

Request for sanitary endorsement

Form SE 1/01

Malta Environment and Planning Authority
PO. BOX 200, Valletta CMR 01, Malta
Tel: 2 1240976, Fax: 2 1224846

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For Office use only

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Applicant's Details

Name: _____
Address: _____

 _____ ID: _____
Tel: _____ Mobile: _____
Fax: _____ E-mail: _____

Site Location

Architect's Details

Name: _____
Address: _____

 _____ ID: _____ Ref No: _____
Tel: _____ Mobile: _____
Fax: _____ E-mail: _____

Description of Proposed Works

Previous permits, applications & notifications affecting site

(To be filled in all cases. If none exist, please enter "NONE")

Architect's declaration: I, the undersigned *Perit*, hereby declare that to the best of my knowledge all the technical content contained in this notification and in the submitted plans and documents is correct and complete, and that I shall undertake the direction of and responsibility for the works referred to in this notification according to article 97 (o) of the Code of Police Laws (Chapter 10).

Architect's signature

Architect's official stamp

Date

Applicant's Declaration: I hereby notify the Planning Authority of my intention to effect works as described in this notification and in the attached plans and documents. I declare that, to the best of my knowledge, all the information submitted is correct and complete.

Applicant's signature

Applicant's name (*block capitals*)

Date

Required documentation also submitted (to be filled in)

Completed DNO form Plans/sections/elevations Payment of Lm _____ by voucher no. _____
Site location plan Photographs Other documentation as may be required

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Vetted by:

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Remarks (*for office use only*)

Form SE 1/01

Name & Signature:

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.