



Application for a Host Family Licence

In terms of the Malta Travel and Tourism Services Act 1999

**MALTA TOURISM AUTHORITY
Licensing Administration Section
229 Merchants Street
Valletta VLT 1170**

File Reference

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Receiving Officer: _____

Approved by: _____

Date Received Stamp

The application for a Host Family Licence is in three parts: Part A, Part B and Part C. All relevant parts pertaining to the application in Part A and Part C are to be filled in, and documents as requested are to be included with the application.

Part B should be filled in if it is the intention of the applicant to provide accommodation for students registered to attend a school or other educational institution.

Warning to applicant. Any false statements, misrepresentation or concealment of material fact on this form or on any document presented in support of this application, may be grounds for criminal prosecution.

DATA PROTECTION STATEMENT: Personal information provided in your application is protected under the Data Protection Act 2001. The Malta Tourism Authority will process your personal data in accordance with the provisions of the Data Protection Act (Chapter 440 of the Laws of Malta) for licensing and administrative purposes and to comply with the Authority's legal obligations. Upon approval of your application, the Authority, occasionally, may use your personal details for marketing purposes.

If you still have queries you can telephone for advice on 22915000.

Part A
(TO BE COMPLETED IN BLOCK LETTERS)

01	Applicant's Details (to whom licence shall be issued)	
	Name & Surname	
	Nationality	
	ID No	
	Address of Residence <small>(where tourists are to be accommodated)</small>	
	Locality	
	Tel / Mobile	
	Fax	E- Mail

02	Previous MTA Reference (if applicable) <i>(Please complete in block letters)</i>		
	Reference No	Description	Date

03	Submission Requirements	
1	Sketch plan of the premises, together with a detailed description of rooms indicating bedrooms and bathrooms (with measurements) to be used by tourists; <i>(not required if submitted previous year and no amendments have been effected on the premises)</i>	
2	A recent copy of the conduct certificate of the applicant issued by Police; <i>(required for year of duration of licence)</i>	
3	Evidence showing that applicant has a good command of the English Language; <i>(not required if submitted previous year)</i>	
4	State: Number of bedrooms to be used by guests:	<input style="width: 100%; height: 20px;" type="text"/>
	Number of beds to be used by guests:	<input style="width: 100%; height: 20px;" type="text"/>

Part B

All sections of Part B must be completed if the applicant intends to host tourists registered to attend a school.

04	School or Educational Institution	
	Name of School	
	Licence Number	
	Business address	
	Locality	
	Tel /Mobile	
	Fax	
	E-Mail	
	Internet	
	Name and Surname of Head of School	
	Name and Surname of Person in charge of Non-Academic matters	
	Signature	
	Name	School stamp
	Official Position	

05	Other Submission Requirements (in the case of host families contracted with schools)
	A declaration, jointly signed by the applicant and the sponsoring school or educational institution, that the accommodation complies with the provisions of the regulations.

Part C

06	Applicant's Declaration <i>(Please complete in block letters)</i>
	<p>I, the undersigned, declare that :-</p> <ul style="list-style-type: none"> a) the premises for which a licence is being applied for is my permanent/ temporary residence and will be used concurrently as accommodation to tourists; b) for the purpose of providing accommodation to tourists in the premises, I shall use only rooms so indicated in the plan accompanying this application and accept that the total number of tourists, at any one time, shall not exceed four or such lesser number as stated in this application; c) I accept the need of a higher level of care towards minors accommodated in my residence and that I will provide the environment which is consonant with the age of such minor; d) I shall abide by the provisions of the Malta Travel & Tourism Services Act (cap 409) and regulations made thereunder; e) neither myself nor any member of my household has been found guilty of a drug related offence or a crime against the good order of families; f) I authorise the Malta Tourism Authority or any official representing the Authority to request the persons or bodies specified in this application to confirm the information given in this application. I also authorise such persons to provide the Authority with any information requested with regard to this application; g) I am aware that I am liable to a fine of € 2,329 should I fail to comply with the requirements under the provisions of the Act and the relative regulations; h) I bind myself to inform the Authority of any change in circumstances regarding the information given above within two weeks of their occurrence; i) I declare that the information given on this form is accurate and complete; j) I have read the data protection statement and (tick as appropriate) <div style="margin-left: 40px;"> <p>I CONSENT to the information provided on this application being disclosed as described in the statement. <input style="float: right;" type="checkbox"/></p> <p style="text-align: center;">OR</p> <p>I DO NOT CONSENT to direct marketing. <input style="float: right;" type="checkbox"/></p> </div> <p>Signature of Applicant</p> <p>Signatory's name</p> <p>On behalf of (if applicable).....</p> <p>Official Position</p> <p>Signature of Spouse</p> <p>Name of Spouse</p> <p>Date</p>

This form should be returned to the Malta Tourism Authority, Licensing & Administration Section at the address shown on the front cover.