



File Reference:

--	--	--	--	--	--

Approved By: _____

Application Form For a Tourism Accommodation Development

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 **Tourism Policy Compliance Certificate** enabling the applicant to proceed with his application with the planning authority and other entities. Part B is for the issue of a **Design Standards Compliance Certificate**. Part C is for the issue of a **Licence** enabling to operate under the provisions of the Law.

PART A (TO BE COMPLETED IN BLOCK LETTERS)

Requirements for the Issue of a Tourism Policy Compliance Certificate

(1) Documents Submission Checklist (Please tick appropriate box)

- | | |
|--|--|
| <input type="checkbox"/> Project Developer/ Operator Profile | <input type="checkbox"/> Tourism Policy Compliance Statement |
| <input type="checkbox"/> Marketing and Operations | <input type="checkbox"/> Police Conduct Certificate of Applicant |
| <input type="checkbox"/> Memo and Articles of Association of Company (if applicable) | |
| <input type="checkbox"/> Company Resolution indicating person empowered to appear as Applicant (if applicable) | |

(2) Applicant's Details (in whose name Licence shall be issued)

Name and Surname: _____

Company: _____

I.D. Number: _____ VAT Number: _____

Address: _____

Locality: _____ Tel/ Mobile: _____

Email Address: _____

PART A (Continued)

(3) Architect Details (Please complete in Block Letters)

Name and Surname: _____

Company: _____

I.D. Number: _____ VAT Number: _____

Address _____

Locality: _____ Tel/ Mobile: _____

Email Address: _____

(4) Description of proposed Development

(5) Location of Proposed Development

Property Name: _____

Property Number: _____

Street Name: _____

Locality: _____ Local Council: _____

(6) Classification (Please tick appropriate box)					
	Existing	Proposed		Existing	Proposed
Hotel – 2 Star	<input type="checkbox"/>	<input type="checkbox"/>	Tourist Village – 2 Star	<input type="checkbox"/>	<input type="checkbox"/>
Hotel – 3 Star	<input type="checkbox"/>	<input type="checkbox"/>	Tourist Village – 3 Star	<input type="checkbox"/>	<input type="checkbox"/>
Hotel – 4 Star	<input type="checkbox"/>	<input type="checkbox"/>	Tourist Village – 4 Star	<input type="checkbox"/>	<input type="checkbox"/>
Hotel – 5 Star	<input type="checkbox"/>	<input type="checkbox"/>	Tourist Village – 5 Star	<input type="checkbox"/>	<input type="checkbox"/>
Guest House – Standard	<input type="checkbox"/>	<input type="checkbox"/>	Hostel	<input type="checkbox"/>	<input type="checkbox"/>
Guest House – Comfort	<input type="checkbox"/>	<input type="checkbox"/>			

(7) Previous HCEB/ MTA/ PA Permit on Site

Reference Number: _____

Description: _____

Date: _____

(8) Development Profile					
		Units	Existing	Proposed	Total
1	Site Area	m^2			
2	Footprint (Built up area on site)	m^2			
3	Number of floors above ground level	no			
4	Number of floors below ground level	no			
5	Overall floor area (floor area x number of floors)	m^2			
6	Room – Type Mix	Number of Standard Rooms	no		
		Number of Suits	no		
		Number of Apartments	no		
7	Total Number of Units (rooms, suits, apartments)	no			
8	Total Number of Beds	no			
9	Outdoor Facilities	Swimming Pool Area	m^2		
		Sun Deck Area	m^2		
		Areas reserved for Sports Facilities	m^2		
		Soft Landscaped area	m^2		
		Outdoor parking areas	m^2		
10	Indoor Facilities	Food and Beverage areas	m^2		
		Number of Restaurants	no		
		Number of Bars	no		
		Indoor pool areas	m^2		
		Areas reserved for Sports Facilities	m^2		
		Health and Fitness Areas	m^2		
		Conference faculties	m^2		
		Administration area	m^2		
		Back of House	m^2		
11	Environment Friendly Features				
12	Estimated Cost of Finished project				
13	Number of Employees to be engaged as a result of this project				

(9) List of Submitted Plans and Drawings			
Plan/ Drawing Title		Ref Number	
			Plan/ Drawing Title
			Ref Number
1		7	
2		8	
3		9	
4		10	
5		11	
6		12	

