

# LPTS 001

APPLIKAZZJONI GĦAL LIĊENZJA TA' OPERATUR  
GĦAL SERVIZZ TA' ĠARR TA' PASSIĠIERI  
B'VETTURI ŻĠĦAR

APPLICATION FORM FOR LIGHT PASSENGER  
TRANSPORT SERVICES OPERATOR'S LICENCE

TRANSPORT MALTA  
Land Transport Directorate

A3 Towers  
Triq L-Arkata Paola  
PLA 1212

Tel: 2556 0000  
Website: www.transport.gov.mt  
Freephone: 8007 2309



## DETTALJI TAL-APPLIKANT

### APPLICANT DETAILS

Isem: <i>Name:</i>	Kunjom: <i>Surname:</i>
Nru.tal-Karta tal-Identità: <i>ID. Card No.:</i>	Nru. tal-VAT: <i>Vat no.:</i>
Imejl: <i>Email:</i>	Nru. tal-Mowbajl: <i>Mobile No.:</i>
Isem tal-Kumpanija: <i>Company Name:</i>	Nru. ta' reġistrazzjoni: <i>Company registration no.:</i>
Indirizz: <i>Address:</i>	

## DETTALJI TAS-SIEHEB MANIĠERJALI JEW TAR-RAPPREŻENTANT AWTORIZZAT

### DETAILS OF MANAGING PARTNER OR AUTHORISED REPRESENTATIVE

Isem: <i>Name:</i>	Kunjom: <i>Surname:</i>
Nru.tal-Karta tal-Identità: <i>ID. Card No.:</i>	Nru tal-Mowbajl: <i>Mobile no.:</i>
Indirizz: <i>Address:</i>	

## ĊENTRU MINN FEJN SER TOPERA

### OPERATING CENTRE

Indirizz: <i>Address:</i>	
Imejl: <i>Email:</i>	Nru. tal-Mowbajl: <i>Mobile No.:</i>

## DETTALJI TAL-GARAXX U/JEW SIT GĦALL-PARKEĠĠ MHUX FIT-TRIQ

### GARAGE AND/OR OFF-STREET PARKING SITE DETAILS

Indirizz: <i>Address:</i>	
Numru ta' vetturi li jesa' l-garaxx u/jew sit għall-parkeġġ skont id-dikjarazzjoni tal-Perit <i>Number of vehicles that can fit in the garage and/or off-street parking site according to the architect's declaration</i>	
Imejl: <i>Email:</i>	Nru. tal-Mowbajl: <i>Mobile No.:</i>

**REGISTRAZZJONI TA' XUFIERA IMPJEGATI MA' JEW KOMMISSJONATI MILL-OPERATUR  
GHALL-ĠARR TA' PASSIĠĠIERI***REGISTRATION OF DRIVERS EMPLOYED OR COMMISSIONED BY THE OPERATOR FOR THE CARRIAGE OF PASSENGERS*

<b>Isem u Kunjom</b> <i>Name and Surname</i>	<b>Numru tal-Karta tal-identità</b> <i>Identity Card No.</i>	<b>Numru tat-Tag</b> <i>Tag Number</i>
<b>Isem u Kunjom</b> <i>Name and Surname</i>	<b>Numru tal-Karta tal-identità</b> <i>Identity Card No.</i>	<b>Numru tat-Tag</b> <i>Tag Number</i>
<b>Isem u Kunjom</b> <i>Name and Surname</i>	<b>Numru tal-Karta tal-identità</b> <i>Identity Card No.</i>	<b>Numru tat-Tag</b> <i>Tag Number</i>
<b>Isem u Kunjom</b> <i>Name and Surname</i>	<b>Numru tal-Karta tal-identità</b> <i>Identity Card No.</i>	<b>Numru tat-Tag</b> <i>Tag Number</i>
<b>Isem u Kunjom</b> <i>Name and Surname</i>	<b>Numru tal-Karta tal-identità</b> <i>Identity Card No.</i>	<b>Numru tat-Tag</b> <i>Tag Number</i>
<b>Isem u Kunjom</b> <i>Name and Surname</i>	<b>Numru tal-Karta tal-identità</b> <i>Identity Card No.</i>	<b>Numru tat-Tag</b> <i>Tag Number</i>
<b>Isem u Kunjom</b> <i>Name and Surname</i>	<b>Numru tal-Karta tal-identità</b> <i>Identity Card No.</i>	<b>Numru tat-Tag</b> <i>Tag Number</i>
<b>Isem u Kunjom</b> <i>Name and Surname</i>	<b>Numru tal-Karta tal-identità</b> <i>Identity Card No.</i>	<b>Numru tat-Tag</b> <i>Tag Number</i>
<b>Isem u Kunjom</b> <i>Name and Surname</i>	<b>Numru tal-Karta tal-identità</b> <i>Identity Card No.</i>	<b>Numru tat-Tag</b> <i>Tag Number</i>
<b>Isem u Kunjom</b> <i>Name and Surname</i>	<b>Numru tal-Karta tal-identità</b> <i>Identity Card No.</i>	<b>Numru tat-Tag</b> <i>Tag Number</i>
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<b>Isem u Kunjom</b> <i>Name and Surname</i>	<b>Numru tal-Karta tal-identità</b> <i>Identity Card No.</i>	<b>Numru tat-Tag</b> <i>Tag Number</i>

