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ADDITIONAL INFORMATION FORM B12

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Office Use Only

For new shops, offices, commercial development, hotels, industrial units, warehousing, leisure and mixed-use developments

1	Floorspace Profile	Gross Floor Area (Sq Metres)	
		Code	Existing Proposed
	Residential	DWL	_____
	Vehicle garaging/ parking	PRK	_____
	Industrial / Manufacturing	MAN	_____
	Warehousing / Storage	WRH	_____
	Offices	OFF	_____
	Shops / Retail services	RDS	_____
	Restaurant / Cafe / Bar	RCB	_____
	Recreational / Sport	REC	_____
	Community & Health Services	SRV	_____
	Hotel / Tourist Accommodation	TOU	_____
	Educational	EDU	_____
	Other (Specify);	OTH	_____
	TOTAL FLOORSPACE		_____
<p>Supply all requested data on the proposed development in the <i>Proposed</i> column. In the case of a replacement building or an extension, you should also complete the <i>Existing</i> column.</p> <p>The <i>gross floor area</i> is the floorspace of the building enclosed by walls and any floorspace in the form of balconies, etc. Use external measurements throughout. Include any floorspace provided underground, in the form of basements.</p>			
2	Number of Units	Existing Units	Proposed Units
	Dwelling Units	_____	_____
	Hotel bedrooms	_____	_____
	Other tourist accommodation units	_____	_____
	Retail Units	_____	_____
<p>Include the total number of self-contained flats, apartments, maisonettes and houses as <i>dwelling units</i>.</p>			
3	Employment	Existing Employees	Proposed Employees
	Full-time employees	_____	_____
	Part-time employees	_____	_____
<p>Estimate the probable number of employees. Part time employees are those working up to 30 hours per week.</p>			
4	Parking, Loading and Unloading	Parking Places	Vehicles per day
	Cars (Employees)	_____	_____
	Cars (Visitors)	_____	_____
	Minibuses	_____	_____
	Coaches / Buses	_____	_____
	Goods Vehicles (up to 5 tonnes)	_____	_____
	Goods Vehicles (5-15 tonnes)	_____	_____
	Goods Vehicles (over 15 tonnes)	_____	_____
<p>Indicate the planned level of off-street parking provision in the left-hand column.</p> <p>Indicate the expected daily number of vehicle arrivals on the site in the right-hand column.</p>			
5	Hours of Operation		
	Industrial / Manufacturing	_____	
	Warehousing / Storage	_____	
	Shops/ Retail Services	_____	
	Restaurant / Cafe/ Bar	_____	
	Other (Specify);	_____	
<p>Indicate planned hours and days of operation in the appropriate use category</p>			
6	Industrial Development		
	Describe the industrial processes to be carried out	Please continue on a separate sheet, if required	

Identify the type and volume of raw materials required		List the type and volume of end products	
Description	Volume / day	Description	Volume / day

List the type and number of machines involved		List all waste products, with estimated volumes	
Description	Number	Description	Volume/ day

Tick the appropriate Use Classes Order (1994) classification (LN53 of 1994):

- | | | |
|--------------------------|--|---|
| <input type="checkbox"/> | 11. <i>Business & Light Industry</i> | Research, testing & development, craft business, light industry |
| <input type="checkbox"/> | 12. <i>General Industrial</i> | Industrial processes not covered by any of the other classes |
| <input type="checkbox"/> | 13. <i>Special Industrial Group A</i> | Smelting, galvanising & other metal treatments |
| <input type="checkbox"/> | 14. <i>Special Industrial Group B</i> | Processes using lime, cement, fuel ash and other products |
| <input type="checkbox"/> | 15. <i>Special Industrial Group C</i> | Processes using oil & bitumen; selected chemical treatments |
| <input type="checkbox"/> | 16. <i>Special Industrial Group D</i> | Processes using animal remains as a primary input |
| <input type="checkbox"/> | 17. <i>Storage and Distribution</i> | Use for storage or as a distribution centre |

Full definitions of all Use Classes are provided in the Development Planning (Use Classes) Order 1994 (LN 53 of 1994)

7 Retail Development

Total Sales Area (in Sq. Metres)

Total sales area includes all floorspace devoted to the display and sale of goods. Include customer circulation space, lobby and payment areas. Exclude storage and parking areas, lifts and stairwells.

Type of goods to be sold: tick all which apply

- Food and other convenience goods
- Cars / motor vehicles
- White goods (eg. fridges, cookers)
- Electrical goods
- Building materials
- Home furnishings and fittings
- Other comparison goods
- Other: *Please describe* _____

Convenience goods include food, consumable household goods, confectionery, newspapers, magazines and other regular purchases.

All other items are classified as *comparison goods*.

Describe the delivery and servicing requirements of the proposed retail outlet.
(Indicate the frequency and probable timing of servicing visits and the size of vehicles used)

Signed _____ Architect _____ Date _____

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.