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Approved By: \_\_\_\_\_

## Application Form For a Catering Establishment Licence

*In terms of the Malta Travel and Tourism Act 1999*

MALTA TOURISM AUTHORITY  
Licensing Directorate  
SCM 01 LEVEL 3  
SMART CITY  
KALKARA SCM1001

Date Received Stamp

This application for a **Catering Establishment** 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 by applicant. The documents as requested in Part B are to be submitted following approval and issue of a Tourism Compliance certificate issued by the **Malta Tourism Authority**.

**This Application Form carries a fee of € 46.59.** Applicants are to present payment at SCM 01 Level 3, Smart City Malta, Ricasoli, SCM 1001, Kalkara or at the MTA's branch office at 17 Independence Square, Victoria, Gozo, prior to submission of application. A copy of the receipt is to be attached with the application.

**Warning to Applicant:** Any false statements, misrepresentation or concealment of material fact on this form or any document presented in support of this application form, may 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 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 phone no. 21224444, or email at [licensing.mta@visitmalta.com](mailto:licensing.mta@visitmalta.com)

### **PART A** (TO BE COMPLETED IN BLOCK LETTERS)

#### **(1) Applicant's Details (in whose name Licence shall be issued)**

Name and Surname: \_\_\_\_\_

Nationality: \_\_\_\_\_

I.D. Number: \_\_\_\_\_ VAT Number: \_\_\_\_\_

Address: \_\_\_\_\_

Locality: \_\_\_\_\_ Tel/ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **PART A** (Continued)

### **(1) Company Details (If applicable)**

Registered Company Name: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_ VAT Number: \_\_\_\_\_

Registered Address: \_\_\_\_\_

Locality: \_\_\_\_\_ Tel/ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

State whether: ☐ Owner ☐ Lease Holder ☐ Other Title

### **(2) Operator's details (if different from applicant)**

Name and Surname: \_\_\_\_\_

Nationality: \_\_\_\_\_

I.D. Number: \_\_\_\_\_ VAT Number: \_\_\_\_\_

Address: \_\_\_\_\_

Locality: \_\_\_\_\_ Tel/ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Registered Company Name:  
(if operator is body corporate) \_\_\_\_\_

Registered Company Number: \_\_\_\_\_ Tel/ Mobile: \_\_\_\_\_

Registered Addressed: \_\_\_\_\_

Email: \_\_\_\_\_

### **(3) Submission Requirements**

**Please see attached checklist at the end of the Application Form**

**(4) Premises to be Licensed/ Proposed Development (Please complete in Block Letters)**

Name of Establishment: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Locality: \_\_\_\_\_

**(5) Proposed Classification (tick where applicable)**

- |  |   |
|--|---|
| <input type="checkbox"/> Restaurant (First Class)  | <input type="checkbox"/> Snack Bar (First Class)  |
| <input type="checkbox"/> Restaurant (Second Class) | <input type="checkbox"/> Snack Bar (Second Class) |
| <input type="checkbox"/> Restaurant (Third Class)  | <input type="checkbox"/> Kiosk (Standard)         |
| <input type="checkbox"/> Bar 1 (First Class)       | <input type="checkbox"/> Nightclub (Standard)     |
| <input type="checkbox"/> Bar 2 (Second Class)      | <input type="checkbox"/> Disco (Standard)         |

**(6) Submission Requirements (to be submitted with Part A (PPD) at initial stage of the application)**

**All Documentation Requested in Part A in this Application Form must be submitted together with this application for processing.**

**Please see attached checklist at the end of the Application Form – Ref Part A**

**PART B**

**(7) Submission Requirements (to be submitted once the development project has been completed)**

**All Documentation Requested in Part B in this Application Form must be submitted at the earliest possible for further processing.**

**Please see attached checklist at the end of the Application Form – Ref Part B**

**(8) Declaration regarding right of use of the premises (if property is rented out)**

I hereby declare that I have sought and procured the consent of the owner of the premises to process this application in terms of law

Signature of Applicant: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

I. D. Card Number of Applicant: \_\_\_\_\_

Signed in the presence of: \_\_\_\_\_

**(9) Declaration by Applicant and Spouse (Please complete in Block Letters)**

This Form is being signed as follows:

- a) If the Applicant is an individual, by that individual and by his/her spouse.
- b) If the Applicant is a company or any other organisation, by duly authorized person on behalf of the company or organisation who should state his official position within the company or organisation;

I, the undersigned declare that:

- a) I shall, at all time abide by the provisions of the Malta Travel and Tourism Act (Cap 409) and regulations made thereunder.
- b) I bind myself to inform the Authority of any changes in circumstances regarding the information given above within two weeks of its occurrence.
- c) I declare that the information given on this Form is accurate and complete.

I have read the data protection statement and **(tick as appropriate)**

☐ I CONSENT to the information provided on this application being disclosed as described in the statement.

☐ I DO NOT CONSENT to direct marketing.

