

**DRAFT HOTELS AND TOURIST  
ACCOMMODATION (MINIMUM  
REGISTRATION, LICENSING AND OPERATING  
REQUIREMENTS) REGULATIONS, 2017**

FIFTH DRAFT

**Belize Tourism Board (BTB)**

**This is a working document which may be changed and worked upon every day. It has just been issued to keep our partnering agencies informed.**

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**PART A****GENERAL PROVISIONS**

The owner or proprietor of every hotel and tourist accommodation shall provide the following minimum requirements for registration, licensing and operation:

	<b>Provision Status</b>	<b>Reference.</b>
<b><i>Pre-Approved Documents</i></b>		
1. Building and Planning approval from the Central Building Authority responsible for the administration of the Central Building Authority Act for permission to occupy a hotel or tourist accommodation. <i>(for all new hotels constructing or coming into operation after the commencement of these Regulations).</i>	AM	PART A, B C, D, E, G No. 1
2. Non-objection issued by the Central Building Authority responsible for the administration of the Central Building Authority Act. *(every four years)	P	
3. Licenses issued under the Municipal Authority. <i>(where applicable)</i>	AM	PART A, B C, D, E, G No. 2
4. Certification issued by the National Fire Service of Belize.	AM	PART A, B C, D, E, G No. 3 PART F, No. 2
5. Certificate to use premise and/or restaurant/kitchen certification from Public Health Department for general safety, cleanliness and necessary facilities.	AM	PART A, B C, D, E,F, G No. 4
6. <i>Non-objection letter and/or environmental clearance shall be obtained from the Department of the Environment.</i>	E	PART A, B C, G No. 5
7. There shall be no alterations and/or expansion to the structure, layout or infrastructural equipment of any hotel or tourist accommodation without prior written approval from the appropriate authorities.	AM	PART A, No. 29 PART B, No. 31
<b><i>General Provisions</i></b>		
8. All staff shall be able to communicate with guest in English at a basic conversational level.	P	
9. <i>The establishment shall ensure that all core members are trained in the use and operation of fire equipment and fire prevention measures applicable to the premises.</i>	E	PART A, No. 23
10. <i>The establishment shall provide instructions for guests. Such instructions shall contain details of action in the event of a fire; a drawing sketch showing the exact location of a guest room and the way leading to exits.</i>	E	PART A, No. 24 PART B, No. 26 PART C, No. 24 PART G, No. 17

11. Smoke detectors where applicable or smoke detecting system and fire-extinguisher shall be provided as recommended by the National Fire Service of Belize.	AM	PART A, No. 21, 22 PART B, No. 24,25 PART C, No. 22,23 PART F, No. 12, 13 PART G, No. 16
12. No flammable liquids or explosive substances shall be stored on the premises of any establishment except with the approval of the National Fire Service of Belize (where applicable).	E	PART A, No. 26 PART B, No. 28 PART G, No. 18
13. Emergency lighting shall be provided by auxiliary means (e.g. standby generator, lantern, flashlight or battery operated lights), and shall illuminate all vital areas such as stairwells, interior, corridors, lobbies, kitchen and exit signs.	AM	PART A, No. 17 PART B, No. 17 PART C, No. 17 PART G, No. 11
14. A security plan shall be provided along with uniformed security personnel (internal or outsourced) or surveillance system provided between the hours of sunset and sunrise	AM	PART A, No. 45
15. Facilities, equipment, furniture, accessories and amenities shall be functional and maintained free of deterioration.	AM	PART A, No.10, 40a,b PART B, No.10 PART C, No. 10 PART G, No. 8
16. Maintenance services shall be available.	P	
17. All signs and written information made available to guests shall be legible, neatly printed and in English.	AM	PART A, No. 41 PART C, No. 35 PART G, No. 23
<b>Location &amp; Surroundings</b>		
18. Visible signage of the establishment name at the entrance of the property.	P	
<b>Grounds</b>		
19. All onsite roads, footpaths and steps shall be kept in good order and free from obstruction.	PR	PART A, No. 34 PART B, No. 37
20. Roads and footpaths in common areas shall be lit for use by guests at night.	P	
21. Shall maintain a designated area for garbage	P	
<b>Waterfront Sited Properties</b>		
22. Waterfront areas for guest use shall be maintained in a clean and safe condition.	P	
23. Safety warning signs regarding the waterfront rules and regulations must be sited in prominent onsite locations.	P	
<b>Docking Area</b>		
24. Availability of pier for boat docking	P	
25. Be lit during non-daylight hours	P	
26. Cleat or similar	P	

27. Have a surface that is durable	P	
28. Clear demarcation with buoys in the immediate area	P	
<b>Parking Area</b>		
29. Shall be clean and free from obstruction.	P	
30. Shall be lit for use by guests at night.	P	
31. Shall have visible and indelible signage.	P	
<b>Entrance Area</b>		
32. A lit entrance to the property.	P	
<b>Balconies</b>		
33. Means of securing doors for balconies and patios from inside	E	PART A, No. 9i PART C, No. 9j
<b>Unit</b>		
34. All units shall have a separate entrance/access.	P	
35. Means of securing all doors from the inside and outside.	E	PART A, No. 9k PART B, No. 16 PART C, No. 9k
36. All units are conspicuously named or numbered.	PR	PART A, No. 9m PART C, No. 9n
37. All windows within a unit shall provide curtains, blinds or other means for ensuring full privacy; allow for natural light into unit.	PR	PART A, No. 9c PART C, No. 9c PART D, No. 12
38. Provides for freedom of movement around all furniture and fittings including sofa beds for guest(s) occupying the room. Doors and drawers must be able to open and close easily without having to move furniture.	AM	PART A, No. 9b (i), (ii), (iii) PART C, No. 9b
<b>Bed</b>		
39. Each bed shall have a mattress, 2 clean sheets, pillow and pillow cases. Mattress shall be sized proportionate to the bed, free from odor, excessive stains, and wear and tear.	AM	PART A, No. 9d PART B, No. 18a PART C, No. 9d
40. Minimum bed size: Single: 36" x 75"	P	
41. Each bed shall have a mattress protector with or without vinyl backing. Plastic or rubber mattress protectors are not acceptable.	P	
42. Bed linen: pillow protector(s)	P	
<b>Furniture in each Unit provided</b>		
43. Lined waste paper receptacle.	AM	PART A, No. 9i PART C, No. 9i
<b>Information Booklet available in each unit containing:</b>		
44. (a) Accommodation policies and safety guidelines, (b) All services offered and respective charges in local currency, (c) Cancellation and bookings, (d) Check in/out times, (e)	AM	PART A, No. 8d PART B, No. 42 PART C, No. 34

Telecommunications charges in local currency, (f) 24h emergency assistance (g)Emergency numbers (police, fire, medical, property manager, etc.)		PART G, No. 22
45. Public services (Nearby pharmacy, transportation, etc.)	P	
46. Onsite location and directional plan showing all restaurants and bars, shops, entertainment areas or any other in-house guest facility. (Only applicable to Resorts and Hotels)	AM	PART A, No. 8a
<b>Guest security and safety</b>		
47. Instructions to be followed in the case of an emergency, such as fire or hurricane, together with a plan showing routes to emergency exits conspicuously displayed.	AM	PART A, No. 8f PART B, No. 8 PART C, No. 8 PART G, No. 6
<b>Lighting in Units and electric power supply (not applicable to Camping Grounds)</b>		
48. General lighting	P	
49. Operational light switch upon entry to room	P	
<b>Bathroom</b>		
50. Bathrooms shall be ventilated.	AM	PART A, No. 18a PART C, No. 19 PART G, No. 7
51. Bath wall, shower wall and floor tiled or built with waterproof, impervious material.	P	
52. Toilet with lid	AM	PART A, No. 18 PART B, No. 20 PART C, No. 19 PART E, No. 6 PART G, No. 12
53. Lidded pit latrine (only applicable to homestays and camping grounds).	P	
54. Wash hand basin	AM	PART A, No. 18, 9e PART B, No. 20 PART C, No. 9e
55. Shelving or similar for holding toiletries	P	
56. Toilet paper holder	P	
57. Garment hooks or similar	AM	PART B, No. 20 PART C, No. 19 PART G, No. 12
58. Bathroom mat or floor towel	AM	PART A, No. 18 PART B, No. 20 PART C, No. 19 PART G, No. 12
59. Lined waste receptacle	AM	PART A, No. 18

		PART C, No. 19 PART G, No. 12
<b>Corridors &amp; Passages</b>		
60. Ventilation system: natural or mechanical	P	
61. Lighting of corridors and stairs throughout the premises to ensure safety during the hours of darkness.	AM	PART A, No.16 PART B, No.13 PART C, No.18
62. There shall be clear demarcation of EXIT signs, particularly at the end of corridors.	E	PART A, No. 33 PART B, No. 36
63. Doors leading to stairwells and exists shall open outwardly only.	AM	PART A, No. 30 PART B, No. 32 PART C, No. 29
64. Passages, stairwells and exits shall remain free of obstruction at all times.	E	PART A, No. 31 PART B, No. 34 PART C, No. 30
65. All exit doors shall be distinctly highlighted.	E	PART A, No. 32 PART B, No. 35
66. The width of corridors, stairwells and exit doors shall not be reduced by the placement of furniture, equipment or any other object that would obstruct free passage.	E	PART B, No. 33
<b>Veranda</b>		
67. Lighting shall be available.	P	
<b>Swimming Pools</b>		
68. In the case of properties with swimming pools, proper maintenance of swimming pools in accordance with the requirements of the Public Health Department. (Private/General Use)	PR	PART A, No. 36 PART B, No. 39 PART C, No. 32 PART G, No. 20
69. Outdoor shower	P	
70. All swimming pools provided for the use of guests of the establishment shall have depth markings conspicuously displayed at regular intervals around the pool and shall be maintained in a state of good repair and in a clean hygienic condition. Swimming pools should also be tested for acceptable water quality in keeping with Public Health standards.	AM	PART A, No. 36a PART B, No. 39a PART C, No. 32a PART G, No. 20a
71. Life-saving equipment shall be easily accessible for the safety of all guests.	AM	PART A, No. 36b PART B, No. 39b PART C, No. 32b PART G, No. 20b
72. Warning sign shall be placed near the pool in a conspicuous color, containing guidelines for use of the pool. Information shall include, but not be limited to: shower before entering,	PR	PART A, No. 36b PART B, No. 39b PART C, No. 32b PART G, No. 21b

children must be supervised, and emergency action information.		
73. NO DIVING signs shall be displayed in prominent locations, particularly in areas with depths of less than 4ft.	P	
74. Safety rails or similar for entry/exit of the pool.	P	
75. The pool area shall be illuminated at night for reasons of overall safety and it shall always be possible to see the bottom of the pool in still water.	P	

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**PART B****MINIMUM REGISTRATION, LICENSING AND OPERATING REQUIREMENTS  
FOR:****RESORT**

*Any building or group of interconnected buildings with public entrance, at least twenty (20) rooms with private bathrooms, food and beverage facilities with services providing breakfast, lunch and dinner, a lobby with at least twelve (12)-hour reception service, ancillary services and amenities. Three (3) recreational activities of which at least one (1) must be carried out within the establishment, and the rest within its surroundings.*

<b><i>General Provisions</i></b>		
1. All staff shall wear uniform.	P	
2. All front line staff shall have visible name identification.	P	
3. Separate facilities shall be provided for staff. These facilities should include: (a) washrooms; and (b) space for safe keeping of personal belongings (c) appropriate dining areas shall be provided for staff.	AM	PART A, No. 42, 43
4. All establishments shall have an active fire emergency plan.	AM	PART A, No. 28
5. A minimum of two fully-stocked First Aid Kits shall be available on the premises. At least 2 persons among the personnel on duty employed at the establishment shall be trained in first aid and emergency procedures. Information on the doctor (s) available, the nearest hospital, medical facilities and ambulance service shall be readily available.	AM	PART A, No. 20
6. Guaranteed performance of services and maintenance of facilities of any part of the establishment leased or rented to a lessee shall be assured as required by these regulations.	PR	PART A, No. 35
7. Internet service shall be available on property.	P	
<b><i>Lobby Area</i></b>		
8. Common area shall be provided for the use of guests and customers.	P	
9. Shall provide seating for 10% of guestrooms.	P	
10. Shall provide cooling apparatus.	P	
11. Shall have signage indicating location and direction of all rooms and provided facilities.	P	
12. Signs demarcating wet floors shall be used.	P	
<b><i>Reception and Welcome Services</i></b>		
13. The establishment shall provide a designated reception area.	P	
14. Ventilated and lit.	AM	PART A, No. 14
15. Luggage storage service.	P	

