

REQUIREMENTS & DOCUMENTATION
For
JAMAICA TOURIST BOARD
PLACES OF INTEREST/WORSHIP

- COMPLETED APPLICATION FORM WITH REQUIRED DOCUMENTATION SUBMITTED TO MANAGER, LICENCE PROCESSING UNIT, TPDCo
- COPY OF PUBLIC LIABILITY INSURANCE
- COPY OF TAX REGISTRATION NUMBER (TRN)
- COPY CERTIFICATE OF INCORPORATION
- LIST OF DIRECTORS
- COPY OF REGISTRATION OF BUSINESS NAME (where applicable i.e. if Business Name is different from the name of the Company)
- LETTER TO GOOD STANDING – COMPANIES OFFICE OF JAMAICA
- COPY OF FOOD HANDLER’S PERMITS (where applicable)
- COPY OF PUBLIC HEALTH FOOD ESTABLISHMENT CERTIFICATE (where applicable)
- LIST AND DESCRIBE EVENTS/ACTIVITIES OFFERED AT PLACE OF INTEREST/WORSHIP e.g. in a PRINTED BROCHURE.
- DESCRIPTION OF PROPERTY
- APPROVAL FROM LOCAL PLANNING AUTHORITY (Parish Council e.g. KSAC, St. James Parish Council)
- COPY OF WRITTEN APPROVAL FROM NEPA (where applicable)
- APPROVAL FROM JAMAICA NATIONAL HERITAGE TRUST (where applicable)
- MANAGEMENT PLAN WHICH IS TO INCLUDE ENVIRONMENTAL PROCEDURES BEST PRACTICES, MAINTENANCE OF FACILITY AND TRAINING OF STAFF
- COPY OF FIRE CERTIFICATION (where applicable)
- REGISTERED SECURITY ARRANGEMENT / COPY OF SECURITY CONTRACT
- SECURITY APPROVAL FROM POLICE TOURISM LIAISON SECTION
- COPY OF TPDCo TOUR GUIDE CERTIFICATION (where applicable)
- TPDCo ASSESSMENT RECOMMENDATION
- LIST OF EMPLOYEES (with job title)

ADDITIONAL CERTIFICATES MAY BE REQUIRED BASED ON THE ACTIVITIES BEING OFFERED

ALSO, ALL GOVERNMENT STATUTORY REQUIREMENTS MUST BE MET AND ADHERED TO.