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Port Elizabeth Metro B&B Association

Issue date: August 2021

Membership Application Form – Accommodation

Dear Prospective Member,

The Port Elizabeth Metro Bed & Breakfast Association (PEMBBA) is duly constituted as an association not for gain, has been in operation since 2002 and has over time accomplished an enormous amount for its members, including establishing itself as representative of and recognized within the hospitality industry. With the increase in tourism to the Eastern Cape, as well as the resultant growth of formal Bed & Breakfasts and Guest Houses, there is a need to have an established representative organization to support and control the industry in line with tourism expectations, regulating authorities and trends throughout the country.

Tourist/guest/holiday accommodation establishments form a major component in the tourism partnership between the private sector (product owners) and the public sector (local, national authorities and their agents). PEMBBA provides a unified platform for more direct and pro-active involvement in representing its private sector members. As PEMBBA may not and does not dictate as to how individual member establishments manage their respective businesses, individual members are exclusively responsible for their respective product marketing and advertizing, PEMBBA provides and facilitates marketing platform opportunities on the dynamic reservations web site – www.pembba.co.za Regular formal networking general meetings afford members exposure to industry suppliers, Associate Members in particular and the opportunity to debate or discuss any issues related to tourism/holiday accommodation.

PEMBBA membership is open to all formal short-term tourist/guest/holiday rental accommodation establishments in Port Elizabeth and surrounds. To become and remain a member of PEMBBA, applicants are required, in accordance with our constitution and quality assurance cornerstone of our credibility, to comply with the PEMBBA Minimum Quality Standards and being appropriately, where applicable, registered with the relevant local authority. A management executive committee, as elected at the AGM, manages the affairs of PEMBBA and provides mentorship to its members.

MEMBERSHIP APPLICATION FORM

A) ESSENTIAL ESTABLISHMENT INFORMATION

Establishment Name _____

Classification(circle) **B&B Guesthouse Lodge Resort Holiday Rental**

Number of rooms/units _____

Total Number of beds (a double bed = 2 beds) _____

Owner: Full Name _____

Manager: Full Name _____

Preferred Contact person _____

Postal address _____

Postal Code _____

Physical / Street Address _____

Suburb/Country District _____

City/Country District _____

Telephone Number _____

Fax Number _____

Cell Number _____

E-Mail Address _____

Website Address _____

B) QUALITY ASSURANCE

All establishments applying for PEMBBA membership, irrespective of any alternative recognized grading schemes, are required to be audited annually against the PEMBBA Minimum Standards Schedule, which includes a public relations exercise with constructive guidance towards compliance. (The schedule of standards may be down loaded from www.pembba.co.za)

C) LOCAL/REGIONAL AUTHORITY APPROVAL

It is a requirement, where applicable, that all members have the necessary appropriate approval, or provide application for approval intent, to operate as a tourist/guest accommodation establishment by the relevant local/regional authority.

Where applicable, copy of the official letter/s of consent / business license / letter of acceptability / fire & gas clearance certification must be submitted with this application.

Please tick current applicable status:

- Local authority approved (Copy of letter/s of consent/acceptability/ business license and clearance certifications, where applicable, attached)
- Have applied for business license – Awaiting approval (Copy application documents)
- ‘Other’ Regional/Municipal regulator and or Zoning (provide explanatory note)

D) PEMBBA SUBSCRIPTION Packages

The PEMBBA administrative year runs from July to June and subscriptions/fees are invoiced pro-rata.

An initial Quality Assurance and Familiarization Assessment against the PEMBBA Minimum Standards Schedule is required prior to membership approval at a fee of: Initial/First year Assessment R475

: Subsequent annual Audit and PR visit R375

Note: All audit visits to members situated in excess of 30Km from Port Elizabeth are subject to an additional travel expense surcharge at standard AA rates.

Commencing 1st July 2019, annual accommodation membership subscriptions are:

- Country membership : R 800 + audit fee
- Standard membership – Less than five rooms/units : R 900 + audit fee
- Standard membership – five to nine rooms/units : R 950 + audit fee
- Standard membership – ten or more rooms/units : R1000 + audit fee

Successful paid up applicants shall have access and listing on the PEMBBA web site, Virtual Brochure as well as Facebook.

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- A variety of additional advertising options on the PEMBBA web site are available on application to the convenor of Marketing and may be contacted on marketing@pembba.co.za
- A PEMBBA plaque is available to new members at a nominal fee.

Please E-mail this application to the Pembba Secretary on admin@pembba.co.za with your application supporting documentation, where applicable, from or to the relevant local/regional authority. Please do not submit any subscriptions or fees other than the 'Initial Quality Audit' fee until the membership application is approved at which time you will be invoiced for due subscriptions accordingly.

We look forward to welcoming you as a proud member of our Association.

Protection of personal Information (POPI). Please note that Pembba will be processing information in accordance with its Privacy Policy which takes account of the Protection of Personal Information Act, No 4 of 2013