

STATUTORY INSTRUMENT No. 51 of 2016

The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

**The Tourism and Hospitality (Licensing) Regulations,
2016**

ARRANGEMENT OF REGULATIONS

Regulation

1. Title
2. Interpretation
3. Application for licence
4. Application by agent
5. Receipt of application
6. Request for further particulars or information
7. Issue of licence
8. Rejection of application
9. Transfer of licence
10. Variation of licence
11. Surrender of licence
12. Suspension of licence
13. Revocation of licence
14. Renewal of licence
15. Quarterly returns
16. Appeal
17. Register of guests
18. Fees
19. Revocation of SI. No. 109 of 2009

IN EXERCISE of the powers contained in section *eighty* of the Tourism and Hospitality Act, 2015, the following Regulations are made:

- | | |
|--|--|
| 1. These Regulations may be cited as the Tourism and Hospitality (Licensing) Regulations, 2016. | Title |
| 2. In these Regulations, unless the context otherwise requires, words and expressions have the meanings assigned to them in the Act. | Interpretation |
| 3. An application for a licence shall be made to the Board in Form I set out in the First Schedule. | Application for licence |
| 4. An agent making an application on behalf of another person shall submit, with the application, Form II set out in the First Schedule. | Application by agent |
| 5. The Board shall acknowledge the receipt of an application for a licence in Form III set out in the First Schedule. | Receipt of application |
| 6. The Board shall request for further particulars or information from an applicant in Form IV set out in the First Schedule. | Request for further particulars or information |
| 7. The Board shall, where an applicant meets the requirements of the Act, issue a licence in Form V set out in the First Schedule. | Issue of licence |
| 8. The Board shall, where it rejects an application for a licence, inform the applicant of the rejection in Form VI set out in the First Schedule. | Rejection of application |
| 9. (1) An application for approval to transfer a licence shall be made to the Board in Form VII set out in the First Schedule. | Transfer of licence |
| (2) The Board shall, where it approves an application to transfer a licence, reissue the licence in the name of the new enterprise for the remainder of the period of validity of the licence. | |
| 10. (1) An application to vary or amend the terms and conditions attached to a licence shall be made to the Board in Form VIII set out in the First Schedule. | Variation of licence |
| (2) The Board shall, where it rejects an application to vary or amend the terms and conditions attached to a licence, notify the applicant in Form VI set out in the First Schedule. | |
| (3) Where the Board grants an application to vary or amend the terms and conditions attached to a licence, it shall endorse the amendment or variation on the licence. | |
| 11. A licensee shall, where the licensee ceases business operations, surrender the licence to the Board for cancellation. | Surrender of licence |

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- Suspension of licence 12. (1) The Board shall, where it intends to suspend a licence, notify the licensee in Form IX set out in the First Schedule.
- (2) A notice of the suspension of a licence shall be in Form X set out in the First Schedule.
- (3) An enterprise whose licence is suspended shall cease to operate for the period during which the licence is suspended.
- Revocation of licence 13. (1) The Board shall, where it intends to revoke a licence, notify the licensee in Form XI set out in the First Schedule.
- (2) A notice of the revocation of a licence shall be in Form XII set out in the First Schedule.
- Renewal of licence 14. (1) An application for the renewal of a licence shall be made to the Board in Form XIII set out in the First Schedule.
- (2) Where the Board rejects an application for the renewal of a licence, it shall give notice of the rejection in Form VI set out in the First Schedule.
- (3) Where the Board grants an application for the renewal of a licence, it shall issue a new licence in Form V set out in the First Schedule.
- Quarterly returns 15. A tourism enterprise shall submit quarterly returns not later than the fourteen days from the end of each quarter in Forms XIV and XV set out in the First Schedule.
- Appeal 16. An appeal against the refusal of the Board to approve an application shall be made to the Minister in Form XVI set out in the First Schedule.
- Register of guests 17. (1) An accommodation establishment shall maintain a register of guests in Form XVII set out in the First Schedule.
- (2) A register referred to in sub-regulation (1) may be maintained in electronic format.
- Fees 18. The fees set out in the Second Schedule are payable in respect of the matters specified in that Schedule.
- Revocation of SI No. 109 of 2009 19. The Tourism and Hospitality (Licensing) Regulations, 2009, are revoked.

