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Guidance Notes for Applicants

Regarding the Planning Control Application

Section numbers refer to the relevant questions on the application form.

1: Applicant Reference Person

The name of the reference person only has to be indicated here.

2: Other Applicants

The names and Identity Card Numbers of any other applicants are to be included. If there are more than seven other applicants, a separate sheet is to be attached with similar requirements, and this is to be signed and stamped by the architect.

4: Location of site

Where a full postal address is not available, provide details of adjacent road-names and any well-known local name for the area. Include Survey Sheet numbers.

5: Description of proposal

Describe all changes which are to be made on the building / road alignments and to scheme and subsidiary plan.

6: List of plans and drawings

List all plans and drawings which form part of the application, using a continuation sheet if necessary.

7: Site profile

The applicant's site area as marked in red on the plans is to be indicated. Any affected third parties' site area as marked in blue on the plans is also to be indicated.

Choose one of the following categories to describe the main existing use and the proposed use of the site:

AG	Agricultural land	RC	Recreational/Sport
CH	Religious buildings	RE	Residential
CO	Community & Health Services	RS	Restaurant/Cafe/Bar
ED	Education	RT	Shops/Retail Services
GA	Vehicle Garaging	ST	Warehousing/Storage
HO	Hotel/tourist accommodation	TR	Transport interchange/depot
IN	Industrial/Manufacturing	XX	Disused building
MI	Mineral extraction	YY	Undeveloped land
OF	Offices	ZZ	Other (describe):
PU	Public Utilities		

8: Road Levels and Access

Show any new or altered access to an existing or proposed road on plan. Indicate an *altered* access where widening or any other operation (such as changing the gradient) is proposed. Any affect on existing/proposed official road levels is to be indicated on the plans.

9: Trees

Plot *all* trees within site on the layout plan, identifying their species. Distinguish between those to be removed and those to be retained.

10: Existing Service Networks

If any existing service networks are affected by the proposal, these are to be specified and indicated on the plans. *E.g. Of Service Networks are - sewer mains, electrical or telephone cables, water mains etc.*

11: Previous Applications / Permits / Requests on this site

Include reference numbers for *all* known previous applications or permits or requests relative to site.

12: Architect's and Applicant's Declaration

The Architect's Declaration should be completed with his official stamp. The Applicant's Declaration must be completed by the reference person who fills in question 1.

13: Certificate of Ownership

Where the applicant/s is/are the sole owner/s of the land to which the application relates, these are to be included in the space provided. If there are more than four applicants, a separate sheet is to be attached with similar requirements, and this is to be signed and stamped by the architect. This certificate is also to be confirmed by a copy of the legal proof of ownership (authenticated by a Lawyer) together with the attached relative plan, and by a completed Ownership Declaration Form.

If the applicants are not the sole owners of the land to which the application relates, Forms PC-A (notification form) to PC-C (unknown third parties) should be filled in. These forms can be obtained from the MEPA website under the section PC applications.

Attachments and Drawings Checklist

Submit three copies of the application form, plans and drawings.

Photographs

Include at least three colour photos of the site and its surroundings, with the points from which the photos were taken shown on a copy of the site plan.

Written Justification

A written justification by the architect for the PC application.

Legal Proof of Ownership

Legal proof of ownership of all the land that is subject to the application, including a title deed and the plan to which such deed refers.

Ownership Declaration Form

A completed Ownership Declaration Form that is to be attached and cross-referenced to the Ownership Declaration Map. Both these documents should be signed and stamped by a Lawyer. The proposal should be separate from the Ownership Declaration Map. The Ownership Declaration Form can be downloaded from the MEPA website. Whilst legal searches remain a requisite, it is not necessary to have them materially annexed to the application. It would suffice to have the Lawyer sign a declaration that the legal searches have been undertaken in a specified time period and that they are in his/her possession and available for inspection. There should also be a cross reference to the said legal searches.

Site Plan

- A4 extract from the latest survey sheet at 1:2500 scale outlining the scheme or Subsidiary Plan;
- Outline the site boundaries in red;
- Indicate the positions from which the photographs were taken on one site plan;
- Include the survey sheet number, co-ordinates of the site, north point and the shortest distance between the site boundary and the nearest corner of a built block.