16.	General information such as transportation services, places of interest, shopping, etc. Shall be made available for guest access.	P	
17.	Shall conspicuously display a reception sign.	P	
18.	Reception staff shall be available between the hours of 7am-7pm, after which a communication mechanism shall be available for use by guest to alert the night reception or a designated staff member.	AM	PART A, No. 11a
19.	Reservation service shall be available by e-mail or any other communication devices.	P	
20.	In every establishment, the emergency telephone numbers (police, fire, medical, etc.) shall be accessible to all staff.	AM	PART A, No. 27
21.	The following service shall be made available for all paying guests a) internal or external telephone or other communication devices.	AM	PART A, No. 12 a, b, c
22.	Information on prices for use of the phone and e-mail services shall be available.	P	
<b>Ancillary Services</b>			
23.	Laundry services.	P	
24.	Room services.	P	
25.	Transportation service.	P	
<b>Unit</b>			
26.	All exterior walls from a unit shall extend from floor to ceiling.	P	
27.	Guest shall be informed of annexed units.	P	
<b>Bed</b>			
28.	Two pillows per person	P	
<b>Furniture in each Unit provided</b>			
29.	Bedside table and bedside light or similar.	AM	PART A, No. 9f
30.	Furniture: One (1) table and chair	P	
31.	Furniture: One (1) chest of drawers or shelves and one (1) wardrobe or similar for clothes.	PR	PART A, No. 9h
32.	Three (3) anti-corrosive clothes hangers per person	P	
33.	Furniture: Luggage rack	P	
34.	Non-slip bedside mat ( <i>applicable for tiled floors</i> ).	P	
35.	One (1) mirror- minimum size (384sq.in)	P	
36.	Air conditioning with individual control. ( <i>Not applicable to out islands</i> )	P	
<b>Communication and Recreation (within the unit)</b>			
37.	Internal communication system shall be available.	P	

<b><i>Guest Security and Safety</i></b>		
38. Safety deposit box or similar	P	
<b><i>In Unit Services</i></b>		
39. <b>General Information on Belize.</b>	E	PART A, No. 8e
40. Laundry bags or similar for soiled clothes	P	
41. Iron & ironing table (available upon request)	P	
42. Drinking water.	P	
43. Drinking glasses for guests.	P	
44. Ice bucket (available upon request)	P	
45. Coffee and/or tea (available upon request)	P	
46. Bottle and wine opener (available upon request)	P	
<b><i>Bathroom</i></b>		
47. <b>Private bathroom for each guest rooms furnished with bath or shower.</b>	AM	PART A, No. 18
48. <b>Hot and cold running water in the shower and wash hand basin.</b>	AM	PART A, No. 18, 9e
49. One set ( <i>face, hand and bath</i> ) of towels per person.	P	
50. <b>Towel rail</b>	AM	PART A, No. 18
51. <b>Vanity wash basin with mirror. Mirror minimum size (384sq.in)</b>	AM	PART A, No. 9e
52. <b>Electric outlet within reach of the mirror.</b>	AM	PART A, No. 18
53. Hair dryer (available upon request)	P	
<b><i>Bathroom Accessories</i></b>		
54. <b>Soap or soap distributor</b>	AM	PART A, No. 9e
55. Shampoo	P	
56. Paper handkerchiefs or similar	P	
57. Body lotion	P	
58. Two toilet paper rolls	P	
<b><i>Restrooms shall be in Public Areas</i></b>		
59. <b>Separate male and female public toilets shall be clearly demarcated in writing, and shall be conveniently located for public use. These public washrooms shall: (a)have lighting and shall be ventilated, (b)have the following fixtures and accessories, namely, toilet with lid, toilet paper rolls and a toilet paper holder, lined waste receptacle, soap/soap dispenser, disposable paper towels or hand dryer, washbasin, adequate supply of running water, toilet doors fitted properly with locks; (c)be kept clean at all times.</b>	AM	PART A, No. 19a,b,c
60. One (1) mirror- minimum size (384sq.in)	P	

<b><i>Swimming pool is compulsory and shall comply with the regulations as described in the general section (Not applicable to Outer Islands Resort)</i></b>		
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## **HOTEL**

*Any building or group of interconnected buildings with a public entrance, providing at least ten (10) rooms for the use of guests, which offers accommodation with private bathrooms, breakfast service, a lobby with at least twelve (12)-hour reception service, ancillary services and amenities.*

<b><i>General Provisions</i></b>		
1. All staff shall wear uniform.	P	
2. All front line staff shall have visible name identification.	P	
3. <b>Separate facilities shall be provided for staff. These facilities should include: (a) washrooms; and (b) space for safe keeping of personal belongings (c) appropriate dining areas shall be provided for staff.</b>	AM	PART A, No. 42, 43
4. <b>All establishments shall have an active fire emergency plan.</b>	AM	PART A, No. 28
5. <b>A minimum of two fully-stocked First Aid Kits shall be available on the premises. At least 2 persons among the personnel on duty employed at the establishment shall be trained in first aid and emergency procedures. Information on the doctor (s) available, the nearest hospital, medical facilities and ambulance service shall be readily available.</b>	AM	PART A, No. 20
6. <b>Guaranteed performance of services and maintenance of facilities of any part of the establishment leased or rented to a lessee shall be assured as required by these regulations.</b>	PR	PART A, No. 35
7. Internet service shall be available on property.	P	
<b><i>Lobby Area</i></b>		
8. Common area shall be provided for the use of guests and customers.	P	
9. Shall provide seating for 10% of guestrooms	P	
10. Shall provide cooling apparatus.	P	
11. Shall have signage indicating location and direction of all rooms and provided facilities.	P	
12. Signs demarcating wet floors shall be used.	P	
<b><i>Reception and Welcome Services</i></b>		
13. The establishment shall provide a designated reception area.	P	
14. <b>Ventilated and lit.</b>	AM	PART A, No. 14
15. Luggage storage service.	P	

