Hotel Registration Renewal

1	**Name of Approval / NoC/ Licence/ Registration**	**Hotel Registration Renewal**
2	**Competent Authority**	Director (Tourism), DNH & DD
3	**Applicability Criteria**	To all the registered hoteliers running a hotel/running a hotel in the UT of DNH &DD
4	**Stage**	Post-Establishment/Post-operation
5	**SLA/ Number of Days**	21 Days
6	**Documents Required**	**Required Documents / undertakings / NOCs** 1. Renewed Fire NOC (issued by Department of Fire and Emergency)
7	**Form Submission**	https://swp.dddgov.in/main#hotel_renewal
8	**Procedure for getting license**	Step 1. The applicant submits the application in the prescribed format to the department with all the necessary documents. Step 2. The authority examines the hotel's records of the previous year and checks If any adverse information has come to knowledge. Step 3. If approved, the applicant's registration for operating the hotel is renewed.

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9	**Fee & Mode of Payment**	**Fees:** 1. Rs. 5000/- (Category A) 2. Rs. 4000/- (Category B) 3. Rs. 3000/- (Category C) 4. Rs. 2000/- (Category D) 5. Rs. 200/- (Category E/Homestay or Bed & Breakfast) **Mode of Payment**: Demand draft

Homestay/Bed & Breakfast Registration renewal

1	**Name of Approval / NoC/ Licence/ Registration**	**Homestay/Bed &breakfast Registration renewal**
2	**Competent Authority**	Director (Tourism), DNH & DD
3	**Applicability Criteria**	To all Homestay/Bed & Breakfast service providers.
4	**Stage**	Post-Establishment/Post-operation
5	**SLA/ Number of Days**	21 Days
6	**Documents Required**	Required documents: 1. Copy of renewed Fire NOC (issued by Fire and Emergency department)
7	**Form Submission**	https://swp.dddgov.in/main#hotel_renewal
8	**Procedure for getting license**	Step 1. The applicant submits the application in the prescribed format to the department with all the necessary documents. Step 2. The authority examines the application and the documents. Step 3. Site inspection of the proposed site for the hotel is scheduled. Step 4. The authority verifies the details provided in the application and the proposed site plan. Step 5. If approved, the license for operating the homestay or Bed & Breakfast is renewed.

9	**Fee & Mode of Payment**	**Fees:** 1. Rs. 200/- (Category E Hotel/Homestay or Bed & Breakfast) **Mode of Payment**: Demand draft

User Guide for online application for Renewal of Hotel & Homestay & Bed & Breakfast under Daman & Diu Tourist Trade Act .

