

Step-by-step User Guide for Photo Submission

**Submission for Pre-Opening Inspection Form
For Hotel Licence Application**

Updated 31 July 2023

1) Requirements for Photo-taking

Requirements for Photo-taking:

- a. A camera or a camera phone with timestamp function
- b. 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) Requirements for Photo Submission

- a. Date and time to be reflected on all photos submitted.
- b. Photos have to be clear.
- c. The photos should capture the full view of required area (e.g. guest room, lobby area, signage, etc.) and should not be cut off.
- d. Photos should be named based on area taken. Photos be **numbered or labeled clearly** if there are more than one image for an area.
 - For example: “Hotel_Lobby”, or “Hotel_Lobby_1” or “Hotel_Lobby_2”.
 - For example: “Deluxe Room_main”, or “Delxue_Room_1” or “Suite_interior” or “Suite_toilet”.

Good Example



- Clear picture with full view of the room
- Date and time stamp reflected

Bad Examples



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

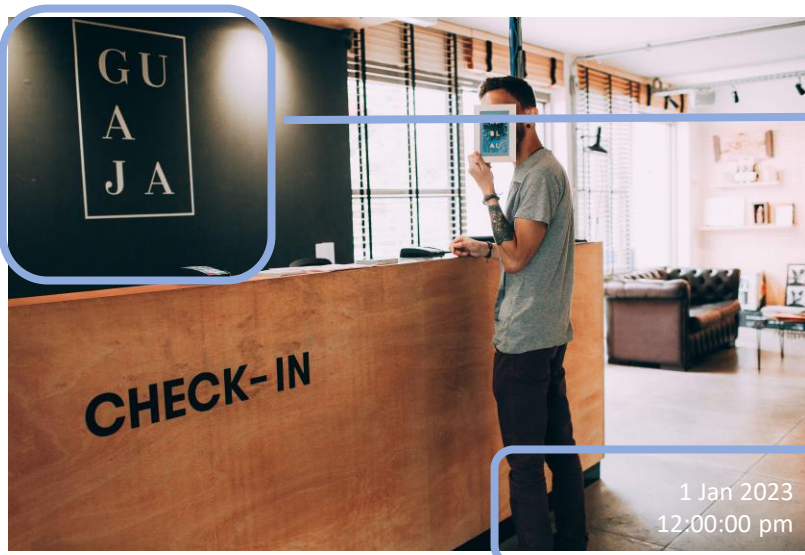


- Photo is blurry with bad lighting
- Missing timestamp

3) 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 different areas where signages are put up.



Hotel Signages are visible.

Date and timestamp to be on all photos submitted.




3) Photo Submission – Guest Rooms

Requirements for Guest Rooms

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 the full interior of the room.	 <p data-bbox="1913 732 2270 903">Furniture/fittings in room can be seen in photo</p> <p data-bbox="1913 1100 2270 1272">Date and timestamp to be on <u>all</u> photos submitted.</p>

3) Photo Submission – Guest Rooms

Requirements for Guest Rooms

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

3) Photo Submission – Security and CCTV System

Requirements for Security and CCTV System

Please provide photos of the screenshots of the following areas:

- a) Overview of all CCTV cameras
- b) Hotel lobby / reception area.
- c) Level 1 entry and exit points (main entrance, back entrance, staff entrance, etc.)

Example of overview of all CCTV cameras



Example of CCTV footage of hotel reception area



End