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**THE HOTELS AND TOURIST ESTABLISHMENTS
(TRADITIONAL BUILDINGS)
REGULATIONS, 1993 AND 2000**

(English translation and consolidation)

**Office of the Law Commissioner
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ΓΕΝ (Α) – Π.Ι.

NICOSIA

**THE HOTELS AND TOURIST EST ABLISHMENTS
(TRADITIONAL BUILDINGS)
REGULATIONS,1993 AND 2000**

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**THE HOTELS AND TOURIST ESTABLISHMENTS LAWS,
1969 TO 2000**

Regulations made under section 22.

40 of 1969
52 of 1970
17 of 1973
34 of 1974
28 of 1985
42 (I) of 1995
80 (I) of 1995
16 (I) of 1999
68 (I) of 1999
91 (I) of 2000
170 (I) of 2000.

In exercise of the powers vested in it by section 22 of the Hotels and Tourist Establishments Laws, 1969 to 2000, the Council of Ministers makes the following Regulations:

Short title.
Official Gazette
of the Republic,
Supplement III(I):
11.8.1993.
Supplement III(I):
30.6.2000.

1. These Regulations may be cited as the Hotels and Tourist Establishments (Traditional Buildings) Regulations, 1993 and 2000.

**PART I
INTRODUCTORY PROVISIONS**

Interpretation.

2.-(1) In these Regulations unless the context otherwise requires-

«business» means the building operating as a hotel business (hotel or tourist establishment) and which operates within traditional buildings, pursuant to subsection (5) of section 3 and subsection (7) of section 18 of the Law;

40 of 1969.

«Law» means the Hotels and Tourist Establishments Law, 1969 and includes any law amending or substituted for the same;

«owner of the business» means the owner of the business managing the same or the business manager and includes every employee authorised by him.

(2) All other terms and expressions shall have the meaning assigned to them by the Law.

**PART II
CLASSIFICATION, LICENCE, PRICES AND
PARTICULARS OF GUESTS**

Classification.

3.-(1) The Board of Directors shall proceed with the classification of the business, following an examination as to the concurrence of the conditions and requirements provided by these Regulations.

(2) The examination shall be carried out by the Committee, through its members or by Officers of the Organisation authorised in that behalf or by

other persons authorised by the Board of Directors, in the presence of the owner of the business or a representative thereof.

(3) The decision of the Committee upon the examination shall be submitted duly reasoned to the Board of Directors, which shall proceed with the classification.

(4) Every owner of a business shall submit to the Organisation any particulars, forms and information, at the request of the Organisation.

(5) The submission of any false or misleading particulars, forms or information on behalf of the owner of the business shall give the right to the Board of Directors to revoke the licence to operate the business.

Licence to operate.

4.-(1) The licence to operate shall be issued upon the classification, in the name of the owner of the business, and shall refer to a particular business and shall be transferable to the beneficiaries or heirs thereof.

First Table. Form.

(2) The licence to operate shall be issued in the form set out in the First Table.

(3) The licence shall expire on the 31st of December of the year of issue and shall be renewed upon renewal of the classification and the payment of fees pursuant to the Law.

(4) The non timely renewal of the licence to operate shall be deemed to be a tacit prolongation of the intervening period, except where no renewal of the classification is granted.

Fees. Second Table.

5.-(1) The fees payable by the owner of the business for the issue or renewal of a licence, or for a copy thereof shall be those set out in the Second Table.

(2) The fees referred to in subsection (1) above shall be paid by the owner of the business upon the issue or renewal of a licence or the receiving of a copy of the licence, as the case may be.

Third Table.

(3) The fees payable by the owner of the business upon the submission of the plans for approval, in accordance with section 5 of the Law, shall be those set out in the Third Table.

Name of Business.

6. Every business shall have its own name and it may be declared in the application for the approval of the architectural plans submitted to the Organization.

Fixed Prices.

7.-(1) Fixed prices shall be those referred to in section 10 of the Law.

(2) Fixed prices shall be made of:

- (a) the price for accommodation;
- (b) the price for breakfast or the main meals;
- (c) the service charges;
- (d) the extra charge on the price for accommodation due to the use of an air cooling installation where there is such installation and is placed at the disposal of the guests;
- (e) the percentage payable to the Organization, in accordance with subsection (7) of section 10 of the Law and section 14 of the Catering and Entertainment Establishments Law; and
- (f) the accommodation fees payable to local authority organisations as provided by law.

29 of 1985
214 of 1991
104(I) of 1999
90(1) of 2000.

Accounts.

8.-(1) A numbered account shall be issued by the owner of the business to every guest for every service rendered to him.

(2) Copies of the accounts issued shall be kept by the owner of the business for a period of eighteen months from the date of their issue.

(3) The owner of the business shall keep records of payments showing the amounts collected by the business and shall furnish the same in accordance with circular guidelines of the Organisation.

Payment of percentages.
Official Gazette.
Supplement III(I):
30.6.2000. *
29 of 1985.

9.-(1) The owner of the business shall submit to the Organisation every three months the percentages collected or charged pursuant to the provisions of subsection (7) of section 10 of the Law, as well as the percentages pursuant to section 14 of the Catering and Entertainment Establishments Law.

Official Gazette,
Supplement III(I):
30.6.2000. *

(2) These percentages shall be submitted to the Organisation until the twenty-fifth day of the immediately following month, which follows every immediately preceding three month period together with the corresponding particulars referred to in paragraph (3) of Regulation 8.

(3) For the application of the provisions of paragraphs (1) and (2) of this Regulation, every owner of a business, must follow the circular guidelines of the Organisation issued for the purpose and submit thereto any particular or form which may be required of him.

(4) Every person authorised by the Organisation may, at any reasonable time and after notice, enter the business premises, to inspect and examine any relevant books and receive from the owner of the business or any authorised representative thereof copies or extracts therefrom, as well as any other information which he may reasonably consider necessary for ascertaining whether the provisions of this Regulation have been complied with.

* These Regulations shall come into force on 1st July 2000.

Particulars and statistics of guests.

10.-(1) The owner of the business shall keep a special printed document in accordance with notification of the Organisation and shall enter therein particulars concerning the name, address, nationality, occupation, date of arrival and departure, as well as any other particular, which may be prescribed by the Organisation, in respect of every person staying at the business and shall present the same for inspection to any appropriate authority.

(2) The owner of the business-

- (a) shall submit any statistical data concerning the number of guests who have stayed at the business in compliance with circular guidelines of the Organization;
- (b) shall place in a conspicuous place of the business any circular and bring to the attention of guests the content of any guidelines of the Organisation, if the Organisation so requires.

Offences and penalties.

11. Any person who contravenes any of the provisions of Regulations 3(4), 8, 9 and 10 or omits to comply therewith shall be guilty of an offence and shall be liable on conviction to imprisonment not exceeding six months or to a fine not exceeding three hundred pounds or to both such penalties.

PART III BUILDINGS, INSTALLATIONS, PLANS AND REMAINING CONDITIONS

Building of the business.

12.-(1) Every business may consist of independent buildings or part of a building or a group of self-contained buildings constituting a centralised whole.

(2) Subject to the provisions of any other law in force, the business must be facilitated by basic modern amenities, with the construction of relevant installations and private bathrooms, toilets, installations of electricity, water supply, sewage as well as telephone installation, where the circumstances allow it.

(3) The number, as well as the equipment of bathrooms and toilets shall be analogous to the needs and capacity of the business. In addition the shape and type of installations shall be prescribed in every case by the Organisation, depending on the available capacity and the architectural form of the building in such a way so as to minimise any changes therein.

(4) Where the capacity of the business exceeds ten bedrooms there must be a private reception and registration hall for guests.

Drawing up of plans.

41 of 1962
7 of 1964
43 of 1966
41 of 1968
84 of 1968
5 of 1970
49 of 1976
69 of 1984
113 of 1985
75 of 1988
88 of 1991
49(1) of 1992.

13.-(1) The drawing up of plans must be made by an architect or a civil engineer registered in the registry of the Architects and Civil Engineers pursuant to the provisions of the Architects and Civil Engineers Law.

(2) The plans shall be submitted to the Organisation at the minimum scale of 1:100 and show the current condition as well as the proposed arrangement of the building.

(3) Notwithstanding the provisions of any other Law in force, the approval of the plans shall be within the discretion of the Committee.

Suitability of building.

14. The criteria for the approval of suitability of the building by the Board of Directors for the purposes of application of subsection (5) of section 3 and subsection (7) of section 18 of the Law, shall be inter alia-

- (a) the special architectural character of the building;
- (b) the purpose of creating such business in the particular area;
- (c) the existence of a relevant provision in the Tourist Development Program applicable for the time being;
- (d) the expediency of saving the building, and its conversion into a tourist establishment;
- (e) the needs for regional development; and
- (f) the viability of the tourist establishment to be formed.

Furniture, etc.

15.-(1) Every business shall be provided, depending on its bed capacity, with the commonly accepted as necessary furniture, as well as the necessary bed linen, blankets, face-towels and relative items.

(2) In case of a tourist establishment, apart from the items referred to in paragraph (1), there must be offered, kitchen utensils for preparing food and beverages, the materials and means for cleaning the same, a garbage container and other necessary items for a comfortable stay.

(3) The business shall:

- (a) secure for every apartment or room, continuous and uninterrupted operation of the machinery and installations placed therein;

- (b) replace with clean ones the linen of every apartment or room twice a week;
- (c) secure the cleaning and tidying of the apartment or the room, the collection and removal therefrom of the garbage and litter as well as the replacement of the garbage containers with clean ones, daily.

(4) All supplies and services referred to in paragraphs (1), (2) and (3) shall be rendered with no extra charge to guests and shall be included in the price referred to in Regulation 7.

(5) The furniture, equipment and linen of the business shall appear to be adequate so as to ensure conditions of comfortable living and efficient service of the guests, good operation of services and aesthetic appearance. The movable items of decoration shall be considered to be part of the furniture.

(6) Furniture and decorative ornaments must retain Cypriot character and colour.

(7) Prior to the granting of the licence to operate the business the approval by the Organisation for the furniture and remaining movable equipment is required. The criterion for the granting of the approval shall be the use of furniture in harmony with the building and its internal decoration, preferably to include authentic elements or elements of local tradition or other elements, which create the environment suited traditionally and aesthetically.

Lighting,
installations etc.

16.-(1) The electric light installations shall be complete and extend to all the areas of the business, and be in accordance with the Electricity Regulations in force for the time being.

(2) Protection against fire shall be achieved in accordance with the guidelines of the Fire Brigade, within the parameters of maintaining the traditional character of the building.

(3) The installations of gas apparatus shall be in accordance with the Petroleum Law and the Regulations made thereunder.

(4) The plumbing installations shall include a network for the supply of hot and cold water.

Management.

17.-(1) Every business shall have a Manager, who shall be answerable to the Organisation for the strict compliance with the Law and Regulations.

(2) The business shall offer services of general facilities to guests.

Application of
certain Regulations
of the Hotels and
Tourist
Establishments

18. The provisions of Regulations 48 to 75, (as set out in Parts IV and V of the Hotels and Tourist Establishments (General) Regulations, 1985), which govern the relations between hoteliers and guests and service to guests,

(General)
Regulations in
businesses of
Traditional
Buildings.
Official Gazette of
the Republic,
Supplement III (I):
12.7.85.

employment of staff and rendered services, or any future amendments thereof, shall apply, mutatis mutandis, to businesses of traditional buildings.

Relations between
Travel Offices and
Hotels.
P.I. 57/80
P.I. 317/80
Official Gazette
of the Republic,
Supplement III (I):
21.3.80
7.11.89.

19. The provisions of the Agreement between the International Hotel Association (I.H.A) and the World Federal Association of Travel Agents (U.F.T.A.), the context of which is set out in Fifth Table of the Tourist Occupations and Associations Regulations, 1980, and which govern the relations between the Tourism and Travel Offices and Hotels, or any future amendments thereof shall have full legal validity.

Offences and
penalties.

20. Any person who contravenes or omits to comply with any of the provisions of these Regulations, shall be guilty of an offence and shall be liable on conviction to imprisonment not exceeding six months or to a fine not exceeding five hundred pounds.

Provisions of
Regulations in
addition to other
provisions.

21. The provisions of these Regulations, which are applicable to any matter shall be in addition to the provisions applicable to the same matter by any law, regulation, custom, rule, order or other provision of statutory nature.

Entry into force of
these Regulations.
42(I) of 1993.

22. These Regulations shall come into force following the date of the coming into force of the Hotels and Tourist Establishments (Amendment) Law, 1993.

**FIRST TABLE
FORM OF LICENCE
(Regulation 4(2))**

Number of Licence

**CYPRUS TOURISM ORGANISATION
LICENCE TO OPERATE A HOTEL BUSINESS OF
TRADITIONAL BUILDING**

Pursuant to the provisions of the Hotels and Tourist Establishments Laws, 1969 to 1993 and the Regulations made thereunder, is hereby granted to.....
a licence to operate the building /buildings.....
situated at
having a capacity ofbedrooms/.....beds
hotel type / tourist establishment under the name
and classified in the category of Traditional Buildings.

This licence shall be valid for one year and shall expire on the 31st of December.....

(Fee payable CYP)

Nicosia the.....19.....

.....
Director-General
Cyprus Tourism Organisation

**SECOND TABLE
LICENCE FEES
(Regulation 5(1))**

1. Fees for the issue or renewal of a licence to operate a business for every year for which the licence is valid or part thereof, £15.
2. Fee for each copy of a licence to operate the business, £10.

**THIRD TABLE
FEES FOR APPROVAL OF PLANS
(Regulation 5(3))**

Fees for approval or renewal of approval of plans-

- (a) For every application submitted for approval or renewal of approval of plans of new businesses, £20.
- (b) For every application submitted for approval or renewal of approval of renovation plans of existing businesses, £10.