

# COMMENCEMENT NOTICE/SITE MANAGEMENT RESPONSIBILITY FORM

## Part 1 – Commencement Notice (for submission to the Planning Authority and Building and Construction Authority)

<b>Planning Permission No.</b>	
<b>Location of Site (Full Address)</b>	
<b>Full Name of Perit</b>	
<p>I, the undersigned Perit (or Contact Perit for Partnership) as prescribed by the relevant legislation, hereby declare that I am submitting this Commencement Notice, as defined in Article 2 of the Development Planning Act (2016), on behalf of the developer and I am retaining the signed original Commencement Notice form. I also declare that I shall be responsible to issue specifications, direct and monitor the works. I also understand my responsibility in terms of Article 1638 of the Civil Code of the Laws of Malta (provided that any of these responsibilities may be delegated to another warranted perit by way of agreement).</p>	
_____	_____
Signed	Date
<b>Date of commencement of works or utilisation of permission</b> (dd/mm/yyyy)	/ /
<p><b>Note 1:</b> This Commencement Notice/Site Management Responsibility Form is to be uploaded on the eApplications System at least two weeks PRIOR to the date of commencement of works or utilisation of permission but dated AFTER the lapse of the suspension period of the permission in terms of Article 72(3) of the Act.</p> <p><b>Note 2:</b> Where applicable, the Commencement Notice/Site Management Responsibility Form is not to be submitted if specific requirements of the conditions of the permission have not yet been complied with, and until the official alignment and levels have been set out by the Land Survey Unit.</p> <p><b>Note 3:</b> A Commencement Notice/Site Management Responsibility Form is to be submitted for each of the permissions issued on the site, however, only one valid Commencement Notice can be submitted for each permission.</p>	
<b>1.1 Developer</b>	
1.1.1 Full Name	
1.1.2 ID No.	
1.1.3 Address	
1.1.4 Mobile No.	
1.1.5 Email Address	
<p>I, the undersigned, declare that I shall comply with all the requirements and obligations of LN 136 of 2019 which have a bearing on my role as developer.</p>	
_____	_____
Signature	Date

**1.2 Licensed Mason (where applicable\*)**

1.2.1 Full Name

1.2.2 ID No.

1.2.3 Address

1.2.4 Mobile No. (24 hour contact)

1.2.5 Licence No.

1.2.6 Email Address

I, the undersigned, declare that I shall be responsible for the undertaking of the erection of the building works according to the specifications issued by the perit in charge of the project. I also understand my responsibility in terms of Article 1638 of the Civil Code of the Laws of Malta, and in terms of the Code of Police Laws.

\* If not applicable, strike out this section. The perit in charge is to state the detailed reasons why a licensed mason is not required, as required by Regulation 20 of Subsidiary Legislation 552.13, hereunder:

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date**1.3 Site Manager appointed as per Legal Notice 295 of 2007 (where applicable\*)**

1.3.1 Full Name

1.3.2 ID No.

1.3.3 Address

1.3.4 Mobile No. (24 hour contact)

1.3.5 Email Address

I declare that I accept the role of Site Manager for the works covered by this permission and that I have understood the requirements of the above mentioned legal notice.

\* If not applicable, strike out this section. The perit in charge is to state the detailed reasons why a Site Manager in terms of LN 295 of 2007 is not required, as required by Regulation 20 of Subsidiary Legislation 552.13, hereunder:

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

**Part 2 – Site Management Responsibility Form** (for submission to the Building and Construction Authority)

<b>2.1 Perit in charge of the project.</b>	
2.1.1 Full Name	
2.1.2 Contact Perit for Partnership (if applicable)	
2.1.3 ID No.	
2.1.4 Address	
2.1.5 Mobile No.	
2.1.6 Perit Warrant No.	
2.1.7 Email Address	
I, the undersigned perit, declare that I shall be responsible to issue specifications, direct and monitor the works. I also understand my responsibility in terms of Article 1638 of the Civil Code of the Laws of Malta (provided that any of these responsibilities may be delegated to another warranted perit by way of agreement).	
_____	_____
Signature	Date
<b>2.2 Perit responsible for demolition method statement</b>	
2.2.1 Full Name or Partnership	
2.2.2 Contact Perit for Partnership (if applicable)	
2.2.3 ID No.	
2.2.4 Address	
2.2.5 Mobile No.	
2.2.6 Perit Warrant No.	
2.2.7 Email Address	
I, the undersigned perit, declare that I am professionally responsible for the contents of this method statement.	
_____	_____
Signature	Date

