

## **PART B- APPLICATION FOR RENEWAL OF GRADING CERTIFICATE**

*(regulation 5 (1))*

**BOTSWANA TOURISM**  
**Plot 50676, Fairgrounds Office Park,**  
**Block B, Ground Floor**  
**Private Bag 275, Gaborone**  
**Tel: 3913111 Fax: 3959220**

Please complete and return to the Quality Assurance Manager at the above address.

For purposes of section 28 (2) of the Botswana Tourism Organisation Act, (Cap.42:10), we hereby apply for renewal of the grading certificate issued to our establishment. We will abide by the terms, conditions and requirements of the Botswana Standard Hotel and Related Establishments Grading Requirements.

### **1. Details of the Applicant**

Name of Applicant:.....  
(Surname and initials of a person authorised to make declarations on behalf of the establishment)

Applicant's Designation:.....

Registered Name of the Establishment:.....

Trade Name:.....

Postal Address of the Establishment:.....  
.....

Physical Address of the Establishment:.....  
.....

Telephone:..... Fax:..... Email:.....

Website Address:.....

### **2. Details of the Establishment**

Type of Establishment:.....  
(Hotel/Guesthouse/Game Lodge and Camps/Self-Catering/ camping site/cultural village/mobile safaris/other-specify)

Current Tourism Enterprise Licence No:.....

Expiry Date of the Current Grading Certificate:.....

Total number of employees:.....

Total number of bedrooms (where applicable):.....

Total number of beds (where applicable): .....

### 3. Category of Accommodation Facility:

(Tick)

<b>Fully Serviced Hotel:</b> A commercial undertaking that provides accommodation, meals and multipurpose public facilities and is open to the general public. (A hotel normally comprises of more than ten rooms).	
<b>Selected Service Hotel:</b> An accommodation establishment that provides breakfast, multipurpose public facilities and selected personal services.	
<b>Domestic Guest House:</b> An accommodation establishment operating from a private or purpose built property that provides breakfast and has an option with regard to the provision of lunch and dinner and of which the public areas can be shared by the host and the guests.	
<b>Commercial Guest House:</b> An accommodation establishment operating from a private or purpose built property that provides breakfast and has public areas which are normally reserved for the use of resident guests. ( A guesthouse house normally comprises of less than ten (10) rooms.	
<b>Game Lodge &amp; Camps:</b> An accommodation facility which primarily utilises outdoor activities to sell inclusive packages for guests to visit natural or historical locations. The accommodation facilities are usually for the exclusive use of resident guests.	
<b>Self Catering:</b> An accommodation establishment that provides the facilities and equipment necessary for guests to prepare their own meals	
<b>Other (please specify):</b>	

### 4. What grading are you applying for?

(Tick where applicable)

		Current Star grade	Star grading applied for
<b>ONE STAR</b>	Fair to good (acceptable/modest) quality in the overall standard of furnishings, service and guest care. Clean, comfortable and functional accommodation.		
<b>TWO STAR</b>	Good quality in the overall standard of furnishings, service and guest care.		
<b>THREE STAR</b>	Very good quality in the overall standard of furnishings, service and guest care.		
<b>FOUR STAR</b>	Superior (excellent) comfort and quality with a high standard of furnishings, service and guest care.		
<b>FIVE STAR</b>	Exceptional quality and luxurious accommodation (matching best international standards). Highest standard of furnishings, flawless service and meticulous guest care.		

We undertake to pay the prescribed fees and to abide by the terms and conditions of the grading system.

.....  
Signature of applicant

Date: ...../...../.....  
year/month/day

.....  
Position in the company