

CIRCULAR PA 7/94

1 'SURGERY' FOR PLANNING OFFICERS

2 REQUESTS TO BE PRESENT AT THE MEETINGS OF THE DEVELOPMENT CONTROL COMMISSION

1 INTRODUCTION

- 1.1 This Circular describes a proposed innovation to provide a time each week when individual professional officers will be available for discussions. It also seeks to clarify the position regarding objections, requests to be present and the opportunity for interested parties to speak at DCC meetings.

2 'SURGERY' FOR PLANNING OFFICERS

- 2.1 Following discussions with the Chamber of Architects and Civil Engineers, the Planning Directorate has decided to introduce 'surgeries' for professional officers within the APUs. These officers will be available for an hour each week, on the days and at the times given in the table below, to answer *general enquiries* and other detailed enquiries of an urgent nature, without making prior appointment. Questions about current applications or specific files should be raised in the normal way, that is by arranging a meeting with the appropriate officer.
- 2.2 The scheme will operate from 1st January 1995. Officers will be available as follows

<i>Name</i>	<i>Day</i>	<i>Time</i>
Hector Zammit	Monday	09.00 - 10.00
Joe Scalpello	Monday	11.00 - 12.00
Silvio Farrugia	Monday	11.00 - 12.00
Victor Sladden	Tuesday	08.00 - 09.00
Chris Borg	Tuesday	11.00 - 12.00

Elizabeth Ellul	Wednesday	09.00 - 10.00
Peter Cefai	Wednesday	11.00 - 12.00
Ruben Abela	Thursday	08.00 - 09.00
Gorg Cilia	Friday	08.00 - 09.00
Mario Scicluna	Friday	11.00 - 12.00

3 REQUESTS TO BE PRESENT AT THE MEETINGS OF THE DEVELOPMENT CONTROL COMMISSION AND THE SUBMISSION OF FRESH PLANS OR ADDITIONAL INFORMATION TO THE DCC

- 3.1 As you know, an agenda is now prepared in advance of each meeting of the DCC. Once the agenda has been published (i.e. placed on the noticeboard in the foyer of the Directorate's offices), the DCC will not accept requests to make verbal representations in relation to applications appearing on that agenda.
- 3.2 There is no need for persons who would simply like to be present at any meeting or at a particular meeting to make a request to do so. They may just come to the meeting but they will have no right to make representations. The Chairman of the DCC may allow representations at his discretion. Persons wishing to speak or make representations at a meeting must notify their wish to do this well beforehand, according to the established procedure.
- 3.3 The DCC requires that all those (including the architect, applicant or objectors) making a request to be notified when a particular application is discussed by the DCC, to state their reason/s, objection/s or representation/s in the letter making the request. The DCC will then decide whether or not it is necessary that they should be given an opportunity to speak during the meeting, since the DCC may consider that the reading out of the reason/s, objection/s or points to support their application is sufficient. The DCC is, of course, anxious to balance opportunities for representations of all kinds with keeping discussions during meetings focused and to an acceptable level, in order to ensure speedy decision making.
- 3.4 Requests by the DCC for the submission of fresh plans, information, etc., are normally communicated to the architect and applicant after the meeting at which the initial discussion takes place. A time limit of three weeks will now be imposed for the receipt of the plans or information. If an adequate response is not received within that time, the application will be deemed to have been refused outright.