

# LPTS 005

APPLIKAZZJONI BIEX IŻĠID JEW TNAQQAS  
IL-VETTURI TAHT IL-LIĊENZJA TA' OPERATUR  
GHAL SERVIZZ TA' ĠARR TA' PASSIĠĠIERI  
B'VETTURI ŻĠGAR

APPLICATION FORM TO ADD OR REMOVE  
VEHICLES UNDER THE 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



Transport Malta

## DETTALJI DWAR IL-LIĊENZJA TA' OPERTUR

### OPERATOR LICENCE DETAILS

Nru. tal-Liċenzja ta' Operatur:  
*Operator's Licence No.:*

Isem:  
*Name:*

Kunjom:  
*Surname:*

Nru.tal-Karta tal-Identità:  
*Identity Card No.:*

Nru. tal-mobajl.:  
*Mobile No.:*

Imejl:  
*Email:*

Nru. tal-VAT:  
*Vat No.:*

Isem tal-Kumpanija:  
*Company Name:*

Nru. tal-Kumpanija:  
*Company No.:*

Indirizz:  
*Address:*

## LISTA TA' VETTURI LI QED JIĠU MIŻJUDA

### LIST OF VEHICLES THAT ARE BEING ADDED

	Numru tal-pjanċa jew xaži <i>Number plate or chassis number</i>	Għamla <i>Make</i>	Mudell <i>Model</i>
1			
2			
3			
4			

## LISTA TA' VETTURI LI QED JIĠU MNAQQSA

### LIST OF VEHICLES THAT ARE BEING REMOVED

	Numru tal-pjanċa <i>Number plate</i>	Għamla <i>Make</i>	Mudell <i>Model</i>
1			
2			
3			
4			

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

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

Indirizz:  
*Address:*

Numru ta' vetturi liċenzjati taht il-Liċenzja ta' Operatur, inklużi dawk li ser jiġu miżjuda  
*Number of vehicles licensed under the Operator's Licence, including those to be added*

Imejl:  
*Email:*

Nru. tal-Mowbajl:  
*Mobile No.:*

**DOKUMENTI MEHTIEĠA U HLAS DOVUT***DOCUMENTS REQUIRED AND PAYMENT DUE*Ċertifikat tal-Liċenzja ta' Operatur  
*Operator's Licence Certificate*Flas amministrattiv ta' €25  
*Administration fee of €25*

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 jipparkeja l-vetturi tiegħu waqt li dawn ma jkunux qed jintużaw (rekwiżit mitlub biss jekk il-liċenzja tal-operatur tkun għadha ma ġietx imġedda wara it-23 ta Lulju 2023)

*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 (required only if the operator licence was not renewed after the 23rd July 2023)*

Pjanti tas-sit ta' kwalunkwe spazji ta' parkeġġ privat għall-użu esklussiv tal-operatur (rekwiżit mitlub biss jekk il-liċenzja tal-operatur tkun għadha ma ġietx imġedda wara it-23 ta Lulju 2023)

*Site plans of any private parking spaces for the exclusive use of the operator (required only if the operator licence was not renewed after the 23rd July 2023)*Il-flas għandhom isiru permezz ta' ċekk, *bil-Credit/Debit card jew Bank Transfer*  
*Payment shall be made by cheque, by Credit/Debit card or Bank Transfer*

- **BOV IBAN Number: MT21VALL22013000000040022460565**
- **HSBC IBAN Number: MT42MMEB4485300000008512857700**

**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 jittieħdu 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.*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/a  
*Applicant's Signature*Numru tal-karta tal-Identità  
*Identity card number*Data  
*Date***GĦALL-UŻU TAL-UFFIĊĠJU BISS****FOR OFFICE USE ONLY**Numru ta' spazji ta' parkeġġ disponibbli ddikjarat fir-rapport tal-perit  
*Number of available parking spaces declared in the architect's report*Numru ta' vetturi liċenzjati taħt il-Liċenzja ta' Operatur, inklużi dawk li ser jiġu miżjuda  
*Number of vehicles licensed under the Operator's Licence, including those to be added*Elegibbli   
*Eligible*Mhux Elegibbli   
*Not Eligible*Rimarki  
*Remarks*Inizzjali u timbru tal-uffiċjal ta' TM  
*TM Official initials and stamp*Data:  
*Date:*

## 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).