

Ref No	:
Project Name	:
Location	:

ONE STOP UNIT

UNIT FOR NATIONAL INVESTMENT IN TOURISM (UNIT)

Sri Lanka Tourism Development Authority



Ministry of Tourism Development &
Christian Religious Affairs
Sri Lanka Tourism Development Authority



APPLICATION FORM

TOURISM INVESTMENT COMMON APPLICATION FORM

This Application form includes the information required by the following State Organizations:

- Board of Investment of Sri Lanka (BOI)
- Central Environmental Authority (CEA)
- Coast Conservation Department (CCD)
- Forest Department
- Department of Wildlife Conservation (DWC)
- Department of Archaeology
- Department of Irrigation
- Sri Lanka Tourism Development Authority (SLTDA)
- Urban Development Authority (UDA)
- Sri Lanka Land Reclamation and Development Corporation (SLLRDC)

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A**Points to be noted before completing the application**

- The application should be submitted in ten copies along with the documents required as stated therein.
- The fee for processing your application is as follows:
 - Projects with minimum investment of Rs. 50 million and above:
Fee to be charged – Rs. 350,000 +NBT +VAT +Any other applicable government taxes
 - All other investments:
Fee to be charged – Rs. 125,000 +NBT +VAT +Any other applicable government taxes
- The above fee is non refundable and will be charged at the time of submitting the One-Stop-Unit Common Application. Cheques are payable to “Sri Lanka Tourism Development Authority.”
- All fields in the application form mandatory to complete and incomplete applications will not be processed. If not applicable please mentioned “NA”
- We advise you to go through the following Guidelines applicable to your project . These Guidelines could be down loaded from (URL: www.slt-da.gov.lk/Classification_Guide_Lines)
 - a. Hotel Classification Guidelines
 - b. Boutique Hotel Guidelines
 - c. Guest House Guidelines
- The applicants are advised to consult the staff of this unit for any assistance and the guidance when completing the application form.

Once the application is submitted with the applicable fee, you will receive an acknowledgement message via email. A site inspection will be arranged with all relevant line agencies. After the site inspection you will be invited to do a presentation of your project at a Scoping Committee meeting arranged by SLTDA.

B**The presentation to the Scoping Committee should cover followings area:**

- Name of the project
- Satellite image / Photos of the site
- Concept drawing / Site plan
- Number of rooms
- Phase one
- Phase two (if applicable)
- Total Investment
- Phase one
- Phase two (if applicable)
- Extent of land
- Method of financing
- Ownership/Shareholding Details of access roads
- Concept of Hotel Project
- Business Plan
- Expected selling price
- Marketing Strategy-what market to attract
- Community Benefits
- Expected employment
- Sewerage and waste management
- Water supply
- During construction (in m³)
- After operation (in m³)
- Power Consumption
- Measures taken to introduce alternative energy and green practices

Please do not include details of the surrounding area and near by attractions.

Please make the presentation maximum up to 10 copies.

C

Following documents to be submitted by the investors together with the application form

1. Site Map / Survey Plan prepared by a licensed surveyor
 2. Location Map indicating project site/ access to site / surrounding infrastructure and developments within 500mts of the site.
 3. Copy of deed / lease agreement to prove the land ownership
 4. Approved building plans (if any existing building/structures within the site)
 5. Brief project proposal covering the following areas:
 - **Introduction**
(Vision/Mission, Back ground on the Investor, concept of the project)
 - **Brief introduction about the project areas**
(Location, Present status of the area/infrastructure facilities, tourism attractions in the area)
 - **Proposed Development**
(Major Components of the hotel, Land extent for the proposed development accommodation facilities, Drainage System. Sewerage, Solid waste disposal methods, Parking facilities, access road, Environmental Protection Methods, Time frame etc.)
 - **Financial Plan**
(Total Investment, Investment Sources (Local, foreign. Loans etc) other relevant details)
 - **Marketing Plan/Target Market etc**
 - **Community benefits**
(Employment opportunities, Benefit to the area people etc)

Other Special Characters – if any
- (Please produce the project proposal in A4 size)***
6. Conceptual layout plan and site plan
 7. Building Schedule (As per attached Schedule A) to be submitted with final Architectural Building Plans. (Building data Schedule can be downloaded in www.sltda.gov.lk/Classification_Guide_Lines)
 8. Storm Water Drainage plan
 9. Total Waste Management proposal
- Please provide 2 copies (original + copy) of tentative cost estimate of the project, certified by a qualified person (chartered architect or project engineer)

Please note, this document is required only for the project investment below Rs.50 million

COMMON APPLICATION FORM

1. Project & Contact Details

1.1. Name of the project

1.2. Address of the project site

G.P.S. Coordinates : N

E

1.3. Project category / classification

Single Star Hotel Two Star Hotel Three Star Hotel Four Star Hotel Five Star Hotel Boutique Hotel Boutique Villa Guest House

1.4 Type of Development:

- New construction
- Renovation
- Change of use of the building by reconstruction
- Expansion of existing structure

1.5 Name(s) & Address(s) of the Project Proponent(s) / Applicant(s) :

i) Mr/ Ms/ Company:

Tel : Mobile :

e-mail : Fax :

ii) Mr/ Ms/ Company:

Tel : Mobile :

e-mail : Fax :

(if there are more than 02 investors, kindly attach the details to the application)

1.6 if a Company, state names & addresses of Directors :

i) Mr/ Ms.....

Tel : Mobile :

e-mail : Fax :

ii) Mr/ Ms

Tel : Mobile :

e-mail : Fax :

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1.7 Name and contact of local representative:

.....

Tel : Mobile :
 e-mail : Fax :

1.8 Company Evaluation Sheet

- a) Total Shares Issued :
- b) Value Per Share :
- c) Shares held by each Director :
- d) Paid up Capital :
- e) Date of incorporation :
- f) Affiliation to Other Organization :
- g) VAT No :

1.9 Current Business in Sri Lanka and overseas :
 (State names and the Businesses of companies)

.....

1.10 Name(s) and address(s) of Banker(s) :

.....

Tel : Mobile :
 e-mail : Fax :

1.11 Particulars of the Qualified person : (Consultant/ architect /Contractor)

.....

Name & Address :

.....

.....

Tel : Mobile:

Fax :

E-mail :

Profession :

Registration number :

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2. Project Cost Details**2.1 Estimated cost of the project** (Attach a statement of break-up) (US\$) :

		Year 1	Year 2	Year 3	Total
a.	Land				
b.	Construction Cost				
c.	Equipment & Machinery Cost				
d.	Other (furniture etc)				
e.	Estimated capitalized interest cost (if applicable)				
	Total investment (a+b+c+d+e) USD				
	Total cost per room USD (Calculated as total Investment divided by the No of rooms)				

2.2 proposed Financing

	Year 1	Year 2	Year 3	Total
Share Capital				
Foreign				
Local				
Loan/Debt Capital				
Foreign				
Local				
Other sources				
Total				

2.3 Projected Employment: (Numbers)

Categories	Local	Foreign	Indicate proposed period of service of foreign personnel
Managerial			
Technical			
Skilled			
Unskilled			

3. Project Construction /Built-up**3.1 Details of building/construction :**

3.1.1. Proposed components involved in the Project

- i. No of Building Units :
- ii. No of Floors (each building) :
- iii. Height of the building :
- iv. No. of Rooms :
- v. Floor areas of rooms :
- vi. Floor area of restaurant /seating capacity :
- vii. Floor area of any other :
- viii. Total floor area (approx.) :

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3.1.2. Recreational facilities planned:

- Water sports
- Golf Courses
- New jetties
- Swimming pool
- Any other

4. Project Land/ Site**4.1 Location of the Site :**

(Provide a location map (Scale 1:50,000) indicating the site and the access roads- This map should include Permanent landmarks enabling officers to visit the site)

- (i) Province :
- (ii) District :
- (iii) Divisional Secretariat :
- (iv) Local Authority :
(Urban Council/Municipal Council/Pradeshiya Sabha)
- (v) Village (Grama Sevaka Division) :
- (vi) Assessment Number :
- (vii) Street :

4.2 Specific Premises:

(submit a survey plan from a Licensed Surveyor of the proposed location indicating proposed lot)

- (i) Extent of land :
- (ii) Existing building if any (floors & gross floor area) :
(Attach approved building plan & COC for the existing Buildings)
- (iii) Present land use :
- (iv) Extent of low lying / marshy area :

4.3 Nature of the land: (tick against the category)

- Thick jungle () Pathana barren land ()
- Scrub land () Home garden Settlements ()
- Plantation () Paddy land () Marshland ()
- Flat land () Hilly land () Slightly Hilly ()

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4.4 Ownership of the specific land / Premises

If owned by project proponent:

- (i) Deed No:
- (ii) Notary and date of Registration :
- (iii) Survey Plan No. :
- (iv) Lot No.:
- (v) Name of the Surveyor :
- (vi) Date of the Surveyor Plan:

If not owned by project proponent:

- (vii) Owner of the land:
- (viii) If the land privately owned: *(proposed to lease / proposed to purchase)* (Please attach documentary evidence from the owners) :
.....

