

# Application for Malta Part-FCL Light Aircraft Pilot Licence (Aeroplane and TMG)

issued under the Commission Regulation (EU) No 1178/2011 of 3 November 2011 as amended



## Civil Aviation Directorate

Transport Malta-Civil Aviation Directorate, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel: +356 2555 5000 [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

**WARNING TO ALL APPLICANTS** – Any false statement, misrepresentation or concealment of material fact on this form or any document presented in support of this application may be grounds for criminal prosecution.

**Data Protection Notice** - 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 440 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. Transport 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 Transport Malta, as well as the steps that are taken to protect such information.

**Send completed form to:** Transport Malta-Civil Aviation Directorate, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta.

## LAPL(A) Application Form

Licence No: \*

### To be completed by applicant

*\*For first Malta licence use number on Malta Medical certificate*

Tick boxes and attach forms where applicable

Initial Issue LAPL (SEP Land) Aeroplanes Appendix 1  Applicant holding LAPL(S) with TMG extension to LAPL(A) Appendix 2

Application for Extension of privilege to another class Appendix 3

Skill Test  Proficiency Check

Repetition of  Failed /  Partial Pass Skill test from date: \_\_\_\_\_

Last and First Name: \_\_\_\_\_

Date of Birth dd/mm/yyyy: \_\_\_\_\_ (Minimum Age 17) Nationality: \_\_\_\_\_

Place and Country of Birth \_\_\_\_\_

Address: \_\_\_\_\_

email: \_\_\_\_\_

Telephone Number (Home): \_\_\_\_\_ (Mobile) \_\_\_\_\_

ID card or  Passport No.: \_\_\_\_\_ Country of issue: \_\_\_\_\_

EASA Medical Certificate:  LAPL  Class 1  Class 2  Class 2 valid for IR – Medical Cert. valid until \_\_\_\_\_

LAPL(A) Theoretical examinations: Passed on \_\_\_\_\_

VFR Radiotelephony Practical test: Passed on \_\_\_\_\_

English Language Proficiency: Level \_\_\_\_\_ Valid until \_\_\_\_\_

LAPL(A) Skill test passed on \_\_\_\_\_

**I declare that I do not hold and have not applied for any other Part-FCL licence, rating, certificate or authorisation in another Member State and that I never held any Part-FCL licence, rating certificate or authorisation issued in another Member State which was revoked or suspended.**

Signature of Applicant: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

**LAPL(A)**

**Applicant's Full Name and Licence No:\***

**Skill Test and Proficiency Check Report Form  
LAPL(A) Application Form**

Flight Examiners should be guided by the information in the Flight Examiner's Manual.			
Use of checklist, airmanship, control of aeroplane by external visual reference, anti/de-icing procedures, etc. applies in all sections.		Attempt <input type="checkbox"/> 1 / <input type="checkbox"/> 2	
SECTION 1 PRE-FLIGHT OPERATIONS AND DEPARTURE		FE Initials/FAIL:	Date:
a	Pre-flight documentation, NOTAM and weather briefing		
b	Mass and balance and performance calculation		
c	Aeroplane inspection and servicing		
d	Engine starting and after starting procedures		
e	Taxiing and aerodrome procedures, pre-take-off procedures		
f	Take-off and after take-off checks		
g	Aerodrome departure procedures		
h	ATC liaison: compliance		
SECTION 2 – GENERAL AIRWORK		FE Initials/FAIL:	Date:
a	ATC liaison		
b	Straight and level flight, with speed changes		
c	Climbing: i. best rate of climb;		
	ii. climbing turns;		
	iii. levelling off		
d	Medium (30° bank) turns, look-out procedures and collision avoidance		
e	Steep (45° bank) turns		
f	Flight at critically low air speed with and without flaps		
g	Stalling: i. clean stall and recover with power;		
	ii. approach to stall descending turn with bank angle 20°, approach configuration;		
	iii. approach to stall in landing configuration.		
h	Descending: i. with and without power;		
	ii. descending turns (steep gliding turns);		
	iii. levelling off.		
SECTION 3 - EN-ROUTE PROCEDURES		FE Initials/FAIL:	Date:
a	Flight plan, dead reckoning and map reading		
b	Maintenance of altitude, heading and speed		
c	Orientation, airspace structure, timing and revision of ETAs, log keeping		
d	Diversion to alternate aerodrome (planning and implementation)		
e	Flight management (checks, fuel systems, carburettor icing, etc.)		
f	ATC liaison: compliance		
SECTION 4 – APPROACH AND LANDING PROCEDURES		FE Initials/FAIL:	Date:
a	Aerodrome arrival procedures		
b	Collision avoidance (look-out procedures)		
c	Precision landing (short field landing) and crosswind, if suitable conditions available		
d	Flapless landing (if applicable)		
e	Approach to landing with idle power		
f	Touch and go		
g	Go-around from low height		
h	ATC liaison		
i	Actions after flight		
SECTION 5 – ABNORMAL AND EMERGENCY PROCEDURES		FE Initials/FAIL:	Date:
This section may be combined with sections 1 through 4			
a	Simulated engine failure after take-off		
b	* Simulated forced landing		
c	* Simulated precautionary landing		
d	Simulated emergencies		
e	Oral questions		

\* These items may be combined, at the discretion of the FE.

**Skill test**

**CONTENTS OF THE SKILL TEST FOR THE ISSUE OF A LAPL(A)**

- (a) The route to be flown for the skill test should be chosen by the FE. The route should end at the aerodrome of departure or at another aerodrome. The applicant should be responsible for the flight planning and should ensure that all equipment and documentation for the execution of the flight are on board. The navigation section of the test should have a duration of at least 30 minutes which allows the pilot to demonstrate his/her ability to complete a route with at least two identified waypoints and may, as agreed between applicant and FE, be flown as a separate test.
- (b) An applicant should indicate to the FE the checks and duties carried out, including the identification of radio facilities. Checks should be completed in accordance with the flight manual or the authorised checklist for the aeroplane or TMG on which the test is being taken. During pre-flight preparation for the test the applicant should be required to determine power settings and speeds. Performance data for take-off, approach and landing should be calculated by the applicant in compliance with the operations manual or flight manual for the aeroplane or TMG used.

**FLIGHT TEST TOLERANCE**

- (c) The applicant should demonstrate the ability to:
  - (1) operate the aeroplane or TMG within its limitations;
  - (2) complete all manoeuvres with smoothness and accuracy;
  - (3) exercise good judgment and airmanship;
  - (4) apply aeronautical knowledge;
  - (5) maintain control of the aeroplane or TMG at all times in such a manner that the successful outcome of a procedure or manoeuvre is never seriously in doubt.
- (d) The following limits are for general guidance. The FE should make allowance for turbulent conditions and the handling qualities and performance of the aeroplane or TMG used:

<b>Height</b>	
Normal flight	± 150 feet
<b>Speed</b>	
Take-off and approach	+15/-5 knots
All other flight regimes	± 15 knots

**CONTENT OF THE SKILL TEST**

- (e) The skill test contents and sections set out should be used for the skill test for the issue of a LAPL(A).

## Result of Skill test/Proficiency check Details and Result of the Check

Licence No: \_\_\_\_\_

### To be completed by the Examiner

Details of Check:  Skill Test  Proficiency Check  
 Aeroplane  TMGs

Name of Applicant: \_\_\_\_\_

Aeroplane: Type of Aeroplane/ TMG: \_\_\_\_\_ A/C Registration No: \_\_\_\_\_

Place of Departure: \_\_\_\_\_ Destination: \_\_\_\_\_

Date of Check: \_\_\_\_\_ # of Landings \_\_\_\_\_

Blocks Off \_\_\_\_\_ Blocks-on \_\_\_\_\_ Block time: \_\_\_\_\_

Result of the test on  1<sup>st</sup> Attempt  2<sup>nd</sup> Attempt:

**PASS**

**FAIL\***

**PARTIAL PASS\***

**Applicant's Signature:**  
 \_\_\_\_\_

During the LAPL skill test the applicant has  demonstrated  did not demonstrate\* that he/she has acquired an adequate level of theoretical knowledge of Operational Procedures, Flight Performance and Aircraft General Knowledge.

*Record reasons why item(s) was failed or test was incomplete. Record training required or recommended if applicable.*

\*Examiner Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby declare that I have established communication with the applicant without language barriers. I made the applicant aware of the consequences of providing incomplete, inaccurate or false information. I verified that the applicant complies with the qualification, training and experience requirements in Part FCL. I confirm that all required manoeuvres and exercises have been completed, as well as the verbal theoretical examination, where applicable. I also declare that I have reviewed and applied the national procedures and requirements of the applicant's competent authority contained in version (insert document version as

published on the EASA website) \_\_\_\_\_ of the Examiner Differences Document.

Last and First Name of Examiner: \_\_\_\_\_

Examiner Certificate number: \_\_\_\_\_

Signature of Examiner: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

**LAPL(A) Initial Issue**  
**Appendix 1**  
**Complete if applicable**

Licence No: \_\_\_\_\_

**To be completed by ATO or DTO and signed by Head of Training**

Name of Applicant: \_\_\_\_\_  
 ATO or DTO Name: \_\_\_\_\_ Registration No: \_\_\_\_\_  
 Head of Training Last and First Name: \_\_\_\_\_

**Credit given if applicable:\***

Date of pre-entry flight assessment \_\_\_\_\_ Credit given by ATO/DTO for PIC experience Hours: \_\_\_\_\_ (See note)  
 Total Flight Instruction at an ATO/DTO in  Aeroplanes  TMGs Hours: \_\_\_\_\_ (30 hours less credit - Maximum credit 15 Hours - See Note) including:  
 (1) Dual flight instruction at ATO/DTO in  Aeroplanes  TMGs Hours: \_\_\_\_\_ (15 hours less credit - Maximum credit 7.5 Hours - See Notes),  
 (2) Supervised Solo Flight time on aeroplanes Hours: \_\_\_\_\_ Minimum 6 hours, including: \_\_\_\_\_ hours of solo cross-country flight time Minimum 3 hours; which include the cross country flight below.

**To be completed by Instructor supervising qualifying Solo cross-country flight**

The applicant completed a **Solo Cross country flight** of \_\_\_\_\_ km Minimum 150 km (80NM) during which a full stop landing at an aerodrome different from the aerodrome of departure has been made.  
 Date of Flight: \_\_\_\_\_  
 Leg 1: Departure \_\_\_\_\_ Destination \_\_\_\_\_ Distance \_\_\_\_\_  
 Leg 2: Departure \_\_\_\_\_ Destination \_\_\_\_\_ Distance \_\_\_\_\_  
 Last and First Name of instructor \_\_\_\_\_ Instructor Certificate No. \_\_\_\_\_  
 Signature of instructor \_\_\_\_\_ Date of signature \_\_\_\_\_

**To be completed by an authorised Flight Radiotelephony Examiner**

VFR Radiotelephony Examiner Last and First Name \_\_\_\_\_  
 Route No. \_\_\_\_\_ Date of test: \_\_\_\_\_ Result  Pass  Fail  
 RT Examiner Certificate No. \_\_\_\_\_  
 Signature of RT Examiner: \_\_\_\_\_ Date of signature: \_\_\_\_\_

**Recommendation for Skill Test - The ATO/DTO confirms that the applicant has completed the training required by the approved syllabus, and recommends the applicant for the Skill test**

Signature of Head of Training: \_\_\_\_\_ Date of signature: \_\_\_\_\_

**\*Note:**

- Maximum credit for experience as PIC
- Not more than total flight time as PIC
  - Not more than 15 hours of flight instruction time in the class in which the skill test will be taken
  - Not more than 7.5 hours of dual flight instruction
  - No credit for 6 hours supervised solo flight including 3 hours solo cross country flight (150 km, 80Nm) which must be completed under the ATO/DTO

# Application for Extension of LAPL(S) with TMG extension to LAPL(A)

## Appendix 2

### Complete if applicable

Licence No: \_\_\_\_\_

**To be Completed by the Applicant**

Name of Applicant: \_\_\_\_\_

I declare that I have completed on TMGs after the endorsement of the TMG extension, flight time hours \_\_\_\_\_ *Minimum 21 hours.*

Signature of Applicant: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

**To be Completed by ATO/DTO and signed by Head of Training**

Name of Applicant: \_\_\_\_\_

ATO/DTO Name: \_\_\_\_\_ Registration No: \_\_\_\_\_

Head of Training Last and First Name: \_\_\_\_\_

LAPL(S) with TMG extension licence no: \_\_\_\_\_ Date of TMG extension: \_\_\_\_\_

a. Flight instruction hours in aeroplanes Hours: \_\_\_\_\_ *Minimum 3 hours, including*

