

## **LEGAL NOTICE NO.4 OF 1999**

### **Accommodation, Catering and tourism Enterprises Regulations 1999**

In exercise of the powers conferred on me by section 49 of Accommodation, Catering and Tourism Enterprises, Act 1997<sup>1</sup>:

#### **O.H MOTAUNG**

Minister of Tourism, Sports and Culture make the following Regulations:-

#### **CITATION AND COMMENCEMENT**

1. These Regulations may be cited as the Accommodation, Catering and Tourism Enterprise Regulations 1999 and shall come into operation on the date of publication in the Gazette.

#### **INTERPRETATION**

2. In these Regulations unless the context otherwise require-  
“Board” means the Accommodation, Catering and Tourism Enterprise Board establishment under section 3 of the Act;

“the Act” means the Accommodation, Catering and Tourism Enterprise Act 1997.

#### **APPLICATION FOR A LICENSE**

3. (1) An application for a license pursuant to section 14 of the Act shall be addressed to the Chairman of the Accommodation, Catering and Tourism Enterprise Board and shall be as set out in Form 1 of the Schedule I.  
  
(2) No license shall be issued, unless the Board notifies the applicant for such a license in writing, of its approval of the location for operating such a license.

#### **PUBLICATION OF APPLICATION**

4. (1) The Chairman of the Board shall publish or cause to be published in the Gazette and in a national newspaper a list of all applications for licenses under the Act or these Regulations.  
  
(2) The list shall contain the following particulars in respect of each application-
  - (a) the name and address of the applicant;
  - (b) the type of license applied for;
  - (c) the location of the premises in respect of which the application is made;
  - (d) the place at which and the date or dates on which the Board will meet to consider the application, which date or dates shall not be earlier than the 21 days from the date of publication of the list in the Gazette and in a national newspaper;
  - (e) provided the 21 days shall start running from the date of the last publication.

#### **REPRESENTATIONS**

5. (1) An applicant or his representative shall be present at the meeting of the Board at which his application is to be heard:  
provided that where an applicant is represented, the representative shall produce before the Board the proof of his representation to the satisfaction of the Board.  
  
(2) A person wishing to oppose an application for a license, shall, at least 7 days before such application is considered give a written notice of his intention to do so to both the applicant and the Board specifying reasons for his opposition.

- (3) Where representations have been made to the Board in accordance with sub-regulation (2), the Board shall not grant application unless the person making the representation has been given the opportunity to be heard.

#### **HEARING IMPERATIVE**

6. The Board shall not turn down an application for a license before the applicant or his representative has been given an opportunity to be heard.

#### **FAILURE TO ATTEND CONSTITUTES HEARING**

7. (1) For the purpose of regulations 5(3) and 6, a person who having been notified fails to attend a meeting duly convened by the Board to consider the application, shall be deemed to have been heard.
- (2) The Board may, notwithstanding the representations of the applicant for, and the objector to a license, rely on the other evidence and grounds for its decision for the grant of or refusal to grant a license.
- (3) The Board may hear a person who has attended a meeting even though that person was not called

#### **PUBLICATION OF APPROVED APPLICATIONS**

8. The Chairman to the Board shall cause to be published in the Gazette a list of all approved applications and that list shall specify-
- (a) The type of license approved
  - (b) The address of the premises in respect of which the license is approved: and
  - (c) The conditions if any attaching to the license.

#### **LICENSE FEES etc.,**

9. (1) License issued by the Board shall be as set out in Form 3 of the schedule II.
- (2) The fees for license under the Act and for the renewal transfer and removal of licenses shall be as specified in the Schedule III.
- (3) No license shall be issued or renewed unless the appropriate fee has first been paid.
- (4) Subject to sub-regulation (5), license under the Act shall be issued by the Sub-Accountant upon receiving the list referred to in regulation 8 or upon the direction of the Chairman of the Board in the case of provisional licenses.

#### **FAILURE TO TAKE OUT OR RENEW LICENSE**

10. Where the fee referred to in sub-regulation 9 (3) is not paid within one calendar month from the date of publication in Gazette of the list of approved applications pursuant to regulation 8, the license shall not be issued and the application for the license shall be deemed to have been unsuccessful.

#### **CHANGES IN OWNERSHIP OR MANAGEMENT**

11. (1) Where there is a change in ownership or management of any of the enterprises under the Act the license shall at least 14 days before such change takes place, give notice in writing to the Board.
- (2) A person who contravenes sub-regulation (1) commits an offence, and shall be liable on conviction to a fine of M2000.00 or to 12 months imprisonment or to both.

## **CHAIRMAN NOT TO ISSUE LICENSE**

12. Pursuant to section 14(4) of the Act no license shall be issued under the Chairman's mandate.

## **PROVISIONAL LICENSES**

13. (1) The Board may issue provisional license where, in case of a renewal, there are no inspection report but previous reports indicate that the enterprise has met the minimum requirements and there has been a reason to believe that there is a change to the contrary.
- (2) A provisional license shall be valid for 3 months at the expiry of which an inspection shall be carried out.

## **CLOSURE OF PREMISES**

14. Pursuant to section 15 (1) of the Act, the police may, acting on instructions of the Board, close down the premises of an enterprise operating without a license.

## **SUSPENSION OF LICENSE**

15. (1) Where an applicant for a license has submitted a notice of suspension of operations and the license fees for the previous year have not been paid, the applicant shall first apply for grant in order to receive the enterprise.
- (2) Where no notice of suspension of operations has been issued, the applicant shall apply for a grant upon condition that he pays the license fees for the year in full.

## **AUTHORITY LETTER**

16. (1) The fees prescribed under regulation 9 (2) shall also be in the authority letter as prescribed in Form 1 of the Schedule III.
- (2) The signatories of the authority letter shall be the Chairman of the Board of the and the Director of Tourism.

## **OMMISSIONS**

17. Where an applicant has been omitted under regulation 4, the Board may issue a license if reports are available and satisfactory.

## **REPORTS**

18. The report referred to in section 17 of the Act shall be set out in Schedule V.

## **OPERATING HOURS**

19. Pursuant to section 40 of the Act, an enterprise shall operate within the relevant hours as set out in Form A of the Schedule VI.

## **STRUCTURAL ALTERATIONS TO LICENSED PREMISES**

20. No licenses shall make alterations to premises for which a license is in force except with the consent in writing of the Board.

## **REGISTER FOR LICENSES**

21. Pursuant to Section 41 (1) of the Act, the Chairman shall keep or cause to be kept a register of licenses issued under the Act which register shall constitute the following particulars-
- (a) The full names and address of the licensee;
  - (b) The type of license granted;

- (c) The location of the licensed premises;
- (d) The number of persons employed on the licensed premises;
- (e) The amount of investment capital employed in the business licensed.

## **OFFENCES AND PENALTIES**

22. (1) A licensee-
- (a) Who contravenes any provision of regulation 19 and the Schedule I of the Act;
  - (b) On whose licensed premises a person is at work in contravention of the Schedule I of the Act;
- Commits an offence.
- (2) Any person who contravenes Schedule I of the Act; or who operates the enterprise contrary to Regulation 19 commits an offence.
- (3) Where an offence is committed against regulation 19 by a servant of the licensee, the licensee, the Manager of the licensed premises, each shall be guilty of an offence.
- (4) A person who commits an offence under this regulation shall be liable on conviction to a fine of M2000.00 or to 2 years imprisonment to both.
- (5) Upon a second conviction of a licensee for an offence against regulation 19 and the Schedule I of the Act; the magistrate may order suspension or cancellation of the license.

## **REPEAL**

23. The Hotels and Restaurants Regulations 1985<sup>2</sup> are repealed

**O.H MOTAUNG**  
**Minister of Tourism, Sports and Culture**

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### **NOTE**

- 1. Act No. 13 of 1997
- 2. L.N. No. 4 of 1985

### **SCHEDULES**

<b>Schedule I</b>	-	<b>Prescribed forms/Application forms</b>
<b>Schedule II</b>	-	<b>License Certificates</b>
<b>Schedule III</b>	-	<b>Fees and penalties, Authority letter</b>
<b>Schedule IV</b>	-	<b>Procedures</b>
<b>Schedule V</b>	-	<b>Inspection forms</b>
<b>Schedule VI</b>	-	<b>Days and Hours of operation</b>

**SCHEDULE I**

**REGULATION ( )**

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.....  
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.....

**Dear Sir/Madam**

**APPLICATION FOR A GRANT OF LICENSE**

**1. Particulars of Applicant(s)**

**Name:-**.....  
**Address (Postal)** .....  
**(Physical)** .....  
**Telephone** .....

**2. Location of premises.**

**3. Type of license applied for** .....

**4. The following requirements are attached hereto:-**

**i. Three copies of a building plan drawn to scale showing:-**

- (a) Date of approval by Lesotho Tourist** .....
- (b) Date of approval by the Department of Public Health/(c) Maseru City Council**

**ii. (d) Form C2/lease/sub-lease/(please state)** .....

**iii. (e) Memorandum and Articles of Company:-date** .....  
**reg.number** .....

**iv. (f) Deed of partnership:-date** .....  
**reg. number** .....

**5. In case of company/or partnership give full names of Directors or Partners:-**

.....  
.....  
.....  
.....

**6. Fees M** .....

**Date** .....

**Signature:-** .....

**Applicant**

**SCHEDULE I**

**Application for a licence to keep or manage Tourism establishment or Tourism Enterprise**

**(Regulation)**

**I ..... hereby apply in terms of section ..... of the Accommodation, Catering and Tourism Enterprise Act for a licence to keep or manage the under mentioned Tourism Enterprise or Establishment.**

- 1. Name of Establishment or Enterprise**  
.....
- 2. Address** .....  
.....  
.....
- 3. Name of Proprietors (if partnership give names, if Limited give names of Directors)**  
.....  
.....
- 4. Name of Manager** .....
- 5. Experience of proprietor or manager in keeping or managing and Establishment or Enterprise.**  
.....
- 6. Location of business premises** .....  
.....
- 7. Rateable valuation of property** .....
- 8. (i) number of rooms**  
**(ii) seating capacity**

**Date:** ..... **Signature:** .....

- **Delete as applicable**

**SCHEDULE I**

**Application for Renewal of a licence**

**(Regulation)**

**I ..... hereby apply in terms of section ..... of the Accommodation, Catering and Tourism Enterprise Act for a renewal of licence to keep or manage the under mentioned Tourism, Enterprise or Establishment.**

**1. Name of establishment or Enterprise**

.....

**2. Address .....**

.....

.....

.....

**3. Name of proprietors (if partnership give names, if limited give names of Directors)**

.....

.....

**4. Name of proprietor or manager in keeping or managing an establishment or Enterprise**

.....

**5. We certify that the particulars of the establishment or Enterprise are the same as those set out in the last application for a licence/renewal of the Establishment or Enterprise, with the exception of the changes and structural alterations set out in the attached statement.**

**Signature of present holder of licence .....**

**Signature of transferee .....**

**Date: .....**

SCHEDULE I

REGULATION ()

Application for transfer of licence to keep or manage a Tourism Establishment or Enterprise.

(Regulation)

We, the undersigned, being respectively the present holder of and intended transferees of the licence for Tourism Establishment or Enterprise to which this application refers, hereby apply for the transfer of the licence from the present holder to the transferee stated herein:-

1. Name of Establishment or Enterprise .....

2. Address .....  
.....  
.....

Telephone: .....Fax: .....

3. Name of present licence holder .....

4. Licence number .....

5. Issued on .....

6. Name(s) of transferees .....

Address of transferee(s) .....  
.....  
.....

7. Prescribed fee .....  
Receipt number and date .....

8. We certify that the particulars of the Establishment or enterprise are the same as those set out in the last application for a licence/renewal of the Establishment or Enterprise, with the exception of the changes and structural alterations set out in the attached statement.

