

**Government of Rajasthan  
Department of Tourism, Jaipur**

No.F( )H/DT/2015/6250

Dated: **02-06-2016**

**Guidelines for granting Certificate of Heritage to operating Heritage Hotels/Heritage Properties**

Revenue (Gr.VI) Department vide its notification No. F.11(4)Rev.6/2014/16 dated 22.5.2015 has amended Rajasthan Land Revenue (Conversion of agricultural land for non-agricultural purposes in rural areas) Rules, 2007 and has inserted a new rule 6(C) for conversion of heritage properties into heritage hotels.

Similarly, the Urban Development and Housing Department vide its order No. F.18(1) UDH/TUP/2015 dated 6.6.2015 has at point No.3 provided for conversion of existing heritage hotels and other heritage properties into heritage hotels or other tourism units.

The Department of Rural Development & Panchayati Raj has also vide its notification No. F.4( ) Tourism Rules/Legal/PR/2015/486 dated 10.7.2015 has promulgated the Rajasthan Panchayati Raj (Allotment, Change of Use of Land and Regularisation of Abadi Land in Panchayat Area for Tourism Units) Rules, 2015. The Rule 4 provide for change of use of land of heritage properties into heritage hotels. Rule 6 provide for regularization of an existing heritage hotel.

All the above notifications provide for a recommendation by the Tourism Department before an order is issued for conversion of a heritage property into heritage hotel or regularization of an existing heritage hotel. Therefore, following guidelines are issued for making the said recommendations.

**1. Definition of Heritage Property:**

Heritage property means a fort, a fortress, a palace, a castle, hunting lodge or residence with heritage features built prior to a date specified by the State Government. The State Government vide its notification No.F.8(42)Trade/DT/09/2294 dated 02.05.2015 has specified a date of 1.1.1950.

In a heritage property, the façade, architectural features and general construction should have the distinctive qualities and ambiance in keeping with the traditional way of life of the area. The architecture of the property to be considered for this category should not normally be interfered with.

Any extension, improvement, renovation, change in the existing structures should have been done in keeping with the traditional architectural styles and constructional techniques harmonizing the new with the old.

The newly built up area added should not exceed 50% of the total built up (plinth) area including the old and new structures. For this purpose, facilities such as swimming pools, lawns etc will be excluded.

**2. Eligibility:-**

An Individual/Firm/Partnership Firm/Public Limited Company/Private Limited Company/Limited Liability Partnership (LLP)/HUF/Trust/ Registered power of Attorney Holder would be eligible to apply for seeking Certificate of Heritage.

**3. Application and documents to be enclosed:-**

The prescribed application form enclosed at Annexure-1 along with the following documents shall be submitted to the Commissioner/ Director, Department of Tourism, Govt. of Rajasthan, Jaipur :-

- a. Proof of age of the property issued by Tehsildar or Local Body or Archaeology & Museum Department.
- b. Map of the existing building/property duly prepared/attested by the registered Architect/Civil Engineer (with membership no./ registration no.)
- c. The report of architect/civil engineer containing the following details is to be enclosed:-

- (1) Total area: (in figure).....(in words).....(Sq. Yards).
- (2) Open area (in figure).....(in words).....(Sq. Yards).
- (3) Constructed area:-
  - (i) (Area constructed before 1.1.1950) (in figure).....(in words).....(Sq. Feet).
  - (ii) ( Area constructed after 1.1.1950) (in figure).....(in words).....(Sq. Feet).
  - (iii) Total constructed area(in figure).....( in words).....(Sq. Feet)

- d. The applicant shall submit a self declaration on plain paper as per Annexure-2.
- e. The application shall be accompanied by a demand draft of Rs.21000/- as a processing fee (Rupees Twenty One thousand only) payable to the

Commissioner/Director, Department of Tourism, Government of Rajasthan, Jaipur, which shall be non-refundable.

- f. The Photographs of the façade/front elevation of the property showing the complete property from various angles highlighting its heritage characters.