- i. Dual take-offs and landings Number: \_\_\_\_\_ *Minimum 10 take-offs & landings*
- ii. Supervised solo take-offs and landings Number: \_\_\_\_\_ *Minimum 10 take-offs & landings*

**Recommendation for Skill Test - The ATO/DTO confirms that the applicant has completed the training required by the approved syllabus, and recommends the applicant for the Skill test**

Signature of Head of Training: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

# Application for Extension of privilege to another class

## Appendix 3

### Complete if applicable

Licence No:

#### To be Completed by the Instructor

Name of Applicant: \_\_\_\_\_

New class: \_\_\_\_\_

I declare that the applicant has completed in the new class above:

- a. Flight instruction hours in aeroplanes Hours: \_\_\_\_\_ *Minimum 3 hours, including*
  - i. Dual take-offs and landings Number: \_\_\_\_\_ *Minimum 10 take-offs & landings*
  - ii. Supervised solo take-offs and landings Number: \_\_\_\_\_ *Minimum 10 take-offs & landings*

Instructor Name: \_\_\_\_\_

Licence Type: \_\_\_\_\_ Licence No: \_\_\_\_\_ State of Licence Issue: \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

**Note: Following the above training the applicant has to pass a skill test on the new class of aeroplane. Completed LAPL(A) Skill test form must be sent to TMCAD.**

# LAPL(A) Application form

## Submission Instructions

### Documents Required:

1. A copy of the Malta ID Card (both sides) or Passport  
[Original has to be presented before licence is collected]
2. A copy of the Medical Certificate  
[Original has to be presented before licence is collected]
3. Log Book – All flight instruction / ground instruction / under supervision flight entries must be signed by the instructor
4. A copy of the LAPL(A) Theoretical Knowledge Examination Results  
[If not issued by Transport Malta original has to be presented before licence is collected]
5. Copy of RT Examiner authorisation if not issued by Transport Malta
6. Copy of ATO/DTO Certificate/Declaration if not issued by Transport Malta
7. Copy of Examiner Certificate if not issued by Transport Malta
8. Copy of Language Proficiency Certificate
9. Copy of any licence for which credit is claimed  
[Original has to be presented before licence is collected]
10. Copy of LAPL(S) with TMG extension  
[if applicable]
11. Copy of Course Completion Certificate [if applicable]

**It is important to send all the documents to avoid a delay in the issue of the licence.**

#### **Transport Malta – Civil Aviation Directorate Bank Details:**

Bank Name: Bank of Valletta

Bank Branch: Naxxar

Bank Address: 38, Triq tal-Labour, Naxxar NXR 9020

Bank's BIC Code: VALLMTMT

Sort Code: 22013

Account Holder: Transport Malta – Civil Aviation Directorate

Account No: 12000580013

IBAN No: MT13VALL 22013 0000 000 12000 5800 13

**Fee:** The applicable fee in the Malta Air Navigation Act on the Transport Malta website has to be submitted with the application.

**Queries:** If you need additional information send an email to [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt) to the Attention of **Personnel**

**Licensing Section, Transport Malta Civil Aviation Directorate** - giving your contact telephone number.

#### **Send completed form to:**

Transport Malta – Civil Aviation Directorate, Personnel Licensing Section, Pantar Road Lija, LJA 2021, Malta



## Data Protection Privacy Notice

Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the Data Controller for the purpose of the Data Protection Act CAP. 440 and 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 form Transport Malta collects different types of information which information is that required by Law and is used explicitly for your particular application. It is to be noted that if the required information is not provided the said application cannot be processed.
- 1.2. The primary purpose for collecting information is mainly to process the application for the service being applied for, however, your personal information may also be used for related purposes that amongst other include: sending notifications, renewal of licence/certificate 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 reasons listed below:
  - Any third party offering assistance in providing the required service;
  - Any law enforcement body who may have any reasonable requirement to access your personal information;
  - Third party entities responsible for the data processing contracted by Transport Malta.

### 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](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 service related to your application is provided, 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 purpose indicated herein.
- 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 440 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 [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt)