



**DEPARTMENT OF TOURISM  
GOVERNMENT OF TAMIL NADU**

**Guidelines for Registration  
of Caravan Tour Operators and  
Caravan Park Operators  
(2022)**



**DEPARTMENT OF TOURISM  
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**GUIDELINES FOR REGISTRATION  
OF CARAVAN TOUR OPERATORS AND  
CARAVAN PARK OPERATORS**

**INTRODUCTION**

- The tourism sector in Tamil Nadu has been highly responsive to the evolving needs of tourists through introduction of new tourism products and development of unique destinations.
- With growing demand for niche and off beat travel arises the need for new tourism experiences that involve visiting unexplored places and staying in remote areas, forests, and riversides.
- Caravan Tourism is a special form of tourism with the Caravan as both the means of tourism transportation and accommodation. As a niche form of tourism, it meets the requirements of active and off beat recreation by combining camping and motor tourism.
- The concept of Caravan Tourism has gained global popularity due to the freedom and flexibility it provides to a holiday experience. By improving access to unexplored locations, Caravan Tourism supplements the growth of remote destinations / circuits where sufficient hotel accommodations may not be available.
- The Department of Tourism, Government of Tamil Nadu plans to promote Caravan Tourism by way of making it safe, accessible, and sustainable for all stakeholders. To this aim, there is a need to facilitate the development of Caravan Tourism and lay down the minimum acceptable standards for Caravan Tour Operators and Caravan Park Operators and thereby register them.
- The Government has carefully considered the subject and hereby issues the following Guidelines for Registration of Caravan Tour Operators and Caravan Park Operators.



1



## **1. Title, extension and commencement**

- (a) These Guidelines may be called "Guidelines for Registration of Caravan Tour Operators and Caravan Park Operators".
- (b) It extends to the whole of the State of Tamil Nadu.
- (c) Registration will be compulsory for Caravan Tour Operators and Caravan Park Operators in the State of Tamil Nadu.

## **2. Objectives**

The objectives are:

- (a) To standardise the operations of Caravan Tour Operators and Caravan Park Operators in the State of Tamil Nadu
- (b) To create and develop quality infrastructure to facilitate and complement the growth of Caravan Tourism in the State
- (c) To provide Guidelines for standardising the quality of services
- (d) To create a safe environment for tourist participation in Caravan Tourism
- (e) To provide a common registration portal for Caravan Tour Operators / Caravan Park Operators
- (f) To develop a stakeholder-friendly and effective process for registration of operators

## **3. Definitions**

In these Guidelines, unless the context otherwise requires;

- (a) "Applicant" means the Caravan Tour Operators and Caravan Park Operators applying for Registration under the Guidelines;
- (b) "Caravan Tourism" is a niche type of tourism that includes Caravans and Caravan Parks, wherein the Caravan is both the mode of travel as well as the accommodation;
- (c) "Caravan" is a specially built vehicle used for the purpose of travel, leisure and accommodation and includes vehicles like. Recreational Vehicle (RV), Campervans, Motor Homes, Closed Body Camper Trucks etc. A Caravan shall meet the minimum criteria specified in these Guidelines;



2



- (d) "Caravan Parks" are designated places where caravan vehicles can be parked and can stay overnight in allotted spaces providing amenities and facilities. It can be agricultural land, plantation or vacant land;
- (e) "Caravan Tour Operator" or "CTO" means the tour operator / transport provider who has a minimum of one Caravan as per specifications in the Guidelines;
- (f) "Caravan Park Operator" or "CPO" means the person / entity owning and operating the Caravan Parks;
- (g) "Registration" means the recognition of CTO & CPO under the given guidelines and does not mean any Licensing;
- (h) "Registration Form" means the Registration Form attached in Annexure-I and Annexure-II;
- (i) "Inspection Agency" means the Agency appointed by the Department of Tourism to conduct inspection;
- (j) "AIS-124" means the Automotive Industry Standard 124 - Procedure for Type Approval and Certification of Motor Caravans for Compliance to Central Motor Vehicles Rules by the Ministry of Road Transport and Highways, Government of India;
- (k) "CMVR" means the Central Motor Vehicle Rules issued by Ministry of Road Transport and Highways, Government of India;
- (l) "Department" means the Department of Tourism, Government of Tamil Nadu;

#### **4. Caravan Tourism**

Caravan Tourism consists of two components:

