



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

# ACCOMMODATION APPLICATION FORM

## SECTION 1 - General Information

Enter hotel name and category type.

Name of Hotel or Tourist Accommodation:

Previous Name (if any):

Type of Accommodation:

Property Location:

## SECTION 2 - Contact Information

### A. Property Address

Enter contact details for property.

DISTRICT AREA

Physical Address: \_\_\_\_\_

DISTRICT SUB-AREA

Mailing Address: \_\_\_\_\_

P.O. Box: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Finance Email: \_\_\_\_\_

Website: \_\_\_\_\_

### B. Owner Information

Enter owner's information for the property.

Owner Type:

Company Name: \_\_\_\_\_  
*(IF APPLICABLE)*





**B. Owner Information (continued)**

Enter owner's information for the property.

Shareholder/Director 1:

First Name	Last Name	Nationality	Email	Phone

Share %: \_\_\_\_\_

Shareholder/Director 2:

First Name	Last Name	Nationality	Email	Phone

Share %: \_\_\_\_\_

Shareholder/Director 3:

First Name	Last Name	Nationality	Email	Phone

Share %: \_\_\_\_\_

Shareholder/Director 4:

First Name	Last Name	Nationality	Email	Phone

Share %: \_\_\_\_\_

**C. Manager or Management Company information**

Enter manager or management company details for property.

Manager Type:

Company Name: \_\_\_\_\_

*(IF APPLICABLE)*







## SECTION 6 – Service Information

Select the services offered.

### Ammenities & Services

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

Select the activities offered.

### Activities

- Fishing, Boating & Water Sports
- Horseback Riding
- Nature Trails
- Scuba Diving
- Tours Arranged
- Vehicle Rental

## SECTION 7 – Investment Information

Enter intial & future investment details.

### Initial Investment

Proposed Opening Date: \_\_\_\_\_ Total Initial Investment (BZD \$): \_\_\_\_\_

### Future Investment

Proposed Opening Date: \_\_\_\_\_ Total Additional Investment (BZD \$): \_\_\_\_\_

Rental Space Additions:	Rooms	Units	Beds
	_____	_____	_____

Specify any future development plans:





## SECTION 8 - Required Documents

Use the corresponding checklist to ensure you have met all the requirements for your application.

### Mandatory Requirements

Completed Application Form
Central Building Authority - Occupancy Certification
Department of Environment - Environmental Clearance
Fire Approval letter issued by the National Fire Service
Certificate to use premise from the Public Health Department
Detailed Emergency Preparedness Plan
Declaration of Service Charge Scheme
Rental Space Inventory Form
Application Fee and License Fee
Ownership Land Title, Conveyance or Other
Permission to Use Ownership Land Title, Conveyance or Other (If Applicable)
Copy of Owners Passport Biodata Page
Trade License Certificate from Town Board (if located in Town/City)
Pictures of the Overall Facilities (front, back, rooms)

### BCCAR Business Registration Documentation - Mandatory

Business Name Certificate of Registration
Detailed Extract for Business Name Certificate of Registration
Permission to Use Business Name Certificate of Registration (If Applicable)

### BCCAR Companies Documentation (if applicable)

Certificate of Incorporation, Memorandum of Association and Article of Shares
Certificate of Registration from Companies Registry
Certificate Detailed Extract from Companies Registry
Certificate of Good Standing from Companies Registry
Copy of Passport Biodata Page for all Directors



## SECTION 8 - Required Documents

Use the corresponding checklist to ensure you have met all the requirements for your application.

### Manager's Documentation (if applicable)

	Letter of Appointment & Authorization for the Manager
	Manager's Passport Biodata Page or Social Security Card
	Residency or Work Permit for Foreigner (Managers only)

### Management Company Documentation (if applicable)

	The Management Entity's Rental Agreement
	Management Company Current Business Name Certificate of Registration
	Management Company Current Detailed Extract
	Management Company Current Certificate of Good Standing
	Management Company Trade License Certificate (if located in town/city)
	Copy of Management's Company Owner(s) Passport Biodata Page

### Strata Documentation (if applicable)

	Copy of Strata Plan from Land's Department (certified at least three month prior to submission)
	Copy of Registered by-laws of Strata Plan certified by the Lands Department (if applicable)
	Land Register for each strata lot in the rental pool (dated three months prior to submission)
	If the Strata Lot owner's name is not yet listed on title, but have possession – then Sale Agreement for each strata lot in the rental pool
	Copy of Minutes where current Executive Committee were duly elected.
	Identification for Duly Elected Executive Members
	Copy of Minutes or Document signed by Executive Members where a rental entity(business name or company) was selected by the Strata Plan
	Minutes or documents signed by executive members where a management company is selected by the strata plan (if applicable)
	Agreement between proprietor in the rental pool and Management Company
	Management company's certified Detailed Extract for the current year (certified three months prior to submission)



## SECTION 8 - Required Documents

Use the corresponding checklist to ensure you have met all the requirements for your application.

### Other Documentation (if applicable)

	Food Establishment Certification (if the property has a restaurant)
	Liquor License (if the property sells alcohol)
	Social Security Board Registration Record for Employer
	Ministry of Trade and Investment - Gaming License

## SECTION 9 - TERMS & CONDITIONS

A. Your accommodation license is NOT transferable or assignable.

B. Your accommodation license expires on October 31<sup>st</sup> and is to be renewed every 2 years by said date.

C. You must display conspicuously in the reception area or Rental Unit:

i. Your Accommodation License.

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 your Guest Registration Forms (GRF) are due no later than the 14th day of the month or the following Monday.

i. The MATR must be submitted monthly, whether the proprietor had guests or not, or whether the property was temporarily closed or not.

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 \$10,000

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.



## SECTION 9 – TERMS & CONDITIONS (cont.)

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 \$10,000.

I. Any changes made to the registry of your accommodation license must be communicated utilizing our [Account Modification 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. fails to maintain a minimum compliance percentage of 85% of the Hotel and Tourist Accommodation Minimum Standards.
- viii. 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.
- vi. 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.

L. 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.



## **SECTION 10 - 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:**

**iii. Applicant's Position:**

**iv. Date:**  
DD/MM/YYYY

**v. Business Stamp/Company Seal:**

A \$25.00 non-refundable application fee and a license fee of \$10.00 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**

	<b>For Official Use Only</b>	<b>Date</b> <small>DD / MM / YYYY</small>	<b>Signature</b>	<b>Comments   Actions</b>
	Application Received			
	Application Vetted by Compliance Officer			
	Applying Inspection (New)			
	Compliance Controller Approval			
	Registrar Approval			
	License Granted			

Application Fee Paid (BZD \$):

Date Paid:

Receipt No.:

License Fee Paid (BZD \$):

Date Paid:

Receipt No.:

License Date:

License Number:

License Year:

Control ID #:

