



environment, wildlife & tourism

MINISTRY



ADMINISTRATIVE GUIDELINES FOR LICENSING OF AGRO-TOURISM OPERATIONS

For the purpose of these guidelines, tourist related accommodation should be in a form of Bed & Breakfast, a Guesthouse, lodge with a maximum number of rooms not exceeding 10, Campsite, Tented camp, Backpacker's accommodation and Cultural Village.

THE PRIMARY PURPOSE OF THE FARM SHOULD BE AGRICULTURE AND TOURISM SHOULD BE A SECONDARY ACTIVITY.

IF FOR ANY REASON THE PRIMARY ACTIVITY OF THE FARM IS SUSPENDED OR THE PRIMARY ACTIVITY OF THE FARM IS NO LONGER BE ALLOWED AND AN ISSUE OF LICENSE SHOULD BE SUSPENDED AND REPOSSESSED.



DEFINITION OF AGRO-TOURISM

Agro-Tourism or Agricultural Tourism

It refers to the act of visiting a working farm or any agricultural, horticultural or agribusiness operation for the purpose of leisure, education, or active involvement in the activities of the farm or operation or just staying in rural areas and visiting attractions in those areas.

A number of terms are used to describe the concept of agro tourism and these include agricultural tourism, agri-tourism, farm tourism, farm vacation tourism, wine tourism, agri- entertainment. In general, these terms refer to all scales of farming enterprises and community events that showcase the activities and produce of rural families and the agricultural heritage of farming regions to the traveler.

WHY AGRO-TOURISM

The agro-tourism, in particular, is a response to a demand for alternative tourism. The tourist who perceives a need to “disconnect” from his/her daily reality to relax and rest, recovering his/her own connection with country life, learning more about rhythms and activities that take place in it.

FORMS OF AGRO-TOURISM

Agro-tourism may include taking part in growing, harvesting and processing locally grown food crops on farms. In many cases, farmers provide a homestay opportunity and education on farm life. Agro-tourism activity may also include (list not exhaustive), farm tours, farm stay with bed and breakfast, tractor or bullock cart rides, donkey riding, horse riding, fishing, milking, Ostrich riding, Peacock viewing and , and other farming activities in the area.

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NB: THE PRIMARY PURPOSE OF THE FARM SHOULD BE AGRICULTURE AND TOURISM SHOULD BE A SECONDARY ACTIVITY.

IF FOR ANY REASONS AGRICULTURAL PRODUCTION CEASES TO BE THE PRIMARY ACTIVITY, TOURISM ACTIVITIES WILL NO LONGER BE ALLOWED AND AN ISSUED TOURIST LICENCE SHALL BE SUSPENDED AND REPOSSESSED.

ALL ACCOMMODATION FACILITIES HAVE TO BE GRADED WITHIN 12 MONTHS OF LICENSING AND ATTAIN AT LEAST ONE (1) STAR.

LAND REQUIREMENTS

- 85% of the area should be reserved for agricultural purposes (as per the Land Policy 2015) and farm/area should be optimally used for agricultural purposes (i.e. the total plot coverage of buildings and other impervious surfaces associated with the agro tourism activities shall not be more than 15% of the farm plot, however it should not exceed 0.5 hectares)
- Proof of land ownership or sub-lease
- Planning permission should be provided if the plot to be used is in a planning area.
- In non-planning areas, authorisation should be sought from landboards
- Endorsement of primary activities should be made by the Ministry of Agriculture. Any tourism related activity in the agro tourism farm should be approved and licensed by the Tourism Industry Licensing Committee

NB: Applicants should familiarise themselves with the provisions of the **Tourism Act, Tourism Regulations** as well as the **Grading Requirements (BOBS Standards for various accommodation establishments and any other tourist related activities)**