FIRST SCHEDULE
(Regulations 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16 and 17)

PRESCRIBED FORMS



Form I
(Regulation 3)
(To be completed in duplicate)

The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Licensing) Regulations, 2016

APPLICATION FOR TOURISM AND HOSPITALITY LICENCE							
		Shaded fields for official use only		Licence Code			
				Date/Time			
Information Required		Information Provided					√
1.	Type of tourism enterprise						
2.	Type of applicant	Individual	Company	Co-operative	Partnership	NGO	
	A. Individual						
	(a) Name(s) of applicant(s)						
	(b) Nationality						
	(c) National Registration Card No.						
	(d) Passport No.						
	(e) TPIN No.						
	(f) Investment Certificate No.:						
	(g) PACRA Registration No.						
	(h) State whether registered under any other law	Registration No.:					
		Specify law					
	(i) Physical address: (please indicate actual location of enterprise)	Plot/House No.					
		Street					
		Area					
		District					
		Province					
	(j) Postal Address:						
	Notification address						
	(a) Tel No.:						
	(b) Fax No.:						
	(c) E-mail address:						
	B. Business						
	(a) Name:						
	(b) TPIN						
	(c) Investment Certificate No.:						
	(d) PACRA Registration No.:						
	(e) State whether registered under any other law	Registration No.:					
		Specify law					
	(f) Physical Address:	Plot/House No.					
		Street					
		Area					
		District					
		Province					
	(g) Postal Address						
	Notification address						
	(a) Tel No.:						
	(b) Fax No.:						
	(c) E-mail address:						

3.	<p>Have you been convicted of an offence involving fraud or dishonesty or of a ny offence under the Tourism and Hospitality Act, 2015, or any other law within or outside Zambia?</p> <p>If yes, specify details:.....</p> <p>Nature of offence:.....</p> <p>Date of conviction:.....</p> <p>Sentence:.....</p>
4.	<p>OTHER REGULATORY APPROVALS (Where applicable)</p>
(a)	<p>Compliance with Immigration clearance and permit requirements</p> <ul style="list-style-type: none"> • Type of permit/approval granted • Validity period: <p>.....</p> <p><i>Signature of Director-General of Immigration</i> <i>Date</i></p>
(b)	<p>Compliance with National Parks and Wildlife requirements</p> <ul style="list-style-type: none"> • Type of permit/approval granted • Validity period: <p>.....</p> <p><i>Signature of Director of National Parks and Wildlife</i> <i>Date</i></p>
(c)	<p>Compliance with National Heritage and Conservation requirements</p> <ul style="list-style-type: none"> • Type of permit/approval granted • Validity period: <p>.....</p> <p><i>Signature of Director of National Heritage and Conservation Commission</i> <i>Date</i></p>
(d)	<p>Compliance with Urban and Regional Planning, Liquor Licensing, Fire Safety and Public Health requirements</p> <ul style="list-style-type: none"> • Type of permit/approval granted • Validity period: <p>.....</p> <p><i>Signature of Town Clerk/ Council Chairperson</i> <i>Date</i></p>
(e)	<p>Compliance with Road Traffic and Safety requirements</p> <ul style="list-style-type: none"> • Type of permit/approval granted • Validity period: <p>.....</p> <p><i>Signature of Director of Road Traffic and Safety Agency</i> <i>Date</i></p>
(f)	<p>Compliance with Inland Waters and Safety requirements</p> <ul style="list-style-type: none"> • Type of permit/approval granted • Validity period: <p>.....</p> <p><i>Signature of Director of Inland Waters and Safety</i> <i>Date</i></p>
(g)	<p>Compliance with Environmental Management requirements</p> <ul style="list-style-type: none"> • Type of permit/approval granted • Validity period: <p>.....</p> <p><i>Signature of Director of Zambia Environmental Management Agency</i> <i>Date</i></p>
5.	<p>Attachments (Provide where Applicable)</p>

5. Attachments (Provide where Applicable)	
No. 1	(a) Brief description of facilities: (i) accommodation establishments: description of property, bedroom plans and grounds, stating extent and amenities (indicate number and type of rooms/campsites/beds/single, double, twin, suites, including bed capacity); (ii) tour operators: indicate whether engaging in outbound or inbound packages or both, type of tour activities and number and type of vehicles, boats, canoes, rafts, helicopter, micro lights, bicycles, etc (including seating capacity); (iii) vehicle/vessel leasing: indicate number and type of vehicles/vessels (including seating capacity); (iv) air charters: indicate number and type of airplanes (including seating capacity); (v) restaurants: indicate types and number of menus provided (including seating capacity); (vi) travel agencies: indicate whether engaging in outbound or inbound travel, including international air ticketing; (vii) hunting safari, number of hunting blocks, camps and packages; (viii) conference facilities: indicate number of meeting rooms and capacity of each room.
No. 2	() Title deed () lease agreement
No. 3	Public Liability Insurance
No. 4	Nature and scope of proposed tourism enterprise (<i>Should not exceed 12 pages</i>) <ul style="list-style-type: none"> • Attach business plan for five years
No. 5	If the business enterprise is a vehicle/aircraft/vessel leasing enterprise/tour operator/car hire or relates to water activities - <ul style="list-style-type: none"> • Valid insurance policies • Valid fitness certificates for equipment • Proof of compliance with safety guidelines
No. 6	If the business enterprise is a tour guide service <ul style="list-style-type: none"> • Copies of qualifications obtained by tourist guides through a recognized institution • Copies of coronary pulmonary resuscitation certificates held by guides
No. 7	Hotel Managers Registration (Accommodation establishment)
No. 8	Proof of compliance with Hotel and Tourism Standards
<p>..... Date</p> <p><i>Applicant's name</i></p> <p>.....</p> <p><i>Applicant's signature</i></p>	
<p>FOR OFFICIAL USE ONLY</p> <p>Received by: _____ RECEIPT No.: _____</p> <p>Amount Received _____</p> <p>Serial No. of application: _____</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <p>OFFICIAL STAMP</p> </div>	

Form II
(Regulation 4)
(To be completed in duplicate)



The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Licensing) Regulations, 2016

FORM OF AUTHORISATION OF AGENT

(1) Here insert the full names of the person authorising, and in the case of a company, the name of the Director
I/We (1).....
have appointed (2)
of to act as
my/our agent for (3)

(2) Here insert name and address of agent
and request that all notices, requisition and communications relating thereto may be sent to such agent at the above address.
I/We hereby revoke all previous authorisations, if any, in respect of the same matter or proceedings.

(3) Here state the particular matter or proceeding for which the agent is appointed, giving the reference number if known
I/We declare that I am/the company is registered in (4)
.....
Dated this day of 20
(5)

(4) Here state nationality of principal or country of registration of company
Address (6)
Dated this day of, 20
(5)

(5) To be signed by person appointing the agent
Signature of principal

(6) Here insert the full trade or business address of principal
Signature of agent

Form III
(Regulation 5)
(To be completed in duplicate)



The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Licensing) Regulations, 2016

RECEIPT OF APPLICATION

(1) Here insert
the full names
and address of
applicant

To (1)

(2) Here insert
the reference
No. of the
application

IN THE MATTER OF (2)

you are hereby informed that your application for a tourism and hospitality
licence for the years (3) to
was successfully submitted and is being processed.

(3) Here insert
the period

.....

Director

Form IV
 (Regulation 6)
 (To be completed in duplicate)



The Tourism and Hospitality Act, 2015

(Act No. 13 of 2015)

The Tourism and Hospitality (Licensing) Regulations, 2016

REQUEST FOR FURTHER INFORMATION

(1) Here insert the full names and address of applicant To (1).....

(2) Here insert the reference No. of the application IN THE MATTER OF (2)you are hereby requested to furnish the following information or documents in respect of your application:.....

(a).....

(b).....

(c).....

(d).....

(3) Here state the period within (3) If you fail to furnish the requested information within the stipulated period, your application will be treated as invalid and shall be rejected.

Dated this day of, 20.....

.....

Director

Form V
(Regulation 7)
(To be completed in duplicate)



The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Licensing) Regulations, 2016

LICENCE No.

TOURISM AND HOSPITALITY LICENCE
(Section 27 of the Tourism and Hospitality Act, 2015)

Holder's name
Type of tourism enterprise:.....
Address.....

The licence is valid from day of to the.....day of, 20.....

The conditions of grant of the licence are attached hereto.

Issued atthis day of

ENDORSEMENT OF LICENCE

This licence has this day of, 20..... been entered in the Register.

.....
Director

Transfers/Amendments /Renewals

Date of Transfer/ Amendment/Renewal	Details of Transfer/ Amendment/Renewal	Date of Issue and Licence No.	Signature of Director

Form VI
(Regulations 8, 10 (2) and 14 (2))
(To be completed in duplicate)



The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Licensing) Regulations, 2016

NOTICE OF REJECTION OF APPLICATION

(1) Here insert the full names and address of applicant

To (1)

(2) Here insert the reference No. of the application

IN THE MATTER OF (2) you are hereby notified that your application for (3)..... has been rejected on the following grounds:

(3) Here insert type of application

- (a)
- (b)
- (c)
- (d)

Dated this day of, 20.....

.....

Director

Form VII
(Regulation 9)
(To be completed in duplicate)



The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Licensing) Regulations, 2016

APPLICATION FOR CONSENT TO TRANSFER TOURISM AND HOSPITALITY LICENCE							
		Shaded fields for official use only			Licence Code		
					Date/Time		
Information Required		Information Provided					√
1.	Type of tourism enterprise						
2.	Type of applicant	Individual	Company	Co-operative	Partnership	NGO	
A. Individual							
	(a) Name(s) of applicant(s)						
	(b) Nationality						
	(c) National Registration Card No.						
	(d) Passport No.						
	(e) TPIN No.						
	(f) Investment Certificate No.:						
	(g) PACRA Registration No.						
	(h) State whether registered under any other law	Registration No.:					
		Specify law					
	(i) Physical address:	Plot/House No.					
		Street					
		Area					
		District					
		Province					
	(j) Postal Address:						
Notification address							
	(a) Tel No.:						
	(b) Fax No.:						
	(c) E-mail address:						
B. Business							
	(a) Name:						
	(b) TPIN						
	(c) Investment Certificate No.:						
	(d) PACRA Registration No.:						
	(e) State whether registered under any other law	Registration No.					
		Specify law					
	(f) Physical Address:	Plot/House No.					
		Street					
		Area					
		District					
		Province					
	(g) Postal Address						

	Notification address	
	(a) Tel No.:	
	(b) Fax No.:	
	(c) E-mail address:	
3.	Attachments (Provide where Applicable)	
	Resolution of the company, co-operative, partnership or NGO board meeting	
 <i>Applicant's name</i> <i>Date</i>
 <i>Applicant's signature</i>	
FOR OFFICIAL USE ONLY		
Received by: _____	RECEIPT No.: _____	
Amount Received _____		
Serial No. of application: _____		
		OFFICIAL STAMP

Form VIII
(Regulation 10)
(To be completed in duplicate)



The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Licensing) Regulations, 2016

APPLICATION TO VARY OR AMEND TOURISM AND HOSPITALITY LICENCE								
		Shaded fields for official use only		Licence Code				
				Date/Time				
Information Required		Information Provided						√
1.	Type of tourism enterprise							
2.	Type of applicant	Individual	Company	Co-operative	Partnership	NGO		
A. Individual								
(a)	Name(s) of applicant(s)							
(b)	Nationality							
(c)	National Registration Card No.							
(d)	Passport No.							
(e)	TPIN No.							
(f)	Investment Certificate No.:							
(g)	PACRA Registration No.							
(h)	State whether registered under any other law	Registration No.						
		Specify law						
(i)	Physical address:	Plot/House No.						
		Street						
		Area						
		District						
		Province						
(j)	Postal Address:							
Notification address								
(a)	Tel No.:							
(b)	Fax No.:							
(c)	E-mail address:							
B. Business								
(a)	Name:							
(b)	TPIN							
(c)	Investment Certificate No.:							
(d)	PACRA Registration No.:							
(e)	State whether registered under any other law	Registration No.						
		Specify law						
(f)	Physical Address:	Plot/House No.						
		Street						
		Area						
		District						
		Province						
(g)	Postal Address							
Notification address								
(a)	Tel No.:							
(b)	Fax No.:							

2.	Proposed variations/amendment	(a)	
		(b)	
		(c)	
		(d)	
		(e)	
		(f)	
		(g)	
4.	Attachments		
	Resolution of the company, co-operative, partnership or NGO Board Meeting		
 <i>Applicant's name</i> <i>Date</i>	
 <i>Applicant's signature</i>		
FOR OFFICIAL USE ONLY			
Received by: _____		RECEIPT No.: _____	
Amount Received _____		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> OFFICIAL STAMP </div>	
Serial No. of application: _____			

Form IX
(Regulation 12 (1))
(To be completed in duplicate)



The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Licensing) Regulations, 2016

NOTICE OF INTENTION TO SUSPEND TOURISM AND
HOSPITALITY LICENCE

(1) Here insert
the full names
and address of
Licensee

(2) Here insert
the Licence No.

(3) Here state
address of
Agency

(4) Here insert
the number of
days stipulated
(Should not be
less than thirty
days)

To (1)
.....
.....

IN THE MATTER OF (2)you are hereby
notified that the Board intends to suspend your licence on the following
grounds:

- (a)
- (b)
- (c)
- (d)

Accordingly, you are requested to appear before the Director on the.....
day of 20..... at (3).....to address the matters set out in
paragraphs
(above) within (4) days of receiving this notice.

Your failure to appear before the Director shall result in the suspension of
your licence.

Dated this day of, 20.....

.....
Director

Form X
(Regulation 13 (1))
(To be completed in duplicate)



The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Licensing) Regulations, 2016

NOTICE OF SUSPENSION OF TOURISM
AND HOSPITALITY LICENCE

(1) Here insert
the full names
and address of
Licensee
(2) Here insert
the Licence No.
(3) Here state
period of
suspension

To (1)
.....
.....

IN THE MATTER OF (2).....
you are hereby notified that your Licence has been suspended for (3) on the
following grounds:

- (a)
- (b)
- (c)
- (d)

This Notice shall take effect on the day of20.....,
and is subject to the following terms and conditions:

- (a)
- (b)
- (c)
- (d)

Dated this day of, 20.....

.....

Director

Form XI
(Regulation 13 (1))
(To be completed in duplicate)



The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Licensing) Regulations, 2016

NOTICE OF INTENTION TO REVOKE TOURISM AND HOSPITALITY
LICENCE

(1) Here insert the full names and address of Licensee

To (1)

(2) Here insert the Licence No.

IN THE MATTER OF (2)

you are hereby notified that the Board intends to revoke your licence on the following grounds:

- (a)
- (b)
- (c)
- (d)

(3) Here state address of Agency

Accordingly, you are requested to appear before the Director on the day of, 20..... at (3) to address the matters set out in paragraphs (above) within (4) days of receiving this notice.

(4) Here insert the number of days stipulated (Should not be less than thirty days)

Your failure to appear before the Director shall result in the revocation of your licence.

Dated this day of, 20.....

.....

Director

Form XII
(Regulation 13 (2))
(To be completed in duplicate)



The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Licensing) Regulations, 2016

NOTICE OF REVOCATION OF TOURISM AND
HOSPITALITY LICENCE

(1) Here insert
the full names
and address of
Licensee
(2) Here insert
the Licence No.

To (1)

IN THE MATTER OF (2)..... you are
hereby notified that your Licence has been revoked on the following grounds:

- (a)
- (b)
- (c)
- (d)

This Notice shall take effect on the day of20.....,
and is subject to the following terms and conditions:

- a)
- (b)
- (c)
- (d)

Dated this day of, 20.....

.....
Director

Form XIII
(Regulation 14 (1))
(To be completed in duplicate)



The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Licensing) Regulations, 2016

APPLICATION TO RENEW TOURISM AND HOSPITALITY LICENCE						
		Shaded fields for official use only		Licence Code		
				Date/Time		
Information Required		Information Provided				√
1.	Type of business enterprise					
2.	Type of applicant	Individual	Company	Co-operative	Partnership	NGO
	A. Individual					
	(a) Name(s) of applicant(s)					
	(b) Nationality					
	(c) National Registration Card No.					
	(d) Passport No.					
	(e) TPIN No.					
	(f) Investment Certificate No.:					
	(g) PACRA Registration No.					
	(h) State whether registered under any other law	Registration No.				
		Specify law				
	(i) Physical address: (please indicate actual location of enterprise)	Plot/House No.				
		Street				
		Area				
		District				
		Province				
	(j) Postal Address:					
	Notification address					
	(a) Tel No.:					
	(b) Fax No.:					
	(c) E-mail address:					
	B. Business					
	(a) Name:					
	(b) TPIN					
	(c) Investment Certificate No.:					
	(d) PACRA Registration No.:					
	(e) State whether registered under any other law	Registration No.				
		Specify law				
	(f) Physical Address:	Plot/House No.				
		Street				
		Area				
		District				
		Province				
	(g) Postal Address					
	Notification address					
	(a) Tel No.:					
	(b) Fax No.:					
	(c) E-mail address:					
2.	Expiry date of licence in respect of which this application is made					
					
					

3.	<p>Have you been convicted of an offence involving fraud or dishonesty or of any offence under the Tourism and Hospitality Act, 2015, or any other law within or outside Zambia?</p> <p>If yes, specify details:.....</p> <p>Nature of offence:.....</p> <p>Date of conviction:.....</p> <p>Sentence:.....</p>
4.	<p>OTHER REGULATORY APPROVALS</p>
(a)	<p>Compliance with immigration clearance and permit requirements</p> <ul style="list-style-type: none"> • Type of permit/approval granted • Validity period: <p>.....</p> <p style="text-align: center;"><i>Signature of Director-General of Immigration</i> <i>Date</i></p>
(b)	<p>Compliance with National Parks and Wildlife requirements</p> <ul style="list-style-type: none"> • Type of permit/approval granted • Validity period: <p>.....</p> <p style="text-align: center;"><i>Signature of Director of National Parks and Wildlife</i> <i>Date</i></p>
(c)	<p>Compliance with National Heritage and Conservation requirements</p> <ul style="list-style-type: none"> • Type of permit/approval granted • Validity period: <p>.....</p> <p style="text-align: center;"><i>Signature of Director of National Heritage and Conservation Commission</i> <i>Date</i></p>
(d)	<p>Compliance with Urban and Regional Planning, Liquor Licensing, Fire Safety and Public Health requirements</p> <ul style="list-style-type: none"> • Type of permit/approval granted • Validity period: <p>.....</p> <p style="text-align: center;"><i>Signature of Town Clerk/Council Chairperson</i> <i>Date</i></p>
(e)	<p>Compliance with Road Traffic and Safety requirements</p> <ul style="list-style-type: none"> • Type of permit/approval granted • Validity period: <p>.....</p> <p style="text-align: center;"><i>Signature of Director of Road Traffic and Safety Agency</i> <i>Date</i></p>
(f)	<p>Compliance with Inland Waters and Safety requirements</p> <ul style="list-style-type: none"> • Type of permit/approval granted • Validity period: <p>.....</p> <p style="text-align: center;"><i>Signature of Director of Inland Waters and Safety</i> <i>Date</i></p>
(g)	<p>Compliance with Environmental Management requirements</p> <ul style="list-style-type: none"> • Type of permit/approval granted • Validity period: <p>.....</p> <p style="text-align: center;"><i>Signature of Director of Zambia Environmental Management Agency</i> <i>Date</i></p>

4.	Attachments (Provide where Applicable)	
No. 1	<input type="checkbox"/> Title deed <input type="checkbox"/> lease agreement	
No. 2	Public Liability Insurance	
No. 3	Nature and scope of proposed tourism enterprise <i>(Should not exceed 12 pages)</i> <ul style="list-style-type: none"> • Attach business plan for five years 	
No. 4	If the business enterprise is a vehicle/aircraft/vessel leasing enterprise/tour operator/car hire or relates to water activities - <ul style="list-style-type: none"> • Valid insurance policies • Valid fitness certificates for equipment • Proof of compliance with safety guidelines 	
No. 5	If the business enterprise is a tour guide service <ul style="list-style-type: none"> • Copies of qualifications obtained by tourist guides through a recognized institution • Copies of coronary pulmonary resuscitation certificates held by guides 	
No. 6	Hotel Managers Registration (Accommodation establishment)	
 <i>Applicant's name</i> <i>Date</i>	
 <i>Applicant's signature</i>	
FOR OFFICIAL USE ONLY		
Received by: _____	RECEIPT No.: _____	
Amount Received _____		
Serial No. of application: _____		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> OFFICIAL STAMP </div>

Form XIV
(Regulation 15)
(To be completed in duplicate)



The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Licensing) Regulations, 2016

TOURISM ENTERPRISE QUARTERLY RETURN

Reporting Months: From _____ to _____ Year: _____

Licence No.: _____ Date of Issue: _____ Renewal Date: _____

	<input type="checkbox"/> Original	<input type="checkbox"/> Amended	
1.	If amended, amendment Approval Number		
No.	Description	Details	
2.	Unique Reference Number (URN)		
3.	Name of Tourism Enterprise		
4.	Postal Address	P O Box	
		District	
		Province	
5.	Physical Address	Plot / House No.	
		Street	
		Area	
		District	
		Province	
6.	E-mail Address		
7.	Telephone Details	Landline	
		Fax number	

8. *Establishment Type:*

Travel Agent

- Adventure Activities
 Convention/Conference Centre

Tour Operator

- Safari Operator/ Hunting Outfitter
 Vessel Hire

Car Hire

- Air Charter
 Other (state which)

9. **Brief description of facilities (if changes)**

- (i) tour operators: indicate whether engaging in outbound or inbound packages or both, type of tour activities and number and type of vehicles, boats, canoes, rafts, helicopter, micro lights, bicycles, etc (including seating capacity);
(ii) vehicle/ vessel leasing: indicate number and type of vehicles/ vessels (including seating capacity);
(iii) air charters: indicate number and type of airplanes (including seating capacity);
(iv) travel agencies: indicate whether engaging in outbound or inbound travel, including international air ticketing;
(v) hunting safari, number of hunting blocks, camps and packages;
(vi) conference facilities: indicate number of meeting rooms capacity

Nationality	FIRST MONTH				SECOND MONTH				THIRD MONTH			
	Gross Turnover				Gross Turnover				Gross Turnover			
	No. of Clients	US Dollar	Zambian Kwacha	Other	No. of Clients	US Dollar	Zambian Kwacha	Other	No. of Clients	US Dollar	Zambian Kwacha	Other
Zambia												
Zambian Residents												
Zimbabwe												
South Africa												
Rest of Africa												
USA/Canada												
Rest of America												
UK												
Germany												
Italy												
Netherlands												
Scandinavia												
Rest of Europe												
Japan												
India												
China												
Rest of Asia												
Australia & Oceania												
Totals												
Staff Employed:	Fulltime Male	Casual Male	Fulltime Female	Casual Female	Fulltime Male	Casual Male	Fulltime Female	Casual Female	Fulltime Male	Casual Male	Fulltime Female	Casual Female
Zambian												
Foreign												
Total												

Submitter's Name	
Submitter's Signature	
Date Received	

Officer's Name/Position		Receiving Office Date Stamp
Officer's Signature		
Date Received		

Form XV
(Regulation 15)
(To be completed in duplicate)



The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Licensing) Regulations, 2016

ACCOMMODATION ENTERPRISE QUARTERLY RETURN

Reporting Months: From _____ to _____ Year: _____

License No.: _____ - _____ Date of Issue: _____ Renewal Date: _____

	<input type="checkbox"/> Original	<input type="checkbox"/> Amended	
	If amended, amendment Approval Number		
Sr. No	Description	Details	
2.	Unique Reference Number (URN)		
3.	Name of Tourism Enterprise		
4.	Postal Address	P O Box	
		District	
		Province	
5.	Physical Address	Plot / House No.	
		Street	
		Area	
		District	
		Province	
6.	E-mail Address		
7.	Telephone Details	Landline	
		Fax number	
		Mobile	

8. Establishment Type:

- Hotel

 Guesthouse

 Bed and Breakfast
 Lodge and safari camp

 Bush Camp

 Backpacker and Hostel
 Camping site and Caravan Park

 Self-catering

9. Brief description of facilities (if any changes)

Description of property, bedroom plans and grounds, stating extent and amenities. (indicate number and type of rooms/campsites/beds /single, double, twin, suites, including bed capacity)

	FIRST MONTH				SECOND MONTH				THIRD MONTH			
	Gross Turnover				Gross Turnover				Gross Turnover			
	No. of Clients	US Dollar	Zambian Kwacha	Other	No. Of Clients	US Dollar	Zambian Kwacha	Other	No. Of Clients	US Dollar	Zambian Kwacha	Other
Nationality												
Zambia												
Zambian Residents												
Zimbabwe												
South Africa												
Rest of Africa												
USA/Canada												
Rest of America												
UK												
Germany												
Italy												
Netherlands												
Scandinavia												
Rest of Europe												
Japan												
India												
China												
Rest of Asia												
Australia & Oceania												
Totals												
Staff Employed:	Fulltime Male	Casual Male	Fulltime Female	Casual Female	Fulltime Male	Casual Male	Fulltime Female	Casual Female	Fulltime Male	Casual Male	Fulltime Female	Casual Female
Zambian												
Foreign												
Total												
Capacity	Singles	Twins	Doubles	Suites	Singles	Twins	Doubles	Suites	Singles	Twins	Doubles	Suites
No. of Rooms:												
Rooms Available												
Beds Available												
Total												
Bed Occupancy %												
Room Occupancy %												

Submitter's Name	
Submitter's Signature	
Date Received	

Officer's Name/Position		Receiving Office Date Stamp
Officer's Signature		
Date Received		

Form XVI
(Regulation 16)
(To be completed in duplicate)



The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Licensing) Regulations, 2016

NOTICE OF APPEAL TO THE MINISTER

(1) Here
state the
reference
No. of the
application
(2) Attach
brief, if
necessary

IN THE MATTER OF (1) I hereby give notice of appeal
against the decision of the Board on the following grounds (2):

- (a)
- (b)
- (c)
- (d)

Dated thisday of 20.....

.....
Signature of Appellant

Form XVII
(Regulation 17)

(To be completed in duplicate)



The Tourism and Hospitality Act, 2015
(Act No. 13 of 2015)

The Tourism and Hospitality (Licensing) Regulations, 2016

REGISTER OF GUESTS

(This Form must be completed by Guests on Arrival)

ACCOMMODATION ESTABLISHMENT REGISTER

Car/Flight No.: Room No.: Room rate.:
Name (State Mr./ Mrs./ Miss in BLOCK LETTERS).....