**DIKJARAZZJONI***DECLARATION*

Jien hawn niddikjara li l-istqarrijiet li għamilt u l-informazzjoni mogħtija f'din l-applikazzjoni huma korretti u veri. Nifhem li l-liċenzja tal-operatur tista' tiġi revokata u jistgħu jittiehdu proċeduri kriminali kontra tiegħi jekk xi dettalji huma foloz jew qarrieqa.

*I hereby declare that the statements made, and information given in this application are correct and true. I understand that the operator licence will be revoked and criminal action may be taken against me if any of the details are false or misleading.*

Jien hawn nawtorizza lill-Awtorità għat-Trasport f'Malta biex tikseb informazzjoni bil-miktub, jew f'xi forma oħra jew mod ieħor, dwar ir-rekord kriminali tiegħi u dettalji tal-pieni għal reati rilevanti taħt ir-Regolamenti dwar Servizz ta' Ġarr ta' Passiġġieri b'Vetturi Żgħar u Servizz ta' Kiri ta' Vetturi (L.S.499.68). Nifhem li l-Awtorità għat-Trasport f'Malta tista' b'mod leġittimu tuża din l-informazzjoni biex tiddetermina jekk għandhiex tintlaqa' l-applikazzjoni tiegħi biex nikseb Permess ta' Operatur għall-Ġarr ta' Passiġġieri b' Vetturi Żgħar.

*I hereby authorize the Authority for Transport in Malta to obtain information in writing, or in any form or manner, on my criminal records and details of convictions for relevant offences under the Light Passenger Transport Services and Vehicle Hire Services (S.L.499.68).*

*I understand that the Authority for Transport in Malta may legitimately use this information to determine the outcome of my personal declaration to obtain an Operator Licence for Light Passenger Transport Vehicles.*

Nintrabat li niddikjara kull piena li nista' neħel fil-futur lill-Awtorità għat-Trasport f'Malta fi żmien mhux aktar minn 21 ġurnata minn meta ninstab ħati/ħatja. Nifhem li jekk nonqos milli nagħmel hekk, dan jista' jwassal għar-revoka jew is-sospensjoni tal-liċenzja tal-Operatur.

*I will declare any future convictions to the Authority for Transport in Malta no later than 21 days after receiving the conviction. I understand that failure to do so may lead to the suspension or revocation of the Operator Licence.*

Jiena hawn niddikjara li l-vetturi kollha huma mgħammra bi *tracking device* u nifhem ukoll li l-apparat għandu jinżamm f'kundizzjoni tajba.

