

**CIVIL AVIATION DIRECTORATE**

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## Application for Part 21 Permit to Fly

<b>Application for Part 21 Permit to Fly</b>	
<b>1. Applicant:</b>	
<b>2. Aircraft nationality and identification marks:</b>	
<b>3. Aircraft owner:</b>	
<b>4. Aircraft manufacturer/type:</b>	<b>5. Serial number</b>
<b>6. Purpose of flight</b> <i>[please, use terminology of 21.A.701(a) and add any additional information for accurate description of the purpose, e.g. place, itinerary, duration...]</i>	
<b>7. Expected target date(s) for the flight(s) and duration</b>	
<b>8. Aircraft configuration as relevant for the permit to fly</b> 8.1 The above aircraft for which a permit to fly is requested is defined in <i>[add reference to the document(s) identifying the configuration of the aircraft]</i>  8.2 The aircraft is in the following situation related to its maintenance schedule <i>[describe status]</i> :	
<b>9. Approval of flight conditions</b> <i>[if not available at the time of application, indicate reference of request for approval]</i>	
<b>10. Date</b>	<b>11. Name and signature</b>

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e-mail: [civil.aviation@transport.gov.mt](mailto:civil.aviation@transport.gov.mt), url: [www.transport.gov.mt](http://www.transport.gov.mt)**FLIGHT CONDITIONS FOR A PERMIT TO FLY – APPROVAL FORM**

<b>1. Applicant</b>	<b>2. Approval form nr.</b> <b>Issue:</b>
<b>3. Aircraft manufacturer/type</b>	<b>4. Serial number(s)</b>
<b>5. Purpose</b>	
<b>6. Aircraft configuration</b>	
<b>7. Substantiations</b>	
<b>8. Conditions/Restrictions</b>	
<b>9. Statement</b> The flight conditions have been established and justified in accordance with 21.A.708. The aircraft as defined in block 6 above has no features and characteristics making it unsafe for the intended operation under the identified conditions and restrictions.	
<b>10. Approved under [ORGANISATION APPROVAL NUMBER]</b>	
<b>11. Date of issue</b>	<b>12. Name and signature</b>
<b>13. Approval and date</b>	
EASA form 18B Issue 3	

## General Note for EASA Form 18B:

- **A SIGNED EASA FORM 18B IS NOT AN AUTHORISATION TO FLY; A PERMIT TO FLY IS REQUIRED.**
- Please fill in all required fields.

### Information to be entered by the applicant into Annex: EASA Form 18B – Flight Conditions for a Permit to Fly Approval Form:

The use of this form is required to enable TM CAD to process applications for approval of flight conditions without undue delay. The individual fields of the approval form may be varied in size to allow entry of all required information. It is strongly recommended to use the English language.

Field 1: Name of organisation providing the flight conditions and associated justifications

Field 2: Number and issue, for traceability purpose, please enter the applicant's reference

Field 5: The purpose of the flight should be identified with the terminology used in 21.A.701(a). Additional information regarding place, itinerary, duration, etc. should be provided too.

Field 6: Add reference to the document(s) identifying the configuration of the aircraft and description of the maintenance status of the aircraft.

For change(s) affecting the initial approval form: description of change(s). This form must be re-issued.

Field 7: Please provide all justifications and make references to the document(s) justifying that the aircraft (as described in 6.) can perform the intended flight(s) safely under the defined conditions or restrictions.

For change(s) affecting the initial approval form: reference(s) to additional justification(s). This form must be re-issued.

Field 8: Details of these conditions/restrictions, or reference to relevant document, including specific maintenance instructions and conditions to perform these instructions, namely:

- a. the conditions or restrictions put on itineraries or airspace, or both, required for the flight(s);
- b. the conditions and restrictions put on the flight crew to fly the aircraft;
- c. the restrictions regarding carriage of persons other than flight crew;
- d. the operating limitations, specific procedures or technical conditions to be met;
- e. the specific flight test programme (if applicable);
- f. the specific continuing airworthiness arrangements including maintenance instructions and regime under which they will be performed.
- g. the method used for the control of the aircraft configuration, in order to remain within the established conditions

Field 10: To be filled in when approved under a privilege of an approved organisation

Field 12: To be signed by an authorised representative of the applicant. If not signed, delays will occur

Field 13: To be filled in ONLY by TM CAD

**NOTE: If EASA Form 18b is submitted to TM CAD by CAMO with CAMO.A.125(f) / M.A.711(c) privileges EASA Form 21 is not applicable and can be crossed out.**

#### **Data Protection Notice**

*All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (EU) 2016/679 and Chapter 586 of the Laws of Malta (Data Protection Act). The data provided may be granted to other Public Authorities*

and/or Government Departments as required and permitted by Maltese Law. Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the data controller for the purpose of the privacy laws. The Privacy Notice attached with this application sets out the way in which personal information/data is collected and processed by Transport Malta, as well as the steps that are taken to protect such information.

## Data Protection Privacy Notice

Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the Data Controller for the purpose of the Data Protection Act CAP. 586 and General Data Protection Regulation (EU) 2016/679 (GDPR). This Privacy Notice sets out the way in which we collect and process your Personal Information, as well as the steps we take to protect such information.

### 1. The information we collect and how we use it

- 1.1. From this application, Transport Malta collects different types of information; which information is that required by Law and is used explicitly for the service requested through this form. It is to be noted that if the required information is not provided the said application cannot be processed.
- 1.2. The primary purpose for collecting this information is mainly to process the application for the requested service, however, your Personal Information may also be used for related purposes that amongst others include: sending notifications, renewal of licence/certificate after expiry period, and for the provision of information with regards to any legislative amendments which may affect the services offered to you.

### 2. To whom we disclose information

- 2.1. This information will be solely used for the reasons detailed above. However there may be cases where personal information is shared with the following third parties for reasons listed below:
  - Any law enforcement body that may have any reasonable requirement to access your personal information;
  - Third party entities that may be entrusted by Transport Malta to process part of or all the data related to this service.

### 3. Data Subject Rights

- 3.1. With respect to your privacy rights, Transport Malta is obliged to provide you with reasonable access to the Personal Data that you have provided to us. Your other principal rights under data protection law are:
  - a. the right for information;
  - b. the right to access;
  - c. the right to rectification;
  - d. the right to erasure;
  - e. the right to restrict processing;
  - f. the right to object to processing;
  - g. the right to data portability;
  - h. the right to complain to a supervisory authority; and
  - i. the right to withdraw consent.
- 3.2. If you wish to access or amend any Personal Data we hold about you, or to request that we delete any information about you, you may contact us by sending a request to [dataprotection.tm@transport.gov.mt](mailto:dataprotection.tm@transport.gov.mt). We will acknowledge your request within seventy-two (72) hours and will do our utmost to handle it promptly. We will respond to these requests within a month, with a possibility to extend this period for particularly complex requests in accordance with Applicable Law.
- 3.3. At any time, you may object to the processing of your Personal Data, on legitimate grounds, except if otherwise permitted by applicable law.
- 3.4. In accordance with Applicable Law, we reserve the right to withhold personal data if disclosing it would adversely affect the rights and freedoms of others. Moreover, we reserve the right to charge a fee for complying with such requests if they are deemed manifestly unfounded or excessive.

### 4. Retention period

- 4.1. Personal data will be retained for not more than 3 months from date of application should the application not be submitted complete or is rejected.
- 4.2. Once the service related to your application is provided, we will retain your information for as long as needed to provide you with our service, or to comply with our legal obligations, resolve disputes and enforce our agreements.

### 5. Security

- 5.1. We take appropriate security measures to protect against loss, misuse and unauthorized access, alteration, disclosure, or destruction of your information. Additionally, steps will also be taken to ensure the ongoing confidentiality, integrity, availability, and resilience of systems and services processing personal information, and will restore the availability and access to information in a timely manner in the event of a physical or technical incident. All information gathered is kept confidential and is used solely for the service requested through this application form.
- 5.2. If we learn of a security systems breach, we will inform you of the occurrence of the breach in accordance with applicable law.

### 6. Governing Law

All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (EU) 2016/679 and Chapter 586 of the Laws of Malta (Data Protection Act).

### 7. Data Protection Officer

- 7.1. Transport Malta has a Data Protection Officer ("DPO") who is responsible for matters relating to privacy and data protection. The DPO can be reached at the above address or by email: [dataprotection.tm@transport.gov.mt](mailto:dataprotection.tm@transport.gov.mt)

### 8. Contacting us

- 8.1. Please address any questions, comments and requests regarding the application process to [civil.aviation@transport.gov.mt](mailto:civil.aviation@transport.gov.mt)