



**Ministry of Tourism, Civil Aviation & Culture**



**Office of the Registrar of Hotels and Tourist Accommodation**

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**Hotels and Tourist Accommodation Act**

**Chapter 285 of the Substantive Laws of Belize, Revised Edition 2003**

**APPLICATION FOR THE RENEWAL OF 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.

**NOTE:** Hotels and Tourist Accommodation Act, Chapter 285 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.

**Incomplete Applications will not be accepted. No License will be granted if accommodation taxes, fee and/or all required attachments are outstanding.**

**Name of Hotel or Tourist Accommodation:**

\_\_\_\_\_

**Previous name (if any):** \_\_\_\_\_

**Expected Date of opening:**

\_\_\_\_\_

**Registered name of Company (if any)**

\_\_\_\_\_

Name of proprietors/ Shareholders	% Share Ownership	Nationality	Country of Residence during the last 12 Months
1.			
2.			
3.			

**Manager's Name:** \_\_\_\_\_

**Manager's Nationality:**

\_\_\_\_\_

**Business Address or Location:**

\_\_\_\_\_

**Mailing Address (if different from above):**

\_\_\_\_\_

**Local Phone No:** \_\_\_\_\_

**Local Fax No:**

\_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Website Address:**

\_\_\_\_\_

**Rooms available for guest use:** \_\_\_\_\_

**Total No of Rooms on Property:**

\_\_\_\_\_

**No. Of Single Beds:** \_\_\_\_\_ **No. Of Double Beds:** \_\_\_\_\_ **No. Of Queen Beds:** \_\_\_\_\_ **No. Of King Beds:** \_\_\_\_\_

**Room Rates in Belize Dollars**

**Low Season Rates**

**High Season Rates**

Month of \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_

Month of \_\_\_\_\_ to \_\_\_\_\_

One Person (Single Occupancy): \$ \_\_\_\_\_  
\$ \_\_\_\_\_

Single Occupancy:

Two Persons (Double Occupancy): \$ \_\_\_\_\_  
\$ \_\_\_\_\_

Double Occupancy:

Three Persons (Triple Occupancy): \$ \_\_\_\_\_  
\$ \_\_\_\_\_

Triple Occupancy:

(Other): \$ \_\_\_\_\_  
\$ \_\_\_\_\_

Other:

Note: In cases where packages are sold, attach a package rate sheet.

**Employment**

No. Of Belizean Male Employees: \_\_\_\_\_  
\_\_\_\_\_

No. Of Belizean Female Employees:

No. Of Foreign Male Employees: \_\_\_\_\_  
\_\_\_\_\_

No. Of Foreign Female Employees:

**Documents to be attached (if applicable)**

(A) Service Charge Scheme Declaration

(P.T.O.)

**Room Plans Available**

(Check or circle those that are available)

(EP) European Plan – Room Only  
Breakfast

(CP) Continental Plan – Room &

(AP) American Plan – Room Plus Three Meals  
Lunch & Dinner

(MAP) Modified American Plan – Room,

**Room Facilities and Services Available**

Check or circle those that are available at your property:

1. Live Entertainment  
Cards Accepted

18. Telephone Available

35. Credit

2. Swimming Pool  
\_\_\_\_\_

19. Vehicle Rental

3. Restaurant

20. Children Accepted

4. Bar or Lounge

21. Postal Service

5. Gift Shop  
\_\_\_\_\_

22. Fan in Rooms

6. Conference & Meeting Facilities  
\_\_\_\_\_

23. Security Guard on premises

7. Cable TV  
Facilities and

24. Shared Baths

36. Other

8. Private Bath

25. Pets Accepted

Services

9. Hot & Cold Water  
\_\_\_\_\_

26. Smoking in Rooms

10. Air Conditioning  
\_\_\_\_\_

27. Non- Smoking Rooms Only

11. Tours Arranged  
\_\_\_\_\_

28. \_\_\_\_% Service Charges

12. Private Parking

29. Beach  
\_\_\_\_\_

13. Handicap Facilities

30. Fishing, Boating & Water sports

14. Room Service

31. Scuba Diving

15. Office Services

32. Horseback Riding

16. Laundry Services

33. Nature Trails

17. Safety Deposit Facility

34. Docking Facilities

**Accommodation Classifications**

**(Check the category that most aptly pertains to you)**

Hotel       Eco-Tourism Facility       Community Based  
 Educational  
 Resort       Apartments       Camp Grounds  
 Lodge / Inn       Condominiums       Home Stay  
**Other**  
 Guest House       Villas       Dormitory  
 Bed & Breakfast       Time Share Units       Research Station  
 Cabins / Cabanas       Vacation Home       Religious Facility

**Cancellation and Refund Policy**

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**Investment Information (Confidential)**

Financed from:	During the last 12 months Value in Belize Dollars
1. Equity	
2. Profits	
3. Domestic loans	
4. Foreign loans	
<b>Total Investment (BZD)</b>	

**Declaration**

**Date:**

\_\_\_\_\_

I / We declare that the above given information is true and correct to the best of my / our knowledge.

\_\_\_\_\_  
Signature of Proprietor / Manager      Business Stamp or Company Seal      Witness

A \$25.00 non-refundable application fee and a license fee of \$5.00 for each bedroom must accompany this application. All fees are payable to the Belize Tourism Board.

**For Official Use Only**

**Registration and License No:**

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

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