

Step-by-step User Guide for Inspection Form Submission

**Submission for Inspection Checklist
For Hotel Licence Application**

Updated 2 August 2023

1) Requirements for Photo-taking

Requirements for Photo-taking:

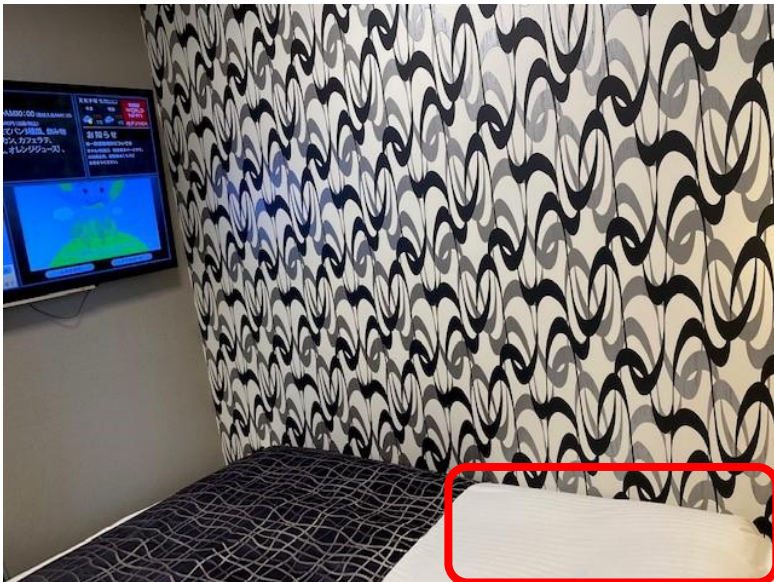
1. A camera or a camera phone with timestamp function
2. Smartphone app with ability to take photos with timestamp

Android Phones	Apple iPhones
PHONE SETTINGS	
1. Go to the Camera app, and tap on “Settings” on the top left corner.	
2. In camera settings, look for “Watermark” and tap on it if slider is grey. Tap on slider to turn watermark on.	
3. Ensure that “Date and time” is enabled. If not, tap on checkbox to turn it on.	
MOBILE APP	
1. Go to the Google Play Store.	1. Go to the App Store, and search for “Timestamp Camera Basic”. Download the application.
2. Search for “Timestamp Camera Free”. Tap to download the application.	2. Search for “Timestamp Camera Basic”. Tap to download the application.

2) Photo Submission

Requirements for Photo Submission:

1. Date and time is to be reflected on all photos submitted.
2. Photos have to be **clear**.
3. The photos should capture the full view of requirement (e.g. room, lobby area, signage, etc.) and should not be cut off.
4. Photos should be named based on area taken:
 - Photos showing hotel lobby should be **numbered and labeled clearly** if there are more than one image
 - For example: “Hotel_Lobby”, or “Hotel_Lobby_1” or “Hotel_Lobby_2” or “Hotel_Lobby_front”, “Hotel_Lobby_side”.
 - For example: “Deluxe Room_main”, or “Delxue_Room_1” or “Suite_interior” or “Suite_toilet”, “Suite_balcony”.



“Bad” example:

- Missing timestamp
- Photo is cut off and does not show full view of guest room

“Bad” example:

- Missing timestamp
- Photo is blurry with bad lighting



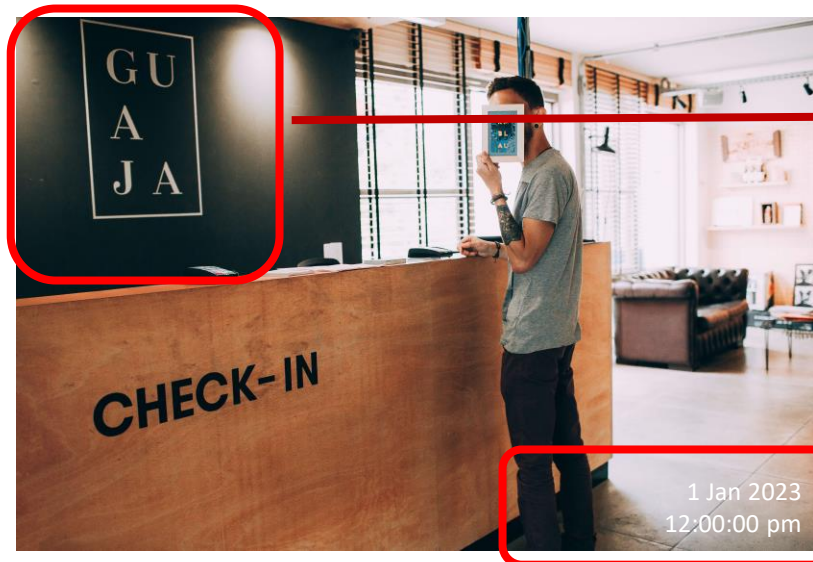
Official Open, Non-Sensitive

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2) Photo Submission – Hotel Signages

Requirements for Hotel Signages on Hotel Exterior (e.g. on hotel building exterior, entry to driveway, etc..)

- Hotel signage showing full hotel name to be captured.
- Multiple photos may be submitted if more photos are required to show ~~multiple~~ different areas where signages are put up.



Hotel Signages are visible.

Date and timestamp to be on all photos submitted.

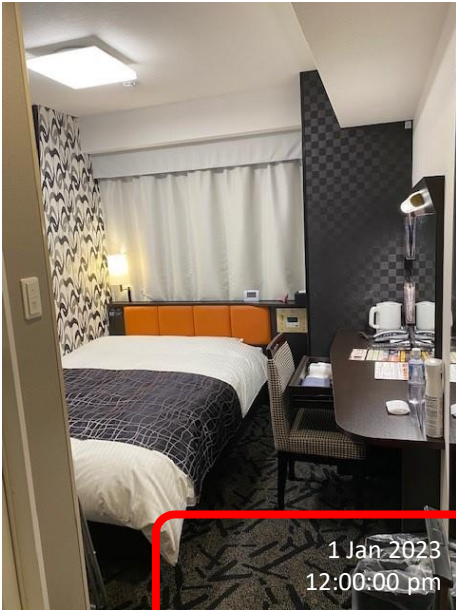


2) Photo Submission – Guest Rooms

Requirements for Guest Rooms


1. Please provide photos of each category of guest rooms in the following areas.
 - a) Guest room showing furniture and fittings
 - b) Ensuite bathroom
 - c) Private / individual lockers in room (for Backpackers' Hostels only)

Note: Hostels are required to provide photos for ALL ROOMS.

Requirement	Photo
<p>a. Interior of Guest Room</p> <ul style="list-style-type: none">• Full interior to be shown.• Multiple photos may be submitted if more photos are required to show multiple different areas where signages are put up.	 <p>All facilities and amenities in room can be seen in photo</p> <p>Date and timestamp to be on <u>all</u> photos submitted.</p>

2) Photo Submission – Guest Rooms

Requirements for Guest Rooms

Requirement	Photo
<p>b. En-suite bathroom</p> <ul style="list-style-type: none">• Full facilities/interior of bathroom to be shown.• Multiple photos may be submitted if more photos are required to show multiple different areas where signages are put up.	 <p>All facilities and amenities in bathroom can be seen in photo</p> <p>Date and timestamp to be on <u>all</u> photos submitted.</p>

2) Photo Submission – Security and CCTV System

Requirements for Security and CCTV System

1. Please provide photos of the screenshots of the following areas:
 - a) Overview of all CCTV cameras.
 - b) Hotel lobby / reception area.
 - c) All entry and exit points to the hotel (main entrance, back entrance, staff entrance, etc.).



Example of
Overview of all
CCTV cameras.



Example of CCTV
footage of hotel
reception area.

3) Things to Note

Requirements for Security and CCTV System

1. Please save file name in this format: “Hotel Name_Inspection Checklist”. E.g. Hotel ABC_Inspection Checklist.
2. File size of **up to 10MB** will be accepted.
3. Ensure all necessary fields are filled to avoid delay in evaluation process.
4. Forms are to be signed and acknowledged by the proposed hotel keeper. Forms without signature and acknowledgement will not be accepted.
5. Applicants are to submit the completed form via [FormSG](#). For clarifications, please reach out via email to HLB Secretariat at [HLB Secretariat@hlab.gov.sg](mailto:HLB_Secretariat@hlab.gov.sg).

End