

# Malta Tourism Authority

## Quality Charter – Holiday Furnished Premises

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### *Quality Assurance and Licencing Directorate*

The Licencing Office within the Directorate is responsible for the administrative processes leading to the issue of a licence for the various tourism and travel related operations as regulated by the Malta Tourism and Travel Services Act and to keep related records updated.

The Directorate is seeking to improve its customer- care services by constantly working to reduce the timeframes of its administrative and decision-making processes.

### *This Quality Charter*

This Quality Charter addresses the timeframes required to obtain a licence to operate a Holiday Furnished Premises. This Directorate in collaboration with the Enforcement Directorate is committing itself through this charter to complete the required process within a period of **fifteen working days** subject to the following :

1. application is submitted to this Authority together with all the required documentation and
2. when inspected, the relative property is found to be according to the standards as per legislative requirement.

### *Application*

The application for a Holiday Furnished Premises Licence can be found on the following site:

<http://www.mta.com.mt/application-forms>

The application form itself is simple to fill in and the checklist at the back of the application guides you to the documentation that need to be submitted which are also listed hereunder for you perusal:

1. Application Form must be accompanied by the application Fee of €46.59
2. Copy of ID Card
3. Planning Authority (PA) Permit including endorsed/ approved layout and site plans **OR** Architect's Declaration if applicable if premises is pre 1992, stating that:
  - a. Property was built pre- PA and that no PA documents could be traced or no applications or other permits exist with PA/ MEPA
  - b. Property is built as per sanitary Regulations and is fit for habitation
4. If applicant is not owner of Premises: Contract of Lease or Lands Department lease agreement
5. If applicable: Copy of Memorandum and Articles of Association and company resolution authorising representation (legal representation).

Applications are to be submitted at our offices in:

**Malta:** Malta Tourism Authority, Building SCM01, SmartCity Malta, Ricasoli SCM 1001, Kalkara  
Contact Numbers: 21244444

**Gozo:** Malta Tourism Authority – Gozo Office No 17, Independence Square Victoria  
Contact Number: 22915451

## *Standards*

Applicants are guided to the following site regarding the expected standards according to the relevant category:

<http://justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=10624&l=1>

Second Schedule: Holiday Furnished Premises standards

Third Schedule: Farmhouses standards

The Enforcement Directorate will contact you directly for an appointment to carry out an inspection and to provide their recommendations.

Applicants are encouraged to have in place the required items on the checklists in the aforementioned schedules prior to the inspection.

## *Licence*

An approval letter will be sent to the applicant if standards are approved and a Third-Party Liability Insurance needs to be taken out covering third-party accidents for up to € 250,000.

The licence fee varies both according to the category and the number of licences held by the same person.

However, as a guideline a single Holiday Furnished Premises – Comfort class has the following annual fees:

Licence: € 130 (Malta); € 104 (Gozo)

Contribution: € 56

A onetime certification fee of € 34.94 is charged on