



Note: Red text denotes vacant positions

## PROPERTY REGISTER

General responsibility for the maintenance of an up-to-date, consistent, reliable and accessible inventory of gov.-owned immovable property

### Terrier - Property Records (Technical) & Database

- Maintenance and update of computerised textual terrier (including ex-Church property)
- Maintenance of property documents and contracts

- Maintenance of GIS-based property information
- Maintenance of land acquisition records
- Ownership research
- Provision of block reports and plan copies
- Provision of property details
- Document scanning
- Map scanning
- Property titles
- Property transfers to Hsg Authority and MIP

### Terrier - Property Investigation

- Extent of Government property
- Extent of illegal encroachment on Government property
- Property ownership research including contract investigation
- Property inspection
- Status reports
- Property plans
- Identification of possible property sales
- Property defense in Court

### Cadastral - Property Registration & Titles

- Registration of Government property under the Land Registration Act (LRA) including property plans, relative GIS-database maintenance, LRA applications and follow up.
- Vetting of third party applications for property registration under the LRA

- Checking deed titles for land claims;
- Liaising with private notaries/lawyers re title claims
- Preparation, presentation and defense of cautions made under the LRA
- Court attendance
- Liaison with Property Investigation and Property Terrier Sections

### Mapping

- Maintenance of GIS property mapping including internet-based service provision;
- Ensuring integration with other GIS initiatives across Government;
- Supervisory rights over GPD's GIS mapping systems;
- Registration of plans into GIS system.

## PROJECTS

General responsibility for the provision of property-based advice and services in relation to gov.-initiatives in the areas of Property Devolutions to Local Councils, Heritage Culture & Sports Properties, and Development/Privatisation Projects.

### Rural Estate

General responsibility for the aiding the Maltese agricultural sector via the provision of assistance to the cultivators of gov.-owned agricultural land – particularly in relation to the grant of a formal title to the land, including coordination with the Department of Rural Development (MRA&E) in relation to EU initiatives.

### Regional Rural Estate Units

In view of the extensive amount of gov.-owned agricultural parcels, work-processing has been split up into 4 geographical regions – North Region, Mellieha Region, South Region and Gozo Region. Responsibilities under each region are similar in nature and include:

- General processing of applications for agricultural land in the North of Malta – including, but not exclusively, those submitted under the Agricultural Land Scheme;
- Verification of property extent;
- Verification of property ownership;
- Determination of current legal title including subdivision as necessary;
- Resolution of conflicting claims for property;
- Drawing up of status reports for agricultural land;
- Preparation of property plans;
- Preparation of lease agreements;
- Updating of existing leases including establishing residual tenants, preparation of respective plans and calculation of respective rent;
- Court attendance as necessary.

### Rural Estate Administrative Support

- Provision of general support to the regional units;
- Communicating with clients regarding provision of title documents;
- Determining validity of title documents;
- Updating of the Agricultural Lease Processing System;
- Updating of applicant details from CdB;
- Checking/processing application rights to heirs;
- Liaison with MRA&E;
- Preparation of status reports re applications processing;
- Ensuring updating of property records via coordination with the Property Terrier Unit.

### Devolutions & Development

- Identification of property that may be devolved to Local Councils;
- Liaison with the Department of Local Councils;
- Evaluation and assessment of property requests made by Local Councils;
- Preparation of technical conditions related to property devolutions;
- Property status reports;
- Preparation of property plans;

- Identification of property that may be devolved to Sports/Cultural Associations;
- Liaison with the Ministry responsible for sports regarding the allocation of property to such associations;
- Identification of heritage property to be allocated for heritage purposes;
- Liaison with the Superintendence of Cultural Heritage regarding the drawing up of Guardianship deeds on gov.-owned heritage property;
- Liaison with non-government organisations regarding property-based assistance by gov. – e.g. Scout Groups;
- Status reports and plan drawing

- Liaison with relative gov. Ministries/depts regarding specific development/privatisation projects – e.g. Ta' Qali Crafts Village, Small Business Parks, VISET, Manoel Island, Malta Air Traffic Services; Malta Freeport Privatisation etc.
- Research into current land status and standing contractual commitments;
- Property inspections and status reports;
- Preparation of property plans;
- Evaluation and assessment of project proposals as necessary;
- Development of concept proposals regarding the use of gov.-owned land for public private partnerships;
- Liaison with other EMD units and Land Department.

### Market Research & Farming Out

- Coordinates the farming out of specific estate management services to the private sector including quality control.
- Carries out property market research to ensure that EMD keeps up-to-date with current trends particularly in relation to property valuations.
- Liaison with other gov. depts involved in the property sector (BICC, BCID)

## SERVICES

Responsibility for the provision of general (i.e. excluding Rural Affairs and Special Projects) services related to gov.-owned immovable property, including technical assistance related to the acquisition of privately-owned property for a public purpose.

### Acquisitions

- Determines extent of property to be expropriated;
- Preliminary ownership research;
- Court attendance (LAB) – when appropriate;
- Liaison with sponsoring Government departments;
- Status reports;
- Following-up land entry and land-used status;
- Property apportionment;
- Preparation of property plans;
- Acquisition releases;
- BDA restitution;
- Exchange of gov.-owned land as payment for acquired land;

### Property Permits & Departments

- Evaluation of requests for repairs and alterations in gov.-owned property;
- Property inspection for a primary assessment of structural well-being;
- Preparation of property status reports and plans as necessary;
- Authorisation of repairs and alterations;
- Liaison with the Housing Construction & Maintenance Department (MSP) and the Construction & Maintenance Department (MR&I)
- Processing of applications for the temporary use of gov.-owned land including tables & chairs permits, filming etc.
- Property status reports;
- Property plans;
- Liaison with Local Councils and MEPA;

- Provision of property related advice to Govt. departments;
- Identification of property to be allocated to gov.-departments;
- Liaison with gov. depts. regarding gov. property they occupy;
- Liaison with Property Terrier Unit re updating of records;
- Inspections and preparation of relative property plans as necessary

### Sales, Leases & Emphyteutical Grants

- Evaluates requests for property sales, leases, and emphyteutical grants;
- Property inspections and preparation of status reports;
- Preparation of property plans;
- Identification and drawing up of ad hoc conditions;
- Negotiation with clients;
- Liaison with MEPA and other gov. depts.