

GUIDELINES FOR PROJECT APPROVAL AND CLASSIFICATION OF TENTED ACCOMMODATION

There is a growing awareness of and increasing demand for eco, adventure, wildlife and pilgrimage tourism. These tourism products involve visiting and staying in remote areas, forests, deserts and riversides. There is an overall shortage of accommodation at tourist destinations, especially in remote areas. Moreover, permanent construction in these areas may either not be permissible or feasible. To meet the increasing demand of tourists, camping facilities and tented accommodation would need to be developed. There is, therefore, a need to promote and facilitate setting up of camp sites while ensuring adherence to quality, standards and safety norms. The Department of Tourism, Government of Punjab has introduced a voluntary scheme for project approval and classification of operational Tented Accommodation in the following categories:-

- 1. Standard**
- 2. Deluxe**

The Committee formed by PHTPB would inspect and assess the tented accommodation based on facilities and services offered. Project approvals would also be given to these two categories at the project implementation stage.

Classified tented accommodation /approved projects may be eligible for various concessions and facilities that may be announced by the Government from time to time besides getting publicity through the Campaign & local Tourism offices across the state.

For project approval /classification of Tented Accommodation in the Standard / Deluxe category, application along with the prescribed fees and specified documents may be sent to:

**MEMBER SECRETARY
PUNJAB HERITAGE & TOURISM PROMOTION BOARD (PHTPB)
PLOT No- 3
SECTOR 38 A
CHANDIGARH**

GENERAL TERMS, CONDITIONS & APPLICATION FORMAT FOR PROJECT APPROVAL AT PROJECT LEVEL & CLASSIFICATION OF TENTED ACCOMMODATION

1. Prior approval of PHTPB will be required for all Tented Accommodation Projects. The documents required for project approval are listed below.
2. Project approval is valid for 5 years. The Tented Accommodation may apply for classification after the project becomes operational.
3. The PHTPB reserves the right to modify the Guidelines / Terms and Conditions from time to time.

4. Application Form. This covers:

(i) Proposed name of the Tented Accommodation.

(ii) Name of the promoters with a note on their business antecedents.

(iii) Complete postal address of the promoters /tel. /fax / e-mail

(iv) Status of the owners/ promoters.

a. If public / private limited company with copies of Memorandum and Articles of Association.

b. If partnership, a copy of Partnership Deed and certificate of registration.

c. If proprietary concern, name and address of proprietor / certificate of registration.

(v) Location of site with postal address.

(vi) Details of the site.

a. Area (in sq.meters).

b. Title –owned /leased with copies of sale / lease deed.

c. Copy of Land Use permit from local authorities.

d. Distances from railway station, airport, main shopping centers (in kms).

(vii) Details of the project

1. Copy of feasibility report.

2. Category planned.

3. Number of tents and area for each type of tent (in sq.ft.).

4. Number of attached baths and areas (in sq. ft.).

5. Details of public areas – lobby / lounge, restaurants, bars, shopping, banquet/conference halls, health club, swimming pool, parking facilities.

6. Facilities for the differently abled persons.

7. Eco-friendly practices and any other additional facilities (please indicate area in sq.ft. for each facility mentioned above at 5, 6 & 7).

8. Date by which project is expected to be completed and operational.

(viii) Approved blue prints / sketch plans signed by the owner showing:

Site plans.

▪ Details of tents and bathrooms with dimensions (in sq.ft.).

▪ Details of fire fighting measures / fire extinguishers /hydrants etc.

▪ Details of measures for energy conservation and water harvesting.

(ix) Air-conditioning details for tents and public areas (if required).

(x) Local approvals by:

NOC / Permission / Certificate from District Magistrate/ (concerned departments in case of Govt. land) of the area for operating the Tented Accommodation.

(The above mentioned approvals / NOCs are the responsibility of the promoters / concerned company as the case may be. The PHTPB's approval is no substitute for

any statutory approval and the approval given is liable to be withdrawn in case of any violations without notice).

(xi) Proposed capital structure:

Total project cost:

- a. Equity component with details of paid up capital.
- b. Debt-with current and proposed sources of funding.

(xii) Letter of acceptance of regulatory conditions.

(xiii) Application fee.