### **(11) Declaration by Applicant**

Application Reference No: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Signatory's Full Name: \_\_\_\_\_

On behalf of (If applicable): \_\_\_\_\_

Official Position: \_\_\_\_\_

Signature of Spouse: \_\_\_\_\_

Full Name of Spouse: \_\_\_\_\_

Date: \_\_\_\_\_

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

- |                                     |                                    |                                      |                                       |
|-------------------------------------|------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Restaurant | <input type="checkbox"/> Snack Bar | <input type="checkbox"/> Bar         | <input type="checkbox"/> Kiosk Mobile |
| <input type="checkbox"/> Speciality | <input type="checkbox"/> Take Away | <input type="checkbox"/> Coffee Shop | <input type="checkbox"/> Kiosk Fixed  |

## **Catering Establishment**

### **Checklist for Required Documents**

Public

## **Part A – PPD\* 16:**

### **(This section is applicable if MEPA Permit is not in hand)**

1. ☐ Application Form accompanied by receipt (Fee €46.59)
2. ☐ Fee Paid
3. ☐ Identity Card
4. ☐ Applicant's CV
5. ☐ Site Plan
6. ☐ Layout Plan of premises certified by an Architect
7. ☐ Photos of facade etc.
8. ☐ Proof of Ownership of property / if applicable Contract of Lease\*1 or Lands Department per \*11
9. ☐ Copy of full Memo of Articles of association \*2 if applicable and Company registration
10. ☐ Company Resolution \*3 (if applicable)
11. ☐ Architect's Estimate of Rental Value of premises or Lease agreement
12. ☐ Police Conduct\*7
13. ☐ Police No Objection (PPD Request No Objection from Police Department).
14. ☐ Tourism Compliance Certificate, will be issued by PPD once all documents are presented and are satisfactory

\*1, 2, 3 (Applicable if Company).

\*4 Public Sewer Discharge Permit from Water Services Corporation (Qormi road, Luqa- Tel: 22443237).

\*5 Health Inspectorate Services (Food Safety Unit, Environmental Health Directorate Continental Business Centre at Old Railway Track STR. Venera SVR 9018, Tel: 21337333).

\*6 Alarm/Fire Safety Certificate issued by competent entity/person.

\*7 Recent Police Conduct- (year of duration of licence) must be clear during the last 5 years, Unless served prison sentence in the last 5 years or suspended sentence for 6 months or more during the last 5 years.

\*11 If applicable, Lands to make a new contract in favour of applicant (if Land owned by Lands Dept.).

\*14 Enforcement recommended if new

\*16 For New Applications (when MEPA permit is not available)

## **Part B – Licencing Unit:**

### **(This section is applicable if MEPA Permit is not in hand)**

1. ☐ Tourism Compliance Certificate or MEPA permit (if MEPA permit is available then Tourism Compliance certificate is not required)
2. ☐ Proof of Ownership of property / if applicable Contract of Lease\*1 or Lands Department per \*11
3. ☐ If applicable \*3 Copy of full Memo of Articles of association and Company resolution authorising representation (legal representation)
4. ☐ Detailed Operator's CV and Chef's CV
5. ☐ Doctor's Certificate for Operator and Chef
6. ☐ Proposed Menu (exempt for Bars)
7. ☐ 2 copies of MEPA permit including copies of endorsed/ approved plans provided in a CD format or may be sent by email
8. ☐ Site Plan
9. ☐ Two copies of layout plans of premises certified by an architect declaring if any alterations have been done or have been made or any applications submitted to MEPA in a CD format
  - a) 4B – Are to apply with trade as a confectionary
  - b) 4C – No cooking
  - c) 4D – With cooking
10. ☐ Architect's Declaration if applicable pre 1992
  - a) Property was built pre- MEPA and that no MEPA documents could be traced or no applications or other permits exist with P.A/ MEPA.
  - b) Property was built as per sanitary Regulations
  - c) Property is fit for a catering establishment
11. ☐ Grease Trap (exempt for Bars)\*4
12. ☐ Health Dept. Clearance\*5
13. ☐ Fire Clearance \*6 certificate confirming installation of Alarms and Fire Extinguishers
14. ☐ Once Enforcement Recommend the establishment for approval
  - a) A contract with a recognised swill contractor is to be made
  - b) 3<sup>rd</sup> Party Liability €250,000 is to be taken out

\*1, 2, 3 ( Applicable if Company).

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## **Payments and Fees**

- Application Fee - €46.59
- Registration Fee - €34.94

## **Catering Establishments Licences and Fees**

S.L.409.15 Catering Establishments regulations

## **Restaurant Licences**

- 1st Class - €559.05 p/a
- 2nd Class - €419.29 p/a
- 3rd Class - €139.76 p/a

## **Restaurant Contribution\* Fee**

- 1st Class - €815.28 p/a
- 2nd Class - €407.64 p/a
- 3rd Class - €116.47 p/a

Wines and Spirits Licence remains

## **Snack Bar Contribution\* Fee**

- 1<sup>st</sup> Class - €219.17 p/a
- 2<sup>nd</sup> Class - €87.35 p/a

\*20% Discount on Contribution Fee if payment is settled within 3 months from date of invoice



Applications may be downloaded from [www.mta.com.mt](http://www.mta.com.mt)