

## TOURISM POLICY COMPLIANCE CERTIFICATE

Documentation checklist to be submitted in order to validate the application:

- Application form
- Photos of site
  - Photos of the site or Building must be provided, with each photo clearly numbered and referenced on the site plan.
- Site Plan – A4 extract from the 1:2500 survey sheet, to include:
  - Site boundaries outlined in red
  - The positions from which photographs were taken
  - The survey sheet number, site coordinates and north point
- Marketing and Operations Report; Business Plan (refer to template)
- Preliminary drawings in scale 1:100 in PDF and ACAD to include:
  - Floor plans:
    - showing both existing and proposed furniture layouts.
    - Labelling according to legislation and bedrooms numbered
  - Sections :
    - Provide at least two vertical sections through the building showing existing and proposed site and floor levels and relationship to adjacent buildings, roads and services and to indicate also allowable height as per Local plan.
  - Elevations :
    - At least one elevation drawing showing all external materials and colour schemes; heights in courses and meters and indication of existing and proposed situations; relationship with adjacent buildings. For detached Projects or those exceeding the height of the surrounding buildings, submit additional elevations as needed to illustrate the entire proposal.
  - Block plan (scale 1:500): Required for complex and ODZ areas. The plans to show: existing site features; site boundaries and proposed works; proposed access, parking and any external site arrangements
  - Redering: 3D rendered drawings of the proposal may be helpful in the understanding of the proposed project.

All above drawings must be certified and dated by an Architect and Civil Engineer.

.../Cont

- Payment for Application processing (new project, upgrade, extensions or others): Cheque, cash or card. ONLINE PAYMENTS ARE NOT ACCEPTED. Once the application is processed, payment is non-refundable.

<b>Hotels</b>	<b>Up to 30 Units</b>	<b>31-90 Units</b>	<b>91 Units and over</b>
4 star and 5 star	€349.41	€815.28	€1164.69
3 star	€232.94	€582.34	€931.75
<b>Guesthouses and Hostels</b>	€232.94		

All the above documents are to be submitted on [tourismdevelopment.mta@visitmalta.com](mailto:tourismdevelopment.mta@visitmalta.com) and original application form, delivered by hand to MTA Head Office, SCM 01 Level 3, Smart City, Kalkara, Monday to Friday between 08:00 and 12:30.

For further information as regards the legal standards, applicants and/or architects are to consult the L.N.92 of 2026 (published as subsidiary legislation 409.24) by following the link <https://legislation.mt/eli/ln/2026/92/eng>

**The application will be considered valid upon completion of all the above requirements.**

## Tourism Policy Compliance Certificate Application Form

Applicant's Details	
Name and Surname:	
Company (if applicable):	
I.D. Number:	Mobile Number:
Email:	
Address:	

Architect's Details	
Name and Surname:	
Company (if applicable):	
Warrant Number:	Mobile Number:
Email:	
Address:	

Additional Authorised Representatives <i>(who will also receive official communications from the Authority)</i>	
Name and Surname:	
I.D. Number:	Mobile Number:
Email:	

**Proposed Development Details**

Proposed accommodation name:

Address:


**Description of Proposed Development**

*(if the accommodation will replace an existing Building, to state if works involve demolition)*


**Classification (tick appropriate boxes)**

Category	Existing	Proposed
Hostel	<input type="checkbox"/>	<input type="checkbox"/>
Guesthouse	<input type="checkbox"/>	<input type="checkbox"/>
Hotel 2-star	<input type="checkbox"/>	N/A
Hotel 3-star	<input type="checkbox"/>	<input type="checkbox"/>
Hotel 4-star	<input type="checkbox"/>	<input type="checkbox"/>
Hotel 5-star	<input type="checkbox"/>	<input type="checkbox"/>
Tourist Village	<input type="checkbox"/>	N/A

**Site Details**

**Zone** *(UCA, ODZ, Dev. zone, Design priority area, Scheduled site, Residential priority area)*

**Building Constraints**

**Allowable Height as per Local Plan**

**Special Label (if applicable)**

<input type="checkbox"/>	BB	<input type="checkbox"/>	Heritage	<input type="checkbox"/>	Diffuso
<input type="checkbox"/>	Agro Tourism	<input type="checkbox"/>	Spa & Wellness		

**Previous Permits (If applicable)**

MTA Ref:	Date:	PA Permit:
Description:		

## Development Profile

- Existing column to be filled ONLY for Applications which were previously approved by MTA and/or PA
- Proposed column should outline only new features or changes being introduced as part of this proposal
- Total column is the summation of existing and proposed columns