Signature of Present holder of licence .....

Signature of transferee .....

Date: .....



**SCHEDULE I**

**Application to remove a licence from the present premises/location to the under mentioned location/premises.**

**(Regulation)**

**1. Proposed location .....**

**1.1 Address:** .....  
.....  
.....  
.....

**2. Previous location .....**

**2.1 Address:** .....  
.....  
.....  
.....

**3. Rateable valuation of property .....**  
.....

**4. Number of rooms .....**  
**Seating capacity .....**

**Date: ..... Signature: .....**

**\* Delete as applicable**

**SCHEDULE I**

**REGULATION ( \_\_\_\_\_ )**

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.....  
.....

**Dear Sir/Madam**

**APPLICATION FOR A VARIATION OF LICENCE**

- 1. Particulars of Applicant(s) .....**  
**Name:- .....**  
**Address (Postal) .....**  
**(Physical) .....**
- 2. Licence held .....**
- 3. Location of premises .....**
- 4. Type of licence sought .....**
- 5. Please attach:-**  
**a plan if there are structural adjustments**
- 6. Variation fee- M30.00**

\_\_\_\_\_  
**Signature of Applicant**

**Date:** .....

**SCHEDULE II**

**Licence Certificate for Accommodation, Catering and Tourism Enterprises Act 1997**

**Licence is hereby granted to/transferred to/removed from:-**

.....  
.....  
.....**of**  
.....**(address of licensee)**  
.....  
.....  
.....  
.....

**to carry on a Tourism Establishment .....**

.....**Business at ( Location of business premises) .....**

.....  
.....

**State whether Urban or Rural .....**

.....  
.....  
.....

**Fee M .....**

**This licence is valid up to the date of its issue of each year and is subject to the Accommodation, Catering and Tourism Enterprises Act 1997**

.....  
.....  
.....

.....  
**Official Stamp**

.....  
**Licensing Officer**

**SCHEDULE III**

**AUTHORITY LETTER**

**Ministry of Tourism  
Sports and Culture  
P.O Box 52  
MASERU- 100**

**REF: .....**

**.....**

**Dear sir/Madam**

**RENEWAL/GRANT FOR THE YEAR**

**At its sitting on the .....at ..... the  
Accommodation Catering and Tourism Enterprises Board approved your  
renewal/grant for .....situated at.....**

**Kindly pay a total fee of M ..... the fee is payable at the Ministry of Tourism,  
Sports and Culture in Maseru or Sub-Accountancy in all districts.**

<b><u>Type of Licences</u></b>	<b><u>Licence Fee</u></b>
<b>1. Camp-site Licence</b>	<b>M 350.00</b>
<b>2. Hotel Licence</b>	<b>M1000.00(urban)</b>
	<b>M600.00 (rural)</b>
<b>3. Lodge Licence</b>	<b>M400.00</b>
<b>4. Restaurant Licence</b>	<b>M300.00 (urban)</b>
	<b>M200.00 (rural)</b>
<b>5. Self Catering establishment licence</b>	<b>M400.00</b>
<b>6. Bed and Breakfast Licence</b>	<b>M100.00</b>
<b>7. Youth Hostel licence</b>	<b>M100.00</b>
<b>8. Resort licence</b>	<b>M400.00</b>
<b>9. Motel licence</b>	<b>M350.00</b>
<b>10. Catering licence</b>	<b>M400.00</b>
<b>11. Guest House</b>	<b>M400.00</b>
<b>12. Disco</b>	<b>M500.00</b>
<b>13. Night club</b>	<b>M500.00</b>

**Yours faithfully,**

\_\_\_\_\_  
**CHAIRMAN OF ACCOMMODATION  
AND CATERING BOARD**

\_\_\_\_\_  
**DIRECTOR OF TOURISM**

**NOTE: The condition under which the renewal of your licence has been approved  
are as stated below:**

## SCHEDULE III

**PROPOSED LICENCE FEES**

<b>TYPE</b>	<b>APP. FEE</b>	<b>LICENCE</b>	<b>LIQOUR LICENCE</b>	<b>PENALTY</b>
<b>1. Tavern</b>	<b>M60</b>		<b>M300</b>	<b>20% of the fees per month or part thereof (after 3 months)</b>
<b>2. Public Bar</b>	<b>M60</b>		<b>M400</b>	<b>¼ of licence fee payable for winding up</b>
<b>3. Disco</b>	<b>M60</b>	<b>M400</b>	<b>M1000</b>	<b>¼ of licence fee for provisional licence</b>
<b>4. Night Club</b>	<b>M60</b>	<b>M400</b>	<b>M1000</b>	
<b>5. Motel</b>	<b>M60</b>	<b>M350</b>	<b>M500</b>	
<b>6. Lodge</b>	<b>M60</b>	<b>M400</b>	<b>M1000</b>	
<b>7. Shebeen</b>	<b>M60</b>		<b>M150</b>	
<b>8. Resort</b>	<b>M60</b>	<b>M400</b>	<b>M1000</b>	
<b>9. Camp Site</b>	<b>M60</b>	<b>M350</b>	<b>M500</b>	
<b>10. Hotel</b>	<b>M60</b>	<b>M1000(URB) M600 (RUR)</b>	<b>M1000(URB) M1200(URB) M1000(RUR)</b>	
<b>11. Restaurant</b>	<b>M60</b>	<b>M300 (URB) M200 (RUR)</b>	<b>M400 M400</b>	
<b>12. Self Catering</b>	<b>M60</b>	<b>M400</b>		
<b>13. B &amp; B</b>	<b>M50</b>	<b>M100</b>		
<b>14. Youth Catering</b>	<b>M50</b>	<b>M100</b>		
<b>15. Catering licence</b>	<b>M60</b>	<b>M400</b>	<b>M400</b>	
<b>16. Guest House</b>	<b>M60</b>	<b>M400</b>		
<b>17. Off-Sales</b>	<b>M60</b>		<b>M1200</b>	
<b>18. Club</b>	<b>M60</b>		<b>M400</b>	
<b>19. Service Canteen</b>	<b>M60</b>	<b>M60</b>	<b>M400</b>	
<b>20. H.Manager's Fee</b>			<b>R200 per occasion R400 unlicensed holder</b>	
<b>21. Permit</b>	<b>M50</b>			

<b>22. Duplicate Licence</b>		<b>M100</b>		
<b>23. Transfer</b>	<b>R400 per establishment R200 per subsequent establishment</b>			
<b>24. Removal</b>	<b>R400 per establishment M200 per subsequent establishment</b>			

**SCHEDULE VI****DAYS AND HOURS OF OPERATION****ACCOMODATION**

<b>5. Hotel Room Service</b>	<b>24hours 24hours</b>
<b>6. Camp Site</b>	<b>7am-7pm</b>
<b>7. Lodge</b>	<b>24hours</b>
<b>8. Restaurant Weekends and Public Holidays</b>	<b>6am-11pm 7am-10pm</b>
<b>9. Self Catering</b>	<b>7am-10pm</b>
<b>10. Bed and Breakfast</b>	<b>7am-10pm</b>
<b>11. Youth Hostel</b>	<b>7am-10pm</b>
<b>12. Resort</b>	<b>24hours</b>
<b>13. Motel- Accommodation Petrol</b>	<b>7am-10pm 24hours</b>
<b>14. Guest House</b>	<b>7am-10pm</b>

## SCHEDULE VI

## DAYS AND HOURS OF OPERATION

LIQOUR

1. Hotel	-	10:00am- 1:00am (Urban)
Sunday & Public Holiday	-	10:00am-11:00pm
Sunday & Public Holiday	-	10:00am-11:00pm (Rural)
	-	10:00am-10:00pm
6. Off-Sales	-	8:00am-8:00pm
Sunday & Public Holiday	-	8:00am-2:00pm
7. Tavern	-	10:00am-10:00pm
Sunday & Public Holiday	-	10:00am-8:00pm
8. Restaurant	-	10:00am-12:00pm
Sunday & Public Holiday	-	10:00am-11:00pm
9. Lodge	-	10:00am-11:00pm
Sunday & Public Holiday	-	10:00am-10:00pm
10. Public Bar	-	10:00am-12:00pm
Sunday & Public Holiday	-	10:00am-11:00pm
11. Resort	-	10:00am-11:00pm
Sunday & Public Holiday	-	10:00am-10:00pm
12. Canteen	-	10:00am-12:00pm
Sunday & Public Holiday	-	10:00am-11:00pm
13. Motel	-	10:00am-8:00pm
Sunday & Public Holiday	-	10:00am-11:00pm
14. Club	-	7:00pm-6:00am
Sunday & Public Holiday	-	10:00am-8:00pm
15. Disco	-	7:00pm-6:00am
16. Shebeen	-	10:00am-8:00pm
Sunday & Public Holiday	-	10:00am-8:00pm



**SCHEDULE V**

**MASERU CITY COUNCIL**  
**ENVIRONMENTAL HEALTH DIVISION**

**INSPECTION REPORT**

**TYPE OF BUSINESS** .....

**OWNER** .....

**LOCATION** .....

**ADDRESS** .....

**DATE AND TIME OF INSPECTION** .....

**NAME OF HEALTH OFFICER** .....

**INSPECTION CARRIED OUT IN THE PRESENCE OF** .....

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**EXTERNAL DESCRIPTION**

**SURROUNDINGS** .....

**REFUSE STORAGE** .....

**TYPE OF BUILDING** .....

.....

**INTERNAL DESCRIPTION**

**A. KITCHEN:-**

- 1. Ceiling** .....
- 2. Walls** .....
- 3. Floor** .....
- 4. Light and equipment** .....
- .....
- 5. Fitting and equipment** .....
- .....

**B. DINNING ROOM/BAR**

- 1. **Ceiling** .....
- 2. **Walls** .....
- 3. **Floor** .....
- 4. **Light and ventilation** .....  
.....
- 5. **Fitting and equipment** .....  
.....

**C. STOREROOM AND PANTRY**

- 1. **Ceiling** .....
- 2. **Walls** .....
- 3. **Floors** .....
- 4. **Light and ventilation** .....  
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.....

**(In case of Hotels, Lodges etc,,)**

**D. RECEPTION** .....

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**E. ROOMS** .....

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.....

**F. HALLS** .....

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.....

**G. BARS** .....

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**H. LAUNDRY** .....

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**I. SANITARY FACILITIES .....**

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**J. PERSONNEL/SECURITY .....**

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.....

**K. COMMENTS .....**

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.....

**SIGNATURE OF HEALTH OFFICER .....**

**OFFICIAL DATE STAMP**

**SCHEDULE V**

**NAME OF APPLICANT** .....

**NAME AND TYPE OF BUSINESS** .....

**LOCATION OF BUSINESS** .....

**DATE OF INSPECTION** .....

**NAME OF POLICE OFFICER INSPECTING** .....

**(a) Description/findings of:-**

**(i) Premises** .....

.....  
.....

**(ii) Building** .....

.....  
.....

**(iii) Furniture** .....

.....  
.....

**(b) (i) State whether the applicant a fit proper person to hold the license:**

.....  
.....  
.....

**(ii) Describe character of applicant:** .....

.....

**(c) Personnel/Security:** .....

.....  
.....

**(d) Is a grant/renewal of licence for public convenience or not:**

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.....

**(e) Is the applicant true owner of the business or not:**

.....

**(f) If for renewal how was a business conducted during the licensed period?**

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.....  
.....

**Comments:** .....

.....  
.....  
.....

**Inspection was carried out in the presence of** .....

.....