1. Open the website: https://swp.dddgov.in/ and click on Department menu.
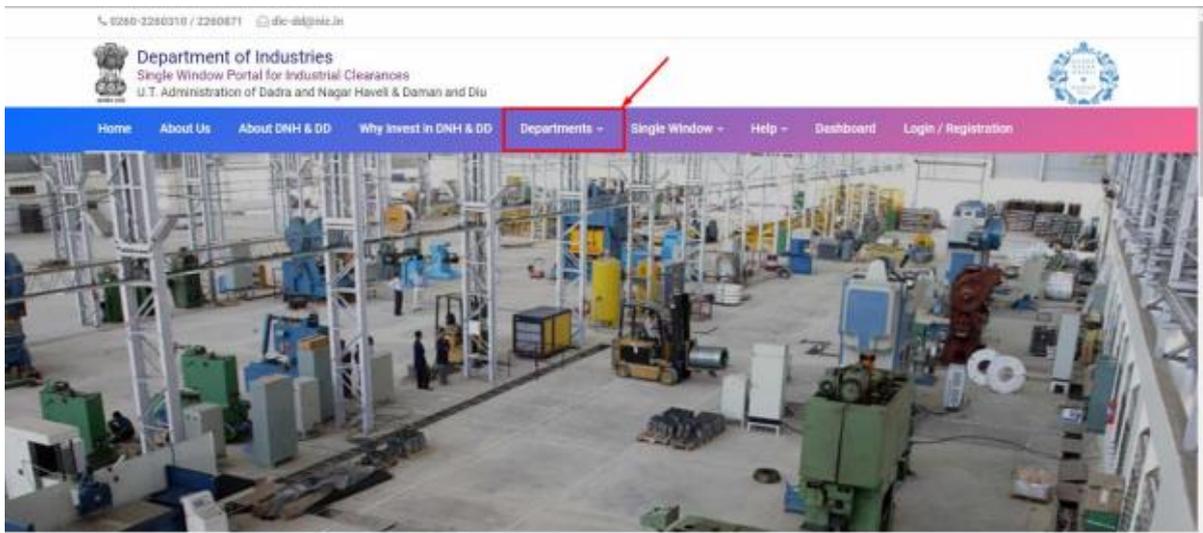
2. Click on Tourism Department from the menu.
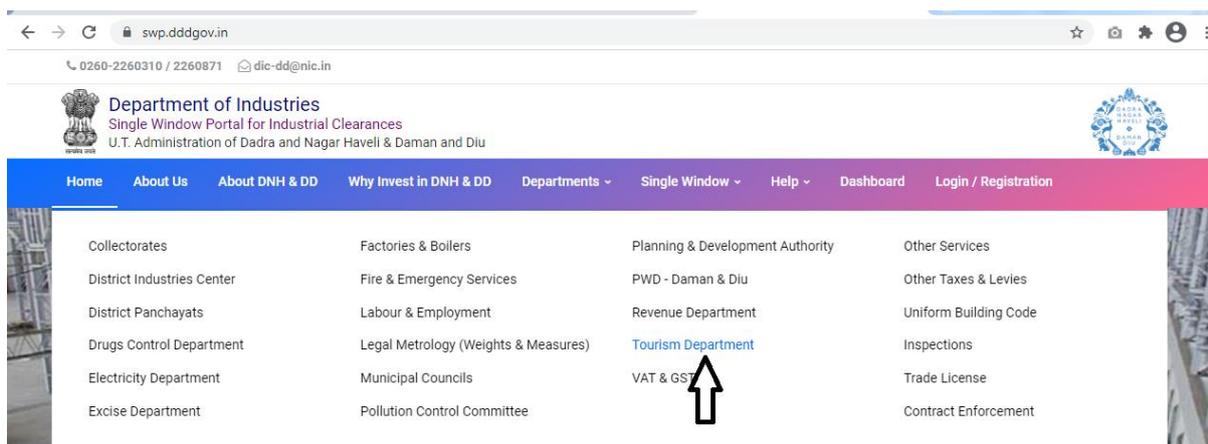
3. From the Department's page, click on "Click here" button besides the name of the service "Hotel & Home stay/Bed & Breakfast registration Renewal Form".

