

## **GUIDELINES FOR REGISTRATION OF TENTED ACCOMMODATION/CAMPING SITE**

There is a growing awareness of and increasing demand for eco, adventure, wildlife and pilgrimage tourism. These tourism products involve visiting and staying in remote areas, forests, deserts and riversides. There is an overall shortage of accommodation at tourist destinations, especially in remote areas. Moreover, permanent construction in these areas may either not be permissible or feasible. To meet the increasing demand of tourists, camping facilities and tented accommodation would need to be developed. There is, therefore, a need to promote and facilitate setting up of Tented accommodation/ camp sites while ensuring adherence to quality, standards and safety norms. The Department of Tourism, Government of Punjab has introduced a voluntary scheme for Registration of Tented Accommodation/Camp Site in the following categories:-

- 1. Standard**
- 2. Deluxe**

Classified Tented accommodation/Camp Site projects may be eligible for various concessions and facilities that may be announced by the Government from time to time besides getting publicity through the Campaign and local Tourism offices across the state.

For Registration of Tented Accommodation/Camp Site in the Standard/ Deluxe category, application along with the prescribed fees and specified documents may be sent to:

**MEMBER SECRETARY  
PUNJAB HERITAGE & TOURISM PROMOTION BOARD (PHTPB)  
PLOT NO.-3  
SECTOR 38-A,  
CHANDIGARH**

(A) **GENERAL TERMS, CONDITIONS & APPLICATION FORMAT FOR REGISTRATION OF TENTED ACCOMMODATION**

- 1) The minimum Tents should be five in number while maximum tents should be 15 in number. Minimum area should not be less than 3 Acres. Common facilities like store, kitchen etc should be permanent in nature. **Registration of Tented accommodation may be applied by the .....** Registration is valid for 5 years. The Tented Accommodation may apply for classification after the project becomes operational. Prior approval of PHTPB will be required for all Tented Accommodation Projects.
- 2) **Tented Accommodation Registration/Renewal**
  - i) Classification for newly operational Tented accommodations must be sought within 3 months of completion of the approved project. An operating Tented Accommodation may opt for classification at any stage.
  - ii) Once a Tented accommodation applies for Registration, it should be ready at all times for inspection by the Committee constituted by PHTPB for the same. No request for deferment of inspection will be entertained.
  - iii) Registration will be valid for 5 (Five) years from the date issue of order or in case of reclassification from the date of expiry of the last classification provided that the application has been received within the stipulated time mentioned above, along with all valid documents. Incomplete applications will not be accepted.
  - iv) Renewal of the Tented Accommodation-Inspection shall be done by the committee if applying for renewal of registration.
- 3) The Registration approval Committee will be constituted by CEO PHTPB.
- 4) Tented Accommodation registration will be evaluated against the submitted Form.
- 5) Tented accommodation is expected to maintain required standards at all times. The Committee may inspect a Tented accommodation site at any time without previous notice.
- 6) The Committee may assign a category lower but not higher than that

- applied for.
- 7) For any change in the category, the promoters must apply afresh with a fresh application form and requisite fees for the category applied for.
  - 8) Any changes in the plans or management of the Tented Accommodation should be informed to the PHTPB, Govt. of Punjab within 30 days otherwise the classification will stand withdrawn / terminated.
  - 9) Incomplete application will not be accepted.
  - 10) The Punjab Heritage & Tourism Promotion Board (PHTPB) reserves the right to accept or reject applications & modify the Guidelines /Terms and Conditions from time to time.
  - 11) All documents must be valid at the time of application and a Gazetted officer or Notary must duly certify copies furnished to the Punjab Heritage & Tourism Promotion Board. Documents should be duly certified.
  - 12) Applicants are requested to go through the Checklist of Facilities and Services contained in this document before applying for Standard or Deluxe category.
  - 13) Application fee.
    - a.i. In the event of any changes in the project plans, the approval must be sought afresh.
    - a.ii. The Tented Accommodation must immediately inform PHTPB, the date from which it becomes operational and apply for classification within 3 month of this date.
    - a.iii. The prescribed fee for the project approval and subsequent extension, if any, in the form of a Demand Draft in favour of "PHTPB", Chandigarh is as under;-

S. No.	Category	Registration fees in Rs.
1.	Standard	5,000
2.	Deluxe	7,000

- 14) **Local approvals by:**

- (a) Certificate from District Magistrate in case of Private Land.
- (b) Concerned departments in case of Govt. land) of the area for operating the Tented Accommodation.

