Taqsima Proprjetà Tal-Gvern

Auberge de Bavière, Valletta VLT 2000

Talbiet Għal Kiri/Xiri ta' Proprjetà Mhux Residenzjali tal-Gvern – Dokumenti Meħtieġa

Meta issir talba għall-kiri jew xiri ta' proprjetà mhux residenzjali tal-Gvern l-applikant għandu jibgħat id-dokumenti li ġejjin lit-Taqsima Proprjetà tal-Gvern. Dawn id-dokumenti jgħinu sabiex l-applikazzjoni tiġi pproċessata iżjed malajr. Jekk dawn id-dokumenti ma jintbagħtux l-applikazzjoni tista' tintbagħat lura.

Għall-użu tal-Uffiċċju

1.0 Ittra

1.1 Ittra li fiha l-applikant jispjega ċar it-talba tiegħu u jagħti d-dettalji tal-proprjetà mitluba. ☐

1.2 L-ittra trid tinkludi wkoll l-isem, l-indirizz, in-numru/i tat-telefon (inkluż mobile), u fejn hu possibbli, l-indirizz ta' l-email ta' l-applikant. ☐

1.3 Fejn il-proprjetà mitluba tkun mikrija lill-applikant għandha tintbagħat kopja ta' l-aħħar riċevuta tal-kera. ☐

1.4 L-applikant għandu, fejn hu possibbli, jagħti wkoll kwalunkwe dettall ieħor li jista` jkun ta' għajnuna – per eżempju jekk il-proprjetà kinitx tal-Knisja u issa għaddiet għand il-Gvern jew mod ieħor. ☐

2.0 Pjanta tal-Proprjetà

2.1 Għandha tintbagħat ukoll pjanta li turi b'mod ċar il-pożizzjoni u l-konfini tal-proprjetà mitluba. ☐

3.0 Ritratti

3.1 Ma' l-applikazzjoni għandhom jintbagħtu wkoll numru adekwat ta' ritratti sabiex il-proprjetà mitluba tkun tista` tiġi identifikata sewwa u li jkunu juru sewwa l-istat tal-proprjetà, il-kuntest ġenerali tagħha b'paragun ma' proprjetà oħra li tmiss magħha, kif ukoll kull servitù li hemm fuq il-proprjetà mitluba (per eżempju passaġġi, twieqi li jiftħu għal fuqha, eċċ.). Jekk ikun possibbli għandhom jintbagħtu -:

(i) Kopja stampata tar-ritratti li jkunu juru wkoll id-data ta' meta ittieħdu; ☐

(ii) Pjanta li turi l-post u d-direzzjoni minn fejn ittieħdu r-ritratti. ☐

4.0 Fejn Għandha Tintbagħat l-Applikazzjoni

4.1 Kull applikazzjoni għandha tintbagħat fl-indirizz ta' hawn taħt -:

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4.2 Bħala alternattiva l-applikazzjoni tista` tintbagħat ukoll permezz ta' l-email fl-indirizz ta' hawn taħt -:

registry@gpd.gov.mt

5.0 Użu ta' l-E-mail

5.1 It-Taqsima Proprjetà tal-Gvern tinkoraġġixxi l-użu ta' l-email sabiex isiru applikazzjonijiet għall-proprjetà tal-Gvern. Meta jintuża l-email id-dokumenti msemmija fil-paragrafi 1.4, 2.1 u 3.1 ta' hawn fuq għandhom jiġu mehmuża ma' l-email. Dawn id-dokumenti għandhom ikunu b'format JPEG u 300dpi.

6.0 Ħtiġijiet Ad Hoc

6.1 It-Taqsima Proprjetà tal-Gvern jista` jkollha bżonn dokumenti oħra barra dawk ta' hawn fuq. Barra minnhekk hemm każijiet fejn tkun trid timtela Formola ta' Applikazzjoni apposta. Meta jkun l-każ, l-applikant jiġi infurmat b'dan mit-Taqsima.

