



Ministry of Tourism and Civil Aviation

Office of the Registrar of Hotels & Tourist Accommodation

Belize Tourism Board,
P.O. Box 325, No. 64 Corner of Regent and South Streets,
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Hotels and Tourist Accommodation Act Chapter 285 of the Substantive Laws of Belize, Revised Edition 2003

APPLICATION FOR HOTEL AND TOURIST ACCOMMODATION LICENSE

To: Registrar of Hotels and Tourist Accommodation, I / We hereby apply for the grant of a registration and license to operate a Hotel or Tourist Accommodation in accordance with the provisions of the Hotels and Tourist Accommodation Act, Chapter 285 of the Substantive Laws of Belize – Revised Edition 2003.

Section 5(1) - No person shall - (a) advertise in any form any premises; (b) use any premises; (c) hold out any premises, for the purpose of the business of a hotel or tourist accommodation unless such premises and proprietor of such business are registered annually under this Act and a license is obtained by the proprietor from the Registrar in that behalf.

Please complete all the required information and kindly note that a License will not be granted if there are any outstanding information, documents/attachments or fees required.

Name of the Hotel or Tourist Accommodation _____ **Key/Control No.** _____
Previous name used (if any) _____ Date when previous name changed _____

Name of the Ownership Company (if applicable) _____ Proposed opening date _____

Names of Proprietor(s) or Shareholders	% of the Share(s) owned	Nationality of the Proprietors or Shareholders	Country of Residence
1.			
2.			
3.			

Name of the appointed Manager and/or Management Entity _____

Location or street address of the Hotel or Tourist Accommodation _____

Mailing Address or P.O. Box used _____

Hotel Phone No. _____ Owners Phone No. _____

Primary E-Mail Address _____ Owners Email Address _____

Primary Website _____ Other Website Link _____

Total No. of bedrooms on the property _____ Number of bedrooms available for Guest Rental _____

Number of Single Beds _____ No. Double Beds _____ No. Queen Beds _____ No. King Beds _____

Others _____

Choose or Check a Type or Category that most aptly pertains to yours

_____ Hotel	_____ Lodge	_____ Inn	
_____ Resort	_____ Vacation Home	_____ Camp Ground	others: _____
_____ Condominiums	_____ Cabins/Cabanas	_____ Motel	_____
_____ Villas	_____ Bed & Breakfast	_____ Research Station	_____
_____ Apartments	_____ Home Stay Program	_____ Religious Facility	_____
_____ Guest House	_____ Dormitory	_____ Educational Facility	_____

Documents and/or Attachments required

1. Ownership Land Title, Conveyance or other
2. Business Name Certificate of Registration
3. Central Building Authority – CBA
Occupancy Certification Letter
4. DOE - Environmental Compliance Plan
5. Fire Department No Objection Report
6. Public Health Standards Inspection
7. Food Establishment Certification
8. Food Handlers Certification
9. Trade License Certificate - Town Board
10. Liquor License
11. Public Liability Insurance Coverage
12. Emergency Preparedness Plan
13. Social Security Board Registration Record
14. Owners Passport Particulars
15. Residency or Work Permit for Foreigners
16. Manager’s Letter of Appointment &
Authorization
17. The Management Entity’s - Rental
Management Agreement
18. Declaration of Service Charge Scheme
19. Few Pictures of the overall facilities
20. **(If applicant is a Company)** Certificate of
Incorporation, Memorandum & Articles of
Association, and Annual Allotment of
Shares/Return
21. Ministry of Economic Development
(Gaming License for Casino)

Employment Information

No. of Belizean Male Employees: _____

No. of Belizean Female Employees: _____

No. of Foreign Male Employees: _____

No. of Foreign Female Employees: _____

Note: kindly provide Residency or Work Permits for all foreign employees

Circle or Check Room Plans Available

(EP) European Plan – Room Only

(CP) Continental Plan – Room & Breakfast

(AP) American Plan – Room plus Three Meals

(MAP) Modified American Plan – Room, Lunch & Dinner

List declared Room Rates in Belize \$ Dollars

Low Season:

High Season:

From the Month of _____ to _____

From the Month of _____ to _____

One Person (Single Occupancy): BZ\$ _____

Single Occupancy: BZ\$ _____

Two Persons (Double Occupancy): BZ\$ _____

Double Occupancy: BZ\$ _____

Three Persons (Triple Occupancy): BZ\$ _____

Triple Occupancy: BZ\$ _____

Weekly: BZ\$ _____ Monthly: BZ\$ _____

Weekly: BZ\$ _____ Monthly: BZ\$ _____

In cases where inclusive packages are available, kindly attach the Packages Portion Breakdown

A Reservation, Booking, Cancellation and Refund Policy: (regarding deposits, pre-payments and cancellation requirements)

Use a to identify the Room Facilities and/or Services Available

- Telephone Available
- Swimming Pool
- Restaurant
- Bar / Lounge
- Gift Shop
- Conference & Meeting Facilities
- Cable TV
- Private Bath
- Hot & Cold Water
- Air conditioning
- Tour Operator Services
- Private parking
- Disabled Access
- Room Service
- Office Service
- Laundry Services
- Postal Service
- Live Entertainment
- Baby Cot/Crib Available
- Back-Up Power Generator
- Barber/Beauty Salon
- Business Center
- Elevator

- Vehicle Rental**
- Children allowed
- First Aid Kit
- Fan in Rooms
- Security Guard on premises
- Shared Baths
- Pets Allowed
- Smoking in Rooms
- Non- Smoking Rooms only
- Service Charge, _____% collected
- Beach
- Scuba Diving
- Nature Trails
- Horseback riding
- Internet available
- Fax**
- Photocopier
- Fitness Club/Gym
- WiFi
- Mobile Phone Reception
- Newspaper/Magazine
- Safety Box available

- List Credit Cards if Accepted:-
- a) _____
- b) _____
- c) _____
- d) _____
- Other Facilities and Services not listed here: for example – Yoga**
- Spa**
- Meals if requested**
- _____
- _____
- _____
- Pier or Docking Facilities
- Shuttle Service/Transfers
- Currency Exchange

The Business Investment Information *(estimated amount invested to develop, prepare and provide the facility & services)*

Financed from:	In Belize Dollars and during the last 12 months
1. Equity	BZ \$
2. Profits	BZ \$
3. Domestic loans	BZ \$
4. Foreign loans	BZ \$
Total Investment	BZ \$

Declaration

Date submitted: _____

I / We declare that the above given information is true and correct to the best of my/our knowledge. I / We also acknowledge and accept that a Hotel License is not transferable.

Printed Names and Signature of Owner/Proprietor

Business Stamp / Corporate or Company Seal

Printed Names & Signature of Manager: _____

A \$25.00 non-refundable application fee and a license fee of \$5.00 for each bedroom or unit must accompany this application. Please make payments to Belize Tourism Board.

For Official Use Only

Application Fee Paid: \$ _____ Date Paid: _____ Receipt No: _____

License Fee Paid: \$ _____ Date Paid: _____ Receipt No: _____



MINISTRY OF TOURISM, CIVIL AVIATION & CULTURE



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*Section 16 - Hotels and Tourist Accommodation Act
Chapter 285 of the Substantive Laws of Belize
Revised Edition 2003*

DECLARATION FOR THE REGISTRATION OF A SERVICE CHARGE SCHEME

DO YOU COLLECT AND DISTRIBUTE SERVICE CHARGE?

YES NO

If No, please fill the name of the business, sign the form at the bottom and submit.

If Yes, kindly fill out the form completely, sign below and submit.

Name of Hotel & Tourist Accommodation _____ Key/Control No. _____		Percentage of Service Charge collected from Guests _____ %							
Total number of Employees:	Number of Employees participating in the Service Charge Scheme _____	Number of Employees located and working in Belize _____	Number of Employees located and working outside of Belize _____						
Please Specify on which or what Guest Services are the "Service Charges" levied, collected and received		Specify if the Distribution & Manner of Payment of the Service Charge to employees is weekly _____, monthly _____, or within three weeks ____ of the end of the calendar month in which they were collected and received.							
		<table border="1"> <tr> <td>Weekly</td> <td></td> <td>Please indicate last & next due date of payment</td> </tr> <tr> <td>Monthly</td> <td></td> <td>Please indicate last & next due date of payment</td> </tr> </table> <p><i>(Please refer to Section 5 overleaf)</i></p>		Weekly		Please indicate last & next due date of payment	Monthly		Please indicate last & next due date of payment
Weekly		Please indicate last & next due date of payment							
Monthly		Please indicate last & next due date of payment							
Please list the Names and Departments of those employees who will benefit from the Service Charge Scheme. Kindly indicate the percentage to be received by each and have employee sign as acknowledgement of same.									
Employee's Name & Department	%	Signature	Employee's Name & Department:	%	Signature				

Name & Signature of Proprietor / Employer

Name & Signature of Manager

Hotels and Tourist Accommodation Act
Chapter 285, Section 16 of the Substantive Laws of Belize
Revised Edition 2003

Part One – Section 2 – “Service Charge” means any money or other thing of value collected or received from a guest or customer of any hotel, tourist accommodation building, restaurant, café, nightclub or other place of entertainment or hospitality, which is in excess of the basic contractual liability of that guest or customer and is, or is purported to be, collected or received in respect of the quality of service afforded to that guest or customer, and without prejudice to the generality of the foregoing, includes any sum, whether calculated on the basis of a fixed percentage or otherwise, levied on the amount charged to such guest or customer and expressed to be in respect of service.

Part Three - Section 16 – Distribution of Service Charge

- 16 – (1) Any Service Charges collected or received by the proprietor or employer from guests or customers shall be distributed among employees in accordance with the provisions of a scheme prescribed or registered under the provisions of this Section, and in the absence of any such scheme, by agreement with the employees.**
- (2) The Registrar may by regulations prescribe a formula to be used by all proprietors or employers, or all proprietors and employees of a certain class, for determining the distribution of Service Charges among employees.
 - (3) Where no regulations have been made in respect of any given proprietor or employer, or any class of proprietors or employers, the registrar may by agreement with that proprietor or employer, or class of proprietor or employers, register a formula to be used by that proprietor or employer, or class of proprietors and employers, for determining the distribution of Service Charges among employees.
 - (4) Any proprietor or employer who fails to comply with a formula imposed upon him by regulations made under subsection (2) or by registration under subsection (3) commits an offence.
 - (5) All Service Charges referred to in this section shall be distributed within three weeks of the end of the calendar month in which they were collected or received.
 - (6) Any proprietor or employer who fails to comply with section (5) commits an offence.
 - (7) **All proprietors or employers in any hotel or tourist accommodation, undertaking, trade or business where service charges to which this section applies are regularly received or collected from guests or customers shall keep accounts recording all such Service Charges received or collected, and the manner in which they were distributed.**
 - (8) Without prejudice to any other powers, the Registrar may upon demand inspect any accounts kept pursuant to subsection (7).
 - (9) Any proprietor or employer who fails to keep the accounts required under subsection (7), or who does not permit the Registrar to inspect them upon demand pursuant to subsection (8), commits an offence.
 - (10) Every person who commits an offence against this Section or any regulation made there under shall be liable to the same penalties as prescribed in Section 27 (1)