

LEGAL NOTICE NO. 127 OF 2008

**THE TOURISM AUTHORITY ACT, 2001
(Act No.2 of 2001)**

**THE REGISTRATION OF ACCOMMODATION ESTABLISHMENTS
REGULATIONS, 2008
(Under section 27)**

In exercise of the powers conferred by section 27 of the Tourism Authority Act, 2001, the Minister for Tourism, Environment and Communications issues the following Regulations.

Citation and Commencement

1. (1) These Regulations may be cited as the Registration of Accommodation Establishment Regulations, 2008.

(2) These Regulations shall come into force on the date of publication.

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Interpretation

2. In these regulations, unless the context otherwise requires –

“approved form” means a form approved in terms of Regulation 2;

“bed” means a bed, which is at least 180cm long and 90cm wide, fitted with an inner-sprung, foam rubber or other equivalent mattress with a minimum thickness of 12cm.

“bedroom” means a room with a bed intended to be occupied by a tourist or any other person who is a lodger.

“campsite” means an establishment, which has an area designated for the erection of a tent;

“camping site” means an area designated within a campsite for the erection of a tent:

“caravan” means a vehicle equipped to be used by a person for living and sleeping purposes, whether a self-propelled vehicle or a trailer;

“caravan pitch” means the area set aside within a caravan park for the parking of a caravan and its towing vehicle, if any;

“certificate of registration” means a certificate of registration referred to in Regulation 17;

“en suite bedroom” means an accommodation unit comprising of a bedroom with attached bathroom and toilet facility provided in a separate or adjoining room;

“first aid kit” means a portable container, which is –

- (i) water and dust resistant; and
- (ii) stocked with adequate and unexpired medical supplies, equipment and remedies reasonably required for giving first aid treatment in any injury or other emergency situation;

“guest service directory” includes a booklet, brochure or other publication containing information on services and facilities provided by an accommodation establishment to guests in relation to telephone

usage, meal service times, laundry service, tariffs, recreational facility, shops and other facilities available;

“on-consumption liquor licence” means any liquor licence of a kind mentioned in section 2 and 3 of the Swaziland Liquor Licences Act No. 30 of 1964;

“owner”, means the person by whom or on whose behalf the business of the class of accommodation establishment concerned is registered or authorised by the licensee to be in charge of the establishment

“Registration Authority” means the Ministry of Tourism or any agency designated by the Minister to implement the requirements of these regulations;

“the Act” means Swaziland Tourism Authority Act, 2001;

“tiled”, includes a wall or floor covered with porcelain or ceramic, slate stone, marble or some other impervious material approved by the Registration Authority.

Form of application, certificates and other documents

3. (1) An application, a certificate or any other document shall be prepared and approved by the Registration Authority.

(2) The Registration Authority shall, at the request of an applicant who intends to make an application in terms of these regulations, furnish the applicant with the appropriate application form.

Classification of accommodation establishments

4. For the purposes of registration in terms of the Act, accommodation establishments shall be categorised into the following classes-

- (a) Backpackers hostels;
- (b) Bed and breakfast establishments;
- (c) Campsites;
- (d) Camping and caravan parks;
- (e) Guest houses;

- (f) Hotels;
- (g) Rest camps; and
- (h) Self-catering establishments.
- (i) or any other accommodation establishment that the Registration Authority may approve.

Application for registration of accommodation establishment

5. (1) An application for the registration of an accommodation establishment in any one or more of the categories mentioned in regulation 3 shall be made in the approved form and be accompanied by –

- (a) proof to the satisfaction of the Registration Authority of the applicant's right of occupation of the land on which the accommodation establishment is located;
- (b) a certified copy of any permit, approval or other form of authorisation which the applicant is required to obtain from any authority other than the Registration authority in terms of any other law –
 - (i) to conduct the business of the class of accommodation establishment to which the application relates; or
 - (ii) to render any service or to carry out any other business or activity or in association with the accommodation establishment;
- (c) a certified copy of the certificate of incorporation of the company or the close corporation where the applicant is a company or close corporation;
- (d) a statement setting out the services to be rendered by the establishment including any recreational facility and any other facility to be provided to guests;
- (e) proof of approval accompanied by a copy of the relevant plan if an environmental impact assessment

- plan is required to be submitted for approval to an authority in terms of any law in respect of any business, operation or activity of the accommodation establishment,;
- (f) any other information or documents prescribed by these regulations or which the Registration Authority requires in connection with the application; and
 - (g) the appropriate application fee prescribed in schedule 1.
- (2) Where the accommodation establishment renders –
- (a) a service for the transportation of guests, whether as a courtesy service or for recreational or any other purpose, the application shall be accompanied by proof that the applicant has taken out general passenger liability insurance cover with a Swaziland registered insurer for a minimum amount of Emalangeni five million;
 - (b) any service for the recreation of guests under the guidance or supervision of a staff member or any other person engaged for that purpose, the application shall be accompanied by proof that the applicant has taken out general public liability insurance cover, including professional indemnity cover, with a Swaziland registered insurer for a minimum amount of Emalangeni five million.

Application for registration of a different or additional class of accommodation establishment

6. (1) The owner of a registered accommodation establishment who intends -
- (a) to have the accommodation establishment registered under a different class of accommodation establishment; or
 - (b) to register an additional class of accommodation establishment, whether situated on the same premises or elsewhere, shall apply to the Registration Authority for the registration of such different class of accommodation establishment in the manner

prescribed in respect of an application for an initial registration.

- (2) An application under sub regulation (1) shall –
 - (a) be made in the approved form; and
 - (b) be accompanied by –
 - (i) the documents and proof referred to in regulation 4 in respect of the different or additional class of accommodation required to be registered; and
 - (ii) the appropriate application fee prescribed in schedule 1.

Re-application if registration is refused

7. Where application for registration of an accommodation establishment is refused by the Registration Authority, the owner of the accommodation establishment shall apply afresh for registration in accordance with these regulations if the owner intends to pursue the registration for that accommodation establishment.

Appeals

8. An applicant aggrieved by the decision of the Registration Authority in respect of, or refusal to grant, renew, remove, transfer a licence or in respect of any conditions or privilege attached to a licence, may within twenty – one days of such decision, appeal to the Minister.

Owner to provide facilities for inspection

9. (1) The owner of an accommodation establishment in respect of which an inspector seeks to carry out an inspection shall at all reasonable times afford free access to every part of the premises of the accommodation establishment to the inspector, and any other person other than the owner residing in the accommodation establishment shall afford free access at all reasonable times to such inspector to every room occupied by that person.

(2) Where, in the case of an application for registration of an accommodation establishment, the owner fails to comply with sub regulation (1), the Registration Authority shall not consider the

application unless the applicant allows full inspection as required by sub regulation(1).

Appointment of inspectors

10. (1) The Authority may designate, in writing, an officer from the Registration Authority, who has exposure in the tourism industry as an inspector.

(2) An inspector may, at any reasonable time, to ascertain compliance with the regulations enter and inspect any of the following places

- (a) backpackers hostels;
- (b) bed and breakfast establish;
- (c) campsites;
- (d) camping and caravan parks;
- (e) guest houses;
- (f) hotels;
- (g) rest camps; and
- (h) self – catering establishments.
- (i) or any other accommodation establishment that the Registration Authority may approve.

Powers of Inspectors

11. An inspector shall have the power to carry out inspections at all reasonable times and the owner shall afford the inspector free access to every part of the premises. The inspector shall make sure that the establishment complies with the minimum requirements set out by the regulations.

Proof of identity

12. An inspector entering a place to inspect it shall, on request, provide the operator of the place with proof of identity, which shall bear

the inspectors passport size photo, signed by the Minister or Principal Secretary

Obstruction of inspectors

13. A person shall not hinder in any way the performance of the duties of an inspector, mislead them by concealment or false statement, or refuse to provide them with any information or document to which they are entitled to under the Regulations.

Offences and penalties

14. A person who contravenes section 12 commits an offence and is liable on conviction to a fine not exceeding E5, 000 00.

Conditional registration

15. (1) If an accommodation establishment is deemed by the Registration Authority not to comply with any of the regulations for the class or classes of accommodation for which the registration application has been made, the Registration Authority may issue a conditional registration specifying action to be undertaken by the owner within a specified time in order to comply with these regulations.

(2) Upon granting a conditional registration of an accommodation establishment the Registration Authority shall issue to the applicant a conditional certificate of registration.

(3) Where the owner of an accommodation establishment in respect of which the Registration Authority has issued a conditional registration, fails to comply with the conditions of that registration within the time limit stated, the registration shall be invalid and the owner shall apply afresh for registration in the manner prescribed and accompanied by the fee, prescribed by regulation 4.

Reinstatement of registration

16. The owner of an accommodation establishment of which the registration has been withdrawn by the Registration Authority, or which has lapsed, shall apply afresh for registration of the accommodation establishment in the manner prescribed, and accompanied by the documents and fee, prescribed in regulation 4, if the owner intends to have the registration reinstated.

Issue of certificate of registration

17. On approval of an application for registration of an accommodation establishment and upon payment of the appropriate registration fee prescribed in schedule 1, the Registration Authority shall issue the applicant with a certificate of registration in the approved form and shall be valid for one year.

Display of certificate of registration

18. (1) The owner of a registered accommodation establishment shall ensure that the certificate of registration issued in respect of the accommodation establishment is displayed in the reception area of the establishment or any other place to which members of the public have access.

(2) The owner of a registered accommodation establishment who fails to comply with sub regulation (1) commits an offence and is liable on conviction to a fine triple the registration fee.

Annual renewal of registration

19. (1) The owner of an accommodation establishment shall apply for renewal of registration at least one calendar month before the expiry date of the accommodation establishment's certificate of registration;

(2) The application for renewal of registration shall be accompanied by the documentation specified in regulation 4 and the fees specified in schedule 1.

Backpackers' hostel

20. An accommodation establishment may be registered as a Backpackers Hostel, if the establishment –

- (a) comprises a dormitory or hostel or any other facility in which accommodation is provided primarily to backpackers;
- (b) in the case of a facility other than a dormitory or hostel, has at least two bedrooms available for accommodation by guests which-
 - (i) are separate from any private dwelling on the premises; or

- (ii) if part of or attached to a private dwelling, are separated from the dwelling by means of walls and securable doors; and
- (c) meets the minimum requirements designated for Backpackers Hostels in schedule 2.

Bed and breakfast establishment

21. An accommodation establishment may be registered as a bed and breakfast establishment, if the establishment –

- (a) provides accommodation within or on the premises of a private dwelling where the owner or occupier, or any other person appointed by the owner to be in charge of the establishment, lives;
- (b) have at least two, but not more than four bedrooms available for the accommodation of guests;
- (c) provides breakfast to guests, either served or on a self-catering basis; and
- (d) meets the minimum requirements designated for Bed and Breakfast establishments set out in schedule 3.

Campsites

22. An accommodation establishment may be registered as a campsite, if the establishment –

- (a) offers designated camping sites for the erection of tents, awnings or other temporary structures of guests for dwelling or sleeping purposes;
- (b) provides ablution and toilet facilities for use by guests; and
- (c) meets the minimum requirements designated for campsites set out in schedule 4.

Camping and caravan parks

23. An accommodation establishment may be registered as a camping and caravan park, if the establishment –

- (a) comprises an area of land containing pitches for the parking of caravans, either those of guests or on-site caravans provided by the establishment for hire by guests, or containing caravan pitches as well as camping sites for the erection of tents, awnings or other temporary structures of guests camping without a caravan;
- (b) provides ablution and toilet facilities for use by guests; and
- (c) meets the minimum requirements designated for camping and caravan parks set out in schedule 5.

Guest houses

24. An accommodation establishment may be registered as a guest house, if the establishment –

- (a) provides accommodation and at least breakfast facilities to guests;
- (b) comprises at least five bedrooms for accommodation by guests, which -
 - (i) is separate from any private dwelling on the premises; or
 - (ii) if part of or attached to a private dwelling, are separated from the dwelling by means of walls and securable doors;
- (c) meets the minimum requirements designated for guest houses set out in schedule 6.

Hotels

25. An accommodation establishment may be registered as a hotel if the establishment –

- (a) comprises at least ten bedrooms for the accommodation of guests, all of which shall be en suite bedrooms;
- (b) offers full meal service; and

- (c) meets the minimum requirements designated for hotels set out in schedule 7.

Rest Camps

26. An accommodation establishment may be registered as a rest camp if the establishment –

- (a) provides accommodation to guests primarily in rooms, rondavels, bungalows, or other accommodation units, and may include, in combination therewith, accommodation facilities in the form of camping sites or caravan pitches;
- (b) comprises of at least four accommodation units, excluding camping sites and caravan pitches;
- (c) meets the minimum requirements designated for Rest Camps set out in schedule 8.

Self-catering accommodation establishments

27. An accommodation establishment may be registered as a self-catering accommodation establishment, if –

- (a) accommodation is provided on a self-catering basis in an accommodation unit being a house, flat, chalet or other residential unit;
- (b) an accommodation unit comprises at least one bedroom with a kitchen and lounge area and bathroom facilities; and
- (c) the establishment meets the minimum requirements designated for self-catering establishments set out in schedule 9.

Compliance with prescribed requirements

28. (1) The owner of a registered accommodation establishment shall ensure that the requirements prescribed for registration in these regulations are complied with at all times during the duration of the registration, including requirements in respect of any service or facility that the owner has contracted out to be provided or managed by any other person.

(2) The owner of a registered accommodation establishment who is required to take out insurance cover in accordance with regulation 4 (2) (a) or (b) shall ensure that the insurance premiums payable under the relevant policy are regularly paid on the due date and shall within seven days after the expiry of the date provide proof to the Registration Authority of the payment thereof.

Register of accommodation establishments

29. The Registration Authority shall maintain a register of all registered accommodation establishments.

Guest register and returns

30. (1) The owner of a registered accommodation establishment shall cause a register to be kept at the premises of the accommodation establishment for entering the particulars prescribed in sub regulation (2).

(2) On arrival of a guest to whom accommodation is provided at an accommodation establishment the following particulars shall be entered in the register in respect of the guest-

- (a) initials and surname or operator's name in the case of a group;
- (b) citizenship or country of residence and the details of the passport
- (c) permanent postal address of guest or operator in case of a group;
- (d) number of persons in a group;
- (e) date of arrival;
- (f) number of nights booked;
- (g) room number(s);
- (h) registration number of the vehicle with which the guest is travelling, if any;
- (i) name of next destination;

- (j) signature of guest or operator in case of a group; and
- (k) envisaged date of departure.

(3) The owner of the accommodation establishment or, if a manager is employed by the owner, the manager, shall submit to the Registration Authority, within a period and in a form determined by the Registration Authority, monthly returns relating to the accommodation of guests by the accommodation establishment in the form determined by the Registration Authority.

(4) The owner of an accommodation establishment commits an offence if the owner –

- (a) fails to comply with sub regulation (1) or (3);
- (b) fails to ensure that the requirements of sub regulation (2) are complied with;
- (c) knowingly enters or permits to be entered in the register of the establishment information referred to in sub regulation (2) which is false in a material way.

Change of particulars of registration

31. (1) where any change occurs in a registered accommodation establishment change –

- (a) in the ownership or name of the establishment;
- (b) in the address of the owner of the establishment;
- (c) of the person appointed as manager of the establishment in terms of regulation 26
- (d) by reason of any addition or reduction of number of bedrooms of the establishment;
- (e) by reason of any renovation or structural alterations made to the establishment; and
- (f) by reason of the destruction of the establishment or any part thereof,

the owner shall cause such change to be notified in writing to the Registration Authority within 30 days of the date on which the change occurs.

(2) A person who fails to comply with sub regulation (1) commits an offence.

Replacement of certificates

32. (1) In the event of a certificate issued under the Act being damaged, destroyed or lost, the owner of the accommodation establishment in respect of which the certificate was issued shall apply in writing to the Registration Authority for the replacement of that certificate.

(2) An application for the replacement of a certificate under sub regulation (1) shall be accompanied by –

- (a) the damaged certificate, if the application relates to a certificate that has been damaged; or
- (b) a sworn statement explaining the circumstances of the loss, or destruction, of the certificate, if the application relates to a certificate that has been lost or destroyed.

(3) Upon compliance with sub regulations (1) and (2), the Registration Authority may issue a new certificate on payment of the fee prescribed in schedule 1 in respect of the replacement of certificates.

Return of certificate of registration to the Registration Authority

33. (1) The owner of a registered accommodation establishment shall return the certificate of registration issued in respect of the establishment to the Registration Authority if –

- (a) the registration of the accommodation establishment is withdrawn in terms of these regulations;
- (b) a certificate of registration of a different class of accommodation establishment is issued by the Registration Authority in respect of the accommodation establishment;

- (c) the owner ceases to conduct the business of the accommodation establishment;
- (d) the name under which the accommodation establishment is conducted is changed and a new certificate is issued by the Registration Authority.

(2) A person who fails to comply with sub regulation (1) commits an offence.

Relaxation of registration requirements

34. Upon application and good cause shown by a person operating an accommodation establishment the Registration Authority may, on such conditions as the Registration Authority may determine, permit relaxation of any requirement or obligation imposed by these regulations if compliance will be unduly onerous.

Appointment of manager

35. If the owner of a registered accommodation establishment –

- (a) is a partnership, an organisation, an association of persons or a body corporate; or
- (b) is an individual who will not personally be responsible for the day to day control and management of the accommodation establishment,

such owner shall appoint a person as manager to conduct the day to day control and management of the running of such accommodation establishment and, not later than 30 days after the date of registration of the accommodation establishment, or the date on which the owner ceases to personally manage the accommodation establishment, as the case may be, notify the Registration Authority of the appointment of such manager.

(2) A notification in terms of sub regulation (1) shall be made in the manner, and furnish the particulars, as the Registration Authority may determine.

(3) The owner of an accommodation establishment may not appoint a person as manager, if the person –

- (a) is not a citizen of Swaziland or a person who is not resident in Swaziland under a permanent residence permit or a work permit issued under the laws relating to immigration;
- (b) is an unrehabilitated, insolvent; or
- (c) has, within the period of 5 years preceding the date of the proposed appointment, been convicted of an offence in respect of which such person has been sentenced to a period of imprisonment exceeding 9 months without the option of a fine.

Information concerning services

36. (1) The owner of an accommodation establishment shall ensure

–

- (a) that the tariff of fees and charges payable for accommodation and for other services provided at the accommodation establishment are clearly and suitably displayed in the reception area (or on request) of the accommodation establishment for the information of guests and prospective guests;
- (b) that all letterheads used and all advertisements, brochures, pamphlets, electronic media and other material published, distributed or made available for public information in relation to the accommodation establishment, clearly indicate the class of accommodation establishment in respect of which the establishment is registered;
- (c) that particulars of the services and facilities offered to guests of the accommodation establishment, the tariffs charged in respect thereof, and details of related conditions of services, such as cancellation policy, room service, pick-up and drop-off services, opening and closing hours and other services, are available at the accommodation establishment to be provided on the request of guests or prospective guests and for inspection by the Registration Authority; and

- (d) that no false or misleading information is displayed, published or given in any way contemplated in paragraph (a), (b) or (c).
 - (e) All establishments shall clearly inform in writing on the reception area, rooms or information brochure about the safety on drinking of tap water. Further information on health related issues may also be made available.
- (2) An owner of an accommodation establishment, who fails to comply with any of the provisions of sub regulation (1), commits an offence and is liable to an imprisonment of 5 years or E10 000 fine or both.

Only business of registered accommodation establishment may be conducted

37. (1) A person operating an accommodation establishment which is being conducted under a name indicating a class of accommodation establishment not corresponding with the class under which that accommodation establishment falls in accordance with the classification set out in regulation 4, read with regulations 20 to 27, shall ensure that, not later than 5 years after the date of commencement of these regulations, the description of the class of accommodation establishment designated on any sign affixed or adjacent to any building or on any vehicle or appearing on or in any letterheads, accounts, brochures or other documents or articles or any logo used for or in connection with the business is changed to indicate the correct class of that accommodation establishment in accordance with the classification of accommodation establishment effected by these regulations.

(2) The owner of an accommodation establishment, who fails to comply with any of the provisions of sub regulation (1), commits an offence and is liable to an imprisonment of 7 years or E13 000 or both.

(3) a person may, in writing, apply to the Authority for an extension stating the reasons for failure to comply.

Exemptions

38. (1) The following accommodation establishment qualify for partial registration requirement exemptions as specified below at the discretion of the Registration Authority-

- (a) an accommodation establishment that lets bedrooms to tourists may be exempted by the Registration Authority partially or wholly, on submission of a motivated application, from paying any fees payable in terms of these regulations, if the accommodation establishment forms part of a training institution;
- (b) an accommodation establishment that lets bedrooms to tourists may be exempted partially or wholly by the Registration Authority from paying any fees payable in terms of these regulations, if –
 - (i) the establishment is conducted by a church or other religious institution or a charity organisation;
 - (ii) the establishment is located on the same premises as the religious institution;
 - (iii) the Registration Authority is satisfied that the church or other religious institution or charity organisation is operated as such in good faith; and
 - (iv) tourists are accommodated only for the purposes connected with the activities of the religious institution.

(2) An accommodation establishment that provides accommodation to both tourists and residential guests who are not tourists may apply to the Registration Authority for an exemption of any provision of these regulations in respect of the accommodation of residential guests.

(3) The Registration Authority may –

- (a) Grant an exemption applied for under sub regulation (2) subject to compliance with any minimum requirements prescribed in these regulations in respect of any class of accommodation establishment as the Registration Authority may determine; and

- (b) Grant an exemption in respect of the payment of any fees prescribed by these regulations in such proportion as the Registration Authority may determine.

Transitional arrangement

39. (1) A person who immediately before the date of commencement of these regulations was operating an accommodation establishment required to be registered in accordance with these regulations may continue to operate that accommodation establishment without registration of the establishment under these regulations –

- (a) during the period of three months following the date of commencement of these regulations; and
- (b) if within that period application is made for the registration of the accommodation establishment, until that application is disposed of or withdrawn and, if the application is refused for a further period of three months.

(2) An owner of an accommodation establishment, who fails to apply for registration within the time frame set out in sub regulation (1), commits an offence.

Penalties

40. A person convicted of an offence under these regulations is liable to a fine not exceeding E 10,000 or to a sentence of imprisonment not exceeding 5 years, or to both such fine and such imprisonment.

Schedule 1

FEES

1. Registration fees

The following non-refundable fees are payable as indicated with applications for registration of accommodation establishments and before the issue of a certificate of registration:

Bed & breakfast, Guest houses, E100 per room/unit up to a maximum of 10 rooms

Hotels, Rest Camps, Self-catering accommodation
E2000

Backpackers Hostel, Camping E 500
and Caravan Park

Campsite E 250

2. Replacement and re-issuing of certificates

Non-refundable fee payable for the replacement of a certificate of registration, or re-issuing a certificate of registration due to name change.

Certificate of registration E100

3. Other

A non-refundable inspection fee is payable for inspections to be carried out in respect of a registered accommodation establishment in the following circumstances:

- (a) Addition or reduction of number of bedrooms or accommodation unit, E100 per bedroom or unit;
- (b) Renovation or alteration made by the owner on own accord, E500.
- (c) Rebuilding of destructed or damaged establishment. E500.

Schedule 2

BACKPACKERS HOSTELS & HOSTELS:

MINIMUM REQUIREMENTS FOR REGISTRATION

1.	DORMITORIES/GUEST ROOMS
1.1	Size and floor covering
	<p>(a) Dormitories and bedrooms of facilities having bedroom shall have sufficient space to allow freedom of movement for guests and to allow for drawers and doors of wardrobes and other furniture to be opened fully.</p> <p>(b) In the case of a dormitory or bedroom in a hostel the minimum floor space per bed shall be 4 square metres, in the case of stackable beds there shall be at least 75 cm clearance above the top bunk</p> <p>(c) Bedrooms, in a facility having bedrooms, shall have the following minimum floor area, inclusive of vestibule and built – in furniture, if any: Single room:10m² (9m² if constructed prior to 2007)</p> <p>(d) Floors, if not tiled, shall be of impervious material.</p>
1.2	Lighting, heating and ventilation
	<p>(a) Dormitories, and bedrooms of facilities having bedrooms, shall have window(s) totalling not less than 1m² providing natural light and be furnished with curtains, shutters or blinds for privacy and exclusion of light unless inappropriate for aesthetic reasons. If the windows cannot be opened, a ventilation system shall be provided.</p> <p>(b) In establishments with electricity supply, the following shall be provided-</p> <p>(i) adequate lighting of luminance sufficient to allow for reading;</p> <p>(ii) at least two electrical sockets in a dormitory or one per bedroom of a facility having bedrooms;</p> <p>(c) In establishments with no electricity supply, adequate lighting</p>

	<p>shall be provided by means of gaslight, paraffin lamps, candles or other similar amenities</p> <p>(d) Provision for emergency lighting.</p>
1.3	Furniture and fixtures
	<p>Each dormitory and bedroom shall be provided with the following:</p> <p>(a) Adequate beds for the number of persons occupying the dormitory or bedroom, but in respect of children other suitable beds may be provided;</p> <p>(b) Minimum size of beds: length – 180cm, width – 90cm single, 135cm double except beds intended for use by persons under the age of twelve years.</p> <p>(c) All mattresses to be inner-spring or high density foam rubber or equivalent with a minimum thickness of 12cm (exclusive of those intended for small children)</p> <p>(d) A wastepaper basket</p> <p>The following shall be provided in respect of each bedroom in a facility having bedrooms:</p> <p>(a) A key or other equivalent locking mechanism for the bedroom door.</p>
1.4	Linen, bedding and service
	<p>(a) Each bed shall be provided with a removable and washable mattress cover and <i>(except in the case of rural/hiking hostels)</i> a pillow and pillow case;</p> <p>(b) Bed-linen and towels should be available and be provided on request of guests and, if provided, shall be washed and changed with clean ones for each new guest and at least once weekly or on guests' request;</p> <p>(c) Occupied dormitories and bedrooms shall be cleaned daily.</p>
1.5	Accessories and in-room amenities

	<p>(a) Safety and evacuation instructions shall be placed in every dormitory and bedroom;</p> <p>(b) Smoking shall not be allowed in dormitories;</p> <p>(c) In every bedroom of a facility having bedrooms an ashtray shall be provided if smoking in the room is permitted</p>
1.6	Client service
	<p>Sleeping accommodation shall be provided separately for male and female guests, if requested and available.</p>
2.	BATHROOMS AND TOILETS
2.1	Structure and flooring
	<p>(a) Floors, if not tiled, shall be of impervious material.</p> <p>(b) Walls of bathrooms and toilets shall be tiled to a height of at least 135cm from the floor or coated with washable paint <i>(except in the case of rural/hiking hostels)</i>.</p> <p>(c) Separate communal bathrooms and toilets shall be provided for persons of opposite sexes or, if provided for use by both sexes, they shall be so situated and screened as to provide privacy.</p> <p>(d) Every bathroom and toilet shall be fitted with a door, which can be locked from the inside.</p> <p>(e) Adequate ventilation by means of windows, extractor fan or other acceptable means of ventilation in good order and effective action shall be provided in every bathroom and toilet.</p> <p>(f) Bathrooms shall have sufficient space to allow freedom of movement and access to all fittings.</p> <p>(g) Drainage from bathrooms and toilets shall be disposed of by means of water-borne sewerage <i>(except in the case of rural hiking hostels)</i>.</p> <p>(h) Bathrooms shall be provided with showers or baths and</p>

	<p>(i) One lockable toilet per 12 beds shall be provided where there are no en suite bedrooms. Toilets may not be located in a shower cubicle.</p> <p>(j) In facilities providing en suite bedrooms, each en suite bedroom shall have at least a shower and toilet or a bath and toilet.</p>
2.2	Fixtures and fittings
	<p>(a) A mirror of at least 45cm x 30cm, preferably positioned above the washbasin shall be provided in each communal bathroom and in the bathroom of an en suite bedroom.</p> <p>(b) Unless free-standing, all bath-tub shall be built in with bricks or impervious material and tiled on the outside.</p> <p>(c) Towel rails, hooks or rings shall be provided in each shower cubicle bathroom.</p> <p>(d) Clothes hooks or a bench shall be provided in each bathroom and toilet.</p> <p>(e) Every toilet bowl shall be fitted with a seat and lid.</p>
2.3	Accessories and service
	<p>(a) Every toilet, whether private, public or communal, shall be provided with -</p> <ul style="list-style-type: none"> (i) a toilet paper holder and supply of toilet paper; (ii) a waste or sanitary bin with a lid; and (iii) a soap dish or holder with soap <p>(b) Bathrooms and toilets shall be cleaned daily.</p> <p>(c) Running water should be available (<i>except in the case of rural hiking hostels</i>).</p>
3.	DINING FACILITIES
	<p>If dining facilities are provided for guests in the establishment -</p> <p>(a) Dining facilities shall be offered in a dining area either internally, externally or forming part of the kitchen;</p>

	<p>(b) The covered dining facilities shall have sufficient furniture to seat and serve at one sitting at least 50% of the number of guests which can be accommodated; and</p> <p>(c) The dining room floor, if not tiled, shall be of impervious material, unless a lapa.</p>
4.	KITCHENS AND WASH-UPS
	Any dining facility provided as in paragraph 3 shall be provided with an accompanying kitchen and wash-up complying with the requirements of paragraphs 4.1 to 4.4 below.
4.1	Structure and flooring
	<p>(a) Floors, if not tiled, shall be of impervious material.</p> <p>(b) Walls shall be tiled to a height of at least 135cm from the floor, and walls above tiles shall be coated with washable paint.</p> <p>(c) There shall be no direct access to a toilet from the kitchen.</p>
4.2	Ventilation and hygiene
	(a) Adequate provision shall be made for ventilation and the efficient removal of hot air and odours.
4.3	Fixtures and fittings
	<p>(a) All shelves shall be of impervious material.</p> <p>(b) The top of each work surface shall be a single and solid piece of stainless steel, marble or granite or other impervious material.</p> <p>(c) At least one sink, or a dish-washing machine and a sink, with hot and cold water shall be provided for the washing of dishes, pots, crockery and cutlery.</p>
4.4.	Equipment and service
	(a) Adequate facilities shall be available to guests for preparing

	<p>their own meals.</p> <p>(b) In the kitchen the following shall be provided:</p> <ul style="list-style-type: none"> (i) a refrigerator (<i>except in the case of rural/hiking hostels</i>); (ii) a stove, hot plate or microwave; (iii) a kettle or urn; (iv) sufficient cutlery and crockery; (v) shelving or storage facilities for food, cutlery and crockery; (vi) a kitchen sink with hot and cold running (<i>except in the case of rural/hiking hostels</i>) water; (vii) adequate material for cleaning dishes; (viii) waste disposal bin with a lid; (ix) equipment for cleaning rooms, including brooms, mops, dust pans and towels; (x) a fire extinguisher. <p>(c) All furniture and equipment, kitchen utensils, cutlery, crockery, glassware, bedding, linen, curtains, carpets, mats and other floor covering shall be clean and kept in good order and no chipped or cracked crockery or glassware may be used.</p>
5.	LOUNGES
	Adequate space internally or externally, shall be provided for the recreational purposes of the total number of guests accommodated
6.	FIRE SAFETY
	<p>(a) Adequate provision shall be made for fire-fighting appliances and escape routes, which shall be prominently and clearly indicated at all times.</p> <p>(b) The requirements of any local authority regulations or by-laws applicable in the area where the establishment is situated shall be complied with at all times.</p>
7.	LAUNDRY
	If laundry services or facilities are provided for the washing and

	ironing of guests' clothes on the premises, such services or facilities shall not be provided in, or have direct access to, the kitchen of the premises.
8.	RECEPTION FOR GUESTS
	<p>(a) Provision shall be made for the reception of guests in a reception area, conveniently situated and clearly indicated and fitted with a service counter or desk;</p> <p>(b) A means of summoning attention shall be provided when the reception desk is not attended;</p> <p>(c) At least one responsible member of staff shall be on duty and accessible at all times.</p>
9.	GENERAL
9.1	Tariffs for accommodation and services
	<p>(a) The tariffs for accommodation shall be readily available in writing or displayed in a prominent place at the reception desk;</p> <p>(b) Guests shall be notified if the tariff has changed since an advance booking has been made;</p> <p>(c) Tariffs quoted and confirmed at the time of booking shall be honoured;</p> <p>(d) It should be made clear what is included in the tariff quoted for accommodation, e.g. meals, service charge, and refreshments;</p> <p>(e) Local tourist information shall be made available to guests <i>(except in the case of rural/hiking hostels)</i>.</p>
9.2	Maintenance and service
	<p>(a) The structure, equipment, plumbing, drainage, sewerage disposal, lighting, ventilation, electrical installation of every permanent building of the establishment shall be kept in good order of repair at all times;</p>

	<p>(b) The premises shall be kept in a clean and hygienic condition, adequately ventilated and free of, health, safety and fire hazards at all times;</p> <p>(c) All rooms shall be properly ventilated.</p>
9.3	Access, safety and security
	<p>(a) Clients shall have access to a telephone or two-way radio on the premises, where telecommunication network is available;</p> <p>(b) A first-aid kit shall be kept on the premises and be available to guests at all times;</p> <p>(c) At least one member of staff shall have a valid first aid certificate;</p> <p>(d) Adequate lighting shall be provided in public areas, doorways and parking lots;</p> <p>(e) Establishment should be open through the year, unless closed for refurbishment or operates seasonally, which shall be advertised as such;</p> <p>(f) Lock-up facilities for guests' valuables shall be provided;</p> <p>(g) A detailed register of all guests shall be kept.</p>
9.4	Miscellaneous
	<p>(a) Public Indemnity Insurance coverage shall be held and relevant certificates available for inspection;</p> <p>(b) Occupancy data shall be provided to the Registration Authority or its designated agent in a format and at intervals determined by the Registration Authority.</p>

Schedule 3

BED AND BREAKFAST ESTABLISHMENTS:

MINIMUM REQUIREMENTS FOR REGISTRATION

1.	GUEST ROOMS
1.1	Size and floor covering
	<p>(a) Minimum floor area, inclusive of vestibule and built-in furniture, if any:</p> <p>Single room:10m² (9m² if constructed before 2007) Double room:15m² (13m² if constructed before 2007)</p> <p>If not carpeted wall to wall, the floor shall be tiled or covered with other impervious material and be provided with one floor mat, or similar floor covering, equivalent in size to 1m² for each bed or one floor mat of at least 2.4m² to serve all beds.</p>
1.2	Lighting, heating and ventilation
	<p>(a) All bedrooms shall have window(s) totalling not less than 1m² providing natural light and be furnished with curtains, shutters or blinds for privacy and exclusion of light unless inappropriate for aesthetic reasons. If the windows cannot be opened, a ventilation system shall be provided for.</p> <p>(b) In establishments with electricity supply, the following shall be provided:</p> <p>(i) adequate electric lighting of sufficient luminance to allow for reading;</p> <p>(ii) a reading lamp for each bed with its switch in immediate vicinity of the bed;</p> <p>(iii) at least one electric power plug in each bedroom.</p> <p>(iv) provision for emergency lighting.</p> <p>(c) In an establishment with no electrical supply, adequate lighting shall be provided by means of gaslight, paraffin Lamps, candles or other similar amenities;</p> <p>Heating appliances of sufficient capacity to heat the room.</p>

1.3	Furniture and fixtures
	<p>The following shall be provided in respect of each bedroom:</p> <ul style="list-style-type: none"> (a) Adequate beds for the number of persons occupying the room, but in respect of children other suitable beds may be provided; (b) Minimum size of beds: length – 180cm, width – 90cm single, 135cm double except beds intended for use by persons under the age of twelve years. (c) all mattresses to be inner-spring or high density foam rubber or equivalent with a minimum thickness of 12cm (exclusive of those intended for small children) (d) a mirror at least 90cm long and 37cm wide; (e) a wastepaper basket; (f) a wardrobe or other suitable unit for the storage of guests' clothes and, unless central security lock-up facilities for guests' valuables are provided, the wardrobe or other unit shall be provided with a serviceable lock; (g) at least one chair per single room and two chairs per double room; (h) a key or other equivalent locking mechanism for the bedroom door (i) at least one bedside table, which may be shared by two beds if located between them.
1.4	Linen, bedding and service
	<ul style="list-style-type: none"> (a) Bed linen, blankets, pillows and towels shall be provided in sufficient quantities and be kept in good repair at all times; (b) Bed linen and towels shall be washed and changed with clean ones at least twice weekly and in accordance with guests' requests; (c) Extra bed linen or towels shall be provided on request of

	<p>guests;</p> <p>(d) Occupied bedrooms shall be cleaned daily.</p>
1.5	Accessories and in-room amenities
	<p>In every bedroom the following shall be provided -</p> <p>(a) at least one tumbler per guest;</p> <p>(b) an ashtray, if smoking in room is permitted;</p> <p>(c) a minimum of 6 clothes-hangers, not being wire-hangers.</p>
2.	BATHROOMS AND TOILETS
2.1	Structure and flooring
	<p>(a) Floors shall be of impervious material or concrete.</p> <p>(b) All walls of bathrooms and toilets shall be complete from the floor to the ceiling and the internal walls shall either be tiled to a height of at least 135cm from the floor or coated with washable paint.</p> <p>(c) Separate communal bathrooms and toilets shall be provided for persons of opposite sexes or, if provided for use by both sexes, they shall be so situated and screened as to provide complete privacy. At least one bathroom and one toilet shall be provided for every three ordinary bedrooms on each floor.</p> <p>(d) Provision shall be made for separate bathrooms and toilets for guests from those used by the owner and staff members of the establishment.</p> <p>(e) Every en suite bedroom shall be provided with at least a shower and toilet or a bath and toilet.</p> <p>(f) Every bathroom and toilet, be it private or communal, shall be fitted with a door which can be locked from the inside.</p> <p>(g) Adequate ventilation by means of windows, extractor fan or other acceptable means of ventilation in good order and</p>

	<p>effective action shall be provided in every bathroom and toilet.</p> <p>(h) All bathrooms shall have sufficient space to allow freedom of movement for access to all fittings.</p> <p>(i) Drainage from bathrooms and toilets shall be disposed of by means of water-borne sewerage.</p>
2.2	Fixtures and fittings
	<p>(a) A mirror of at least 45cm x 30cm and shelf shall be provided in each bathroom.</p> <p>(b) Bath-tubs, other than free-standing baths, shall be built in with bricks or impervious material and tiled on the outside;</p> <p>(c) A washable bath mat or wooden bath step</p> <p>(d) Every bathroom shall have a wash basin with hot and cold running water.</p> <p>(e) Towel rails, hooks or rings shall be provided in each bathroom.</p> <p>(f) Adequate clothes hooks shall be provided in each bathroom and toilet.</p> <p>(g) Every toilet bowl shall be provided with a lid.</p>
2.3	Accessories and service
	<p>(a) Every toilet, whether private, public or communal, shall be provided with -</p> <p>(i) a toilet paper holder and supply of toilet paper;</p> <p>(ii) a waste or sanitary bin with a lid; and</p> <p>(iii) a soap dish or holder, and</p> <p>(iv) soap;</p> <p>(b) Bathrooms and toilets shall be cleaned daily.</p>

