

Public Authority	Planning Authority
Description of the department/directorate/entity's structure	<p>The new Planning Authority was launched in April 2016. The Planning Authority is responsible for development planning. The Authority has a number of Boards and Committees that assist the organization to fulfill its functions and responsibilities efficiently and transparent, in line with its legal obligations. These Boards and Committees include:</p> <p>The Executive Council focuses on policymaking and administrative functions. Additionally, the Council has the power to issue discontinuance and removal orders as well as to issue scheduling and conservation orders. Plans and policies, minor modifications to Local Plans, including planning control applications, and development orders are also formulated by the Executive Council. The Executive Council is composed of the Executive Chairperson together with Chairpersons of the Planning Board/Commissions, representatives from the Environment and Resource Authority and other supplementary members to be called in by the Executive Chairperson to improve coordination across Government.</p> <p>The Planning Board is responsible for the determination of development permission applications. The Board is composed as follows: the Chairperson, five independent members, one member chosen from amongst the chairpersons of the Planning Commissions, two members of the House of Representatives nominated by the Prime Minister and the Leader of the Opposition respectively, a member representing the Environment and Resources Authority, a member nominated by environmental NGOs (eNGOs), three public officers and a member chosen by the Local Council who shall sit on the Board when a major project application lies within its boundary.</p> <p>The Planning Commissions carry out the function of determining development planning applications and regularisation applications. These Commissions are delegated to take decisions based on the approved local plans and other policy documents that regulate and guide the decisions of the Authority.</p> <p>The Users' Committee supervises the general functioning of the Authority particularly to ensure, in the interest of the general public, an expeditious and fair process and transparency and uniformity in the Authority's</p>

	<p>decisions and acts. The Committee shall propose, to the Authority or the Minister as the case may be, such changes to administrative processes and practices as it may deem appropriate. The Committee, which is autonomous from the Authority, is composed of representatives from each of the interested national constituted bodies recognized by the Minister.</p> <p>The Agricultural Advisory Committee evaluates proposals and provides expert advice in terms of sustainable agriculture, but also collates information regarding applications related to agriculture.</p> <p>The Design Advisory Committee makes recommendations in relation to design in development applications related to urban conservation areas and major projects.</p>
<p>Description of the department/directorate/entity's functions and responsibilities</p>	<p>The New Planning Authority secures a balanced and sustainable environment for our community and provide a better quality of life through a sustainable land use planning system</p> <p>Currently, the Authority has five directorates:</p> <p>Development Management Directorate is responsible for the promotion and control of proper land development, both public and private, in accordance with approved policies and plans.</p> <p>The Planning Directorate is responsible to achieve sustainable development throughout the Maltese Islands through the preparation and implementation of development plans and policies and the processing of planning applications. It is also responsible for EU funded projects and grant schemes initiatives. This directorate also administers the scheduling process of cultural, archaeological and natural sites, remains, areas or other property and manages the National Protective Inventory.</p> <p>The Compliance & Enforcement Directorate is responsible for supporting the Authority in enforcement campaigns including Direct Action, enforcement, surveillance and actions as necessary to ensure compliance</p>

with planning legislation and the provisions of development permits.

The ICT, Mapping and Digital Services Directorate is responsible for all ICT infrastructure within the Authority. This includes the online eApplications system, the geoportal, ICT and related support to all employees. The Directorate is also responsible for the Information Resources Unit (IRU) which provides the necessary support to the organisation through its national and international roles in research, data cycles, project acquisition and foresight. The Mapping Unit, being the national mapping agency, also forms part of this directorate, together with the Alignment Interpretation Section and the Land Survey Unit, which feed into the process in relation to official building alignments and levels. Finally this directorate also includes the Customer Care Unit and the Operations Unit, which provides support to other functions of the Authority.

The Corporate Services Directorate is responsible to ensure that the entire organization is serviced and provides a sound infrastructure for all the directorates to carry out their responsibilities and functions. The Directorate is also responsible for Human Resources, Information Technology, support services and Finance.

<p>General description of the categories of documents the department/directorate/entity holds (including exempt documents)</p>	<p>The Planning Authority holds documents falling under the following categories:</p> <ul style="list-style-type: none"> • A register of development applications, regularisation applications, development notifications, requests for removal of danger, requests for compliance certification and complaints regarding perceived illegal development, containing application forms, reports, drawings, photographs, letters, decision notices, enforcement notices, emails/forms containing details of representations / reports regarding illegal development received through such means; • A register of approved regulations, plans and policies; • Geoportal and other related maps.
<p>Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity)</p>	<p>The Planning Authority holds the following manuals, in accordance with which decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity):</p> <ul style="list-style-type: none"> • Strategic Plan for the Environment and Development • Development Notification Order, 2016 • Best Practice Guide Visual Simulations • Development Control Design Policy, Guidance and Standards 2015 (DC15) • Local Plans • Use Classes Order (L.N. 74 of 2014) • Development Planning Act, 2016 • Legal Notices • Supplementary Guidance • Local Plans • Development Briefs

	<ul style="list-style-type: none"> • Action Plans • Subject Plans • Management Plans • Planning Circulars
<p>Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent</p>	<p>The FOI Officers of the Planning Authority may be contacted by e-mail foi@pa.org.mt or by telephone 22902009 / 22902028</p> <p>FOI Requests may be submitted by e-mail to foi@pa.org.mt , through the FOI Portal www.foi.gov.mt via the e-ID or through the online form</p>
<p>Details of Internal Complaints Procedure</p>	<p>An applicant whose request for information is refused, or who is otherwise not satisfied with the information provided, its format, or the extension of the deadline for the submission of the notification indicating whether a request would be met or not, may address a complaint to the Public Authority.</p> <p>Complaints may be submitted via email to foi@pa.org.mt, through the FOI Portal www.foi.gov.mt via the e-ID or through the online form.</p> <p>The complaint should be addressed to the Public Authority's FOI Officer. The officer responsible shall reply to the applicant within 10 working days from the receipt of the complaint. The applicant shall also be informed that they may appeal the decision or otherwise address a complaint to the Information and Data Protection Commissioner in accordance with the Freedom of Information Act (Cap. 496 of the Laws of Malta).</p>

The officer responsible shall inform the applicant of the decision taken with respect their complaint, and in the event of confirmation of a decision not to release the pertinent information, shall explain the reasons thereof. Whenever the applicant's complaint is related to the format of the information provided or to an extension of the deadline for the submission of the notification indicating whether a request would be met or not by the Public Authority, and the original decision is upheld, the applicant shall be given an explanation as to why their complaint cannot be positively addressed.

An applicant may also make use of the Internal Complaints Procedure to report failure to meet deadlines or to send notifications. In those cases where the request for information can be met, but has not been met within the deadlines specified by the Act, the officer responsible shall waive any applicable fees for the submission of information.

Other Information

Payment can be made by cheque made payable to Planning Authority and sent to Planning Authority, St Francis Ravelin, Floriana. Kindly write your FOI ref number on the back of the cheque and return the duplicate of the payment form with the payment. Please do not send cash through the post.

Payment may also be made at any of the Planning Authority's offices indicated hereunder:

Office	Tel no	Winter opening hours	Summer opening hours (July to September)
St Francis Ravelin, Floriana	22900000	7.00 – 15.00	07:00 – 12:30
Gozo Innovation Hub, Triq il-Pitkalija, Xewkija XWK 3000	22900000	7.00 – 12.00	07:00 – 12:00

Public Authority Contact Details	<p data-bbox="640 204 949 233">General Contact Details</p> <p data-bbox="640 268 1370 296">Postal address: P.O. Box 200, Marsa MRS1000, Malta</p> <p data-bbox="640 331 837 360">Office address:</p> <p data-bbox="640 395 1120 424">St Francis Ravelin, Floriana, FRN1230</p> <p data-bbox="640 459 1361 488">Gozo Innovation Hub, Triq il-Pitkalija, Xewkija XWK 3000</p> <p data-bbox="640 523 927 552">Telephone: 2290 0000</p> <p data-bbox="640 587 1057 616">Email: customercare@pa.org.mt</p>
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