4. Enter your mobile number and the pin which was generated on your mobile number to login.

5. After logging in, click on Department & Services and scroll down to the services of Tourism Department. Click on the button "click here" besides the "Hotel & Home stay/Bed & Breakfast registration Renewal Form" service.
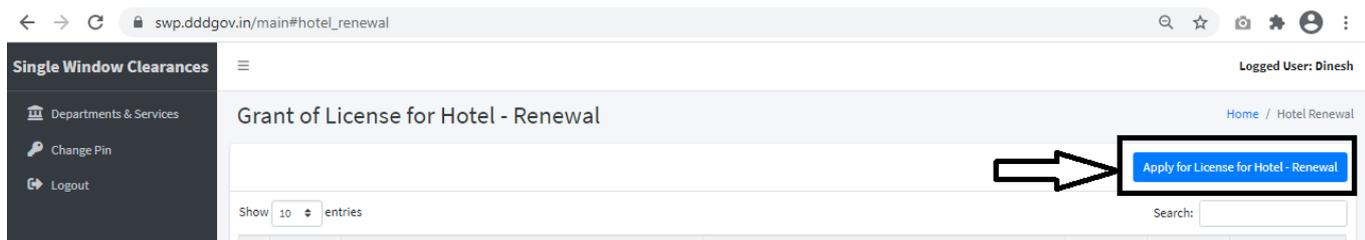
6. After filling up the form, click on the submit button given below.
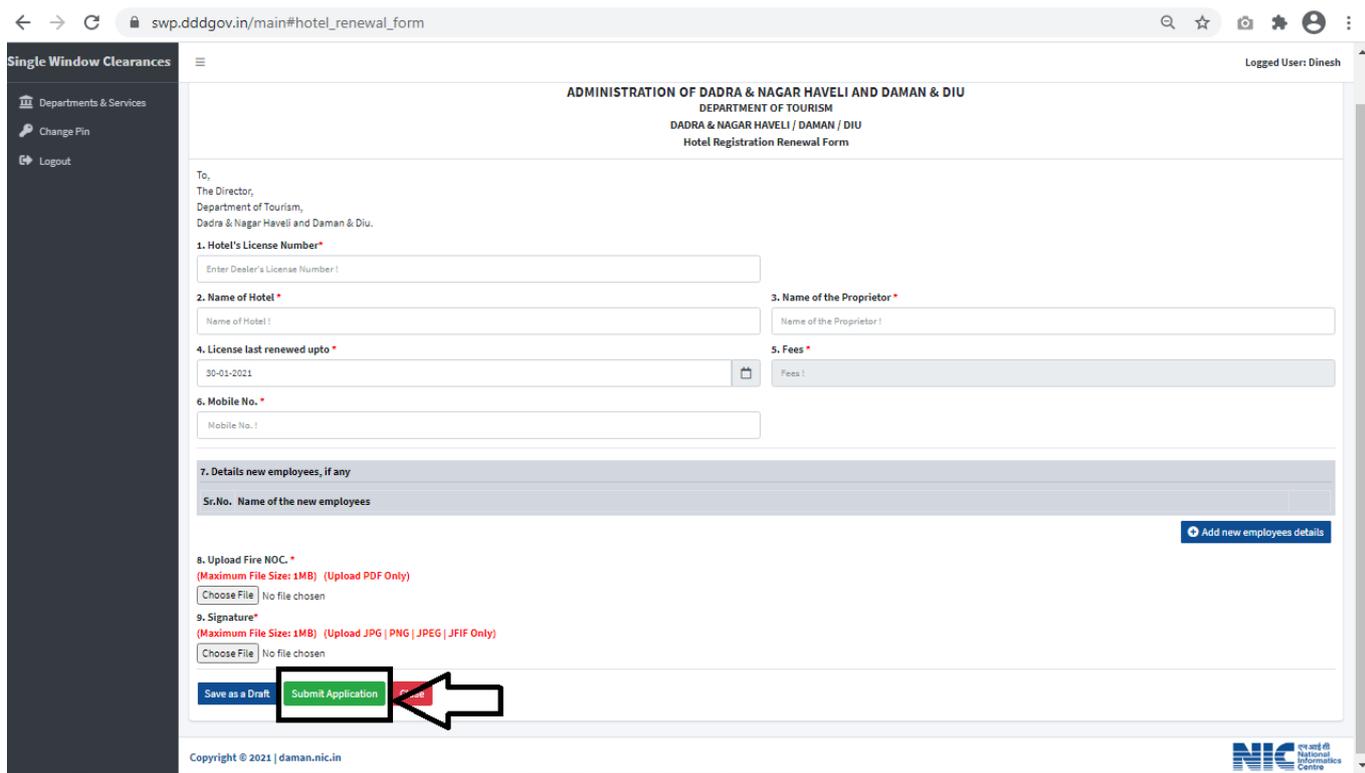
7. After clicking on submit button, you can see the tracking status of your application, Query Status and Action. Click on Action Button to view or to download your form.
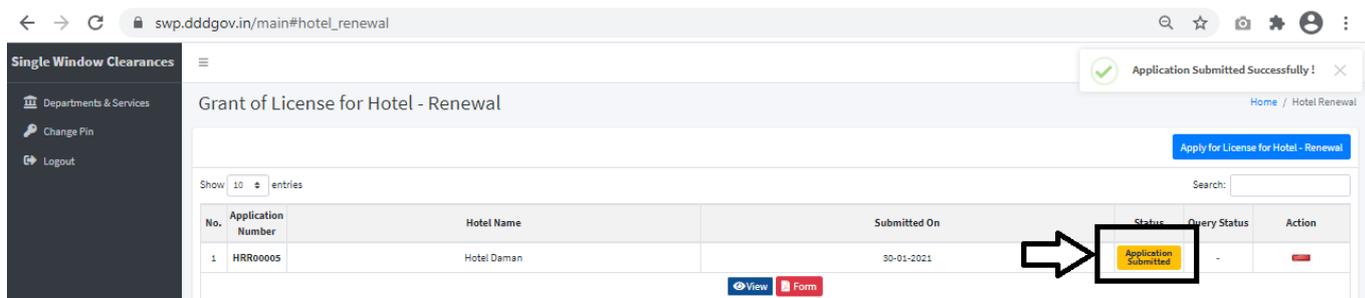
8. Click on "Form-II" to view your submitted application.