- (ix) If land is State-owned
 - Name of the State Agency :

- (x) Action taken by you to obtain/acquire the state land (Please attach documentary evidence) :
.....
.....
.....

- (xi) Does the Project involve relocation of current occupants: (provide details)
.....
.....

- (xii) Indicate whether any encroachments taking place
.....

4.5 Distance of the location/site from: (attach a survey plan indicating under mentioned places)

- (i) Schools (within 500 mts radius):

- (ii) Places of Public Religious worship (within 500 mts radius):
.....

- (iii) Declared national reserves: (if any within 01 mile radius from boundaries of the site)
.....
.....

- (iv) National Reserves (*Strict Natural Reserve, National Park, Marine National Park, Nature Reserve, Jungle Corridor*) and Sanctuaries
.....

- (v) World Heritage sites/National Heritage sites/ Conservation Forest Reserves/Forest reserves or any proposed Forest Reserves (indicate distance from the location) :
.....

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(vi) Archaeological sites : Whether if there archaeological artifacts in the relevant land, (or in the vicinity) short description of the same :

.....

(vii) Water bodies (distance to public water bodies rivers/ tanks/ lagoons from the location:

.....

(vi) Any tourist hotels/tourism project within 2 miles radius:

.....

4.6 For projects located in the coastal zone as defined in the Coast Conservation Act.

(i) The available reservation from permanent vegetation line on the landward edge of the proposed site :

.....

(ii) Elevation of land in relation to sea level :

.....

(iii) Approximate width of the beach :

(iv) Nature of the land,

- Sandy
- Rocky
- Headlands
- Sand dunes

(v) Current Beach stability / Special features

Erosion/Accretion :

Existing Coast Protective Structure :

.....

Coral reefs :

Sandstone reefs :

Gravel, red sand beds in the dry zone :

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(vi) Other uses of the coast/beach in and around the site
Fisheries (medal, beach landings, stilt fishing, fishery harbours etc.) :

.....
.....
.....

Coconut trees to be removed :

(vii) Proposed maritime structures : (broad specifications)

Piers or jetties :

Marina :

Coastal protection structures, sea walls etc :

.....
.....

4.7 proposed land development :

(indicate the extent of the land to be developed under following activities)

(i) Land Reclamation :

(ii) Filling :

(iii) Excavation :

(iv) Vegetation clearing:

(v) Timber felling :

(vi) (vi). Number of coconut Tree to be removed.....

(vii) Does this project envisages laying of pipelines. (provide the details)

.....

(viii) Does this project involves any tunneling activities :

the length/ dimension of proposed tunnels :

4.8 requirement of water :

(i) Source (Surface/Ground):

(ii) Quantity (per day):

(iii) Mode of extraction:

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5. Project Environmental Details

5.1 environmental examination

(i) Machinery & equipment (attach a list, if necessary)

item	HP	no of items	new or used
1.			
2.			

(ii) Fossil Fuel Consumption (ltrs/ month)

usage	Qty	Petrol	Diesel	furnace oil	Kerosene	others
Boilers						
Generators						
Others						

(iii) Chemicals (including usage during construction)

name of the item	Purpose of use	Qty/month

(iv) Water and Solid waste Management:

(a) Waste water:

- Type of effluent during construction :
- Type of effluents (domestic / laundry) :
.....
.....
- Estimated quantity of waste water generation –M3 / day:
- Proposed method of treatment:
.....
(attach flow chart explaining the process of treatment)
- Proposed method of discharge :
.....
- Final discharge point of treated waste water:
.....
.....

(b) Solid waste

- Type and Quantity of solid waste generation:
- Proposed method of disposal :
.....
.....

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(c) Any dumping sites is proposed /planned:

- Ownership of the land:
- Extent required:
- Location and Layout map with site details:
- Waste type to be dump in the site:

(v) Greener Practices

a) Proposed energy conserving methods

.....

b) Proposed water conserving methods

.....

