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Approved By: _____

Application Form For a Host Family 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 **Host Family Licence** is the 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 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 Date 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. 21244444, or email at 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 (where tourists are to be accommodated) _____

Locality: _____ Tel/ Mobile: _____

Email Address: _____

* If school/ educational establishment will collect ECO contribution on your behalf then VAT number is not required

PART A (Continued)

(2) Previous MTA Reference (if applicable) (Please complete in Block Letters)

Reference no: _____ Date: _____

Description: _____

(3) Submission Requirements

Please refer to attached checklist at the end of the Application Form

All Documentation requested in Part (A and B) in this Application Form must be submitted together with this Application for processing.

PART B (All sections in Part B must be completed if the Applicant intends to host Tourists registered to attend a school)

(4) Other Submission Requirements/ Joint Declaration (in the case of Host Families contracted with school)

Joint declaration signed by the both the applicant and sponsoring school or educational institution.

We, the undersigned hereby declare that the accommodation complies with the relevant regulations

Applicant

School

PART B (Continued)

(5) School or Educational Institution

Name of School: _____

Licence Number: _____

VAT Number: _____

Business Address: _____

Locality: _____

Tel/ Mobile Number: _____

FAX: _____

E-Mail Address: _____

Name and Surname of
Person in Charge of
Non-Academic matters: _____

YES No:

ECO TAX CONTRIBUTION TO BE COLLECTED BY SCHOOL

Signature: _____

Name: _____

Official Position: _____

School Stamp

PART C

(6) Declaration by Applicant and new Licencee

I, the undersigned declare that:-

- 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 approved by the authority.
- 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 constant with the age of such minor.
- d) I shall abide by the provisions of the Malta Travel and Tourism Act (Cap 409) and regulations made there under.
- e) Neither I 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 authorize 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 authorize 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 find 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):
 - I CONSENT to the information provided on this application being disclosed as described in the statement.
 - I DO NOT CONSENT to direct marketing.

PART C (Continued)

(6) Declaration by Applicant and new Licencee (Continued)

Signature of Applicant:

Signatory's Name:

On behalf of (If applicable):

Official Position:

Signature of Spouse:

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.

Host Family **Checklist for Required Documents**

Public

Renewed annually

1. Application Form duly filled in
2. Identity Card – copy of both sides
3. VAT Nr. of Individual or School (who is responsible to submit ECO Contribution)

4. Layout Plan or Sketch plan of the whole premises with a detailed description of all rooms, and further indicating bedrooms and bathrooms (with measurements) which are to be used by Tourists; *(not required if submitted previous year/s and no amendments have been effected on the premises).* **
5. State: Number of bedrooms to be used by guests:
Number of beds to be used by guests:
6. Recent Police Conduct *(required for year of duration of Licence).*
7. A written declaration that the applicant has a good command of the English language is a must *(not required if submitted in the previous year)*
8. Signature /no Objection of Husband, Wife or Legal Partner of applicant. Signature /no Objection of Parents, if Son/Daughter over the age of 18 is applying.
9. If Premises is Leased – written permission from Landlords
10. Eco Tax Contribution to be collected by:
 Individual School

** With detailed description and measurements of rooms, including bedrooms, number of beds and bathrooms

*** VAT – Data will be shared with VAT office for automatic ECO contribution registration purposes. For further information regarding your VAT Number and ECO contribution submissions call on 153

Single Room – not less than 9.5 m²

Twin Room – not less than 13 m²

Triple Room – not less than 18 m²

Applications may be downloaded from www.mta.com.mt