16.	General information such as transportation services, places of interest, shopping, etc. Shall be made available for guest access.	P	
17.	Shall conspicuously display a reception sign.	P	
18.	Reception staff shall be available between the hours of 7am-7pm, after which a communication mechanism shall be available for use by guest to alert the night reception or a designated staff member.	AM	PART A, No. 11a
19.	Reservation service shall be available by e-mail or any other communication devices.	P	
20.	In every establishment, the emergency telephone numbers (police, fire, medical, etc.) shall be accessible to all staff.	AM	PART A, No. 27
21.	The following service shall be made available for all paying guests a) internal or external telephone or other communication devices.	AM	PART A, No. 12 a, b, c
22.	Information on prices for use of the phone and e-mail services shall be available.	P	
<b>Unit</b>			
23.	All exterior walls from a unit shall extend from floor to ceiling.	P	
24.	Guest shall be informed of annexed units.	P	
<b>Bed</b>			
25.	Two pillows per person	P	
<b>Furniture in each unit provided</b>			
26.	Bedside table and bedside light or similar.	AM	PART A, No. 9f
27.	Furniture: One (1) table and chair	P	
28.	Furniture: One (1) chest of drawers or shelves and one (1) wardrobe or similar for clothes.	PR	PART A, No. 9h
29.	Three (3) anti-corrosive clothes hangers per person	P	
30.	Furniture: Luggage rack	P	
31.	Non-slip bedside mat (applicable for tiled floors).	P	
32.	One (1) mirror- minimum size (384sq.in)	P	
33.	Air conditioning with individual control.	P	
<b>Communication and Recreation (within the Unit)</b>			
34.	Internal communication system shall be available.	P	
<b>Guest Security and Safety</b>			
35.	Safety deposit box or similar	P	
<b>In Unit Services</b>			
36.	General Information on Belize.	E	PART A, No. 8e
37.	Iron & ironing table (available upon request)	P	

38. Drinking water.	P	
39. Drinking glasses for guests.	P	
40. Coffee and/or tea (available upon request)	P	
<b>Bathroom</b>		
41. Private bathroom for each guest rooms furnished with bath or shower.	AM	PART A, No. 18
42. Hot and cold running water in the shower and wash hand basin.	AM	PART A, No. 18, 9e
43. One set ( <i>face, hand and bath</i> ) of towels per person.	P	
44. Towel rail	AM	PART A, No. 18
45. Vanity wash basin with mirror. Mirror minimum size (384sq.in)	AM	PART A, No. 9e
46. Electric outlet within reach of the mirror.	AM	PART A, No. 18
47. Hair dryer (available upon request)	P	
<b>Bathroom accessories</b>		
48. Soap or soap distributor	AM	PART A, No. 9e
49. Shampoo	P	
50. Paper handkerchiefs or similar	P	
51. Two toilet paper rolls	P	
<b>Restrooms in Public Areas</b>		
52. Separate male and female public toilets shall be clearly demarcated in writing, and shall be conveniently located for public use. These public washrooms shall: (a)have lighting and shall be ventilated, (b)have the following fixtures and accessories, namely, toilet with lid, toilet paper rolls and a toilet paper holder, lined waste receptacle, soap/soap dispenser, disposable paper towels or hand dryer, washbasin, adequate supply of running water, toilet doors fitted properly with locks; (c)be kept clean at all times	AM	PART A, No. 19a,b,c
53. One (1) mirror- minimum size (384sq.in)	P	

**PART C**

**MINIMUM REGISTRATION, LICENSING AND OPERATING REQUIREMENTS FOR:**

**CONDOMINIUM**

*Three (3) or more self-catering units separately owned through Strata titles and joint ownership of common areas with an independent single public entrance. Each unit comprises of a bedroom(s), private bathroom(s), kitchen facilities and living quarters.*

<b><i>General Provisions</i></b>		
1. A fully-stocked First Aid Kit shall be available in each unit. At least 1 person among the personnel on duty employed at the establishment shall be trained in first aid and emergency procedures. Information on the doctor (s) available, the nearest hospital, medical facilities and ambulance service shall be readily available.	AM	PART B, No. 23
2. Safety deposit facilities in each unit.	AM	PART B, No. 12
3. Communication device available to make external calls	AM	PART B, No. 14
4. Iron and ironing board available.	P	
5. Wi-Fi and support service available.	P	
6. Weekly cleaning of furnished unit available.	P	
<b><i>Welcome Services</i></b>		
7. Person shall be responsible to receive and register guests	P	
8. Person shall be accessible by telephone/communication device 24h for guest needs.	P	
<b><i>Additional Services</i></b>		
9. Reservation service available by e-mail and telephone.	P	
<b><i>Living Room</i></b>		
10. Dining facilities with a chair per person	E	PART B, No. 19a
11. Sofa or armchairs	AM	PART B, No. 19b
12. Fan system	P	
13. Coffee table	P	
14. Color TV and TV remote control	P	
<b><i>Bed</i></b>		
15. One pillow per person	P	
16. Extra bed linens available	P	
<b><i>Furniture in each Unit provided</i></b>		
17. A chair	E	PART B, No. 18e
18. Bedside table and bedside light or similar.	AM	PART B, No. 18c
19. Dressing table or vanity unit	E	PART B, No. 18d

