

**REQUIREMENTS & DOCUMENTATION  
FOR  
JAMAICA TOURIST BOARD  
ATTRACTION LICENCE**

- ◆ COMPLETED APPLICATION FORM SUBMITTED TO MANAGER, LICENCE PROCESSING UNIT, TPDCo
- ◆ COPY OF CERTIFICATE OF INCORPORATION
- ◆ COPY OF LIST OF DIRECTORS
- ◆ COPY OF TAX REGISTRATION NUMBER (TRN)
- ◆ 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 PUBLIC LIABILITY INSURANCE (schedule from insurance company)
- ◆ COPY OF COPY OF FOOD HANDLER'S PERMITS (where applicable)
- ◆ COPY OF PUBLIC HEALTH FOOD ESTABLISHMENT CERTIFICATE (where applicable)
- ◆ COPY OF PUBLIC HEALTH SWIMMING POOL PERMIT (where applicable)
- ◆ COPY OF FIRE CERTIFICATE
- ◆ APPROVAL FROM JAMAICA NATIONAL HERITAGE TRUST (where applicable)
- ◆ REGISTERED SECURITY ARRANGEMENT / COPY OF SECURITY CONTRACT
- ◆ SECURITY APPROVAL FROM POLICE TOURISM LIAISON OFFICER
- ◆ PRINTED BROCHURE WHICH LISTS ACTIVITIES OFFERED AT THE ATTRACTION
- ◆ LIST OF EMPLOYEES (with Job Title)
- ◆ TPDCo CERTIFICATION OF TOUR GUIDES
- ◆ WORK PERMITS (where applicable)
- ◆ COPY OF THE CPR, FIRST AID CERTIFICATE FOR ALL WATER BASED ACTIVITIES EMPLOYEES FROM THE ROYAL LIFE SAVING SOCIETY AND 10% OF ALL OTHER STAFF TO BE CPR TRAINED
- ◆ COXSWAIN CERTIFICATE OF COMPETENCY FROM MARITIME AUTHORITY OF JAMAICA (where applicable)
- ◆ DIVING CERTIFICATE (where applicable)
- ◆ FISHERIES LICENCE (for vessel(s) & employees, where applicable)
- ◆ COPY OF MARITIME AUTHORITY SAFETY CERTIFICATE FOR EACH VESSEL (where applicable)
- ◆ SWIFT WATER CERTIFICATION FOR ALL RIVER GUIDES FROM THE ROYAL LIFE SAVING SOCIETY (where applicable)
- ◆ APPROVAL FROM LOCAL PLANNING AUTHORITY (Parish Council e.g. KSAC, St. James Parish Council)
- ◆ COPY OF CERTIFIED LEASE OR RENTAL AGREEMENT (where applicable)
- ◆ PROOF OF OWNERSHIP (PROPERTY TITLE)
- ◆ SURVEYORS ID OF PROPERTY (For new applicants or if there are changes)
- ◆ FITNESS CERTIFICATES FOR MOTORISED TRANSPORTATION USED FOR TOURING PROPERTY (where applicable)
- ◆ PERMISSION FROM RIVER RAFTING AUTHORITY TO OPERATE ON GAZETTED RIVERS
- ◆ WRITTEN PERMIT FROM NEPA (For new applicants and where activities are added)
- ◆ COPY OF BEACH LICENCE FROM NEPA (where applicable)
- ◆ LETTER OR CERTIFICATE FROM GOVERNMENT VETERINARIAN where applicable )
- ◆ TPDCo. ASSESSMENT RECOMMENDATION
- ◆ MANAGEMENT PLANS REGARDING MAINTENANCE, DISASTER PREPAREDNESS AND SAFETY MEASURES IN PLACE AND TO INCLUDE HEALTH, SAFETY & ENVIRONMENTAL RULES & REGULATIONS AND TRAINING OF STAFF (To be submitted by new applicants or if there are amendments to information)
- ◆ FIRST AID KIT
- ◆ LIFESAVING DEVICE – JACKET PER PASSENGER; LIFE RING, SPINAL BOARD
- ◆ SCHEDULE OF RIVER USAGE SO AS NOT TO BE CAUGHT WITH SUDDEN CHANGES IN DEPTH OF RIVER (where applicable)
- ◆ BATHROOM FACILITIES AT EITHER BEGINNING OR END OF TRIP (indicated in inspection report)

*ADDITIONAL CERTIFICATES MAY BE REQUIRED BASED ON THE ACTIVITIES BEING OFFERED*

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