



**BOTSWANA TOURISM BOARD**  
Plot 50676, Fairgrounds Office Park,  
Block B, Ground Floor  
Private Bag 275, Gaborone  
Tel: 3913111 Fax: 3959220

## **NATIONAL GRADING AND CLASSIFICATION APPLICATION FORM**

Please complete and return to the Quality Assurance Manager at the above address.

**For purposes of section (5)(n) of the Botswana Tourism Board Act, 2003 we hereby apply for grading of our establishment.** We will abide by the terms, conditions and requirements of the Botswana Standard Hotel and Related Establishments Grading Requirements.

### **1. Details of the Applicant**

Name of Applicant:.....  
(Surname and initials of a person authorised to make declarations on behalf of the establishment)

Applicant's Designation:.....

Registered Name of the Establishment:.....

Trade Name:.....

Postal Address of the Establishment:.....

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Physical Address of the Establishment:.....

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Telephone:..... Fax:..... Email:.....

Website Address:.....

### **2. Details of the Establishment**

Type of Establishment:.....  
(Hotel/Guesthouse/Game Lodge/Self-Catering)

Current Tourism Enterprise Licence No:..... Expiry Date:.....

Total number of employees:.....

<b>Room Breakdown:</b>	Overall Number of Room	Suites	Doubles	Twins	Singles
<b>Room Rates (at time of application):</b>	Rack Rate	Suites	Doubles	Twins	Singles

\* Please attach your current rate sheet if additional accommodation categories are provided.

### 3. Details of the Type of Accommodation Facility:

Category of Accommodation:

	Tick
<b>Commercial Guest House:</b> an accommodation establishment, operating from a private or purpose-built property, that provides breakfast, that has an option with regard to the provision of lunch and dinner and of which the public areas are for the exclusive use of the guest.	
<b>Domestic Guest House:</b> An accommodation establishment, operating from a private or purpose built property that provides breakfast and that has an option with regard to the provision of lunch and dinner and of which the public areas can be shared by the host and the guests.	
<b>Fully Serviced Hotel:</b> An accommodation establishment that provides breakfast, lunch, dinner and personal service, for the convenience of the guests.	
<b>Game Lodges and Camp:</b> An accommodation establishment with fully serviced or self-catering facilities situated in a game reserve, national park, or wildlife management.	
<b>Selected Serviced Hotel:</b> An accommodation establishment that provide breakfast, multi-purpose facilities and selected personal services.	
<b>Self-Catering establishment:</b> An accommodation establishment that provides the facilities and equipment necessary for guests to prepare their own meals.	
<b>Other (please specify):</b>	

What grading are you applying for?

		Tick
<b>ONE STAR</b>	Fair to good (acceptable/modest) quality in the overall standard of furnishings, service and guest care. Clean, comfortable and functional accommodation.	
<b>TWO STAR</b>	Good quality in the overall standard of furnishings, service and guest care.	
<b>THREE STAR</b>	Very good quality in the overall standard of furnishings, service and guest care.	
<b>FOUR STAR</b>	Superior (excellent) comfort and quality with a high standard of furnishings, service and guest care.	
<b>FIVE STAR</b>	Exceptional quality and luxurious accommodation (matching best international standards). Highest standard of furnishings, flawless service and meticulous guest care.	

We undertake to pay the prescribed fees and to abide by the terms and conditions of the grading system.

.....  
Signature of applicant

.....  
Date: year/month/day