

Registration/Renewal- Tourist Luxury Camping/ Caravanning/ Mobile Camping -Land Based Adventure Tourism Activities

Process

Online Application

- Refer - www.sltda.gov.lk
- Click on "[Register with SLTDA](#)"
- Press Register/Renewal link and submit your application under "Tourist Luxury Camping/ Caravanning/ Mobile Camping"
- Get your user login and application will be confirmed by SLTDA
- Submit the documents as per the [List 1](#) for registration & [List 2](#) for renewal of license

Admin Payment

- Pay your admin fee 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 phone.

Inspection & Document Submission

- Once the payment is validated ,inspection will be conducted within one month period.
- Once the documents are acknowledge ,hard copies of documents need to submit (need true copies certified by an attorney at law or justice of peace to be couriered or hand delivered)

Registration & License

- If the inspection 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

Tourist Luxury Camping/ Caravanning/ Mobile Camping – Registration**Registration Required Documents**

S/N	Required Documents
1.	Business Registration
2.	Form 1 /Form 48/ Form 15 Form 20 for director/s change (Not applicable for sole proprietor / Partnership business)
3.	Form 13/ board resolution for operational address () (If the registered address and operational address are different in case of limited liability company) view
4.	List of staff with professional qualifications & work experience endorsed by a manager/Owner
5.	Written code of conduct shall be available for the Operators and Passengers according to the SOP.
6.	SOP and checklist, Printed Broachers, Tour Itineraries & Price Schedules
7.	Insurance policy covering public liability (Certificated Copy)
8.	First Aid Certification and checklist. (Wilderness First Aid/ Elementary First Aid)
9.	Fire Certificate (Certificated Copy)
10.	sustainable policy and Procedures.
11.	Draft copy of International Safety Declaration Assessment (ISDA) or Indemnity Form
12.	LNT Certification – (Optional) .
13.	Certificate of Authority having Jurisdiction (AHJ) -FD/DWLC etc. (Optional)
*	Trade License or consent letter from the Local Authority - Optional
*	Deed or Lease Agreement or consent letter from Divisional Secretariat or Land-owning Government organization View (if the lease is valid more than 12 calendar months, please submit a registered lease agreement with Land register) – Optional

Registration Fees

Fee – Formal Registration (Step 02)

*Excluding Tax

Category	1 st Payment Admin (Rs.)	2 nd Payment Registration + Licensing (Rs.)	Total Payment (Rs.)
1. Luxury Camping 1-4 Units	25,000	15,000	40,000
5- 9 Units			
10-14 Units			
15 and more			
2.Caravanning			
3.Mobile Camping			

Tourist Luxury Camping/ Caravanning/ Mobile Camping – Renewal**Required Documents:**

(**Once receiving the documents accepted acknowledgment to your email, submit all the hard copies of the registration documents to SLTDA as ‘True Copy’ ascertained by Attorney at law or Justice of Peace)

S/N	Required Documents
1.	Form 1 /Form 48/ Form 15 Form 20 for director/s change (Not applicable for sole proprietor / Partnership business)
2.	Form 13/ board resolution for operational address () (If the registered address and operational address are different in case of limited liability company) view
3.	List of staff with professional qualifications & work experience endorsed by a manager/Owner
4.	Printed Broachers, Tour Itineraries & Price Schedules
5.	Insurance policy covering public liability (Certificated Copy)
6.	First Aid Certification and checklist. (Wilderness First Aid/ Elementary First Aid)
7.	Fire Certificate (Certificated Copy)
8.	LNT Certification – (Optional) .
9.	Certificate of Authority having Jurisdiction (AHJ) -FD/DWLC etc. (Optional)
*	Trade License or consent letter from the Local Authority - Optional
*	Deed or Lease Agreement or consent letter from Divisional Secretariat or Land-owning Government organization View (if the lease is valid more than 12 calendar months, please submit a registered lease agreement with Land register) – Optional

Renewal Fee per Annum

*Excluding Tax

Category	Admin	License	Total
1.Luxury Camping	25,000	10,000	25,000
1-4 Units			
5- 9 Units			
10-14 Units			
15 and more			
2.Caravanning			
3.Mobile Camping			

Name change /Ownership change – Rs.2,000

Address change inspection fee / re –inspection – Rs. 10,000