

PA CIRCULAR 4/16

SUBMISSION REQUIREMENTS FOR PLANNING APPLICATIONS

1 INTRODUCTION

This Circular is intended to supersede parts 3 to 5 of Circular 3/11, and parts 2 and 3 of Circular 4/15, to reflect the legislative and policy changes which have since come into force. Significantly, it does away with the need for prior Clearances, and introduces new submission requirements resulting from the contextual-based approach of the Design Policy Guidance and Standards 2015 (DC 15).

2 REVISED PLANNING APPLICATION SUBMISSION CHECKLIST and KNPD's ACCESSIBILITY CHECKLIST

The revised Planning Application Submission Checklist is at Appendix 1 of this Circular. It takes into account the provisions of Article 71 of the Development Planning Act 2016; the submission requirements introduced in Section 1.4 of the DC 15; the development types of the Rural Policy & Design Guidance (2014); the Use Classes Order as per LN 74/14, and the requirements of LN 162/16 regulating the procedure for applications and their determination. The Circular also includes the KNPD's accessibility checklist, at Appendix 2, which is to be read with Appendix A of Circular 3/10 as amended by Circular 2/14. Appendix 3 is the Terms of Reference for the Restoration Method Statement in connection with buildings of cultural value.

3 GENERAL SUBMISSION REQUIREMENTS

3.1 Application form and related detail requirements

The application is being retained in its current format and, in line with Regulation 4 of LN 162 of 2016, shall consist of the following documents:

- (A) the completed application form wherein:
 - (i) all sections of the form shall be filled in correctly in the electronic submission. Moreover no section or question shall be left blank and where sections or questions are irrelevant, they shall be marked accordingly. Where a yes or no or similar answer is required, one of the alternatives shall be correctly selected. The *perit*'s and applicant's declarations should be completed. The original signed application form shall be retained by the *perit* who submitted the application and a scanned copy of the original signed application form shall be uploaded on the electronic system;
 - (ii) the particulars of both applicant and *perit* should be fully and clearly indicated, particularly the name, address, mobile number, valid email address and identity card number or passport number. Contact details of the *perit* or of the partnership of *periti* as well as the warrant number of the *perit*, or partnership of *periti* are obligatory;

(iii) in the case of applications that are submitted on behalf of a body corporate or by a warranted partnership of *periti*, an identifiable individual, duly authorised by the body corporate and/or the warranted partnership, shall take responsibility for the application on behalf of the body corporate and/or warranted partnership. Accordingly, the particulars of the individual person are still required;

(iv) unless a *perit* is submitting his own personal application, the applicant's name, address, mobile number, valid email address and identity card number or passport number, shall be always provided and they may not be substituted by a repetition of the *perit's* contact details. In the case of a body corporate the relevant company/partnership registration number is always to be clearly indicated;

(v) only one type of application that correctly corresponds to the proposed development shall be processed. Renewal applications shall be filed separately from any other application;

(vi) the description of the development should be clear and in detail. It should include, *inter alia*:

- (a) the overall type of development;
- (b) the existing and proposed use or uses;
- (c) the number and type of units (such as dwellings, garages, shops, offices);
- (d) in the case of alterations, a concise but complete summary of proposed works including a comprehensive outline of the differences between the original proposal and the new proposal;
- (e) in the case of extensions, the location and number of levels and overall height in metres;
- (f) full details of sanctioning when an application is to sanction;

(B) a most recently available correctly marked site location plan as available at the date of submission, compiled as set out in Section 3.2;

(C) a full set of fully dimensioned drawings is required for all types of development. In the case of renewal development applications, resubmission of plans is not required and shall not be allowed by the electronic system. Such drawings should be clear enough to enable printing without loss of detail. All text entries contained therein should be clearly legible without the need for magnification. The drawings should conform to Section 3.3;

(D) at least three good quality colour photographs faithfully showing the current state of the site and its surroundings. The photographs shall be taken from three different angles, as specified in Section 3.5;

(E) drawings listed with their title, date of issue and the *perit's* unique reference number. Legends and dimensions on drawings should be clear and legible;

(F) mandatory site-related information as follows:

(i) **the location of the proposed development** should be specified in detail. A property should have a number or name to indicate the exact location. If the site is not located in an existing built-up area, the nearest access street names (and/or the name

of the area, particularly if no street name is available) should be given. In cases of development with a frontage on more than one street, all the street names should be listed in the appropriate section (Section 5 – Location of proposed development) of the application form.

(ii) **the proposal description of renewal applications** should refer to the PA number being renewed, whilst reproducing the original proposal description.

(iii) proposals which are **amending approved development** should clearly state so, quoting also the PA number being amended.

(iv) wherever applicable, **all previous application numbers** (including permissions, notifications, clearances, refused applications, environmental permitting cases and applications for correction of sites) should be included. Applications quoted should be relevant to the site and/or the development.

(v) if **new or altered access** is required, this should be clearly indicated in the description of the proposal and indicated on the site plans and on a block plan.

(vi) any **rubble walls to be demolished** should be identified on plan, whilst any **trees proposed to be felled** should be described by their correct local and scientific names and indicated on a block plan.

(G) additional supplementary information which may be required as follows:

(i) applications for **proposals on Government property** should include a copy of the “Applicant’s Notification to Owner” (Form PA1/16), and also a clearance letter from the Government Property Division, stating that it finds no objection in principle to the submission of an application on the site in question for the proposed development. Applications on Government property submitted without such a clearance will be considered as incomplete.