**Signature of inspecting officer**.....

**N.B:-**

**NOTE:-**

**Date Stamp**

**(i) FORM COMPLETED BY W/O'S UPWARDS**

**(ii) PLEASE READ THE RELEVANT SECTION FIRST**

<b>2.8 Garbage should not be allowed to accumulate</b>	
<b>2.9 All kitchen equipment must be kept clean and in good condition</b>	
<b>2.10 No chipped or cracked crockery and glassware maybe used</b>	
<b>2.11 Food provided must be of good quality properly cooked and attractive presented</b>	
<b>2.12 Doors into and out of the kitchen should be screened from guests in dining room.</b>	
<b>2.13 Kitchen to be kept free of insects and rodents</b>	
<b>2.14 Adequate cold rooms and/or refrigerator be provided</b>	
<b>2.15 Separate sink with hot and cold running water for washing pots and pans to be provided</b>	
<b>2.16 At least two utensils washing sinks or dish washing machine</b>	
<b>2.17 Kitchen and approaching areas must be maintained in hygienic condition at all times</b>	
<b>3 PANTRIES AND FOOD STORAGE ROOMS</b>	
<b>3.1 Floor to be of imperious material</b>	
<b>3.2 All walls to be tiled or oil painted</b>	
<b>3.3 Shelves to be of imperious material (preferably of stainless steel) or uncracked wood</b>	
<b>3.4 Store to be free of rodents and insects</b>	
<b>3.5 Flour should be kept in flour-bins</b>	
<b>4 TOILETS</b>	
<b>4.1 Separate toilets for men and women</b>	
<b>4.2 Washing basin with hot and cold running water</b>	
<b>4.3 A mirror in the ladies toilet to be provided</b>	
<b>4.4 Adequate supply of toilet requisites (e.g towels, soaps, toilet paper, sanitary disposal bins and disinfectants)</b>	
<b>5 GENERAL</b>	
<b>5.1 Adequate fire fighting appliances to be provided</b>	
<b>5.2 Restaurant license to be displayed prominently</b>	
<b>5.3 Staff shall be attired in acceptable waiting uniform, which shall be clean, comfortable, freshly laundered and in good repair at all times</b>	
<b>5.4 Valid health certificates for all personal</b>	
<b>5.5 First-aid facilities must be available</b>	

<b>5.6 The inside and outside of the building must at all times be clean and in good repair</b>	
<b>5.7 Proper indication signs (e.g cloakroom signs) to be provided</b>	

**GENERAL COMMENTS:**

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**INSPECTION WAS DONE IN THE PRESENCE OF:** \_\_\_\_\_

**SCHEDULE IV**  
**SAVINGRAM**

**FORM A**  
**G.P.139**

**RECEIVED DATE STAMP**

**FROM:** .....

**TO:** **LTB, HEALTH, POLICE**

**REF. NO.:** **TSC/164**

**SIGNED** .....  
**(Full Signature)**

**NAME:** .....  
**(Typed)**

**DATE:** .....  
**GPL**

---

**APPLICATION FOR LOCATION**

..... **has applied for a grant for**  
..... **at** .....

**Please inspect the location and provide this office with inspection reports.**



**SCHEDULE IV**

.....  
.....  
.....  
.....

**The Chairman  
Liquor Licensing Board  
Ministry of Tourism  
Sports and Culture  
P.O Box 52  
MASERU 100**

**Dear Sir/Madam**

**LOCATION INSPECTION REPORT**

**Inspection for location at ..... of  
..... on .....**

- **The inspection revealed the following conditions of \*Public Health, \*Tourism or \*Security:-**

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....

**Yours faithfully,**

.....  
**Copy: Director- MCC, Tourism, Police  
Business Owner**

**\*Delete whichever is not applicable**

**SCHEDULE IV**

**Ministry of Tourism  
Sports and Culture  
P.O Box 52  
MASERU-100**

**Ref. No. : .....**

.....

.....  
.....  
.....  
.....

**Dear Sir/Madam**

**APPROVAL OF LOCATION**

**I am directed by the Accommodation, Catering and Tourism Enterprise Board to inform you that your application for the location to develop (type of licence) .....  
On the site number .....situated at ..... has been approved. The following condition shall apply, however (if any).**

.....  
.....  
.....  
.....  
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.....  
.....  
.....  
.....

