



GOMBE STATE MINISTRY OF TRADE, INDUSTRY & TOURISM

PROCEDURE FOR REGISTERING A TOURIST SITE OR ATTRACTION

Purpose and Context

The Gombe State Ministry of Trade, Industry & Tourism is committed to promoting tourism as a key driver of economic development. This guideline outlines the steps for registering natural, cultural, or man-made sites as official tourist attractions to ensure proper documentation, preservation, and development.

Legal Basis

Pursuant to the Gombe State Revenue (Codification and Consolidation) Law 2021, the following process and guidelines are laid down.

Step 1: Confirm Eligibility

Ensure that the site or attraction meets the following criteria:

- Has historical, cultural, ecological, or recreational significance.
- Is accessible to the public.
- Complies with Gombe State environmental and safety regulations.

Step 2: Obtain and Complete the Application Form

- Visit the Gombe State Ministry of Trade, Industry & Tourism at Old Gombe LGA Secretariat, Dukku Road, Gombe State.
- Fill out the form with accurate information about the site or attraction.

Step 3: Prepare Supporting Documents

Applicants must attach the following documents to their application:

1. **Ownership or Authorisation Letter:** Proof of ownership or permission from the landowner/community leader.
2. **Site Description Report:** Detailed description of the site, including its historical or cultural significance.
3. **Environmental Impact Clearance:** Certification from the Ministry of Environment confirming minimal ecological disruption.

4. **Safety Assessment Report:** Certification of compliance with safety standards.
5. **Photographs or Media:** High-quality images or videos showcasing the site.

Step 4: Pay the Application Fee

- Pay the non-refundable application fee of ₦10,000 at the Ministry's payment desk at Old Gombe LGA Secretariat, Dukku Road, Gombe State.
- Attach the payment receipt to your application.

Step 5: Submit the Application

- Submit the completed form and all supporting documents to the Tourism Development Unit of the Ministry at Old Gombe LGA Secretariat, Dukku Road, Gombe State.
- Ensure that you receive an acknowledgement slip with a reference number for tracking purposes.

Step 6: Site Inspection and Assessment

- The Ministry will schedule a site visit within 7 working days of application submission.
- Officials will assess the site for accessibility, safety, and significance.
- The inspection report will be finalised within 5 working days of the visit.

Step 7: Approval and Registration

- If the site meets all requirements, it will be approved as a registered tourist attraction.
- Applicants will receive a Certificate of Registration within 14 working days of approval.

Contact Information

For further assistance, inquiries, or complaints:

- **Office:** Gombe State Ministry of Trade, Industry & Tourism
- **Address:** Old Gombe LGA Secretariat, Dukku Road, Gombe State
- **Phone:** 08068693986
- **Office Hours:** Monday to Friday, 8:00 AM – 4:00 PM

Signed:

Permanent Secretary

Gombe State Ministry of Trade, Industry & Tourism

16th March 2026