- (a) Caravans
- (b) Caravan Parks

#### **5. Guidelines for Caravans**

- (a) A Caravan Vehicle must have the following minimum specifications:**
  - (i) Sofa cum bed for at least two persons
  - (ii) Basic Kitchenette with all necessary facilities



- (iii) Toilet cubicle with hand shower and sufficient freshwater storage
- (iv) Air-condition
- (v) Dining table
- (vi) Audio/video facility
- (vii) Complete charging system (external and internal)
- (viii) GPS (desirable)
- (ix) Bharat Stage VI compliance (desirable)
- (x) Partition behind driver
- (xi) Provision for communication between driver and the passengers
- (xii) Eco-friendly waste treatment mechanism (desirable)

**(b) Compliance with AIS - 124**

- (i) The Caravan must comply with Automotive Industry Standard-124, Procedure for Type Approval and Certification of Motor Caravans for Compliance to Central Motor Vehicles Rules issued by Ministry of Road Transport and Highways, Government of India.

**(c) Others**

- (i) For registration as a Caravan Tour Operator, an operator must have a fleet size of at least 1 Caravan.
- (ii) The Caravan must be registered with the Transport Department of Tamil Nadu or other State Transport department.

## **6. Guidelines for Caravan Parks**

**(a) Operational Requirements**

The Caravan Parks must:

- (i) be operational 24 x 7 during the tourist season or on demand
- (ii) be connected by fair-weather road from the main road



(iii) have public liability insurance

(iv) ensure compatibility with Caravan Specifications in India for electricity, water, and sewage connections.

The Caravan Parks can be standalone or hybrid. In case of Hybrid Parks, it must be ensured that the caravan parking facilities are physically separated from other services like wayside amenities, accommodation, general parking etc. Caravan Parks can be provided in plantations also.

### **(b) Safety and Security**

To ensure safety and security, the Caravan Parks must fulfil the following mandatory requirements:

(i) A boundary wall or fencing with lockable gates to prevent unauthorised entry / trespassing.

(ii) Deployment of adequate security guards with a system of patrolling.

(iii) Surveillance Cameras to be installed at important points for security monitoring. The footage should be stored in a central storage space for a period of 30 days.

(iv) Availability of a proper equipped First-aid kit at the reception / Tourist Facilitation Centre.

(v) The contact numbers of Emergency services including the nearest available doctor to be adequately displayed at the Reception / Tourist Facilitation Centre.

(vi) The supervisory staff and other workers should be trained in Disaster Management and First-aid.

(vii) The caravan park management should take adequate measures to educate the caravan owners and visitors regarding the various potential risk in connection to camping and parking at the site and publish it in their website and at their reception.

### **(c) Site Development**

#### **(i) Land Requirement**

Caravan Park should be developed in an area of at least half an acre (~21,800 sq. ft.) with a minimum of 5 parking bays. The density of Parking Bays shall not be more than 60 Parking Bays per hectare.



**(ii) Park Design and Location**

- a. Design and construction of the Caravan Park should be compatible with its surroundings.
- b. The Parks should be provided with open spaces. These spaces should be of adequate dimensions and design for its intended purpose.
- c. The layout of the park should enable adequate separation of different occupancies.
- d. It should be ensured that the construction is suitable for use in all-weather conditions
- e. The actual ground conditions of the parking site should be adequately published along with photographs to help campers take informed decision at the time of booking
- f. Provision for Picnic tables (Desirable)
- g. Provision for Water Harvesting (Desirable)

**(iii) Landscaping**

- a. Landscaping and plantation should be planned in a way to achieve privacy, screening and security.
- b. Plantations and green cover should be in accordance / line with local indigenous species (Desirable).
- c. Landscaped areas should be located and designed to alleviate prevailing winds, dust and to some extent, noise.
- d. The Caravan Parks should have proper water harvesting structures and wherever possible, surface water should be used for irrigating the landscaped areas.

**(iv) Open Space for Recreation**

- a. Open space or spaces for recreation should be provided at a rate of not less than 5% of the total site area.
- b. Facilities for safe active recreation for children should be provided.
- c. The location of the open space should ensure safe conditions for children with respect to vehicular movement.



**(v) Internal Roadways**

The internal roadways should:

- a. be designed to enable convenient vehicular movement within the park
- b. be of adequate width with an approved surface
- c. be adapted to the topography of the park
- d. provide adequate drainage and elimination of excessive grades and cut
- e. have road levels that facilitate site drainage

**(vi) Differently abled friendly**

There should be provision for wheelchair accessibility in the Caravan Park.

**(d) Parking Bays**

(i) The Parking Bays are to be provided as follows:

- a. The dimensions of parking bays should be a minimum of 7.5 metre\* 5 metre.
- b. There should be a minimum gap of 10 feet between two caravans.
- c. The parking bays need to be clearly earmarked and numbered.
- d. An exclusive area attached to each parking bay should be provided for recreation.
- e. The Caravan Park should be designed such that all caravans parked should have easy access to electricity and water connections, and sewage outlets.

**(e) Utilities at the Caravan Park**

**(i) Electricity & Lighting**

- a. All areas of the Caravan Park especially the parking and basic facilities areas should be well lit with provision of a generator for back up.
- b. Electricity supply and distribution throughout the Caravan Park should comply with the supply authorities' codes and standards applicable.



7





(ii) **Water**

- a. The Caravan Park should be provided with a constant supply of water including a constant supply of potable water.

**Note:** In places where the access to water / electricity is limited/scarce or unavailable the above rule may be relaxed, however such information should be sufficiently published in all communications which promote the Park to help the campers make informed decision while selecting the Caravan Park for booking.

(f) **Laundry Facilities**

The laundry facility should be provided in a separate building or in the amenities complex

- (i) A separate designated area for washing (Mandatory)
- (ii) Minimum of 1 washing machine and 1 automatic dryer for 5 parking bays or part thereof (Desirable)
- (iii) Iron & iron board (Desirable)

(g) **Toilet Facilities**

- (i) The toilet building should have separate screened access for male and female section earmarked for the guests of the Caravan Park.
- (ii) The above sections shall be suitably separated, sound proofed and have an adequate supply of hot and cold water
- (iii) Female section in respect to every 10 parking bays should have the following
- a. 2 water closets (WC's)
  - b. 2 hand wash basins & mirrors
  - c. 2 showers and dressing areas
  - d. Baby care facility
- (iv) Male section in respect to every 10 parking bays should have the following:
- a. urinal (2 stalls)
  - b. 2 water closets (WC's)
  - c. 2 hand wash basins & mirrors
  - d. 2 showers and dressing areas
- (v) The Toilets should also be differently abled friendly



**(h) Movement and Parking**

- (i) A drive-in area and forecourt of sufficient dimensions must be provided for the parking of Caravans and this area should be without general traffic movement.
- (ii) Turning circles must be designed to ensure that a caravan can turn in the space without disrupting the general Caravan Park area.

**(i) Tourist Facilitation Centre (TFC)**

A TFC shall be constructed providing appropriate facilities and infrastructure for tourists. The amenities and services to be provided in the TFC would be as follows:

- (i) A comprehensive list of Do's and Don'ts should be displayed in all prominent areas and guest compliance to be politely requested for.
- (ii) There should be a tie-up with mechanic, tyre shop and fuel station for vehicular requirements and emergencies (Desirable). If it's not available, it should be adequately published, so that the customers can make an informed decision at the time of booking the site.
- (iii) At least one personnel (handyman), electrician, plumber, sweeper etc. to be available for general service and maintenance 24 hrs (Desirable). If it's not available, it should be adequately published, so that the customers can make an informed decision at the time of booking the site.
- (iv) Power backup system
- (v) Local maps / brochures containing necessary information (Desirable)
- (vi) Clean restrooms
- (vii) Waiting room, utility shop, food & beverage facility (Desirable)
- (viii) Dedicated visitor parking
- (ix) Relevant FSSAI permit must be obtained for any food outlets within the Caravan Park.

**(j) Waste Management**

- (i) There should mandatorily be a provision for segregation of garbage into bio-degradable, non-bio-degradable & recyclable.
- (ii) Solid waste and sewage disposal should be carried out in an orderly and eco-friendly manner.



- (iii) Each Caravan Park should be provided with a system for the reception, storage and disposal of all refuse and waste matter originating from the park.
- (iv) For each parking bay, two or as needed standard pattern garbage covered receptacles / bins, one each for bio-degradable and non-degradable waste should be provided.
- (v) The Caravan Park shall follow adequate measures for sewage collection, treatment and disposal.
- (vi) In accordance with local requirements, the Caravan Park should compulsorily be provided with an approved sewer connection point for wastewater originating from the Caravan.

**(k) Environment Friendly Practices**

Responsible tourism friendly policy should be adopted for sustainable growth that does not adversely affect the local environment. Use of eco-friendly practices and local products should be encouraged. Composting should be encouraged for the disposal of kitchen garbage. Green initiatives like solar power, bio toilets are preferable.

