Government of Goa
Department of Tourism
1st Floor, Paryatan Bhavan, Patto - Panaji
Goa - 403001

APPLICATION FOR REGISTRATION OF NEW HOTEL OR OTHER ACCOMODATIONS /RENEWAL OF EXISTING HOTEL OR OTHER ACCOMODATIONS

FORM II

See rule 3(1) and (6)

To,
The Prescribed Authority,

☐ North Zone Office,
1st Floor, Paryatan Bhavan, Patto - Panaji
Goa - 403001

☐ South Zone Office,
Block No.43, Ground Floor,
Mathany Saldanha Administrative Complex,
Margao Goa - 403601

Photo of Applicant or Authorized Signatory

Sir,

I/We request that I/We may be registered as Hotel / Guest House Keeper under the Goa Registration of Tourist Trade Act, 1982. The particulars of the Hotel are as under

☐ New Registration   ☐ Renewal   In case of renewal, enter Certificate No

1 Operated By*   ☐ Company   ☐ Individual   Nationality* (Company / Individual)

2 Details of the person / company with full address intending to operate or is already operating

NAME*

ADDRESS*

VILLAGE/TOWN*

TALUKA*   PINCODE*

PAN CARD*   AADHAAR (Incase of Individual)

MOBILE*   OFFICE NO.*

EMAIL

APPLICANT PERMANENT RESIDENT OF GOA*   ☐ YES   ☐ NO

3 Name of the proprietors(in case of company, authorized signatories, in case partners name of all the partners)

SR.NO	NAME*	MOBILE NO*	AADHAR NO	PANCARD NO

4 Details of Hotel / Guest House

NAME OF THE HOTEL*

ADDRESS*

VILLAGE/TOWN*

TALUKA*   PINCODE*

TELEPHONE NO*   FAX

WEBSITE

5 Name of Manager*   NAME OF MANAGER

MOBILE NO*   OFFICE NO*

For office use only			
Inward ID: _____	Form Processing Status	☐ Data Entry	☐ Doc Uploaded
Inward Date: _____		☐ Application Verified	

6 Area for operation of hotel

TALUKA*

PLACE*

7 Hotel Premises* ☐ OWNED   ☐ ON LEASE   8 Having Restaurant* ☐ YES ☐ NO

9 Bar   YES ☐   NO ☐   10 Gymnasium   YES ☐ NO ☐

11 Swimming Pool   YES ☐   NO ☐   12 SPA   YES ☐ NO ☐

13 Kids Zone   YES ☐   NO ☐   14 Banquet Hall   YES ☐ NO ☐

15 Conference Hall YES ☐   NO ☐   16 GST

17 No of Rooms* ☐☐☐   18 Total Bed Capacity* ☐☐☐

19 Having   Sewege Treatment Plant* ☐YES ☐NO   20 If Yes* ☐ WORKING   ☐ NON WORKING

21 Whether operating within Coastal Regulation zone(CRZ)* ☐YES ☐NO

22 Option for Validity / Renewal   ☐   ☐   ☐   ☐   ☐

Declaration:-

I _____ hereby state that I have read and shall strictly abide by the "Terms and Conditions" governing the registration/renewal of Hotels/Guest House Keeper as stated in the Goa Registration of Tourist Trade Act 1982 and rules made thereunder, Goa Tourist Places (Protection and Maintenance Act 2001), direction issued by the Goa Coastal Zone Management Authority (GCZMA) including all amendments and all other orders relating to the Registration of Hotel/Guest House in Goa from time to time.

In case of default/violation or breach or non-compliance by me to any of the terms and conditions of the Acts/Rules/Policy or any violation as are prohibited under prevailing laws, will lead to immediate cancellation of the Registration/License/NOC and Fees/Security Deposit if paid would be forfeited to Government treasury and necessary action would be taken up against me by the department.

Place: _____

Date: ☐D ☐D ☐M ☐M ☐Y ☐Y ☐Y ☐Y   (Signature of the Applicant)_____

Enclosures:- Tick mark necessary documents enclosed with the application form

Document Type		
☐ Copy of site drawing or plan.	Document No:	
	Issue Date:	D D M M Y Y Y Y
☐ Copy of licence/NOC of the Gram Panchayat/Municipal Council to run the hotel/lodging/paying guest accomodation or copy of trade tax receipt **	Document No:	
	Validity Date:	D D M M Y Y Y Y
	Issue Date:	D D M M Y Y Y Y
☐ GST registration (if applicable)	Document No:	
	Validity Date:	D D M M Y Y Y Y
	Issue Date:	D D M M Y Y Y Y
☐ Valid NOC from Directorate of Fire and Emergency Services.*	N.O.C. No:	
	Validity Date:	D D M M Y Y Y Y
	Issue Date:	D D M M Y Y Y Y
☐ Copy of tariff card(for the current financial year)**.		
☐ Ownership Document (in case premises is owned.)- Deed of succession/ Inventory proceedings/ Gift deeds/ Sale deeds/ FormI&XIV/ Affidavit / House Tax receipt or Lease and licence agreement (if leased) OR Notarized copy of NOC from the owner of the premises.**	Document No:	
	Validity Date:	D D M M Y Y Y Y
		D D M M Y Y Y Y
☐ Valid NOC from the Goa Coastal Zone Management Authority (incase hotel is located in coastal regulation zone).	Document No:	
	Validity Date:	D D M M Y Y Y Y
	Issue Date:	D D M M Y Y Y Y
☐ NOC from Goa State Pollution Control Board.*	N.O.C. No:	
	Validity Date:	D D M M Y Y Y Y
	Issue Date:	D D M M Y Y Y Y
☐ C-Form registration (in case of new registration, C-form registration to be submitted within a period of 90 days)	Document No:	
	Validity Date:	D D M M Y Y Y Y
	Issue Date:	D D M M Y Y Y Y

Other Document (Specify name and other details in the space provided below)																		
1		Doc/NOC No:																
		Validity Date	D	D	M	M	Y	Y	Y	Y							
		Issue Date	D	D	M	M	Y	Y	Y	Y							
2		Doc/NOC No:																
		Validity Date	D	D	M	M	Y	Y	Y	Y							
		Issue Date	D	D	M	M	Y	Y	Y	Y							
3		Doc/NOC No:																
		Validity Date	D	D	M	M	Y	Y	Y	Y							
		Issue Date	D	D	M	M	Y	Y	Y	Y							
4		Doc/NOC No:																
		Validity Date	D	D	M	M	Y	Y	Y	Y							
		Issue Date	D	D	M	M	Y	Y	Y	Y							
5		Doc/NOC No:																
		Validity Date	D	D	M	M	Y	Y	Y	Y							
		Issue Date	D	D	M	M	Y	Y	Y	Y							

Note: **1 All documents should be self attested by the applicant.**

2 In case of multiple NOC/Certificate/Insurance please fill details in **"Other Document"** section as mentioned above.

3 In case of more than 5 other documents please provide details on additional blank page.

4 Fields marked with * are mandatory only for catagory A, B, & C at the time of registration/renewal for D category hotels. Copies of applications made to GSPCB, Directorate of Fire & Emergency Services and Local Bodies/Panchayat & Muncipality (wherever applicable) shall be produced at the time of registration. However, copies of NOC's shall be produced at the time of renewal.

5 Fields marked ** are mandatory for all Catagories at the time of registration/renewal.