



The Tourism and Hospitality Act, 2015
(Act No.13 of 2015)
The Tourism and Hospitality (Licensing) Regulations, 2016

APPLICATION FOR TOURISM AND HOSPITALITY LICENCE				
		Shaded field for official use only	Licence Code	
			Date/Time	
Information Required		Information Provided		
1	Type of tourism enterprise			✓
2	Name of applicant	Individual <input type="checkbox"/> Company <input type="checkbox"/> Co-operative <input type="checkbox"/> Partnership <input type="checkbox"/> NGO <input type="checkbox"/>		
	A Individual			
	(a) Name(s) of applicant(s)			
	(b) Nationality			
	(c) National Registration Card No.			
	(d) Passport No.			
	(e) TPIN No.			
	(f) Investment Certificate No.:			
	(g) PACRA Registration No.			
	(h) State whether registered under any other law	Registration No.:		
		Specify law		
	(i) Physical address: (please indicate actual location of enterprise)	Plot/House No.		
		Street		
		Area		
		District		
		Province		
	(j) Postal Address:			
	Notification address			
	(a) Tel No.:			
	(b) Fax No.:			
	(c) E-mail address:			
	B Business			
	(a) Name:			
	(b) TPIN			
	(c) Investment Certificate No.:			
	(d) PACRA Registration No.:			
	(e) State whether registered under any other law	Registration No.:		
		Specify law		

(f)	Physical Address:	Plot/House No.	
		Street	
		Area	
		District	
		Province	
(g)	Postal Address		
Notification address			
(a)	Tel No. :		
(b)	Fax No.:		
(c)	E-mail address:		
3	Have you been convicted of an offence involving fraud or dishonesty or of any offence under the Tourism and Hospitality Act, 2015, or any other law within or outside Zambia?		
	If yes, specify details:		
	Nature of offence:		
	Date of conviction:		
	Sentence:		
4	OTHER REGULATORY APPROVALS (Where applicable)		
(a)	Compliance with Immigration clearance and permit requirements		
	• Type of permit/approval granted		
	• Validity period:		
	<i>Signature of Director-General of Immigration</i>		<i>Date</i>
(b)	Compliance with National Parks and Wildlife requirements		
	• Type of permit/approval granted		
	• Validity period:		
	<i>Signature of Director of National Parks and Wildlife</i>		<i>Date</i>
(c)	Compliance with National Heritage and Conservation requirements		
	• Type of permit/approval granted		
	• Validity period:		
	<i>Signature of Director of National Heritage and Conservation Commission</i>		<i>Date</i>
(d)	Compliance with Urban and Regional Planning, Liquor Licensing, Fire Safety and Public Health requirements		
	• Type of permit/approval granted		
	• Validity period:		
	<i>Signature of Town Clerk/Council Chairperson</i>		<i>Date</i>
(e)	Compliance with Road Traffic and Safety requirements		
	• Type of permit/approval granted		
	• Validity period:		
	<i>Signature of Director of Road Traffic and Safety Agency</i>		<i>Date</i>

(f)	Compliance with Inland Waters and Safety requirements	
	• Type of permit/approval granted	
	• Validity period:	
	Signature of Director of Inland Waters and Safety	Date
(g)	Compliance with Environmental Management requirements	
	• Type of permit/approval granted	
	• Validity period:	
	Signature of Director of Zambia Environmental Management Agency	Date
5	Attachments (Provide where Applicable)	
No. 1	Brief description of facilities: (i) accommodation establishments: description of property, bedroom plans and grounds, stating extent and amenities (indicate number and type of rooms/ campsites/ beds/ single, double, twin, suites, including bed capacity); (ii) tour operators: indicate whether engaging in outbound or inbound packages or both, type of tour activities and number and type of vehicles, boats, canoes, rafts, helicopter, micro-lights, bicycles, etc. (including seating capacity); (iii) vehicle/ vessel leasing: indicate number and type of vehicles/vessels (including seating capacity); (iv) air charters: indicate number and type of airplanes (including seating capacity); (v) restaurants: indicate types and number of menus provided (including seating capacity); (vi) travel agencies: indicate whether engaging in outbound or inbound travel, including international air ticketing; (vii) hunting safari, number of hunting blocks, camps and packages; (viii) conference facilities: indicate number of meeting rooms and capacity of each room.	
No. 2	<input type="checkbox"/> Title Deed <input type="checkbox"/> Lease Agreement	
No. 3	Public Liability Insurance	
No. 4	Nature and scope of proposed tourism enterprise (Should not exceed 12 pages) • Attach business plan for five years	
No. 5	If the business enterprise is a vehicle/aircraft/ vessel leasing enterprise/tour operator/car hire or relates to water activities - • Valid insurance policies • Valid fitness certificates for equipment • Proof of compliance with safety guidelines	
No. 6	If the business enterprise is a tour guide service • Copies of qualifications obtained by tourist guides through a recognized institution • Copies of coronary pulmonary resuscitation certificates held by guides	
No. 7	Hotel Managers Registration (Accommodation establishment)	
No. 8	Proof of compliance with Hotel and Tourism Standards	
Applicant's name:		Date:
Applicant's signature		
FOR OFFICIAL USE ONLY		
Received by:		RECEIPT No.:
Amount Received	OFFICIAL STAMP	
Serial No. of application:		