

INFORMATION RELATED TO AN APPLICATION FOR A TOURIST ACCOMMODATION LICENSE

1. *Application and Capacity Data Form*

The necessary forms must be completed and submitted to the Department of Tourism, accompanied by a prescribed fee of CI\$25 per bedroom, with a minimum fee of CI\$250. Upon the submission of the application and payment of the required fee, it is imperative to contact each relevant inspecting department (Tourism, Fire, and Environmental Health) to arrange for property inspections. Once all three agencies have granted their approval, the application will be forwarded to the Hotel Licensing Board for the issuance of a license.

2. *The Tourism Law & Regulations (1995 Revision & 2001 Revision)*

3. *The Tourist Accommodation (Taxation) Law (1996 Revision)*

As a manager or operator of tourist accommodation, it is imperative to comply with legal requirements regarding the Tourist Accommodation Tax. A tax rate of 13% must be applied to all tourists accommodated. This tax must be remitted to the Department of Tourism along with the necessary documentation no later than twenty-eight (28) days following the conclusion of the month in which accommodation and related services were rendered. It is important to note that a “tourist” is defined as an individual who is not ordinarily a resident of the Islands, who visits the Islands and remains there continuously for a duration not exceeding six months. For additional information, please contact Schelita Cook at the Department of Tourism by calling (345) 244-1261 or via email at scorpus@caymanislands.ky or ar@caymanislands.ky

4. *The Hotel Keepers Liability Law (1997 Revision)*

Where applicable.

5. *Labour (Gratuities Distribution) Regulations 1992*

Where applicable.

6. *Blank Monthly Tourist Accommodation Occupancy Form*

Upon obtaining the necessary license for tourist accommodation, it is mandated by law to complete this form on a monthly basis and submit it to the Department of Tourism no later than the 15th of the subsequent month.

7. *Rates and Facts Information Sheet*

Upon obtaining a license for tourist accommodation, you will have the opportunity to be featured on the official Cayman Islands website and in the Travel Planner at no cost. To capitalize on these promotional platforms, it is essential that you complete the requisite form and submit it to the Department of Tourism.

TOURIST ACCOMMODATION LICENSING INFORMATION continued...

General Information

- Annual inspections will consist of **a maximum of two inspections by each Department.** There will be one re-inspection should the need for a re-inspection arise. Having your property in good order will ensure that your license renewal is processed on a timely basis.
- The Tourism Law empowers Inspectors to inspect all rooms should they be occupied or not. While the former may not be a desirable option on your part, there will be times when this cannot be avoided.
- The onus is on property managers/operators to follow up with the various departments to ensure that they receive copies of inspection reports and schedule re-inspections after all corrections have been made.
- It is the responsibility of the manager/operator to ensure that their property has been passed by all three inspecting departments and is a **licensed tourist accommodation.** *(It is an offence to operate a property if not licensed by the Cayman Islands Hotels Licensing Board. You could be fined \$100.00 per day, per guest for every day you have attempted, offered or rented the property.)*
- Any change of status that occurs with your property (e.g. new manager, new operator, no longer in rental pool) must be reported to the Department of Tourism in writing.
- New properties wishing to become licensed or licensed properties wishing to add a unit/s to their rental pool, must apply and pay the prescribed fee before any inspections are conducted.
- **By Law** property operators/managers required to have a representative of the property there to check-in a guest. *(It is an offence if an operator/manager does not take all necessary security precautions and you could be fined \$1,000.00 and imprisoned for 6 months.)*

Contact Information for Inspecting Departments

DEPARTMENT(Grand Cayman)	PHONE	FAX	E-MAIL
Cayman Islands Department of Tourism (CIDOT)	526-1276 526-1246 526-1246	949-4053	igayle@caymanislands.ky Npitterson@caymanislands.ky toconnor@caymanislands.ky
Cayman Islands Fire Service (CIFS)	926-8176	949-0268	tiffany.ebanks2@gov.ky firesafetyinspections@gov.ky
Department of Environmental Health (DEH) (GCM & Sister Islands)	949-6696	949-4503	dehcustomerservice@gov.ky

DEPARTMENT (Sister Islands)	PHONE	FAX	E-MAIL
Tourism	948-1649 526-1649 526-1299	948-1629	Office ywalton@caymanislands.ky mscanigon@caymanislands.ky
Fire	926-1576	948-1292	Elton.Martin@gov.ky