Registration/Renewal – CAMPING SITE

Process

1

• Refer - www.sltda.gov.lk

Online Application

- Press 'Register/Renewal' link and submit your application under 'Camping Site'
- Get your User Login and application will be confirmed by SLTDA
- Submit the documents as per list 1

2

Admin Payment

• Pay your admin fee of Rs. 10,000 by online (option 1 - Pay at Bank and submit the slip to online portal option 2 - pay by your credit card)

• Payment will be validated in cause of 2 days and inform to your email & SMS to your mobile

3

Inspection & Docuemnt submission

- Once the payment is validated, Inspection will be conducted in cause of one month period.
- Once the documents are acknowledge, hard copies of document (need true copies certified by an Attorney at law or Justice of Peace to be couriered or hand delivered)

4

Registration & License

- If the insepction is successful and comply with Gazetted minimum requirement,
 Notify to pay the registration payment (as payment Structure given)
- If the inspection is not recommended will notify the shortcoming to rectify
- Payment can be made by as previously done to Bank or by Credit card
- Once the payment is validated, documents will be verified and license will be ready
- You will be informed to collect the license & registration certificate

Camping Site-Registration

Required Documents:

S/N	Required Documents (7)
1	Application Form For Registration(Certificated Copy)
2	A Copy Of Acknowledgement Letter Issued(Certificated Copy)
3	Business Registration(Certificated Copy)
4	Trade License or consent letter from the Local Authority <u>View</u>
5	Deed or Lease Agreement or consent letter from Divisional Secretariat or Land-owning Government organization <u>View</u>
	(if the lease is valid more than 12 calendar months, Please submit a registered lease agreement with Land register)
6	Insurance policy covering public liability(Certificated Copy)
7	Fire Certificate(Certificated Copy)

Fee - Registration

Category	Inspection	Registration	Total payment
	Rs.	Rs.	Rs.
Camping Site (Up to 10)	10,000	15,000	25,000

Camping Site-Renewal

Required Documents:

S/N	Required Documents (5)
1	Trade License or consent letter from the Local Authority - View
2	Deed or Lease Agreement or consent letter from Divisional Secretariat or Land-owning Government organization <u>View</u>
3	Insurance policy covering public liability (Certificated Copy)
4	Copy Of The License Of The Previous Year
5	Fire Certificate (Certificated Copy)

Fee - Renewal

Category	Renewal Fee Rs.
Camping Site (Up to 10)	10,000
Camping Site (Per unit more than 10)	5,000

Please note that considering the impact to the Tourism Industry by pandemic of COVID-19, the renewal fee has been waived off as follows;

- 1. Waived renewal fee for year 2021 those who have paid renewal fee for the year 2020
- 2. Waived renewal fee for the year 2020 those who have not renewed for the year 2020.
- 3. This is only valid for registered establishment or services who have renewed their license until at least the year 2019.
- 4. Establishment or services that have not renewed their license for over a year can avail of the relief measure by paying the previous years' fees.