**7. Registration of Caravan Tour Operators and Caravan Park Operators**

**(a) Eligibility of persons to apply:**

These guidelines shall be applicable to all existing Caravan Tour Operators and Caravan Park Operators in Tamil Nadu and to Operators who intend to operate Caravan Tourism in the State. A Caravan Park Operator must submit a separate application for each Caravan Park.

All existing Caravan Tour Operators and Caravan Park Operators must mandatorily apply and get registered within 3 months from the date of issue of these guidelines. All new operators must mandatorily apply and get registered before commencing commercial operations.

In cases where the Caravan Tour Operator / Caravan Park Operator continue to operate without obtaining registration under these guidelines, the Caravan Tour Operator / Caravan Park Operator will not be allowed to operate further.

**(b) Submission of Application:**

An application shall be submitted online in the prescribed format to the Director of Tourism.



**(c) List of documents to be uploaded for Registration:**

**(i) Caravan Tour Operators**

Prescribed Registration form (Annexure-I) duly filled along with all attachments is to be submitted online

Documents (to be scanned and uploaded online)

- a. GST Certificate
- b. PAN Card
- c. Address proof for Registered Office
- d. Vehicle Registration Documents
- e. Vehicle Insurance
- f. Compliance to CMVR
- g. Layout of the Caravan
- h. Details of planned route / routes of operation
- i. List of safety equipment with photographs
- j. Letter of Undertaking Duly signed (Annexure-V)
- k. Sustainable Practice Declaration (Annexure-VI)

**(ii) Caravan Parks Operators**

Prescribed Registration form (Annexure-II) duly filled along with all attachments is to be submitted online

Documents (to be scanned and uploaded online)

- a. GST Certificate
- b. PAN Card
- c. Patta or lease for at least three years
- d. Location plan with coordinates and photographs
- e. Layout of the site with clearly marked areas
- f. Location plan showing access to the nearest bus stand, railway station and airport
- g. Photographs of the Caravan Park with the reception area, parking bays, recreation area, toilets, other facilities
- h. Undertaking duly signed (Annexure-V)
- i. Sustainable Practice Declaration (Annexure-VI)
- j. Details of Staff & training
- k. Specifications for electricity, water, and sewerage connections



**(d) Registration and Renewal Fee**

An application shall be accompanied with a non-refundable registration fee paid through payment gateway on the registration website.

**For Caravan Tour Operators**

Fee for Registration (Amount in Rs.)	Fee for renewal of Registration For every three years (Amount in Rs.)	Penalty for delay of sending the renewal of application (After the validity of registration)
10,000	10,000	A penalty of Rs.5000/- for every one month delay

**For Caravan Park Operators**

Fee for Registration (Amount in Rs.)	Fee for renewal of Registration For every three years (Amount in Rs.)	Penalty for delay of sending the renewal of application (After the validity of registration)
10,000	10,000	A penalty of Rs.5000/- for every one month delay

**Inspection Charges:** The Department of Tourism will fix the inspection and re-inspection charges from time to time and they shall be payable at the time of registration / renewal.

**(e) Mode of Payment:**

Fee shall be paid online.

**(f) Validity of Registration:**

The initial Registration will be valid up to the end of the second succeeding financial year i.e., up to 31<sup>st</sup> March of the second succeeding financial year (If first registration is made on 23<sup>rd</sup> Dec 2021, it is valid up to March 2024). The Registration can be renewed for a further period of not exceeding three years at a time with the fee prescribed in Guideline 7(d) above.

**8. Inspection Agency**

The Department of Tourism will appoint a panel of inspection agencies to conduct inspection of the Caravan Tour Operators / Caravan Park Operators. The agency shall conduct the inspection and submit the report to the Director of Tourism.



## 9. Processing of the Application

### (a) Submission of Application

The applicant shall submit the duly filled registration form online along with the corresponding registration fee and inspection charges. The applicant shall select a suitable time slot for physical inspection.

### (b) Scrutiny of documents & Physical Inspection

On receipt of application and inspection fees from the Caravan Tour Operator / Caravan Park Operator along with required documents, the Inspection agency will scrutinise the submitted documents and conduct a physical inspection. The facilities and services will be evaluated against the enclosed Checklist given in Annexure - III & Annexure - IV.

