![Malta Tourism Authority logo]

File Reference: ☐ ☐ ☐ ☐ ☐ ☐

Approved By:    _____ _____

# Application Form
# For a Host Family Licence

*In terms of the Malta Travel and Tourism Services Act 1999*

| |
|---|
| MALTA TOURISM AUTHORITY<br>Licensing Directorate<br>SCM 01 LEVEL 3<br>SMART CITY<br>KALKARA    SCM1001 |

| |
|---|
| Date Received Stamp |

This application for a **Host Family Licence** is the four parts. Part A, Part B, Part C, and Part D. All relevant parts pertaining to the Application are to be filled in, and documents as requested are to be included with the application.

**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 (Chapter 586 of the Laws of Malta). The Malta Tourism Authority will process your personal data in accordance with the provisions of Data Protection Act for licensing and administrative purposes, and to comply with the Authority's legal obligations. Upon approval of your application, and following written consent from your end, the Authority, occasionally, may use your personal details for marketing purposes.

If you still have queries, you can telephone for advice on phone number 2291 5000, or email at licensing.mta@visitmalta.com

## PART A (TO BE COMPLETED IN BLOCK LETTERS)

| **(1)    Applicant's Details (in whose name Licence shall be issued)** |
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Name and Surname: _____

Nationality: _____

I.D. Number: _____

Address (where tourists are to be accommodated) _____

Locality: _____    Tel/ Mobile: _____

Email Address: _____

**PART A** (Continued)

| (2) Previous MTA Reference (if applicable) (Please complete in Block Letters) |
|---|

Reference no: _____   Date: _____

Description: _____

| (3) Hosting Arrangement |
|---|

Hosting students through a school: ☐ Yes ☐ No

If 'No' kindly provide VAT Number: _____

If 'Yes' please list the language schools with whom:

1._____

2._____

3. _____

4. _____

| (4) Family Profile | |
|---|---|
| Please list all those residing on the household: | |
| **Name Surname:** | **ID Card Number:** |
| | |
| | |
| | |
| | |
| | |
| **Note: In accordance with Reg. 5 of S.L.409.10, applicant gives the right to the Malta Tourism Authority to access Police Records of household members.** | |

| (5) Submission Requirements |
|---|

**Please refer to attached checklist in Part D, at the end of the Application Form.**

**All Documentation requested in this Application Form must be submitted together with this Application for processing.**

## PART B

**(6)   Declaration by Applicant and new Licensee**

I, the undersigned declare at section 7 that:

a) The Premises for which a Licence is being applied for is my permanent/temporary residence and will be used concurrently as accommodation to Tourists.

b) 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.

c) I accept the need of a higher level of care towards minors accommodated in my Residence and that I will provide the environment which is constant with the age of such minor.

d) I shall abide by the provisions of the Malta Travel and Tourism Act (Cap 409) and regulations made there under.

e) Neither I nor any member of my household has been found guilty of a drug related offence or a crime against the good order of Families.

f) 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.

g) I authorise the Malta Tourism Authority to request Police Records of household members.

h) I declare that I have a good command of English language as per S.L. 409.10

i) I am aware that I am liable to the fines & penalties should I fail to comply with the requirements under the provisions of the Act and the relative regulations.

j) I bind myself to inform the Authority of any change in circumstances regarding the information given above within two weeks of their occurrence.

k) I declare that the information given on this form is accurate and complete.

l) 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.

☐ I DO NOT CONSENT to direct marketing.

## PART B (Continued)

<table>
<tr><td colspan="2"><strong>(7)   Declaration by Applicant and new Licensee (Continued)</strong></td></tr>
<tr><td>Signature of Applicant:</td><td>_____</td></tr>
<tr><td>Signatory's Name:</td><td>_____</td></tr>
<tr><td>Signature of Husband, Wife or<br>Legal partner of applicant:</td><td>_____</td></tr>
<tr><td>Name of Husband, Wife or<br>Legal partner of applicant:</td><td>_____</td></tr>
<tr><td>Date:</td><td>_____</td></tr>
</table>

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

## PART C

**(8) Number of Bedrooms and beds to be used by guests:**

State:     Number of bedrooms to be used by guests: _____

Number of beds to be used by guests: _____

**A layout sketch is to be attached as per Part D (9) 3.**

## PART D

### (9) Host Family- Required Documents

1. ☐ Application Form duly filled in

2. ☐ Identity Card – copy of both sides

3. ☐ Layout Plan or Sketch plan of the whole premises with a detailed description of all rooms, and further indicating bedrooms and bathrooms (with measurements) which are to be used by Tourists; (*not required if submitted previous year/s and no amendments have been affected on the premises*).

4. ☐ Recent Police Conduct (*required for year of duration of Licence*).

5. ☐ No Objection of Parents, if Son/Daughter over the age of 18 is applying on his behalf and still living in the same household.

6. ☐ If Premises is leased – written permission from Landlords

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

**For further information as regards to the legal standards one need to attain prior to the issuance of a license, please click on the following link:**
http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=10623&l=1

**Or refer to Subsidiary Legislation 409.10**