(The above mentioned approvals /NOCs are the responsibility of the promoters/concerned company as the case may be. The PHTPB's approval is no substitute for any statutory approval and the approval given is liable to be withdrawn in case of any violation without notice)

**15) Certificates/No Objection Certificates (attested copies)**

- (a) Document establishing ownership of the site/lease deed.
- (b) Certificate from District Magistrate /concerned Department in case of Govt. land) of the area for operating the Camping Site.
- c) If classified earlier, a copy of the earlier certificate of classification issued by PHTPB.

**IMPORTANT:** It will also be the responsibility of the promoters of the tented accommodation to obtain NOC/clearance/permission of any other local authority as may be applicable / required viz: Approval /NOC from AAI for projects located near Airports, NOC of the State Pollution Control Board, NOC of Forest Deptt. in case the Camping site in question is in vicinity of any sanctuary or a forest reserve etc. wherever applicable.

16) The PHTPB reserves the right to modify the Guidelines/ Terms and Conditions from time to time.

17) Benefits- Successful applicants will be entitled to the following support, which will only be available as long as the property remains a registered member of the scheme and abides fully by its terms and conditions:

Energy and water tariff levied at domestic rates as per the Punjab Industrial Policy 2009.

18) **Any Farm Tourism property having more than 6 let-able rooms and wish to have additional tented accommodation in the area may apply for registration as per the tented accommodation guidelines.**

19) Marketing and Promotional support will be given by PHTPB.PHTPB undertake initiatives and campaigns to promote the camping facilities located all across the state.



**ANNEXURE-I**

**Registration Form under the Guidelines for Tented Accommodation /Camp Site Scheme**

- 1) Proposed Name of the Tented Accommodation \_\_\_\_\_
- 2) Name of the promoters with a note on their business antecedents \_\_\_\_\_  
\_\_\_\_\_
- 3) Complete postal address of the promoter \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a) Tel. No	
b) Fax	
c) E-mail	
d) Mobile No.	
e) Website	

**4) Status of the owner/promoter**

- (a) If public /private limited company with copies of Memorandum and Articles of Association.
- (b) If partnership, a copy of Partnership Deed and certificate of registration.
- (c) If proprietary concern, name and address of proprietor/certificate of registration.
- (d) **If Private ownership-PAN card & ownership Proof**

**5) Location of site with Revenue records**

**6) Details of the site.**

- a. Area (in **acres**).
- b. Title-owned / leased with copies of sale/lease deed.
- c. Distances from railway station, airport, main shopping centers (in kms).

7) Details of Project:-

Particulars		Minimum requirements
1) Copy of feasibility report.		
2) Category planned.		
3) Number of tents and area for each type of tent (in sq.ft.). (single/double/suites)		(a) Minimum Tents-5 and maximum-15 (b) Minimum Area for single tent-10'x10', Distance-6' and Length-7' high. (c) Minimum total area- 3 acres.
4) Number of attached or <b>separate</b> baths and areas (in sq. ft.).		
5) Details of public areas – lobby/lounge/ <b>kitchen, dining area, parking facilities etc.</b> The area for each facility should be indicated in sq. mts. & sq. ft.		
6) Facilities for the differently abled persons.		
7) Eco-friendly practices and any other additional facilities (please indicate area in sq. ft. for each facility mentioned above at 5, 6 & 7).		
8) Date by which project is expected to be completed		

Particulars		Minimum requirements
and operational.		
9) Details of camping site with <b>any tourist/ eco site in the vicinity</b> and distance from airport/railway station / <b>bus stand</b> /city centre/downtown shopping area/ <b>secondary or territory care hospital (in kms).</b>		
10) Approved sketch plans signed by owner  (a) Details of tents and bathrooms with dimensions (in sq ft.)  (b) Details of Fire Fighting Measures/Hydrants etc.  (c) Details of measures for energy conservation and harvesting		
11) Air conditioning details for tents and public area (if any)		

**Note:**

- (i) The Board (PHTPB) approval is no substitute for any statutory approval and the approval given is liable to be withdrawn without notice in case of any violations or misrepresentation of facts
- (ii) Application for classification or re-classification must be complete in all respects application form, application fee, prescribed clearances, NOCs certificates etc. Incomplete application will be rejected.



