

APPLICATION PROFORMA FOR THE APPROVAL OF  
**HERITAGE BUILDINGS** UNDER THE **GRIHASTHALI SHCEME**  
DEPARTMENT OF TOURISM , GOVERNMENT OF KERALA

Willing to renovate/willing to sell (strike out whichever is not applicable)

1. Name of applicant :.....
2. Address of applicant :.....
3. Telephone No. if any :.....
4. Location of the site : .....
- a) Distance and name of major road passing by :.....
- b) Distance and name of nearest town :.....
- c) Distance and name of nearest railway station :.....
5. Details of the plot:  
.....
- a) Extent:.....
- b) Survey No:.....
- c) Village No:.....
- d) Taluk:.....
- e) District:.....
6. Details of building .....

- a) Total No: of rooms:.....
- b) No. of rooms proposed to be modified :  
.....
- c) Approximate plinth area:.....

7. Enclosures

- a) Proof of ownership/lease of the building (or papers to prove right to use the building)
- b) Location plan showing the location of plot with respect to the nearest major road and major commercial node (need not be to scale)
- c) Site plan showing the set-backs of the building from the plot boundaries (to scale).
- d) Plan, section and elevation of the existing building
- e) Plan, section and elevation of the proposed alteration (if any)
- f) Estimate of the proposed renovation certified by a qualified engineer.
- g) A project report, if financial assistance is required
- h) Photographs of the existing building (front 2, side 1, interior 3)

Note: If the applicant only wants to register a property and does not want to renovate, only (a), (b),(c),(d) and (h) need to be submitted.

- 8. Number and date of DD for Rs.500/- drawn in favour of The Director, Department of Tourism, Govt.of Kerla , payable at Thiruvananthapuram.

.....

Signature  
Name of applicant

Place:

Date:

Note : The above proforma may be adopted to apply for approval. Applications may be typed in foolscap paper. The application, along with enclosures, in quadruplicate shall be sent to The Director, Department of Tourism, Park View, Thiruvananthapuram.

REGULATORY CONDITIONS FOR APPROVAL OF HERITAGE BUILDINGS  
UNDER THE GRIHASTALI SCHEM  
DEPARTMENT OF TOURISM. GOVERNMENT OF KERALA

1. All projects approved by the Department of Tourism, Government of Kerala are required to ensure that the buildings renovated under the scheme are used only for tourist accommodation at least for 10 years from the date of commencement of actual operation.
2. The promoters will furnish the following information to the Director, Department Tourism so as to reach him on or before 31<sup>st</sup> May each year for the proceeding financial year.
  - a) A bank certificate in regard to foreign exchange deposited by the center, if any
  - b) Total bed capacity offered by the center as under single room. Double room suites
  - c) Number of rooms occupied on a permanent/seimipermanent basis by resident staff/officers etc.
  - d) A specimen copy of the current tariff card.
  - e) List of the names of the following officers with their designation, experience, etc,

(Department wise)

- i. Senior executives
    - ii. Junior executives
    - iii. Other staff
  - f. Total number of persons employed indicating separately the number of Indian and foreign staff.
  - g. Annual report of the center and a statement showing the balance sheet and profit and loss account within 4 months of the end of financial year.
3. The Director, Department of Tourism, Government of Kerala should be kept informed from time to time of facilities introduced or withdrawn and of any addition or alteration made in regard to the capacity of the centers.
  4. Any licence and/or approval required from the local administration/police and or other concerned authorities for the construction/operation of the center should be obtained directly by the promoters from the concerned authorities. The approval by this Department will not in any way substitute for them. The Department approval will be deemed to have been withdrawn in case of violation of this condition when brought to notice.
  5. In the event of promoters making any change in the plan of the project as submitted earlier the approval of this department will have to be applied for afresh.

6. The center should at all times adhere to the high standards of maintenance and service for which it has been recognized and in all dealings with its guests observe business practices worthy of an establishment of repute.
7. The Officer of the Department of Tourism or any other officer deputed by the Department to inspect the center premises from time to time will be allowed free access with or without prior notice.
8. In the event of the unit closing down or going out of the business of providing accommodation to tourists within 10 years of availing investment subside together with 12% interest on the principal. In case of non payment the amount will be recovered as arrears on land revenue.

Sd/-  
Director  
Department of Torusim.

### **PROFORMA OF ACCEPTANCE OF REGULATORY CONDITIONS**

The Director  
Department of Tourism  
Government of Kerala  
Park View  
Thiruvananthapuram.

Dear Sir,

Sub: Acceptance of Regulatory conditions.

I have received a copy of the Regulatory Conditions prescribed by the Department of Tourism for the Grihasthai Centre placed on its approved list, and wish to confirm to abide by the same and such other conditions as may be laid down from time to time by the Department of Tourism for approved units.

Yours faithfully,

Signature

Name in block letters

Managing Director/Partner/proprietor

Name of Grihasthali Centre

Place:

Date: