BELIZE TOURISM BOARD

P.O. BOX 325, 64 Regent Street, Belize City, Belize, C.A.

ACCOMMODATION APPLICATION FORM

Application type: New | Renew

* Optional Fields
• Required at Renewal

1. GENERAL INFORMATION

A) Name of Hotel or Tourist Accommodation

B) Previous Name (if any)*

C) Type or Category of Accommodation

2. CONTACT INFORMATION

A) Property

i) Physical Address: District Area

ii) Mailing Address: P.O. Box* District Area

iii) Phone 1: Phone 2: * Fax:*

iv) Email: Website:

B) Owner(s) Sole Proprietor | Partnership | Corr

Full Name/Company Name	Nationality	Email	Phone #	Share %

C) Manager(s) Sole Proprietor | Partnership | Com

Full Name/Company Name	Nationality	Email	Phone #

3. EMPLOYMENT INFORMATION

	Male	Female
i) Number of Local Employees:		
ii) Number of Foreign Employees:		

4. ROOM INFORMATION

(Additional rental space inventory form is required to be completed and attached)

	Rooms	Units	Beds
Total Registered Rental Space for Guest Use:			

5. ROOM RATES (IN BZD $)

i) Low Season Months: ____ - ____ High Season Months: ____ - ____

	Low Season	High Season
ii) Single Occupancy:	$	$
iii) Double Occupancy:	$	$
iii) Triple Occupancy:	$	$

6. SERVICE INFORMATION

i) Room Plans:

- ☐ (AP) American Plan - Room Plus Three Meals
- ☐ (CP) Continental Plan - Room & Breakfast
- ☐ (EP) European Plan - Room Only
- ☐ (MAP) Modified American Plan - Room, Lunch & Dinner

ii) Amenities and Services Available:

- ☐ Air Conditioning
- ☐ All Hot & Cold Water
- ☐ Bar or Lounge
- ☐ Beach
- ☐ Cable TV
- ☐ Children Accepted
- ☐ Conference Facilities
- ☐ Docking Facilities
- ☐ Fan in Rooms
- ☐ Gift Shop
- ☐ Handicap Facilities
- ☐ Hot Water Shower
- ☐ Laundry Services
- ☐ Live **Entertainment**
- ☐ Office Services
- ☐ Pets Accepted
- ☐ Postal Service
- ☐ Private Bath
- ☐ Private Parking
- ☐ Restaurant
- ☐ Room Service
- ☐ Safety Deposit Facility
- ☐ Security on Premises
- ☐ Shared Baths
- ☐ Smoking in Rooms
- ☐ Swimming Pool
- ☐ Telephone Available

ACTIVITIES

- ☐ Fishing & Water Sports
- ☐ Horseback Riding
- ☐ Natural Trails
- ☐ Scuba Diving
- ☐ Tours Arranged
- ☐ Vehicle Rental

CREDIT CARD

- ☐ AMEX Card
- ☐ DISCOVERY Card
- ☐ MASTER Card
- ☐ VISA Card

iii: Reservation, Booking, Cancellation and Refund Policy:

7. INITIAL INVESTMENT

i) Proposed Opening: DD/MM/YY

ii) Total Initial Investment (BZD $):

8. FUTURE INVESTMENT *

i) Future Development Plans: ____ If yes specify ____

ii) Total Additional Investment (BZD) ____ Proposed Period MM/YYYY

iii) Rental Space Additions: Rooms ____ Units ____ Beds ____

Y - Mandatory A - Mandatory if Applicable

9. REQUIREMENT CHECKLIST

✓	New	Renew	Accommodation Requirements	Expiration DD/MM/YY
☐	Y	Y	Completed Application Form	
☐	Y	A	Ownership Land Title, Conveyance or Other	
☐	A	A	Business Name Certificate of Registration	
☐	A	A	Certificate of Incorporation, Memorandum & Articles of Association	
☐	A	A	Certified List of Shareholders for the Current Year	
☐	A	A	Certified copy of Certificate of Good Standing	
☐	Y	A	Central Building Authority - No Objection Letter or Occupancy Certificate	
☐	Y	A	Department of Environment - Environmental Clearance	
☐	Y	A	Fire Department No Objection Report	
☐	Y	Y	Public Health Standards Inspection	
☐	A	A	Food Establishment Certification (if the property has a restaurant)	
☐	A	A	Trade License Certificate from Town Board (if located in town/city)	
☐	A		Letter of Support from Village Council (if located in village)	
☐	A	A	Liquor License (if the property sells alcohol)	
☐	Y	A	Detailed Emergency Plan	
☐	A		Social Security Board Registration Record	
☐	Y		Owners Passport Particulars	
☐	A	A	Letter of Appointment & Authorization for the Manager	
☐	A	A	Residency of Work Permit for Foreigner (Managers only)	
☐	A	A	The Management Entity's Rental Agreement	
☐	Y	A	Declaration of Service Charge Scheme	
☐	Y		Pictures of the Overall Facilities (1 front, 1 back, 1 office, 1 room)	
	A	A	Ministry of Trade and Investment - Gaming License	
	Y		Rental Space Inventory Form	

10. TERMS & CONDITIONS

A. Your accommodation license is NOT transferable or assignable.
B. Your accommodation license expires on December 31 and is to be renewed yearly by said date.
C. You must display conspicuously in the reception area and each room:
    i. Your Accommodation License.
    ii. A written or printed notice containing information in respect of all rates and charges.
    ii. A sign requesting each guest to register using the Guest Registration Forms.
D. Subject to the provisions of this Act, there shall be levied and paid a tax at the rate of 9% of all the accommodation charges in regards to lodging and ancillary services paid or payable.
E. Payment of the Tax, monthly accommodation tax return (MATR), along with the copies of your Guest Registration Forms (GRF) are due no later than the 14th day of the following month.
    i. The MATR must be submitted monthly, whether the proprietor had guests or not, or whether the property was temporarily closed or not.
    ii. Your Control ID Number must be entered on your Monthly Accommodation Tax Return. The 8 digit alphanumeric ID consists of 3 alphabets and 5 numerals (e.g. HOT12345)
F. Where accommodation is in default of the Monthly Tax Filing and/or Payment:
    i. A Violation Ticket shall be issued in an amount that shall not exceed 3 times the highest declared room rate for the accommodation
    ii. A late penalty of a 10% on such tax will be charged to the accommodation.
    ii. A further penalty of 5% on such tax will be applied each 30 days' period or part thereof during which such tax (together with late penalty) is in default.
    iv. It shall be an offence and the Registrar can take the necessary steps, including Court proceedings for tax recovery.
G. You are to keep proper accounts books and records at the hotel accommodation.
    i. Maintain a register of guest prescribed by the Registrar with the GRF.
    ii. Keep full and true accounts for all revenue and expenditures of operations.
    ii. Retain all reservation and accounting documents for a period not less than five years.
H. The Registrar or any person acting under the authority of the Registrar:
    i. Has the power of entry and inspection of premises at all reasonable hours to inspect and examine premises, books and computer records.
    ii. Has the power to call for any additional information considered necessary for verification of audit.
    iii. Has the power to issue an assessment for any undeclared taxes or taxes in default.
    iv. Can issue a violation tickets for offences committed against the Hotel and Tourist Accommodation Act in which a maximum penalty for an offense shall not exceed 3 times the highest declared room rate for the accommodation of which the offence was committed.
I. Any changes made to the registry of your accommodation license must be communicated in the pre scribed form to the Registrar of Hotels and Tourist Accommodation no later than 7 days of the change.
J.The Registrar may suspend the license of a Hotel and Tourist Accommodation who:
    i. fails to renew its license for the current year.
    ii. fails to maintain the register of guests;
    iii. fails to comply with any directions issued by the Registrar from time to time;
    iv. fails to pay accommodation tax by the prescribed dates;
    v. fails to provide information called for by the Registrar;
    vi. fails to display the license, required signs, or any of the information required for guests.
    vii. obstructs any authorized person from inspecting the premises, records, documents or books of account required to be kept by this Act.
K. The Registrar may cancel or deregister the license of a Hotel and Tourist Accommodation who:
    i. fails to register his premises;
    ii. fails to obtain or renew a license;
    iii. fails to pay accommodation tax on the prescribed dates;
    iv. fails to pay correct accommodation taxes;
    v. fails to ensure that the premises are maintained in keeping with the minimum accommodation standards for health, safety, security and service as per the (Minimum Registration, Licensing, and Operating Requirements) Regulations of 1999.
L. If any of the proprietor's agent or employees are convicted of any criminal offense in relation to the premises under the proprietor's consent, encouragement, knowledge or aid, or if the proprietor knowingly and actively participated in the commission of such offense.
M. Upon suspension or cancellation of accommodation license, the Registrar:
    i. Shall inform proprietor of decision and reason with delay.
    ii. Shall order hotel or tourist accommodation to be closed forthwith or on date specified.
    iii. Shall order the removal of all public signs and advertisements of accommodation.
    iv. Shall issue a public notice advising of the closure of such accommodation.

11. DECLARATION

I/We declare that all information provided in this application is true, accurate and complete to the best of my/our knowledge. I/We have not withheld any information and understand any falsification is illegal and will disqualify my application. I/We agree to all the terms and conditions outlined.

i. Applicant's Name (Print)

ii. Applicant's Signature

(Must be signed by Owner or Authorized Manager)

iii. Applicant's Position Owner | Manager

iv: Date DD/MM/YY

v: Business Stamp/Company Seal

A $25.00 non-refundable application fee and a license fee of $5.00 per room per year must accompany this application (*note that licenses are valid for a maximum period of two (2) years and expire on the 31st of October of the second year*)

FOR OFFICIAL USE ONLY

✓	For Official Use Only	Date DD/MM/YY	Print Name/Signature	Comments | Actions
☐	Form received by BTB			
☐	QA Inspection (New)			
☐	Licensing Officer Check			
☐	Licensing Manager Recommendation			
☐	Registrar Approval			
☐	Database Update			
☐	Decision Feedback			

Application Fee Paid: BZD $ Date Paid: DD/MM/YY Receipt No.:

License Fee Paid: BZD $ Date Paid: DD/MM/YY Receipt No.:

License Date: DD/MM/YY

License #: Licensed Year: YYYY Control ID #: