

LA03 – Application Form for an Operating License – **Resident Host Accommodation**

In Terms of Subsidiary Legislation 409.24 – Tourism Accommodation Regulations

Prerequisites: To complete this application form, Applicants are required to submit the following documents:

1. Copy of both sides of Identity Card;
2. Valid Police Conduct;
3. Copy of the latest approved development permission issued by the Planning Authority related to the premises, including a copy of the approved drawings (site plan/plans/sections/elevations). The unit subject of this application needs to be clearly outlined on all the relevant drawings (in RED);
4. Certification by an Architect that the premises conform with the approved development planning permission, or if the premises was built pre-1968, confirming that it is a residential unit, is built according to sanitary regulations, and is fit for habitation;
5. Adequate Third-Party Liability Insurance;^{*1}
6. No Objection of Parents/Guardians, if the Son or Daughter is over the age of 18 and is applying on his or her behalf and still living in the same household;
7. In the case of guests registered with a licensed school or educational institution, the Application is to submit documentation (a), (b), and (c);
 - a) The Applicant shall submit documented evidence of a formal allocation agreement with a licensed school or educational institution;
 - b) The Applicant shall provide an attestation by the licensed school or educational institution as possessing a good command of the English language;
 - c) A declaration confirming that the accommodation complies with the applicable standards shall be jointly signed by the Applicant and a representative of the licensed school or educational institution.

Notes:

^{*1}Applicants are obliged to assess the amount of insurance coverage, including third-party liability, required for their specific establishment and operation.

²**All documents are to be submitted in PDF format.**

Information: For further information as regards the legal standards one needs to attain prior to the issuance of a license and continues to maintain once a license is obtained, Applicants should review Subsidiary Legislation 409.24 or by following the link:

<https://legislation.mt/eli/sl/409.24/eng>

Warning to Applicant: Any false statements, misrepresentation, or concealment of material fact in this form or in any document presented in support of this application form may constitute an offence and may lead to refusal, suspension, or revocation of any license and to administrative, civil, and/or criminal consequences at law.

Data Protection Statement: Personal information provided in this application is protected under the Data Protection Act (Chapter 586 of the Laws of Malta). The Malta Tourism Authority will process your personal data in accordance with the provisions of the Data Protection Act for licensing, compliance, and related administrative purposes, and to comply with the Authority's legal obligations. Upon approval of the application, the Authority will publish the license number, name of establishment, license category, and address. For further information about how your data is processed and your rights, please consult the Authority's privacy notice or contact the Data Protection Officer at dataprotection.mta@visitmalta.com.

Application Process:

a) Complete Applications:

Once the application is complete and accepted, an acknowledgment will be issued, and an inspection will be conducted in line with the requirements of Subsidiary Legislation 409.24. A license will be issued should all requisites be met.

b) Pending Applications:

At any time, whether before or after validation, if the Applicant fails to respond to a request for missing documentation, clarifications, or information within ninety (90) days from the date of the last communication issued by the Authority, the application shall be deemed tacitly withdrawn by the Applicant without entitlement to a refund. During such period of non-compliance, the sixty (60) day timeframe stipulated in sub-regulation (4) shall be suspended and shall resume only upon submission of the requested documentation, clarifications, and information to the Authority.

Assistance: If you have any queries, you can call the Licensing Department on +356 2291 5000, or email licencing.mta@visitmalta.com.

1. Applicant's Details: (in whose name the license shall be issued)

- Name

Name:* _____ Surname:* _____

- Identity Card Number:* _____

- Nationality:* _____

- VAT Number:* _____

- Address:* (where tourists are to be accommodated)

- Locality:* _____

- Tel/Mobile Number:* _____

- Email:* _____

2. Hosting Arrangements:

Are you hosting students exclusively through a licensed school or educational institution?

- Yes
- No

If 'Yes', please list the licensed school or educational institution with whom you have hosting arrangements and their respective VAT numbers:

Name of Licensed School or Educational Institution	VAT Number
1.	
2.	
3.	
4.	
5.	
6.	

If 'No', please provide VAT Number: _____

3. Family Profile:

Please list all the individuals residing in the household:

Name and Surname	Identity Card Number	Age
1.		
2.		
3.		
4.		
5.		
6.		