7.0 Dikjarazzjoni Dwar Protezzjoni ta' Data

It-Taqsima Proprjetà tal-Gvern u d-dipartiment li jaqgħu taħtha (id-Dipartiment għat-Tmexxija tal-Proprjetà, id-Dipartiment ta' l-Artijiet, u l-Uffiċċju Konġunt) jiġbru u jipproċessaw informazzjoni sabiex jaqdu d-dmirijiet tagħhom taħt l-Att Dwar it-Trasferiment ta' Artijiet tal-Gvern, l-Ordinanza Dwar l-Akkwist ta' Artijiet għal Skopijiet Pubbliċi u l-Att Dwar Proprjetà ta' Entitajiet Ekklesjastiċi. Kull informazzjoni tingabar u tiġi pproċessata skond l-Att tal-2001 Dwar il-Protezzjoni u Privatezza tad-*Data,* il-liġijiet imsemmija qabel, liġijiet oħra sussidjarji u skond il-Politika ta' Privatezza tat-Taqsima, kopja ta' liema tista` jew titniżżel minn http://www.gpd.gov.mt/pics/gpd_data_prot_policy.pdf, jew tinġieb mill-Uffiċċju tal-Customer Care tat-Taqsima Propjetà tal-Gvern.

Government Property Division
Auberge de Bavière, Valletta VLT 2000

Requests For Leasing/Purchasing Government Non-Residential Property – Documents Required

When submitting a request for the leasing or purchasing of Government-owned non-residential property the applicant should submit the following documents to the Government Property Division. These documents facilitate the faster processing of the application. If these documents are not submitted the application may be sent back.

For Office Use

1.0 Letter

1.1 A letter in which the applicant clearly explains the request being made and provides the details of the property being requested. ☐

1.2 The letter should indicate the name, address, telephone number/s (including mobile number), and where possible, the email address of the applicant. ☐

1.3 Where the property requested is leased to applicant a copy of the last rent receipt should be forwarded. ☐

1.4 The applicant should, where possible, also provide any other details that may be helpful – for example whether the property is ex-Church property transferred to the Government or otherwise. ☐

2.0 Site Plan of the Property

2.1 A site plan showing clearly the location and extent of the property requested must also be submitted. ☐

3.0 Photos

3.1 An adequate number of photos must also be submitted to enable the proper identification of the property and to show clearly the property's status, its general context in relation to adjacent property as well as any servitudes burdening the property requested (for example passages, windows overlooking the property etc.). If possible, the following should be submitted -:

(i) Printed copy of the photos bearing the date on which same were taken; ☐

(iii) Site plan showing the point and direction from which photos were taken. ☐

4.0 Forwarding Address

4.1 All applications should be sent to the following address -:

Government Property Division
Auberge de Bavière
Valletta VLT 2000

4.2 Alternatively application may be forwarded via email to -:

registry@gpd.gov.mt

5.0 Use of Email

5.1 The Government Property Division encourages the use of email for the submission of applications for Government-owned property. When email is used the documents mentioned at paragraphs 1.4, 2.1 and 3.1 above should be sent as attachments. Attachments should be in JPEG format and 300dpi.

6.0 Ad Hoc Requirements

6.1 The Government Property Division may require other documents in addition to those indicated above. Furthermore there are instances when ad hoc Application Forms would need to be filled in. When this is the case, applicant shall be accordingly informed by the Division.

7.0 Data Protection Statement

The Government Property Division and its departments (the Estate Management Department, the Land Department and the Joint Office) collect and process information to carry out their functions under the Disposal of Government Land Act, the Land Acquisition (Public Purposes) Ordinance and the Ecclesiastical Entities (Properties) Act. All data is collected and processed in accordance with the Data Protection Act 2001, the aforementioned laws, other subsidiary legislation and the Privacy Policy of the Division, a copy of which may either be downloaded from http://www.gpd.gov.mt/pics/gpd_data_prot_policy.pdf, or obtained on demand from the Customer Care Office of the Government Property Division.