3.	DINING ROOM
	Dining facilities for guests can be provided either in a separate dining room or in the dining room of the owner 's household.
3.1	Dining rooms: Structure and flooring
	The dining room shall have - (a) a floor of impervious material or concrete, or carpeted; (b) adequate lighting and ventilation in good order and efficient action; and (c) adequate seating and dining facilities.
3.2	Food and beverage service
	(a) At least breakfast service shall be available to guests. (b) Alcoholic beverages may only be supplied and served in accordance with an appropriate liquor license and guests shall be informed accordingly prior to booking.
4.	KITCHENS AND WASH-UPS
	Kitchen and wash-up facilities for guests may be provided either separately or in the facilities of the owner's household.
4.1	Structure and flooring
	(a) Floors shall be of impervious material or concrete. (b) Walls shall be tiled to a height of at least 135cm from the floor and walls above the tiles shall be coated with washable paint. (c) Adequate cold rooms or refrigerators shall be provided. (d) There shall be no direct access to a toilet from the kitchen.
4.2	Ventilation and hygiene
	(a) Adequate provision shall be made for ventilation and the

	efficient removal of hot air and odours by means of extractor fans or other similar devices.
4.3	Fixtures and fittings
	<p>(a) All shelves shall be of impervious material.</p> <p>(b) The top of each worktable shall be a single and solid piece of stainless steel, marble or granite or other equivalent impervious material.</p> <p>(c) At least one sink, or a dish-washing machine and a sink, with hot and cold running water shall be provided for the washing of dishes, crockery and cutlery;</p> <p>(d) A fire extinguisher</p>
5.	PANTRIES AND FOOD STORAGE ROOMS OR AREAS
	<p>(a) A suitable pantry, larder or cupboard with sufficient capacity for the storage of food shall be provided, of which</p> <p style="padding-left: 40px;">(i) the floor shall be of impervious material or concrete;</p> <p style="padding-left: 40px;">(ii) the shelves shall be of impervious material or solid wood without any crack.</p> <p>(b) Every pantry, larder or cupboard shall at all times be kept clean and protected from the admission of unwholesome vapours or gases.</p>
6.	FIRE SAFETY
	<p>(a) Adequate provision shall be made for fire-fighting appliances and fire escapes, which shall be prominently and clearly indicated at all times.</p> <p>(b) The requirements of any local authority regulations or by-laws applicable in the area where the establishment is situated shall be complied with at all times and valid certificates available for inspection.</p>

7.	LAUNDRY
	If laundry services or facilities are provided for the washing and ironing of guests' clothes on the premises, such services or facilities shall not be provided in the kitchen of the premises.
8.	RECEPTION FOR GUESTS
	(a) Provision shall be made for the reception of guests in a reception area, conveniently situated and clearly indicated. (b) A staff member shall always be available on call outside normal reception hours of the accommodation establishment and an effective means of summoning attention shall be available when the reception desk is not attended.
9.	BAR FACILITIES
	(a) In an establishment with an on-consumption liquor license where bar facilities are provided, those facilities may be provided either in a separate bar room or as part of the dining room, and shall have adequate seating facilities for customers. (b) Subject to the terms of an appropriate liquor license, alcoholic and other beverages may be provided in a mini bar located in the bedroom or dining area.
10.	GENERAL
10.1	Tariffs for accommodation and services
	(a) The tariffs for accommodation shall be readily available in writing or displayed in a prominent place at the reception desk; (b) Guests shall be notified if the tariff has changed since an advance booking has been made; (c) It should be made clear what is included in the tariff quoted for accommodation, e.g. meals, service charge, and refreshments;

	(d) Tariffs quoted and confirmed at the time of booking shall be honoured.
10.2	Maintenance and service
	<p>(a) The structure, equipment, plumbing, drainage, sewerage disposal, lighting, ventilation, electrical installation of every permanent building of the accommodation establishment shall be kept in good repair at all times;</p> <p>(b) The premises shall be kept in a clean and hygienic condition, adequately ventilated and free of, health, safety and fire hazards at all times;</p> <p>(c) All rooms shall be properly ventilated.</p>
10.3	Equipment provided
	All furniture and equipment, kitchen utensils, cutlery, crockery, glassware, bedding, linen, curtains, carpets, mats and other floor covering shall be clean and kept in good order and no chipped or cracked crockery or glassware may be used.
10.4	Access, safety and security
	<p>(a) Where telecommunication network is available clients shall have access to a telephone or two-way radio on the premises;</p> <p>(b) A first aid kit shall be kept on the premises and be available to guests at all times.</p> <p>(c) At least one member of staff shall be trained on first aid</p> <p>(d) Safety instructions for guests shall be available in each guest room;</p> <p>(e) A detailed register of all guests shall be kept.</p>
10.5	Miscellaneous
	Occupancy data shall be provided to the Registration Authority

or its designated agent in a format and at intervals determined by the Registration Authority.

Schedule 4

CAMPING AND CARAVAN PARKS:

MINIMUM REQUIREMENTS FOR REGISTRATION

1.	ACCOMMODATION UNITS
	Structure and layout
	<p>(a) Caravan pitches shall be so arranged that there is at least 3 metres space between them;</p> <p>(b) Each caravan pitch shall have an area of at least 100m²</p> <p>(c) Every on-site caravan provided for hire to guests by the establishment shall be in a good state of repair, including with a good external appearance.</p> <p>(d) A person shall not be permitted to park a caravan in a park for purposes of accommodation other than in an area designated for that purpose.</p> <p>(e) Camping sites for camping without a caravan and designated for the erection of tents, awnings or other temporary structures of guests shall be arranged in such a way that there is at least 3 metres space between one another.</p>
2.	BATHROOM AND TOILET FACILITIES
	<p>(a) Communal bathroom and toilet blocks shall be provided having available, in respect of every 6 caravan pitches or camping sites, at least -</p> <ul style="list-style-type: none">(i) two bathrooms or shower cubicles, allowing for complete privacy when used;(ii) two washbasins with an adjacent mirror, not situated within a bathroom or shower cubicle. <p>(b) At least two water, pit or chemical toilets shall be provided for every 6 caravan pitches or camping sites, or both;</p> <p>(c) The internal walls of all bathrooms and toilets shall be of impervious or washable material in camping and caravan parks accommodating more than 24 persons;</p>

	<p>(d) In the case of a camping and caravan park situated within a conservancy or on Nation land the Registration Authority may grant exemption from any of the requirements of paragraph (a), (b) or (c) or approve that alternative facilities be provided, subject to such conditions as the Registration Authority may determine, provided that sufficient hygienic facilities are provided;</p> <p>(e) All bathrooms and toilets shall be cleaned daily;</p> <p>(f) There shall be no direct access between ablution facilities and kitchens.</p>
3.	LAUNDRY
	<p>A location shall be provided for the washing of clothes with adequate covered drainage. There shall be no direct access between laundry and kitchen areas.</p>
4.	WATER SUPPLY
	<p>(a) If no supply of water for human consumption is provided in the campsite, guests shall be informed in advance of that fact.</p> <p>(b) All water that is likely to be used for human consumption shall be fit for human consumption and the water supply system, including tanks, pipelines, wells, pumping equipment, purification works, mains and service pipes shall be free from sanitary defects.</p> <p>(c) At least one standpipe and tap shall be provided in a convenient position for every 4 caravan pitches or camping sites.</p> <p>(d) if water that is not fit for human consumption is used in a camping and caravan park</p> <p style="padding-left: 40px;">(i) adequate precautions shall be taken to prevent that water from being mixed with water that is likely to be used for human consumption;</p> <p style="padding-left: 40px;">(ii) every tap shall have an appropriate warning sign if its</p>

	<p>water is not fit for human consumption; and</p> <p>(e) The design and layout of the water installations for the supply of water that is not fit for human consumption shall be such as to minimize the danger that such water will be used for human consumption.</p> <p>(f) In the case of a camping and caravan park situated within a conservancy or a communal land area the Registration Authority may grant an exemption from any of the requirements of paragraphs (c) or grant approval that facilities of an alternative nature be provided or used.</p>
5.	ELECTRICAL SUPPLY
	<p>(a) Facilities not providing electrical connection shall make this clear in their publicity material and at the time of booking;</p> <p>(b) Outdoor electrical points and switches shall comply with recognized waterproof standards and be clearly indicated.</p>
6.	COOKING FACILITIES
	Self-service provision
	<p>Every camping and caravan park shall provide –</p> <p>(a) For each caravan or camping site, at least a braai facility or designated fire place;</p> <p>(b) One garbage can with cover for every four caravan pitches or camp site;</p> <p>(c) a communal cooking area provided with a braai, stove, or fire place;</p> <p>(d) a communal wash-up facility with water and covered drainage including a grease trap.</p> <p>(e) All refuse bins shall have close fitting covers secured at all times and be kept in good repair and be emptied and cleaned daily when in use.</p>
7.	RESTAURANT AND BAR FACILITIES

	<p>If, in the case of a camping and caravan park in respect of which an on-consumption liquor license is held, and either restaurant or bar facilities, or both such facilities, are provided, the following requirements shall be complied with:</p>
7.1	Restaurant
	<p>The restaurant shall have -</p> <ul style="list-style-type: none"> (a) a floor which is tiled or covered with other impervious material except in the case of a lapa; (b) adequate lighting and ventilation in good order and efficient action; and (c) adequate seating and dining facilities; (d) at least one toilet for each of the sexes and a wash basin.
7.2	Kitchen
	<ul style="list-style-type: none"> (a) Floors shall be of impervious material or concrete. (b) Walls shall be tiled to a height of at least 135cm from the floor and walls above the tiles shall be coated with washable paint. (c) Adequate cold rooms or refrigerators shall be provided (d) Adequate provision, including mechanical extractor fan(s), for ventilation and the efficient removal of hot air and odours to be made. (e) Separate facilities for all personnel for washing hands, with hot and cold running water and with soap and clean towels, to be provided in or near the kitchen (f) There shall be no direct access to a toilet from the kitchen (g) All shelves to be of impervious material. (h) The top of each work table to be of one solid piece of stainless steel, marble or granite or other equivalent impervious material.

	<p>(i) At least two sinks (or a dish-washing machine and a sink) with hot and cold running water to be provided for washing of dishes;</p> <p>(j) A fire extinguisher</p>
7.3	Bar
	<p>Every bar shall -</p> <p>(a) be fitted with a suitable bar counter;</p> <p>(b) have adequate seating facilities for customers;</p> <p>(c) have in or near the bar, a sink with a tiled or stainless steel splashboard and with hot and cold water for the washing of glasses; and</p> <p>(d) have at least one toilet for each of the sexes and a wash basin (may be shared with a restaurant).</p>
8.	GENERAL
8.1	Reception for guests
	<p>(a) Provision shall be made for the reception of guests by a responsible person;</p> <p>(b) If a reception area is provided it shall be conveniently situated and clearly indicated;</p> <p>(c) A responsible staff member of the establishment shall at all times during normal business hours be available to attend to the reception office during every period when the park is in operation, and means shall be provided at the reception office to summon attention outside normal reception hours or if a staff member is not physically in attendance during those hours, but if no such service by a staff member is provided guests shall be informed of that fact.</p>
8.2	Tariffs for accommodation and services
	<p>(a) The tariffs for camping and caravan parks and other facilities and customer services shall displayed in a prominent place at</p>

	<p>the reception desk or be available in writing;</p> <p>(b) Guests shall be notified if the tariff has changed since an advance booking has been made;</p> <p>(c) Tariffs shall clearly indicate the services and facilities included in the tariff quoted;</p> <p>(d) Tariffs quoted and confirmed at time of booking shall be honoured</p>
8.3	Maintenance and service
	<p>(a) The structure, equipment, plumbing, drainage, sewerage disposal, lighting, ventilation, electrical installation of every permanent building of the camping and caravan park shall be kept in good repair at all times;</p> <p>(b) The premises of a camping and caravan park shall be cleaned daily and shall be kept in a clean and hygienic condition and free of fire, health and safety hazards at all times.</p>
8.4	Access, safety and security
	<p>(a) A camping and caravan park shall be properly fenced off. The Registration Authority may grant exemption from this requirement in respect of a park situated within a conservancy or a communal land area or any rural area.</p> <p>(b) A road that provides easy access to and from the camping and caravan park shall be provided as well as roads providing access to all caravan pitches and tracks to camping sites. All roads shall have a surface allowing for driving in all weather conditions.</p> <p>(c) Direction signs to the camping and caravan park shall be placed at suitable points visible to motorists.</p> <p>(d) A first aid kit shall be kept available at a readily accessible place.</p> <p>(e) At least one staff member of the establishment shall have a valid first aid certificate.</p>

