

Public Authority	Planning Authority
Description of the department/directorate/entity's structure	<p>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 transparently, in line with its legal obligations. These Boards and Committees include:</p> <p>The Executive Council is responsible for the functions assigned to it by the Development Planning Act, including policymaking and administrative functions, the formulation of plans and policies, the determination of minor modification applications to local plans, and the issuing of development orders, discontinuance orders, removal orders, scheduling orders and conservation orders. The Executive Council is composed of the Executive Chairperson together with Chairperson and Deputy Chairpersons of the Planning Board, 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 the principal decision-making body of the Authority in relation to development applications and other matters falling within its remit in accordance with law. The Board is made up of a Chairperson and other members appointed in accordance with the Development Planning Act.</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 decisions and acts. The Committee shall propose to the Executive Council such changes to administrative processes and practices in relation to planning matters as it may deem appropriate. The Committee shall draw up an annual report on its activities and submit such report to the Executive Council, with a copy thereof to the Minister. 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 provides professional and expert advice to the Planning Board on development applications related to agriculture and other development outside the development zone. The Committee also evaluates development proposals and states whether the proposed interventions would benefit or hinder sustainable agriculture, farm and rural development, adducing detailed reasons thereto. Where appropriate, it may also suggest methods as to how a development proposal may be rendered acceptable in terms of sustainable agriculture, farm and rural development, and shall also collate information regarding development applications related to agriculture, 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>The Development Planning Fund Committee administers a number of Planning Authority funding schemes intended to either create and/or improve public spaces, promote sustainable measures and improve the urban/rural environment.</p>
<p>Description of the department/directorate/entity's functions and responsibilities</p>	<p>The Planning Authority secures a balanced and sustainable environment for our community and provides a better quality of life through a sustainable land use planning system.</p> <p>The Authority is presently organised into 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 and strategic plans. Its role is to ensure that development proposals are assessed consistently and transparently, while safeguarding the public interest and the orderly use of land.</p> <p>Through its units – namely the Business Development Unit (BDU), the General Development Unit (GDU), the Integrated Assessment and Permitting Unit (IAPU), the ODZ and Urban Conservation Area Units, as well as the Major Projects and the EU & Special Projects Units – the Directorate processes and manages a significant number of planning applications each year. In doing so, it balances increasing development pressures with the need for efficient decision-making and strict adherence to the applicable legal and policy frameworks.</p>

The Directorate administers several categories of development applications, including summary applications, outline development applications, full development applications, development notification orders (DNOs), and minor amendment applications.

Notwithstanding the growing volume and complexity of applications, the Directorate remains focused on improving caseload management, strengthening operational efficiency, and maintaining a high standard of technical and policy assessment. Through its work, the Directorate contributes to the achievement of sustainable development, the protection of environmental and cultural heritage assets, and the facilitation of appropriate economic and social development in line with national planning objectives.

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 control applications in line with SL 552.07. It is also responsible for EU and multilateral relations, EU funded projects, grant schemes initiatives and locality funding. This directorate also administers the scheduling process of cultural, archaeological and natural sites, remains, areas or other property and manages the National Protective Inventory. It also provides professional and administrative support for the Development Planning Fund Committee.

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 with planning legislation and the provisions of development permits.

<p>Description of the department/directorate/entity's functions and responsibilities</p>	<p>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 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. The recently formed Geospatial Services Unit is responsible for the creation of a 3D geospatial environment which enhances the tools available for assessment of development applications and the introduction of AI into the operations of the PA. The Spatial Data Management Team is responsible for data collection for use in the update of the basemap and the dissemination of data to external entities. Finally, this directorate also includes the Customer Care Unit and the Operations Unit, which provide support to clients and other functions of the Authority. Finally this directorate also includes the Customer Care Unit and the Operations Unit, which provide support to clients and other functions of the Authority.</p> <p>The Corporate Services Directorate is responsible for ensuring that the entire organisation is serviced and provides a sound infrastructure for all the directorates to carry out their responsibilities and functions. The Directorate is responsible for Human Resources, Employee Development and Wellbeing, Procurement, Support Services and Finance.</p>
--	---

<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, PA Funding Applications, development notifications, requests for removal of danger, requests for compliance certification, 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"> • Development Planning Act (Cap. 552); • Subsidiary legislation made under the Development Planning Act; • Strategic Plan for the Environment and Development (SPED); • Development Control Design Policy, Guidance and Standards 2015 (DC15); • Local Plans; • Supplementary Guidance; • Development Briefs; • Action Plans; • Subject Plans; • Management Plans; • Planning Circulars; and • Best Practice Guide Visual Simulations

<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 22903000/22902024</p> <p>FOI Requests may be submitted by e-mail to foi@pa.org.mt, through the FOI Portal https://foi.gov.mt via the e-ID.</p>
<p>Details of Internal Complaints Procedure</p>	<p>Applicants may submit a complaint to the Public Authority within a maximum of 30 days from the date of the last relevant communication by the Public Authority. A decision will be provided within 10 working days from the receipt of the complaint.</p> <p>Subsequent and different complaints on the same request can only be submitted to the Public Authority after the first complaint has been answered or following the lapse of 10 working days from the date of submission of the complaint.</p> <p>If applicants remain dissatisfied with the outcome of their complaint, they may appeal the decision through the Information and Data Protection Commissioner (IDPC) within 60 days from the date of the notification by the Public Authority.</p> <p>Should applicants remain dissatisfied with the outcome of this procedure, they may appeal the decision through the Information and Data Protection Appeals Tribunal within 20 working days from the last relevant communication by the IDPC. An appeal from this decision may be registered at the Courts of Appeal within 30 days from the last relevant communication of the Information and Data Protection Appeals Tribunal.</p>

--	--

Other Information	Opening Hours:			
Office	Tel no	Winter opening hours	Summer opening hours (July to September)	
3, Triq Fra Diegu, Marsa MRS 1501	22900000	Monday to Thursday: 8.00 -12.00 13.00 -14.30 Friday: 8.00 – 12.00	08:00 - 12:00	
Gozo Innovation Hub, Triq il-Pitkalija,Xewkija, Gozo XWK 3000	22900000	Monday to Thursday: 8.00 – 12.00 and 13:00 – 14:30 Friday: 08:00– 12:00	08:00 – 12:00	

Public Authority Contact Details	<p>General Contact Details</p> <p>Postal address: 3, Triq Fra Diegu, Marsa MRS 1501</p> <p>Office address: 3, Triq Fra Diegu, Marsa MRS 1501 St Francis Ravelin, Floriana FRN 1230</p> <p>Gozo Innovation Hub, Triq il-Pitkalija, Xewkija, Gozo XWK 3000 Telephone: 2290 0000 Email:customercare@pa.org.mt</p>
----------------------------------	--