

DOCUMENTS REQUIRED
For
JAMAICA TOURIST BOARD

TRAVEL HALTS

- COMPLETED APPLICATION FORM WITH REQUIRED DOCUMENTATION SUBMITTED TO MANAGER, LICENSING PROCESSING UNIT, TPDCo.
- COPY OF PUBLIC LIABILITY INSURANCE
- 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 VALID FOOD HANDLER’S PERMITS (where applicable)
- COPY OF PUBLIC HEALTH FOOD ESTABLISHMENT CERTIFICATE (where applicable)
- APPROVAL FROM LOCAL PLANNING AUTHORITY (Parish Council e.g. KSAC, St. James Parish Council)
- PROOF OF PERMISSION TO OCCUPY PREMISES (CERTIFIED LEASE /RENTAL AGREEMENT) OR COPY OF PROOF OF OWNERSHIP
- COPY OF SURVEYOR’S ID
- COPY OF FIRE CERTIFICATE
- REGISTERED SECURITY ARRANGEMENTS / COPY OF SECURITY CONTRACT
- SECURITY APPROVAL FROM POLICE TOURISM LIAISON OFFICERS
- COPY OF SPIRITS LICENCE (where applicable)
- COPY TAX REGISTRATION NUMBER (TRN)
- TPDCo. ASSESSMENT RECOMMENDATION

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

Revised September 17, 2014