

11<sup>th</sup> February 2020

The CEO  
Fiji Hotel & Tourism Association (FHTA)  
42 Gorrie Street  
**Suva.**



Dear Sir

**Re: Hotel Courtesy Vehicle Licensing**

1. Reference is made to the meeting held in regards to the subject matter at the Ministry of Industry, Trade and Tourism on 6<sup>th</sup> February 2020.
2. In relation to the discussions at the aforementioned meeting the following are the resolution for vehicles belonging to hotels already registered under the commercial license class;
  - a. All existing vehicles registered under the hotel for FHTA members which have a commercial license class will require an exemption permit to be obtained.
  - b. The owner of the vehicle should apply in writing to their nearest LTA branch for said exemption and provide details of the routes and locations that these vehicles would service.
  - c. The owner should provide a proof of ownership in cases where the vehicle is registered under an individual (owner/director) or holding company.
  - d. Upon approval the relevant fees to be paid and conditions of the permit to be adhered.
  - e. This exemption is valid for 1 year only.
3. Furthermore, vehicles which are owned by the hotels but are registered under the private license class will require the owner to apply for a change of class to commercial in writing to their nearest LTA branch.
4. The change in class request would be accompanied by an application for exemption as per requirements in (2) above.
5. Individuals or companies wishing to offer services to a hotel under a contractual agreement must apply for the relevant PSV license to do so.
6. Please feel free to contact the LTA Standards & Engineering Team on [sne@lta.com.fj](mailto:sne@lta.com.fj) for any further clarifications.

Thank You.

Mr. Isikeli Kini

**Acting Manager Standards & Engineering**

cc: LTA - Chief Executive Officer  
LTA - General Manager – Technical & Operations