

INFORMATION RELATED TO AN APPLICATION FOR A TOURIST ACCOMODATION LICENSE

1. *Application and Capacity Data Form*

These forms must be completed and sent in to the Department of Tourism along with the prescribed fee of **CI\$25 per bedroom/minimum of CI\$250**. Once you have applied and paid the prescribed fee you should contact each inspecting department (Tourism, Fire and Environmental Health) to schedule inspections of your property. When all three agencies approve your property, your application then goes to the Hotel Licensing Board for the granting of a license.

2. *Tourist Accommodation Inspection Manual & Inspector Guidelines*

This outlines the Department of Tourism's modus operandi when it comes to accommodation inspections.

3. *The Tourism Law & Regulations (1995 Revision & 2001 Revision)*

4. *The Tourist Accommodation (Taxation) Law (2013 Revision)*

As a tourist accommodation operator/manager you are required by Law to charge a 13% Tourist Accommodation Tax for tourists accommodated, and remit the same with the appropriate documentation to the Department of Tourism no later than twenty-eight (28) days after the end of the month in which accommodation and services were provided. Please note that a tourist is classified as ***"a person, not ordinarily resident in the Islands, visiting the Islands and remaining therein continuously for a period not exceeding six months"***. For further information please contact a member of the Department of Tourism's Accounts Receivables Unit at (345) 244-1261 or scorpus@caymanislands.ky or ar@caymanislands.ky.

5. *The Hotel Keepers Liability Law (1997 Revision)*

Where applicable.

6. *Labour (Gratuities Distribution) Regulations 1992*

Where applicable.

7. *Blank Monthly Tourist Accommodation Occupancy Form*

Once you have become a licensed tourist accommodation, you are required by Law to complete this form monthly and forward to the Department of Tourism no later than the 28th day of the following month.

8. *Rates and Facts Information Sheet*

Once you have become a licensed tourist accommodation you have the privilege of being listed on the official Cayman Islands website and in the Travel Planner for free. If you wish to take advantage of these marketing mediums you must complete the Rates and Facts Information Sheet and return to the Department of Tourism.

General Information

- Annual inspections will consist of ***a maximum of two inspections by each Department***. There will be one re-inspection should the need for a re-inspection arise. Having your property in good order will ensure that your license renewal is processed on a timely basis.
- The Tourism Law (1995) empowers Inspectors to inspect all rooms should they be occupied or not. While the former may not be a desirable option on your part, there will be times when this cannot be avoided.

- **The onus is on property managers/operators** to follow up with the various departments to ensure that they receive copies of inspection reports and schedule re-inspections after all corrections have been made. Please send copies of your DEH and CIFS pass reports to hotelinspectors@caymanislands.ky as soon as your inspection is completed – **this will expedite the issuing of your license.**
- **It is the responsibility of the manager/operator** to ensure that their property has been passed by all three inspecting departments and is a **licensed tourist accommodation**. *(It is an offence to operate a property if not licensed by the Cayman Islands Hotels Licensing Board. You could be fined \$100.00 per day, per guest for every day you have attempted, offered or rented the property).*
- Any change of status that occurs with your property (e.g. new manager, new operator, no longer in rental pool) must be reported to the Department of Tourism in writing.
- New properties wishing to become licensed or licensed properties wishing to add a unit/s to their rental pool, must apply and pay the prescribed fee before any inspections are conducted.
- **By Law,** property operators/managers are required to have a representative of the property there to check-in a guest. *(It is an offence if an operator/manager does not take all necessary security precautions and you could be fined \$1,000.00 and imprisoned for 6 months).*

Contact Information for Inspecting Departments

<u>DEPARTMENT</u>	<u>PHONE</u>	<u>FAX</u>	<u>E-MAIL</u>
<u>(Grand Cayman)</u>			
Tourism	345-526-1255 or 345-244-1266 345-526-1246 or 345-244-1246	345-949-4053	toconnor@caymanislands.ky edral@caymanislands.ky
Fire	345-926-8176 345-916-0429 345-936-2226	345-949-0268	tiffany.ebanks2@gov.ky Darnley.scott@gov.ky James.Bodden@gov.ky
Environmental Health <i>(Condos/Guesthouses/Villas)</i> George Town West Bay Eastern Districts <i>(Hotels)</i>	345-949-6696 345-925-4629 345-916-4752 345-936-5936	345-949-4503	Cliff.Robinson@gov.ky Dionis.Simmonds@gov.ky Tanya.Legall@gov.ky

	345-925-4582 345-925-1375 345-925-3431		Gideon.Simms@gov.ky joel.victorine@gov.ky Mark.Robson@gov.ky
<u>DEPARTMENT</u> <u>(Sister Islands)</u>	<u>PHONE</u>	<u>FAX</u>	<u>E-MAIL</u>
Tourism	345-948-1649 345-526-1649 345-526-1299	345-948-1629	YWalton@caymanislands.ky mscanigon@caymanislands.ky
Fire	345-948-1245	345-948-1292	Tina.choy@gov.ky Elton.martin@gov.ky witney.tatum@gov.ky
Environmental Health	345-948-2321 345-916-4201	345-948-2543	Patience.Eke@gov.ky