Note:

In accordance with Subsidiary Legislation 409.24, the Applicant shall authorise the Authority to access the police records of the Applicant and any member of the Applicant's household.

4. Number of Bedrooms and Beds:

- Number of bedrooms to be used by guests: _____
- Number of beds to be used by guests: _____

5. Declaration by Applicant:

a) Right of Use of Premises (tick one):*

- I hereby declare that, as the Applicant, I am the owner of the establishment;
- I hereby declare that, as the Applicant, I have sought and procured the consent of the owner of the premises to submit and process this application in terms of law and to procure the necessary License to Operate.

b) Insurance (tick all):*

- I undertake to maintain, at all times and for so long as the Premises are operated, insurance cover appropriate to the nature, scale and risk profile of the operation and in accordance with all requirements under the Malta Travel and Tourism Services Act (Cap 409), its subsidiary legislation and all applicable license conditions, including

third party liability insurance, and to produce evidence of cover to the Authority on request.

c) Operations (tick all):*

- I hereby declare that I shall, at all times, abide by the provisions of the Malta Travel and Tourism Services Act (Cap 409) and regulations made thereunder;
- I hereby declare that I bind myself to inform the MTA of any changes in circumstances of the operation regarding the information submitted within not more than two weeks of its occurrence;
- The Premises for which a License is being applied for is my permanent/temporary residence and will be used concurrently as accommodation to Tourists and shall not be already licensed for use as a tourism accommodation;
- 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;
- I and all members of my household, who reside in my property during the period in which it is used to accommodate guests, shall be of good character and deemed fit to accommodate guests within my residence;
- I declare that neither I nor any resident of my household has been sentenced by a competent court for drug-related offences or crimes affecting the dignity of persons;
- 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;
- I authorise the Malta Tourism Authority to request and access Police Records of myself and any member of my household;
- Where the resident host accommodates minors, the licensee shall be bound to exercise a heightened duty of care and shall:
 - a) ensure continuous access to the premises for regulatory or welfare inspections; and
 - b) provide age-appropriate meals and a household environment conducive to the well-being of minors.
- I shall abide by the provisions of the Malta Travel and Tourism Services Act (Cap 409), and regulations made thereunder;

- I declare that I have a good command of the English language.

d) General (tick all):*

- I declare that I have read and understood the 'Warning to Applicant' in this Application Form and that the information submitted on this Form is accurate and complete;
- I declare that I have read and understood the Data Protection Statement in this application form and consent to the processing of personal data for the purposes stated therein;
- I declare that I have read and understood Subsidiary Legislation 409.24.

e) ECO Taxation Declaration:*

- I (*insert name*) _____ bearer of Identity Card Number _____ hereby declare that as the _____, I am personally responsible to collect and pay the ECO Tax.

6. Signature of Applicant:

- Signature of Applicant:* _____
- Signatory's Full Name and Surname:* _____
- Signature of Husband, Wife or Legal partner of Applicant:*

- Name of Husband, Wife or Legal partner of Applicant:*

- Date:* _____

7. Checklist for Document Submission:

1	Copy of both sides of Identity Card;	
2	Valid Police Conduct;	
3	Copy of the latest development permission issued by the Planning Authority related to the premises, including a copy of the approved drawings (site plan/plans/sections/elevations). The unit subject of this application needs to be clearly outlined on all the relevant drawings (in RED);	
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5	Adequate Third-Party Liability Insurance; ^{*1}	
6	No Objection of Parents/Guardians, if the Son or Daughter is over the age of 18 and is applying on his or her behalf and still living in the same household;	
7	In the case of guests registered with a licensed school or educational institution, the Application is to submit documentation (a), (b), and (c) hereunder: a) The Applicant shall submit documented evidence of a formal allocation agreement with a licensed school or educational institution; b) The Applicant shall provide an attestation by the licensed school or educational institution as possessing a good command of the English language; c) A declaration confirming that the accommodation complies with the applicable standards shall be jointly signed by the Applicant and a representative of the licensed school or educational institution.	

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For Office Use Only

Application Reference: _____

Date Received: _____

Processed by: _____