



FIRST SCHEDULE PART A- APPLICATION FOR GRADE

(regulation 2)

**BOTSWANA TOURISM
Fairscape Precinct
Plot 70667, Fairgrounds Office Park,
1A & 1B, 2nd Floor (East Wing)
Private Bag 275, Gaborone
Tel: 3105601 Fax: 3105216**

Please complete and return to the Quality Services Manager or the Botswana Tourism Manager responsible for Grading of Tourist Enterprises at the above address.

For purposes of section 26 of the Botswana Tourism Organisation Act, (Cap.42:10) we hereby apply for grading of our establishment. We will abide by the terms, conditions and requirements of the Botswana Standard Hotel and Related Establishments Grading Requirements.

I. 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:.....

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Physical Address of the Establishment:.....

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

Email:.....

Website Address:.....

Full Names of Directors:.....

Full Names of Shareholders:.....

2. Details of the Establishment

Type of Establishment:.....

(Hotel/Guesthouse/Game Lodge/Tented Camps/Self-Catering/ Camping site/Caravan park/Cultural village/Mobile safaris/other-specify)

Current Tourism Enterprise Licence No:.....

Expiry Date:.....

Issue Date of Tourist Enterprise License:.....

Total number of employees:.....

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

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

Accommodation rates:.....

3. Category of accommodation facility:

(Tick where applicable)

Fully Serviced Hotel: An accommodation establishment that provides breakfast, lunch, dinner and services for convenience of guests	
Selected Service Hotel: An accommodation establishment that provides breakfast service and limited services. The provision of services like room service and portorage are optional	
Bed and Breakfast: An accommodation establishment with a minimum of two guest bedrooms and a maximum of five bedrooms, operating from private property that provides breakfast and has an option to provide lunch and/or dinner. The owner of the establishment shall reside within the premises and public areas can be shared with the owner	
Guesthouse: An accommodation establishment operating from a private or purpose built property with a minimum of six and a maximum of ten guest bedrooms, providing a breakfast service and having public areas for exclusive use by guests	
Game Lodge and Tented Camp: An accommodation establishment with fully serviced or self-catering facilities situated in a game reserve, national park, wildlife management area or heritage/historical site	
Self-Catering Establishment: An accommodation establishment that provides the facilities and equipment necessary for guests to prepare their own meals with a minimum of four studios and/or a minimum of four units with a maximum of three bedrooms	
Camp: An accommodation establishment with fully serviced or self-catering facilities situated within a protected area and/or private game farm which primarily utilizes outdoor activities to sell inclusive packages for guests. Outdoor activities are an integral part of the license	
Nature Lodge: An accommodation establishment with fully serviced or self-catering facilities situated outside protected areas but within a natural environment with outdoor activities which may be outsourced	
Other (please specify):	

4. What grade are you applying for?

(Tick where applicable)

Star Grade	Description	Star Grading applied for
One Star	Acceptable (Meet's customer's minimum requirements. Basic, clean and comfortable accommodation).	
Two Star	Good (Exceeds customers' minimum requirements with some additional facilities and services).	
Three Star	Very good (Provides a range of facilities and services and achieves good to very good quality standard).	
Four Star	Excellent (Consistently achieves high quality levels with a wide range of facilities and services).	
Five Star	Outstanding (Consistently exceeds excellence across all areas of operation)	

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

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Date:...../...../.....

Signature of applicant

year/month/day

.....

Position in the company