

VEH 081 GRANT SCHEME FOR THE INSTALLATION OF BICYCLE RACKS, BICYCLE REPAIR STATIONS AND ANCILLARY FACILITIES 2025	Transport Malta Land Transport Directorate Telephone: 80072393/25560000 Email: info.tm@transport.gov.mt Website: www.transport.gov.mt	 Transport Malta
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Please read carefully before completing the application form.

Before submitting this form, **fill it in fully, sign it** and attach all applicable supporting documents listed in Section F.

Any forms received which lack any necessary information or documents will not be processed.

Transport Malta shall not be responsible for any loss of grants or opportunities resulting from the submission of incomplete forms.

Submit this form after the purchase or conversion of the bicycle at any of the following addresses:

Level 1, A3 Towers, Arcade Street, Paola, PLA1212	Level 0 Malta Transport Centre, Pantar Road, Hal Lija, LJA2021	Licensing and Testing Services Gozo Directorate St. Francis Square Victoria, Gozo
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For opening hours kindly refer to Transport Malta's website on www.transport.gov.mt.

Eligible Applicants	Actions eligible for incentive
<ul style="list-style-type: none"> Local Councils; Voluntary Organisations. 	<ul style="list-style-type: none"> 100% of capital expenditure incurred.
<ul style="list-style-type: none"> Business Undertakings. 	<ul style="list-style-type: none"> 70% of capital expenditure incurred.

Applications shall be submitted in 2 stages, as explained below:

Stage	Applicable Sections in the Form
1	Before affecting any procurement and installation
2	Following complete installation

Transport Malta reserves the right to carry out any necessary checks and actions based on the information provided in this form to confirm compliance with all relevant regulations.

Where a fraudulent claim arises, Transport Malta may institute criminal proceedings against those responsible. In the event of an incorrect payment of a claim, Transport Malta reserves the right to recover funds paid in error.

Filing your application DOES NOT automatically entitle you to receive the grant.

For use by Transport Malta staff only		
Serial No.:	Date received:	Application No.
<input type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible		
Officer Name or Stamp:		Signature:
Remarks:		

STAGE 1

SECTION A.1 – APPLICANT DETAILS (UNDERTAKINGS, LOCAL COUNCILS OR VOLUNTARY ORGANISATONS)

Entity Registration No: NOT FOR LOCAL COUNCILS	E.g.: C1234
Name of Entity/Locality	

Authorised Representative

Identity card number:			
Name and Surname			
Address & Post Code:			
Email Address:			
Phone number 1:		Phone number 2:	

SECTION A.2 – BANK ACCOUNT DETAILS FOR PAYMENT OF GRANT

Bank Name:		Swift Code:	
IBAN No.:			

SECTION A.3 – DETAILS OF THE PROPOSED FACILITIES

Location			
Bicycle Rack	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If Yes: For how many bicycles: _____
Repair Station	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If Yes: For how many bicycles: _____
Ancillary Facilities (Describe, if Any)			
Est. Capital Expenditure	€		

SECTION A.4 – APPLICANT'S DECLARATION

- I hereby declare that the proposed facilities, once installed and commissioned, shall be made available for public use free of charge, and shall be maintained appropriately.
- I hereby also declare that the statements made, and information given in this application, are true and correct. I understand that giving false or misleading information in connection with this application is a serious offence.

Full Name (in capital letters):	
Date:	Signature:

SECTION A.5 – SUPPORTING DOCUMENTS

Evidence that the bank account indicated here in is held, solely or jointly, by the applicant organisation. This may be a declaration, statement, or any other document issued by the respective bank. It is essential that sensitive information is redacted to ensure privacy.	
Technical documentation of the proposed facilities, indicating type, model, size and other relevant information required to confirm compliance with the applicable guidelines.	
Copy of the Street Infrastructure Permit issued by Transport Malta for the proposed installation. (A road works permit might be needed prior to commencement of works)	
Site plan of the location for the proposed installation	

STAGE 2

SECTION B.1 – CONFIRMATION OF CORRECT INSTALLATION

Photographic evidence of the installed facilities and a report confirming compliance with the approval from Transport Malta following Stage 1 application.

SECTION B.2 – APPLICANT'S DECLARATION

- I hereby declare that the proposed facilities, as installed, are now available for public use free of charge, and shall be maintained appropriately for at least 3 years from date of commissioning.
- I hereby also declare that the statements made, and information given in this application, are true and correct. I understand that giving false or misleading information in connection with this application is a serious offence.

Full Name

(in capital letters):

Date:

Signature:

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. 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 granting of financial incentives, however, your Personal information may also be used for related purposes that amongst other include: sending notifications, requesting additional information, 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 other government entities involved in the provision of financial incentives;
 - Any third party concerned with this provision, management and control of such financial incentives, including auditors reviewing the internal process of the Authority or any other government department, entity, body or agency involved in the provision, management or control of financial incentives.

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. 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 12 months from date of application should the application not be submitted complete or is rejected.
- 4.2. Once the grant 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 applications for financial incentives.
- 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.

8. Contacting us

- 8.1. Please address any questions, comments and requests regarding the application process to info.tm@transport.gov.mt