

LA10 – Application Form – Permit to hire Umbrellas, Deckchairs, and Sun Beds

In Terms of Chapter 409 – The Malta Travel and Tourism Services Act

Prerequisites: To complete this application form, Applicants are required to submit the following documents:

1. Copy of the current Malta Tourism Authority license of the establishment;
2. Copy of both sides of Identity Card (for Applicant and Operator if applicable);
3. Valid Police Conduct (for Applicant and Operator, if applicable);
4. Copy of the latest approved development permission issued by the Planning Authority related to the premises, including a copy of the approved drawings (site plan/plans). The unit subject of this application needs to be clearly outlined on all the relevant drawings (in RED);
5. Encroachment Concession from the Lands Authority (if activity is being carried out on public land).

Notes:

¹**All documents to be submitted in PDF format.**

Payment: This Application carries a payment of €46.59, which may be affected at the end of the online application process. Should Applicants not be able to submit an online payment, they are to proceed to:

- MTA Head Office at Building SCM 01, Level 3, Smart City Malta, Ricasoli, SCM 1001, Kalkara. (Opening Hours: Mon-Fri, 8:30 am – 12:00 pm) **or**
- Business First, Ċentru Joseph Grech, 2nd Floor, Cobalt House, Mdina Road, Central Business District, Mrieħel (Opening Hours: <https://www.businessfirst.com.mt/opening-hours/>) **or**
- MTA Branch Office at 17, Independence Square, Victoria, Gozo. (Opening Hours: Mon-Fri, 8.00 am – 12.00 pm).

Warning to Applicant: Any false statements, misrepresentation, or concealment of material fact in this form or in any document presented in support of this application form may constitute an offence and may lead to refusal, suspension, or revocation of any license and to administrative, civil, and/or criminal consequences at law.

Data Protection Statement: Personal information provided in this application is protected under the Data Protection Act (Chapter 586 of the Laws of Malta). The Malta Tourism Authority will process your personal data in accordance with the provisions of the Data Protection Act for licensing, compliance, and related administrative purposes, and to comply with the Authority's legal obligations. For further information about how your data is processed and your rights, please consult the Authority's privacy notice or contact the Data Protection Officer at dataprotection.mta@visitmalta.com.

Assistance: If you have any queries, you can call the Licensing Department on +356 2291 5000, or email licencing.mta@visitmalta.com.

1. Applicant's Details:

a) Personal Details: (to be filled in if Applicant is a Natural Person or Representative of Company)

- Name

Name:* _____ Surname:* _____

- Identity Card Number:* _____

- Nationality:* _____

- VAT Number:* _____

- Address:* _____

- Locality:* _____

- Tel/Mobile Number:* _____

- Email:* _____

b) Company/Partnership Details (if Applicant is a Body Corporate or Partnership)

- Registered Company/Partnership Name:* _____

- Company Registration/Partnership Number:* _____

- VAT Number:* _____

- Registered Address:* _____

- Locality:* _____
- Tel/Mobile Number:* _____
- Email:* _____

2. Details of Establishment:

- Name of Establishment:* _____
- Number of Establishment:* _____
- Address:* _____

- Locality:* _____
- Local Council:* _____
- Postcode: _____
- MTA License Number:* _____

3. Declaration by Applicant:

- a) Right of Use of Premises (tick all):*
- I/We hereby declare, represent and warrant that, as the Applicant, I/We hold a valid legal right, of whatever nature, whether real, personal, contractual, fiduciary, representative or otherwise, to occupy, use and operate the Premises for the purposes of this application, and that such right is presently effective and enforceable at law. I/We further declare, represent and warrant that, as the Applicant, I/We have obtained all requisite written consents and authorisations from the Owner of the Premises and/or from any other person or authority whose consent is required at law to submit and process this application, to obtain any license to operate, and to conduct the intended activity on and from the Premises.

b) Operations (tick all):*

- I/We undertake to abide at all times by the provisions of the Malta Travel and Tourism Services Act (Cap 409), the regulations made thereunder, and with all license conditions that may be imposed, and to maintain all permits and approvals required by law;
- I/We undertake to inform the Malta Tourism Authority in writing of any changes in circumstances or information relevant to this application or of the operation (including, without limitation, any change in title, capacity, ownership, management, layout or services offered) within not more than fourteen (14) calendar days from the date the change occurs, unless a shorter period is prescribed by law or by a condition so imposed.

c) General (tick all):*

- I/We declare that I/We have read and understood the 'Warning to Applicant' in this Application Form;
- I/We declare that the statements and information provided in or with this application are true, accurate and complete to the best of My/Our knowledge and belief, and acknowledge that making a false declaration or submitting false documentation may constitute an offence and may lead to refusal, suspension or revocation of any license and/or to administrative, civil and/or criminal consequences according to law;
- I/We declare that I/We have read and understood the Data Protection Statement in this application form and consent to the processing of personal data for the purposes stated therein;
- I/We declare that I/We have read and understood Chapter 409 and its applicable Subsidiary legislation.

4. Signature of Applicant:

- Signature of Applicant:* _____
- Signatory's Full Name and Surname:* _____
- On behalf of:* (if Applicant is Body Corporate/Partnership)

- Official Position:* (if Applicant is Body Corporate/Partnership)

- Date:* _____

5. Signature of Licensee:

- Signature of Licensee:* _____
- Signatory's Full Name and Surname:* _____
- Date:* _____

6. Checklist for Document Submission:

1	Copy of the current Malta Tourism Authority license of the establishment;	
2	Copy of both sides of Identity Card (for Applicant and Operator if applicable);	
3	Valid Police Conduct (for Applicant and Operator, if applicable);	
4	Copy of the latest approved development permission issued by the Planning Authority related to the premises, including a copy of the approved drawings (site plan/plans). The unit subject of this application needs to be clearly outlined on all the relevant drawings (in RED);	
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For Office Use Only

Application Reference: _____

Date Received: _____

Processed by: _____