D	M		
28	Garbage disposal facilities as per Municipal laws	M	M		
29	Acceptance of cash or banker's cheque or D.D.	M	M		
30	Name , address and telephone number of doctors (to be deployed.)	M	M		
31	Left luggage facilities	M	M		
32	Assistance with luggage on request	D	M		
33	Safe keeping facilities in the room	D	M		
34	Smoke and heat detector in the establishment.	D	D		
35	Security guard facilities	D	M		
36	Maintenance of register for guest check-in and checkout records, including passport details in case of foreign tourist/ in case of application for renewal.	M	M		

\* 'M' stands for mandatory \* 'D' stands for desirable

**Note :** The grading in the various categories will depend on the quality of accommodation, facilities and services created or provided. The same can be relaxed as also by the committee based on local requirement.



# Form –‘B’ Police verification

This is to certify that Mr. / Miss / Mrs .....  
..... son / wife / daughter of  
..... residing at  
..... address.....

Since..... years ..... And applying for registration of Homestay  
Establishment under the Homestay Establishment Scheme, bears a good reputation and there is no  
adverse remarks and entries made against him or her or any members of the family at this Police  
Station.

**Signature of  
Police Inspector of concerned  
Police Station**

**Date .....**

**Place .....**

# Form – ‘C’ Certificate of Registration

It is certified that house .....Owned by  
Mr./ Miss/ Mrs ..... is registered for (number of  
rooms) for Gold or Silver category under Homestay Establishment Scheme.

This certificate is issued on .....

And shall remain valid till .....

**Managing Director  
Tourism Corporation of  
Gujarat Limited**

**Date .....**

**Place .....**

**Form- 'D'**  
**Application for Renewal of Registration  
of Homestay Establishment Scheme**

To,  
General Manager  
Tourism Corporation of Gujarat Limited.  
Udhyog Bhavan, GH-4,  
Gandhinagar.

Sir,

I hereby apply for renewal of certificate of Registration of this Scheme. Brief details are as under.

1. Name of the establishment.-(with complete address)
2. Date of registration with date of validity. (enclose copy of certificate of registration)

As the period of validity of the registration certificate is expiring on ....., so I request that the said certificate may be renewed for a further period of two years on the term and conditions as laid down under this Scheme. [check list of the approved existing accommodation and facilitation is enclosed as per schedule of the said scheme].

I enclose herewith Banker's Cheque or Demand Draft No. ....

Dt. .... For Rs. .... payable to ' Tourism Corporation of Gujarat Limited ' as renewal fee.

**Signature of owner  
of establishment**

Date .....

Place .....



# Format for undertaking



**To,  
General Manager  
Tourism Corporation of Gujarat Limited.  
Udhyog Bhavan,GH-4,  
Gandhinagar.**

I have read and understood all the terms and conditions mentioned in the guidelines with respect to the approval and registration or renewal of the Homestay Establishment and hereby agree to abide by me. The information and documents provided are correct and authentic to the best of my knowledge.

(.....)

Name and signature of owner of the Establishment.

**Date .....**

**Place .....**

## Verification



I ..... son or wife or daughter of  
Mr./Miss/Mrs..... do hereby  
verify that the information provided above is true to the best of my knowledge and the documents  
are authentic.

**Signature of the owner  
of establishment**

**Date .....**

**Place .....**