20. (1) Wardrobe or similar for clothes.	AM	PART B, No. 18f
21. Three (3) anti-corrosive clothes hangers per person	P	
22. One (1) mirror-minimum size (384sq.in)	P	
23. Fan system or cooling apparatus	AM	PART B, No. 18g
<b><i>In Unit Services</i></b>		
24. Clothes Hamper or similar	P	
25. Washing machine	P	
26. Dryer	P	
27. Cleaning equipment	P	
28. Cleaning supplies	P	
<b><i>Bathroom</i></b>		
29. Private bathroom for each guest rooms furnished with bath or shower.	AM	PART B, No. 20
30. Hot and cold running water in the shower and wash hand basin.	AM	PART B, No. 20
31. One set (face, hand and bath) of towels per person.	P	
32. Towel rail	AM	PART B, No. 20
33. Wash basin with mirror. Mirror minimum size (384sq.in)	AM	PART B, No. 20
34. Electric outlet within reach of the mirror.	AM	PART B, No. 20
35. Extra towels available	P	
<b><i>Bathroom Accessories</i></b>		
36. Soap or soap distributor	AM	PART B, No. 20
37. Two toilet paper rolls	P	
38. Paper handkerchiefs or similar	P	

**APARTMENT/APARTMENT STUDIO**

*One (1) or more self-catering units with an independent single public entrance. Each unit comprises of a bedroom(s), private bathroom(s), kitchen facilities and living quarters provided by sole ownership.*

<b><i>General Provisions</i></b>		
1. A fully-stocked First Aid Kit shall be available in each unit. At least 1 person among the personnel on duty employed at the establishment shall be trained in first aid and emergency procedures. Information on the doctor (s) available, the nearest hospital, medical facilities and ambulance service shall be readily available.	AM	PART B, No. 23
2. Safety deposit facilities in each unit.	AM	PART B, No. 12
3. Communication device available to make external calls.	AM	PART B, No. 14



4.	Iron and ironing board available	P	
5.	Wi-Fi and support service available.	P	
6.	Weekly cleaning of furnished unit available	P	
<b>Welcome Services</b>			
7.	Person shall be responsible to receive and register guests	P	
8.	Person shall be accessible by telephone/communication device 24h for guest needs.	P	
<b>Additional Services</b>			
9.	Reservation service available by e-mail and telephone.	P	
<b>Living Quarters</b>			
10.	Dining facilities with a chair per person	E	PART B, No. 19a
11.	Sofa or armchairs	AM	PART B, No. 19b
12.	Fan system	P	
13.	Coffee table ( <i>only applicable for Apartments</i> )	P	
14.	Color TV and TV remote control	P	
<b>Unit</b>			
15.	Apartment Studio unit shall be a common area (shared space) with the living room and/or the kitchen.	P	
<b>Bed</b>			
16.	One pillow per person	P	
17.	Extra bed linens available	P	
<b>Furniture in each Unit provided</b>			
18.	A chair	E	PART B, No. 18e
19.	Bedside table and bedside light or similar	AM	PART B, No. 18c
20.	Dressing table or vanity unit	E	PART B, No. 18d
21.	(1) Wardrobe or similar for clothes.	AM	PART B, No. 18f
22.	Three (3) anti-corrosive clothes hangers per person	P	
23.	One (1) mirror-minimum size (384sq.in)	P	
24.	Fan system or cooling apparatus ( <i>only applicable for Apartments</i> )	AM	PART B, No. 18g
<b>In Unit Services</b>			
25.	Clothes Hamper or similar	P	
26.	Washing machine	P	
27.	Dryer	P	
28.	Cleaning equipment	P	
29.	Cleaning supplies	P	
<b>Bathroom</b>			

30.	Private bathroom for each guest rooms furnished with bath or shower.	AM	PART B, No. 20
31.	Hot and cold running water in the shower and wash hand basin.	AM	PART B, No. 20
32.	One set (face, hand and bath) of towels per person.	P	
33.	Towel rail	AM	PART B, No. 20
34.	Wash basin with mirror. Mirror minimum size (384sq.in)	AM	PART B, No. 20
35.	Electric outlet within reach of the mirror.	AM	PART B, No. 20
36.	Extra towels available	P	
<b>Bathroom Accessories</b>			
37.	Soap or soap distributor	AM	PART B, No. 20
38.	Two toilet paper rolls	P	
39.	Paper handkerchiefs or similar	P	

### **VACATION HOME/ROOM RENTAL**

*One (1) or more self-catering units or part thereof with an independent/common entrance, providing bedroom(s), private or shared bathroom(s), kitchen facilities and living quarters within a single unit. The self-catering unit shall be built in the form of detached units and shall not exceed 2 floors - ground floor + 1. If the above in its entirety (self-catering unit) is met along with the provision of a swimming pool, it is considered a Villa.*

<b>General Provisions</b>			
1.	A fully-stocked First Aid Kit shall be available in each unit. At least 1 person among the personnel on duty employed at the establishment shall be trained in first aid and emergency procedures. Information on the doctor (s) available, the nearest hospital, medical facilities and ambulance service shall be readily available.	P	
2.	Safety deposit facilities in each unit.	P	
3.	Communication device available to make external calls	P	
4.	Iron and ironing board available	P	
5.	Wi-Fi and support service available.	P	
6.	Weekly cleaning of furnished unit available. <i>In the event of room rental, daily cleaning is available.</i>	P	
<b>Welcome Services</b>			
7.	Person shall be responsible to receive and register guests	P	
8.	Person shall be accessible by telephone/communication device 24h for guest needs.	P	
<b>Additional Services</b>			
9.	Reservation service available by e-mail and telephone.	P	

