

ANNEXTURE A: Application Form for Registration of Homestays

1. Name of the Homestay Unit (if any):
2. Category applied for :
3. Name of the owner:
4. Father's Name:
5. Age:
6. Postal address:
7. Contact Number(Tel.No. ,Mobile No.,Fax,Email):
8. Location of the Homestay along with full address :
9. Details of the building :
  - Area of existing house :
  - No of rooms:
  - No of bathrooms/western toilets:
  - Location Plan showing access to the Homestay from the main approach road:
  - Proof of ownership of the house/property:
10. Details of location:
  - Plot number along with area of ownership:
  - Distance from nearest town (w.r.t village):
  - Distance from nearest railway station :
  - Distance from nearest airport
  - Distance from nearest bus stand:
  - Distance from nearest shopping center:
  - Distance from nearest Hospital/Dispensary:
11. Nearest tourist spot (*please describe the tourist attractions near by*):
12. Details of additional facilities, if available:
13. Registration No:  
(*If approval earlier, attach a copy of the earlier Certificate of Registration issued by concerned DM/ Directorate of Tourism for Kolkata* )
14. Application fee/Registration Fee details :

Classification	Classification/Reclassification fee (INR)	Details of DD
Category- A (Gold Class)	1000	
Category- B (Silver Class)	500	

The Demand Draft should be drawn in favour of concerned DM/ Director of Tourism (for Kolkata) on any scheduled bank payable at the concerned district headquarters .The registration fee is non refundable in case of qualification or non-qualification . Please attach the DD with the application from.

15. Copy of documents enclosed along with the application :

Sr. No.	Documents Enclosed
1.	
2.	

16. Undertaking :

I have read and understood all the terms and conditions mentioned in the Homestay Tourism Policy 2017 also with respect to the approval and registration of the Homestay units and hereby agree to abide by them. I further confirm that I shall abide by the same and such other conditions as may be laid down time to time by the Department of Tourism for the Homestay Certification. I am not involved in any sort of illegal activities and shall adopt responsible tourism practices for integrated environment management around the surrounding areas. The information and documents provided are correct and authentic to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Place:

Date:

Note:

- ✓ Submit the application from addressing the concerned DM/ Director of Tourism(for Kolkata) , Government of West Bengal along with the Demand Draft and documents in duplicate as under :
  - Proof of ownership of the house or property
  - Location plan showing access to the building from the major roads(need not to be to scale)
  - If approval earlier, a copy of the earlier Certificate of Registration issued by the concerned DM/Director of Tourism(for Kolkata)
- ✓ After inspection of the House by the private agency or prescribe authority as appointed by the Directorate of Tourism / District Magistrate, Directorate of Tourism/District Magistrate will register the Homestay as per the classification norm and if applied the owner has to submit the deference of fee per the classification criteria.

