# Government Property Division

Auberge de Bavière, Valletta VLT 2000

## Requirements for the Submission of Property Plans & Photos

**When preparing property plans and photos for the Government Property Division architects (periti) are required to ensure compliance with the following list of requirements. Submissions not made in strict compliance with these requirements shall be returned back.**

*For Office Use*

### 1.0 Photographs

Photographs are required in adequate number to identify the property being requested, it's state and general situation. Requirements include:

1.1 Photos in hard copy bearing the date on which photos were taken; ☐

1.2 Digital copy of the photos in JPEG format at 300dpi; ☐

1.3 A photo-referencing plan/map in hard copy; ☐

1.4 Digital copy of the photo-referencing plan/map in JPEG format at 300dpi. ☐

### 2.0 Plans

Plan/s of the property being requested are also required, drawn according to good practices in professional technical drawing, and submitted according to the following requirements -:

2.1 All plans are to use a decimal system of measurement where 1 unit = 1 metre; ☐

2.2 Plans are to be georeferenced to the latest 1:1000 MEPA base maps. Where these are not available, plans are to be georeferenced with the latest 1:2500 MEPA base maps; ☐

2.3 A hard copy of the plan/s signed by the applicant's perit (architect and civil engineer); ☐

2.4 A digital copy of the plan/s presented in AutoCAD 2000 DWG format and configured as indicated in the table below. ☐

| Layer Name | Contents required | Colour | |
|---|---|---|---|
| 0 | No data | N/A | ☐ |
| Base Map | Sufficiently large section of the latest MEPA 1:1000 base map to determine the actual location / siting. 1:2500 MEPA base maps are to be used ONLY where the 1:1000 MEPA base maps are not available. **Georeferencing must be preserved.** | Varies | ☐ |
| Buildings | Accurately measured plan including surrounding area. All external doors and windows are to be clearly and accurately marked. Doors and windows of adjacent properties up to 2 doors on each side of the property in question are also to be indicated. **Plan is to consist of continuous polylines.** | Black | ☐ |
| Site | Site being requested is to be clearly marked with a continuous, closed polyline. | Red | ☐ |
| Text | All relevant text / annotations (**excluding dimensions**). Street names are to be included and are to indicate street name found on existing street signs. Door numbers are to be indicated. | Blue | ☐ |
| Dimensions | All relevant dimensions are to be indicated. These must NOT be exploded. Also to be included is the distance from the nearest corner and from a minimum of 2 clearly indicated reference points. | Blue | ☐ |
| Servitudes | All existing servitudes to be indicated. These should also include servitudes indirectly affecting the site/area in question. These servitudes are to be indicated using the standards of the Land Registration (Submission of Plans) Rules (Subsidiary Legislation 296.08) as follows: | As per Land Registration Rules | ☐ |
| | - parts subject to servitudes and other third party rights, such as right of passage. | Green | ☐ |
| | - when the servitude can be specified, such as a particularly placed right of passage. | Brown | ☐ |
| | - other rights not specified above | Blue | ☐ |
| Common parts | All areas that are held in common with third parties are to be indicated. | Yellow | ☐ |
| Elevations | All relevant elevations to be included. | Black | ☐ |
| Sections | All relevant sections to be included. | Black | ☐ |
| Applicant's Property | Where the Government-owned property is requested in relation to applicant's own property (e.g. a request for a tables and chairs permit), then the extent of applicant's property is to be clearly indicated. | Blue | ☐ |

### 3.0 Ad Hoc Requirements

3.1 Any other ad hoc requirement as may be requested by the Government Property Division. ☐

### 4.0 Declaration by Architect

4.1 The perit (architect) must submit a written declaration in which he/she certifies that all plans and documents presented are correct and complete both in fact and in conformance with the requirements of the Government Property Division as listed in this form (GPD Form – PSR01E). Declaration must include a clear statement that the perit (architect) assumes full responsibility for same. ☐