6. infrastructure availability

6.1 infrastructure / Utilities:

(i) Access roads (width & any building line) :

(ii) Water supply:

(iii) Sewerage:

(iv) Electricity: Requirement...

power capacity -. (Kva) :.....

power consumption (Kwh) :.....

(v) Parking spaces provided: Cars: others :

6.2 Implementation of the project/ Investment Schedule :

(Provide a summary of the planned implementation of the project periodically):

I certify that the information contained herein is true and correct to the best of my knowledge. I am aware this information will be utilized in decision making by the relevant state agencies.

.....
Name of the Applicant

.....
Signature of Applicant **Date**

FOR OFFICE USE ONLY	
I hereby certify that all the documents are completed and submitted by the investor.	
Name & Designation	Signature

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Annexure I

**Sri Lanka Tourism Development Authority
One Stop Unit**

Building Data Schedule (to be submitted with final Architectural drawings)

Project Name	
File Reference	
Project Address	
Investor	
Survey Plan Number	
Category	Hotel / Guest House / BH / BV

Schedule 01

Land extent	
Total land area occupied by buildings (foot Print)	
Plot coverage	
Total floor area	
Number of floors	
Total building height from the ground	

*Schedule 02***Space allocation of Buildings**

ITEM	Area in Sq m
Restaurant Area	
Pantry area for the Restaurant	
Bar Area	
Kitchen area	
Wash up area	
General Store area	
Food store area	
Cold Store area	
Linen Storage area	
Housekeeping pantry area no 1	
Housekeeping pantry area no 2	
Housekeeping pantry area no 3	
Do	
Do	
Area of Public Toilets	
Other Service areas	
Solid waste storage area	
Staff Rest room area	
Staff Toilet	
Driver Rest room Area	
Driver Toilet	

If the proposal has more than one number from any of the above items please give the details separately.

Schedule 03

Details of Guest rooms

	Type (Single, Double, Triple, Family)	Floor area including balconies (Sq m)	Width of the room (m)	Area of attached bath room (Sq m)	FOR OFFICE USE
Room No 1					
Room No 2					
Room No 3					
Room No 4					
Room No 5					
Room No 6					
Room No 7					
Room No 8					
Room No 9					
Room No 10					
Room No 11					
Room No 12					
Room No 13					
Room No 14					
Room No 15					
Room No 16					
Room No 17					
Room No 18					
Room No 19					
Room No 20					
Room No 21					
Room No 22					
Room No 23					
Room No 24					
.....					
.....					
Suit No 01					
Suit No 02					
Suit No 03					
Suit No 04					
Suit No 05					
Suit No 06					
Suit No 07					
Suit No 08					
Suit No 09					
Suit No10					
Suit No 11					

*Schedule 04***Parking details**

Parking Type	Nos
Standard Car parking	
Coach Parking	
Disable car Parking	

*Schedule 05***Other facilities**

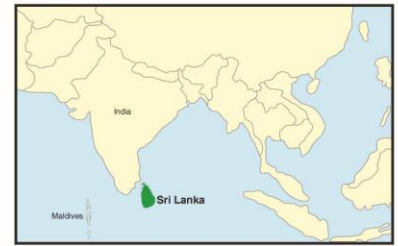
Number of Guest Lifts	
Number of Service lifts	
Number of Seat in Restaurant i	
Number of Seat in Restaurant ii	
Number of Seat in Restaurant iii	
Number of Seat in Restaurant iv	
Number of Seat in Restaurant v	
Number of Seat in Bar i	
Number of Seat in Bar ii	
Number of Seat in Bar iii	
Number of Seat in Bar iv	
Number of Seat in Bar v	

Certified by

Name of the architect	Seal
-----------------------	------

*** Please submit this schedule certified by the architect along with the concept drawing/
Building Plans

URL for download: [www. slt-da.gov.lk/Classification_Guide_Lines](http://www.slt-da.gov.lk/Classification_Guide_Lines)



A Class Road	
Railway	
Domestic Airport	
Harbour	
Famous Buddhist Shrine	
Famous Hindu Temple	
Famous Church / Mosque	
Botanical Gardens	
World Heritage Site	
Archaeological Site	
Wildlife Reserve	
Popular Beach	
Water Fall	
Peak	
Altitude in Metres	
	Above 500
	100 - 500
	0 - 100



ONE STOP UNIT

Unit for National Investment in Tourism (UNIT)

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