



APPLICATION TO PLACE TABLES & CHAIRS ON A PUBLIC SPACE

To be submitted to: **The Malta Tourism Authority**
Auberge d'Italie, Merchants Street, Valletta CMR 02



Date Received by GPD: _____

Date Received by MTA: _____

Date: . .

GPD Ref.: _____ MTA Ref.: _____

1.0 Business' Details

Business Name	<input type="text"/>
Business Address	<input type="text"/>
Postal Code	<input type="text"/>
Phone No.	<input type="text"/>
Fax No.	<input type="text"/>
Category	<input type="text" value="Hotel/ Restaurant / Bar"/>

2.0 Applicant's Details

Applicant's Name	<input type="text"/>	I.D. No.	<input type="text"/>
Mailing Address	<input type="text"/>		
Postal Code	<input type="text"/>		
Phone No.	<input type="text"/>	Fax No.	<input type="text"/>
e-mail address	<input type="text"/>		
Applicant's Signature	<input type="text"/>		

3.0 Consent of Owner's/Tenants of Adjacent Properties (To be filled only if site falls in front of third party property)

Address of Adjacent Property No. 1	<input type="text"/>
Owner's Name	<input type="text"/>
Owner's Signature (signifies consent)	<input type="text"/>
Tenant's Name	<input type="text"/>
Tenant's Signature (signifies consent)	<input type="text"/>

Address of Adjacent Property No. 2	<input type="text"/>
Owner's Name	<input type="text"/>
Owner's Signature (signifies consent)	<input type="text"/>
Tenant's Name	<input type="text"/>
Tenant's Signature (signifies consent)	<input type="text"/>

4.0 Other Requirements

- (i) Plans and photos of the site applied for, in the manner and form described in the attached "Requirements for the Submission of Property Plans and Photos" (GPD Form – PSR01E);
- (ii) If the site applied for falls directly in front of third party property, the owners and tenants of such property must, in addition to paragraph 3.0 above, also sign a hard copy of the plan to indicate their consent to the extent of the site as shown;
- (iii) Copy of the Malta Environment & Planning Authority development permit where this is required in terms of the Development Notification Order 2001. (It is recommended that applicant seeks the advice of an architect);
- (iv) Copy of last operating licence for the business.

5.0 For Office Use (Estate Management Department)

Approved/Denied (Cross out as appropriate)	Area in m ² : <input type="text"/>	Fee payable: Lm <input type="text"/>
Special Conditions (in addition to standard ones)	<input type="text"/>	
Signature and stamp of Authorizing Officer	<input type="text"/>	Date: <input type="text"/>

Continued overleaf

6.0 Procedural Notes

- 1) This application form relates to the Tables & Chairs Permit for the placing of tables and chairs on government-owned (public) spaces.
- 2) This application form, duly completed with all necessary details and listed requirements, shall be submitted to the Malta Tourism Authority at the address shown at the top of the form.
- 3) The form shall be vetted by the Malta Tourism Authority, and if approved, shall then be forwarded to the Estate Management Department for consideration.
- 4) The Estate Management Department reserves the right not to consider applications that are not accompanied by the listed requirements.
- 5) The submission of the application does not provide an automatic right to use the land being applied for.
- 6) Prior to approving the issue of the permit, the Estate Management Department shall consult the respective Local Council on the matter.
- 7) Any permit approved by the Estate Management Department shall be referred to the Land Department who shall issue the legal permit and accept payment of the relative fees. The permit shall be in regard to the utilization of government-owned land and shall not exonerate the grantee from obtaining other permits required under any other law.
- 8) The Land Department shall refer a copy of the permit to the Malta Tourism Authority and the Malta Environment & Planning Authority (MEPA) and to the respective Local Council.
- 9) The Malta Tourism Authority shall subsequently issue an operating licence on the basis of the TCP approved by the Estate Management Department and issued by the Land Department – assuming that all other requirements of the Malta Tourism Authority are met. This operating licence shall be subjected to any conditions as established by the Malta Tourism Authority .
- 10) The MEPA may require the submission of a Development Application. Should MEPA object to the Tables & Chairs Permit or otherwise make amendments to the proposed site, the Land Department shall terminate the existing permit and require that a fresh application (on the basis of MEPA's approval) be submitted to the MTA.
- 11) Any permits issued by the Estate Management Department/Land Department are granted on encroachment terms and shall hold good at the pleasure of Government.
- 12) **The Estate Management Department and the Land Department (together with the Joint Office) form part of the Government Property Division. Any enquiries related to this application shall be made to the Customer Care Office of the Government Property Division (Auberge de Baviere, Valletta, CMR 02) on Telephone Number 22953238 or via e-mail at customercare@gpd.gov.mt.**

7.0 Data Protection Statement

The Government Property Division and its departments (Estate Management Department, Land Department and 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 is available on demand from the Customer Care Office of the Government Property Division.



Government Property Division

Auberge de Baviere, Valletta

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.

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 unit system of measurement in the ratio of 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: <ul style="list-style-type: none"> - parts subject to servitudes and other third party rights, such as right of passage. - when the servitude can be specified, such as a particularly placed right of passage. - other rights not specified above 	As per Land Registration Rules Green Brown 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.

For Office Use