



**TRINIDAD & TOBAGO
TOURISM ACCOMMODATION UPGRADE PROJECT**



APPLICATION FORM

Category: Upgrade of Small Approved Tourism Properties in Trinidad and Tobago
(Properties with 1-5 guestrooms)

Please complete this form and submit with all supporting documentation to the
Tobago Tourism Agency Limited
Pleasant House, Corner Bacolet Ext. Road and Hamilton Street,
Scarborough, Tobago.
Tel No. (868) 612-8825 ext. 2005

APPLICANT INFORMATION

Operator Owner

Name of Owner/Operator:

Name of Property:

Address of Property:

Tel:

Fax:

Email:

Website:

Date of Commencement of Operations:

PROPERTY INFORMATION

Please check the category to which you belong:

Bed & Breakfast Self-Catering Facility Villa Eco-Lodge

Number of Guest Bedrooms: 1 2 3 4 5

Please indicate the number of rooms in each room type below:

Single: Double: Triple: Other:

Please indicate the facilities offered to guests:

Kitchenette: Stove Refrigerator Microwave Toaster Oven

Laundry: Washer Dryer

Bedroom/Bathroom: Air Conditioning Iron & Ironing Board Television Hair Dryer

Hot & Cold Water

Exterior: Swimming Pool

Other: _____

ELIGIBILITY/SUPPORTING DOCUMENTS		
Eligibility Requirements	Documents	Submitted (Check all that apply)
National Identification	Copy of Valid Photo ID Card/Drivers Permit/Passport	
Operating as a Tourism Accommodation for more than 4 years	Certificate of Registration	
Proof of Ownership of Property	Deed	
Town and Country Planning Approval	Approval Documents	
Board of Inland Revenue Clearance	Clearance Certificate	
Value Added Tax Clearance	Clearance Certificate	
Registered Member of TUBBSCA/ STAOTT for 1-5 rentable guestrooms	Supporting Documents	
Certified/Registered under the Trinidad & Tobago Tourism Industry Certification (TTTIC) Programme or TTAL or if not, willing to sign a formal commitment to apply for certification/registration	TTTIC Certificate (most recent) or proof of application/copy of receipt	
Public Liability Insurance	Certificate of Insurance Policy	
Scope of Proposed Upgrade Works and Quotations	Scope of Proposed Upgrade Works and Quotations	
Are you in receipt of grant funds for upgrades from any other arm or agency of the Government of the Republic of Trinidad and Tobago (GORTT)? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details _____ _____		
<i>Please note that you may be ineligible for this project if you are currently in receipt of grant funds for upgrades from any other arm or agency of the GORTT.</i>		
DECLARATION		
1. I declare that all the information provided in this application is true, accurate and complete and that I have not withheld any information. 2. I understand that to falsify information is to disqualify me from being eligible for this project. 3. I agree to allow the Tobago Tourism Agency Limited to conduct inspections of the property. 4. I understand that the Tobago Tourism Agency Limited reserves the right to refuse any application. 5. I agree to apply for certification under the Trinidad and Tobago Tourism Industry Certification (TTTIC) Programme if I have not already done so.		
Name of Applicant/ Property Representative: (Block Letters)		
Position:		
Signature:	Date:	
Company Stamp:		
TOBAGO TOURISM AGENCY LIMITED OFFICIAL USE ONLY		
Received by:	Date:	
Notes:		