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TOURISM COUNCIL OF BHUTAN



Procedures for the registration of village home stays

1. The applicant will submit the application form (Annexure 1) to TCB 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 VHS
 - d) Letter of undertaking (Annexure III)
 - e) Authentication letter from the Gewog
 - f) Recommendation letter from the dzongkhag
 - g) Any other additional information as may be required
2. TCB will review the application form and supporting documents
3. If the documents are complete, TCB will confirm the date of assessment to the applicant
4. TCB will carry out assessment and share the assessment report
5. The applicant will inform TCB 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, TCB will issue a registration certificate
7. For any clarification or additional information, kindly contact the following official during office hours.

Ms. Sangey Lhaden
Sr. Tourism Officer
Quality Assurance Division
Tourism Council of Bhutan
Tel: 323251 Ext.315
Email: slhaden@tourism.gov.bt



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APPLICATION FORM FOR THE REGISTRATION OF VILLAGE HOME STAYS
(Annexure I)

1. Applicant's details

Name of the applicant	
CID No.	
Phone number	
Email address, if available	
Dzongkhag	
Gewog	
Chiwog	
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 form (Annexure II)

Areas	Sl. No.	Parameters	Yes/No
General	1	VHS is in a traditional building or house and conforms to the architecture of the locality (M)	
	2	VHS is managed by family residing in the same house (M)	
	3	Surrounding is pleasant, safe and clean (M)	
	4	Personal hygiene of the host family is good (M)	
	5	Access to the house from the road point is convenient and safe (M)	
	6	Basic heating/cooling facilities depending on the climatic condition (M)	
Guest rooms	7	No of guest rooms does not exceed 5 (M)	
	8	Altar room is not used as guest room (M)	
	9	Guest rooms are clean and well-maintained with proper ventilation (M)	
	10	Mattresses, blankets, pillows and linens are clean and comfortable (M)	
	11	Dressing mirror and wardrobe are provided (D)	
	12	Hanger/hook is provided (M)	
Toilet/bathroom	13	Toilet/bathroom is clean and well maintained with proper ventilation (M)	
	14	Wash basin and mirror are provided (D)	
	15	Toilet amenities (soap/toilet paper/towel) are provided (D)	
Kitchen	16	Kitchen is clean and well-maintained (M)	
	17	Quality of cutlery and crockery is good (M)	
Living/dining	18	Living/dining area is spacious, clean and well-maintained (M)	
Waste management	19	Waste segregation is practised (M)	

M: Parameters with M are mandatory requirements for the VHS to be approved

D: Parameters with D are desirable and recommended to be in place



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LETTER OF UNDERTAKING (Annexure III)

I.....bearing CID No..... from
.....Village.....Gewog.....
Dzongkhag

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

- That I along with my family shall reside in the same house to operate the VHS and not employ staff.
- That I will ensure a safe and secure environment for the guests during their visit/ stay.
- That I would ensure highest standards of hospitality, hygiene and cleanliness.
- That I will be duty bound to host the guests when the booking has been confirmed.
- That I shall grant access to the monitoring team from TCB and relevant agencies to inspect my homestay on a regular basis.
- That I will render immediate assistance to the guest in the event of an emergency during their stay.
- 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:

Affix legal stamp here

Name: