

## **PA CIRCULAR 03/17**

### **INTRODUCTION**

In a continuous bid to facilitate application processes, increase public participation, work towards paperless practices, whilst reducing the need for Periti to physically visit its offices, the Authority is including Planning Control Applications (Zoning and/or Alignment) in the eApplications system. This Circular outlines, and provides guidance on, the submission requirements for these types of applications through the online portal. Meanwhile, a number of procedures are also being set in place as described further in this circular.

### **ONLINE SUBMISSION OF PLANNING CONTROL APPLICATIONS**

As of 2 January 2018, applications for Planning Control (Zoning and/or Alignment), in line with L.N. 71 of 2007 as amended by L.N. 73 of 2015 and L.N. 103 of 2017, may only be submitted through the Authority's eApplications System. Applications which would have not been validated by 22<sup>nd</sup> December 2017 will need to be uploaded electronically as from the 2<sup>nd</sup> January 2018. The electronic submission of these notifications will now:

1. Enable Periti to submit digitally via eApplications,
2. Enable the Authority to correspond directly with the Periti digitally via eApplications,
3. Enable the Authority to effect consultations electronically.
4. Enable applicants to receive correspondence via email,
5. Allow for third parties to make representations via eApplications.

Two new application forms will be available through the "Submit new Application" menu of the eApplications System:

- a) A form relating to Zoning;
- b) A form relating to Alignment;

The initial fees payable in relation to such applications will be charged online through the application process, in relation to these types of applications. The initial fees payable in relation to applications (a) and (b) is €235.

Similar to the Planning Application (PA) process, it will be mandatory for every applicant to provide an email address, which will provide the sole means of communication between the Authority and the applicant. This email may not be replaced by the perit's email, unless the perit is also the applicant of the case. All submissions in relation to the Planning Control Application remain consistent with the requirement of the above-mentioned Legal Notice and need to be submitted electronically.

With regards to the following documents, the originals shall be retained by the perit who submitted the application and a scanned copy of the original documents shall be uploaded on the electronic system. These documents are:

1. The application form signed by the perit and applicant
2. The Ownership Declaration Form and Ownership Plan certified by the Legal Representative,
3. The No Objection Forms (Forms PC-Ds) duly signed and certified.

Once the application is accepted by the eApplication system, a PC number is assigned to the application. However, at this stage, the application will still need to be vetted and the Planning Directorate would need to confirm that all the submissions are in line with the above-mentioned Legal Notice, before it is considered to be a valid application.

### **TOPOGRAPHIC SURVEY**

As per Section 4 (4) of the Legal Notice, the proposal that will be recommended to the Executive Council needs to be based on an official topographic survey, prepared by the Authority at the expense of the applicant (where applicable). Following validation of the application, the Authority will send a quotation to the perit and copied to the applicant, giving an estimated time of completion of the topographic survey with Official Current Scheme Alignment, subject to confirmation by the perit/applicant. The Official Current Scheme Alignment is the Planning Directorate's interpretation of the official scheme alignment at the time of the application, superimposed on the topographic survey. The Authority will consider that the perit/applicant accepted the quotation only upon payment according to the quotation.

Upon completion of the Official Current Scheme Alignment, the perit will be sent an ACAD version of the topographic survey and Official Current Scheme Alignment, through email. The perit/applicant will be notified that this email has been sent, but the actual data will be sent via electronic mail and not through eApplications.

The perit is to submit the Proposal superimposed on the topographic survey, retaining the same coordinates, scale and orientation. The data, in ACAD format, is to be sent to the relevant case officer via electronic mail and a copy of the email and a pdf of the Proposal are to be sent via eApplications concurrently.

### **THE PROCESS AFTER THE TOPOGRAPHIC SURVEY**

The process that follows upon uploading of the Proposal remains the same as in the current process. Any consultation that the Directorate may require will be carried out electronically. Similarly, any clarifications or further information that will be required by the Directorate will be asked for electronically and uploaded by the perit via eApplications.