



APPLICATION FOR SHORT-TERM COMMERCIAL USE OF BEACHES (EVENT-BASED)

NOTE TO APPLICANTS

Under The Virgin Islands Beach Policy 2020, Commercial Use of the beach is defined as “use of the beach for business activity.” Short-term Commercial Use is event-driven and is typically for up to two (2) days. All persons wishing to engage in Short-term Commercial Use of beaches are required to complete this application form as the first step for approval to operate at the beach.

The following should apply for approval for Short-term Commercial Use of beaches:

- ✓ Organizers/hosts of commercial entertainment events, other events for profit or promotional events at any beach; and
- ✓ Organizers/hosts of public events that involve the sale of goods and/or services at beaches.

Event organizers are responsible for managing all supporting vendors/business operators associated with the event. Organizers must indicate the type and number of vendors expected and the accommodation/facilities that would be used by each. Event organizers are responsible for ensuring that vendors operating within the event have all necessary permissions and licences to operate, including a temporary Trade Licence, and adhere to the conditions of beach use for the event. Vendor details, including name, type and contact information, should be provided in a separate attachment to facilitate a Beach Use Permit for each vendor which is required for acquiring a temporary Trade Licence. If not available on application, vendor details can be submitted subsequently.

A successful application will result in the Ministry of Environment, Natural Resources and Climate Change (the Ministry) issuing a Conditional Letter of Approval. The applicant must then acquire and submit to the Ministry all other permissions, permits or licences, such as a valid Trade Licence, before final approval is given by issuance of a Beach Use Permit. The Permit will state all conditions of approval.

Completing the Application

This application form is available as a fillable PDF which is the preferred method for completion. This application may also be completed by hand in blue or black ink, ensuring that handwriting is legible. All information requested must be provided for the application to be considered complete. The application form should be accompanied by valid photo identification.

Submitting the Application

This application may be submitted to the Ministry electronically via email at menrcc@gov.vg or in hard copy at the Ministry’s office. Applicants with questions may contact the Ministry at 1-284-468-2147.

Consideration of the Application

Applications will be evaluated by the Ministry using standard criteria to assess public safety, environmental impact, aesthetic impact, social impact, economic benefit and capacity/operational considerations. This application form is designed to capture the information required for evaluation of all criteria. All required information must be provided before applications are considered. Applicants will be advised of incomplete applications and of cases where additional information is needed beyond that required on the standard application form based on the nature of the application. Applicants can expect a confirmation of receipt of their application. Applications are typically processed within fifteen (15) business days of receipt.