

ANNEXURE

Guidelines for the issue of permission for the Tourism related events

The following Guidelines have been framed in order to issue permission for the Tourism related events in the State of Goa for Major and Minor events:

I- Events covered-

The Department of Tourism shall be the nodal Department to grant permissions to the Tourism related events as detailed below:

- Beach weddings, handicrafts and night bazaars, music festivals, cultural events and other tourism related festivals, exhibitions and MICE events, music shows, concerts, night bazaars, crafts bazaars, tourism exhibitions, meetings incentives, conventions, motorbike weeks, motorsport/bike rallies, kite festivals etc. which are organized in private or public lands and outside licensed premises will come under the purview of this single window system and the State Level permissions committee (SLPC). If a doubt arises as to interpretation of the event, (whether tourism related or not) then the proposal will be referred to the Tourism department by the respective Department for clarification.

II- Events excluded-

All other events as detailed below will be excluded from the purview of the SLPC.

- Religious events, traditional events, feasts, jatras, traditional fairs, events organized within the premises of the hotel and other licensed premises like licensed/approved auditoria etc. including events such as weddings, fashion shows which are not organized on the beaches/public places, all events organized by the Government of Goa and its Departments of both the State Government as well as the Central Government shall be excluded from the ambit of this scheme.

III- Definitions:

- a. **Major event** will be defined as an event which is of duration (actual event not including the preparatory period) exceeding two days, or involve an estimated attendance of persons in excess of 750 persons. Any event satisfying either of the aforesaid criteria will be classified as a Major Event. (eg. An event of 4 days with participation less than 750 will be classified as a major event. So also an event of two days but involving an estimated participation of more than 750 persons will be classified as a Major Event.)
- b. **Minor Events** would comprise of all other events covered but are not included as Major events as defined at III (a) above.

- (a) Applications received will be classified by the Director of Tourism as for Major events or for Minor events and the applicant will have to pay the fees accordingly. In case of any claim, the State Level Permissions Committee will have the power to decide the nature of the event as Major or Minor in the case of all the borderline attendances of participants. Any claim for the refund of fees will be entertained only upon the approval by the State Level Permissions Committee.

IV- **Terms and Conditions:**

- a. Any person desirous of seeking permission for any Tourism related event to be organized in the State shall submit his proposal to the Department of Tourism along with sufficient number of copies of the proposal indicating therein a detailed plan for theme of the event, the event details, no. of participants/people expected to participate, details of ticket rates, Fire Safety arrangement, Security arrangements, Traffic Arrangements, Parking facilities, detailed site plan along with the properly demarcated locations of the deployment of security personnel, entry points, exit points, public amenities, other amenities and other proposed structures required to be erected on the site, well in advance **at least three months** before the event date in case of Major events and **at least 15 days** in advance, in case of minor events for consideration of the respective Committees.
- b. **Tatkal Scheme for the accord of Permissions:** Permissions may also be granted on the Tatkal Scheme in certain cases wherein the urgency of the event is justified, upon the payment of event fees which shall be twice that of the normal fees prescribed as per the schedule appended hereto. In any case, an application for a Major event should be submitted at least 15 days prior to the event date and at least 5 days in case of a Minor event. The State Level Permissions Committee can take the approval by circulation in case of an application received under the Tatkal Scheme for a Major Event.
- c. **Processing Fee:** Each application should be accompanied by a processing fee of Rs.5000/- in case of a minor event and Rs.15000/- in case of a major event. The Security Deposit, late processing fee, and the other fees payable on the account of the event may be such, as prescribed from time to time by the Government upon the advice of the Committee.
- d. All the applications under the category of the Major events shall be placed before the State Level Permissions Committee duly constituted by order of the Government dated 04/12/2012.
- e. The State Level Permissions Committee may evolve its procedures/standards/forms and make a recommendation to the State Government for decision.

- f. A meeting of the State Level Permissions Committee will be ordinarily convened within fifteen days of the receipt of the application from the organizers and the matter will be placed before the Committee for a decision. The Committee may call for any additional details, if required. The Committee may not recommend granting permission to any event which involves vulgarity, threat to the national pride, security, peace and harmony. The central idea is to facilitate the organization of the Tourism events in the state subject to the condition that the organizers follow all the instructions and adhere to the safety guidelines and other parameters.
- g. The Quorum of the State Level Permissions Committee will be not less than four members to be present for the meeting.
- h. The State Level Permissions Committee may also study the applicant's proposal in detail for organizing any major event from the point of environmental concerns/sound pollution/garbage management/CRZ violations if any, and may ask the applicant/organizer to obtain specific clearances from these authorities before consideration of the proposal.
- i. The State Level Permissions Committee may also verify the proposal from the point of its impact on the Traffic and the regular movement of people of the locality, safety including fire safety, security arrangements, Sanitary and the toilet arrangements etc., before the consideration of the request of the applicant and may also obtain specific instruction from the statutory authorities regarding the instructions to be issued and to be implemented by the applicant.
- j. The applicant/organizer of the event shall have to follow additional guidelines/instructions/suggestions made by the various Departments like Fire and Emergency Services, Health, Police, Traffic, Revenue, PWD etc., **The copies of the general guidelines suggested by these Departments are annexed hereto the Main Guidelines for ready reference of the organizers/applicants of the events.**
- k. The State Level Permissions Committee may also recommend the deployment of Executive Magistrates in order to monitor the event and penalize the organizers/participants for breach of any statutory laws/book necessary offences against the offenders.
- l. The Department of Tourism may monitor the entire event by way of calling periodic reports from the concerned Executive Magistrates and line the Department officials posted on duty in order to regulate the event activities.