PART B

Requirements for the Issue of a Design Standards Compliance Certificate

(10) Document Submission Checklist (Please tick appropriate box)	
<input type="checkbox"/>	Design Concept Details and Programme of Works
<input type="checkbox"/>	Report on Environment Friendly Features
<input type="checkbox"/>	Updated Drawings

PART C

Requirements for the Issue of a License

(11) Submission Requirements

The following documents are to be submitted to MTA after the issue of the tourism policy compliance certificate and the planning authority permit but before commencement of operations:

1. **Details/ CV of person** (including experience in tourism) who will be responsible for the operation of the Tourism Accommodation Establishment
2. Name, Location and Rental values declaring by Architect) of **outlets which will be offering a beverage service**
3. Copies of **Police Conduct Certificate** (if not already in file) and **Identity Card**
4. **Planning Authority Development permit** including copy of official plans and eventually planning authority PA compliance Certificate and/ or Architect's Declaration
5. **Public Sewer Discharge Permit** from water Service Corporation (contact Discharge Monitoring Unit at Qormi Road, Luqa – Tel No: 22443237)
6. Clearance from **Health Inspection Service** (Food Safety Unit, Environmental Health Directorate, Continental Business Centre at Old Railway Track STR. Venera SVR 9018, Tel: 21337333)
7. Certificate from a competent entity or person, certifying that premises has the required **Fire Safety Provisions** as per the Tourism Accommodation Establishment Regulations

Please refer to the checklist form at the end of the Application form

All documentation requested in Part A and B and as per checklist in this Application Form must be submitted together with this application for processing

(12) Applicant's Declaration

I am here by submitting my Application for the Tourism Compliance Certificate and Licence and declare that, to the best of my knowledge, all the information contained in this Application and the submitted plans are correct

Signature of Applicant:

Signatory's Name:

Date:

(13) Architect's Declaration

I am here by submitting my Application for the Tourism Compliance Certificate and Licence and declare that, to the best of my knowledge, all the information contained in this Application and the submitted plans are correct

Signature of Architect:

Architect's Official Stamp

Date:

(14) Declaration regarding Ownership of Property (Please tick appropriate box)

- ☐ I certify that nobody except the Applicant is the owner of any part of the land to which this application and Accompanying Plans relate
- ☐ I certify that I have officially notified all the other owners of the Land to which this Application and Accompanying Plans relate.

Signature of Applicant:

Signatory's Name:

Date:

Guidance Notes For Applicants

New Tourism Accommodation Development

Abbreviations

- MTA Malta Tourism Authority
- PDD Product Development Directorate
- TPCC Tourism Policy Compliance Certificate
- DSCC Design Standards Compliance Certificate

Introduction

In accordance with the Malta Travel & Tourism Services Act, 1999, the Product Development Directorate of the MTA is responsible for the processing of new Tourism Accommodation Development including:

- Hotels
- Guest Houses
- Tourist Villages
- Hostels

These guidelines need to be read in conjunction with the following documents:

- Travel & Tourism Services Act, 1999. – CAP 409
- Tourism Operations General Regulations, 2010, 2012. – S.L 409.08
- Tourism Accommodation Establishment Regulations, 2012. – S.L 409.04
- Holiday Furnished Premises Regulations, 2005. – S.L 409.11

These are the three stages in the processing of New Tourism Accommodation:

- Stage 1 Tourism Policy Compliance Certificate
- Stage 2 Design Standard Compliance Certificate (if applicable)

- Stage 3 Issue of MTA Licence to Operate

Each of these stages requires slightly different documents to be submitted to the MTA.
A further explanation for each item follows:

Stage 1 Tourism Policy Compliance Certificate

Applications for Tourism Development should include the following Documents:

- Application Form: duly filled 2 copies
- Payment Cheque
- Photos of site 3 no
- Site Plan 2 copies
- Preliminary Plans 2 copies
- Project Developer/Operator Profile
- Tourism Policy Compliance Statement
- Marketing & Operations
- Copy of visual material and dwg drawing on CD 1 copy

Stage 2 Design Standard Compliance Certificate

Applications for the Design Standards Compliance Certificate should include the following:

- Application Form: duly filled 2 copies
- Payment (if missed at Stage 1) Cheque
- Site Plan 2 copies
- Plans 2 copies
- Project Developer/Operator Profile (if different from TPCC stage)
- Marketing & Operations (if different from TPCC stage)
- Report on Environment-Friendly features

- Program of works

Submissions should be collated so as to form separate documents in one folder.

