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Office use only

PLANNING CONTROL APPLICATION FORM

*In terms of the Development Planning Act 1992
 This page of the application form will be date-stamped and returned to provide
 an immediate acknowledgment of receipt.*

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<p>1 Applicant Reference Person <i>(Please complete in block letters)</i></p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>Tel No _____ Postcode _____</p> <p>Fax No _____ ID No _____</p>	<p>2 Other Applicants <i>(Please complete in block letters)</i></p> <p>Name _____ I.D. No. _____</p> <p>Name _____ I.D. No. _____</p> <p>Name _____ I.D. No. _____</p> <p>Name _____ I.D. No. _____</p> <p>Name _____ I.D. No. _____</p> <p>Name _____ I.D. No. _____</p>																						
<p>3 Architect <i>(Please complete in block letters)</i></p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>Your ref. for this application _____</p> <p>Fax No _____ ID No _____</p>																							
<p>4 Location of site <i>(Please complete in block letters)</i></p> <p>Area Name _____ Survey Sheet No _____</p> <p>Street Name(s) _____</p> <p>Locality _____ Local Council _____</p>																							
<p>5 Description of Proposal</p> <p><i>Describe proposed changes to building / road alignments and to scheme.</i></p> <p>_____</p> <p>_____</p> <p>_____</p>																							
<p>6 List of Plans and drawings</p> <p><i>TICK, if continuation sheet for drawings supplied</i> <input type="checkbox"/></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 70%;">Plan/ Drawing title</th> <th style="width: 30%;">Your Unique Ref.</th> </tr> </thead> <tbody> <tr><td>1)</td><td></td></tr> <tr><td>2)</td><td></td></tr> <tr><td>3)</td><td></td></tr> <tr><td>4)</td><td></td></tr> <tr><td>5)</td><td></td></tr> <tr><td>6)</td><td></td></tr> <tr><td>7)</td><td></td></tr> </tbody> </table>	Plan/ Drawing title	Your Unique Ref.	1)		2)		3)		4)		5)		6)		7)		<p>7 Site Profile (Sq Metres)</p> <p>Applicant's Site Area _____</p> <p>Affected third parties' site area _____ <i>(if any)</i></p> <p>Main use of the site / buildings <i>(See categories Guidance Notes)</i></p> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 60%;">Existing</td> <td style="width: 10%; text-align: center;">Code</td> <td style="width: 30%; text-align: center;">Category</td> </tr> <tr> <td>Proposed</td> <td style="text-align: center;">Code</td> <td style="text-align: center;">Category</td> </tr> </table>	Existing	Code	Category	Proposed	Code	Category
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8	Road Levels and Access		
	This proposal includes:	Yes No	State name of affected road(s) & indicate proposed changes on plan:
	A new vehicular access	<input type="checkbox"/> <input type="checkbox"/>	_____
	An altered access	<input type="checkbox"/> <input type="checkbox"/>	<i>If road levels are affected, indicate changes on plan.</i>

9	Trees		
	This proposal involves:	Yes No	Indicate location and species of affected trees on plan number (s)
	Felling of trees	<input type="checkbox"/> <input type="checkbox"/>	_____

10	Existing Service Networks		
	This proposal affects:	Yes No	Indicate type and route plan.
	Existing Service Networks	<input type="checkbox"/> <input type="checkbox"/>	_____

11	Previous Applications / Permits / Requests on this site		
	PA/PAPB Reference No.	Planning Control Reference No.	General File Reference No.

12	Architect's Declaration		
	I, the Architect and Civil Engineer, as undersigned do hereby declare that to the best of my knowledge all the technical content contained in this application and on the submitted plans is correct.		
	_____ Signed	_____ Architect (Official Stamp)	_____ Date
	Applicant's Declaration		
	I apply for planning control and declare that, to the best of my knowledge, all the information contained in this application and on the submitted plans is correct.		
	_____ Signed	_____ Applicant (Block Capitals)	_____ Date

13	Certificate of Ownership <small>(Delete where appropriate)</small>		
	I / We certify that nobody except the applicant/s is/are the owner/s of any part of the land to which this application relates, as shown in red ink on the accompanying plans and as confirmed in attached legal proof/s of ownership.		
	_____ Signed	_____ On behalf of / in my own name	_____ ID Number
	_____ Signed	_____ On behalf of / in my own name	_____ Date
	_____ Signed	_____ On behalf of / in my own name	_____ ID Number
	_____ Signed	_____ On behalf of / in my own name	_____ Date

14	For competition by Architect: Attachments and Drawings Checklist		
	Application fee receipt attached	<input type="checkbox"/>	Relative proof of Ownership attached
	All required questions answered	<input type="checkbox"/>	Full description of proposal & site location
	Required copies of the application form and plans	<input type="checkbox"/>	All drawings folded to A4 size and collated into sets
	All drawings titled and signed by the Architect	<input type="checkbox"/>	A set of three colour photos, on an A4 sheet
	Provision of all requested information will speed the processing of your application.		
	Your application may be rejected at the front desk if required checklist items are missing.		

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.