#### **4. Summary Rejection in case of incomplete application:**

- a. If any of the documents is not provided by the applicant, the same shall be communicated to the applicant who shall submit the same within 15 days from the date of receipt of the letter. If the information is not furnished within the prescribed time, the application shall be rejected.
- b. In case of any grievance relating to rejection of the application by the Commissioner/Director, Department of Tourism, Rajasthan, Jaipur, a decision of the Principal Secretary, Department of Tourism shall be final.

#### **5. Certificate of Heritage:**

- a. The Certificate of Heritage property (enclosed at Annexure-3) shall be signed by the Commissioner/Director, Department of Tourism, Govt. of Rajasthan, Jaipur.
- b. The front Photograph of the property showing the complete property and its Heritage features shall be pasted on the Certificate of Heritage.
- c. The declaration submitted by the applicant shall be printed on the back of the Certificate.

#### **6. Other Condition:**

- a. If any deviation from the permissible norms of new construction is found at any stage, the certificate of Heritage is liable to be withdrawn.
- b. No person shall purport to ownership rights on the basis of the Certificate of Heritage and the Certificate shall not be valid for legal purpose.
- c. Director, Tourism at its sole discretion can nominate any officer of Department of Tourism to verify the credentials of the property at any time before and after granting certificate of Heritage.

**Sd/-**

**(Roli Singh)  
Secretary, Tourism**

**FORM**

**Application form for granting Certificate of Heritage to Operating  
Heritage Hotel/Heritage Property proposed to be used as a Tourism Unit  
by the Department of Tourism, Rajasthan, Jaipur.**

To,

**Commissioner/Director**

Department of Tourism,  
Govt. of Rajasthan,  
Khasa Kothi Campus,  
M.I. Road, Jaipur.

**Subject: Application for grant of Certificate of Heritage to operating Heritage  
Hotel/ Heritage Property proposed to be used as a Tourism Unit.**

Sir,

I/We hereby apply for grant of Certificate of Heritage to operating Heritage Hotel/  
Heritage Property details of which are as under:-

1. Name & complete Postal  
Address of the applicant  
with photo and Photo ID  
(Self attested Photo Copy of ID  
to be enclosed)

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2. Complete Address and details  
of Operating Heritage Hotel/  
Heritage Property proposed to be  
used as Tourism Unit :

Address of the Heritage Property:

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3. Photograph of the Building  
including façade and  
architectural features, from  
different angles.

Latest Photo of the Heritage property  
(Front View)

4. I/We hereby enclose the following documents with the application which are required under guidelines:-

- a. Proof of age of the property issued by Tehsildar or Local Body or Archaeology & Museum Department.
- b. Map of the existing building/property duly prepared/attested by the registered Architect/Civil Engineer (with membership no./ registration no.)
- c. The report of Architect/Civil Engineer containing the following details is to be enclosed:-
  - (1) Total area: (in figure).....(in words).....(Sq. Yards).
  - (2) Open area (in figure).....(in words).....(Sq. Yards).
  - (3) Constructed area:-
    - (i) (Area constructed before 1.1.1950) (in figure).....(in words).....(Sq. Feet).
    - (ii) (Area constructed after 1.1.1950) (in figure).....(in words).....(Sq. Feet).
    - (iii) Total constructed area (in figure).....(in words).....(Sq. Feet)
- g. The applicant shall submit a self declaration on plain paper as per Annexure-2.
- h. The application shall be accompanied by a demand draft of Rs.21000/- as a processing fee (Rupees Twenty One thousand only) payable to the Commissioner/Director, Department of Tourism, Government of Rajasthan, Jaipur, which shall be non-refundable.
- i. The Photographs of the façade/front elevation of the property showing the complete property from various angles highlighting its heritage characters.

I/WE hereby undertake to abide by the provisions and the prescribed conditions of the Guidelines for granting Certificate for Heritage to Operating Heritage Hotel/Heritage Property proposed to be used as a Tourism Unit and as amended from time to time. If any deviation from the permissible norms of new construction is found at any stage, the certificate of Heritage may be withdrawn by this Department. I/we or any other person cannot claim ownership rights on the basis of this certificate and the certificate is not valid for any legal purpose.

**Name and Signature  
of the Applicant**

**Declaration**  
(on plain paper)

Photograph  
of  
Applicant

1. I have applied for the operating heritage hotel/heritage property proposed to be used as a heritage hotel or other tourism unit situated at.....(Complete Address, House No., Mohalla etc.) for grant of Certificate of Heritage by Department of Tourism. I am fully authorized to apply for the same.
2. I have obtained and attached the certificate of age of the property issued by 1. Tehsildar\_\_\_\_\_ or 2. Local Body\_\_\_\_\_ / or 3. Archaeology & Museum Department\_\_\_\_\_ issued on ..... manifesting that the property was constructed before 1950 and I have also put self attestation on the same.
3. Extension, improvement, renovation, change etc. in the existing structures have been done retaining the old construction pattern and harmonizing new with the old. After expansion/renovation, the newly built up area has not exceeded 50% of the total built up (plinth) area including the old and new structures.
4. I/we further undertake not to make any new construction which deviates from the permissible norms of new construction.
5. I/we understand that, if any deviation from the permissible norms of old and new structures is found at any stage, the Department will be free to withdraw its approval.
6. I have enclosed the Architect / Civil Engineer report which has been signed by the Architect/ Civil Engineer Sh./Smt./M/s.....(Membership No/ Registration No. ....)and by me/us. Area details of the property are as below:-

(1) Total area: (in figure).....(in words)..... Sq. Yards.

(2) Open area (in figure).....(in words)..... Sq. Yards.

(3) Constructed area:-

(i) Area constructed on 1.1.1950) (in figure) .....(in words)..... Sq. Feet.

(ii) Area constructed after 1.1.1950) (in figure).....(in words)..... Sq. Feet.

(iii) Total constructed area(in figure).....(in words)..... Sq. Feet.

7. Any dispute legal or otherwise which had existed before applying for Certificate of Heritage or arises after issue of the same shall be my/our sole responsibility.
8. I/we or any other person/company etc cannot claim ownership rights for the above Heritage Property based on the Certificate of Heritage and the same is also not valid for any legal purpose.
9. I/we are duty bound to provide information and statistics about tourist arrivals every month in the prescribed formats to the local representative/ officer of the Department of Tourism.

I/We.....Son/Daughter of Shri.....Age.....  
 ..... Year ..... resident of ..... District .....  
 ..... Rajasthan, hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is proved false/not true, I will have to face the punishment as per the law, and all the benefits availed by me shall be summarily withdrawn.

**Name of the Applicant (s)**  
 1. ....  
 2. ....

**Signature of the Applicants (s)**  
 1. ....  
 2. ....

**Government of Rajasthan  
Department of Tourism  
Khasa Kothi Campus, M.I. Road, Jaipur**

No.:

Dated:

**Certificate of Heritage**

(Operating Heritage Hotel/ Heritage Properties proposed to be used as a Tourism Unit)

**To Whom So Ever It may Concern**

This is to certify that the property situated at (Complete Address)..... is a heritage property constructed before 01.01.1950 as per the definition of a Heritage Hotel in Rajasthan Tourism Unit Policy, 2015. This certificate is issued on the basis of the following.

- Tehsildar/ Patwari\_\_\_\_\_
- Local Body\_\_\_\_\_
- Department of Archaeology and Museum\_\_\_\_\_  
(Any one of the above)
- As per the architect's report the whole area of the property is.....(Sq. Yards)

I. Total constructed area (in figure).....(in words).....(Sq. feet).  
II. Total Open area (in figure).....(in words).....(Sq. Yards).

**Commissioner/Director, Tourism**

Latest Photo of the Heritage property  
(Front View)

- If any deviation from the permissible norms of new construction is found at any stage, the certificate of Heritage shall be withdrawn.
- This Certificate cannot be used to establish ownership rights and is also not valid for any legal purpose.