Developers may be asked to submit Stage 2 Applications once the Planning Authority will have consulted the MTA on the pending development Application.

Submissions should be collated so as to form separate documents in one folder.

Following the monitoring of the operation, the Establishment is given the official classification and the MTA Licence to operate.

Application Form

Section 1 – Type of Application

- Form TSP/01/08 serves for the first two stages of the process. The stage for which the current Application is being submitted must be indicated in the appropriate box and the checklist for the documents submitted must be completed.

Section 2 –Applicant's and Architect's Details

- Insert details of Developer whose name will appear on the Licence to Operate. (Only one name is allowed).

Section 3 –Description of Proposed Development

- Describe in detail the project in all of its components.

Section 4 –Location

- Include full postal address or any other indications to the whereabouts of the site.

Section 5 –Classification

- Insert the proposed classification of the proposed Establishment. In the case of a re-development or extension, relative checkbox in 'existing' should be ticked.

Section 6 –Previous HCEB/MTA permits

- Insert the ref. number of existing HCEB/MTA permits relating to the site in question.

Section 7 –Development Profile

- Supply all requested data on the proposed development in the 'proposed' column. In the case of a re-development or extension, 'existing' column should also be completed.

Section 8 – List of Submitted Plans & Drawings

- Supply the list of all the drawings with their relative unique reference number.

Section 11 –Declaration regarding Ownership

- Applicants should tick the statement which is appropriate to their respective situation. Owners of the property on which the Application is being submitted should tick the first statement. Applicants whose Application includes property that is owned by third parties are to officially inform such owners and to tick the second statement.

Payment

The relative payment should be made by Cheque addressed to the Malta Tourism Authority. Payment should be calculated on the following guidelines and should be effected once, at the outset of the procedure:

Fees for the Processing of Applications of New Tourism Accommodation Establishment and Extensions

Category	Up to 30 Units	From 31 – 90 Units	From 90 units and Over
New Project/ Extension/ Hotels/ Apart hotels/ Tourist Villages 4/5 Star	€349.41	€815.28	€1164.69
New Projects/Extensions/ Hotels/Apart hotels/ Tourist Villages 2/3 Star	€232.94	€582.34	€931.75
New Projects/Extensions/ Guest Houses and Hostels	€232.94	€5582.34	€931.75
Holiday Premises for inbound and domestic tourism	€46.59	€46.59	€46.59

Photos of Site

At least three normal sized (5" x 4"), digital printed photos of the site or building should be provided with a clear indication of the points from which they were taken on the site plan (1:2500). For larger sites, sufficient photos to show the entire site should be submitted.

Site Plan

An A4 extract from the 1:2500 survey sheet is required:

- Outlining the site boundaries in red.
- Indicating the positions from which the photographs were taken.
- Including the survey sheet number, co-ordinates of the site and the north point.

Plans

Applications for Tourism Policy Compliance Certificate need not carry detailed plans. However, plans for Design Criteria Evaluation must include the following:

Block Plan

A 1:500 scale plan is required for complex proposals, showing:

- Existing Site features.
- Site boundaries and proposals.
- Proposed access, parking, etc.

Floor Plans

Plans showing both existing and proposed layouts to scale 1:100 should be submitted. Proposed works should be clearly marked and the use of each room is to be clearly printed. Bedrooms should be marked with a unique number.

Sections

At least two vertical sections through the building to scale 1:100 should be provided showing existing and proposed site levels and floor levels in relation to adjacent buildings, roads and services.

Elevations

At least one elevation at scale 1:100 indicating all external materials and colour schemes. Drawing should also include:

- Indication of the height in courses
- Indication of existing and proposed situation
- Relationship of proposal with adjacent buildings

In the case of projects which are completely detached or which have an overall height which exceeds the surrounding building fabric, there should be enough elevations submitted so as to explain the project in its entirety.

All drawings must be certified and dated by an Architect and civil Engineer. Drawings should not exceed A1 size and should be folded in sets to A4 size. All scales must be metric. A copy of the drawings in PowerPoint format on disk is also to be submitted.

