

Hotel Licensing Board

The role of the **Hotel Licensing Board** that was initially administered by the Attorney General's Office was **transferred to the Department of Tourism in June this year (2006)** as a mean of enhancing the facilitation, implementation and the monitoring tourism projects in the region which will eventually ensure sustainable and equitable tourism development.

The transfer indeed complemented our role in monitoring the types and scale of tourism projects that exist in the region. This has also seen the establishment of a new Board consisting of Mr Joel Sahai, Mrs. Viti Whipy, Mr Fatiaki Misau, Mr Sharvada Sharama and Ms Leilani Kotobalavu, responsible for assessing proposals received as well as carrying out inspections on these projects prior to granting approvals.

Procedures for Obtaining a Hotel License

1. Submission of Application forms with the following:
 - i. \$56.25 application fee
 - ii. 3 copies of a detailed block plan
 - iii. 3 copies of a site plan of the premises
 - iv. a complete and true copy of any current health permit authorizing the use of the premises as a hotel and in the case of premises outside a municipal council
 - v. a copy of the approval of the development by the Director Town and Country Planning
 - vi. Company Registration Certificate
 - vii. Tax Identification number
 - viii. Fiji National Provident Fund registration number
 - ix. In the case of foreigners, a copy of their Foreign Registration Certificate (FTIB) together with a copy of work permit must also be submitted

2. All applications to be addressed and submitted to:

The Secretary - Hotel Licensing Board
Department of Tourism
Ministry of Tourism and Transport
G.P.O. Box 1260
Suva

or

3rd Floor, Civic Tower
Suva
Phone: 331 2788
Fax: 330 2060

3. Send one application form, a copy of block site plan to each of the authorities, Commissioner of the Division, Commissioner of Police and the Health Authority of the Division of Town Council in which the premises would be located
4. Once an application is received by the HLB Secretariat, it would be processed and reports would be obtained from the Commissioner of Police, Commissioner of the Division and the Health Authority of the Division
5. Once the reports are received from the relevant authorities outlined above, the Board would inspect the hotel then consider the application
6. The Board grants or rejects the application. If granted, the applicant the hotel license is issued and **the applicant can start operating**

It is advisable that when applying for a hotel license, the applicant also applies for liquor license as hotel license only covers the accommodation.

If the applicant is interested in selling liquor:

Liquor license for hotels

On premises use:

- i. Hotel (11.00am to 9.00pm) except Good Friday & Christmas Day
- ii. Private Hotel (9.00am to 1.00am daily to guests & bona fide guests)