

ANNEXURE A : Application Form for Registration of Homestays

1. Name of the Homestay Units (if any) :
2. Category applied for :
3. Name of the owner :
4. Father's /Husband'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/Indian/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 nearby) :
12. Details of additional facilities, if available :
13. Registration No. :
(If registered earlier, attach a copy of the earlier Certificate of Registration issued by DM)
14. Application fee/Registration Fee details :

Classification	Classification/Reclassification fee (INR)	Details of DD
Category A (GOLD)	1000	
Category B (SILVER)	500	

The Demand Draft should be drawn in favour of District Magistrate on any scheduled bank payable at the district. The registration fee is non refundable in case of disqualification of registration. Please attach the DD with the application form.

15. Copy of documents enclosed along with the application :

Sl. No.	Documents Enclosed
1.	
2.	

16. Undertaking :

I have read and understood all the terms and conditions mentioned in the West Bengal Homestay Tourism Policy 2022 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 Tourism Department 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 form addressing the concerned District Magistrate 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 be to scale)
 - If approved earlier, a copy of the earlier Certificate of Registration issued by the DM.
- ✓ After inspection of the house by the Inspection Committee of the District Magistrate, the DM will register the Homestay as per the classification norm and if applied the owner has to submit the difference of fee as per the classification criteria.