NATURAL ENVIRONMENT

- Location should be suitable for receiving and hosting paying guests.
- Building Control Code requirements should be met.
- Noise must be kept minimal at all times in compliance with existing bye laws.
- Compliance with all relevant legislation (Tourism Act, Tourism Regulations, Botswana Tourism Organisation Act and Regulations, Public Health Act, Liquor Act, Smoking Control Act, Town and Country Planning Act, EA Act, and Child Protection Act etc.).
- Sale and consumption of alcoholic beverages is permitted for residents only.
- No conference and bar facilities will be allowed if the classification of an establishment is a Bed & Breakfast or Guesthouse.
- Only one tourism accommodation facility will be allowed within the 0-5 hectares.
- The maximum number of guest bedrooms shall be as per the type of licence applied for.

- Minimum licensing requirements as per the Tourism Regulations, 2010 shall apply.
- Smoking will not be permitted inside the rooms and in all public/common areas as in accordance with the Smoking Control Act.
- Food handlers should be examined in accordance with the provision of the Public Health Regulations.
- Proper waste management practices should be adhered to in line with the Local Authority Bye Laws.
- Portable water shall be provided.
- Adequate reception (receiving area)/lounge seating/dining area shall be available.

SAFETY AND SECURITY

There should be:

- Adequate security arrangements
- Public liability insurance
- 24 hour availability of a caretaker with authority to make decisions
- 24 hour contact number for emergencies
- Fire fighting equipment and staff should be knowledgeable on the use of the equipment
- A serviceable lock and key or equivalent on each bedroom door
- Fire safety notices and procedures clearly displayed
- An adequate first aid kit.

NB: A licensee shall not permit any person to manage, conduct or operate an agro-tourism enterprise unless such person is fully conversant with the operations

BUILDING EXTERIOR

Buildings should be:

- Well maintained and in a good state of repair
- Proper signage which is clearly visible outside the facility to direct guests accordingly. Such signage should be approved by the City, Town or District Council.
- Well-kept grounds and gardens including the immediate vicinity.

INTERIOR

The interior should be:

- Hygienic, clean and well maintained i.e. in a good state of repair
- Adequately and appropriately lit – use of candles as a form of lighting will not be permitted
- Adequately ventilated.

NB: The Size of rooms should comply with the Minimum Licensing Requirements as well as the Grading Standards

MEALS

- Meals must be provided to guests as specified in the Grading Standards
- Bed & Breakfast and Guesthouse operators are expected to provide breakfast to guests at all times.

GUEST INFORMATION

- Information on the facility and other services in the area should be provided.

LICENCE APPLICATION REQUIREMENTS

- Application Form
- Registration of Trading Name/Business Name or Certificate of Incorporation (*The name should denote the activity applied for*)
- Certified copies of Omang or Passport of the shareholders
- Companies Proclamation Form
- Certified copies of share certificates
- Detailed Business Plan providing adequate information on primary and secondary activities
- Endorsement letter/permit of primary activities
- Proof of land ownership
- Planning permission or letter of authorisation from local authorities
- Occupation permit
- Approved building plans
- Only tourism activities are allowed within the licensed tourism establishment
- Letter of environmental authorisation or exemption from the Department of Environmental Affairs
- Satisfactory inspection report from the Department of Tourism.
- Portable water certification from the relevant authorities
- Approved technical / building / architectural plans, for a building project such as a Bed & Breakfast, Guesthouse, Camp, Lodge etc.

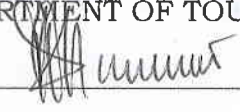
OTHER COMPLIANCE REQUIREMENTS

- Submission of Monthly Training Levy Returns
- Submission of Monthly Accommodation Statistics
- Guest Registers to be kept
- Minimum Security Checks on the owner will be made
- Managers are expected to have a basic management, hospitality and customer care qualification.

APPROVED BY:

KELEBAONE GLORIA MASELESELE
DIRECTOR, DEPARTMENT OF TOURISM

SIGNATURE: _____



DATE: 01/10/16