(ii) where an existing **commercial development** on site is not covered by development permission, a copy of any trading licence issued prior to 1994 and renewed to-date is to be submitted in line with Article 70(2) (e) of the DPA 2016; and

(iii) other technical details, surveys or reports which may be required for the assessment of certain proposals, as per Section 3.4.

(H) any fees and contributions due in relation to the proposed development; and

(I) a completed NSO Development Form;

3.2 Site location map (“site plan”)

(A) Site location plans should be at scale **1:2500**, and must be **A4 extracts** of the **latest maps** (and in any case not generated earlier than the preceding calendar year) produced by the Planning Authority that accurately show:

- the respective scheme boundary and Urban Conservation Area (UCA) boundary (where relevant and clearly distinguished from each other);
- the street names and site toponyms that are located within the map extract;
- the correct orientation (towards the North); and
- precise map co-ordinates.

The site plan should be clear and bold enough to enable printing without loss of detail. In exceptional circumstances, a site plan with a different size other than specified above may be permissible.

(B) **The application site should be at the centre** of the site plan - maps with the site at the edge of the sheet are not acceptable. Moreover, the **whole site** should be indicated for applications for two or more structures forming part of the same development.

(C) The full extent of the application site (including all land necessary to carry out the proposed development) must be **outlined in red**. All other land in the area owned by the applicant must be clearly and correctly shown on the site plan, **outlined in blue**.

(D) The site plan should also show:

- the **positions from which photographs were taken**; and
- the **shortest distance** of the building from the nearest road junction/corner (or where this is not possible, from the nearest existing building). It is important to ensure that the measurements are **consistent with the location as mapped** on the site plan, and that the points from which measurements are taken are indicated precisely on the map. [Note: If measurements and mapped locations do not tally, the submission will be referred back for correction of details].

3.3 Drawings and additional details

(A) Drawings should be in A-standard format, not larger than A0 and not smaller than A4, unless the project is of such a scale to necessitate different size of drawings. Only complete drawings should be indicated on each single sheet (e.g. an A1-sized drawing submitted on (say) four A3 sheets is not acceptable). **All drawings/documents are to be uploaded as *.pdf.**

(B) All the plans, elevations, sections (as well as any other drawings that may be required for specific developments) **should complement each other, be free of discrepancies or ambiguities** and should clearly, fully and correctly reflect:

- the site configuration (e.g. the entire proposal must fit within the site indicated on the site plan);
- the respective schemed alignment— e.g. if there is a splay stipulated, the plans must likewise show a splay); and
- the proposal (or the existing development, as may be relevant) in detail.

(C) Standard metric scales should be used for all drawings, unless the contrary is expressly requested by the Authority. The **scale ratio** and a corresponding **metric scale bar** should be clearly and legibly indicated on the same sheet (or, where

drawings at different scales are included on the same sheet, under the corresponding drawing). [Note: A scale bar should always be included—as an aid to scaling the dimensions on the drawings and to minimize errors of re-scaling that may be introduced by copying before or after submission]. **Drawings should not be reduced to fit, as it may distort or affect the scale or the drawing itself.**

(D) Where alterations, additions or demolition works are proposed, **conventional colour-coding** is to be used for clarity [red – construction proposed; yellow – demolition proposed; blue – as constructed, to sanction; green – approved but not constructed (to sanction)]. Drawings of proposals for additions and/or alterations should have the left hand side or top part showing the approved situation and the right hand side or bottom part of the drawing showing the proposed development using conventional colours.

For **demolition-only interventions**, submissions must include a set of plans, elevations and sections of the existing construction. For projects which are of such a scale not to allow such information to be submitted on conventionally sized drawings, this requirement may be waived. In certain cases, plans and elevations indicating the relationship with the adjacent buildings may be required.

(E) A **course counter should be included** by the side of all sections and elevations, clearly showing the height in courses (“filati”) for each storey, wherever this aids in the interpretation of the drawing.

(F) Except when copies of previously approved drawings are specifically required to be submitted, drawings should not have been used for another application and so should not bear any signature or official stamps indicating previous approvals, etc.

(G) Periti should indicate the issue number/date on the drawings.

(H) **All drawings must be dimensioned**, in a clear and legible manner (2.5mm character height, when printed to scale), as follows:

- the width and depth of the site, building or structure, including half the thickness of party walls and backyard walls (note: where it is not possible to verify the exact thickness, it is appropriate to assume half the wall thickness as being 115mm);
- the depth of front gardens, setback of terraces, and porches;
- the width and depth of forecourts;
- the width, depth and gradients of ramps;
- the width and height of garage door openings;
- the width of shop-fronts and accesses to commercial premises;
- the depth of the projection of balconies, cantilevers and projecting rooms;
- the distance of garage door openings from nearest corner/splay where this is less than 7.4 metres;
- the distance of balconies and projecting rooms from third party property;
- the clear depth and width of backyards, internal yards and shafts;
- the setback of stairwells, services, and other roof structures;
- the length, width and depth of water cisterns and swimming pools;
- the width and height of the street façade, as well as the overall height, measured from the highest and lowest pavement level;
- the height of the basement above the lowest and highest pavement level.

- the clear internal height of each floor and the full thickness of the ceiling slab at each floor;
- the external height of roof structures and services;
- floorspace of rooms not gaining light and ventilation from an internal yard, backyard or frontage, but solely through a shaft); and
- the gross floor area of every unit, as defined in the Glossary of Terms of the DC 15.

3.3.1 Plans

(A) **Block plans** at scale 1:200/1:500 may be required, depending on the scale, nature and context of the development. Block plans should clearly show:

- the immediate surroundings of the site, so as to establish the relationship of the site to the street width, to adjoining land, buildings, trees, boundary walls etc;
- the site boundaries, together with a clear representation of walls and other means of boundary demarcation;
- the proposed access, parking, internal site road layout and visibility splays; and
- the use of the various parts of the development.

(B) The following additional details must be shown on the **floor plans** submitted:

- floor plans should preferably be at 1:100 scale (with 1:200 scale used for larger projects) and should indicate the existing and proposed use of each of the rooms;
- development abutting streets with a width less than 6 metres require a ground floor plan which shows the immediate surroundings of the site to establish the relationship of the floor to the street width, to adjoining land and buildings etc., and indicate the presence of apertures on the opposite side. The first floor should likewise show the position of any apertures which are existing on the building on the opposite side of the street. In particular, plans for floors at street level should also show the street and pavement;
- where existing buildings or walls are to be demolished, these should be clearly shown. The drawings submitted showing the existing building should show details (e.g. 'kileb', 'garigor', etc.)
- plans showing parking areas or car parks – the individual unobstructed **parking spaces** (designed according to the parking standards should be clearly indicated and numbered; The swept paths /turning circles into the garage/bays are also to be indicated where the layout involves corners, bends, or restricted access, in line with DC 15 provisions.
- wherever plans refer to 'typical floor', the **number and location/level** of these typical floors should be clearly indicated;
- all floor plans should clearly indicate the line along which the section through or across the building is taken and the direction;
- for **applications for additional floors and/or roof structures**, where the approved drawings of underlying floors are not available, plans showing all floors should be submitted. Where the proposed structures are adjacent to an internal yard or backyard, the use of the rooms abutting such yards in the lower floors should be clearly shown; the ground floor or basement floor plan (as the case may be) should indicate the location of the underground reservoir/cistern;
- services on the roof plan; and

- all plans for development need to identify each unit by a unique number. For instance, in the case of a residential block of apartments, each flat should be numbered; and similarly for a shopping complex, a number should be assigned to each shop.

3.3.2 Elevations

(A) A scale of 1:50 is to be used for buildings with 3 floors or less; a scale of 1:100 may be used for higher buildings.

(B) Elevations should show **both**, the **approved** situation (or pre-1968 development if an old building), on the left hand side or top of the drawing, and the **proposed** changes (in conventional colours) on the right hand side or bottom of the same drawing.

Complete elevations should be submitted, showing the whole building rather than just part of it. Should the proposal involve a change in spot levels, illustrated drawings should be submitted to show both existing and finished levels. Proposed development on sloping sites should likewise illustrate how the development fits between existing buildings and the finished levels.

(C) Elevations should clearly include:

- **elevations that are immediately contiguous** to the site being applied for, according to the area of influence as indicated on Figure 18 (c) of DC 15;
- **a clear (schematic) indication of how the proposal fits within the site's full height potential** in accordance with policy P35 and Annex 2 of DC 15;
- details of the materials, textures and colour schemes of the walls, apertures and other fittings (e.g. balconies, railings);
- any boundary wall(s) existing and proposed (including front garden walls); and
- any additions and alterations that are proposed (even if they are receded back from the corresponding façade or building line— if they are set back from the building line, they should be indicated in fainter lines than the elevations themselves if this would improve clarity).

(D) Any shop-front, **signage or advertisements** proposed should be included on the main elevation.

(E) For development where the back facade is visible from a public space or from Outside the Development Zone, the back elevations must be submitted.

3.3.3 Sections

(A) The following general details are required:

- a **vertical section** through the facade at 1:50 scale is to be used for buildings with 3 floors or less; a scale of 1:100 may be used for higher buildings;
- **longitudinal sections and transverse sections** through buildings (at 1:100/1:200 scale and **cross-referenced to the plans**).

(B) Sections through a building should:

- extend beyond the site boundary, to show the levels of adjoining unbuilt land/streets etc (existing and proposed); and
- **include the sight-line from the opposite side-of the street(s)** according to P35 and Fig. 46 of DC 15 when receded floors with less than 4.25m setback are involved;
- pass through washrooms, services at roof level, internal yards and back yards, where present;
- show in dotted line the existing site levels;
- show the depth of the underground water reservoir/cistern; and
- show the gradient and headroom of the ramp, where applicable.

(C) Additional requirements relating to particular development types:

- For **construction on undeveloped land, surrounded by other undeveloped land**, and for **non-building development** (e.g. excavation, reclamation, levelling, land filling, quarrying, re-profiling of land, etc.), sections through the site showing existing and proposed site levels and floor/foundation levels in relation to adjoining buildings, roads, services and land topography.
- For non-building development (other than quarrying), details of the type, thickness and gradient/profile of the deposited material (and/or of the engineered terrain/rock face).

3.4 Technical details

(A) Additional technical details, surveys or reports may also be required for the assessment of certain proposals. However, such details should be submitted only following discussion with the Authority or upon request by the Authority, and any terms of reference issued by the Authority should be followed accordingly. Apart from avoiding potentially unnecessary work and expense, this also simplifies the assessment process.

(B) Reports such as those relating to Fire Safety and Ventilation or Noise Mitigation need to be prepared by a qualified professional holding a relevant warrant.

(C) The following types of applications must be accompanied by a **Fire Safety and Ventilation Report**:

Class 1 – Underground garage development (not applicable to Schedule 2 type of development)

Class 2A – Residential Institutions

Class 2B – Non Residential Institutions

Class 2C – Education

Class 3A – Accommodation

Class 3B – Hotel

Class 3C – Assembly and Leisure

Class 4A – Offices if exceeds cumulative floor space of 750 square metres

Class 4B – Shops if exceeds cumulative floor space of 750 square metres

Class 4B – Fishmonger, butcher, greengrocer and mini-market – noise, smell and vibration report only (refer to LN 74/14 article (4))

Class 4C – Food and Drink no cooking allowed

Class 4D – Food and Drink cooking allowed

Class 5A – Light Industry

Class 5B – General Industry

Class 5C – Specialised Industry

Class 6A – Storage and Distribution

Class 6B – Boatyards

Outside Class – take away, bakery, hazardous installation, fuel stations, fireworks factories and other uses, which may be deemed necessarily to ensure the safety of occupants of the building and the amenity of the adjacent uses/general public.

(D) The following types of applications must be accompanied by a technical report by a competent person approved by Regulator for Energy & Water Services (REWS):

1. Schedule 1- Major Applications:

(a) Projects related to energy and/ or water services and which require or may require:

- An Environment Impact Assessment
- An Appropriate Assessment

And specifically the projects which are related to energy and water services and listed in Schedule 1A of the Environment Impact Assessment Regulations, 2007, namely:

- Infrastructure Projects listed under sections 2.5.1 and 2.5.2 (Schedule 1A)
- Pipeline and Underground Transmission listed under section 2.6 (Schedule 1A);
- Sewage treatment Plants listed under section 2.8 (Schedule 1A);
- Reverse Osmosis plants listed under section 2.9 (Schedule 1A);
- Other extractive operations (related to energy and water services) listed under section 5.4 (Schedule 1A);
- Energy industry listed under section 7 (Schedule 1A).

2. Non Schedule 1- Other Application which fall outside the scope of the Environmental Impact Assessment Regulations, 2007 but which include:

- i. Storage and/ or retail of fuel, including biofuels and bioliquids;
- ii. Storage and/ or bottling and/ or retail of LPG including
- iii. Storage and/ or retail of LNG;
- iv. Fixed pipe LDP network;
- v. Installation of power generation systems-wind turbines and combined heat and power systems;
- vi. Installation of large scale collar photovoltaic systems which fall outside the scope of Development Control and Policy Guidance, 2015.

3.5 Photographs

(A) Development planning applications are to be accompanied by a **street photographic survey**. At least one photograph should show the site itself, another should show the site in relation to adjacent properties to its right, and the third should

show the site in relation to adjacent properties to its left, covering the whole perimeter block in accordance with Fig. 18a of DC 15;

(B) Additional photographic information required for specific developments:

- Where works are proposed in gardens, backyards or courtyards, the photos should **clearly show such outdoor space**.
- Where development is proposed on a roof; at least one photograph of the **affected part of the roof** is also required.
- Applications for swimming pools should include a photo of the **area of the proposed pool**.
- In the case of large sites, additional photographs should be submitted so that they convey a **clear and representative picture of the entire site**.
- For development where the back elevation is visible from a public space, photographs of the site taken from such public space must be submitted.
- Internal/external alterations or demolition to buildings visible on the official 1968 Survey Sheet, require the submission of a photographic survey showing all existing and proposed roofing methods/structures and all architectural features affected by the development. Photographs should be cross-referenced on a plan of the existing building.

(C) Photographs must be recent of **good quality and of an appropriate size, and should enable clear identification** of the site and its surroundings. They should be taken in daylight, from an appropriate distance and the view should feature the sky and the road/ground. The view should not be obstructed by vehicles. Photos should be at least 10cm x 15cm in size. Scanned copies are only acceptable if they are of photographic quality comparable to original photographs. [**Note:** The following are unacceptable:

Polaroid, black -and-white or monochrome photographs; non-colour photocopies; faded, overexposed, underexposed or blurred photographs; photographs that are taken from too far away or that are taken at so close a range that relevant site features are left out; digital photographs that have been altered or otherwise ‘tampered’ with].

(D) The building or site to which the application relates should be clearly **marked on the photos** to avoid doubt or ambiguity.

(E) All photographs should be **cross-referenced** by means of a number or letter to the site plan on which the points from which the photos were taken are shown.

(F) The photographs should be oriented in an **upright position**.

(G) Fresh sets of photographs must be submitted with each application. Retrieval of photographs from other case files for re-use in new applications is not acceptable.

(H) Applications where a visualisation study is requested must conform to the criteria set out in the PA’s ‘Best Practice Guide – Visual Simulations’.

4. Additional submission requirements for specific development types

4.1 Applications in Urban Conservation Areas (UCAs) – typology A1 of DC 15

(A) Essential **architectural features** such as existing arches, kileb, xorok, alkovi, timber beams, chimney, etc. should be clearly shown on the existing plans and sections.

(B) **Two streetscape elevations**, one as approved/existing and one as proposed, showing the adjacent façades in detail (two properties on either side), are required for **applications affecting the external appearance of the building**.

(C) For **works located within a scheduled property**, the appropriate section should be filled in the application form. This information can be found on the PA website Mapserv or the Malta Scheduled Property Register by checking the Information section on the particular site.

(D) Where **restoration works** are included in a proposal, **or where the site lies within scheduled property**, a **method statement** is required. The PA website gives more details on the required contents of the method statement – see: http://www.pa.org.mt/heritage-related-planning#restoration_method_statements. A general Terms of Reference is also attached as Appendix 3.

(E) Where setback floors are proposed, a block plan showing the location and setback of washrooms on abutting properties is to be submitted;

(F) Where garages are proposed, a 1:500 block plan showing the width of the street in front of the proposed garage, swept path diagrams and including any existing parking bays in the vicinity of the site is required, on which the dimensions of all these features are indicated;

(G) The location of air conditioning units and other services such as water tanks should be shown.

(H) A detailed justification is required where the proposal involves the total demolition of a property.

(I) Additional photographic information is required:

- Where additional storeys are proposed, the photos should include the **buildings on both sides of the site and also buildings on the opposite side of the street**, as detailed in Figs. 18a and 18b of DC15.

- In Valletta, Floriana, Cottonera, Mdina, and Cittadella, photos of **long distance views** towards any proposed additional floor/roof structures should also be submitted in line with the criteria set out in the PA's 'Best Practice Guide – Visual Simulations'.

- Where roof structures are being proposed, photos showing the **all round views from the roof** are to be submitted.

(J) Applications for **restoration of historic structures which include architectural lighting** should be accompanied by a lighting scheme report endorsed by a warranted engineer in line with G27 of DC15.

4.2 Applications for villas and semi-detached or detached dwellings – typology A3b of DC 15

(A) A **block plan** must be submitted. This plan, which may be at 1:200 or 1:500 scale depending on the size and scale of the proposal, should show:

- existing features, site levels of undisturbed land measured from the building line, and extending up to and including road levels (site and road levels must be established by PA's Land Survey Unit), and site boundaries;
- the proposed development in relation to adjoining roads and buildings;
- the parcelling of the land and the position of the side curtilages;
- the proposed access, parking, internal site road layout and visibility splays;
- the existing planting which is to be retained or removed;
- existing rubble walls which are to be removed; and
- the plot area and site coverage.

(B) Applications should also include accurate **longitudinal and cross sections through at least two transects of the site**, showing existing site levels (*i.e.* the levels of the top soil prior to any work or site clearance or the original contours) and proposed finished site levels. The **road level** should be taken as datum. The profile of the building must be shown against the allowable building height limitation as interpreted in Fig. 47 of DC 15.

(C) The **front, back and side elevations** should show the relation of the development with the existing site levels and the official road level(s). For semi-detached, an **extended elevation** showing the development in relation with adjoining semi-detached should also be submitted.

(D) **Additional submissions** should include:

(i) the site levels/contours taken from the original permit in case of **re-development**;

(ii) the **profile of the dwellings on the adjoining plots** shown on both the section drawings and on the (**extended**) **elevation**, in cases where the context has been developed differently from what may be allowed by P35 of DC 15;

(iii) a **photographic survey** (cross-referenced to a site plan) showing similar commitments/context of the area in order to justify any deviation from P28 of DC 15;

(iv) the **sight line principle** from across the road interpreted on the section drawing, for **roof structures** beyond the maximum building height profile as indicated on Fig. 47 of DC 15; and

(v) the gross floor area per dwelling as defined in the Glossary of Terms of DC 15.

4.3 Applications for major developments (Schedule 1 of LN 162/16)

(A) The submission requirements established under Section 3 shall apply to an **outline development** application. However, in lieu of a full set of drawings, a Project

Description Report together with appropriate drawings shall be submitted by the *perit* which shall contain such detail as to enable the determination of the principle of the development.

(B) A **screening request** shall always be submitted for development falling under Schedule 1, unless an outline development application is submitted instead of a screening request. The submission requirements established under Section 3 shall apply to a screening request.

(C) The **Development Application** that follows the screening process or the outline development permission should include a **block plan** that allows full consideration of the planning issues. This plan, which may be at 1:200 or 1:500 scale depending on the size and nature of the proposal, should also include the land immediately outside the boundary of the site. An indication of the **topography of surrounding roads** should be included, and where gradients may obstruct sightlines, spot levels will be required.

(D) A **Design Statement**, in line with Section 1.4 of DC 15, should be submitted to enable the Design Advisory Committee to make recommendations to the Planning Board.

(E) Large or unusual types of development require the submission of a **Project Description Report**. This should fully and accurately describe the proposal, provide justification for the development and outline potential impacts and/or benefits.

(F) For developments applying the **FAR**, an official site survey will be required to enable calculations of the built and open space ratio. The site survey shall include topographical information and the official building alignment prepared by the Authority's Land Survey Unit at the applicant's cost, on the basis of which the developable area shall be calculated.

(G) For **hotel developments** and other major applications with a height exceeding that stipulated in the Local Plan, an **Urban Design Study** is required to identify and describe, those elements that create local character and other important features and constraints, together with a Visual Assessment giving accurate and realistic representation of the building, showing all significant near, middle and distant views affected from 360 degrees, in line with PA's 'Best Practice Guide – Visual Simulations'.

(H) Applications for **mineral extraction** would require the submission of an official survey of the existing quarry boundary.

(I) Applications which qualify for an **Environment Planning Statement (EPS)** or an Environment Impact Statement (EIS) shall also conform to the requirements set out in the PA's 'Best Practice Guide – Visual Simulations'.

(J) **Additional submissions** should include the following technical reports depending on the nature and scale of development:

- Report on fire prevention and ventilation and noise abatement;
- Utility and storm water management plan including energy efficiency measures;

- Waste management plans covering the construction and operational phases, including refuse collection;
- Construction Management plan;
- Report on external lighting installations

4.4 Applications for development located outside development zone (ODZ)

(A) A **block plan** at a scale of 1:200 (or 1:500) to indicate the existing/ proposed boundary walls; trees (providing scientific [Latin] and vernacular names in Maltese and English); hard-landscaping; and site access. The type of land use and vegetational cover should also be included on the plan; i.e. agricultural land, steppe, garrigue, maquis, woodland.

(B) A **photo-survey**, cross-referenced with the block-plan, illustrating any existing rubble walls, trees/shrubs/vegetational cover, structures, site access, and other features within the site boundary.

(C) **Detailed drawings** should show the external elevations of all buildings, and should include the materials and height of boundary walls and gates, and materials and colours for the hard landscaping.

(D) **Landscaping schemes** should include a minimum of three different forest indigenous tree species planted in clumps. Linear planting is acceptable for windbreaks. The indigenous species must add to the conservation of local forest species and hence the inclusion of Araar trees, Judas' trees, Holm oaks, and Aleppo Pines should be included especially if these species are not already present on site. Near the sea African Tamarisk and Phoenician Juniper are to be used. Other small shrubs are to be used when the size of the field or area requires it. Such species include the Mediterranean buckthorn, the Myrtle, the Spanish Broom, and Lentisk. Ivy may be used to cover walls along with other indigenous creepers. All ODZ applications should include landscaping and land management schemes.

4.4.1 Additional submissions should include the following, depending on the nature of development:

Buildings for Livestock Farming - New, Upgrading or Re-location

- The site clearly marked on the 1994 aerial photograph

Change of Use of Disused or Abandoned Livestock Farm Buildings

- Official documentation certifying that the farm has not been in operation for the past ten years

Building for Arable Farming (incl. greenhouses, reservoirs, pump chambers)

- for greenhouses: details of anchorage & flooring;
- for stores/reservoirs/pump rooms: details of materials/finishes.
- applications related to stores and greenhouses require the submission of proof that there is agricultural activity taking place on the holding registered on the applicant.

Agriculture Diversification (visitors' attraction, winery, olive oil production, agro-tourism)

- Details of site access, parking requirements & parking provision;
- Briefing/Operational plan describing the operation of the business and the management of the venture, including details about the existing/proposed activities and the associated costs. Proposals should also include justifications for any additional structures/facilities which are non-agricultural in nature;
- In case of a retail outlet, the plan should include details of what is intended to be sold and the marketing strategies that will be adopted;
- For food processing, details of all the processing activities should be provided, including the source of raw materials used;
- In the case of agro-tourism, the justification for development should include a forecast of the number of visitors per year, and details of the proposed agricultural activities that will attract visitor participation.
- Proof that there is agricultural activity taking place on the holding registered on the applicant

Horse Riding Establishments and Stables

Where the applicant is already in possession of horses:

- a declaration issued by a Veterinary Surgeon or the Marsa Racing Club specifying the number of horses registered on the applicant, and providing the relative micro-chip details; and
- a site-location plan and photos of the stables showing the location where the horses are currently kept

Sanctioning of Pre-1978 structures

- the site clearly marked on 1978 aerial photograph

Sanctioning of Pre-1994 structures

- the site clearly marked on the 1994 aerial photograph
- in the case of agricultural storage, proof that there is agricultural activity taking place on the holding registered on the applicant

Demolition/alterations of old structure/s

- internal & external photo-survey of the structure/s

Residential redevelopment/rehabilitation

- proof that the dwelling is covered by development permission; or
- official proof that the building dates back pre-1978 and that the residential use has been established prior to 1992.
- In the case of farm dwellings for arable farmers, related to the conversion or re-development, proof that there is agricultural activity taking place on the holding registered on the applicant

Cesspits

- Detailed drawings of the cesspit for structures that include ablutions /sanitary facilities that are not connected to the main sewer

Agricultural stores for Arable Farming

- Justification for the use of the agricultural store, making reference to the proposed size of the room

Appendix 1: APPLICATION SUBMISSION CHECKLIST

1 Application Form

- Each section duly filled (including applicant's mobile number and email address)
- Door number or property name included for all existing buildings (mandatory within Development Zone)
- All streets abutting the site listed within the site address
- Proposal indicates clearly, in detail the existing & proposed development (Check renewal & amended permission)

2 Site Plan

- PA official site plan not older than previous year on A4 sheet
- Full extent of development site indicated in red and applicant's other property indicated in blue, centred on plan
- Only one red site unless contained within one property indicated in blue
- Location from where photos were taken indicated
- Distance from nearest corner indicated

3 Photographs (clear, colour, recent, day light photos)

- 1 photo showing unobstructed full site façade
- Street photographic survey covering the perimeter block, and where additional storeys are proposed, showing both sides of the street, as per DC 15 Fig. 18
- Site indicated clearly on each photo
- Adequately cross-referenced to site plan
- Photos showing where the development is proposed (e.g. garden photos for pools etc.)
- Photo size not smaller than 10cm x 15cm
- Photos oriented in an upright position on an A4 portrait sheet
- Demolition in UCA – Photo survey (cross-referenced on plans) for all areas affected by physical development and where additional storeys are proposed, shows sides of site and opposite site (streetscape).
- Proposed additional floors in UCA sites - Photos showing long distance views

4 Drawings

- Fully reflect full site configuration and proposal including approved development
- Approved /existing development on left hand side / top part and proposed on right hand side / bottom part of drawing
- Suitably dimensioned
- Standard scales used, indicated on drawings including a corresponding metric scale bar
- Sections / elevations have course (filati) counter for each storey, whenever this aids drawing interpretation
- Conventional colour coding used (Red - construction proposed; Yellow - demolition proposed; Blue - as constructed to sanction; Green - approved but not constructed)

4.1 Block Plan (for ODZ, MPs and Villas / Bungalows)

- Scale is 1:200 or 1:500
- Show site's immediate surroundings, site boundaries, trees (species), vegetational cover and rubble walls (conventional colours)
- Show proposed access, parking, internal road layout, visibility splays and use of various parts of the development
- Block plan showing street width

4.2 Floor Plans

- Scale is 1:100 or 1:200 for larger development and indicate existing and proposed use of all rooms (Streets < 6m width require ground floor plan)
- Show parking areas / car parks (individual parking spaces indicated and numbered) and including swept paths / turning circles for corners, bends, or restricted manoeuvrability
- Typical floors numbered and location / level clearly indicated
- Clearly indicated section lines and direction (same at each level)
- UCA - Show all traditional elements / roofing methods e.g. kileb, arches, beams
- Third party walls - Wall thickness indicated
- Each unit identified by unique number (flats numbers, shop numbers etc.)
- Floor area of every unit, as defined in the Glossary of Terms of DC 15, shown as a separate table

4.3 Elevations

- Scale is 1:50 for 3 floors or less and 1:50 or 1:100 for higher buildings
- Show both existing / approved situation (L.H.S.) or top part and proposed changes (R.H.S.) or bottom part.
- Show the whole building
- Villas / Bungalows – Extended elevation showing adjoining semi-detached (where applicable), and showing site profile plotted against all proposed elevations
- Streetscape analysis, showing area of influence, including elevations for adjacent buildings, as per Fig. 18 of DC 15
- Show details of materials, textures and colour schemes of walls, apertures and fittings (e.g.. railings, balconies) Show any boundary walls, including front garden walls, existing and proposed
- Show additions /alterations proposed even if receded (setbacks shown in fainter lines)
- Show Shop-front, signage / advertisements
- ODZ or Visible from public space - Show back elevation

4.4 Sections

- Vertical section through façade and balcony scaled 1:50 (1:100 for more than 3 floor development)
- Longitudinal and cross sections through buildings scaled 1:100 / 1:200 including street and showing DC 15 allowable (schematic) height.
- Ramps (gradient and headroom), stairwells, internal & back yards, washrooms, services, underground cisterns (also on plan) and existing site levels indicated
All sections cross-referenced to plans
- Villa sites - profile of the building against the allowable height limitation as per Fig. 47 of DC 15.
- Extend beyond site boundary and showing the sight-line principle as per Fig. 46 of DC 15 (for setback floors)
- Construction (undeveloped surroundings) / ground interventions – Sections showing existing and proposed site levels and floor / foundation levels in relation to adjoining buildings, roads, services and land topography
- Ground interventions – details of type, thickness, gradient profile of deposited material / engineered terrain /rock face

4.5 Surveys

- Villas / Bungalows – Block plan showing existing levels and including parcelling. For redevelopment, the site levels / contours are to be taken from the original permit (or extrapolated from adjoining sites)

5 Dimension Requirements

- Width and depth of the site, building or structure, including owned wall thickness
- Depth of front gardens, setback of terraces, and porches
- Width and depth of forecourts
- Width, depth, gradients of ramps
- Width and height of garage door openings

- Depth of the projection of balconies, cantilevers and projecting rooms
- Distance of garage door openings from nearest corner/splay where this is less than 7.4 metres
- Distance of balconies and projecting rooms from third party property
- Clear depth and width of backyards, internal yards and shafts
- Setback of stairwells, services, and other roof structures
- Length, width and depth of water cisterns and swimming pools
- Width and height of the street façade, as well as the overall height, from the highest and lowest pavement level
- Height of the basement above the lowest and highest pavement level
- Clear internal height of each floor, including basements, and indicating the full thickness of the ceiling slab at each floor
- External height of roof structures and services, showing the obligatory 1m parapet wall
- Floorspace of rooms not gaining light and ventilation from an internal yard but solely through a shaft
- Gross Floor Area per unit, as defined in Glossary of Terms of DC 15, shown on plans

6 Additional Documents

- Settlement of payment
- Completed NSO Development Form
- Government Property: Form PA1/16 and clearance from Govt. Property Division
- Major Project (*by size*) - Project Description Report; Urban Design Study, Design Statement
- Agriculture Diversification: Briefing/Operational plan
- Horse Riding and Stables: official declaration of horse ownership/registration

Appendix 2: KNPD ACCESSIBILITY CHECKLIST

National Commission Persons with Disability

Istituto Vincenzo Bugeia, Centru Hidma Socjali,

Braille Street, Santa Venera SVR 1012

Email: helpdesk@knpd.org

The following checklist is to assist architects in the drafting of drawings that will be vetted for accessibility issues. The reason for this checklist is to avoid situations in which applications are referred back to architects by the PA for clarifications following vetting by KNPD. These may concern design elements in which the intention is to conform to accessibility requirements but which are not clearly indicated on drawings, and thus causing unnecessary delays due to the ensuing ambiguity.

Architects are encouraged to use this document to check whether basic information that will be required in the accessibility vetting process is indicated on the submitted drawings.

Please note that for general accessibility issues the 2011 (3rd) edition of the Access for All Design Guidelines applies, while the particular requirements for specific types of buildings may be found in the 2006 (2nd) edition.

Accessibility requirements concerning hotels are explained in specific guidelines dedicated to these types of development. Information regarding public footpaths / pavements / pedestrian crossings is available in 'Streets for All' guidelines. Both these sets of guidelines are freely available on the KNPD Website www.knpd.org

1.0 - OUTDOOR AREAS

- 1.1 Type of ground surface material indicated on plan.
- 1.2 When paving is used:
Confirmation that all joints/edges of the individual blocks/ slabs will be flush to provide an even and smooth surface of the slabs and that there will be no ridges at the joints or anywhere else in the paving surface.
- 1.3 External ramps indicated with gradient and levels at top, bottom and intermediate (if any) landings and surface material of ramp indicated if different from surrounding area.
- 1.4 All areas are accessible to all (step free or alternative access). Formation levels to be indicated on plan.
- 1.5 Entrance to outdoors areas from public footpaths / streets to be accessible to all. Levels indicated on both sides of entrances.

2.0 - ENTRANCES

- ☐ 2.1 Levels on both sides of entrances. (i.e., internal and external levels; threshold heights (if any)).
- ☐ 2.2 The clear opening width of entrance door(s) indicated on plan.
- ☐ 2.3 Gradients and levels at top and bottom of ramps (if any); landing dimensions at top and bottom of ramps.
- ☐ 2.4 Lift platform sizes (if any), landing areas (1.5 m by 1.5m) indicated.
- ☐ 2.5 For existing entrances photos should show entrance clearly including threshold (i.e. not obscured by cars or not included in angle of photo shot).
- ☐ 2.6 Route between parking area / drop off point indicated on plan including levels along route.
- ☐ 2.7 Where platform lifts are warranted within an entrance route they are to be either (a) within the building fabric or, (b) protected from the elements by a canopy or similar covering.

3.0 - TOILETS/SHOWERS/BATHROOMS

- ☐ 3.1 Accessible toilets clearly labelled on plan (showing sanitary ware in those cases where irregular plan geometry is concerned).
- ☐ 3.2 Internal dimensions of toilets, bathrooms and showers to be indicated on plan. (Drawings showing the structure should include tolerances for tiling thickness).
- ☐ 3.3 In existing buildings especially in sanctioning applications – a note on the drawing is required to indicate whether the accessible toilets indicated on plan actually exist on date of application or whether they are proposed. In the case of existing toilets – a note on drawing to indicate whether the toilet has been fitted out as accessible toilet – (including all required grab rails) is required (photos would be helpful).

4.0 - LIFTS

- ☐ 4.1 In existing buildings – (especially in the case of sanctioning applications) the **existing** internal dimensions of cabin of lifts and the width of the door(s) to be indicated on the drawing(s).
- ☐ 4.2 In the case of proposed development featuring lifts, the internal dimensions of the lift shaft and of the doorway are to be indicated on the drawing(s).
- ☐ 4.3 Landing areas (1.5 m by 1.5m) in front of lifts to be indicated.

- ❑ 4.4 The size of the platform to be indicated on all proposed / existing platform lifts.
- ❑ 4.5 Where Type 1 lifts (i.e. cabin 1.25 m deep and 1.0 m wide) are proposed – if internal lift shaft dimensions are less than 1.55 m deep and 1.5 m wide – the technical (manufacturer’s) specifications of the lift are to be submitted.
- ❑ 4.6 Where Type 2 lifts (i.e. cabin 1.4 m deep and 1.1 m wide) are proposed – if internal lift shaft dimensions are less than 1.7 m deep and 1.6 m wide – the technical (manufacturer’s) specifications of the lift are to be submitted.
- ❑ 4.7 Where diagonal access lifts (i.e. cabin 1.6 m deep and 1.4 m wide) are proposed– if internal lift shaft dimensions are less than 2.2 m deep and 1.8 m wide – the technical (manufacturer’s) specifications of the lift are to be submitted.).

5.0 - MISCELLANEOUS

- ❑ 5.1 If the proposal includes interventions on third party property including public property, the written consent of the third party property owners to be submitted. (e.g. Local Council approvals required for alterations on the public footpath /pavement)
- ❑ 5.2 Drawings showing the whole extent of building(s) / facility are to be submitted even when alterations affect part of the building.
- ❑ 5.3 Alternative to item 5.2 above, an accessibility audit may be submitted in lieu of plans showing the whole extent of the building(s) / facility, particularly in cases of proposed development featured in Schedule 1 of L.N. 514/10. The applicant / architect is encouraged to contact KNPD to ensure that the terms of reference of the accessibility audit is satisfactory prior to its commission.
- ❑ 5.4 For sanctioning applications – the application for development permission should be for **sanctioning and alterations** if the existing property does not conform to the Access for All Design Guidelines in all respects.

NB. Architects / Applicants, who believe that, due to reasons of a technical nature or due to financial hardship, there may be grounds for partial or full exemption from the standards set in the accessibility guidelines, may apply to the Test of Reasonableness Board for such exemption. (Applications may be downloaded from the KNPD website www.knpd.org)

Appendix 3: RESTORATION METHOD STATEMENTS FOR BUILDINGS OF CULTURAL SIGNIFICANCE

TERMS OF REFERENCE

Section 1 – Introduction and Historical Analysis

1. A brief description of the project, current and future use of the building.
2. A brief historical background of the building.

Section 2 – Appraisal, Assessment and Evaluation

1. Description of the building – layout, façade, materials, construction methods and apertures, structural condition, external and internal finishes.
2. Current state of Conservation of Materials. Identification of deterioration mechanisms – mechanical, physical, chemical, biological.
3. Mapping of Deterioration/weathering forms.

Section 3 – Planning and Briefing

1. Restoration philosophy and methodology, in compliance with international conservation conventions and charters and best practice.
2. Planning and mapping of interventions.
3. Specifications on interventions on parts of building, features or fixtures.
4. Monitoring.
5. Documentation.

Section 4 - Drawing Conventions

1. Plans, sections and elevations of structure at a scale of 1:100, 1:50 and 1:20 for details of:
 - (i) Existing building,
 - (ii) Weathering forms (as per Section 2, no.3),
 - (iii) Proposed interventions in building (as per Section 3, no.2).
2. Detailed photographic record of building, internally and externally, in its present state including all features. This should be cross-referenced to plans to indicate the position from where the photographs were taken.

