



Malta Police Force

PERMITS, LICENCES & APPLICATIONS

Standard Operating Procedure Document

Applicable To: All Members of the Force

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Document and Version Control

This document is maintained by the MPF. Suggestions for improvement and comments relating to the accuracy and currency of the document should be forwarded to Deputy Commissioner Field & Operational Support

This document sets out the SOPs for a structured framework for the processing, evaluation, and issuance of applications and permits by the Malta Police Force. It sets out clear guidelines to ensure consistency, transparency, and compliance with legal and procedural requirements.

The version number is allocated when it has been approved. Any major revisions will be designated by the next whole number (e.g. version 2.0, 3.0, 4.0). Any minor changes will increase incrementally by hundredths (e.g. 2.1, 2.2, 2.3). The current version number will appear on the front cover, footer and Table 1 of these SOPs.

The policies and/or procedures outlined in this document are generally applicable to all members of the Malta Police Force, but do not override any specific/required departmental policies and procedures, which other departments of the Malta Police Force may have. Therefore, specific departmental policies and procedures shall be always observed over the more generic documentation.

Table 1 – Version Control

Version Number	Approval Date	Changelog
Version 1.3	29/03/2026	<ul style="list-style-type: none">Changes To One-Time Event Application Bank Guarantee
Version 1.2	21/07/2025	<ul style="list-style-type: none">Changes To Event Timing
Version 1.1	28/04/2025	<ul style="list-style-type: none">Added One-Time Events Application Timeframes
Version 1.0	17/04/2025	<ul style="list-style-type: none">First Release

Acronyms, Terminology & Definitions

- i. **MPF** – Malta Police Force (*Also referred to as Department*)
- ii. **SOPs** – Standard Operating Procedures
- iii. **PLAT** – Police Licensing Appeals Tribunal

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Introduction

While its principal function remains the protection of citizens and the enforcement of criminal laws, the Malta Police Force is also entrusted with various administrative responsibilities, including the issuance and regulation of a wide range of permits, licenses, and applications. These administrative duties are essential to ensuring that individuals, businesses, and organizations comply with the legal and regulatory frameworks governing various aspects of public life. By overseeing and controlling these processes, the Force plays a pivotal role in risk management, public safety, and national security.

The issuance of these documents is not merely a bureaucratic function but a critical safeguard that helps prevent unauthorized, illegal, or potentially harmful activities. Certain permits—such as firearms licenses, private security accreditations, and event permits—are closely regulated to prevent misuse and mitigate risks to public order. Similarly, licensing for controlled professions (such as private investigators and security personnel) ensures that only qualified and vetted individuals are granted such responsibilities, reinforcing both legal compliance and professional standards.

Beyond security-related applications, the Malta Police Force also regulates permits that have broader societal implications, such as those governing public gatherings and charity collections.

Fees & Charges

Any fees associated with permits, licenses, and applications issued by the Malta Police Force are regulated under the *Malta Police Force Chargeable Services Standard Operating Procedure (SOP-EUR)*. This framework establishes the applicable charges for various administrative services, ensuring transparency, consistency, and compliance with financial regulations.

Firearm Licenses

Handled By

Weapons Office / District Offices

Description

Firearms Licenses are regulated under the *Malta Police Force Firearms License Standard Operating Procedure (SOP-WEP)*.

One Time Events

Balls, Dances & Parties

Handled By

District Offices

Description

The organization of discos, balls, dances, parties, or any similar events that primarily involve an audience dancing to music for all or a substantial part of the event requires prior authorization. Unless the event is hosted in a venue already licensed for such purposes by the Malta Tourism Authority (MTA) or the Commerce Department, a permit from the Commissioner of Police is mandatory, in accordance with Article 10 of the *Trading License Act* (Chapter 441 of the Laws of Malta).

Application

Applications shall be exclusively submitted via a designated online form. No other means of communication or submission will be accepted or acknowledged.

This online form can be accessed via the following link:

https://forms.office.com/Pages/ResponsePage.aspx?id=9dnNNLhdvEmsugH2XMpoDUHa_h4onY9Hrc3_Irv-FUMTYyS05ZSDA0QjgyRkNER1hVQVdVRERCWCQIQCN0PWcu



IMPORTANT NOTICE

Applications must be submitted well in advance, with sufficient lead time proportional to the event's size, scale, and complexity. As a general rule, larger or higher-risk events require significantly earlier planning and coordination.

Under no circumstances, however, shall any application be submitted less than fifteen (15) calendar days prior to the event date. This 15-day threshold is considered the absolute minimum and applies only to the smallest, low-impact events.

When submitting an application, the organizer must provide the following documents:

1. **Applicant's Identification Document(s)** – A clear copy of the applicant's valid Identification Card or Passport. If the organizer is a company, a director or legal representative must file the application, providing proof of authority to represent the entity.
2. **Organizer's Cover Letter** – A formal letter from the organiser outlining the proposed activity in detail, including the nature of the event, location, date, and estimated number of attendees.
3. **Programme Of Events** – A complete and structured schedule of the event, indicating the sequence and timing of all planned activities, including the assembly and dismantling of on-site equipment such as stages, sound systems, lighting, and other installations.
4. **List Of Performers** – A comprehensive list including full names and details of all performers, submitted for background vetting and clearance purposes.
5. **Site Plan** – A detailed layout of the venue.
6. **Proof Of Occupancy** – Documentation confirming legal access or ownership of the venue.

7. **Architect / Civil Engineer Certificate** – Certifying the venue’s capacity, calculated at 0.5 square meters per person.
8. **Electrical Certification** – Issued by a licensed electrician or electrical engineer, ensuring compliance with prevailing electrical safety regulations.
9. **Stage & Structural Safety Certification** – A certificate from a licensed engineer verifying the safety of any stages, rigging, or other structures at the venue.
10. **Vulnerability & Risk Assessment Report** – A comprehensive evaluation by a competent individual identifying security, operational, technological, physical, and human vulnerabilities and risks.
11. **Bank Guarantee** – A bank guarantee of €5,000 Payable to the Government of Malta, which may be forfeited in case of any violation of permit conditions.



IMPORTANT NOTICE

Outdoor events held within areas of 750 square metres or less are **exempt** from the Bank Guarantee requirement.

This **exemption also applies** to events organised by Local Councils, provided such events are official organisational activities conducted within their respective locality of jurisdiction.

12. **Insurance Policy** – Covering all logistical arrangements and risks associated with the event.

Before approval, the application must be cleared by the following authorities:

1. **Planning Authority (PA)** – No objection and permit for the intended use of the property (*if applicable*).
2. **Environment And Resources Authority (ERA)** – No objection and clearance with respect to environmental impact.
3. **Lands Department** – No objection and permit for the use of public land (*if applicable*).
4. **Transport Malta** – No objection concerning traffic management and related logistical arrangements (*if applicable*).
5. **Superintendent Of Cultural Heritage** – No objection for use of sites of cultural or historical significance (*if applicable*).
6. **Local Council** – No objection for events held within the locality.
7. **Civil Protection Department (CPD)** – Clearance regarding fire safety and emergency response.
8. **Superintendent Of Public Health** – Clearance to ensure public health standards are upheld.
9. **Police Department** – Background checks on organisers and performers (*to be performed by the district processing the application*), together with any additional checks as may be deemed necessary by the District Superintendent for that specific event.
10. **Other Authorisations** – Obtain any further clearances from relevant authorities as requested by the District Superintendent to ensure the event fully complies with all regulatory and operational requirements.



IMPORTANT NOTICE

Once all requirements and clearances are met, the request is **reviewed** by the District Superintendent and endorsed by the Regional Assistant Commissioner.

If a refusal is recommended, the case is referred to the Commissioner of Police for a final decision.



TIP

If an application is denied, the organizer may appeal before the *Police License Appeal Tribunal* (PLAT).

Standard Conditions For Approved Events

All events must adhere to the below *Standard Conditions* to ensure public safety, compliance with Maltese law, and the smooth operation of licensed events:

1. **Venue Capacity Compliance** – The organizer is responsible for ensuring the venue does not exceed the permitted number of attendees, as certified by the Architect / Civil Engineer.
2. **Venue Safety** – The surrounding area must be free from hazards to ensure attendee safety.
3. **Temperature & Comfort** – The venue must maintain a comfortable environment, preventing excessive heat buildup.
4. **Toilet Facilities** – Adequate and hygienic restrooms must be provided for attendees.

5. **Drinking Water Access** – Free and readily accessible drinking water must be available, located outside toilet facilities, and maintained throughout the event.
6. **Waste Management Facilities** – Adequate bin facilities must be provided on-site, including clearly marked containers for waste separation in line with applicable regulations.
7. **Food & Beverage Clearance** – The Public Health Authorities must be notified to enable them to conduct any necessary inspections.
8. **Alcohol Regulations** – No alcohol shall be sold or served to minors under 17 years. Clear signage must be displayed.
9. **Medical Response Team** – An adequate medical response team must be present on-site throughout the event.
10. **Security Licensing** - The organiser is responsible for ensuring that all engaged security personnel are duly licensed and authorised in accordance with applicable regulations.
11. **Personal Search Area** – If, following a risk assessment by the District Superintendent, searches are deemed necessary, the organizer must provide a suitable area for police to conduct attendee inspections.
12. **Police Presence** – In applicable cases, as determined by the District Superintendent, event organisers are required to submit a Provision Of Police Officers On Extra Duty request to the Staffing & Major Events (through <https://pulizija.gov.mt/en/service/hire-the-services-of-a-police-officer-extra-duty/>). The deployment of officers on Extra Duty will be based on a risk assessment conducted by the District Superintendent, in accordance with the *Malta Police Force's Provision of Extra Duty Service to Third Parties Standard Operating Procedure (SOP-EXM)*. All related costs shall be borne by the event organiser.
13. **Event Timing** – The event must be held strictly within the times authorised by the licence and, in all circumstances, must end by 0200 HRS. If the event is held in a fully enclosed venue, the

permitted duration may — in terms of Regulation 11 of Subsidiary Legislation 10.40 be extended until 0400 HRS.



IMPORTANT NOTICE

While all events must adhere to *Standard Conditions*, the Police may impose additional **ad-hoc conditions** as necessary.



WARNING

ORGANIZERS MUST IMMEDIATELY COMPLY WITH ANY POLICE DIRECTIVES RELATED TO PUBLIC SAFETY AND ORDER.



WARNING

IN CASES WHERE FIREWORKS OR PYROTECHNIC DISPLAYS FORM PART OF THE EVENT, ORGANISERS ARE REQUIRED TO OBTAIN A SEPARATE PERMIT FOR THE LETTING OFF. ANY PERMIT OR AUTHORISATION GRANTED BY THE POLICE FOR THE EVENT DOES NOT CONSTITUTE APPROVAL FOR THE USE OF FIREWORKS OR PYROTECHNICS.



WARNING

ORGANIZERS MUST IMMEDIATELY COMPLY WITH ANY POLICE DIRECTIVES RELATED TO PUBLIC SAFETY AND ORDER.



WARNING

THE POLICE HAVE THE AUTHORITY TO SUSPEND OR TERMINATE THE EVENT AT ANY TIME IF ANY VIOLATIONS OR THREATS TO PUBLIC SAFETY ARISE. THIS MAY OCCUR IF THE ORGANIZER FAILS TO COMPLY WITH THE CONDITIONS OUTLINED IN THE PERMIT. ADDITIONALLY, IF THE EVENT CAUSES PUBLIC DISTURBANCE, SUCH AS EXCESSIVE NOISE COMPLAINTS, UNRULY BEHAVIOR, OR DISRUPTIONS TO THE SURROUNDING COMMUNITY, THE POLICE MAY INTERVENE TO MITIGATE THE IMPACT. FURTHERMORE, IF AT ANY POINT THE EVENT POSES A RISK TO PUBLIC ORDER AND SAFETY, INCLUDING SITUATIONS INVOLVING VIOLENCE, DRUG-RELATED OFFENSES, OR AN INABILITY TO CONTROL THE CROWD, THE AUTHORITIES RESERVE THE RIGHT TO IMMEDIATELY HALT THE EVENT TO PREVENT FURTHER ESCALATION.



WARNING

ANY CONDITIONS IMPOSED BY OTHER COMPETENT AUTHORITIES AS PART OF THEIR NO OBJECTION MUST BE STRICTLY OBSERVED. IT IS THE SOLE RESPONSIBILITY OF THE ORGANISER TO ENSURE FULL COMPLIANCE WITH SUCH CONDITIONS. SHOULD THE POLICE RECEIVE A COMPLAINT OR OBSERVE ANY BREACH OF THESE CONDITIONS, THEY RESERVE THE RIGHT TO INTERVENE, INCLUDING THE SUSPENSION OR TERMINATION OF THE EVENT.

Parking Permits

Handled By

Secretariat

Description

Parking Permits in Malta are governed by Article 78 of the *Motor Vehicle Regulations*, Subsidiary Legislation 65.11. These permits are specifically designed to assist professionals whose roles require prompt service delivery, such as doctors, nurses, and members of the press. The primary purpose of these permits is to provide special parking privileges, enabling these essential service providers to perform their duties efficiently. While the majority of permits are issued to doctors, nurses, and press members, other professionals with valid justifications for requiring prompt service delivery may also be considered.

Application

Applicants can submit their applications through the user-friendly online portal available at: <https://pulizija.gov.mt/en/service/parking-permits/>.

Contact Information

For any inquiries regarding parking permits, applicants can contact the Secretariat Office at 21224001 or via email at secretariat.police@gov.mt.