<b>Living Room</b>		
10. Dining facilities with a chair per person	P	
11. Sofa or armchairs	P	
12. Fan system	P	
13. Coffee table	P	
14. Color TV and TV remote control	P	
<b>Bed</b>		
15. One pillow per person	P	
16. Extra bed linens available	P	
<b>Furniture in each Unit provided</b>		
17. A chair	P	
18. Bedside table and bedside light or similar	P	
19. Dressing table or vanity unit	P	
20. (1) Wardrobe or similar for clothes.	P	
21. Three (3) anti-corrosive clothes hangers per person	P	
22. One (1) mirror-minimum size (384sq.in)	P	
23. Fan system or cooling apparatus	P	
<b>In Unit Services</b>		
24. Clothes Hamper or similar	P	
25. Washing machine	P	
26. Clothes Line	P	
27. Cleaning equipment	P	
28. Cleaning supplies	P	
<b>Bathroom</b>		
29. Private bathroom for each guest rooms furnished with bath or shower.	P	
30. Hot and cold running water in the shower and wash hand basin.	P	
31. One set ( <i>face, hand and bath</i> ) of towels per person.	P	
32. Towel rail	P	
33. Wash basin with mirror. Mirror minimum size (384sq.in)	P	
34. Electric outlet within reach of the mirror.	P	
35. Extra towels available	P	
<b>Bathroom Accessories</b>		
36. Soap or soap distributor	P	
37. Two toilet paper rolls	P	
38. Paper handkerchiefs or similar	P	

**PART D**

**MINIMUM REGISTRATION, LICENSING AND OPERATING REQUIREMENTS FOR:**

**GUEST HOUSE**

*A building or interconnected buildings providing one (1) or more rooms for the use of guests, with an independent entrance, offering accommodation with private or shared bathrooms.*

*Bathrooms shall be shared by guests on the same floor, but there must be at least one bath or shower room for every five (5) guests.*

<b>General Provisions</b>		
1. Safe deposit facilities.	E	PART C, No. 14
2. Iron and ironing table available upon request.	P	
3. A telephone or communication device available to guests.	AM	PART C, No. 13
4. A fully-stocked First Aid Kit shall be readily available. At least 1 person among the personnel on duty employed at the establishment shall be trained in first aid and emergency procedures. Information on the doctor (s) available, the nearest hospital, medical facilities and ambulance service shall be readily available.	AM	PART C, No. 21
<b>Reception and Welcome Services</b>		
5. The establishment shall provide a designated reception area.	P	
6. Ventilated and lit	AM	PART C, No. 12
7. General information such as transportation services, places of interest, shopping, etc. Shall be made available for guest access.	P	
8. Staff shall be available to provide reception service between the hours of 7am-7pm, after which a communication mechanism shall be available for use by guest to alert the night reception or a designated staff member.	AM	PART C, No. 11
9. In every establishment, the emergency telephone numbers (police, fire, medical, etc.) shall be accessible to all staff.	AM	PART C, No. 27
<b>Bed</b>		
10. One pillow per person	P	
<b>Furniture in each Unit provided</b>		
11. A chair	AM	PART C, No. 9h
12. Bedside table or similar	AM	PART C, No. 9f
13. Shelving or similar for clothes	P	
14. (1) Wardrobe or similar for clothes.	PR	PART C, No. 9g
15. Three (3) anti-corrosive clothes hangers per person	P	
16. One (1) mirror-minimum size (384sq.in)	P	

17. Fan system or cooling apparatus	P	
<b>Bathroom</b>		
18. Private or shared bathroom furnished with bath or shower.	AM	PART C, No. 19
19. Hot and cold running water in the shower.	P	
20. Running water in the wash hand basin.	AM	PART C, No. 9e
21. One set ( <i>hand and bath</i> ) of towels per person.	P	
22. Towel rail	AM	PART C, No. 19
23. Wash basin with mirror. Mirror minimum size (384sq.in)	AM	PART C, No. 9e
24. Electric outlet within reach of the mirror.	P	
<b>Bathroom Accessories</b>		
25. Soap or soap distributor	AM	PART C, No. 9e
26. Two toilet paper rolls	AM	PART C, No. 20

### **LODGE**

*A building or interconnected buildings located in a natural and rural site providing one (1) or more rooms for the use of guests, with an independent entrance, offering accommodation with private or shared bathrooms. (Shared bathrooms must have at least one bath or shower room for every five (5) guests).*

<b>General Provisions</b>		
1. Safe deposit facilities.	E	PART C, No. 14
2. A telephone or communication device available to guests.	AM	PART C, No. 13
3. Two fully-stocked First Aid Kits shall be readily available. At least 1 person among the personnel on duty employed at the establishment shall be trained in first aid and emergency procedures. Information on the doctor (s) available, the nearest hospital, medical facilities and ambulance service shall be readily available.	AM	PART C, No. 21
4. Bottled or filtered drinking water available on property.	P	
<b>Reception and Welcome Services</b>		
5. The establishment shall provide a designated reception area.	P	
6. Ventilated and lit	AM	PART C, No. 12
7. General information such as transportation services, places of interest, shopping, etc. Shall be made available for guest access.	P	
8. Staff shall be available to provide reception service between the hours of 7am-7pm, after which a communication mechanism shall be available for use by guest to alert the night reception or a designated staff member.	AM	PART C, No. 11

9. In every establishment, the emergency telephone numbers (police, fire, medical, etc.) shall be accessible to all staff.	AM	PART C, No. 27
<b>Bed</b>		
10. One pillow per person	P	
<b>Furniture in each Unit provided</b>		
11. A chair	AM	PART C, No. 9h
12. Bedside table or similar	AM	PART C, No. 9f
13. Shelving or similar for clothes	PR	PART C, No. 9g
14. Fan system or cooling apparatus	P	
<b>Bathroom</b>		
15. Private or shared bathroom furnished with bath or shower.	AM	PART C, No. 19
16. Hot and cold running water in the shower.	P	
17. Running water in the wash hand basin.	AM	PART C, No. 9e
18. One set (hand and bath) of towels per person.	P	
19. Towel rail	AM	PART C, No. 19
20. Wash basin with mirror. Mirror minimum size (384sq.in)	AM	PART C, No. 9e
21. Electric outlet within reach of the mirror.	P	
<b>Bathroom Accessories</b>		
22. Soap or soap distributor	AM	PART C, No. 9e
23. Two toilet paper rolls	AM	PART C, No. 20

### **BED AND BREAKFAST**

*A building or interconnected buildings providing one (1) or more rooms for the use of guests, with an independent entrance, offering accommodation with private or shared bathrooms and breakfast. The room rate shall be inclusive of breakfast cost. (Shared bathrooms must have at least one bath or shower room for every five (5) guests).*

<b>General Provisions</b>		
1. Safe deposit facilities	P	
2. Iron and ironing table available upon request	P	
3. A telephone or communication device available to guests	P	
4. A fully-stocked First Aid Kit shall be readily available. At least 1 person among the personnel on duty employed at the establishment shall be trained in first aid and emergency procedures. Information on the doctor (s) available, the nearest hospital, medical facilities and ambulance service shall be readily available.	P	
<b>Welcome Services</b>		
5. Person shall be responsible to receive and register guests	P	

6. Person shall be accessible by telephone/communication device 24h for guest needs.	P	
<b>Bed</b>		
7. One pillow per person	P	
<b>Furniture in each Unit provided</b>		
8. A chair	P	
9. Bedside table or similar	P	
10. (1) Wardrobe or similar for clothes.	P	
11. Three (3) anti-corrosive clothes hangers per person	P	
12. One (1) mirror-minimum size (384sq.in)	P	
13. Fan system or cooling apparatus	P	
<b>Bathroom</b>		
14. Private bathroom furnished with bath or shower.	P	
15. Hot and cold running water in the shower.	P	
16. Running water in the wash hand basin.	P	
17. One set ( <i>hand and bath</i> ) of towels per person.	P	
18. Towel rail	P	
19. Wash basin with mirror. Mirror minimum size (384sq.in)	P	
20. Electric outlet within reach of the mirror.	P	
<b>Bathroom Accessories</b>		
21. Soap or soap distributor	P	
22. Two toilet paper rolls	P	

### **CABIN/CABANAS**

*At least one (1) or more individual buildings located in a single parcel in a natural and rural site, with an independent entrance, offering accommodation comprising of a bedroom(s), private bathroom, kitchenette and living quarters within a single unit. The cabin/cabana shall be built in form of detached units and shall not exceed 2 floors - ground floor + 1*

<b>General Provisions</b>		
1. Safe deposit facilities	P	
2. A telephone or communication device available to guests	P	
3. Two fully-stocked First Aid Kit shall be readily available. At least 1 person among the personnel on duty employed at the establishment shall be trained in first aid and emergency procedures. Information on the doctor (s) available, the nearest hospital, medical facilities and ambulance service shall be readily available.	P	
4. Bottled or filtered drinking water available on property.	P	

<b><i>Welcome Services</i></b>		
5. Person shall be responsible to receive and register guests	P	
6. Person shall be accessible by telephone/communication device 24h for guest needs.	P	
<b><i>Living Quarters</i></b>		
7. Dining facilities with seating.	P	
8. Fan system	P	
<b><i>Bed</i></b>		
9. One pillow per person	P	
<b><i>Furniture in each Unit provided</i></b>		
10. Bedside table or similar	P	
11. Shelving or similar for clothes	P	
12. Fan system or cooling apparatus	P	
<b><i>Bathroom</i></b>		
13. Private bathroom furnished with bath or shower.	P	
14. Hot and cold running water in the shower.	P	
15. Running water in the wash hand basin.	P	
16. One set ( <i>hand and bath</i> ) of towels per person.	P	
17. Towel rail	P	
18. Wash basin with mirror. Mirror minimum size (384sq.in)	P	
19. Electric outlet within reach of the mirror.	P	
<b><i>Bathroom Accessories</i></b>		
20. Soap or soap distributor	P	
21. Two toilet paper rolls	P	



**PART E**

**MINIMUM REGISTRATION, LICENSING AND OPERATING REQUIREMENTS FOR:**

**RELIGIOUS, EDUCATIONAL, RESEARCH or COMMUNITY BASED FACILITY**

*A building or a group of interconnected buildings with an independent entrance offering one (1) or more private or shared rooms and bathrooms utilized for the purpose of religion, education, research, etc. (Shared bathrooms must have at least one bath or shower room for every ten (10) guests).*

<b><i>General Provisions</i></b>		
1. A minimum of two fully-stocked First Aid Kits shall be available on the premises. At least 1 person among the personnel on duty employed at the establishment shall be trained in first aid and emergency procedures. Information on the doctor (s) available, the nearest hospital, medical facilities and ambulance service shall be readily available.	AM	PART G, No.13, 14
<b><i>Welcome Services</i></b>		
2. Person shall be responsible to receive and register guests	P	
3. Person shall be accessible by telephone/communication device 24h for guest needs.	AM	PART G, No. 10
4. Telephone or communication device available to make external call	P	
<b><i>Unit</i></b>		
5. Separate rooms shall be made available for male and female occupancy.	P	
<b><i>Bed</i></b>		
6. The vertical distance between upper and lower beds in any bunk must not be less than 30"	P	
7. Beds individually labelled.	P	
8. One pillow per person	P	
<b><i>Furniture in each Unit provided</i></b>		
9. One locker per bed shall be labelled	P	
10. One (1) mirror-minimum size (384sq.in)	P	
11. One (1) Fan	P	
<b><i>Bathroom</i></b>		
12. Private or shared bathroom furnished with bath or shower.	AM	PART G, No. 12
13. Running water in the wash hand basin and shower.	P	
14. One (1) bath towel per person.	P	

15. Towel rail	AM	PART G, No. 12
16. Wash basin with mirror. Mirror minimum size (384sq.in)	AM	PART G, No. 12
17. Electric outlet within reach of the mirror.	AM	PART G, No. 12
<b>Bathroom Accessories</b>		
18. Soap or soap distributor	P	
19. Two toilet paper rolls	P	
<b>Common Area</b>		
20. Common area should be lit and ventilated.	P	

### **CAMPING GROUND**

*An establishment that offers a well maintained designated ground for tents, caravans, recreational vehicles and/or camping platforms. It shall provide bathroom facility and a common area.*

