

Date: 31/07/2025

Ref: MCLG/LA_01_2025

To:

All Directors of Corporate Services
All Government Ministries, Departments, Authorities and Agencies

Subject: Procedure for Submission of Property Locator Application Form in Accordance with Article 35 of S.L. 601.12

Dear Directors,

This circular is intended to inform all government entities¹ of the mandatory procedure related to leasing private property for government use, in line with Article 35 of S.L. 601.12 – Procurement of Property Regulations. As stipulated by Article 35(1): *Before publishing a procurement procedure, contracting authorities must consult with the authorities responsible for the administration of government land and properties. This process ensures that existing government-owned property is prioritised over leasing from private entities.*

Property Locator Application Requirement

Before any lease of private property is entered into by a government entity, a Property Locator Application must be submitted and clearance obtained from the Lands Authority. To streamline this process, the Lands Authority launched an online Property Locator application – **PRO1** – on Monday, July 21st, 2025. This digital platform will serve as a mandatory and centralised tool, ensuring that all lease agreements fully comply with the established legal and procedural framework.

Application Process

- **Submission Method:**

Applications are to be submitted online through the Lands Authority's website:

<https://onlineportal.landsauthority.org.mt/Services/Forms>

¹ Entities includes bodies within the Public Sector and Public Service, including Ministries and Government departments.



- **Response Timeframe:**

In the case of entities requesting property for the first time, the Lands Authority commits to providing a formal reply within **45 calendar days** from the date of submission.

- **Advance Planning:**

Government entities currently leasing private property must submit applications for government-owned property at least **eighteen months** before their lease expires.

All entities are required to comply with this procedure before entering into any lease agreement for private property. Non-compliance may result in administrative delays or invalidation of lease agreements under the Procurement of Property Regulations.

Thank you.

Robert Vella
CEO – Lands Authority.