**ANNEXURE B: Quality of Tourism Amenities**

Sr. No.	Components	Maximum Marks	Marking Criteria	Total Marks Allotted
1	Location	10	<ul style="list-style-type: none"> <li>● Places of tourist destinations = 5 marks</li> <li>● Located at scenic place = 5 marks</li> </ul>	
2	Exterior	10	<ul style="list-style-type: none"> <li>● Exterior environment = 4 marks</li> <li>● Approach = 1 mark</li> <li>● Landscape = 2 marks</li> <li>● Exterior lighting = 2 marks</li> <li>● Parking = 1 mark</li> </ul>	
3	Type of Building	8	<ul style="list-style-type: none"> <li>● Heritage building, Farm houses, Estate bungalow = 8 marks</li> <li>● New construction in traditional architecture = 6 marks</li> <li>● Normal structure = 4 marks</li> <li>● Old tiled houses without much heritage value = 4 marks</li> </ul>	
4	Guest Rooms	12	<ul style="list-style-type: none"> <li>● Furniture = 6 marks</li> <li>● Furnishing = 2 marks</li> <li>● Comfortable with good quality linen &amp; bedding = 2 marks</li> <li>● Comfortable bed = 1 marks</li> <li>● Decor = 2 marks</li> <li>● Room facilities and amenities = 2 marks (such as proper ventilation and lightings etc)</li> </ul>	
5	Bathroom	10	<ul style="list-style-type: none"> <li>● Facilities = 2 marks</li> <li>● Good Fittings = 3 marks</li> <li>● Clean Linen = 2 marks</li> <li>● Toiletries = 3 marks</li> </ul>	
6	Public Areas	04	<ul style="list-style-type: none"> <li>● Furniture = 2 marks</li> <li>● Decor = 2 marks</li> </ul>	
7	Food	07	<ul style="list-style-type: none"> <li>● Traditional cuisine = 3 marks</li> <li>● Multiple choice of cuisine = 2 marks</li> <li>● Fresh and good food quality = 2 marks</li> </ul>	
8	Kitchen	07	<ul style="list-style-type: none"> <li>● Cleanliness = 3 marks</li> <li>● State of repair = 2 marks</li> <li>● Proper storage of food = 2 marks (pest free and Clean)</li> </ul>	
9	Cleanliness and Hygiene	15	<ul style="list-style-type: none"> <li>● Overall Impression</li> </ul>	
10	Safety & Security	07	<ul style="list-style-type: none"> <li>● Public area and room security = 5 marks</li> <li>● Signage = 2 marks</li> </ul>	
11	Communications	02	<ul style="list-style-type: none"> <li>● Phone Service = 1 mark</li> <li>● Internet access = 1 mark</li> </ul>	

Sr. No.	Components	Maximum Marks	Marking Criteria	Total Marks Allotted
12	Eco-friendly practices	08	<ul style="list-style-type: none"><li>● Proper Waste management = 2 marks</li><li>● Proper recycling practices = 2 marks</li><li>● No plastic = 1 mark</li><li>● Water conservation / harvesting = 1 mark</li><li>● Pollution control air/water/sound/light=1 mark</li><li>● Alternative energy usage = 1 mark</li></ul>	

**Note:**

Class A (Gold Class) : 75 and above

Class B (Silver Class) : 50 - 74

Not qualified – Less than 50

**ANNEXTURE C: Checklist of facilities mandatory for approval of Homestays**

Sl No.	Category	Details
1	General	<ul style="list-style-type: none"> <li>• Owner of the establishment should physically reside in the same unit proposed to operate as homestay</li> <li>• Clean and hygienic environment</li> <li>• Bedrooms, bathrooms, public areas and kitchen serviced daily while there are tourists</li> <li>• All floor surface clean and in good repair</li> <li>• Safety &amp; security</li> </ul>
2.	Guest Rooms	<ul style="list-style-type: none"> <li>• Minimum one lettable room and maximum 6 lettable rooms(12 beds) preferably with attached western styled toilet. All rooms to have good ventilation.</li> <li>• Minimum Size of bedrooms excluding bathrooms should be preferably 120 sq. ft.</li> <li>• A clean change of bed and bath linen daily and between check in.</li> <li>• Minimum bed width for single is 3 ft &amp; double 5 ft.</li> <li>• Mattress should be preferably of 4inches thick- coir, cotton, foam or spring</li> <li>• Minimum bedding-2 sheet, pillow, blanket, mattress, bed cover</li> <li>• Sufficient lighting</li> <li>• Earthed power socked should be preferably of 5 amp</li> <li>• Chair – preferably one per bedding</li> <li>• Wardrobe with minimum 4 clothe hangers per bedding</li> <li>• Shelves or drawer space</li> <li>• Waste paper basket</li> <li>• Proper drinking water</li> <li>• A mirror at least of half length(3 fit)</li> </ul>
3.	Bathrooms	<ul style="list-style-type: none"> <li>• Minimum size of bathrooms 30 sq. ft.</li> <li>• Each western toilet to have a seat and lid, toilet paper</li> <li>• One bath-towel and one hand towel to be provided per guest</li> <li>• Guest toiletries on request. Minimum one new soap per guest</li> <li>• A clothe-hook in his bath/ shower rooms</li> <li>• A sanitary bin</li> <li>• Floors and walls to have non-porous surface</li> <li>• Hot &amp; cold running water available for 24 hrs</li> <li>• Water saving taps/shower</li> </ul>
4.	Public areas	<ul style="list-style-type: none"> <li>• Telephone facility should be preferable</li> <li>• Dining room with necessary furniture</li> <li>• Non-Plastic crockery &amp; glassware</li> </ul>
5.	Kitchen	<ul style="list-style-type: none"> <li>• Refrigerator/ Oven preferable depending upon region</li> <li>• Daily germicidal cleaning of floors</li> <li>• Clean utensils</li> <li>• All food grade equipment, containers</li> <li>• Ventilation system</li> <li>• Purified drinking water</li> <li>• Garbage to be segregated – wait &amp; dry and disposed/ treated</li> </ul>

**ANNEXTURE - D**  
**Police Clearance Certificate**

This to certify that Mr./Ms./Mrs. \_\_\_\_\_  
son/daughter/wife of \_\_\_\_\_  
residing at \_\_\_\_\_ since  
\_\_\_\_\_ and applying for registration of Homestay  
Establishment under the West Bengal Homestay Tourism Policy  
2017 and amended vide Notification No. 2465-TW/TM-  
12/25/2019-SECTION (TM) dated 26.12.2019 bears a good  
reputation and there is no adverse remarks and entries made  
against him/her or any other members of the family residing in the  
same premises at this Police Station.

\_\_\_\_\_  
Signature of Police Inspector  
of Concerned Police Station

Date:

Place:

**ANNEXURE - E**  
**Certificate of Registration**

It is certified that the house (located at)\_\_\_\_\_ owned by Mr./Ms./Mrs. \_\_\_\_\_ is registered for Gold/Silver category under West Bengal Homestay Tourism Policy 2017 and amended vide Notification No. 2465-TW/TM-12/25/2019-SECTION (TM) dated 26. 12.2019.

This certificate is issued on\_\_\_\_\_ and shall remain valid till \_\_\_\_\_ or until further order, whichever is earlier.

\_\_\_\_\_  
District Magistrate

Date:

Place:

**ANNEXTURE- F**

**Application for Renewal of Registration of Homestays**

To  
The District Magistrate,

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Sir,

I hereby apply for renewal of certificate of Registration of the Homestay under West Bengal Homestay Tourism Policy 2017 and amended vide Notification No. 2465-TW/TM-12/25/2019-SECTION (TM) dated

26. 12.2019. Following are the details for the registration:

- ✓ Name of the Establishment with complete address
- ✓ Date of registration with date of validity (attach copy of certificate of registration )

As the period of validity of registration is expiring on \_\_\_\_\_, so I request you for the extension of registration for another 3 years on the terms and conditions as laid down under the West Bengal Homestay Tourism Policy 2017 and amended vide Notification No. 2465-TW/TM-12/25/2019-SECTION (TM) dated 26. 12.2019. I further attach Demand Draft No. \_\_\_\_\_ payable to WBTDCL as renewal fee.

Yours faithfully,

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Signature of Owner of the Homestay Unit

Date:

Place:



**ANNEXURE G**

**Cancellation Form for Registered Home stays**

To  
The District Magistrate,

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Sir/ Madam,

I hereby apply to cancel the certificate of registration of my Homestay under West Bengal Home stay Tourism Policy 2017 and amended vide Notification No. 2465-TW/TM-12/25/2019-SECTION (TM) dated 26. 12.2019. Following are the details for the registration:

- ✓ Name of the Establishment with complete address
- ✓ Date of registration (attach copy of certificate of registration)

Yours faithfully,

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Signature of Owner of the  
Home stay unit