*I hereby declare that I have installed a tracking device in each vehicle, and I understand that the tracking device must be kept in a good working condition.*

\_\_\_\_\_

Firma tal-applikant

*Applicant's signature*

\_\_\_\_\_

Numru tal-karta tal-identità

*ID Card Number*

\_\_\_\_\_

Data

*Date*

**DOKUMENTI MEHTIEĠA U HLAS DOVUT***DOCUMENTS REQUIRED AND PAYMENT DUE*

√

Certifikat tal-Vat

*Vat Certificate*

Kopja tal-Karta tal-Identità

*Copy of ID card*

Rapport maħruġ u ffirmat minn perit bil-warrant, li jikkonferma li l-applikant għandu biżżejjed spazju għall-parkeġġ privat fil-garaxx u, jew spazju privat għall-parkeġġ mhux fit-triq għall-użu esklussiv tiegħu fejn għandu jipparkja l-vetturi tiegħu waqt li dawn ma jkunux qed jintużaw

*A report issued and signed by a warranted architect confirming that the applicant has enough private garage parking space and, or private off-street parking space for his exclusive use where to park his vehicles while these are not in use*

Pjanti tas-sit ta' kwalunkwe spazji ta' parkeġġ privat għall-użu esklussiv tal-operatur

*Site plans of any private parking spaces for the exclusive use of the operator*

Dokument uffiċċjali maħruġ minn Jobsplus li jikkonferma li inti rreġistrat bħala Operatur <i>An official document issued by Jobsplus which confirms that you are registered as an Operator</i>	
Dokument uffiċċjali maħruġ minn Jobsplus li jikkonferma li l-impjegati tiegħek huma rreġistrati bħala xufiera <i>An official document issued by Jobsplus which confirms that your employees are registered as drivers</i>	
Fedina Penali mingħand il-Pulizija li tingħieb mill-Awtorità għan-nom tal-applikant u hemm ħlas ta' €5.50 <i>Police Criminal Record which is obtained by the Authority on behalf of the applicant and there is a fee of € 5.50</i>	
Fedina Penali Estera – <b>APPLIKABBLI BISS</b> f'każ ta' applikant li għamel perjodu mhux residenti f'Malta, għandu juri estratt tar-rekords ġudizzjali tiegħu jew inkella, dokument ekwivalenti maħruġ mill-awtorità kompetenti ġudizzjali jew amministrativa tal-pajjiż tal-orijini jew il-pajjiż li minnu jkun ġej l-applikant <i>Foreign Criminal Record Sheet – <b>APPLICABLE ONLY</b> in the case of an applicant who has spent a period not residing in Malta, an extract from a judicial record or, failing that, an equivalent document issued by a competent judicial or administrative authority of the country of origin or the country from which such applicant derives</i>	
Ħlas Amministrattiv ta' €200 <i>Administration fee of €200</i>	
Il-ħlasijiet għandhom isiru permezz ta' ċekk, bil-Credit/Debit card jew Bank Transfer <i>Payment shall be made by cheque, by Credit/Debit card or Bank Transfer</i>	
<ul style="list-style-type: none"> <li>• <b>BOV IBAN Number: MT21VALL22013000000040022460565</b></li> <li>• <b>HSBC IBAN Number: MT42MMEB4485300000008512857700</b></li> </ul>	

### **GĦALL-UŻU TAL-UFFIĊĊJU BISS** **FOR OFFICE USE ONLY**

Numru ta' spazji ta' parkeġġ disponibbli ddikjarat fir-rapport tal-perit <i>Number of available parking spaces declared in the architect's report</i>		
Eleġibbli <input type="checkbox"/> <i>Eligible</i>	Mhux Eleġibbli <input type="checkbox"/> <i>Not Eligible</i>	
Rimarki <i>Remarks</i>		
Inizzjali u timbru tal-uffiċjal ta' TM <i>TM Official's initials and stamp</i>		Data: <i>Date:</i>

## Data Protection Privacy Notice

The Authority for Transport in Malta, (Transport 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 which information is that required by Law and is used explicitly for your applications related to the Operator licence. It is to be noted that if the required information is not provided the said application could not be processed.

1.2. The primary purpose for collecting information is mainly to process the applications related to operator licence, however, your Personal information may also be used for related purposes that amongst other include: sending notifications, 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 third-party offering assistance in providing the service, to process the operator licence.
- 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 Operator licence.

### 3. Data Subject Rights

3.1. With respect to your privacy rights, the Authority 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:

- the right for information;
- the right to access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to object to processing;
- g. the right to data portability;
- h. the right to complain to a supervisory authority; and
- 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 operator 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 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 processing of the operator licence.

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 (Regulation 2016/679/EU) 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 [info.tm@transport.gov.mt](mailto:info.tm@transport.gov.mt).