**Yours faithfully,**

\_\_\_\_\_  
**CHAIRMAN ACCOMMODATION, CATERING AND  
TOURISM ENTERPRISES BOARD**

**SCHEDULE IV**

**FORM D**

**G.P. 139**

**SAVINGRAM**

**RECEIVED DATE STAMP**

**FROM:** .....

**TO:** .....

**REF. NO.:** .....

**SIGNED:** .....  
**(Full Signature)**

**NAME:** .....  
**(Typed)**

**FILE NO:.....**  
**(Receiving Min/Dept.)**

**DATE:** .....  
**GPL**

---

**RE: INSPECTION OF BUSINESS PREMISES**

**The above mentioned applicant has a .....**  
**at .....**

**Your good office is requested to inspect the said premises and provide this office with the inspection reports.**

**Please check the following:-**

.....  
.....  
.....  
.....  
.....  
.....

**SCHEDULE IV  
(PROCEDURES)**

**G.P.139**

**SAVINGRAM**

**RECEIVED DATE STAMP**

**FROM:** .....

**TO:** .....

**REF.NO:** .....

**SIGNED:** .....  
**(Full Signature)**

**NAME:** .....  
**(Typed)**

**FILE NO: .....**  
**(Receiving Min/Dept)**

**DATE:** .....  
**GPL**

**RE: INSPECTION OF:** \_\_\_\_\_

**Applicant for the above establishment, .....at  
.....whose contact person is .....has  
informed the Board that he has met all the requirements for issue of a licence.**

**We therefore request you to inspect the premises and provide the Licensing section  
with inspection reports for further processing.**

**SCHEDULE IV**

**Ministry of Tourism  
Sports and Culture  
P.O. Box 52  
MASERU-100**

**REF.NO:** .....

.....

.....  
.....  
.....  
.....

**Dear Sir/Madam**

**APPROVAL OF TRANSFER/REMOVAL**

**You are hereby notified that your transfer/removal has been approved subject to pay of  
M .....**

**Yours faithfully,**

.....  
**Chairman**

**SCHEDULE IV**

**Ministry of Tourism  
Sports and Culture  
P.O. Box 52  
MASERU-100  
Lesotho**

**REF.NO:** ..... ..

.....  
.....  
.....  
.....

**Dear Sir/Madam**

**APPROVAL OF REMOVAL**

**I am directed by the Accommodation, Catering and Tourism Enterprises Board to inform you that your application for removal of your licence from .....  
.....to.....has been approved.**

**Therefore you are expected to pay for the following issue of licence:**

- 1.** .....
  - 2.** .....
  - 3.** .....
  - 4.** .....
  - 5.** .....
- TOTAL** .....

**Yours faithfully,**

.....  
**CHAIRMAN ACCOMMODATION, CATERING  
AND TOURISM ENTERPRISES BOARD**

**SCHEDULE IV**

**G.P.139**

**SAVINGRAM**

**RECEIVED DATE STAMP**

**FROM:** .....

**TO:** .....

**REF.NO:** .....

**SIGNED:** .....  
**(Full Signature)**

**NAME:** .....  
**(Typed)**

**FILE NO:.....**  
**(Receiving Min/Dept.)**

**RE: SUSPENSION OF BUSINESS OPERATION**

**Please be informed that operator .....intends to suspend operation of his/her business(es) until further notice.**

**Your good office is therefore requested to inspect these premises in order to determine and verify the state of affairs. The inspection reports should be forwarded to this office.**

**SCHEDULE IV**

**Ministry of Tourism  
Sports and Culture  
P.O. Box 52  
MASERU-100  
Lesotho**

**REF.NO:.....**

.....

.....  
.....  
.....  
.....

**Dear Sir/Madam**

**WITHDRAWAL OF SUSPENSION**

**You are hereby notified that your suspension for operation of your enterprise has been withdrawn. You are required to pay an amount of M.....to receive it.**

**Yours faithfully,**

.....  
**f/The Chairman**