

REPUBLIC OF KENYA

HOTEL AND RESTAURANTS AUTHORITY

*Application for licence or variation of a licence for Hotels and Restaurants under the Hotel and Restaurants Act (Cap 494)*

- 1) Application for a .....Licence
- 2) Applicants name.....
- 3) Name under which business is carried on .....
- 4) (a) Postal address at which business is carried on.....
- (b) L.R. No .....Plot No. ....
- Section .....Street / Road .....
- 5) (a) If a sole proprietor, state full name and addresses of all partners.....
- (b) If in partnership, give full names and addresses of all partners.....
- (c) If a limited liability company give names and addresses of directors and of ten largest shareholders.....
- 6) State age, country of birth and present nationality of the persons mentioned in paragraph 5 above.....
- 7) state whether applicant is the:
  - (a) Owner .....
  - (b) Lesser .....
- 8) (a) attach your current tariff
- (b) If tariff is full Board, what would you change if you included bed and breakfast only? .....

- 9) Service charge (in percentage) .....
- 10) Low season rates .....
- 11) Total number of beds .....
- 12) Name and address of the applicant's banker(s) .....
- 13) In the case of restaurants, total sales for the past financial year .....
- 14) Attach Photostat copy of your current Restaurant or Eating – house licence.....  
.....
- 15) A copy of current menu should be sent to the authority when returning this application form.
- 16) If this application is for the variation of an existing licence, the details of the variation required and the reasons.....  
.....  
.....
- 17) If a licence has been held previously, the reasons for any material difference between the particulars given in this application and the previous one.....  
.....
- 18) Does or will your hotel receive any tourist direct from outside Kenya?.....
- 19) Have you been refused a licence under the above Act before? .....

I hereby apply for a licence / Variation of a licence to carry on the hotel / restaurant business particulars of which are set out in paragraphs 3 and 4 above. I declare that the information given in this application is true and complete in all respects. I have read and understood section 5 (8) of the Act, which is printed below:

*Section 5 (8) of the Hotels and Restaurants Act (Cap 494)*

Any person who makes or causes to be made, either orally or in writing, any declaration or representation which he knows or has reasons to believe to be false for the purpose of obtaining a licence or the variation of a licence shall be guilty of an offence and liable to imprisonment for a term not exceeding six months or to a fine not exceeding five thousand shillings or to both such imprisonment and fine.

.....  
(signature of the applicant)

Date .....

GPK (L)

REPUBLIC OF KENYA

HOTELS AND RESTAURANTS AUTHORITY

APPLICATION FOR A LICENCE OR VARIATION OF A LICENCE UNDER THE HOTELS AND RESTAURANTS ACT (CAP 494)

(Application for Hotel managers)

- 1) (a) Applicant's full names... (b) Normal place of residence...
2) Nationality and Age...
3) If non citizen, how long have you been in Kenya?...
4) What languages do you speak?...
5) Give details of training, if any, in the hotels and restaurants industries...
6) give full names and addresses of the establishments you have previously worked in, the length of service at each such establishment and in what capacity...
7) has any complaint been made to the Hotels and Restaurants Authority regarding any of the hotels in which you received your training or of which you have been in charge? If so, state particulars in full...
8) (a) State the name of the hotel for which application is made... L.R. Plot... Section Town / City / District... (b) Attach supporting letter from prospective employer...

9) if applying for variation of licence produce the current licence and give reasons for variation.....  
.....  
.....

10) Have you been granted or refused a licence under this Act? if granted give details and number of licence .....  
.....  
.....

I hereby apply for a licence / variation of a licence to carry on the hotel business particulars of which are set out in paragraph 8 above. I declare that the information given in this application is true and complete in all respects. I have read and understood section 5(8) of the Act, which is printed below:

*Section 5 (8) of the Hotels and Restaurants Act (Cap, 494)*

Any person who makes or causes to be made, either orally or in writing, any declaration or representation which he knows or has reasons to believe to be false for the purpose of obtaining s licence or the variation of a licence shall be guilty of an offence and liable to imprisonment for a term not exceeding six months or to a fine not exceeding five thousand shillings or to both such imprisonment and such fine.

.....

*(Signature of applicant)*

Date .....