- (iii) Any Farm Tourism scheme having more than six let-able rooms and wants additional temporary accommodation may apply for registration under tented accommodation as per guidelines.

## **(B) GUIDELINES FOR DEVELOPMENT OF CAMP SITES**

There is growing awareness of and increasing demand for eco, adventure, wildlife and pilgrimage tourism. These tourism products involve visiting and staying in remote areas, forests, deserts and river side. There is an overall shortage of accommodation at tourist destinations, especially in remote areas. Moreover, permanent construction in these areas may either not be permissible or feasible. To meet the increasing demand of tourists, camping facilities and tented accommodation would need to be developed.

It is, therefore, a need to promote and facilitate setting up camps sites while ensuring adherence to quality, standards and safety norms. This guideline is being issued for promoting and regulating setting up camp sites in the State.

### **A. CATEGORIES & CLASS**

Camp sites can be classified into following five categories according to their geographical features:

#### **i. Nature**

This category of camp sites includes areas near (but outside) forest Area/ Wildlife Sanctuaries, Parks and Community Reserves within the state. However it shall be subjected to Wildlife Protection Act or any other Forest/Environment Act as may be applicable.

#### **ii. Adventure**

Adventure is broadly classified into Land, Water & Aero sports as explained below:

(a) **Land**: Camp sites on/ near trekking routes & hiking trails, camps in remote areas for overland journeys, camps near rock climbing areas.

(b) **Water**: Rafting beach camps along rivers, camps for kayaking along the water bodies and backwaters, camps near water bodies for promotion of water touring, water sports and tourism activities such as angling kayaking, canoeing, waterskiing, parasailing using motorboats etc.

(c) **Air** : Camps in the mountains for promoting paragliding, parasailing, hot air ballooning and micro light flying, etc.

#### **iii. Pilgrimage**

Pilgrimage tourism attracts large number of tourists but there is scarcity of accommodation. Such camp sites should be able to offer quality accommodation with low impact.

#### iv. New Destinations (Heritage)

There is immense scope of developing new routes & sectors with the help of camps sites.

The camp sites can be further registered under 2 categories according to the facilities available :

- i. Deluxe
- ii. Standard

## B. SPECIFICATIONS

Following are the proposed specifications required to be observed for setting up a permanent camping site:

### 1. MINIMUM/ MAXIMUM NO. OF UNITS

CATEGOR Y	IN PLAINS			IN HILLS	
	Minimum units	Maximum units	Minimum area in acres	Maximum units	Minimum area in acres
Wildlife <sup>1</sup> / Nature	6	30	3	20	3
Adventure	6	40	4	30	4
Pilgrimage	6	50	5	50	5
New Destinations	6	30	3	20	3

**Note :** There should be a minimum gap of 5/6 feet between tents.

## 2. CAMPS

### a) Platforms

The minimum area required for the platforms should be 10/10 ft and tents should be pitched parallel or platform.

### b) Structures

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The tents may be pitched under temporary semi built structures with the help of iron frames and temporary roofs like thatch, tiles, bolted plywood for protection from harsh weather conditions which may be easy to remove if desired. Side brick walls for stability may also be used if desired and permissible.

**c) Room**

The minimum size for the sleeping area of the tent should be 10x10 ft. with a minimum centre height of approximately 7 ft.

**d) Veranda (optional)**

The minimum area for veranda in front should be 6x10 ft. with a clear height of 7 ft.

**e) Common Facility Area-Kitchen and Storage**

**Kitchen**-Ideal kitchen size should not be less than 15x20 ft. a clear height of 8 ft. with built walls & counters. Recommended fuel for cooking meals for the camp should be LPG and if possible the use of solar cookers must be encouraged. The kitchen should be well lit with ample room for ventilation. Proper counters for placing burners, working tables, storage of groceries & ration, washbasin, storage of crockery, cutlery and serving dishes and also place for garbage bins should be earmarked. One Kitchen per site will be allowed.

**Storage** : Separate & easily accessible storage units would be required for:

- a) Ration
- b) Housekeeping goods
- c) Electrical goods
- d) Sanitary & Plumbing goods
- e) Gardening tools
- f) Construction material
- g) Adventure equipment ( for adventure camps)
- h) **First aid kit.**

**3. SAFETY, HYGIENE, RESPONSIBLE STANDARDS, ENVIRONMENT FRIENDLY**

Responsible tourism friendly policy should be adopted for sustainable growth which also benefits the local community and does not adversely affect the local environment.

Special attention should be given for safety and security of the permanent residents and guests who use the facility. Use of eco friendly practices and local products should be encouraged.

**(i) CAMP SECURITY & SAFETY**

The facility of first aid should be available at the site and adequate first aid training should be provided to the staff. A well defined mechanism should be available to handle a medical emergency. There should also be a backup plan to handle emergencies as well as mechanism for evacuation in the need of any eventuality. The camp management should maintain effective coordination with local medical establishments.

**(ii) GARBAGE / WASTE DISPOSAL**

Garbage should be segregated into biodegradable (kitchen waste etc.), non-biodegradable (thermo coal products, aluminum foil, cigarette butts etc.) & recyclable newspapers, bottles, cans etc.) Vermi-composting should be encouraged for the disposal of kitchen garbage. Solid waste and sewage disposal should be carried out in an orderly and eco-friendly manner.

**(iii) MINIMAL USE OF PLASTIC**

The use of plastic products and disposable cutlery / crockery made of plastic should be minimized / discouraged.

**(iv) GREEN DRIVE / POLLUTION CONTROL**

Greening of the camp site along with planting of trees and landscaping should be encouraged. Use of chemical fertilizers should be discouraged and use of natural manures / fertilizers should be practiced. Rain water harvesting measures should be encouraged and there should be one water bore well per 3 acres. Efforts should be made to regulate noise, air and water pollution.

**(v) FIRE FIGHTING MEASURE**

Adequate fire fighting equipment should be available at the camp site. Controlled burning of camp fires should be exercised with caution and fire drills should be held regularly for the staff. Dry foliage, leaves, etc should be cleared away regularly to avoid fire. In addition to the availability of sand and water buckets, modern fire extinguishers should be available on site and also frequently checked and serviced.

**(vi) HEALTH & HYGIENE**

Regular medical checkup camp should be carried out and the staff should be trained about personal hygiene and cleanliness.

#### 4. APPROVAL AUTHORITY

The CEO, PHTPB will be the final authority for approval of the project.

#### 5. NUMBER OF TENTS REQUIRED FOR DIFFERENT CATEGORIES FOR CAMPS

Sector	Maximum no. of tents per acre
Wildlife*	7
New Destinations	7
Pilgrimage	10
Adventure	7
Festivals & Events	7

#### 6. PARTICIPATION OF LOCAL COMMUNITY

All efforts should be made to encourage participation of the local community in the tourism related activities of the camp sites. Training and sensitization of the members of the local communities should be undertaken for capacity building and for creating awareness about economic benefits of tourism to the local communities. Tourists / campers should be sensitized about the socio-cultural traditions of the local communities through brochures and welcome address.

#### 7. CARRYING CAPACITY

Carrying capacity must be kept in mind for wild life / adventure / new destinations campsites. There should be a minimum separation of 500 meters between campsites and no more than two campsites in an area of one sq kilometer. The maximum number of campsites for a destination must be planned ahead as part of the camping master plan.

Congestion of campsites must be avoided at all costs.

**8. FINANCIAL SUPPORT AVAILABLE TO SUCCESSFUL APPLICANTS FOR CAMP SITES.**

Successful applicants will be entitled to the following support, which will only be available as long as the property remains a registered member of the scheme and abides fully by its terms and conditions:

Energy and water tariff levied at domestic rates as per the Punjab Industrial Policy 2009.

**9. PROMOTION AND MARKETING**

The Eco-tourism wing of PHTPB would undertake initiatives and campaigns to promote the camping facilities located all across the state.