



## **GOMBE STATE MINISTRY OF TRADE, INDUSTRY & TOURISM**

### **PROCEDURE FOR REGISTERING A TOURIST SITE OR ATTRACTION**

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#### **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.

#### **Law**

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

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#### **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.
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#### **Step 2: Obtain and Complete 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.

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### 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.
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### Step 4: Pay Application Fee

- Pay the non-refundable application fee of N10,000 at the Ministry's payment desk at OLD GOMBE LGA SECRETARIAT, DUKKU ROAD GOMBE STATE
  - Attach the payment receipt to your application.
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### 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 acknowledgment slip with a reference number for tracking purposes.
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### 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.
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### 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:

- **Gombe State Ministry of Trade, Industry & Tourism**
- **Address:** OLD GOMBE LGA SECRETARIAT, DUKKU ROAD GOMBE STATE
- **Phone:** 08036477317
- **Office Hours:** Monday to Friday, 8:00 AM – 4:00 PM.

**Signed:**

Permanent Secretary,

**Gombe State Ministry of Trade, Industry & Tourism**

**22<sup>nd</sup> December 2023**