

**ST VINCENT AND THE GRENADINES**

**APPLICATION FOR HOTEL CONSTRUCTION APPROVAL ORDER**

TO: Minister of Tourism  
Kingstown

I .....  
do hereby apply for a Construction Approval Order under the Hotel Aid Act No.  
16 of 1988 for duty and tax free concessions on the attached list of materials and  
equipment for the construction of:-

.....  
.....

Signed: .....  
Applicant

Date: ..... 20.....

**APPLICATION FOR CONSTRUCTION OF A NEW HOTEL /APARTMENT HOTEL**

**TO:** Hon. Minister of Tourism

I/We hereby apply to construct a hotel as follows:

1. Name of Applicant (individual and or company):  
.....
2. Address of Applicant: .....
3. Telephone Number: .....
4. E-mail Address: .....
5. Name of hotel (if different to that of Applicant): .....
6. Location of hotel (if different to that of applicant above): .....
7. No. of guest rooms/apartment with bathrooms: .....
8. Please list guest facilities to be provided:
  - a. ....
  - b. ....
  - c. ....
  - d. ....
  - e. ....
  - f. ....
  - g. ....
9. Are staff facilities provided? .....

10. Nature of facilities for staff including no. of rooms:

.....  
.....

11. Estimated capital to be invested: .....

12. No. of employees during construction: .....

13. No. of employees during operation:  
.....

This application must be accompanied by Physical Plans approved by the Planning Unit, and a list of requirements on which concessions are sought.

## **HOTEL CONSTRUCTION APPROVAL ORDER PROCEDURE**

1. Applicants submit plans to the Physical Planning Department for approval to ensure that the construction is in keeping with their guidelines for the accommodation sector.
2. Complete Hotel Construction Approval Order form from the Ministry of Tourism, Sports and Culture.
3. Submit to the Ministry of Tourism, Sports and Culture completed **Construction Approval Form, Approved Plans and Certificate** from Physical Planning Department, also a **list of items** with **description** and **quantity** that will be used during the construction phase.
4. Ministry of Tourism, Sports and Culture prepares Cabinet memorandum and submits to the Ministry of Finance and the Attorney Generals' Chambers for financial and legal implications.
5. Upon receipt of these implications Ministry of Tourism, Sports and Culture further submits memo for Cabinet's approval.
6. Applicant is informed of Cabinet's decision.

\*Please note that the applicant will be exempted from **VAT** and **Customs Duty**.

\* Nationals must construct a minimum of five (5) rooms and foreigners a minimum of ten (10) rooms.