Number of persons:..... Travelling as family YES NO

Permanent residential address:

Nationality: Date of arrival at Establishment:

Passport/ Travel Document/NRC No.

Purpose of stay at hotel:

- | | |
|---|--|
| <input type="checkbox"/> Holiday | <input type="checkbox"/> Business |
| <input type="checkbox"/> Meetings, Incentives, Conference or Events | <input type="checkbox"/> Visiting friends or relatives |
| <input type="checkbox"/> Study | <input type="checkbox"/> Other (specify) |

Date of arrival in Zambia:

Is this your first time in Zambia? YES NO

Proposed date of departure from hotel:

If not resident in Zambia the following details must be completed

Proposed date of departure from Zambia:

Address to which proceeding:

Signature of Guest:

FOR OFFICAL USE ONLY

Identity checked by:

Note

Please be informed that the Tourism and Hospitality Act, 2015, states in sections 50 (5) and 52 (3) as follows:

Register of Guests

50. (5) A person who knowingly makes a false statement in the register of guests commits an offence and is liable, upon conviction, to a fine not exceeding twenty thousand penalty units or to imprisonment for a period not exceeding three months, or to both.

Liabilities of hotel-keeper, proprietor or hotel administration

52. (3) Where a proprietor, hotelkeeper or hotel administration is liable to make good the loss of, or any damage to, goods and personal property brought to the accommodation establishment, the proprietor's, hotel-keeper's or hotel administration's liability to any guest shall not exceed such amount as may be prescribed in respect of any one article or in aggregate, except that a proprietor or hotelkeeper shall not be liable where—

- (a) the property was stolen, lost or damaged through the default, neglect or willful act of the guest;
- (b) the property was not deposited by, or on behalf of, the guest for safe custody with the proprietor, hotel-keeper or the proprietor's or hotel-keeper's employee or agent authorised or appearing to be authorised for the purpose and, if so required by the proprietor or hotel-keeper or that employee or agent, put into a container fastened or sealed by the depositor; or
- (c) at any time after the guest had arrived at the accommodation establishment, the property in question was not offered for deposit unless the proprietor, hotelkeeper or the proprietor's or hotel-keeper's employee or agent refused to receive it.

Money or valuables may be handed to the Manager for safe keeping.

SECOND SCHEDULE

(Regulation 18)

PRESCRIBED FEES

<i>Type of application</i>	<i>Type of tourism enterprise</i>	<i>Fee Units</i>
Application for licence	Tour Operation Business	20,000
	Amusement and Theme Parks	20,000
	Air Charter and Gliding Business	20,000
	Travel Agencies	20,000
	Car Hire	20,000
	Hunting Safari	20,000
	Boat Cruise	20,000
	House Boat/ Boatels	20,000
	Convention/Conference Centre	20,000
	Tour Guide local	10,000
	Tour Guide foreign	20,000
	Discotheque/Night Club	20,000
	Adventure Activities	20,000
	Outside Catering Services	20,000
	Events/ Exhibition Management	20,000
	Restaurant	20,000
Accommodation Establishment	5 Star Establishments (per bed /site)	400
	4 Star Establishments (per bed /site)	380
	3 Star Establishments (per bed /site)	360
	2 Star Establishments (per bed /site)	340
	1 Star Establishments (per bed /site)	320
	Un-graded Establishments (per bed /site)	300
	Application for renewal of licence	Tour Operation Business
Amusement and Theme Parks		20,000
Air Charter and Gliding Business		20,000
Travel Agencies		20,000
Car Hire		20,000
Hunting Safari		20,000
Boat Cruise		20,000
House Boat/ Boatels		20,000
Convention/Conference Centre		20,000
Tour Guide local		10,000
Tour Guide foreign		20,000
Discotheque/Night Club		20,000

	Adventure Activities	20,000
	Outside Catering Services	20,000
	Events/ Exhibition Management	20,000
	Restaurant	20,000
	Accommodation Establishment	
	5 Star Establishments (per bed /site)	300
	4 Star Establishments (per bed /site)	280
	3 Star Establishments (per bed /site)	260
	2 Star Establishments (per bed /site)	240
	1 Star Establishments (per bed /site)	220
	Un-graded Establishments(per bed /site)	200
	Application for transfer of licence	20,000
	Application for variation or amendment of licence	20,000
	Annual retention fee	10,000

LUSAKA

15th June, 2016

[MTA. 64/1/6]

J. KAPATA,
*Minister of Tourism
and Arts*

