



Guidelines to Obtain a Tourist Establishment Licence (Roofed Accommodation)

To qualify for a **Tourist Establishment Licence** for a Roofed Accommodation, under the *Tourist Establishment Regulations* the following criteria **must** be met and copies of all approvals **must** be forwarded to the Department of Business, Tourism, Culture and Rural Development.

- **Fire and Life Safety Plan Review & Building Accessibility Registration through Service NL, Government Service Centre** (*see attached contact list*)
- **Fire Inspection Approval** (*local fire department or Fire & Emergency Services*)
 - *Fire inspection must be completed and dated **within 12 months** prior to the issuance of the Tourist Establishment Licence.*
- **Municipal Approval &/or Service NL, Government Service Centre Environmental Health Approval** (*see attached contact list*)
 - *If located in a Municipality and under municipal water and sewer, only the **Municipal approval** is required.*
 - *If located in a Municipality and NOT under municipal water and sewer then the **Municipal approval** and the **Service NL, Government Service Centre Environmental Health approval** is required.*
 - *If located only under a Local Service District then the **Service NL, Government Service Centre Environmental Health approval** is required.*
- **Canada Select NL** (*confirmation of inspection and fee payment indicating that minimum requirements for licencing have been met*)
- **Submission of Tourism Operator Profile – Tourist Establishment Licencing Application** (*see attached*)

(Please note that the Municipal Approval from the City of St. John's and from the City of Corner Brook covers the first two criteria as well.)

In order for Canada Select to conduct their inspection **all** necessary approvals **must** be in place at the Department of Business, Tourism, Culture and Rural Development. Upon receipt of all completed documentation, a Tourist Establishment Licence will be issued by the Department of Business, Tourism, Culture and Rural Development.

Please forward copies of all required approvals to:
Department of Business, Tourism, Culture and Rural Development
P.O. Box 8700
St. John's, NL A1B 4J6
Attn: Eva Trickett

GOVERNMENT SERVICE CENTRE OFFICES SERVICE NL

Internet address: <http://www.servicenl.gov.nl.ca/>

Please note that business hours and counter service hours may vary at some locations. Also, note that all services are not available at every location. It is advisable to call ahead to confirm the hours of operation and the availability of services.

REGIONAL OFFICES

St. John's/Mt. Pearl

149 Smallwood Drive, Mt. Pearl

P. O. Box 8700

St. John's, NL A1B 4J6

Tel: 709-729-3699

Fax: 709-729-2071

Clarenville

8a Myers Avenue

Mailing Address:

8 Myers Avenue, Suite 201

Clarenville, NL A5A 1T5

Tel: 709-466-4060

Fax: 709-466-4070

Gander

Fraser Mall, 230 Airport Boulevard

P. O. Box 2222

Gander, NL A1V 2N9

Tel: 709-256-1420

Fax: 709-256-1438

Corner Brook

84 Mount Bernard Avenue

Sir Richard Squires Building

P. O. Box 2006

Corner Brook, NL A2H 6J8

Tel: 709-637-2204

Fax: 709-637-2681

Happy Valley-Goose Bay, Labrador

2 Tenth Street

P. O. Box 3014, Stn. B

Happy Valley-Goose Bay, NL A0P 1E0

Tel: 709-896-5428

Fax: 709-896-4340

AREA OFFICES

Harbour Grace

7-9 Roddick Crescent

P.O. Box 512

Harbour Grace, NL A0A 2M0

Tel: 709-945-3107

Fax: 709-945-3114

Grand Falls-Windsor

Provincial Building

3 Cromer Avenue

Grand Falls-Windsor, NL A2A 1W9

Tel: 709-292-4206 / 4259

Fax: 709-292-4149

CANADA SELECT NEWFOUNDLAND AND LABRADOR

Under the *Tourist Establishment Regulations* a roofed accommodations establishment can only be licenced if it has been inspected and holds a minimum one star rating according to criteria of the Canada Select Program.

The Canada Select Accommodations Rating Program is defined as “the rating of like accommodations based on the basics of cleanliness, comfort and safety, as well as the quality of facilities and amenities.”

Under an agreement with the Department of Business, Tourism, Culture and Rural Development, the Canada Select program is independently administered by Canada Select Newfoundland and Labrador (formerly the Newfoundland and Labrador Accommodations Rating Council). An employee with Canada Select Newfoundland and Labrador conducts the assessment of a property and determines the star rating based on prescribed criteria for the particular type of property being rated (e.g. a Bed and Breakfast, Hotel/Motel, Inn, Cottage/Vacation Home). The assessment only occurs after the establishment has met all other regulatory requirements such as those related to health and life safety. A fee is charged for the assessment (varies based on number of rooms), and must be paid before the property rating is submitted to the Department of Business, Tourism, Culture and Rural Development.

It is important to note that the Department of Business, Tourism, Culture and Rural Development will only issue a Tourist Establishment Licence after a property has received all other regulatory permits/approvals and has been assessed and rated by Canada Select Newfoundland and Labrador (and the fee has been paid to Canada Select Newfoundland and Labrador).

Further information about the Canada Select Program can be obtained by contacting:

Canada Select Newfoundland and Labrador
71 Goldstone Street, Suite 102
St. John's, NL A1B 5C3
Tel: (709) 722-3133
1-877-722-3133
Fax: (709) 722-8104
E-mail: gdick@canadaselectnl.com

Or, check out the Canada Select Newfoundland and Labrador website at:

[Http://www.canadaselectnl.com/](http://www.canadaselectnl.com/)



**ENVIRONMENTAL HEALTH INSPECTION CERTIFICATE
FOR A TOURIST ESTABLISHMENT**

This is to certify that

(Name of Tourist Establishment)

(Location)

(Mailing Address)

fulfills the requirements of the **Health and Community Services Act**. This certificate does not exempt the facility from any other legislative responsibilities of the operator that may need to be addressed.

Recommendations (if applicable)

Environmental Health Officer

Date of Inspection

Note: This Certificate is to be signed by an Environmental Health Officer from your local Government Service Centre office, after their inspection has been completed.