

**NATIONAL LAND SERVICE
UNDER THE MINISTRY OF AGRICULTURE**

APPROVED by:
the Director of the National Land Service
under the Ministry of Agriculture

Vitas Lopinys
27-12-2012

**DESCRIPTION OF ISSUE OF QUALIFICATION CERTIFICATES TO PREPARE LAND
MANAGEMENT PLANNING DOCUMENTS**

2012-12-27 No. 1AP-(5.29.)-25
Vilnius

No.	Title	Content of description
1.	Code of the administrative service	APŽT.11.
2.	Version of the administrative service	4 (2004-12-28; 2011-06-10; 2011-11-28)
3.	Title of the administrative service	Issue of qualification certificates to prepare land management planning documents.
4.	Description of the administrative service	<p>Considering submitted personal applications and related documents (submitted directly upon the arrival to the institution, sent by registered mail as well as digitally signed and sent by e-mail or through the Products and Services Contact Centre www.verslovartai.lt) the National Land Service under the Ministry of Agriculture (hereinafter - the Service) shall issue qualification certificates to prepare land management planning documents.</p> <p>Qualification certificates to prepare land management plans, rural development land management plans, land formation and reformation plans, plans on land taken for public needs, land consolidation and land reform land management plans (hereinafter - qualification certificates) shall be issued to persons satisfying qualification requirements of Article 41, part 3, paragraphs 1 and 2 of Law on Land of the Republic of Lithuania (Official Gazette, 1994, No. 34-620; 2004, No. 28-868).</p>
5.	Legislation governing the administrative service	<p>1. Law on Land of the Republic of Lithuania.</p> <p>2. Law on Land Reform of the Republic of Lithuania (Official Gazette, 1991, No. 24-635; 1997, No. 69-1735).</p> <p>3. Law on Levy of the Republic of Lithuania (Official</p>

		<p>Gazette, 2000, No. 52-1484).</p> <p>4. Rules of the issuance, suspension, revocation and suspension of the revocation of the qualification certificates to prepare land management planning documents adopted by the Government of Lithuania on 14 October 2004, Resolution No. 1290 (Official Gazette, 2004, No. 153-5580; 2011, No. 63-2993) (hereinafter – the Rules).</p> <p>5. Government of the Republic of Lithuania Resolution No. 1458 of 15 December 2000 “On the Specific Amounts of Levy and Approval of Rules on Levy Payment and Reimbursement” (Official Gazette, 2000, No. 108-3463).</p>
6.	Information and documents to be submitted by a person	<p>A person wishing to obtain a qualification certificate shall submit the Service with documents indicated in the paragraph 17 of the Rules as follows:</p> <p>1) application for a certificate of qualification indicating what type or what kinds of land management planning documents he wishes to prepare, also address, phone number, e-mail;</p> <p>2) copy of an identification documents;</p> <p>3) copies of documents proving education;</p> <p>4) document copies proving work experience needed for qualification certificate under the Rules, 3 and 4 paragraphs of the qualification requirements;</p> <p>5) not more than 3 years before the provision of an application issued document copy certifying that the person attended at least 20 hours of lectures of a certain type of land management planning documents.</p> <p>If these documents are not issued in the official language they must be accompanied by a translation into Lithuanian language.</p>
7.	Information and documents to be received by the Service (officer analysing an application)	Information and documents at the Service.
8.	Provider of the administrative service	Chief officer of Land Management Division of Land Management Department Violeta Veličkienė, phone (8 5) 239 1322, e-mail Violeta.Velickiene@nzt.lt
9.	Manager of the administrative service	Head of Land Management Division of Land Management Department Zita Kvietkienė, phone (8 5) 239 1314, e-mail Zita.Kvietkiene@nzt.lt
10.	Term of provision of the administrative service	The decision on the issuance or refusal of qualification certificates shall be taken no later than 30 days after the submission of documents.
11.	Price of the administrative service (if the service is provided for a fee)	The levy for the issuance of qualification certificate shall be 60 Lt appointed by the Government of the Republic of Lithuania on 15 December 2000, Resolution No. 1458 "On the Specific Amount of State Levy and Approval of

		<p>Rules on Levy Payment and Reimbursement” 4.324¹ paragraph.</p> <p>Recipient: State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania.</p> <p>Beneficiary's Bank: Swedbank, JS</p> <p>Account No. LT24 7300 0101 1239 4300</p> <p>Reference number (the purpose of payment) 5710.</p>
12.	Application form, filling in the application example and content	<p>Personal application shall be submitted under the form provided at the Service (Annex of description) or in a free form.</p> <p>The submitted personal application must meet the requirements indicated in this Description 6.</p>
13.	Information and communication technologies usable for the provision of the administrative services	<p>A person shall have an opportunity to download an application form from the Service website www.nzt.lt. Digital copies could be sent by using the Products and Services Contact Center www.verslovartai.lt.</p> <p>The Service no later than the next day of the decision taken to issue a qualification certificate by e-mail shall inform a person and indicate the payment of a state levy. Qualification certificate shall be issued electronically in digital form after the registration in the Register of Qualification Certificates to Prepare Land Management Planning Documents</p>
14.	Features of the provision of the administrative services	<p>This shall be a final administrative service. Issued qualification certificates shall be registered in the Register of Qualification Certificates to Prepare Land Management Planning Documents that shall be completed in electronic form and published on the website of the Service www.nzt.lt, column “Register of Qualification Certificates”.</p>
15.	Record of description of the administrative services	<p>Description is included in the register of the Service, recorded and stored in case 5.29 "Administrative service descriptions and register 1AP”.</p>

The Head of Land Management Division
of Land Management Department

Zita Kvietkienė