- m. The Department of Tourism shall seek a security deposit from the applicant/organizer of the event, an amount that may be recommended by the State Level Permissions Committee in order to keep a check on the applicant/organizer that he fulfills the terms and conditions of the permission. The said security Deposit shall be forfeited to the Government Treasury in case of any major violations of the terms and conditions of the permission as may be decided by the Committee.
- n. The respective Departments shall ensure that the organizers fulfill all the terms and conditions as laid down in the Permission and also timely payment of all the dues including the fees for the event and other fees as may be required to be paid by the applicant on account of the Traffic arrangements/security deployment/excise duty/service taxes/commercial taxes/entertainment taxes and other taxes by the applicant before releasing the security deposit.
- o. The final decision of the State Level Permissions Committee will be submitted for the approval of the Government at least 15 days in advance of the event date in the normal cases and at least 7 days prior to the event date in the cases processed under the Tatkal Scheme.
- p. The State Level Permissions Committee can take the approval by circulation in case of an application under the Tatkal scheme is received for a Major Event.
- q. Once the permission is accorded, the concerned authorities shall accord permissions/NOC/licenses, upon the payment of the prescribed fees, within 7 working days in the normal cases and within 3 days in the cases processed under the Tatkal Scheme.
- r. The permissions for the Minor Events shall be accorded by the Committee comprising of the Director of Tourism, Dy. Director of Tourism and Asst. Director of Tourism in accordance with the above instructions and any other specific instructions that may be given by the State Level Permissions Committee from time to time.

V- Procedure for the accord of the Permission for the Major Events:

- (a) Any person desirous of seeking permission for any Tourism related event to be organized in the state, shall submit his proposal to the Department of Tourism along with the sufficient number of copies (Minimum 15 Copies) of the proposal, indicating therein a detailed plan regarding the theme of the event, the event details, no. of participants/people expected to participate, details of the ticket rates, Fire Safety arrangement, Security arrangements, Traffic arrangements, Parking facilities, detailed site plan along with the properly demarcated locations of the deployment of the security

personnel, entry points, exit points, public amenities, other amenities and other proposed structures required to be erected on the site, well in advance **at least three months** before the event date along with a processing fee of Rs. 15,000/-. An application for processing the major event may also be made to the Department of Tourism under Tatkal Scheme upon payment of processing fees which shall be twice that of the normal at least 15 days in advance from the date of the event.

- (b)** The Department of Tourism on the receipt of such applications shall forward the details/sets to the respective Committee members of the S.L.P.C. within a period of 7 days. The Committee member will study the proposal from the perspective of its respective Department.
- (c)** The Director of Tourism shall then request the Chairman of the S.L.P.C. to convene the meeting of the S.L.P.C. Ordinarily such a meeting may be fixed within 15 Days of the receipt of the application from the organizer.
- (d)** The organizer is required to make a detailed presentation before the Committee members indicating therein a detailed plan for Fire Safety arrangement, Security arrangements, Traffic arrangements, Parking facilities, detailed site plan along with the properly demarcated locations of the deployment of the security personnel, entry points, exit points, public amenities, Disaster management plan, recovery and backup plan, other amenities and the other proposed structures required to be erected on the site etc.
- (e)** The S.L.P.C. members shall then individually and collectively make suggestions, put conditions on the organizers if required, for the safe and smooth conduct of the event which the organizers shall have to adhere to and comply.
- (f)** The S.L.P.C. shall then recommend its decision to the Government and if approved shall convey an In - Principle approval conveying the conditional permission to the organizers within one month of the receipt of such application.
- (g)** The S.L.P.C. members shall then monitor the preparation of the event by the organizers and ensure the fulfillment of any suggestion and the conditions laid down by them individually and collectively. Any defect observed during the preparation stage shall be duly rectified by the organizers unconditionally. Failure on the part of the organizers to fulfill any such condition may result in the revocation of the permission and may further lead to the stopping of the event.
- (h)** The S.L.P.C. members may also conduct a joint inspection of the event site/venue 3-4 days in ahead of the actual date of the event in order to monitor the event and verify whether the organizers have fulfilled all the conditions laid down in the permission.
- (i)** The S.L.P.C. may recommend specific deployment of the reporting staff, Executive Magistrate and other officials on the event venue to

report on the violation of any conditions by the organizers as laid down in the permission.

