

SURAT PEKELILING NO. 2 /2021

FROM	Permanent Secretary Ministry of Local Government and Housing Sarawak	TO	-Refer distribution lists-
OUR REFERENCE	MLGH/ADM /52 Jld.22 (2)	COPY	-Refer distribution lists-
SUBJECT	STANDARD OPERATING PROCEDURE (SOP) FOR HOTEL AND LODGING HOUSE LICENSE APPLICATION		

1. Purpose

The purpose of this circular is to inform on the standard operating procedures relating to processing and treatment that need to be provided for hotel and lodging house license application in all local authorities' area in Sarawak.

2. Background

Inconsistent implementation and lack of enforcement amongst local authorities on the provision and requirements that need to be enforced in handling accommodations activities lead to the mushrooming of illegal budget accommodations entities throughout the State. The initiatives of the SOP are to assist the local authorities in excellence service delivery and standard approach on handling any application pertaining to hotel and lodging house license application in respective local authority area of jurisdiction.

3. Local Authority Responsibilities and Actions

This SOP was drafted to assist LA and hotel operators in planning, controlling and monitoring the development of hotels / budget hotels so as not to conflict with planning policies and principles. The provision of this SOP will facilitate the application process to hotel / budget hotel operators.

The SOP provides the frameworks to LA to avoid the confusion in the requirement and provision that need to be provided in handling hotel / budget hotel licence application. To ensure the effectiveness of these SOP, reference to the detailed requirements as specified under Building By-laws as contained in the Fourth Schedule Building Ordinance, 1994, Protection of Public Health Ordinance, 1999 and Protection of Public Health (Licensing of Hotels and Lodging Houses) Regulation, 2003) is a must.

Local authorities are expected to fully enforce the requirements contained in the SOP and are to ensure that the requirements are being complied with by all operators.

4. Date of Commencement

This circular is effective with immediate effect.

Thank you.

**“BERSATU BERUSAHA BERBAKTI”
“AN HONOUR TO SERVE”**



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