

Request for Minor Amendments to Permission PA

as per Circulars MEPA 2/98 and 8/02
Form MA 01/09: Notification for Minor Amendments

Malta Environment and Planning Authority

St. Francis Ravelin, Floriana FRN1230

Tel: 2290 0000

Fax: 2290 2295



For office use only

1 Details of approved development

Date of permission: _____

Address of site: _____

Approved development: _____

2 Details of proposed changes

List of approved drawings to be amended: _____ PA

Description of minor amendments (Describe in detail the differences between the approved and the proposed drawings)

3 Perit's Declaration

I, the undersigned *Perit*, hereby declare that to the best of my knowledge all the technical content contained in this request and on the submitted plans and drawings is correct and complete, and that I shall undertake the direction and responsibility for the works referred to in this request according to Article 97(o) of the Code of Police Laws (Chapter 10).*

Signed

Perit's official stamp

Date

*A Change of Architect Form shall be submitted if the *Perit* is not the same as in the original application.

4 Checklist of submissions

This form completed in full	<input type="checkbox"/>	Amount of €
Three copies of drawings showing amendments	<input type="checkbox"/>	
All drawings titled and signed by the <i>Perit</i>	<input type="checkbox"/>	
All amendments shown in conventional colours	<input type="checkbox"/>	
Accessibility Audit Report (where applicable)	<input type="checkbox"/>	
Fire Safety and Ventilation Report (where applicable)	<input type="checkbox"/>	
Building Levy fee attached	<input type="checkbox"/>	

NB: Application may be rejected at vetting stage if requirements are found to be incomplete, unclear, insufficient or erroneous.

PLEASE READ THE FOLLOWING CLAUSE BEFORE SIGNING

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 this application, request or notification form or 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 this 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.