Submissions

Submissions should be sent or submitted at the following address:

Product Planning & Development Directorate

MALTA TOURISM AUTHORITY

Licensing Directorate

SCM 01 LEVEL 3

SMART CITY

KALKARA SCM1001

Accommodation – Checklist

Public

- | | |
|--|---|
| <input type="checkbox"/> Hotel - 5 Stars | <input type="checkbox"/> Tourist Village |
| <input type="checkbox"/> Hotel – 4 Stars | <input type="checkbox"/> Guest House – Standard |
| <input type="checkbox"/> Hotel – 3 Stars | <input type="checkbox"/> Guest House - Comfort |
| <input type="checkbox"/> Hotel – 2 Stars | <input type="checkbox"/> Hostel |

Part A – PPD (If MEPA Permit is in Hand Part A is not Applicable)

1. ☐ Application Form accompanied by receipt for Fee paid according to the Table below
2. ☐ Fee Paid
3. ☐ Identity Card of Both Sides
4. ☐ VAT Nr. of Individual or School (responsible to submit ECO Contribution) ***
5. ☐ Site Plan
6. ☐ Photos of Site Plan
7. ☐ Layout Plan of premises certified by an Architect
8. ☐ Above Documents (*4, *5, *6) should also be handed on a CD
9. ☐ Proof of Ownership of property/ If applicable Contract of Lease or Lands Department per *11
10. ☐ Police Conduct *7
11. ☐ Police No Objection (PPD Request No Objection from Police Department)
12. ☐ Tourism Compliance Statement
13. ☐ Project Developer or Operator Profile
14. ☐ Marketing and Operations

Category	Up to 30 Units	From 31 – 90 Units	From 90 units and Over
New Project/ Extension/ Hotels/ Apart hotels/ Tourist Villages 4/5 Star	€349.41	€815.28	€1164.69
New Projects/Extensions/ Hotels/Apart hotels/ Tourist Villages 2/3 Star	€232.94	€582.34	€931.75
New Projects/Extensions/ Guest Houses and Hostels	€232.94	€5582.34	€931.75
Holiday Premises for inbound and domestic tourism	€46.59	€46.59	€46.59
Villas/Farmhouses for inbound and domestic tourism	€46.59	€46.59	€46.59

Single Room – not less than 9.5 m²

Twin Room – not less than 13 m²

Triple Room – not less than 18 m²

Part B – Licensing Unit

1. ☐ Compliance Certificate
2. ☐ MEPA Permit including endorsed/ approved plans
3. ☐ Copy of full Memo and Articles of Association
4. ☐ Company Resolution *2 if applicable Company registration and Representation
5. ☐ VAT Nr. *** of Individual/ Company (responsible to submit ECO Contribution)
6. ☐ Grease Trap (Water Services)
7. ☐ Health Dept. (F.S.U) Clearance *5
8. ☐ Fire Clearance *6 – Certificate confirming installation of Alarms and Fire Extinguishers
9. ☐ Architect's Declaration if property's per 1992 (if applicable)
 - a. Property was built per – MEPA and that no MEPA documents could be traced or no applications or other permits exist with P.A/ MEPA
 - b. Property is built as per sanitary Regulations
 - c. Confirming that all building and sanitary regulations are observed with no infringements noted
 - d. Property is fit for habitation and sound structure
10. ☐ Architect's Declaration that the building is in accordance with the MEPA permit and that no changes in the structure and genre have been made.

11. ☐ A 3rd Party liability insurance for €250,000 is to be taken out before start of operation and a copy is to be submitted quoting the licensing reference number, by hand or via email on dataupdate.mta@visitmalta.com before an invoice or the licence are issued

Category	Up to 30 Units	From 31 – 90 Units	From 90 units and Over
New Project/ Extension/ Hotels/ Apart hotels/ Tourist Villages 4/5 Star	€349.41	€815.28	€1164.69
New Projects/Extensions/ Hotels/Apart hotels/ Tourist Villages 2/3 Star	€232.94	€582.34	€931.75
New Projects/Extensions/ Guest Houses and Hostels	€232.94	€5582.34	€931.75
Holiday Premises for inbound and domestic tourism	€46.59	€46.59	€46.59
Villas/Farmhouses for inbound and domestic tourism	€46.59	€46.59	€46.59

*** 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

*1, 2, 3 If applicable

*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.).

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