- (a) In the event of any changes in the project plans, the approval must be sought afresh.
- (b) The Tented Accommodation must immediately inform PHTPB, the date from which it becomes operational and apply for classification within 3 months of this date.
- (c) The prescribed fee for the project approval and subsequent extension, if any, in the form of a Demand Draft in favour of "PHTPB", Chandigarh is as under:

(d) CATEGORY AMOUNT IN Rs.

Standard 5,000
Deluxe 8,000

- (xiv) The promoters must forward regular progress reports for each quarter to PHTPB.
- (xv) All documents must be valid at the time of application and a Gazetted officer or Notary must duly certify copies furnished to the Punjab Heritage & Tourism Promotion Board. Documents should be duly certified.
- (xvi) For any change in the category, the promoter must apply afresh with a fresh application form along with prescribed fees.
- (xvii) Any change in the project plans or management should be informed to the PHTPB within 30 days, otherwise the approval will stand withdrawn / terminated.
- (xviii) Applicants are requested to go through the Checklist of Facilities and Services contained in this document before applying for classification.
- (xix) Incomplete application will not be accepted.
- (xx) The PHTPB reserves the right to modify the Guidelines /Terms and Conditions from time to time.

5. Tented Accommodation Classification /Re-classification

- i. Classification for newly operational camping site must be sought within 3 months of completion of the approved project. An operating Tented Accommodation may opt for classification at any stage.
- ii. Once a Tented accommodation applies for classification / re-classification, it should be ready at all times for inspection by the Committee constituted by PHTPB for the same. No request for deferment of inspection will be entertained.
- iii. Classification will be valid for 5 (Five) years from the date of issue of order or in case of reclassification from the date of expiry of the last classification provided that the application has been received within the stipulated time mentioned above, along with all valid documents. Incomplete applications will not be accepted.
- iv. Tented Accommodation applying for classification must provide the following documentation:

6. Application Form detailing:

- (i) Name of the Tented Accommodation.
- (ii) Name and address of the promoters /owners with a note on their business antecedents.
- (iii) Complete postal address of the camping site with telephone.No. / fax / e-mail.
- (iv) Status of the owners / promoters:
 - (a) If public/ private limited company with copies of Memorandum and Articles of Association.
 - (b) If partnership, copy of Partnership Deed and certificate of registration.
 - (c) If proprietary concern, name and address of proprietor/ certificate of registration.
- (v) Date on which the camping site became operational.
- (vi) Details of camping site with postal address and distance from airport/ railway station/city center / downtown shopping area (in kms).
- (vii) Details of the Tented Accommodation:
 - (a) Area (in sq.mt.& sq.ft) with title –owned/ leased with copies of sale/ lease deed
 - (b) Copy of Land Use Permit from local authorities
 - (c) Category being applied for
 - (d) Number of tents and area for each type of tent in sq.ft. (single /double/ suites)
 - (e) Number of attached baths
 - (f) Details of public areas –Lobby /lounge, restaurants, bars, shopping area, banquet/ conference halls, health club, swimming pool, parking facilities, facilities for the differently abled persons, eco-friendly practices and any other additional facilities. The area for each facility should be indicated in sq.mt .& sq.ft.
 - (g) Detail of tents and bathroom with dimensions in sq.ft..
 - (h) Details of Fire Fighting Measures /Hydrants etc.
 - (i) Details of measures for energy conservation and water harvesting and other eco-friendly measures and initiatives.
 - (j) Air–conditioning details for guest room, public areas etc.

7. Certificates / No Objection Certificates (attested copies):

- (a) Document establishing ownership of the site/ lease deed.

- (b) NOC / Permission / Certificate from District Magistrate/(concerned Deptt. in case of Govt. land) of the area for operating the Camping Site.
- (c) If classified earlier, a copy of the earlier certificate of classification issued by PHTPB.

IMPORTANT: *It will also be the responsibility of the promoters of the tented accommodation to obtain NOC / Clearance / Permission of any other local authority as may be applicable / required viz: Approval / NOC from AAI for projects located near Airports, NOC of the State Pollution Control Board, NOC of Forest Dept in case the Camping site in question is in the vicinity of any Sanctuary or a Forest Reserve etc. wherever applicable.*

NOTE:

- The Board's (PHTPB) approval is no substitute for any statutory approval and the approval given is liable to be withdrawn without notice in case of any violations or misrepresentation of facts.
- Application for classification or re- classification must be complete in all respects application form, application fee, prescribed clearances, NOCs, certificates etc. Incomplete application will be rejected.

8. Prescribed application fee

The application fee payable for Classification / Re-classification in the form of a Demand Draft in favour of "PHTPB, Chandigarh is as under:

Sl No.	Category	Classification / Reclassification fees in Rs.
1.	Standard	10,000
2.	Deluxe	15,000

9. The Classification Committee will consist of the following:

- (a) Representative from Eco-tourism Development Committee (EDC)/Sub-Committee or his representative. Representatives from FHRAI/IATO/ IHM / Domestic Tour Operators Association / Adventure Tour Operators Association/ local State tourism office and Member Secretary, PHTPB will constitute as the other members of the Committee. Any other experts may be co-opted.
- (b) The CEO and any 3 members will constitute a quorum.
- (c) The minutes will be approved by the CEO (PHTPB).
- (d) In case of any dissatisfaction with the decision of PHTPB, the Tented Accommodation may appeal to Principal Secretary (Tourism), Government of Punjab for review and reconsideration within 30 days of receiving the communication regarding classification / re-classification. No requests will be entertained beyond this period.

10. Tented Accommodation will be classified following a two-stage procedure. The Presence of facilities and services will be evaluated against the enclosed checklist.

- (a) All Camping Sites to adopt environment friendly practices and facilities for differently abled persons.
- (b) The quality of facilities and services will be evaluated against the mark sheet.

11. The Camping Site is expected to maintain required standards at all times. The Classification Committee may inspect a Camping Site at any time without previous notice. The Committee may request that its members be recommended overnight stay to inspect the level of services.
12. Any deficiencies / rectification pointed out by the PHTPB must be complied within the stipulated time, which has been allotted in consultation with the Camping Site representatives during inspection. Failure to do so will result in rejection of the application.
13. The Committee may assign a category lower but not higher than that applied for.
14. The Camping Site must be able to convince the Committee that they are taking sufficient steps to conserve energy and harvest water, segregation of garbage and disposal / recycling as per Pollution Control Board (PCB) norms and following other Eco-friendly measures.
15. For any change in the category, the promoters must apply afresh with a fresh application form and requisite fees for the category applied for.
16. Any changes in the plans or management of the Tented Accommodation should be informed to the PHTPB, Govt. of Punjab within 30 days otherwise the classification will stand withdrawn / terminated.
17. Applicants are requested to go through the checklist of facilities and services contained in this document before applying.
18. Incomplete application will not be accepted.
19. The Punjab Heritage & Tourism Promotion Board (PHTPB) reserves the right to modify the Guidelines /Terms and Conditions from time to time.

GUIDELINES FOR DEVELOPMENT OF CAMP SITES

There is growing awareness of and increasing demand for eco, adventure, wildlife

and pilgrimage tourism. These tourism products involve visiting and staying in remote areas, forests, deserts and river side. There is an overall shortage of accommodation at tourist destinations, especially in remote areas. Moreover, permanent construction in these areas may either not be permissible or feasible. To meet the increasing demand of tourists, camping facilities and tented accommodation would need to be developed.

It is, therefore, a need to promote and facilitate setting up camps sites while ensuring adherence to quality, standards and safety norms. This guideline is being issued for promoting and regulating setting up camp sites in the State.

A. CATEGORIES & CLASS

Camp sites can be classified into following five categories according to their geographical features:

i. Nature

This category of camp sites includes areas near (but outside) Forest Area/ Wildlife Sanctuaries, Parks and Community Reserves within the state. However it shall be subjected to Wildlife Protection Act or any other Forest/Environment Act as may be applicable.

ii. Adventure

Adventure is broadly classified into Land, Water & Aero sports as explained below:

(a) Land: Campsites on/ near trekking routes & hiking trails, camps in remote areas for overland journeys, camps near rock climbing areas.

(b) Water: Rafting beach camps along rivers, camps for kayaking along the water bodies and backwaters, camps near water bodies for promotion of water touring, water sports and tourism activities such as angling, kayaking, canoeing, waterskiing, parasailing using motorboats etc.

(c) Air: Camps in the mountains for promoting paragliding, parasailing, hot air ballooning and micro light flying, etc.

iii. Pilgrimage

Pilgrimage tourism attracts large number of tourists but there is scarcity of accommodation. Such camp sites should be able to offer quality accommodation with low impact.

iv. New Destinations (Heritage)

There is immense scope of developing new routes & sectors with the help of camp sites.

v. Destinations Linked To International Events

The entire accommodation infrastructure comes under pressure when there are international religious events & festivals.

