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Vetted by: _____

Application Form For a Change of Licencee of a Tourism Operation

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

Date Received Stamp:

This application is for a **CHANGE OF LICENCEE OF A TOURISM OPERATION**. All parts are to be filled in. Part 6 is to be signed and dated by the present licensee and the proposed licensee.

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

(1) DETAILS OF ESTABLISHMENT

Name of Premises: _____

Category: _____

Address: _____

Tel / Mobile: _____

VAT Number: _____

File Reference

Type of Tourism Establishment:

(2) DETAILS OF PRESENT LISENSEE

Name: _____

Address: _____

Tel / Mobile: _____

I.D Card No: _____

(3) DETAILS OF PROPOSED NEW LICENCEE

Name: _____

Address: _____

Tel / Mobile: _____

I.D Card No: _____

(4) FORM REQUIREMENTS

- 1) Recent Police Conduct Certificate of proposed Licencee.
- 2) Experience/qualifications of proposed licensee in the relative trade.
- 3) Certification from Medical Practitioner that proposed operator is "free from contagious diseases". (In case of catering establishments/bars).
- 4) Copy of the licence in respect of the property shown at Part 01.
- 5) Copy of I.D. Cards of Applicant.

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

Please see attached checklist at the end of the Application Form

(5) FORM REQUIREMENTS IN CASE OF DEATH OF LICENCEE

1. Death Certificate (in case of death of Licencee)
2. Proof of Ownership of Land
3. Notarial Declaration is needed- who has been appointed as Licencee in succession proceed as per new/change of Licencee.
4. New Application –no red tape.
PPD not required if at Application stage or Licenced.

(6) Declaration by Owner of the Premises

a) Is the Premises owned by Applicant?

☐ Yes

☐ No

b) If not, please ask the landlord to fill the following:

I

I.D Card No.....

Residing at

.....

Have no objection to the request made by the Applicant as per this Application.

Signature:

Date:

(7) Declaration by Applicant and new Licencee

We the undersigned declare that:

- a) The Licencee shall, at all times abide by the provisions of the Malta Travel and Tourism Act (Cap 409) and regulations made there under.
- b) The Licencee binds himself 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.
- d) 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.

OR

- ☐ I DO NOT CONSENT to direct marketing.

Signature of present Licencee:

Signatory's Full Name:

Signature of present Licencee Spouse:

Signatory's Full Name:

On behalf of (If applicable):

Official Position:

Signature of proposed Licencee:

Signatory's Full Name:

Date:

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

NEW LICENCEE/CHANGE OF LICENCEE

1. ☐ Application Form accompanied by receipt (Fee €46.59)
2. ☐ Fee Paid
3. ☐ Identity Card
4. ☐ Applicant's CV
5. ☐ Police Conduct*7
6. ☐ Doctor's Certificate (for Operator/Substitute)
7. ☐ All Licences up to date and paid
8. ☐ Spouse's signature of old Licencee
9. ☐ **Signatures must be accompanied by ID Card**

DEATH OF LICENCEE

1. ☐ Death Certificate (in case of death of Licencee)
2. ☐ Proof of Ownership of Land
3. ☐ Proof of Ownership of property / if applicable Contract of Lease*1 or Lands Department per *11
4. ☐ Notarial Declaration *10

*1 If applicable.

*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.

*10 Notarial Declaration is needed- who has been appointed as Licencee in succession proceed as per new/change of Licencee.

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