

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

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

Vitas Lopinys
29-08-2013

**DESCRIPTION OF THE MAINTENANCE OF PERFORMANCE OF PERSONS WHO
PREPARE LAND MANAGEMENT PLANNING DOCUMENTS**

2013-08-29 No. 1AP-(5.29.)-60
Vilnius

No.	Title	Content of description
1.	Code of the administrative service	APŽT.16.
2.	Version of the administrative service	1
3.	Title of the administrative service	The maintenance of performance of persons who prepare land management planning documents
4.	Description of the administrative service	<p>National Land Service under the Ministry of Agriculture (hereinafter - the Service) regarding complaints or notifications sent by mail, e-mail (digitally signed) received from municipalities or persons, also on the direct arrival to the Service, carries out evaluation of performance violation of a person preparing land management planning documents and who has a qualification certificate (hereinafter – qualification certificate).</p> <p>Regarding the decision of the Director of the Service a validity of a certificate may be suspended, abolished or the qualification certificate suspension revoked.</p> <p>When the holder of qualification certificate, preparing land management planning documents, broke requirements of laws and regulations governing land management planning documents, not making any damage to third parties and that such violation could be eliminated, the Service warns and informs the holder of a qualification certificate in writing to eliminate the violation and provide evidentiary material that the violation is eliminated no later than within 20 working days. If the holder of a qualification certificate does not eliminate violation and provide the Service with evidentiary material in</p>

		<p>due time the qualification certificate will be suspended.</p> <p>The qualification certificate may be suspended for 3 months. Following the decision to suspend the qualification certificate a reasonable term to eliminate the violation is being taken.</p> <p>Qualification certificate will be suspended under the Law on Land, Article 41, paragraph 10 of the cases provided.</p> <p>A person preparing land management planning documents shall be informed in writing about the qualification certificate suspension, abolition or suspension of the qualification certificate elimination. of land-use planning documents prepared by writing. This information is also available on land management planning documents register of preparation of qualification certificates.</p>
5.	Legislation governing the administrative service	<p>1. Law on Land of the Republic of Lithuania (Official Gazette, 1994, No. 34-620; 2004, No. 28-868).</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 Public Administration of the Republic of Lithuania (Official Gazette, 1999, No. 60-1945; 2006, No. 77-2975).</p> <p>4. The Government of the Republic of Lithuania Resolution No. 1290 of 14 October 2004 "On the Qualification Certificate Issue, Suspension, Abolition of Suspension and Abolition of the Approval of the Rules for the Preparation of Land Management Planning Documents" (Official Gazette, 2004, No. 153-5580; 2011, No. 63-2993).</p> <p>5. Director's of the National Land Service under the Ministry of Agriculture Order No. 1P-(1.3.)-154 of 2 May 2012 „On the Formation of a Permanent Commission of the National Land Service under the Ministry of Agriculture for the evaluation of qualification certificate holder's activities" (Official Gazette, 2012, No. 52-2633).</p>
6.	Information and documents to be submitted by a person	<p>Municipalities or other persons providing complaints or reports that shall indicate:</p> <p>1. Name, surname and other information (e.g. qualification certificate number of a person preparing rural development land management projects) of an accused person who has qualification certificate.</p> <p>2. The information on a possible violation.</p> <p>3. Contact information of a person providing a complaint.</p>

		<p>Attached to the complaint or report a person must add as follows:</p> <ol style="list-style-type: none"> 1. Document copies proving circumstances set forth in the complaint. 2. Representation document (when a representative of an applicant provides a complaint or report).
7.	Information and documents to be received by the territorial division (officer analysing the application)	<p>Related information and documents with analysis of a complaint or report at the Service received from other institutions or registers: Register of qualification certificates to prepare land management planning documents http://www.nzt.lt/popup2.php?item_id=706); The Resident's Register Service of the Republic of Lithuania (http://ivn.vrm.lt/); Real Property Register and Cadaster of the Republic of Lithuania (http://www.registrucentras.lt/ntr/); explanation of a person who has qualification certificate, documents and data necessary for information on the analysis of a possible violation.</p>
8.	Providers of the administrative service	<p>National Land Service under the Ministry of Agriculture Director's Order No. 1P-(1.3.)-154 of 2 May 2012 "On the Formation of a Permanent Commission of the National Land Service under the Ministry of Agriculture for the evaluation of qualification certificate holder's activities" formed Permanent Commission for the evaluation of qualification certificate holder's activities (hereinafter - Permanent Commission). Secretary of a Permanent Commission when the activities of organizers of land management planning documents shall be assessed – chief officer of Land Management Division of Land Management Department Violeta Veličkienė, phone (8 5) 239 1322, e-mail Violeta.Velickiene@nzt.lt.</p>
9.	Manager of the administrative service	<p>The Director of the Service Vitas Lopinys, phone (8 5) 239 1306, e-mail Vitas.Lopinys@nzt.lt.</p>
10.	Term of provision of the administrative service	<p>The Service shall inform the holder of a qualification certificate in writing or by electronic means about received complaints or reports and supporting documents about his violation from municipalities or other persons, appointing explanations, documents and data necessary for the information for the analysis about violation, submission deadline that may not be longer than 20 days. After the analysis of received documents and determination that the holder of qualification certificate preparing land management planning documents has violated laws governing the</p>

		requirements of preparation of land management planning documents, the Service shall take a decision on the qualification certificate suspension or revocation following the Law on Land Article 41, paragraphs 7, 8 and 10 regarding the nature of the violation and its consequences. Qualification certificate shall be suspended, suspension repealed and revoked under the order of the Director of the Service.
11.	Application form, filling in the application example and content	Complaints and reports of municipalities and other persons shall be provided in free form.
12.	Information and communication technologies usable for the provision of the administrative services	Phone numbers, e-mails of the Director and Permanent Commission of the Service are published on the website www.nzt.lt . Decisions on the evaluation of qualification certificate holder's activities are also available on the website.
13.	Features of the provision of the administrative services	This is a final administrative service.
14.	Record of description of the administrative services	Description is included in the register of the Service, recorded and stored in case 5.29 "Administrative Service Descriptions and Register 1AP".

The Head of Land Management Division
of Land Management Department

Zita Kvietkienė