**2.3 Perit responsible for excavation method statement**

2.3.1 Full Name or Partnership

2.3.2 Contact Perit for Partnership (if applicable)

2.3.3 ID No.

2.3.4 Address

2.3.5 Mobile No.

2.3.6 Perit Warrant No.

2.3.7 Email Address

I, the undersigned perit, declare that I am professionally responsible for the contents of this method statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2.4 Perit responsible for construction method statement for building works**

2.4.1 Full Name or Partnership

2.4.2 Contact Perit for Partnership (if applicable)

2.4.3 ID No.

2.4.4 Address

2.4.5 Mobile No.

2.4.6 Perit Warrant No.

2.4.7 Email Address

I, the undersigned perit, declare that I am professionally responsible for the contents of this method statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2.5 Site technical officer during demolition**

2.5.1 Full Name or Periti Partnership (if applicable)

2.5.2 Contact Perit for Partnership (if applicable)

2.5.3 ID No.

2.5.4 Address

2.5.5 Mobile No.

2.5.6 Warrant No. (if applicable)

2.5.7 Details of Engineering Qualifications (if applicable)

2.5.8 Email Address

**2.5.9 DECLARATION**

I declare that I will be present on site every time a decision is being taken the result of which would influence or alter the workflow associated with the submitted method statement, the safeguarding of third-party rights, the quality of executed works and their co-ordination. I also declare that I will comply with all the requirements and obligations of LN 136 of 2019 which have a bearing on my role.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2.6 Site technical officer during excavation**

2.6.1 Full Name or Periti Partnership (if applicable)

2.6.2 Contact Perit for Partnership (if applicable)

2.6.3 ID No.

2.6.4 Address

2.6.5 Mobile No.

2.6.6 Warrant No. (if applicable)

2.6.7 Details of Engineering Qualifications (if applicable)

2.6.8 Email Address

**2.6.9 DECLARATION**

I declare that I will be present on site every time a decision is being taken the result of which would influence or alter the workflow associated with the submitted method statement, the safeguarding of third-party rights, the quality of executed works and their co-ordination. I also declare that I will comply with all the requirements and obligations of LN 136 of 2019 which have a bearing on my role.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2.7 Site Technical Officer during building works**

2.7.1 Full Name or Periti Partnership (if applicable)

2.7.2 Contact Perit for Partnership (if applicable)

2.7.3 ID No.

2.7.4 Address

2.7.5 Mobile No.

2.7.6 Warrant No. (if applicable)

2.7.7 Details of Engineering Qualifications (if applicable)

2.7.8 Email Address

**2.7.9 DECLARATION**

I declare that I will be present on site every time a decision is being taken the result of which would influence or alter the workflow associated with the submitted method statement, the safeguarding of third-party rights, the quality of executed works and their co-ordination. I also declare that I will comply with all the requirements and obligations of LN 136 of 2019 which have a bearing on my role.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date**2.8 Contractor responsible for demolition**

2.8.1 Full Name

2.8.2 ID No.

2.8.3 Address

2.8.4 Mobile No.

2.8.5 Email Address

I, the undersigned contractor, declare that I will abide by all the relevant Laws, Regulations and conditions imposed on my role and shall remain responsible for adhering to the requirements contained therein.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

**2.9 Contractor responsible for excavation**

2.9.1 Full Name

2.9.2 ID No.

2.9.3 Address

2.9.4 Mobile No.

2.9.5 Email Address

I, the undersigned contractor, declare that I will abide by all the relevant Laws, Regulations and conditions imposed on my role and shall remain responsible for adhering to the requirements contained therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2.10 Contractor responsible for building works**

2.10.1 Full Name

2.10.2 ID No.

2.10.3 Address

2.10.4 Mobile No.

2.10.5 Qualifications

2.10.6 Email Address

I, the undersigned contractor, declare that I will abide by all the relevant Laws, Regulations and conditions imposed on my role and shall remain responsible for adhering to the requirements contained therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2.11 Project Supervisor as per Legal Notice 88 of 2018 appointed by developer**

2.11.1 Full Name

2.11.2 ID No.

2.11.3 Address

2.11.4 Mobile No.

2.11.5 Email Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date