Proposal

- An enlarged survey sheet of a scale not smaller than 1:1000;
- Outline the site boundaries in red;

- Outline other land owned by any affected third parties in blue;
- Show the relevant planning scheme, in colour, on one copy;
- Indicate the proposed changes to the scheme on the other copies.

Current Layout Plan (Submitted after application)

A 1:500 scale plan is to be submitted after application's submission on preparation of the plan by the Land Survey Unit (MEPA) at applicant's expense.

The plan is to show:

- existing site features;
- scheme alignment interpretation;
- existing site levels;
- existing scheme zoning;
- boundaries of applicant's property in red;
- boundaries of affected third party property in blue;
- any site constraints.

Proposed Layout Plan (Submitted after application)

A copy of the 1:500 scale plan similar to the Current Layout Plan is required, showing :

- proposed changes to the building / road alignment and to the scheme including road design like pavement widths, build-outs and lay-bys for the provision of on-street parking, and any traffic calming designs;
- any proposed changes to road levels;
- proposed scheme zoning;
- boundaries of applicant's property in red;
- boundaries of affected third party property in blue.

All plans submitted must be signed, stamped and dated by the architect. Plans and drawings should be no larger than A1 size sheets. They should be folded in sets to A4 size. All scales must be metric.

Application Fee

For applications for amendments to schemes and to alignments – EUR 232.94 per 150m2 site area or part thereof to be computed on the area bound by the current alignment and the proposed alignment.

For applications for the amendment of a Local Plan - EUR 232.94 per 150m2 site area or part thereof. However, if the applicant decides not to pay this fee but opts to follow the provisions of Articles 2(b) and 2(c) of Legal Notice L.N. 187/07, the fee payable for the PC application shall be of EUR 174.71. In this case, the provisions of Article 2 (c) of Legal Notice L.N. 187/07 shall also apply. In the case of PC applications on sites that have been included in the Rationalisation of Development Boundaries Exercise, the fee shall be applicable to the whole site area unless otherwise guided by MEPA.

The application fee form can be obtained from the MEPA front desk. The relevant fee needs to be indicated in the section "Planning Control Fee". The original receipt together with the application fee form must accompany the application.

Send your completed application, by post, to the Malta Environment & Planning Authority at PO Box 200, Marsa, GPO 01, or deliver it by hand during normal office hours to MEPA at St. Francis Ravelin, Floriana or at Victoria, Gozo.

PLEASE READ THE FOLLOWING CLAUSE BEFORE SIGNING A PLANNING CONTROL APPLICATION FORM

Data Protection CLAUSE

In terms of the Data Protection Act (Chapter 440 of the Laws of Malta), we will process any personal and/ or sensitive data supplied on/ in the Planning Control application, request or notification form as subsequently supplied by yourself, whether orally or in writing, for all or any of the following:

1. The proper processing of your application, request and/or notice as submitted;
2. Preventing, detecting and/or prosecuting fraud and any other criminal activity which the Authority is bound to report and/or act upon whilst meeting any other specific legal or regulatory obligations;
3. Establishing, exercising or defending any legal action;
4. Internal management, research and statistics, systems administration, the development and improvement of our services;
5. The protection and promotion of our legitimate interests and the proper conduct of our obligations arising under any law or statutory instrument; and
6. To make public the necessary information as specified in the relevant law and/or instrument.

Relevant data will be disclosed or shared as appropriate with all our employees and with other third parties if pertinent to any of the purposes listed above.

Every field on the form is mandatory. Should you fail to fill in any mandatory field, we reserve the right to refuse the application. Should any field be inapplicable to your particular circumstances please mark that field with the letters "N/A".

You have the right to require that we provide you with access to your personal data as well as the right to rectify, or, in appropriate circumstances, erase any inaccurate, incomplete or immaterial personal data which is being processed. However, you are required to inform us immediately of any alterations relating to your personal data which we are processing.

By signing the form, you confirm that you are giving your explicit consent, in terms of the Data Protection Act, on behalf of yourself and all the other persons specified in this form for the Authority to process your respective personal information as outlined above and you confirm that you have brought this Data Protection notice to the attention of these other persons and obtained their respective consents.

We undertake to implement appropriate measures and safeguards for the purpose of protecting the confidentiality, integrity and availability of all data processed.