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**SATURDAY 22<sup>ND</sup> NOVEMBER, 2008**

**REGULATIONS**

**Made Under**

**GUYANA TOURISM AUTHORITY ACT 2002**

**(Act No. 3 of 2002)**

**IN EXERCISE OF THE POWERS CONFERRED UPON THE GUYANA TOURISM AUTHORITY BY SECTION 44 OF THE GUYANA TOURISM AUTHORITY ACT 2002, THE AUTHORITY, WITH THE APPROVAL OF THE MINISTER, MAKES THE FOLLOWING REGULATIONS:-**

**ARRANGEMENT OF REGULATIONS**

**REGULATION**

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4. Conditions of licence.
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14. Requirements for licensing.
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**SCHEDULE**

## Citation.

1. These Regulations may be cited as the Guyana Tourism Authority (Tourism Accommodation Establishments) Regulations 2008.

## Interpretation.

2. In these Regulations, unless the context otherwise requires, "Tourism Accommodation Establishment" herein referred to as "establishment" means a hotel, an apartment, a guest house and an inn.

## Applicability.

3. These Regulations shall apply to-

- Cap. 90:05.  
Act 29 of 1991.
- (a) an establishment operating with a business registration issued under the Business Names (Registration) Act, the Companies Act 1991 or permission to operate as a business from the relevant local government authority;
  - (b) new establishments that have satisfied the requirements of the Act and these Regulations.

## Conditions of licence.

4. (1) Every licence shall be subject to the provisions of the Act and these Regulations, and compliance shall be deemed to be a condition to which a licence to operate any establishment is subject, irrespective of whether reference to the Act and these Regulations is made in the licence itself.

(2) An establishment shall supply reports or certificates of conformity from the following agencies-

- (a) the Environmental Protection Agency;
- (b) the Chief Environmental Health Officer;
- (c) the Chief Fire Officer;
- (d) the Central Housing and Planning Authority or the relevant municipal council or local government authority;
- (e) the National Insurance Scheme; and
- (f) the Guyana Revenue Authority,

before a licence to operate can be granted by the Authority.

(3) New businesses that cannot provide compliance with the National Insurance Scheme and the Inland Revenue Authority shall provide the National Insurance Scheme and Inland Revenue Authority registration numbers.

Licensing  
application  
procedure.  
Schedule.  
Schedule.

5. (1) Any person who is desirous of operating an establishment shall apply to the Authority on the Form set out in the Schedule, for a licence to operate the establishment.

(2) Each application for a licence shall be accompanied by the fee specified in the Application Form in the Schedule.

(3) Upon receipt of the completed Application Form and application fee, an authorised officer from the Authority shall carry out an inspection of the establishment, and shall submit a written report to the applicant listing the areas of non-conformities, if any, to the Act and these Regulations.

(4) Where the report list areas of non-conformities, the applicant shall be given a period of forty days, or a period agreed upon with the Authority to rectify the non-conformities identified in the report.

(5) The applicant may be given an extension of time to comply with these Regulations.

(6) A second inspection may be done, if deemed necessary, by an authorised officer from the Authority to certify that the establishment has made the appropriate adjustments and is eligible for licensing and the authorised officer shall submit a written report to the applicant to this effect.

Schedule.

(7) Upon completion of the application processing, including inspection and assessment, the applicant shall pay the appropriate licence fees set out in the Schedule and be issued with a licence.

Inspections.

6. The Authority reserves the right to inspect, at any reasonable time, any establishment without prior notice.

Refusal and  
revocation of  
a licence.

7. The Authority may refuse to issue a licence or may revoke a licence, if an establishment is not in compliance with the provisions of the Act and these Regulations.

Transfer of  
licence.

8. A licensee shall not transfer his licence to a new owner without the approval of the Authority.

Alternative  
service and  
amenities.

9. (1) Notwithstanding any service and amenity requirement contained in these Regulations, the Authority may, in exceptional circumstances, for the purpose of licensing any establishment, accept alternative services and amenities instead of those set out in these Regulations as the Authority may deem appropriate.

(2) It shall be the responsibility of the operator of an establishment to ensure that any offer of services and amenities to persons other than guests shall not prejudice the provision of the services and amenities to guests.

(3) The operator of an establishment shall-

- (a) clean and maintain the surroundings of the establishment;
- (b) comply with the relevant municipal or local authority disposal byelaws; and
- (c) store waste for disposal in an identified place that is inconspicuous and away from guests' entry and exit.

Safety.

10. The operator of an establishment shall-

- (a) ensure and maintain a high degree of safety and security at the establishment;
- (b) take all reasonable precautions to ensure the personal safety of guests and the prevention of damages or theft of their possessions;
- (c) provide information, which shall be clearly displayed, on procedures to be taken in the event of an emergency;
- (d) make available to guests the procedures for summoning assistance, in particular, after hours; and
- (e) have a responsible person on call twenty-four hours a day.

Current rates to  
be in printed  
form.

11. (1) The operator of an establishment shall provide at the reception area in printed form, the current rates to be charged for all categories of guestrooms or suites.

(2) The information referred to in paragraph (1) shall include-

- (a) the rack rate for one person occupying a room or suite;
- (b) the rack rate for more than one person (including special rates for children, if any) occupying a room or suite up to the capacity of the room or suite; and
- (c) the additional taxes or service charges that are payable.

Information  
to be made  
available.

12. (1) The operator of an establishment shall make available at the reception desk and in other appropriate areas, information relating to-

- (a) credit and use of credit cards, payments by cheque and settlement of accounts;
- (b) daily foreign exchange rates and exchange rates used by the establishment;
- (c) cancellation of bookings;
- (d) check out time;
- (e) charges for telephone, internet, cable, fax and telex services;
- (f) responsibility for luggage or personal property of guests;
- (g) safe deposit for guests' jewellery and valuables; and
- (h) codes of dress and behaviour applicable in any areas of the premises.

