



Transport Malta

Malta Transport Centre,  
Triq Pantar, Hal Lija, LJA 2021  
Malta

Tel: (356) 2122 2203  
Fax: (356) 2125 0365  
Email: [info.tm@transport.gov.mt](mailto:info.tm@transport.gov.mt)

[www.transport.gov.mt](http://www.transport.gov.mt)

## APPLICATION FOR BILLBOARD LICENCE

As per SL 552.28

### Warning to all applicants:

False signatures or declarations, or concealment of material facts on this form or any document presented in support of this application may constitute grounds for criminal prosecution. The Authority for Transport in Malta (the "Authority") makes no warranties, express or implied, as to the verification of the information submitted by the applicant, or the identify/signatures of those persons whose name appears on this form. The applicant shall indemnify the Authority, and hold the Authority harmless from any and all claims directly or indirectly arising in connection with this application form or the installation of the Billboard.

### Data Protection Notice:

All data collected in this form is processed in accordance with the applicable legislation that includes the General Data Protection Regulation (Regulation 2016/7679/EU) and Chapter 586 of the Laws of Malta (Data Protection Act). The data provided may be exchanged with other public authorities and/or Government departments as required and permitted by Maltese Law. The Authority for Transport in 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 the Authority, as well as the steps that are taken to protect such information.

### Section A : DETAILS OF APPLICANT

Name & Surname:

ID Card No:

Tel Contact:

Email Contact:

Company Name:

VAT No:

Company Registered Address:

### Data Protection Privacy Notice

The Authority for Transport in Malta of *Triq Pantar, Lija, Malta, LJA 2021* is the Data Controller for the purpose of the Data Protection Act CAP 586 and the General Data Protection Regulation (EU) (GDPR) 2016/679. 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.



## Section B : DOCUMENTS REQUIRED

**Doc 01** Planning Permit Reference/s for all billboards owned by your company and for which a license is being requested:


**Doc 02** Structural Stability Certification

Perit / Engineer Report Ensuring Stability within all weather conditions.  
Validity period of certification shall be stated by Perit / Engineer endorsing the certification.

**Doc 03** Insurance Policy

A valid insurance policy covering third party rights.

**Doc 04** Site Photos

Labelled photo of each site clearly showing the billboard in its context.

Once that all documentation is submitted, Transport Malta will issue Invoice for amounts due as per SL 552.28, Schedule I.

Upon confirmation of payment, licenses shall be issued and shall be affixed to the structure by the owner in the presence of the Authority.



### Section C : DECLARATION

I, the undersigned, hereby agree to indemnify and hold the Authority and all its officers and employees harmless from and against any and all liability, loss, damages, costs or expense which they may ever hereafter incur, suffer, or be required to pay by reason of the said license.

I shall ensure that the Billboard shall bear the Authority's licence number for the permission. Such licence shall be: (a) affixed to the structure in order for it to be identifiable; and (b) be of such a form that it is permanently, clearly and legibly displayed; and (c) in no case obstruct the advert.

I understand and agree that an annual fee is payable for the Billboard license in terms of the applicable legal provisions (the "Fee").

The Fee shall be payable in arrears (as applicable) and shall be incurred until (i) the revocation or termination of the license or (ii) the removal of the Billboard. In case of the latter, an application to this effect is to be made to the Authority, which application may only be accepted upon the fulfilment of any conditions the Authority may deem fit to impose, including the presentation of all documentation that may be requested.

In both cases, the Applicant shall be required to settle any and all expenses incurred by the Authority in relation to the Billboard and other pending dues, and payment of the Fee shall be due until the day on which all conditions that the Authority may deem fit to impose are fulfilled .

I also declare that I shall abide by all the applicable rules and legislation regulating billboards, including but not limited to S.L. 552.28.

In addition, I also declare that I am responsible of ensuring that any any encroachment with 3rd parties and / or any other permits are sought as applicable. Should I be found to be in breach, I am aware that the Authority will withdraw the licence on immediate basis.

I hereby declare that the information given in this form is true, complete, and correct and tallies with all other Permits applicable for the Billboard.

[Sign] \_\_\_\_\_

[Name in Block Letters] \_\_\_\_\_

[Date] \_\_\_\_\_

## Data Protection Privacy Notice

The Authority for Transport in Malta of *Triq Pantar, Lija, Malta, LJA 2021* is the Data Controller for the purpose of the Data Protection Act CAP 586 and the General Data Protection Regulation (EU) (GDPR) 2016/679. 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. This Application may not be processed if such information is not provided.
- 1.2 The primary purpose for collecting information is to process the applications related to Billboard Licences. However, your Personal information may also be used for related purposes that amongst other include sending notifications, renewal of licenses 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 the reasons listed below.
  - Any third-party offering assistance in providing the service, including Insurance companies and Contractors responsible for the development of Billboard Licence Plates.
  - Any law enforcement body who may have any reasonable requirement to access your personal information.
  - Third-Party entities responsible for the data processing and printing of relative licenses.

### 3. Data Subject Rights

- 3.1 With respect to your privacy rights, The Authority for Transport Malta is obliged to provide you with reasonable access to the Personal Data that you have provided to us. Some of your 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 withdrawn consent.
- 3.2 If you wish to access or amend any Personal Data we hold about you, or request that we delete any information about you which we do not need for the processing of your license, you may contact us by sending a request to [dataprotection.tm@transport.gov.mt](mailto:dataprotection.tm@transport.gov.mt).
- 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 the date of application not being submitted complete or from date on which application is rejected.
- 4.2 Once the Licence is issued, 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 rights at law or in terms of this application.

### 5. Security

- 5.1 We take appropriate security measures to protect against the 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 processing of Billboard Licenses.
- 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

- 6.1 All data collected in this form is processed in accordance with the applicable legislation including the General Data Protection Regulation (Regulation 2016/679/EU) and Chapter 586 of the Laws of Malta (Data Protection Act).

### 7. Data Protection Officer

- 7.1 The Authority for 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.mt@transport.gov.mt](mailto:dataprotection.mt@transport.gov.mt).

### 8. Contacting Us

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