

**ISLAND BUNGALOW OPERATOR - D3 (f)  
ACCREDITATION SELF-ASSESSMENT**



Entity Assessed

Name of Representative

Position held by Representative

Date of Assessment

| <b>VANUATU TOURISM OPERATORS MINIMUM STANDARDS</b> |      |                      |   |
|--|------|----------------------|---|
| ✓ / ✘  | Item | DoT Requirement 2015 |   |
| <b>A. LEGAL/OPERATIONAL REQUIREMENTS</b>           |      |                      |   |
|  | A1   | Mandatory            | Must have a valid Business Licence to operate (obtained once Tourism Permit issued)                                     |
|  | A2   | By 2016              | The Host/Manager must have separate living areas if accommodated in the same facility                                   |
|  | A3   | By 2016              | Must have a small office/reception area designated for business use   |
|  | A4   | Mandatory            | Must have a guest reservation book  |
|  | A5   | Mandatory            | Must have guest invoicing book  |
|  | A6   | Mandatory            | Must have basic book keeping records regarding income and expenditure   |
|  | A7   | Mandatory            | Must have visitors information and feedback book  |
|  | A8   | Mandatory            | Must be contactable 24 hours, 7 days per week   |
|  | A9   | Mandatory            | Must be available to check guests in/out from the property  |
|  | A10  | By 2016              | Must only use and/or provide information about tours, transfers and activities on the island that are accredited by DoT |
|  | A11  | By 2016              | Must have public liability insurance cover  |
|  | A12  | Mandatory            | Operations must be able to cater English and/or French speaking tourists  |
|  | A13  | Mandatory            | Must be a member of a Tourism Association recognised by Tourism Standards Committee                                     |
| <b>B. BEDROOMS</b>                                 |      |                      |   |
|  | B1   | Mandatory            | Bedding must be of an acceptable condition (mattress, pillows, covers and blankets)                                     |
|  | B2   | By 2016              | Mattress is constructed foam (> 150 mm thick)   |
|  | B3   | By 2016              | Bedroom floor space > 9 sq mt (3x3)   |
|  | B4   | Mandatory            | All beds must be provided with a mosquito net   |
|  | B5   | Mandatory            | Must provide mosquito coil dispenser or other repellent in all guest bedrooms   |
|  | B6   | Mandatory            | Rubbish bin provided in each bedroom  |
|  | B7   | Mandatory            | Must be private   |
|  | B8   | Mandatory            | All bedroom entry doors must be provided with proper locks  |
| <b>C. BATHROOMS &amp; TOILETS</b>                  |      |                      |   |
|  | C1   | Mandatory            | Clean water must be available   |
|  | C2   | By 2016              | Shower must be no less than 90cm long x 90cm wide   |
|  | C3   | Mandatory            | Must have flushing toilet with septic system or proper composting toilet  |
|  | C4   | Mandatory            | Must provide toilet paper holder or dispenser   |
|  | C5   | Mandatory            | Bin provided  |
|  | C6   | Mandatory            | Extra toilet roll provided  |
|  | C7   | Mandatory            | Toilet brush with holder provided   |
|  | C8   | Mandatory            | Must provide hand basin   |
|  | C9   | Mandatory            | Must provide a wall mirror with minimum diameter of 20 cm   |
|  | C10  | Mandatory            | Must have good drainage system  |
|  | C11  | Mandatory            | Must provide towel  |
|  | C12  | Mandatory            | Must provide bathing soap   |
|  | C13  | Mandatory            | Must be private   |

| <b>D. DINING FACILITIES &amp; SERVICE</b>   |           |   |
|---|-----------|---|
| D1  | Mandatory | Meals must be available   |
| D2  | Mandatory | Safe drinkable water must be available  |
| D3  | Mandatory | Dining table and chairs available to cater for no less than the number of guests                |
| <b>E. GENERAL REQUIREMENTS</b>              |           |   |
| E1  | Mandatory | Must provide at least some form of lighting in each room (does not need to be electric)         |
| E2  | By 2016   | Distance between bungalows must be at least three (3) meters apart                              |
| E3  | Mandatory | All rooms in the bungalow must be clean and tidy upon guest arrival                             |
| E4  | Mandatory | Must be easily accessible by guests   |
| <b>F. ENVIRONMENT</b>                       |           |   |
| F1  | Mandatory | Grounds outside must be well maintained   |
| F2  | Mandatory | Rubbish must be disposed of appropriately   |
| F3  | Mandatory | No plastic is to be burnt   |
| <b>G. SAFETY &amp; EMERGENCY PROCEDURES</b> |           |   |
| G1  | By 2016   | Must have fire evacuation procedures  |
| G2  | Mandatory | Must have first aid kit available on site   |
| G3  | By 2016   | Must ensure employees have knowledge of fire equipment use, emergency and evacuation procedures |
| G4  | By 2016   | Must have tsunami and cyclone evacuation procedures on display                                  |
| G5  | Mandatory | Must ensure detailed emergency contact numbers are visible                                      |

Signature of Representative \_\_\_\_\_  
 (By signing, I agree that the DoT may conduct spot checks)