- (j) A detailed report of the event shall be submitted by the organizers of the event to the S.L.P.C. after the concluding of the event with the photos and other details along with a request for the refund of the security deposit.
- (k) The organizers shall strictly and compulsorily abide by all the conditions laid down in the permission failing which may result in the forfeiture of the security deposit or the recoupment of any losses occurred due to the negligence of the organizer through the security deposit submitted by him.
- (l) The draft copy of the Conditional Permission is placed in the file.

VI- Procedure for the accord of the Permission for the Minor Events:

- (a) Any person desirous of seeking permission for any Tourism related event to be organized in the state, shall submit his proposal to the Department of Tourism along with the sufficient number of copies of the proposal indicating therein, a detailed plan for the Fire Safety arrangement, Security arrangements, Traffic arrangements, Parking facilities, detailed site plan along with the properly demarcated locations of the deployment of the security personnel, entry points, exit points, public amenities, other amenities and the other proposed structures required to be erected on the site well in advance **at least fifteen days** before the event date along with a processing fee of Rs. 5,000/-. An application for processing the major event may also be made to the Department of Tourism under the Tatkal Scheme upon the payment of the event fees and the processing fees which shall be twice as that of the normal, at least 15 days in advance from the date of the event.
- (b) The Department of Tourism on the receipt of such application shall forward the same to the respective members of the Departmental Committee within a period of 7 days from the receipt of the same. The Committee member is expected to study the proposal.
- (c) The proposal shall be discussed in the Departmental Committee in respect of the Fire Safety arrangement, Security arrangements, Traffic arrangements, Parking facilities, detailed site plan along with the properly demarcated locations of the deployment of the security personnel, entry points, exit points, public amenities, Disaster management plan, Recovery and backup plan, other amenities and other proposed structures required to be erected on the site etc.
- (d) The Departmental Committee members shall then individually and collectively make suggestions, put conditions on the organizers if required, for the safe and smooth conduct of the event which the organizers shall have to adhere to and comply.

- (e) The Department shall then monitor the preparation of the event by the organizers and ensure the fulfillment of any suggestion, conditions laid down by them individually and collectively. Any defect observed during the preparation stage shall be duly rectified by the organizers unconditionally. Failure on the part of the organizers to fulfill any such condition may result in the revocation of the permission and may further lead to the stopping of the event.
- (f) The Department may also conduct a joint inspection of the event site/venue 3-4 days in ahead of the actual date of the event in order to monitor the event and verify whether the organizers have fulfilled all the conditions laid down in the permission.
- (g) The Department may recommend specific deployment of the reporting staff, Executive Magistrate and other officials on the event venue to report on the violation of any conditions by the organizers as laid down in the permission.
- (h) The Department may after consideration of all the factors as mentioned above, issue permission for organizing the minor event.
- (i) A detailed report of the event shall be submitted by the organizers of the event to the Department after the concluding of the event.
- (j) The organizers shall strictly and compulsorily abide by all the conditions laid down in the permission failing which may result in the forfeiture of the security deposit or the recoupment of any losses occurred due to the negligence of the organizer through the security deposit submitted by him.

VII- THE FEES TO BE CHARGED FOR THE EVENTS IS PROPOSED AS BELOW:

Sr. No.	<u>Music Festival organized in non-licensed premises</u> Attendees for the event based on tickets and complimentary passes issued or actual attendees whichever is higher.	Fees during season. (Off season fees will be 1/5 th of season fees and peak season fees will be five times of fees applicable during season).	Security Deposit
1.	Upto 5000 attendees.	10 lakhs	10 lakhs
2.	Above 5000 upto 10000	15 lakhs	15 lakhs
3.	Above 10000 attendees.	20 lakhs	30 lakhs
4.	Night/Handicrafts bazaars	Fifty thousand per tourist season	Five lakhs
5	Events like motorbike weeks, car rallies, non ticketed music fests, MICE, exhibitions and other tourism related events like youth festivals etc.	Fifty thousand lump sum(subject to max of thirty days of event period)	One lakh

VIII- For the purposes of this scheme,

“Peak season” is defined as the period between 20th December to 05th January of any Calendar year.

Season I will be the period from 6th January to 31st May of any Calendar year.

“Off season” period will be between 1st June to 30th September of any Calendar year.

Season II will be the period from 1st October to 19th December of any Calendar year.

The Security Deposit will be paid to the Department by way of a Demand Draft.

The SLPC will be at liberty to invite experts/other officials for their meetings and evolve the general procedures which are not covered in the above guidelines.

DIRECTOR TOURISM