<b>General Provisions</b>		
1. A fully-stocked First Aid Kit shall be readily available. Information on the doctor (s) available, the nearest hospital, medical facilities and ambulance service shall be readily available.	P	
2. Grounds should be secured by a gate with barrier.	P	
3. Precautions for guest safety and security. ( <i>Radio, security personnel, telephone or similar</i> )	AM	PART E, No. 8
<b>Welcome Services</b>		
4. Person shall be responsible to receive and register guests	P	
<b>Bathroom Facility (Not applicable to recreational vehicles)</b>		
5. Bathing facilities providing privacy.	AM	PART E, No. 6
6. Adequate supply of portable water.	E	PART E, No. 5
<b>Common Area (Not applicable to recreational vehicles)</b>		
7. A designated area to prepare food	P	
8. Ventilation ( <i>if applicable</i> )	P	
9. Lined waste receptacle	P	
10. Adequate hygienic work surface to be provided	P	

## **HOSTEL**

*A building or interconnected buildings providing one (1) or more private or shared rooms for the use of guests, with an independent entrance, offering accommodation with private or shared bathrooms. (Shared bathrooms must have at least one bath or shower room for every ten (10) guests).*

<b>General Provisions</b>		
1. A minimum of two fully-stocked First Aid Kits shall be available on the premises. At least 1 person among the personnel on duty employed at the establishment shall be trained in first aid and emergency procedures. Information on the doctor (s) available, the nearest hospital, medical facilities and ambulance service shall be readily available.	P	
2. Telephone or communication device available to make external call	P	
<b>Welcome Services</b>		
3. Person shall be responsible to receive and register guests	P	
4. Person shall be accessible by telephone/communication device 24h for guest needs.	P	
<b>Unit</b>		
5. Separate rooms shall be made available for male and female occupancy.	P	
<b>Bed</b>		
6. The vertical distance between upper and lower beds in any bunk must not be less than 30"	P	
7. Beds individually labelled.	P	
8. One pillow per person	P	
<b>Furniture in each Unit provided</b>		
9. One locker per bed shall be labelled	P	
10. One (1) mirror-minimum size (384sq.in)	P	
11. One (1) Fan	P	
12. Two (2) electric sockets	P	
<b>Bathroom</b>		
13. Private or shared bathroom furnished with bath or shower.	P	
14. Running water in the wash hand basin and shower.	P	
15. One (1) bath towel per person.	P	
16. Towel rail	P	
17. Wash basin with mirror. Mirror minimum size (384sq.in)	P	
18. Electric outlet within reach of the mirror.	P	
<b>Bathroom Accessories</b>		

19. Soap or soap distributor	P	
20. Two toilet paper rolls	P	
<b>Common Area</b>		
21. Seating space in the common room shall be provided in relation to the guest capacity	P	
22. Common area should be lit and ventilated	P	

### **MOTEL**

*A building or interconnected buildings located in the vicinity of a highway providing one (1) or more rooms with private bathrooms, one allocated parking space per guestroom, a public entrance and 24-hour reception service.*

<b>General Provisions</b>		
1. A minimum of one (1) fully-stocked First Aid Kit shall be available on the premises. At least 1 person among the personnel on duty employed at the establishment shall be trained in first aid and emergency procedures. Information on the doctor (s) available, the nearest hospital, medical facilities and ambulance service shall be readily available.	P	
2. Telephone or communication device available to make external call	P	
3. One (1) allocated parking space per guestroom	P	
<b>Reception and Welcome Services</b>		
4. The establishment shall provide a designated reception area.	P	
5. Shall have 24-hour reception service.	P	
6. Ventilated and lit.	P	
7. General information such as transportation services, places of interest, shopping, etc. Shall be made available for guest access.	P	
8. In every establishment, the emergency telephone numbers ( <i>police, fire, medical, etc.</i> ) shall be accessible to all staff.	P	
<b>Bed</b>		
9. One pillow per person	P	
<b>Furniture in each Unit provided</b>		
10. A chair	P	
11. (1) Wardrobe or similar for clothes.	P	
12. Three (3) anti-corrosive clothes hangers per person	P	
13. One (1) mirror-minimum size (384sq.in)	P	
14. Fan system or cooling apparatus	P	

<b>Bathroom</b>		
15. Private bathroom furnished with bath or shower.	P	
16. Hot and cold running water in the shower.	P	
17. Running water in the wash hand basin.	P	
18. One (1) bath towel per person.	P	
19. Towel rail	P	
20. Wash basin with mirror. Mirror minimum size (384sq.in)	P	
21. Electric outlet within reach of the mirror.	P	
<b>Bathroom Accessories</b>		
22. Soap or soap distributor	P	
23. Two toilet paper rolls	P	
<b>Parking Area is compulsory and shall comply with the regulations as described in the general section.</b>		

## **HOMESTAY**

*Five (5) or more household units providing at least one (1) room for the use of guests; offering a mutual “cultural” exchange experience with a local host family, shared bathroom facilities, traditional meals, and daily activities managed by an Association.*

<b>General Provision</b>		
1. A minimum of one (1) fully-stocked First Aid Kit shall be available on the premises. Information on the doctor (s) available, the nearest hospital, medical facilities and ambulance service shall be readily available.	P	
<b>Welcome Services</b>		
2. Person shall be responsible to receive and register guests	P	
3. Guest orientation shall be conducted with all guest(s) at the beginning of every homestay experience.	P	
4. Chairman/President of the Homestay Association shall be accessible during the guest(s) stay in case of any requests and/or emergencies.	P	
5. Seating for guests	P	
<b>Sleeping Quarters</b>		
6. Separate sleeping facility for guests.	P	
7. All properties should have the capability of providing separate sleeping accommodation areas for male and female. If not available, guests should be informed and consent given at the time of booking.	P	
8. Foam, sponge, mattress, hammocks can be provided as an option for sleeping ( <i>floor is not accepted</i> ).	P	

9. Bed base: wood/spring or similar.	P	
10. 1 Pillow ( <i>per guest</i> )	P	
<b>Toilet Area</b>		
11. One (1) pit latrine or toilet	P	
12. Ventilation pipe with mesh cover to prevent insects from entering. ( <i>Applicable for pit latrine</i> )	P	
13. Toilet paper	P	
<b>Bath Area</b>		
14. Private enclosed bath area.	P	
15. Buckets and dipper.	P	
16. Shelving	P	
<b>Wash Hand Facility</b>		
17. Basin or similar with clean water for washing of hands	P	
18. Soap	P	
19. Towel	P	