The camp sites can be further classified under 2 categories according to the facilities available:

- I. Deluxe
- II. Standard

B. SPECIFICATIONS

Following are the proposed specifications required to be observed for setting up a permanent camping site:

1. MINIMUM/ MAXIMUM NO. OF UNITS

CATEGORY	IN PLAINS		IN HILLS	
	MIN.	MAX.	MIN.	MAX.
Wildlife*/Nature	6	30	6	20
Adventure	6	40	6	40
Pilgrimage	6	50	6	25
New Destinations	6	30	6	30
Destination linked to International religious events	6	50	6	30

Note: There should be a minimum gap of 5/6 feet between tents..

2. CAMPS

a) Platforms

The minimum area required for the platforms should be 10/10 ft. The platform should be raised minimum 12 inches from the ground. Construction of the platform should ideally be of brick & mortar or local material.

b) Structures

The tents may be pitched under temporary semi built structures with the help of iron frames and temporary roofs like thatch, tiles, bolted plywood for protection from harsh weather conditions which may be easy to remove if desired. Side brick walls for stability may also be used if desired and permissible.

*note : subject to Forest/Wildlife Protection Act.

c) Room

The minimum size for the sleeping area of the tent should be 10 x 10 ft. with a minimum centre height of approximately 7 ft. The tent must have a front entry with at least 2 windows on each side of the wall with attached connecting door at the back leading to a bathroom.

d) Low-cost ecological sanitation (Ecosan) Toilets

The camp site should be provided with ecological sanitation (Ecosan) which offers a new philosophy of dealing with what is presently regarded as waste and wastewater. Ecosan is based on the systematic implementation of reuse and recycling of nutrients and water as a hygienically safe, closed-loop and holistic alternative to conventional sanitation solutions. Ecosan is a new holistic paradigm in sanitation, which is based on an overall view of material flows as part of an ecologically and economically sustainable wastewater management system tailored to the needs of the users and to the respective local conditions. UNDP has developed expertise in this regard. Further information on Ecosan can be accessed at <http://www.undp.org/water/initiatives/ecol.html>. Deluxe tents should have attached toilets.

e) Veranda

The minimum area for veranda in front should be 6x10 ft. with a clear height of 7ft.

f) Kitchen

Ideal kitchen size should not be less than 15x 20 ft. a clear height of 8 ft. with built walls & counters. Recommended fuel for cooking meals for the camp should be LPG & if possible the use of solar cookers must be encouraged. The kitchen should be well lit with ample room for ventilation. Proper counters for placing burners, working tables, storage of groceries & ration, washbasin, storage of crockery, cutlery & serving dishes and also place for garbage bins should be earmarked. One Kitchen per site will be allowed.

g) Storage: Separate & easily accessible storage units would be required for :

- a) Ration
- b) House keeping goods
- c) Electrical goods
- d) Sanitary & Plumbing goods
- e) Gardening tools
- f) Construction material
- g) Adventure equipment (for adventure camps)

C. SAFETY, HYGIENE, RESPONSIBLE STANDARDS, ENVIRONMENT FRIENDLY

Responsible tourism friendly policy should be adopted for sustainable growth which also benefits the local community and does not adversely affect the local environment.

Special attention should be given for safety and security of the permanent residents and guests who use the facility. Use of eco friendly practices and local products should be encouraged.

(i) CAMP SECURITY & SAFETY

Adequate security and safety arrangements should be made at the camp facility viz. deployment of security guards, system of patrolling, fencing of the area wherever feasible to avoid unnecessary trespassing and unauthorized entry.

The facility of first aid should be available at the site and adequate first aid training should be provided to the staff. A well defined mechanism should be available to handle a medical emergency. There should also be a backup plan to handle emergencies as well as a mechanism for evacuation in the need of any eventuality. The camp management should maintain effective coordination with local medical establishments.

(ii) GARBAGE / WASTE DISPOSAL

Garbage should be segregated into biodegradable (kitchen waste etc), non-biodegradable (thermo coal products, aluminum foil, cigarette butts etc) & recyclable (newspapers, bottles, cans etc). Vermi-composting should be encouraged for the disposal of kitchen garbage. Solid waste and sewage disposal should be carried out in an orderly and eco-friendly manner. Use of a sewage treatment plant should be encouraged.

(iii) MINIMAL USE OF PLASTIC

The use of plastic products and disposable cutlery / crockery made of plastic should be minimized / discouraged.

(iv) GREEN DRIVE / POLLUTION CONTROL

Greening of the camp site along with planting of trees and landscaping should be encouraged. Use of chemical fertilizers should be discouraged and use of natural manures / fertilizers should be practiced. Rain water harvesting measures should be encouraged and there should be one water bore well per 3 acres. Efforts should be made to regulate noise, air and water pollution.

(v) FIRE FIGHTING MEASURES

Adequate fire fighting equipment should be available at the camp site. Controlled burning of camp fires should be exercised with caution and fire drills should be held regularly for the staff. Dry foliage, leaves, etc should be cleared away regularly to avoid fire. In addition to the availability of sand and water buckets, modern fire extinguishers should be available on site and also frequently checked and serviced.

(vi) USE OF ALTERNATE ENERGY RESOURCES & CONSERVATION

In addition to the use of CFL lighting, the use of solar energy should be encouraged. Other nonconventional eco-friendly energy resources should be used.

(vii) HEALTH & HYGIENE

Regular medical checkup should be carried out and the staff should be trained about personal hygiene and cleanliness.

D. SUPPORT FROM THE LOCAL ADMINISTRATION

The following support is required from the local administration to set up a campsite:

- Waste disposal
- Water supply
- Electricity – Single phase & 3 phase connection
- LPG connection from the nearest depot
- Subsidies on buying state of the art alternate energy resources such as solar & wind based equipment.

E. APPROVAL AUTHORITY

The CEO, PHTPB will be the final authority for approval of the project.

E. ROLE OF THE BOARD/ STATE GOVERNMENTS

- a) To identify land banks for campsites as per the categories proposed
- b) To arrange single window clearance for all approvals
- c) To facilitate/execute lease of land to private partners/entrepreneurs.

The lease tenure for land identified for campsites is as under:

TYPE	TENURE
WILDLIFE /NATURE	5 YEARS
NEW DESTINATIONS	20 YEARS
PILGRIMAGE	5 YEARS
ADVENTURE	10 YEARS
RELIGIOUS FESTIVALS & EVENTS	5 YEARS

F. LAND REQUIREMENT FOR DIFFERENT CATEGORIES FOR CAMPS

SECTOR	MOUNTAINS/ HILLS	PLAINS
WILDLIFE*	Min 1200 sq mtrs	Min 2000 sq. mtrs
NEW DESTINATIONS	Min 1200 sq mtrs	Min 2000 sq. mtrs
PILGRIMAGE	Min 2000 sq mtrs	Min 4000 sq. mtrs
ADVENTURE	Min 1200 sq mtrs	Min 2000 sq. mtrs
FESTIVALS & EVENTS	Min 1200 sq mtrs	Min 2000 sq. mtrs

*note : subject to Wildlife / Forest Protection Act.

G. PARTICIPATION OF LOCAL COMMUNITY

All efforts should be made to encourage participation of the local community in the tourism related activities of the camp sites. Training and sensitization of the members of the local communities should be undertaken for capacity building and for creating awareness about economic benefits of tourism to the local communities.

Tourists/campers should be sensitized about the socio-cultural traditions of the local communities through brochures and welcome address.

H. CARRYING CAPACITY (to be commented by EDC)

Carrying capacity must be kept in mind for wild life / adventure / new destinations campsites. There should be a minimum separation of 500 meters between campsites and no more than two campsites in an area of one sq kilometer. The maximum number of campsites for a destination must be planned ahead as a part of the camping master plan.

Congestion of campsites must be avoided at all costs.

I. FINANCIAL SUPPORT AVAILABLE TO SUCCESSFUL APPLICANTS

Successful applicants will be entitled to the following support, which will only be available as long as the property remains a registered member of the scheme and abides fully by its terms and conditions:

- Energy and water tariff levied at domestic rates as per the Punjab Industrial Policy 2009.

J. PROMOTION AND MARKETING

The Eco-tourism wing of PHTPB would undertake initiatives and campaigns to promote the camping facilities located all across the state.
