

Government of Kerala

Homestay Classification / Reclassification Scheme

The concept of 'Home Stays' and its approval cum classification system was introduced by the Department of Tourism as part of its promotional efforts. The idea was to provide a homely experience to the tourists and experiential tourism. Our culture and culinary tradition get promoted this way.

Based on the facilities and quality of the accommodation provided Homestay units are classified into three categories.

They are :

1. Diamond Homestay
2. Gold Homestay
3. Silver Homestay

The application fee for classification /reclassification of Homestay is Rs. 3000 (Rupees Three Thousand only)

The Validity for classification of homestay is for a period of three years.

Guidelines for the Classification and Reclassification of Homestay Units

- Homestay Classification will be issued only in the name of owner of the house.
- Classification will be done only for operational accommodational Units.
- Leased or rented houses will not be considered for homestay classification.
- Maximum rooms that can be given for tourist accommodation will be 6
- Classification will be given to only those units where the owner along with his/her family is physically residing.
- Application for classification has to be submitted to the District Officers of Department of Tourism.
- Application fee of Rs. 3000/- has to be remitted in the receipt head Department of Tourism and submitted along with the application.
- Inspection Committee will examine the facilities based on Checklist. As per recommendation of the committee, classification will be awarded.
- The Classification/Reclassification Certified of Units will be issued by the Director, Department of Tourism.
- The Classification/Reclassification will be valid for a period of three years.

- The application for change to higher category will be considered only at the time of re-classification.
- The existing classification will be valid until reclassification, provided application for reclassification is submitted with the required fees three months before the expiry of the existing classification.
- The facilities provided and services offered will be evaluated against the checklist.
- The classification units will have to maintain required standards at all times.
- Director, Department of Tourism or an officer deputed by the Director, Department of Tourism or the concerned Joint Director/Deputy Director has the right to inspect homestays at any time without prior notice.
- Serious deficiency, if any, will be reported to Department of Tourism and the Department is free to take action including the cancellation of classification.
- Any change in the facility/service of the unit shall be reported to the Deputy Director, District Office, Department of Tourism within 30 days.
- In case of dissatisfaction of the remarks of the Classification/Reclassification Committee, the unit may appeal to Director, Department of Tourism, Government of Kerala within 30 days of receiving the communication regarding classification/ re-classification.
- Department of Tourism, Government of Kerala reserves the right to modify the guidelines/terms and conditions from time to time.
- It is mandatory for the homestays to display Classification Certificate properly visible to the guests
- Application for reclassification should be submitted three months before the expiry date along with the prescribed fees. Otherwise it will be considered as fresh application.
- Food has to be prepared and provide to the guests on demand.
- C Form submission should be done in proper manner and in record.

Committee for Classification/Reclassification inspection

1	Chairman and Convenor	Deputy Director, District Office, Department of Tourism
2	Member	Secretary, District Tourism Promotion Council (DTPC)
3	Member	Representative of Food Craft Institute (FCI)
4	Member	Manager of Government Guest House
5	Member	Representative of Indian Association of Tour Operators (IATO)
6	Member	Representative of the Local Body in which the unit is located

Documents to be attached with the application of classification/ reclassification

1. Application fee of Rs. 3000/- (Treasury Challan – Head of Account 1452-00-800-99-tourism other receipts)
2. Acceptance of regulatory condition in 200/- stamp paper
3. No object certificate to operate Homestay from Panchayath /Municipality /Corporation
4. Residence Certificate from Panchayath/Municipality/Corporation
5. Ownership Certificate of building from Panchayath/Municipality/Corporation
6. Up to date tax receipt of land
7. Police clearance certificate from the Local Station House Officer
8. Registration from the Office of Food Safety Commissioner ; no license needed
9. Existing plan and elevation of the building.
10. Photographs of the building (exterior and interior – 2 numbers each)

Checklist for Classification/Reclassification

The items included in the checklist are broadly divided into two – Necessary (N) and Desirable (D). It is mandatory for the unit to fulfil all necessary conditions to become eligible for classification/reclassification.

Sl. No	Condition	Silver	Gold	Diamond
A	General			
1	Clean and hygienic premises	N	N	N
2	Building in good condition	N	N	N
3	Power back up	D	N	N
4	Facilities for persons with differential abilities	D	D	N
B	General			
1	Newspapers available	N	N	N
2	Seating arrangements in the living room	N	N	N
3	Internet connection	D	N	N
4	Washing machine/Laundry service	D	N	N
5	Water Purifier for potable water	D	D	N
6	Surveillance cameras	D	D	N
C	Room Facility			
1	Good ventilation facility	N	N	N
2	attached/separate toilets equal to the number of lettable rooms	N	N	N
3	Minimum size of bedroom excluding bathroom has to be 120 sq. ft. (For traditional/heritage houses – 100 sq. ft.)	N	N	N
4	Fan/Room heater	N	N	N

5	Clean white colour bed and bath linen	N	N	N
6	Minimum bed width for single is 90 cm. and double 120 cm.	N	N	N
7	Mattress minimum 10 cm. thick – coir, cotton, foam or spring	N	N	N
8	Minimum bedding 2 sheets, 2 pillows & 2 blankets (in air-conditioned rooms), mattress protector/bedcover	N	N	N
9	A 5 AMP earthed power socket	N	N	N
10	A table with drawer that can be used for writing purpose also	N	N	N
11	A folder with writing pad, pencil, brochure/tariff, emergency phone numbers – police, hospital, house	N	N	N
12	Two chairs per room	N	N	N
13	Wardrobe with minimum 4 cloth hangers per bedding	N	N	N
14	Separate waste bin for degradable and non-degradable items	N	N	N
15	Curtains/screening and mosquito net for all windows	N	N	N
16	Drinking water facility	N	N	N
17	A mirror, at least half length (3 feet)	N	N	N
18	Bath Mat and Room Mat	N	N	N
19	Reading lamp	D	N	N
20	Television	D	N	N
21	Air-conditioning	D	D	N
D	Bathrooms			
1	Minimum size of bathroom 20 sq. ft.	N	N	N
2	One bath towel and one face towel per guest	N	N	N
3	Shower/ tap facility	N	N	N
4	A clothes-hook in each bath/shower room	N	N	N
5	A sanitary bin	N	N	N
6	Western type Water Closet	N	N	N
7	Toilet paper	N	N	N
8	Floors and walls to have non-porous surfaces	N	N	N
9	24 hours hot & cold running water availability	N	N	N
10	Guest toiletries – soap (per guest) – shampoo (common)	N	N	N
11	One bucket with mug	N	N	N
12	Wash basin & face mirror	N	N	N
13	Bottled toiletry products including body shampoo, moisturizer	D	D	N
14	Complimentary tooth paste, tooth brush, shaving kit, comb	D	D	N

E	Dining Area			
1	Dining room with quality furniture	N	N	N
2	Non-plastic crockery & glassware	N	N	N
3	Non-plastic cutlery	N	N	N
4	Wash basin with liquid soap	N	N	N
F	Kitchen:			
1	Refrigerator	N	N	N
2	Daily cleaning of kitchen	N	N	N
3	Cooking Range/Stove	N	N	N
4	All food grade equipment, containers	N	N	N
5	Ventilation system	N	N	N
6	Safe drinking water	N	N	N
7	Waste bucket with lid	N	N	N
8	Kitchen Sink	N	N	N
G	Registers and Records	N	N	N
1	Bill book	N	N	N
2	Occupancy Register	N	N	N
3	Feedback Register	N	N	N
4	Complaint Register including action taken	N	N	N
5	C form submission should be done in proper manner and in record	N	N	N
H	Eco-friendly Practices			
1	Segregation of wastes and its disposal	N	N	N
2	Energy saving lighting	N	N	N
3	Facility for rain water harvesting	D	D	N
I	Responsible Tourism			
1	Sourcing local goods	N	N	N
2	Promotion of local souvenirs	D	D	N
3	Promotion of local art and culture	D	D	N
J	Pollution Control Measures			
1	Septic tank and soak pit as per IS:2470 (part 1 & 2) for the treatment of sewage and Sullage waste	N	N	N
2	If generator is using-provision of acoustic enclosure	N	N	N

N: Necessary, D: Desirable