

If you offer short-term accommodations for 30 days or less, you are required to register your property with the Department of Tourism, Culture, Arts, and Recreation as per the Tourist Accommodations Act. There is no cost to register.

Submission of monthly occupancy reports is required for registration under the Tourist Accommodation Act legislation, the annual renewal of your accommodations listing, and continued inclusion in Newfoundland and Labrador Tourism marketing initiatives including being listed on NewfoundlandLabrador.com.

You are not required to provide any permits, approvals, or documentation to Newfoundland and Labrador Tourism. However, you are responsible for ensuring the property meets any municipal, provincial, and federal regulations that may apply to your business.

Please note: Processing registration applications is longer than usual, and we are experiencing an influx of applications.

How to Register

☐ Before starting your application, please ensure you have the following prepared.

- ☐ A Contact Name and Owner Name
- ☐ 500-character description of your property
- ☐ GPS coordinates for your property and the street address
- ☐ Annual operating season dates for your property
- ☐ All website links applicable to your property (e.g. www.airbnb.com/Harbourairbnb, www.Facebook.com/Harbourairbnb)
- ☐ Rates for your property per night
- ☐ Liability insurance provider and policy number
- ☐ 1 to 5 full-colour images of the property.

☐ Create a Portal Account

Visit NLTourismOperatorPortal.com and create a Portal Account. You will need to verify your email address during this step.

Please note that the NL Tourism Operator Portal website is not currently optimized for mobile devices. We recommend that users complete their applications and edits of their listings on a laptop or desktop device, as other devices may cause the Portal to not load properly.

You will be sent a verification code that you will need to input on the “Verify Email” page that can be found on the “Login Screen”.

☐ Login and Begin the Registration Application

Login into the Portal with your email address and the password you created in step one. On the “Home Page” click the “Apply for New Business Listing” button. Select “Accommodations”.

The application is 10 pages long including the “Submit” page. Please follow the application and fill out all required fields.

☐ Submit the Application

On the final page of the application, you will need to click on a box to certify that the information you have provided is accurate, correct and that you are currently seeking all necessary approvals for your property. You will also have to click on the “Submit” button.

☐ Processing the Application

Your application will remain in “Application Pending” status until reviewed by a member of the Portal team. We are currently receiving a high number of calls and emails and wait times are longer than usual. Once processed you will receive an email with your registration number.

☐ Promoting Your Accommodation on NewfoundlandLabrador.com

As a registered Accommodation, you can also opt-in to market your business on NewfoundlandLabrador.com by adding a promotional listing. The information you provide in your registration application will be used to craft your promotional listing. (The listing must meet Tourism Assurance Program (TAP) requirements. For more information on TAP, please visit www.HNL.ca.)

If you choose to add a promotional listing, you must renew your listing each year. You will receive an email informing you when it is time to renew. Listings that are not renewed will be removed from NewfoundlandLabrador.com.

If you do not wish to market your business on NewfoundlandLabrador.com, you can opt-out in the NLTO Portal or email the Portal Team at NLTourismOperatorPortal@gov.nl.ca.

Addition Resources

Use the [Listing Best Practices and Checklists \(PDF\)](#) to create an optimized listing(s) for NewfoundlandLabrador.com and the [Portal Tips & Resources Guide](#) for requirements and step-by-step Portal instructions. [How to Submit Your Occupancy Reports \(PDF\)](#) walks you through the process for submitting both current and historical reports, as well as provide important details about entering your data.

More information on the Tourist Accommodation Act can be found here: www.gov.nl.ca/tcar/registration.

Contact the Portal Team

You can contact the Portal Team by calling 709-729-5599 or email NLTourismOperatorPortal@gov.nl.ca. Please note response time is longer than usual and we are experiencing an influx of registration applications. Please leave a detailed message and email.