

**SUPERINTENDENCE OF CULTURAL HERITAGE**

**NOTIFICATION FORM FOR THE  
CONSERVATION AND RESTORATION OF MOVABLE CULTURAL  
PROPERTY**

**(Excluding built heritage restoration and as defined in the Cultural  
Heritage Act 2021 (Cap 445))**



SOVRINTENDENZA  
TAL-PATRIMONJU KULTURALI  
SUPERINTENDENCE OF CULTURAL HERITAGE

**Registration number:** \_\_\_\_\_

*to be filled in by Superintendence of Cultural Heritage Officer*

In keeping with *Articles 49 & 56* of the Cultural Heritage Act 2021 (CAP445), the conservation and restoration of cultural property may only be carried out by warranted conservators with the prior consent and conditions as established by the Superintendent.

The applicant shall inform the Superintendence of Cultural Heritage of the date of intent to commence works at least two weeks prior to the start of works by completing this form and submitting it to [movables.sch@gov.mt](mailto:movables.sch@gov.mt). **No works are to commence without written authorisation of the Superintendent of Cultural Heritage.** The Superintendence will authorise the start of works or request further information, such as a method statement as per *Annex III*.

Clear images of the movable cultural property proposed for restoration and/ or conservation are to be attached to this notification (one image from the front and details of significant identifying features, even if at the back, including signatures and evident signs of deterioration/damage).

1	Name of proponent	
2	Nature of property	<input type="checkbox"/> Private <input type="checkbox"/> Public ( <i>Please specify</i> ): _____ <input type="checkbox"/> Ecclesiastic ( <i>Please specify</i> ): _____
3	Address of proponent	
4	Contact number and email address of proponent	
5	Funds	<input type="checkbox"/> Government Funds: _____ <input type="checkbox"/> EU Funds: _____ <input type="checkbox"/> Other ( <i>Please specify</i> ): _____ <input type="checkbox"/> No
6	Appointed Warranted Conservator – Restorer And Warrant Number	

**ANNEX I – Declaration to be completed by the proponent and the appointed warranted conservator**

*This document is solely for the purpose of identification of the cultural heritage item for use by this office only. Restoration and conservation works are **NOT** to proceed prior to the issue of clearance and adherence to conditions established by the Superintendence of Cultural Heritage is obligatory. This form is governed by the provisions set in **The General Data Protection Regulation** (EU) 2016/679 (GDPR) and the **Data Protection Act** (Cap 586).*

The Superintendence is to be advised of any proposed variations from the information provided on the original notification form on [movables.sch@gov.mt](mailto:movables.sch@gov.mt), **including a change in the appointed conservator**. The applicant is reminded that damage or destruction of cultural property is subject to provisions as established in PART XI Article 70 of the Cultural Heritage Act 2021 (CAP445).

*Failure to comply with the statutory requirements as stipulated by Article 40 (1) of the Cultural Heritage Act 2021 (CAP445) may lead to the suspension, revoking or cancellation of the conservator-restorer's warrant, practicing certificate, or registration, as applicable.*

I, (name and surname of proponent) \_\_\_\_\_, declare that the above information is correct.

Signature of proponent: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of appointed warranted conservator restorer: \_\_\_\_\_

Warrant Number: \_\_\_\_\_

Date: \_\_\_\_\_

Receiving SCH Officer: \_\_\_\_\_

Date: \_\_\_\_\_

**Annex II - OBJECT ID**

*to be completed by the appointed warranted conservator*

Title (if applicable)	
Description	
Dimensions	
Materials and techniques	
Inscriptions or markings (e.g. signatures, distinguishing signs, and labels)	
Date or period	
Maker/ artist	
Collection and corresponding inventory/ accession number (if applicable)	
Current location	
Brief condition report (deterioration/ damage)	
Outline of proposed interventions in the Restoration Method Statement (RMS) as per Terms of Reference (Annex III)	

Signature of appointed warranted conservator: \_\_\_\_\_

Receiving SCH Officer: \_\_\_\_\_

Date: \_\_\_\_\_

### ***Annex III - TERMS OF REFERENCE***

*to be provided by appointed warranted conservator only if further information is requested by the Superintendence of Cultural Heritage*

#### **Restoration Method Statements for Movable Cultural Property**

##### **Section 1 – Introduction and Historical Analysis**

1. A brief description of the restoration project, current and future purpose of the object.
2. A brief historical context of the object.

##### **Section 2 – Appraisal, Assessment and Evaluation**

1. Description of the object – materials and manufacture methods, condition, and finishes.
2. Current state of Conservation of Materials. Identification of deterioration mechanisms – mechanical, physical, chemical, biological.
3. Mapping of Deterioration/weathering.

##### **Section 3 –Briefing**

1. Restoration philosophy and methodology, in compliance with international conservation conventions and charters and best practice.
2. Planning and mapping of proposed interventions.
3. Specifications on proposed interventions on object.
4. Monitoring.
5. Documentation.

##### **Section 4 – Photographic Record**

1. Detailed photographic record of object, in its present state including all features.
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