

Acquisition of Hotels/Motels/Guests House Operating Certificate

1. Who can Apply

All individuals or organizations wishing to operate a Hotel, Motel, Guest House or Hostel within the Metropolis.

2. How to Apply

- i. You purchase application form from the Cash Offices of the various sub-metros
- ii. Complete in full the application form and submit it to the Metro Environmental Health Officer at the Assembly's main office, Sekondi.

3. Requirements

- i. Must have registered with the Registrar General's Department and been issued with Business Registration Certificate.
- ii. Introductory letter from Ghana Tourist Board.
- ii. The Premises must meet the required health standards
- iii. Attendants must be certified by the Environmental Health Division to be in good health and operate under hygienic conditions.

4. Processing of Application

- i. A joint team of personnel from Environmental Health Division, Finance Department and City Engineer's outfit are detailed to undertake inspection of applicant's premises and submit report on findings within three (3) working days of submission of application form to the Metro Environmental Health Officer.
- ii. Metro Environmental Health Officer issues Certificate of suitability to the applicant through Ghana Tourist board within two (2) working days after the inspection.
- iii. The applicant is informed to contact Ghana Tourist Board for his/her license.

- iv. The applicant upon approval by Ghana Tourist Board presents the GTB license to Metro Environmental Health Officer for verification.
- v. Satisfied with the GTB approval, the Metro Environmental Health Officer recommends the applicant to the Assembly for registration and issuance of licence at a prescribed fee.

NOTE:

Fee charged by the Assembly depends on the type, size and location of the business. Fees are subject to change and regulated by fee fixing resolution adopted by the Assembly annually.