	<p>(e) Guidelines and instructions advising guests of risks attached to any amenities or services provided in a camping and caravan park and emergency procedures shall be made available to guests upon registration and also be conspicuously displayed at the reception area;</p> <p>(g) A detailed register of all guests shall be kept</p>
8.5	Fire safety measures
	<p>(a) Sufficient and appropriate fire-fighting equipment and appliances shall be provided in readily accessible positions on the premises of the campsite and not more than 25 metres distant from any caravan pitch or campsite.</p>
8.6	Health and Safety
	<p>Campsites shall comply with all fire, health and safety requirements as may be in force and have valid certificates available for inspection.</p>
8.7	Miscellaneous
	<p>(a) Public Indemnity Insurance coverage shall be held and relevant certificates available for inspection;</p> <p>(b) Occupancy data shall be provided to the Registration Authority or its designated agent in a format and at intervals determined by the Registration Authority.</p>

Schedule 5

CAMPSITES: MINIMUM REQUIREMENTS FOR REGISTRATION

1.	ACCOMMODATION UNITS
	Structure and Layout
	<p>(a) A designated camping area shall be provided for erecting tents, awnings or other temporary structures of guests for accommodation.</p> <p>(b) Individual camping sites shall be arranged in such a way that there is at least 3 metres space between them.</p>
2.	BATHROOM AND TOILET FACILITIES
	<p>(a) Communal bathroom and toilet facilities shall be provided having available, in respect of every 6 camping sites or, if any camping sites allow for accommodation of more than four guests per camping site then in respect of every 24 guests, at least –</p> <ul style="list-style-type: none"> (i) Two bathrooms or shower cubicles, allowing for complete privacy when used; (ii) Two washbasins with an adjacent mirror, not situated within a bathroom or shower cubicle. <p>(b) At least two water, pit or chemical toilets, allowing for complete privacy when used, shall be provided for every 6 camping sites, or for every 24 guests in the case of any campsites allowing for accommodation of more than four guests per camping site.</p> <p>(c) The internal walls of all bathrooms and toilets shall be of impervious or washable material in campsites accommodating more than 24 persons.</p> <p>(d) In the case of a campsite situated within a conservancy or on Nation land the Registration Authority may grant exemption from any of the requirements of paragraph (a),(b) or (c) or approve that alternative facilities be provided, subject to any conditions which the Registration Authority may determine provided that sufficient hygienic facilities are provided.</p> <p>(e) All bathrooms and toilets shall be cleaned daily.</p>

3.	LAUNDRY
	A location shall be provided for the washing of clothes with adequate covered drainage. There shall be no direct access between laundry and kitchen areas.
4.	WATER SUPPLY
	<p>(a) If no supply of water for human consumption is provided in the campsite, guests shall be informed in advance of that fact.</p> <p>(b) All water that is likely to be used for human consumption shall be fit for human consumption and the water supply system, including tanks, pipelines, wells, pumping equipment, purification works, mains and service pipes shall be free from sanitary defects.</p> <p>(c) If every camping site is not provided with a connection to a water supply system or alternative water supply, at least one standpipe and tap shall be provided in a convenient position for every four camping areas or pitches.</p> <p>(d) If water that is not fit for human consumption is used in a campsite</p> <ul style="list-style-type: none"> (i) adequate precautions shall be taken to prevent that water from being mixed with water that is likely to be used for human consumption; (ii) every tap shall have an appropriate warning sign if its water is not fit for human consumption; and (iii) the design and layout of the water installations for the supply of water that is not fit for human consumption shall be such as to minimize the danger that such water will be used for human consumption. <p>(e) In the case of a campsite situated within a conservancy or a communal land area the Registration Authority may grant an exemption from any of the requirements of paragraph (c) or grant approval that alternative be provided or used, but only potable water shall be supplied, either free of charge or against a charge, if required for human consumption.</p>

5.	COOKING FACILITIES
	Self-catering service provision
	<p>Every campsite shall provide –</p> <p>(a) for each camping site, at least a braai facility or designated fire place;</p> <p>(b) one garbage can with cover for every four camp sites;</p> <p>(c) a communal cooking area provided with a braai, stove, or fire place;</p> <p>(d) a communal wash-up facility with water and covered drainage including a grease trap</p> <p>All refuse bins shall have close fitting covers secured at all times and be kept in good repair and be emptied and cleaned daily when in use.</p>
6.	GENERAL
6.1	Reception for guests
	<p>(a) Provision shall be made for the reception of guests by a responsible person.</p> <p>(b) If a reception area is provided it shall be conveniently situated and clearly indicated.</p> <p>(c) a responsible staff member of the establishment shall at all times during normal business hours be available to attend to the reception office during every period when the park is in operation, and means shall be provided at the reception office to summon attention outside normal reception hours or if a staff member is not physically in attendance during those hours, but if no such service by a staff member is provided guests shall be informed of that fact.</p>
6.2	Tariffs for accommodation and services
	<p>(a) The current tariffs for camping sites and other facilities and customer services shall be displayed in a prominent place at the reception desk or be available in writing;</p>

	<p>(b) Guests shall be notified if the tariff has changed since an advance booking has been made;</p> <p>(c) Tariffs shall clearly indicate the services and facilities included in the tariff quoted;</p> <p>(d) Tariffs quoted and confirmed at time of booking shall be honoured</p>
6.3	Maintenance and service
	<p>(a) The structure, equipment, plumbing, drainage, sewerage disposal, lighting, ventilation, electrical installation of every permanent building of the camp site shall be kept in good repair at all times.</p> <p>(b) Outdoor electrical points and switches shall comply with recognized waterproof standards and be clearly indicated.</p> <p>(c) The premises of a campsite shall be cleaned daily and shall be kept in a clean and hygienic condition.</p>
6.4	Access, safety and security
	<p>(a) The campsite shall be adequately fenced off. The Registration Authority may grant exemption from this requirement in respect of a campsite situated within a conservancy or a communal land area or any other rural area.</p> <p>(b) A road that provides easy access to and from the campsite shall be provided as well as roads or tracks providing access to all sites where accommodation units are located.</p> <p>(c) Direction signs to the campsite shall be placed at suitable points visible to motorists.</p> <p>(d) Provision for the security of guests' vehicles shall be made.</p> <p>(e) A first aid kit shall be kept available at a readily accessible place.</p> <p>(f) Guidelines and instructions advising guests of risks attached to any amenities or services provided in a campsite and emergency procedures shall be made available to guests upon registration and also be conspicuously displayed at the reception area.</p> <p>(g) A detailed register of all guests shall be kept</p>

6.5	Fire safety measures
	Sufficient and appropriate fire-fighting equipment and appliances shall be provided in readily accessible positions on the premises of the campsite and not more than 25 metres distant from any camping site.
6.6	Health and Safety
	Campsites shall comply with all fire, health and safety requirements as may be in force and have valid certificates available for inspection.
6.7	Miscellaneous
	Occupancy data shall be provided to the Registration Authority or its designated agent in a format and at intervals determined by the Registration Authority.

Schedule 6

GUEST HOUSES: MINIMUM REQUIREMENTS FOR REGISTRATION

1	BEDROOMS FOR GUESTS
1.1	Size and Floor Covering
	<p>(a) Minimum floor area inclusive of vestibule and built-in furniture, if any:</p> <p>(b) Single room: 11m² (9m² if constructed before 2007)</p> <p>(c) Double room: 17m² (13m² if constructed before 2007)</p> <p>(d) If not carpeted wall to wall, the floor shall be tiled or</p> <p>(e) Covered with other impervious material and be provided with one floor mat or similar floor covering for each bed, size 1m², or one floor mat, size 2.4m² to serve all beds.</p>
1.2	Lighting, heating and ventilation
	<p>(a) All bedrooms shall have window(s) totalling not less than 1m² providing natural light and be furnished with curtains, shutters or blinds for privacy and exclusion of light unless inappropriate for aesthetic reasons. If the windows cannot be opened, a ventilation system shall be provided.</p> <p>(b) In establishments with electricity supply, the following shall be provided:</p> <ul style="list-style-type: none"> (i) adequate electric lighting of sufficient luminance to allow for reading; (ii) a reading lamp for each bed with its switch in immediate vicinity of bed; (iii) at least one electric power plug in each bedroom; (iv) provision for emergency lighting <p>(c) In an establishment with no electrical supply, adequate lighting shall be provided by means of gaslight, paraffin lamps, candles or other similar amenities;</p> <p>(d) Heating appliances of sufficient capacity to heat the room.</p>

1.3 Furniture and fixtures

The following shall be provided in respect of each bedroom:

- (a) In the case of an ordinary bedroom or sleeping unit a washbasin with hot and cold running water;
- (b) A mirror and shelf to be provided at or near each washbasin, where provided, and an area of at least 60cm by 45cm. to be tiled immediately above such basin;
- (c) Minimum size of beds: length – 180cm, width – 90cm single, 135cm double except beds intended for use by persons under the age of twelve years;
- (d) All mattresses to be inner-spring or high density foam rubber or equivalent with a minimum thickness of 12cm (exclusive of those intended for small children);
- (e) At least one bedside table, which may be shared by two beds if located between them;
- (f) A dressing table with mirror and a wardrobe or other suitable unit for the storage of guests' clothes in each room (or in a room adjacent to and forming part of such room);
- (g) Unless central security lock-up facilities for guests' valuables are provided, the wardrobe or other unit shall be provided with a serviceable lock;
- (h) At least one chair per single room and two chairs per double room;
- (i) A mirror at least 90cm. long and 37cm wide in each bedroom;
- (j) A key for each bedroom;
- (k) A waste paper basket;
- (l) A notice of means of evacuation from the bedroom and establishment.

1.4	Linens, bedding and service
	<p>(a) Bed linen, blankets, pillows and towels shall be provided in sufficient quantities and be kept in good repair at all times;</p> <p>(b) Bed-linen and towels shall be washed and changed with clean ones for each new guest and at least twice weekly and in accordance with guests' requests.</p> <p>(c) Extra bed linen or towels shall be provided on request of guests.</p> <p>(d) Occupied bedrooms shall be cleaned daily.</p>
1.5	Accessories and in-room accessories
	<p>In every bedroom the following shall be provided -</p> <p>(a) Drinking water with at least one tumbler per guest</p> <p>(b) An ashtray, if smoking in room is permitted</p> <p>(c) A minimum of 6 clothes-hangers, not being wire-hangers</p> <p>(d) An electric bell, internal telephone or internal communication system</p>
2	BATHROOMS AND SANITATION
2.1	Structure and flooring
	<p>(a) Floors shall be of impervious material or concrete.</p> <p>(b) All walls of bathrooms and toilets shall be complete from the floor to the ceiling and the internal walls shall either be tiled to a height of at least 135cm from the floor or coated with washable paint.</p> <p>(c) Separate communal bathrooms and toilets shall be provided for persons of opposite sexes or, if provided for use by both sexes, they shall be so situated and screened as to provide complete privacy. At least one bathroom and one toilet shall be provided for every two ordinary bedrooms on each floor.</p> <p>(d) Provision shall be made for separate bathrooms and toilets</p>

	<p>for guests from those used by the owner and staff members of the establishment.</p> <p>(e) Every en suite bedroom shall be provided with at least a shower and toilet or a bath and toilet.</p> <p>(f) Every bathroom and toilet, be it private or communal, shall be fitted with a door which can be locked from the inside.</p> <p>(g) Hot and cold running water to be provided in each shower and bath in all communal and private bathrooms.</p> <p>(h) Adequate ventilation by means of windows, extractor fan or other acceptable means of ventilation in good order and effective action shall be provided in every bathroom and toilet.</p> <p>(i) All bathrooms shall have sufficient space to allow freedom of movement for access to all fittings</p> <p>(j) Drainage from bathrooms and toilets shall be disposed of by means of water-borne sewerage.</p>
2.2	<p>Fixtures and fittings</p> <p>(a) A mirror of at least 45cm x 30cm and shelf shall be provided in each bathroom;</p> <p>(b) Bath-tubs, other than free-standing baths, shall be built in with bricks or impervious material and tiled on the outside;</p> <p>(c) Every bathroom shall have washbasin with hot and cold running water;</p> <p>(d) A washable bath mat in each bathroom;</p> <p>(e) Towel rails, hooks or rings shall be provided in each bathroom;</p> <p>(f) Adequate clothes hooks shall be provided in each bathroom and toilet;</p> <p>(g) Every toilet bowl shall be provided with a lid;</p> <p>(h) Soap to be provided;</p>

	(i) Chair or stool in each bathroom.
2.3	Accessories and service
	<p>(a) Every toilet, whether private, public or communal, shall be provided with -</p> <p>(i) a toilet paper holder and supply of toilet paper; (ii) a waste or sanitary bin with a lid; and (iii) a soap dish or holder and soap.</p> <p>(b) Bathrooms and toilets shall be cleaned daily.</p>
3	PUBLIC TOILETS
	<p>(a) Shall be conveniently situated & clearly indicated</p> <p>(b) At least one toilet, the walls of which are tiled or of other impervious material or coated with washable paint to a height of at least 135cm from the floor and the door provided with a serviceable lock which can be locked from the inside;</p> <p>(c) Hot and cold running water to be laid on in each toilet and to be available at all times</p> <p>(d) Soap and clean facilities for drying hands</p> <p>(e) An area of 60cm by 45cm to be tiled immediately above each washbasin</p> <p>(f) Clothes hooks to be provided</p>
4	DINING ROOMS / RESTAURANTS
4.1	Structure and Flooring
	<p>(a) Dining facilities for guests shall be provided in a separate dining room.</p> <p>(b) The dining room shall have -</p> <p>(c) a floor of impervious material or concrete or be carpeted;</p>

	<p>(e) adequate lighting and ventilation in good order and efficient action;</p> <p>(f) seating and dining facilities for at least 60% of residents.</p>
4.2	Food and Beverage Service
	<p>(a) At least breakfast service shall be available to guests;</p> <p>(b) Alcoholic beverages may only be supplied and served in accordance with an appropriate liquor license and guests shall be informed accordingly prior to booking.</p>
5	KITCHENS AND WASH-UPS
	<p>Kitchen and wash-up facilities for guests may be provided either separately or in the facilities of the owner's household.</p>
5.1	Structure and flooring
	<p>(a) Floors shall be of impervious material or concrete.</p> <p>(b) Walls shall be tiled to a height of at least 135cm from the floor and walls above the tiles shall be coated with washable paint.</p> <p>(c) Adequate cold rooms or refrigerators shall be provided</p> <p>(d) There shall be no direct access to a toilet from the kitchen</p>
5.2	Ventilation and hygiene
	<p>(a) Adequate provision shall be made for ventilation and the efficient removal of hot air and odours by means of extractor fans or other similar devices;</p> <p>(b) Separate facilities for all personnel for washing hands, with hot and cold running water and with soap and clean towels, to be provided in or near the kitchen</p>

5.3	Fixtures and fittings
	<p>(a) All shelves to be of impervious material;</p> <p>(b) The top of each work table to be a single solid piece of stainless steel, marble or granite or other equivalent impervious material;</p> <p>(c) At least two sinks, or a dish-washing machine and a sink, with hot and cold running water to be provided for washing of dishes, crockery and cutlery;</p> <p>(d) A fire extinguisher.</p>
6	PANTRIES AND FOOD STORAGE ROOMS
	<p>(a) A suitable pantry, larder or cupboard with sufficient capacity for the storage of food shall be provided, of which</p> <p>(i) the floor shall be of impervious material or concrete;</p> <p>(ii) the shelves shall be of impervious material or solid wood without any crack</p> <p>(b) Every pantry, larder or cupboard shall at all times be maintained clean and protected from the admission of unwholesome vapours or gases.</p>
7	LOUNGES
	Lounge or lapa facilities to be provided with capacity to accommodate at least 60% of guests.
8	FIRE
	<p>(a) Adequate provision shall be made for fire-fighting appliances and escape routes, which shall be prominently and clearly indicated at all times;</p> <p>(b) The requirements of any local authority regulations or by-laws applicable in the area where the establishment is situated shall be complied with at all times.</p>

9	LAUNDRY
	Provision for the washing, cleaning and ironing of guests' clothes to be made on or off the premises.
10	RECEPTION OF GUESTS
	(a) Provision shall be made for the reception of guests in a reception area, conveniently situated and clearly indicated. (b) A staff member shall always be available on call outside normal reception hours of the accommodation establishment and an effective means of summoning attention shall be available when the reception desk is not attended.
11	BAR
	(a) In an establishment with an on-consumption liquor license where bar facilities are provided, those facilities may be provided either in a separate bar room or as part of the dining room, or lounge and shall have adequate seating facilities for customers; (b) Subject to the terms of an appropriate liquor license, alcoholic and other beverages may be provided in a mini bar located in the bedroom or dining area.
12	GENERAL
12.1	Tariffs for accommodation and services
	(a) The tariffs for accommodation shall be readily available in writing or displayed in a prominent place at the reception desk; (b) Guests shall be notified if the tariff has changed since an advance booking has been made (c) It should be made clear what is included in the tariff quoted

	<p>for accommodation, e.g. meals, service charge, and refreshments;</p> <p>(d) Tariffs quoted and confirmed at the time of booking shall be honoured.</p>
12.2	Maintenance and service
	<p>(a) The structure, equipment, plumbing, drainage, sewerage disposal, lighting, ventilation, electrical installation of every permanent building of the accommodation establishment shall be kept in good repair at all times;</p> <p>(b) The premises shall be kept in a clean and hygienic condition, adequately ventilated and free of, health, safety and fire hazards at all times.</p>
12.3	Equipment provided
	<p>All furniture and equipment, kitchen utensils, cutlery, crockery, glassware, bedding, linen, curtains, carpets, mats and other floor covering shall be clean and kept in good order and no chipped or cracked crockery or glassware may be used.</p>
12.4	Access, safety and security
	<p>(a) Where telecommunication network is available guests shall have access to a telephone or two-way radio on the premises;</p> <p>(b) First aid kit shall be kept on the premises and be available to guests at all times;</p> <p>(c) Safety instructions for guests shall be available in each guest room;</p> <p>(d) Guests shall have 24-hour access to their accommodation. If a member of staff is not available at all times, guests shall be provided with keys or other locking device;</p> <p>(e) Adequate lighting shall be provided in public areas, doorways and parking lots;</p> <p>(f) Lock-up facilities for guests' valuables shall be provided;</p>

	<p>(g) Valid health certificates for all staff handling food shall be available for inspection;</p> <p>(h) A detailed register of all guests shall be kept.</p>
12.4	Miscellaneous
	<p>(a) Public Indemnity Insurance coverage shall be held and relevant certificates available for inspection;</p> <p>(b) Occupancy data shall be provided to the Registration Authority or its designated agent in a format and at intervals determined by the Registration Authority.</p>

Schedule 7

HOTELS:

MINIMUM REQUIREMENTS FOR REGISTRATION

1.	GUEST ROOMS
1.1	Size and floor covering
	<p>(a) Minimum floor area, inclusive of vestibule and built-in furniture, if any:</p> <p>Single room: 11 m² or 30 m³; Double room: 17 m² or 46 m³; 5 m² or 14 m³ for each additional bed</p> <p>(b) If not carpeted wall to wall, the floor shall be tiled or covered with other impervious material.</p>
1.2	Lighting, heating and ventilation
	<p>(a) All bedrooms shall have window(s) totalling not less than 1 m² providing natural light and be furnished with curtains, shutters or blinds for privacy and exclusion of light. If the windows cannot be opened, a ventilation system shall be provided.</p> <p>(b) Bedrooms shall be provided with -</p> <ul style="list-style-type: none">(i) adequate electric lighting of sufficient luminance to allow for reading;(ii) a reading lamp for each bed with its switch in immediate vicinity of the bed;(iii) at least one electric power plug in each bedroom;(iv) provision for emergency lighting(v) heating appliances of sufficient capacity to heat the room.
1.3	Furniture and fixtures
	<p>The following shall be provided in respect of each bedroom:</p> <p>(a) a mirror at least 90cm long and 37cm wide;</p> <p>(b) a table, desk or dresser or any combination of those articles of furniture in each bedroom or a room adjacent to and</p>

	<p>forming part of the bedroom, of which at least one shall be suitable to serve as a work surface;</p> <p>(c) a wastepaper basket;</p> <p>(d) in each bedroom or a room adjacent to and forming part of the bedroom, a wardrobe or other suitable unit for the storage of guests' clothes;</p> <p>(e) adequate beds for the number of persons occupying the room, but in respect of children other suitable beds may be provided;</p> <p>(f) Minimum size of beds: length – 180cm, width – 90cm single, 135cm double except beds intended for use by persons under the age of twelve years;</p> <p>(g) All mattresses to be inner-spring or high density foam rubber or equivalent with a minimum thickness of 12cm (exclusive of those intended for small children);</p> <p>(h) at least one chair per single room and two chairs per double room;</p> <p>(i) the entrance of each bedroom to be secured by a door with a suitable locking mechanism;</p> <p>(j) a notice of means of evacuation from the bedroom and establishment</p>
1.4	Linen, bedding and service
	<p>(a) Bed-linen, blankets, pillows and towels shall be provided in sufficient quantities and be kept in good repair at all times;</p> <p>(b) Bed-linen and towels shall be washed and changed with clean ones for each new guest and at least twice weekly and in accordance with guests' requests.</p> <p>(c) Extra bed-linen or towels shall be provided on request of guests.</p> <p>(d) Occupied bedrooms shall be cleaned daily.</p>
1.5	Accessories and in-room amenities

	<p>In every bedroom the following shall be provided -</p> <ul style="list-style-type: none"> (a) drinking water with at least one tumbler per guest; (b) an ashtray, if smoking in room is permitted; (c) a minimum of 6 clothes-hangers, not being wire-hangers.
2.	BATHROOMS AND TOILETS
2.1	Structure and flooring
	<ul style="list-style-type: none"> (a) Floors shall be tiled or covered with other impervious material. (b) All walls of bathrooms and toilets shall be complete from the floor to the ceiling (unless some other form of privacy screening is provided) and the internal walls shall be tiled to a height of at least 135cm from the floor, and walls above tiles shall be coated in washable paint. (c) En suite bedrooms shall be provided with at least a shower and toilet or a bath and toilet. (d) Every toilet, be it private or public, shall be fitted with a door which can be locked from the inside. (e) Adequate ventilation by means of windows, extractor fan or other acceptable means of ventilation in good order and effective action shall be provided in every bathroom and toilet. (f) All bathrooms shall have sufficient space to allow freedom of movement for access to all fittings. (g) Drainage from bathrooms and toilets shall be disposed of by means of water-borne sewerage.
2.2	Fixtures and fittings
	<ul style="list-style-type: none"> (a) A mirror of at least 45cm x 30cm shall be provided in each bathroom. (b) Bath-tubs, other than free-standing baths, shall be built in with bricks or impervious material and tiled on the outside.

	<p>(c) All bathrooms shall have a washbasin with hot and cold running water.</p> <p>(d) Towel rails, hooks or rings shall be provided in each bathroom.</p> <p>(e) Adequate clothes hooks shall be provided in each bathroom and toilet.</p> <p>(f) A washable bath mat or a wooden bath step shall be provided beside the bath in each bathroom.</p> <p>(g) Every toilet bowl shall be provided with a lid.</p>
2.3	Accessories and service
	<p>(a) Every toilet, whether private, public or communal, shall be provided with -</p> <ul style="list-style-type: none"> (i) a toilet paper holder and supply of toilet paper; (ii) a waste or sanitary bin with a lid; (iii) a soap dish or holder; and (iv) soap. <p>(b) Bathrooms and toilets shall be cleaned daily.</p>
3.	PUBLIC TOILETS
	<p>Public toilet facilities, conveniently situated and clearly indicated, shall be provided separately for the opposite sexes, and shall have -</p> <p>(a) walls completely built from floor to ceiling or partitions to a height of at least 2m;</p> <p>(b) at least one toilet, the walls of which are tiled or of other impervious material or coated with washable paint to a height of at least 135cm from the floor and the door provided with a serviceable lock which can be locked from the inside;</p> <p>(c) clothes hooks to be provided</p> <p>(d) in the facility for men, a urinal, of porcelain or of stainless steel with the wall tiled to a height of at least 135cm;</p>

	<p>(e) a washbasin with at least cold running water and with an area of at least 60cm by 45cm tiled immediately above each washbasin;</p> <p>(f) a mirror above or adjacent to the washbasin;</p> <p>(g) soap and clean facilities for drying hands.</p>
4.	DINING ROOMS
4.1	Structure and flooring
	<p>(a) Dining room(s) shall have -</p> <ul style="list-style-type: none"> (i) a floor which is carpeted, tiled or covered with other impervious material; (ii) adequate lighting and ventilation in good order and efficient action; and (iii) seating and dining facilities for at least 60% of residents <p>(b) There shall be no direct access to a toilet from the dining room.</p>
4.2	Food and beverage service
	<p>(a) Menus with prices shall be provided for the service of à la carte food at each meal.</p> <p>(b) In the case of an establishment situated in an urban area, the Registration Authority may in writing exempt an establishment from the obligation to provide meals other than breakfast to guests if it, upon application by an establishment, is satisfied -</p> <ul style="list-style-type: none"> (i) that other facilities for the provision of food and beverages are available within a reasonable distance from the premises of the accommodation establishment; or (ii) that "dial-a meal " services are available. <p>(c) Alcoholic beverages may only be supplied and served in accordance with an appropriate liquor license and guests shall be informed accordingly when booking.</p>

5.	KITCHENS AND WASH-UPS
5.1	General
	Kitchens and Wash-ups shall comply with local health regulations and a valid health certificate shall be held
5.2	Structure and flooring
	<p>(a) Floors shall be of impervious material or concrete.</p> <p>(b) All walls shall be tiled to a height of at least 135cm from the floor, and walls above tiles shall be coated with washable paint.</p> <p>(c) Adequate cold rooms or refrigerators shall be provided.</p> <p>(d) There shall be no direct access to a toilet from the kitchen.</p>
5.3	Ventilation and hygiene
	Adequate provision shall be made for ventilation and the efficient removal of hot air and odours by means of extractor fans or other similar devices.
5.4	Fixtures and fittings
	<p>(a) All shelves shall be of impervious material;</p> <p>(b) The top of each worktable shall be a single and solid piece of stainless steel, marble or granite or other equivalent impervious material;</p> <p>(c) At least one sink, or a dish-washing machine and a sink, with hot and cold running water shall be provided for the washing of dishes, crockery and cutlery. A separate sink with hot and cold running water shall be provided for the washing of pots and pans;</p> <p>(d) Separate facilities with hot and cold running water, and soap and clean towels, shall be provided in or near the kitchen for employees for the washing of hands;</p> <p>(e) Toilet facilities for staff shall be provided separate from those for the use of guests;</p>

	(f) A fire extinguisher.
6.	PANTRIES AND FOOD STORAGE AREAS
	<p>(a) A suitable pantry or larder with sufficient capacity for the storage of food shall be provided, of which -</p> <ul style="list-style-type: none"> (i) the floor shall be of impervious material or concrete; (ii) the walls shall be tiled or be coated in washable paint; (iii) the shelves shall be of impervious material or solid wood without any crack; <p>(b) Every pantry or larder shall at all times be maintained in a clean and wholesome condition, free from flies, rodents, vermin and dust and protected from the admission of unwholesome vapours or gases.</p>
7.	LOUNGES
	<p>Adequate lounge or lapa areas and recreational facilities shall be provided in establishments with 10 or more bedrooms which shall have -</p> <ul style="list-style-type: none"> (a) comfortable seating to accommodate at least 60% of guests; and (b) adequate ventilation and lighting.
8.	FIRE SAFETY
	<ul style="list-style-type: none"> (a) Adequate provision shall be made for fire-fighting appliances and escape routes, which shall be prominently and clearly indicated at all times; (b) The requirements of any local authority regulations or by-laws applicable in the area where the establishment is situated shall be complied with at all times.
9.	LAUNDRY

	A laundry service shall be provided for the washing and ironing of guests' clothes, either on or off the premises.
10.	RECEPTION FOR GUESTS
	<p>(a) Provision shall be made for the reception of guests in a reception area, conveniently situated and clearly indicated and fitted with a service counter or desk.</p> <p>(b) A staff member shall always be available on call outside normal reception hours of the accommodation establishment and an effective means of summoning attention shall be available when the reception desk is not attended.</p>
11.	BAR FACILITIES
	<p>(a) In an establishment with an on-consumption liquor license where bar facilities are provided, the bar shall -</p> <ul style="list-style-type: none"> (i) be fitted with a suitable bar counter; and (ii) have seating facilities for customers; (iii) have in or near the bar, a sink with a tiled or stainless steel splashboard and with hot and cold running water for the washing of glasses; and (iv) have access to toilets <p>(b) Subject to the terms of an appropriate liquor license, alcoholic and other beverages may be provided in a mini bar located in the bedroom.</p>
12.	GENERAL
12.1	Tariffs for accommodation and services
	<p>(a) The tariffs for accommodation shall be readily available in writing or displayed in a prominent place at the reception desk;</p> <p>(b) Guests shall be notified if the tariff has changed since an advance booking has been made;</p>

	<p>(c) It should be made clear what is included in the tariff quoted for accommodation, e.g. meals, service charge, and refreshments;</p> <p>(d) Tariffs quoted and confirmed at the time of booking shall be honoured;</p> <p>(e) A guest service directory shall be provided in each bedroom with details of customer service charges or price lists.</p>
12.2	Conduct of business
	<p>An accommodation establishment shall be open for business every day of the year; unless it is closed for refurbishment or it offers only seasonal accommodation. Such information shall be made clear in brochures and other promotional material.</p>
12.3	Dress and health requirements in respect of staff
	<p>(a) All staff members shall be properly attired and clean</p> <p>(b) Valid health certificates for all staff handling food shall be available for inspection</p>
12.4	Maintenance and service
	<p>(a) The structure, equipment, plumbing, drainage, sewerage disposal, lighting, ventilation, electrical installation of every permanent building of the accommodation establishment shall be kept in good repair at all times.</p> <p>(b) The premises shall be kept in a clean and hygienic condition, adequately ventilated and free of, health, safety and fire hazards at all times.</p>
12.5	Equipment provided
	<p>All furniture and equipment, kitchen utensils, cutlery, crockery, glassware, bedding, linen, curtains, carpets, mats and other floor covering shall be clean and kept in good order and no chipped or cracked crockery or glassware may be used.</p>
12.6	Access, safety and security

	<p>(a) Adequate lighting shall be provided in public areas, doorways and parking lots;</p> <p>(b) Where telecommunication network is available guests shall have access to a telephone or two-way radio on the premises;</p> <p>(c) Security facilities for the safekeeping of guests' valuables shall be provided either in the guest rooms or at a central place;</p> <p>(d) Guests shall have 24-hour access to their accommodation. If a member of staff is not available at all times, guests shall be provided with keys or other locking device;</p> <p>(e) First aid kit shall be kept on the premises and be available to guests at all times;</p> <p>(f) At least one member of the staff on duty shall have a valid first aid certificate;</p> <p>(g) Guidelines and instructions reasonably required for advising guests in relation to any risks attached to any amenities or services provided at the establishment shall be made available in each accommodation unit and also be conspicuously displayed at the reception area.</p> <p>(h) An emergency response plan shall be established and staff members of the establishment shall from time to time receive training on how to act in accordance with such plan;</p> <p>(i) A detailed register of all guests shall be kept.</p>
12.7	Miscellaneous
	<p>(a) Public Indemnity Insurance coverage shall be held and relevant certificates available for inspection;</p> <p>(b) Occupancy data shall be provided to the Registration Authority or its designated agent in a format and at intervals determined by the Registration Authority.</p>

**REST CAMPS:
MINIMUM REQUIREMENTS FOR THE REGISTRATION**

1.	ACCOMMODATION UNITS
1.1	Structure and layout
	<p>(a) Accommodation may be provided in the form of tents, rondavels, rooms, chalets or bungalows.</p> <p>(b) Tents, rondavels, chalets or bungalows shall be erected in such a way that there is at least 3 metres space between one another.</p> <p>(c) A light shall be provided in every tent, rondavel room or bedroom.</p> <p>(d) Rondavels, rooms and bungalows shall be lockable and keys shall be provided.</p> <p>(e) The size of bedrooms shall conform with those specified for self-catering, guesthouse and backpackers' accommodation, as appropriate; exceptions may be made in respect of ethnic style accommodation – beehives, etc.</p>
1.2	Furniture and Fittings
	<p>(a) Every rondavel, room or bungalow shall have a table, not less than two chairs or benches, wardrobe with a quantity of clothes hangers, mirror and a wastepaper basket or rubbish bin provided. Exceptions may be made in the case of ethnic accommodation units.</p> <p>(b) Minimum size of beds: length – 180cm, width – 90cm single, 135cm double except beds intended for use by persons under the age of twelve years;</p> <p>(c) In tents, camping beds with foam-rubber or similar mattresses may be provided, but in rondavels, rooms or bungalows standard beds with innerspring or foam-rubber or equivalent mattresses with minimum depth of 12 cm shall be provided, except beds for use by children, in which case camping beds with foam-rubber or equivalent mattresses may be provided.</p> <p>(d) If bedding is supplied, clean bedding shall be provided each</p>

time the tent, rondavel or bungalow is occupied by other persons and, should the persons stay for a period in excess of one week, clean bedding shall be provided at least twice a week.

(e) All tents, rondavels, rooms or bungalows shall be cleaned daily.

2. BATHROOM AND TOILET FACILITIES

(a) A supply of water fit for human consumption shall be available. Where no piped water is provided within the accommodation unit at least one permanent water tap shall be provided in a convenient position for every five tents, rondavels, rooms, bungalows, caravan pitches or combination thereof. A grease trap set in a dished and properly rendered surround and connected to an approved drainage system shall be provided under every stand pipe tap.

(b) Where en suite facilities are not provided, for every four tents, rondavels, rooms, bungalows, caravan pitches or combination thereof accommodating up to 12 persons, a minimum of one washbasin with mirror, one bathroom or shower cubicle with provision for privacy of use shall be provided and kept in operation whenever the rest camp is in use.

(c) A minimum of one water, pit or chemical toilet shall be provided for every four tents, rondavels, rooms, bungalows, caravan pitches or combination thereof accommodating up to 12 persons. Not less than one washbasin shall be provided at the entrance of every latrine block: except that where it has been provided in each tent, rondavel, room or bungalow it need not be otherwise provided.

(d) The internal walls of all bathrooms and toilets shall at least be painted with washable paint. In Conservancies and Communal Areas lesser provision may be provided, at the discretion of the Registration Authority.

3. LAUNDRY

A laundry equipped with washing tubs, ironing facilities and an enclosed screened drying yard shall be provided as part of every

	rest camp; no washing shall be done or clothing hung out to dry in any place other than the places specially provided for this purpose.
4.	WATER SUPPLY
	<p>(a) All water that is likely to be used for human consumption shall be fit for human consumption and the water supply system, including tanks, pipelines, wells, pumping equipment, purification works, mains and service pipes shall be free from sanitary defects.</p> <p>(b) At least one standpipe and tap shall be provided in a convenient position for every 4 tents, rondavels, rooms, bungalows or caravan pitches;</p> <p>(c) If water that is not fit for human consumption is used in a rest camp -</p> <ul style="list-style-type: none"> (i) adequate precautions shall be taken to prevent that water from being mixed with water that is likely to be used for human consumption; (ii) every tap shall have an appropriate warning sign if its water is not fit for human consumption; and (iii) the design and layout of the water installations for the supply of water that is not fit for human consumption shall be such as to minimize the danger that such water will be used for human consumption.
5.	COOKING FACILITIES
	<p>In rest camps without restaurant facilities: For every 10 tents, rondavels, bungalows, or caravan pitches, or portion thereof, the following shall be provided at a central place:-</p> <ul style="list-style-type: none"> (i) one scullery for washing cooking utensils and dishes and plates with a porcelain, enamel, concrete, or stainless steel sink with drying-top, hot and cold water provision and grease trap connected to a drain or a weep-hole: except that where it has been provided in each tent, rondavel, room or bungalow it need not be provided otherwise. (ii) for every scullery, one garbage-bin with cover. <p>(a) For every two tents, rondavels or bungalows without own kitchens, not less than one combined cooking place consisting</p>

	<p>of a fireplace with grate, shall be provided;</p> <p>(b) For every six tents, rondavels or bungalows without own cooking facilities a field kitchen with fireplace and stove shall be provided.</p> <p>Rest Camps with restaurant facilities may provide self-catering facilities as above but at a lower ratio to accommodation units.</p>
6.	RESTAURANT AND BAR FACILITIES
	<p>If, in the case of a rest camp in respect of which an on-consumption liquor license is held, and either restaurant or bar facilities, or both such facilities, are provided, the following requirements shall be complied with:</p>
6.1	Restaurant
	<p>The restaurant shall have –</p> <p>(a) A floor which is tiled or covered with other impervious material except in the case of a lapa;</p> <p>(b) Lighting and ventilation in good order and efficient action; and</p> <p>(c) Covered seating and dining facilities for at least 60% of the accommodation capacity.</p>
6.2	Kitchen
	<p>(a) Floors shall be of impervious material or concrete.</p> <p>(b) Walls shall be tiled to a height of at least 135cm from the floor and walls above the tiles shall be coated with washable paint.</p> <p>(c) Adequate cold rooms or refrigerators shall be provided</p> <p>(d) Adequate provision for ventilation and the efficient removal of hot air and odours to be made.</p> <p>(e) Separate facilities for all personnel for washing hands, with hot and cold running water and with soap and clean towels, to be provided in or near the kitchen</p> <p>(f) There shall be no direct access to a toilet from the kitchen</p>

	<p>(g) All shelves to be of impervious material.</p> <p>(h) The top of each work table to be of one solid piece of stainless steel, marble or granite or other equivalent impervious material.</p> <p>(i) At least two sinks (or a dish-washing machine and a sink) with hot and cold running water to be provided for washing of dishes;</p> <p>(j) A fire extinguisher</p>
6.3	Bar
	<p>Every bar shall –</p> <p>(a) Be fitted with a suitable bar counter;</p> <p>(b) Have in or near the bar, a sink with a tiled or stainless steel splashboard and with hot and cold water for the washing of glasses; and</p> <p>(c) Have at least one toilet for each of the sexes.</p>
7.	GENERAL
	<p>(a) Staff quarters separate from guest accommodation shall be provided for both sexes with sleeping quarters, cleansing and sanitary conveniences.</p> <p>(b) Staff shall be clean and neatly dressed.</p> <p>(c) The rest camp shall be properly and attractively laid out and landscaped in accordance with the approved plans for its construction.</p>
7.1	Reception for guests
	<p>If provision is made for the reception of guests -</p> <p>(a) A reception area which is conveniently situated and clearly indicated should be provided as well as a means of summoning attention when the reception desk is not attended;</p> <p>(b) A responsible staff member of the establishment shall at all times during normal business hours be available to attend to</p>

	<p>the reception office during every period when the rest camp is in operation, and means shall be provided at the reception office to summon attention outside normal reception hours or if a staff member is not physically in attendance during those hours, but if no such service by a staff member is provided guests shall be informed of that fact.</p>
7.2	Tariffs for accommodation and services
	<ul style="list-style-type: none"> (a) The current tariffs for camping sites and other facilities and customer services shall displayed in a prominent place at the reception desk or be available in writing; (b) Guests shall be notified if the tariff has changed since an advance booking has been made; (c) Tariffs shall clearly indicate the services and facilities included in the tariff quoted; (d) Tariffs quoted and confirmed at time of booking shall be honoured
7.3	Access, safety and security
	<ul style="list-style-type: none"> (a) If deemed necessary, a suitable safety fence should enclose the camp area. (b) Direction signs to the park shall be placed at points visible to customers; (c) Roads providing vehicles easy access to the rest camp under all weather conditions have to be in place (or a designated secure parking area provided); (d) A properly equipped first aid box shall be provided in a readily accessible position; (e) At least one staff member of the establishment on duty or close at hand shall have a valid first aid certificate; (f) A detailed register of all guests shall be kept.
7.4	Maintenance and service

	<p>(a) The structure, equipment, plumbing, drainage, sewerage disposal, lighting, ventilation, electrical installation of every permanent building of the rest camp shall be kept in good repair at all times.</p> <p>(b) Outdoor electrical points and switches shall comply with recognized waterproof standards and be clearly indicated.</p> <p>(c) The premises of a rest camp shall be cleaned daily and shall be kept in a clean and hygienic condition and free of health, safety and fire hazards at all times.</p>
7.5	Fire safety measures
	<p>Sufficient and appropriate fire-fighting equipment and appliances shall be provided in readily accessible positions on the premises of the rest camp and not more than 25 metres distant from any accommodation unit or campsite.</p>
7.6	Health and Safety
	<p>Rest camps shall comply with all fire, health and safety requirements as may be in force and have valid certificates available for inspection.</p>
7.7	Miscellaneous
	<p>(a) Public Indemnity Insurance coverage shall be held and relevant certificates available for inspection;</p> <p>(b) Occupancy data shall be provided to the Registration Authority or its designated agent in a format and at intervals determined by the Registration Authority.</p>

Schedule 9

SELF-CATERING ESTABLISHMENTS:

MINIMUM REQUIREMENTS FOR REGISTRATION

1.	ACCOMMODATION UNITS – BEDROOMS
1.1	Structure, size and floor covering
	<p>(a) Minimum floor area of bedrooms, inclusive of vestibule and built-in furniture, if any:</p> <ul style="list-style-type: none">(i) Single room: 10m²; (9m² if constructed before 2007)(ii) Double room: 15m². (13m² if constructed before 2007)(iii) 5m² additionally for each extra bed or set of bunk beds (There shall be at least 75cm clearance above bunk beds) <p>(b) If not carpeted wall to wall, the floor shall be tiled or covered with other impervious material and be provided with one floor mat, or similar floor covering shall be provided, equivalent in size to 1m² for each bed or one floor mat at least 2.4m² to serve all beds.</p> <p>(c) Every entrance of an accommodation unit shall be secured by a door with a suitable lock and key or other equivalent locking mechanism and, if an accommodation unit is located in a building complex, a key or other means of entry to the main door of the building complex shall be provided.</p>
1.2	Lighting, heating and ventilation
	<p>(a) All bedrooms shall have window(s) totalling not less than 1m² providing natural light and be furnished with curtains, shutters or blinds for privacy and exclusion of light. If the windows cannot be opened, a ventilation system shall be provided for.</p> <p>(b) In establishments with electricity supply, the following shall be provided:</p> <ul style="list-style-type: none">(i) adequate electric lighting of sufficient luminence to allow for reading;

	<ul style="list-style-type: none"> (ii) a reading lamp for each bed with its switch in immediate vicinity of bed; (iii) at least one electric power plug in each bedroom; (iv) provision for emergency lighting <p>(c) In establishments with no electricity supply, adequate lighting shall be provided by means of gaslight, paraffin lamps, candles or other similar amenities.</p> <p>(d) Heating appliances of sufficient capacity to heat the room shall be available to guests on demand in highveld areas.</p>
1.3	Furniture and fixtures
	<p>The following shall be provided in respect of each bedroom:</p> <ul style="list-style-type: none"> (a) a mirror at least 90cm long and 37cm wide; (b) a table, desk or dresser or any combination of those articles of furniture with a mirror of the minimum size mentioned in paragraph (a), in each bedroom or a room adjacent to and forming part of the bedroom; (c) a wastepaper basket; (d) a bed side table, or equivalent piece of furniture within reach of the bed, for each bed or one if shared between beds (e) in each bedroom or a room adjacent to and forming part of the bedroom, a wardrobe or any other suitable facilities for the storage of guests' clothes; (f) adequate beds for the number of persons occupying the room, but in respect of children other suitable beds may be provided; (g) the entrance of each bedroom is secured by a door with a suitable lock and key or other equivalent locking mechanism.
1.4	Linen, bedding and service
	<ul style="list-style-type: none"> (a) Bed-linen, blankets, pillows and towels shall be provided in sufficient quantities and be kept in good repair at all times; (b) Bed-linen and towels shall be washed and changed with

	clean ones for each new guest and at least twice weekly, and in accordance with guests' requests.
1.5	Accessories and in-room amenities
	In every bedroom the following shall be provided - (a) an ashtray, if smoking in room is permitted; (b) a minimum of 6 clothes-hangers, not being wire-hangers.
2.	BATHROOMS AND TOILETS
2.1	Structure and flooring
	(a) At least one bathroom or shower and one toilet for every three bedrooms other than en suite bedrooms; (b) Floors shall be of impervious material or concrete; (c) All walls of bathrooms and toilets shall be complete from the floor to the ceiling and the internal walls shall be tiled to a height of at least 135cm from the floor, and walls above tiles shall be coated in washable paint; (d) Every en suite bedroom shall be provided with at least a shower and toilet or a bath and toilet; (e) Every bathroom and toilet, shall be fitted with a door which can be locked from the inside or screen to provide privacy; (f) Adequate ventilation by means of windows, extractor fan or other acceptable means of ventilation in good order and effective action shall be provided in every bathroom and toilet; (g) All bathrooms shall have sufficient space to allow freedom of movement for access to all fittings; (h) (h) Drainage from bathrooms and toilets shall be disposed of by means of waterborne sewerage.
2.2	Fixtures and fittings

	<p>(a) A mirror of at least 45cm x 30 cm shall be provided in each bathroom.</p> <p>(b) Bath-tubs, other than free-standing baths, shall be built in with bricks or impervious material and tiled on the outside;</p> <p>(c) All bathrooms shall have a washbasin with hot and cold running water;</p> <p>(d) Adequate towel rails, rings or clothes hooks shall be provided in each bathroom and toilet;</p> <p>(e) A washable bath mat or a wooden bath step shall be provided beside the bath/shower in each bathroom;</p> <p>(f) Every toilet bowl shall be provided with a seat and lid.</p>
2.3	Accessories and service
	<p>(a) Every toilet shall be provided with -</p> <ul style="list-style-type: none"> (i) a toilet paper holder and supply of toilet paper; (ii) a waste or sanitary bin with a lid; (iii) a soap dish or holder; and (iv) soap. <p>(b) Bathrooms and toilets shall be cleaned daily.</p>
3.	DINING ROOM AND LOUNGE
	<p>(a) Dining facilities including table(s) and chairs sufficient for the capacity of the unit shall be provided either internally or externally or forming part of the kitchen;</p> <p>(b) If not carpeted the floors shall be of impervious material or concrete;</p> <p>(c) Adequate lounge seating shall be provided for the size of the unit.</p>
4.	KITCHENS AND WASH-UPS
4.1	Structure and flooring

- (a) Floors shall be of impervious material or concrete.
- (b) All walls shall either be tiled to a height of at least 135cm from the floor or be coated with washable paint.
- (c) Adequate cold rooms or refrigerators shall be provided.
- (d) There shall be no direct access to a toilet from the kitchen.

4.2 Furniture and fixtures

- (a) A self-catering kitchen shall be provided. Adequate cooking utensils, crockery and cutlery for the number of guests to be accommodated should be provided, and if at an establishment those facilities are not provided, guests shall be informed accordingly when bookings are made and in any brochures or other promotional material published in relation to the establishment;
- (b) There should be a hot plate on which to cook meals.
- (c) An oven or microwave should be provided but is not essential (in some circumstances a braai may be an appropriate substitute for an oven);
- (d) a refrigerator with an ice making compartment (unless a freezer is provided);
- (e) at least one sink equipped with a draining board, dish drying rack and running water supply, or a dish-washing machine and a sink, with hot and cold water, shall be provided for the washing of dishes, crockery and cutlery.
- (f) at least one hygienic working surface and storage space suitable for food;
- (g) All fixtures, furniture, furnishings, crockery and cutlery shall be adequate to provide for the maximum number of occupants, including any extra sleeping accommodation;
- (h) There shall be adequate storage space for crockery, cutlery, kitchen and cleaning equipment;
- (i) A covered waste disposal bin shall be provided.

(j) Minimum kitchen inventory-

Per person:

- Knife
- Fork
- Tea spoon
- Dessert spoon
- Small plate
- Large plate
- Teacup and saucer (or mug)
- Bowl
- Tumbler

Per Unit (based on four persons):

- Bread/chopping board
- Kettle
- Bread knife
- Carving/sharp knife and fork
- Corkscrew and bottle opener
- Wooden spoon (stirring spoon)
- Egg lifter
- Tin opener
- Frying pan
- Set of 3 saucepans
- Colander
- Oven roasting tray
- 2 serving dishes or casseroles
- Salad bowl
- Water jug
- Milk jug
- Tea pot
- Sugar bowl
- Salt & pepper pots
- Dish cloth
- 2 serving spoons
- Braai tongs (if braai provided)
- Dust pan and broom/brush
- Floor cloth

(k) All shelves shall be of impervious material.

(l) The top of each worktable shall be a single and solid piece of stainless steel, marble or granite or other equivalent impervious material.

5.	FIRE SAFETY
	<p>(a) All units shall comply with current fire regulations for the area and a valid fire certificate (if applicable) shall be available for inspection</p> <p>(b) Adequate provision shall be made for fire-fighting appliances with fire extinguishers inspected every 6 months</p> <p>(c) Fire and emergency procedures and escape routes shall be prominently displayed.</p>
6.	LAUNDRY
	Adequate facilities should be provided for the use of guests for the washing, drying and ironing of clothes on or off the premises.
7.	GENERAL
7.1	Tariffs for accommodation and services
	<p>(a) The tariffs for accommodation and customer services shall be displayed in a prominent place at the reception desk or be available in writing;</p> <p>(b) Tariffs quoted and confirmed at the time of booking shall be honoured;</p> <p>(c) It should be made clear what is included in the tariff quoted for accommodation, e.g. meals, service charge, and refreshments.</p>
7.2	Maintenance and service
	<p>(a) The structure, equipment, plumbing, drainage, sewerage disposal, lighting, ventilation, electrical installation of every permanent building and all fences on the premises shall be kept in a good state of repair at all times.</p> <p>(b) The premises of accommodation units, including any building complex in which they are located, shall be kept in a clean and hygienic condition and free of health, safety and fire hazards at all times.</p>

	<p>(c) All rooms shall be properly ventilated.</p> <p>(d) Accommodation units shall be cleaned daily while they are occupied. Cleaning material and equipment shall be provided for use by guests on request.</p> <p>(e) Each accommodation unit shall be provided with at least one refuse bin, which shall be emptied and cleaned daily.</p>
7.3	Equipment provided
	<p>All furniture and equipment, kitchen utensils, cutlery, crockery, glassware, bedding, linen, curtains, carpets, mats and other floor covering shall be clean and kept in good order and no chipped or cracked crockery or glassware may be used.</p>
7.4	Access, safety and security
	<p>(a) Security facilities for the safekeeping of guests' valuables shall be provided either in the guest rooms or at a central place.</p> <p>(b) Guests shall have 24-hour access to their accommodation and be provided with keys or other locking device for admission to the premises whenever a porter is not on duty;</p> <p>(c) At least one responsible member of staff shall be on duty and/or accessible at all times;</p> <p>(d) A first aid kit shall be kept on the premises and be available to guests at all times.</p> <p>(e) Guidelines and instructions reasonably required for advising guests in relation to risks attached to any amenities or services provided in a self-catering apartment shall be made available in each unit;</p> <p>(f) A detailed register of all guests shall be kept.</p>
7.5	Miscellaneous
	<p>(a) Public Indemnity Insurance coverage shall be held and relevant certificates available for inspection;</p> <p>(b) Occupancy data shall be provided to the Registration Authority or its designated agent in a format and at intervals determined by the Registration Authority.</p>

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