



བཟུང་བཞུགས་ལས་ཁུངས།

DEPARTMENT OF TOURISM

Tarayana Center, P.O.Box 126, GPO Thimphu,
Bhutan
T +975 2 323251 | F +975 2 323695 |
hosts@tourism.gov.bt

Procedures for the registration of village home stays

1. The applicant will submit the application form (Annexure 1) to DoT along with the supporting documents comprising of:
 - a) Completed self-assessment form (Annexure II)
 - b) Pictorial evidence of:
 - i. Exterior part of the building
 - ii. Dining
 - iii. Guestrooms
 - iv. Toilets
 - c) No objection letter from the head of the family to operate the homestay
 - d) Letter of undertaking (Annexure III)
 - e) letter from the gewog and from the dzongkhag
 - f) Any other additional information as may be required
2. DoT will review the application form and supporting documents
3. If the documents are complete, DoT will confirm the date of assessment to the applicant
4. DoT will carry out assessment and share the assessment report
5. The applicant will inform DoT in writing, if there are queries or clarifications within 14 days of the receipt of the report. If the applicant fails to respond within the stipulated timeline, the report will be considered endorsed.
6. If the registration is approved, DoT will issue a registration certificate which is for three years validity
7. For any clarification or additional information, kindly contact the following official during office hours.

Ms. Sangey Lhaden
Department of Tourism
Email: slhaden@tourism.gov.bt
Tel: 323251 Ext.315/17124546

Mr. Sonam Tobgay
Department of Tourism
Contact no:17506618
stobgayqad@tourism.gov.bt

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APPLICATION FORM FOR THE REGISTRATION OF HOME STAYS

1. Applicant's Details (Annexure I)

Name of the applicant	
CID No.	
Phone number	
Email address, if available	
Dzongkhag	
Gewog	
Village	
Thram No and House No	

2. Details of the family members residing in the same house

Name	Relationship with the applicant	Sex and Age

3. Location

Distance from the nearest town/urban centre (hrs or kms)	
Distance from the main road (hrs or kms)	
Condition of the pathway to house from the road point	

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Self-Assessment Checklist (Annexure II)

Name of Owner		Name of Home Stay	
Dzongkhag		CID No	
Gewog		Phone Number	
Village		E-Mail address if available	

Home Stay Reg No.	Sl. No.	Assessed on	M/M*	Tick/crossed	Observations
GENERAL	1	Home Stay is clean, safe and well maintained	M*		
	2	Surrounding area is pleasant and well maintained	M*		
	3	Access to the house from the road point is convenient and Safe	M*		
	4	Host family maintains good personal hygiene	M*		
GUEST ROOM	5	Guest rooms are clean and well-maintained with proper ventilation	M*		
	6	Basic heating/cooling facilities depending on the climatic condition	M*		
	7	Mattresses, blankets, pillows and linens are clean comfortable and in good condition	M*		
	8	Dressing mirror provided	M		
	9	Easy access to switches and electrical points	M		
	10	Hanger/hook is provided	M*		
BATHROOM	11	Clean toilet with Soap & Toilet paper	M*		
	12	Toilet/bathroom is clean, well maintained with proper ventilation and 24hour water supply	M*		
	13	Waste bin and a sanitary bin	M*		
	14	Wash basin and mirror are provided	M		
	15	Hot water on request (availability of water heating provision)	M*		
KITCHEN	16	Kitchen is clean and well-maintained	M*		
	17	Utensils, cutlery, crockery are clean and in good condition	M*		
	18	Natural and local Cuisine served	M*		
LIVING ROOM	19	Living/dining area is spacious, clean and well-maintained	M*		
	20	Furniture of traditional design	M		

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SERVICES	21	Welcome service in traditional/local custom	M		
	22	Left luggage Service	M		
	23	Meals served in a room on request	M		
	24	Online payment facility (if internet connectivity is available)	M		
	25	Online booking facility (if internet connectivity is available)	M		
	26	Daily cleaning on request	M		
	27	Guest registration	M*		
	28	Assistance with Luggage	M*		
	29	Traditional/farm activities	M*		
	30	Host is friendly warm and hospitable	M*		
	31	At least 2 active family members living in the same house to run the Home Stay	M*		
	32	Feedback/Complaint handling	M		
SUSTAINABLE PRACTISE	33	Proper segregation and disposal of waste	M*		
	34	Energy saving practices	M*		
SAFETY & SECURITY	35	Windows, doors and staircase are safe and secure	M*		
	36	Contact details of the nearest health facility	M*		
	37	Backup emergency Light	M*		

	Total M* & M	Minimum requirement	Final Score
M*: Parameters with M* are mandatory requirements (26)	26	26	26
M: Parameters with M are additional requirement (11)	11	8	11
Total (37)	37	34	37

LETTER OF UNDERTAKING (Annexure III)

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I.....bearing CID Nofrom

.....Village.....Gewog.....
Dzongkhag

have understood the guideline of the village home stay and agree with the following terms and conditions:

- a) That I along with my family shall reside in the same house to operate the homestay and not employ staff.
- b) That I will ensure a safe and secure environment for the guests during their visit/ stay.
- c) That I would ensure highest standards of hospitality, hygiene and cleanliness.
- d) That I will be duty bound to host the guests when the booking has been confirmed.
- e) That I shall grant access to the monitoring team from DoT and relevant agencies to inspect my homestay on a regular basis.
- f) That I will render immediate assistance to the guest in the event of an emergency during their stay.
- g) That I will abide by the circulars, guidelines, rules and regulations of the Tourism Council of Bhutan. In the event of non-compliance, I shall be liable for any penalties imposed by the Tourism Council of Bhutan.

Place
Date:
Signature

Name:

Affix legal stamp here

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