(2) The operator of an establishment shall provide to the Authority, within one month, any change in the rack rates of the establishment and shall supply information of occupancy on a monthly basis in a format stipulated by the Authority.

Registration  
records.

13. (1) The operator of an establishment shall keep guest registration records which shall include-

- (a) the names of guests;
- (b) the address and country of residence;
- (c) the nationality of guests;
- (d) arrival and departure dates; and
- (e) room rates charged.

(2) Guests shall provide some form of identification.

(3) Where the guest is under the age of eighteen, the operator of the establishment may require registration to be completed by his parent or guardian.

Requirements  
for licensing.

14. The operator of an establishment shall provide the following minimum requirements for licensing-

- (a) a reasonable standard of exterior and interior decoration;
- (b) a copy of the common tariff in all bedrooms;
- (c) instructions displayed in each bedroom regarding the procedures to be followed in the event of a natural or man made disaster;
- (d) adequate lighting;
- (e) sufficient size to allow freedom of movement of the guest occupying the room;
- (f) windows equipped with curtains or other means of ensuring privacy;
- (g) beds with mattresses, clean sheets, pillow cases and bed covers of comfortable proportions;
- (h) wash basin with mirror, running water, soap, glass tumbler and clean towels;
- (i) bedside table or adequate alternative, cabinet or shelf with shaded light;
- (j) seating facility in every bedroom;
- (k) wardrobe or other provision for hanging clothes;
- (l) wastepaper receptacles;
- (m) carpet or rug for each bed;
- (n) non-slip bedside carpets (applicable for tiled floor);
- (o) fire proof ashtrays;
- (p) "do not disturb" or similar signs;
- (q) smoke detector in bedrooms;
- (r) means of securing doors of balconies and patios from inside;
- (s) means of securing doors from, inside and outside;

- (t) information to guests indicating the location of safety deposit facilities;
- (u) a hotel information sheet detailing services and facilities;
- (v) a number placed on the door of each bedroom or suite;
- (w) telephones in the establishment for use by the guest;
- (x) signs displayed at convenient locations indicating how to obtain emergency assistance at night;
- (y) sufficient lighting of bedroom corridors and stairs to ensure safety during the hours of darkness;
- (z) private or general restrooms furnished with toilets, shower, towel rail, bath mat, receptacle for soap, and hook for cloths, sanitary disposal unit, electric point within reach of a mirror unless installed in each bedroom or private bathroom;
- (aa) private or general restrooms, if not attached to each bedroom, with toilet paper, cloth for cleaning and brush;
- (bb) separate restroom with running water, soap and towel or other hand drying method for guests;
- (cc) first-aid emergency kits and relevant equipment with adequately trained personnel based on the facility (Trained personnel approved by the Authority);
- (dd) gardens and grounds maintained in tidy condition and the footpaths, car park and roads in serviceable state;
- (ee) in the case of the properties with swimming pools, proper maintenance of swimming pools in accordance with the requirements of the Environmental Health Unit of the Ministry of Health; and
- (ff) a kitchen waste disposal system provided with grease traps and all garbage on the site to be collected, stored and disposed.



Service.

15. The licensee shall also provide-

- (a) prompt and courteous service;
- (b) access for residents of the establishment to service during the day and evening and at all hours if pre-arranged; and
- (c) an adequately lit and ventilated sitting room area.

Offences.

16. (1) Any person who fails to comply with regulations 8, 9 (3), 10, 11, 12, 13(1) and 15 commits an offence.

(2) A person who commits an offence under these Regulations shall be liable on summary conviction to a fine of fifty thousand dollars.

SCHEDULE

Regs. 5(1), 5(2), 5(7)

TOURISM ACCOMMODATION ESTABLISHMENTS LICENCE APPLICATION FORM



GUYANA TOURISM AUTHORITY

Name of Business :.....

Name and address of applicant :.....

Business Address :.....

Telephone #: ..... Fax #: .....

Website ..... email .....

Date registered : .....

Type of Business: (please tick the appropriate)

Hotel  Apartment  Guest House  Inn

Does your establishment provide the following (tick applicable boxes)

Dining Facility  Conference Facility  Sports and Recreational Facilities

Business Centre  Other :.....

Number of rooms:..... Accommodation Capacity .....

Please provide a break down of your rooms type and capacity on a separate sheet.

I hereby declare that the information supplied with this application is true and correct to the best of my knowledge.

Signature of Owner/Manager ..... Date ..... Business Stamp

1. Application fee for an establishment shall be GY \$2,000.00

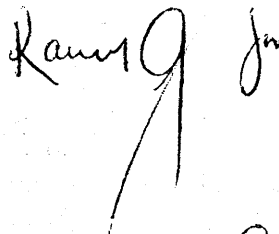
2. ~~The following rates shall apply for Licence-~~

Number of Rooms	Licence Fees in GY \$
1-15	25,000.
16-30	50,000.
31-60	75,000.
61-100	100,000.
101- above	150,000.

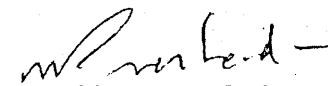
3. Applicants shall submit with their application the following-

- (a) a copy of the business registration;
- (b) in the case of companies, a copy of its Memorandum or Articles of Association and certificate of registration;
- (c) certificates of conformity from the Agencies specified in regulation 4(2) of these Regulations.

Made this 21<sup>st</sup> day of October, 2008.

 Chairperson of the Authority

Approved this 21<sup>st</sup> day of October, 2008.

  
Minister of Tourism, Industry and Commerce