9. After the department approves your application, the option to "pay your fees" will be displayed.

10. After clicking on "pay your fees", choose your preferred mode of payment and click on "submit".

11. After the payment is approved from the department, the "Download Certificate" button shall be visible.

12. The applicant can download the Registration License for Hotel/Bed & Breakfast or Homestay Registration Renewal by clicking the above mentioned button.

13. For Third Party Verification of the issued certificates, go to – swp.dddgov.in and click on "Single Winow" menu. Then click on "Third Party Verification".
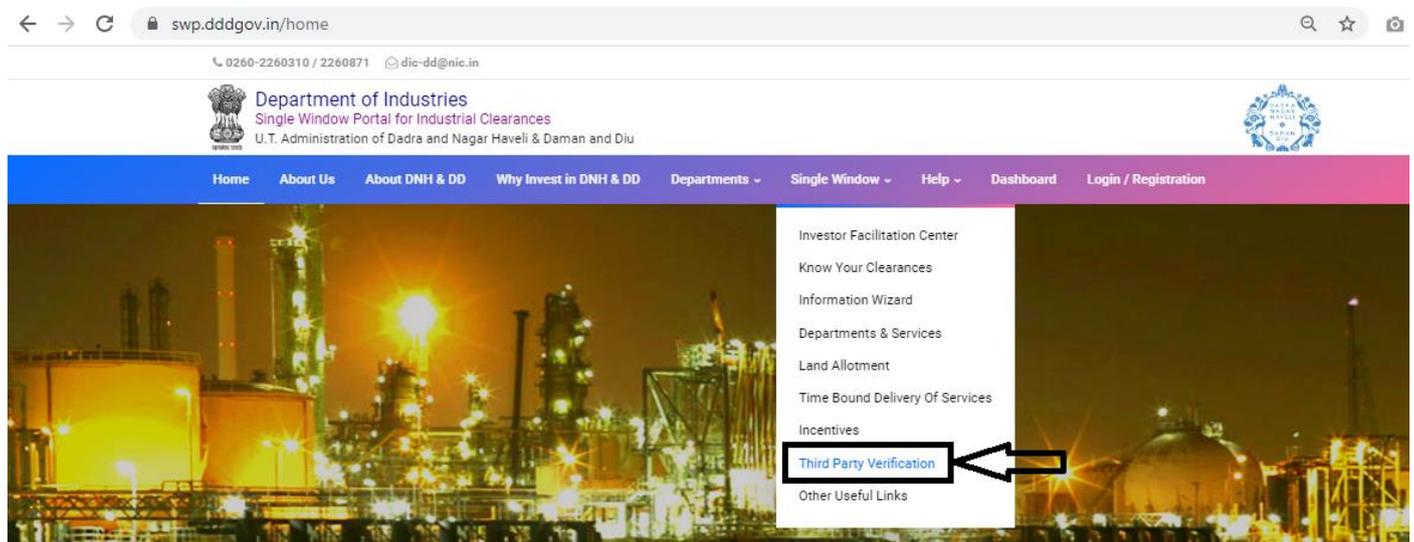
15. Enter the barcode/certificate number and click on "Verify".