

Process

Online Application

- Refer - www.sltda.gov.lk
- 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 of Rs. 10,000.00 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 (Certificated Copy)
2	Insurance policy covering public liability (Certificated Copy)
3	Fire Certificate (Certificated Copy)
*	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)

Including SSCL 2.5% and 15% VAT

Category	1 st Payment Admin (Rs.)	2 nd Payment Registration + Licensing (Rs.)	Total Payment (Rs.)
1. Luxury Camping 1-4 Units	11,794.87	11,794.87	23,589.74
5- 9 Units		17,692.31	29,487.18
10-14 Units		23,589.74	35,384.62
15 and more		29,487.18	41,282.05
2.Caravanning		11,794.87	23,589.74
3.Mobile Camping		11,794.87	23,589.74

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	Fire Certificate (Certificated Copy)
2	Insurance policy covering public liability (Certificated Copy)
*	Trade License or consent letter from the Local Authority - Optional
*	Lease Agreement or consent letter from Divisional Secretariat or Land-owning Government organization – Optional

Renewal Fee per Annum

Including SSCL 2.5% and 15% VAT

Category	Admin	License	Total
1.Luxury Camping	11,794.87		
1-4 Units		5,897.44	17,692.31
5- 9 Units		7,076.92	18,871.79
10-14 Units		9,435.90	21,230.77
15 and more		11,794.87	23,589.74
2.Caravanning		5897.44	17,692.31
3.Mobile Camping		5897.44	17,692.31

Name change /Ownership change – Rs.2,359.13

Address change inspection fee / re –inspection – Rs. 11,794.87