### (c) Inspection Report

- (i) The Inspection Agency shall submit a detailed inspection report online to the Director of Tourism.
- (ii) In such cases where the Inspection Agency identifies rectifications to be made by the Caravan Tour Operator / Caravan Park Operator, an assessment report detailing the works to be carried out will be uploaded online and communicated to the operator.
- (iii) The Operator shall carry out the required rectifications and submit a compliance report online.
- (iv) The compliance report should be submitted within 30 days from the date of issue of assessment report, failing which the application will be rejected and the Caravan Tour Operator / Caravan Park Operator will have to submit a fresh application for registration.

### (d) Re-inspection

Upon submission of the compliance report, the applicant shall select a suitable time slot for re-inspection. The Inspection agency along with one representative from the Department of Tourism, shall conduct a re-inspection and submit the report online and re-inspection fee as prescribed will be payable before the re-inspection along with the compliance report.

### (e) Issuance of Certificate of Registration

The Director of Tourism shall issue a certificate of registration to the Caravan Tour Operator / Caravan Park Operator considering the report submitted by the Inspection agency. The Department of Tourism reserves the right to accept or reject any application or issue instructions for revaluation, as the case may be.



13



### (f) Rejection of Application

In case of rejection of application, the Operator may reapply for registration within 60 days from the date of rejection after rectifying all the defects pointed out.

## 10. Issuance of Certificate of Registration

Once the application is approved for registration, a Certificate of Registration shall be issued to the Caravan Tour Operator / Caravan Park Operator, and this shall be downloaded online.

## 11. Renewal of Registration

The application for renewal of registration has to be submitted online at least three months before the expiry of the registration to the Department of Tourism. Any delay in the submission of application for renewal of registration will be accepted for a maximum period of 2 months from the expiry of registration with the penalty of Rs.5000/- (Rupees five thousand only) for each month of delay. If the application for renewal of registration is not submitted within 2 months after the expiry of registration, then the Registration will be cancelled, and the facility will be shut down.

## 12. Periodic Inspection

The Director of Tourism can authorise an inspection agency / Officer appointed by him to inspect the Caravan Tour Operator / Caravan Park Operator registered under these Guidelines.

Any deficiencies pointed out by the Inspecting agency / Officer shall be informed to the Department, under a copy to the Caravan Tour Operator / Caravan Park Operator within one week from the date of inspection.

In case if there are any major deficiencies noticed, a maximum time of 60 days may be granted, and the registration is suspended till such time the deficiencies are rectified. The Caravan Tour Operator / Caravan Park Operator must not operate during the suspension period.

If deficiencies are not rectified within a maximum period of 60 days, and if there is no valid cause for non-rectification then the Director of Tourism shall cancel the registration of the said Caravan Tour Operator / Caravan Park Operator.



### 13. Appeal

The Caravan Tour Operator / Caravan Park Operator may file an appeal against the cancellation order / rejection of application to the Secretary to Government, Tourism, Culture & Religious Endowments Department, Secretariat, Chennai - 600 009 within 30 days from the date of communication of the order of the Director of Tourism and the decision of the Secretary to Government, Tourism, Culture & Religious Endowments Department, Secretariat, thereupon shall be final.

### 14. Cancellation of Registration

The registration of the Caravan Tour Operator / Caravan Park Operator shall be liable for cancellation by the Director of Tourism, if the Caravan Tour Operator / Caravan Park Operator is found operating in violation of the registration conditions and including the failure on the part of the Operator / authorised legal representative to maintain requisite standards, reports of un-hygienic conditions, unlawful activities, malpractices etc., and misbehaviour with customers.

### 15. Other Provisions

- (a) Any changes in the specifications/ facilities/ functioning of the Caravan Tourism Operator / Caravan Park Operator should be informed online to the Department of Tourism within 1 week.
- (b) The Caravan Tour Operator / Caravan Park Operator shall follow the relevant Laws/ Rules & Regulations prevalent the State of Tamil Nadu.
- (c) The Caravan Tour Operator / Caravan Park Operator is fully responsible, accountable & liable for the Caravan Tourism operations. The Department of Tourism or the Government is not responsible or liable or accountable for any of the acts done by the Operator or the participants.
- (d) Registration of the Caravan Tour Operator / Caravan Park Operator shall be finalised within 30 days from the date of receipt of compliance report, after all rectifications are incorporated.
- (e) The CTO / CPO shall comply with the Tax Laws like, Income Tax Act, Goods and Services Tax and other applicable Laws.
- (f) The fee once paid will not be refunded or adjusted for future dues / penalty etc., under any circumstances.
- (g) The applicable rates for electricity, water tax, property tax and sewerage charges would be charged from the registered Caravan Tour Operator / Caravan Park Operator.





## **16. Implementing Agency**

The Guidelines will be implemented by the Department of Tourism.

- (a) The Department of Tourism is authorised to frame and issue guidelines or orders for laying down the procedure of online submission of application, processing, and registration of Caravan Tour Operator / Caravan Park Operator for revision / modification of the formats of the Application and other formats / introduction of new formats (under intimation to Government).
- (b) The Department of Tourism is authorised to evolve procedure for the Inspection and grievance redressal mechanism for visitors / guests / operator.
- (c) The Department of Tourism is also authorised to fix the Inspection Agency and inspection / re-inspection charges.
- (d) The Secretary to Government, Tourism, Culture and Religious Endowments Department, Government of Tamil Nadu reserves the right to modify the guidelines / Terms and conditions from time to time as is considered necessary and appropriate and that shall be binding on the Applicant / authorised legal representative of the Caravan Tour Operator / Caravan Park Operator.



## ANNEXURE-I

### REGISTRATION FORM

#### DEPARTMENT OF TOURISM, GOVERNMENT OF TAMIL NADU REGISTRATION OF CARAVAN TOUR OPERATORS

#### Application Form for Registration

1	Name of the Applicant / Authorised Person	
2	Registered Address with pincode	
3	Contact Number	
4	Email Id	
5	Name of the Organisation	
6	Type of the Organisation	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Company Others (specify) _____
7	Number of caravans	
8	Type of Caravan (for each unit stated above)	
9	Model, name of the manufacturer and year of manufacture	
10	Vehicle Registration Number(s)	
11	State where the Caravan is registered	
12	Vehicle Dimensions	
13	Capacity (No. of people that the caravan can accommodate)	



14	Number of beds	
15	Facilities / Amenities provided	<input type="checkbox"/> Basic Kitchenette <input type="checkbox"/> Fridge <input type="checkbox"/> Microwave oven <input type="checkbox"/> Toilet Cubicle with hand shower <input type="checkbox"/> Partition behind driver <input type="checkbox"/> Communication system between passenger and driver <input type="checkbox"/> Air-condition <input type="checkbox"/> Dining table <input type="checkbox"/> Audio / Video facility <input type="checkbox"/> Charging system <input type="checkbox"/> GPS (desirable) <input type="checkbox"/> Bharat Stage VI compliance (desirable) <input type="checkbox"/> Eco-friendly mechanism for waste disposal (desirable) Others, specify _____
16	Planned route of operation	
17	Vehicle Insurance	
18	Compliance to Central Motor Vehicle Rules	Yes / No
19	Specifications for i. Electricity connection & charging ii. Water connection iii. Waste storage & disposal	
20	Documents Checklist (Scanned copies to be uploaded) • GST Certificate • PAN Card • Address proof for Registered Office • Vehicle Registration Documents • Vehicle Insurance • Compliance to CMVR • Layout of the Caravan • Details of planned route/ routes of operation • List of safety equipment with photographs • Letter of Undertaking Duly signed (as per Annexure-IV) • Sustainable Practice Declaration (as per Annexure-V)	



## ANNEXURE-II

## REGISTRATION FORM

**DEPARTMENT OF TOURISM, GOVERNMENT OF TAMIL NADU  
REGISTRATION OF CARAVAN PARK OPERATORS**

**Application Form for Registration**

1	Name of the Applicant / Authorised Person	
2	Registered Address	
3	Contact Number	
4	Email Id	
5	Name of the Organisation	
6	Type of the Organisation	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Company Others (specify) _____
7	Location of the Park	
8	Area of the Park	
9	Staff Strength	
10	Number of parking bays with dimensions	
11	Days & Timing of Operation	
12	Type of Caravan Park (Standalone / Hybrid)	



19



<p>13</p>	<p>Documents Checklist (Scanned copies to be uploaded)</p> <ul style="list-style-type: none"> <li>• GST Certificate</li>   <li>• PAN Card</li>   <li>• Patta or lease for at least three years</li>   <li>• Location plan with coordinates and photographs</li>   <li>• Layout of the Caravan Park with clearly marked areas.</li>   <li>• Location Plan showing access to the nearest bus stand, railway station and airport</li>   <li>• Photographs of the Caravan Park with the reception area, parking bays, recreation area, toilets, other facilities</li> <li>• Details of staff &amp; training</li>   <li>• Specifications for electricity, water and sewage connections</li>   <li>• Letter of Undertaking (as per Annexure-IV)</li>   <li>• Sustainable Practice Declaration (as per Annexure-V)</li> </ul>	
<p>14</p>	<p>Facilities/ Amenities provided</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Connectivity from main road</li> <li><input type="checkbox"/> Public Liability Insurance</li> <li><input type="checkbox"/> Electricity connection (Compatible with Caravan Specifications in India)</li> <li><input type="checkbox"/> Water connection (Compatible with Caravan Specifications in India)</li> <li><input type="checkbox"/> Sewage connection (Compatible with Caravan Specifications in India)</li> <li><input type="checkbox"/> Power Back up</li> </ul>



	<p><b>Safety &amp; Security</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Boundary wall / fencing</li><li><input type="checkbox"/> Security Guards</li><li><input type="checkbox"/> Surveillance Camera</li><li><input type="checkbox"/> First Aid Kit</li><li><input type="checkbox"/> Doctor on call</li><li><input type="checkbox"/> Trained Staff</li></ul> <p><b>Others</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Recreation space for children</li><li><input type="checkbox"/> Common recreation area</li><li><input type="checkbox"/> Rainwater harvesting</li><li><input type="checkbox"/> Picnic Tables</li><li><input type="checkbox"/> Toilet Facilities</li><li><input type="checkbox"/> Disabled friendly</li><li><input type="checkbox"/> Laundry Facilities (Wash Area)</li><li><input type="checkbox"/> Laundry Facilities (Washing machines)</li><li><input type="checkbox"/> Solar Power</li></ul> <p><b>Tourist Facilitation Centre</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Tie up for Vehicular Requirements (mechanic, tyre shop etc.)</li><li><input type="checkbox"/> General Service and Maintenance Personnel</li><li><input type="checkbox"/> Visitor Parking Area</li><li><input type="checkbox"/> Local Maps/ brochures</li><li><input type="checkbox"/> Waiting room (Optional)</li><li><input type="checkbox"/> Utility Shop (Optional)</li><li><input type="checkbox"/> Food &amp; Beverage (Optional)</li></ul>
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## Annexure-III

## CHECKLIST FOR CARAVAN TOUR OPERATORS

Sl. No.	Particulars	Comments by the Operator (Y/N)	Comments by the Inspection Agency
1	Compliance with CMVR requirements		
2	Vehicle Insurance		
3	Waste Disposal at prescribed area		
4	Minimum passenger capacity		
5	Registration with State Transport Department		
6	Minimum Specifications <ul style="list-style-type: none"> <li><input type="checkbox"/> Sofa cum bed as per passenger capacity</li> <li><input type="checkbox"/> Basic Kitchenette with basic facilities</li> <li><input type="checkbox"/> Toilet Cubicle with hand shower and sufficient freshwater storage</li> <li><input type="checkbox"/> Partition behind driver</li> <li><input type="checkbox"/> Communication system between passenger and driver</li> <li><input type="checkbox"/> Air-condition</li> <li><input type="checkbox"/> Dining table</li> <li><input type="checkbox"/> Audio / Video facility</li> <li><input type="checkbox"/> Charging system</li> <li><input type="checkbox"/> GPS (desirable)</li> <li><input type="checkbox"/> Bharat Stage VI compliance (desirable)</li> <li><input type="checkbox"/> Eco-friendly mechanism for waste disposal (desirable)</li> </ul>		
7	Adequate provision for water storage		



## Annexure-IV

## CHECKLIST FOR CARAVAN PARK OPERATORS

Sl. No.	Particulars	Comments by the Operator (Y/N)	Comments by the Inspection Agency
1	<b>Operational Requirements</b>		
1.1	Operational timings as per Guidelines		
1.2	Connectivity from main road		
1.3	Public Liability Insurance		
1.4	Electricity connection (Compatible with Caravan Specifications in India)		
1.5	Water connection (Compatible with Caravan Specifications in India)		
1.6	Sewage connection (Compatible with Caravan Specifications in India)		
2	<b>Safety &amp; Security</b>		
2.1	Boundary wall & lockable gates		
2.2	Deployment of security guards		
2.3	CCTV Cameras for safety & security		
2.4	First-aid Kit at the reception		
2.5	Doctor on call		
2.6	Mechanism to handle emergency		
2.7	Staff training for safety & disaster management		
3	<b>Site Development</b>		
3.1	Minimum land (0.5 acres)		
3.2	Minimum Parking Bays (5)		

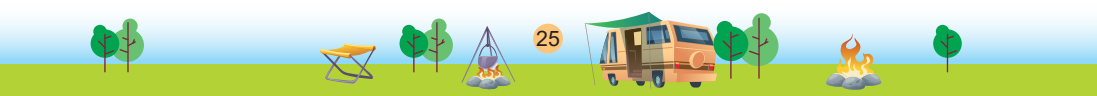




3.3	Density of Parking Bays ( not more than 60 Parking Bays per hectare)		
3.4	Safe recreation for children		
3.5	Rainwater Harvesting (Desirable)		
3.6	Picnic Tables (Desirable)		
3.7	Landscaping as per guidelines		
3.8	Open space recreation area		
3.9	Internal roadways		
3.10	Road levels should facilitate site drainage		
3.11	Provision for wheelchair accessibility		
3.12	Adequate Privacy		
<b>4</b>	<b>Parking Bays</b>		
4.1	Size of each parking bay – Min. 7.5m*5m		
4.2	Minimum gap of 10 feet between caravans		
4.3	Clearly defined parking bays		
4.4	Exclusive area for recreation		
<b>5</b>	<b>Services to be Provided</b>		
5.1	Constant supply of water		
5.2	Laundry facility		
5.3	All caravans parked to have easy access to electricity, water and sewage outlets		
5.4	Electricity supply in the Caravan Park should comply with supply authorities' codes and standards		
5.5	Provision for Sewage storage, treatment & disposal		
5.6	Waste segregation		
5.6	Provision of dustbins		



6	<b>Toilet Facilities</b>		
6.1	<b>Female</b> (In respect to each 10 bays or a fraction thereof.) 2 Water Closets (WC's) 2 showers and dressing areas 2 hand wash basins and mirrors Baby Changing facility		
6.2	<b>Male</b> (In respect to each 10 bays or a fraction thereof.) 1 urinal (2 stalls) 2 water closets (WC's) 2 showers and dressing areas 2 hand wash basins and mirrors		
7	<b>Tourist Facilitation Centre (TFC)</b>		
7.1	Tie up for Vehicular Requirements (mechanic, tyre shop etc.)		
7.2	General Service and Maintenance Personnel		
7.3	Power backup		
7.4	Visitor Parking Area		
7.5	Local Maps / brochures		
7.6	Waiting room (Optional)		
7.7	Utility Shop (Optional)		
7.8	Food & Beverage (Optional)		
7.9	Relevant FSSAI permit in case it is applicable		
8	<b>Responsible Tourism</b>		
8.1	Composting (Desirable)		
8.2	Eco-friendly practices		



## Annexure-V

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### FORMAT FOR UNDERTAKING

*(to be given by the Owner / authorised legal representative of the  
Caravan Tour Operator / Caravan Park Opera)*

To  
The Director,  
Department of Tourism  
Tamil Nadu Tourism Complex  
No.2, Wallajah Road, Chennai - 600 002

I have read and understood all the terms and conditions mentioned in the guidelines with respect to the approval and registration or renewal of the Registration and hereby agree to abide by me. The information and documents provided are correct and authentic to the best of my knowledge and belief and nothing material has been concealed therein. I am well aware that concealment of facts and giving false information or concealment of facts herein, I will be liable for the civil and criminal action under the relevant provisions of law.

I also undertake that the registration availed by me by furnishing such false information or concealment of facts shall be liable to be summarily cancelled.

Place :  
Date :

Signature of Owner/ authorised legal representative of  
Caravan Tour Operator / Caravan Park Operator

Name:  
Address with contact No.  
E-mail Id:



26



## Annexure-VI

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### SUSTAINABLE PRACTICE DECLARATION

I / We solemnly pledge and reiterate our commitment to conduct our business in a manner that befits the culture and ethos of our rich and ancient civilisation and the tolerant and accommodating nature of our multicultural society and protects all individuals, especially women and children from all derogatory acts which are contrary to the spirit of our country. We hereby commit to abide by the Code of Conduct for Safe and Honourable Tourism.

Recognising that every earth resource is finite and fragile, I / We further pledge to fully implement sustainable tourism practices, consistent with the best environment and heritage protection standards, such that my / our present tourism resource requirements optimise both local community benefit and future sustainable uses.

Signature:

Date:

Name, Address & Official Seal:





28





**DEPARTMENT OF TOURISM**

Tamil Nadu Tourism Complex, No. 2, Wallajah Road, Triplicane  
Chennai 600 002, Tamil Nadu, INDIA

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