Details		Existing	Proposed	Total
Site area	m <sup>2</sup>			
Footprint (Built up area on site)	m <sup>2</sup>			
Number of floors above ground level	nr			
Number of floors below ground level	nr			
Overall floor area (floor area per number of floors)	m <sup>2</sup>			
Room Type:	Standard rooms	nr		
	Suites	nr		
	Apartments	nr		
Total number of units (rooms,suites, apartments)		nr		
Total number of beds (1 double bed=2 beds)		nr		
Outdoor facilities	Swimming Pool area	m <sup>2</sup>		
	Sundeck area	m <sup>2</sup>		
	Areas reserved for sport facilities	m <sup>2</sup>		
	Soft landscaped area	m <sup>2</sup>		
	Outdoor parking areas	m <sup>2</sup>		
Indoor facilities	Food and beverage area	m <sup>2</sup>		
	Restaurants	nr		
	Bars	nr		
	Indoor pool	m <sup>2</sup>		
	Areas reserved for sport facilities	m <sup>2</sup>		
	Health & Fitness area	m <sup>2</sup>		
	Spa & Wellness area	m <sup>2</sup>		
	Conference Faculty	m <sup>2</sup>		
	Administration area	m <sup>2</sup>		
	Back of House	m <sup>2</sup>		
	Multipurpose area	m <sup>2</sup>		
Estimated cost of finished project			€	
Number of employees to be engaged as a result of this project				

**List of Submitted Plans and Drawings including footprint**

	Plan / Drawing title	Ref
1		
2		
3		
4		
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# Declaration by Applicant

## Ownership of Property (to 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, and the owner/s has/have granted consent to submit such application.

## Consent for the Processing of Personal Data

I, the undersigned, hereby declare that I consent to the collection and processing of my personal data by the Malta Tourism Authority (MTA) for the purposes of evaluating and administering this application.

I understand that my personal data will be processed in accordance with the General Data Protection Act (Chapter 586 of the Laws of Malta) and any applicable national data protection laws. Such processing shall be limited to what is necessary for the assessment of this application and any related administrative procedures.

I acknowledge that my personal data may be shared with relevant departments within the MTA strictly for purposes connected to the application process, in compliance with applicable data protection legislation.

## Issuance of Tourism Policy Compliance Certificate

I hereby declare that I am aware that by issuing this Compliance Certificate, the Malta Tourism Authority finds no objection for the applicant to proceed in obtaining the necessary Permits for the proposed Tourism establishment from other Government entities. That this no objection is being issued strictly from a Tourism point of view and does not take into consideration the competencies of other Government departments/authorities and that this certificate should not, in any way, be interpreted as being the Malta Tourism Authority's endorsement of the Project.

Consequently, I further declare that in the eventuality that my application is rejected or is subject to any specific conditions by other departments and/or authorities, I shall not be holding the MTA responsible for any damage and/or loss of income I may suffer/incur as a consequence.

By signing below, the applicant confirms that they have read, understood, and agreed to all declarations set out above. The applicant further declares that all information provided in this application form, as well as any supporting documentation submitted in connection with it, is true, complete, and accurate to the best of their knowledge and belief. The applicant understands and acknowledges that any false statement, misrepresentation, omission, or concealment of a material fact contained in this application or in any supporting document may result in the rejection of the application and may constitute grounds for criminal prosecution in accordance with applicable laws and regulations.

Applicant's signature

Signatory's name:

Name of Company (if applicable):

ID Card Nr:

Date:

# Declaration by Architect

## Consent for the Processing of Personal Data

I, the undersigned, hereby declare that I consent to the collection and processing of my personal data by the Malta Tourism Authority (MTA) for the purposes of evaluating and administering this application.

I understand that my personal data will be processed in accordance with the General Data Protection Act (Chapter 586 of the Laws of Malta) and any applicable national data protection laws. Such processing shall be limited to what is necessary for the assessment of this application and any related administrative procedures.

I acknowledge that my personal data may be shared with relevant departments within the MTA strictly for purposes connected to the application process, in compliance with applicable data protection legislation.

## Issuance of Tourism Policy Compliance Certificate

I also declare that I shall be responsible for assisting the applicant in the course of this application, and I also declare that all information or specifications contained in this application and on the submitted drawing/documents bearing my signature and or letterhead is correct. I also declare that I have a warrant to exercise the role of a perit in Malta. I also hereby declare that the applicant signed the physical copy of this application form in my presence.

Architect's signature

Signatory's name:

Name of Company (if applicable):

Warrant Nr:

Date: