

# Gavà Town Council Guide to Municipal Services

<http://www.gavaciutat.cat>



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# 1 • Gavà welcomes you!

The town of Gavà is home to more than 45,000 people from a wide variety of origins and cultures. This diversity is unquestionably an asset that brings added cultural wealth to the municipality.

This fact affects us all, and for this reason it is important that we are aware of our rights and responsibilities to ensure equality and harmonious coexistence.

The Gavà Town Council has therefore put together this Services Guide for all its citizens, which has been designed to provide information on the town of Gavà and its main facilities and services. In it you will find all the resources you need to give you the maximum possible information and independence.

Here you will find general information on the town aimed at the population as a whole as well as specific collectives –young people, senior citizens, recent arrivals, etc.– information on public services provided by the administration and the keys to accessing the main basic services: health care, education, employment, housing and social welfare. It also includes information on citizen mediation services, culture, sports, civil rights, equality, citizen participation, the media, sustainability and mobility.

This Guide is available in five languages –Catalan, Spanish, English, Arabic and Romanian– with the aim of making this information available to the widest possible audience in a simple and readable way, taking into consideration the diversity of origin of our citizens.

We do hope that this guide will be of interest and use to you.



#### Article I. RIGHT TO THE TOWN

The town is a collective space belonging to all who live in it, who have the right to conditions which allow their own political, social and environmental development but at the same time accepting a commitment to solidarity.

The municipal authorities encourage, by all available means, respect for the dignity of all and quality of life of the inhabitants.

## 2 • Coming to Catalonia

Catalonia covers an area of 31,895 km<sup>2</sup>. It occupies the north-eastern corner of the Iberian Peninsula and forms part of the Spanish state. It is currently home to seven million people and is divided into four provinces for administrative purposes: Barcelona, Girona, Lleida and Tarragona.

Politically, Catalonia is an autonomous community within the context of a social democracy state governed by the rule of law. It therefore enjoys legislative autonomy and executive powers in the areas of health care, education and employment, amongst others. It also enjoys administrative powers through its own institutions and political representatives from different parties who are voted in at regular elections.

The Generalitat is the highest institution and representative body in Catalonia. It is made up of the Parliament, the Government and the President of the Generalitat, who is the highest authority.

Catalonia is, and has been throughout its history, a melting pot of different cultures from all over the world which has resulted in a welcoming community that is open to integration.



### 3 • Living in Gavà

The town of Gavà is just a few kilometres away from the city of Barcelona and lies to the south of Baix Llobregat. It covers an area of 30.90 km<sup>2</sup> which extends from the southern beaches of the Llobregat Delta to the Garraf massif. This is a privileged area, comprising a stretch of beaches, a wooded zone and the urban centre. It is bordered by the towns of Sant Climent, Viladecans and Castelldefells. Gavà has a population of over 45,000 people.

Its four kilometres of coastline and 3,500 hours of sunshine a year are a huge attraction for tourists. The coastal area is backed by a unique pinewood 400 metres wide which stretches right down to the beachfront. A highlight is the seafront promenade which has won a FAD award (Fostering Art and Design) for its recovery of the coastal dune system. Between the coast and the town itself there are a series of crop fields in the area of the municipality that falls within the Llobregat Delta. Gavà also has a large mountainous region. One third of the municipality lies within the Garraf Natural Park. In the Bruguers district, at an altitude of 254 metres, three kilometres from the town centre, stands the chapel of the Mother of God of Bruguers, dating back to the 12th century, and the ruins of the Castle of Eramprunyà, which is documented as far back as the 10th century.

### 3.1. Municipal organization

The Spanish Constitution establishes that the administration and government of municipalities is the remit of the town council, comprising the mayor and councillors. This is the institution that is closest to the people, and its members are elected by the residents of the municipality by elections held every four years. The number of councillors elected is proportional to the number of inhabitants in the town. In the case of Gavà, there are 21 councillors.

The highest assembly and decision-making body of the Council is the **Plenary**, which comprises all the councillors. The composition of the Plenary, comprising the 21 councillors, is the result of the people's will expressed every four years at the elections. Its powers are collected in Municipal Law and the autonomous system of Catalonia. **The ordinary Plenary sessions are open to the public and are held in the Plenary Room of Gavà Town Hall at 6 pm on the last Thursday of every month.** There are also extraordinary sessions to discuss topics such as budgets and other specific issues.



## 4 • Discovering Gavà

Gavà is a millenary town with a history that dates back more than 5,000 years.

### The Rambla

This is an emblematic street where people come to stroll and enjoy their free time. The oldest section is the one closest to the station and was opened to the public in 1881 when the railway line was inaugurated. The Rambla also contains some old buildings such as the Roca Radiators factory, which has been there since 1917. Another interesting house is Casa Brunet which is topped by a fantastic French-style slate roof. This was the first apartment block in Gavà and dates back to 1925.

### Gavà Municipal Park and Museum

The municipal park of Torre Lluch used to be the private gardens of the Lluch manor house (now the Gavà Museum) and since 1975 it has been the town's main park. It was built in 1799 and was an important mansion belonging to the Lluch family from Barcelona. The Gavà Museum stands next door.

Today, the Museum exhibits various objects recovered from the different archaeological sites around the municipality, mainly those found in Gavà's prehistoric mines. You can also visit the Botanic Gardens featuring the different native plant communities found in the town.

#### Where is it?

#### Gavà Municipal Park and Museum

Plaça de Dolors Clua, 13-14

Tel: 93 263 96 10

Fax: 93 263 96 11

email: [museu@gava.cat](mailto:museu@gava.cat)

### The Prehistoric Mines:

The prehistoric mines of Gavà is the oldest known gallery mining complex in Europe. Excavations began approximately six thousand years ago and the mines were exploited for over a thousand years. The sole purpose of this huge mining operation was to extract a green mineral, Variscite, which was used to make jewellery.

In the Museum you can see one of the most important figures that have been recovered so far, the Venus of Gavà, which is around 5,000 years old and was regarded as a goddess of fertility.

#### Where is it?

#### Archaeological Park of the Gavà Mines

Carrer de Jaume I, 7

Tel: 93 263 96 20

email: [parcarqueologic@gava.cat](mailto:parcarqueologic@gava.cat)

Website: <http://www.patrimonigava.cat>

### Documentation Centre of the Garraf Park

The geographical characteristics, the protected nature of the park, the unique vegetation, the wildlife and the wealth of cultural heritage in the Garraf Park have made it an area of special interest for scientific research and dissemination.





The compilation of documentation on the Park (books, magazines, audiovisual material, maps, surveys, etc.) is a key task in understanding, researching and managing this protected natural area.

The Garraf Park Documentation Centre, based at the Gavà Museum, plays an essential role in the selection and processing of the data necessary to guarantee the optimum management of this natural space.

#### **Where is it?**

Plaça de Dolors Clua, 13-14

Tel: 93 263 96 10

email: [museu@gava.cat](mailto:museu@gava.cat)

Website: <http://www.patrimonigava.cat>

### **Municipal Archive of the History of Gavà**

The Municipal Archive of the History of Gavà is a public service that specialises in handling, processing archiving and disseminating documents relating to Gavà.

#### **Where is it?**

Carrer de Salvador Lluch, 22

Tel: 93 263 96 30

Opening hours: Monday to Thursday, 10 am – 2 pm and 4:30 pm – 6:30 pm / Friday, 10 am – 2 pm

email: [chc@gava.cat](mailto:chc@gava.cat)

Website: <http://www.patrimonigava.cat>

## **4.1. Local festivals**

### **St. Peter's day Festival**

The main summer festival in Gavà is held on 29 June, St. Peter's Day, the town's patron saint. The programme, which is put together with the collaboration of all Gavà's associations, includes a wide range of shows, concerts and activities. Senior Citizens' Week is held at the same time as the Patron Saint's Festival with a programme designed especially for this collective, one of the most participative groups in the town.

### **Winter Festival**

The Winter Festival starts on 14 December, St. Nicasius's day, and continues on through Christmas and the Epiphany. New activities are organised every year, not forgetting the traditions of the Caga tió (the pooping log), the procession of the Home dels Nassos and the Three Kings Parade.

### **Carnival Programme**

The Tornaboda is a tradition that supposedly originated in the resolution of the disputes between the towns of Viladecans and Gavà. After generations of disputes, one of the Marquises of Viladecans and a Baron of Eramprunyà decided that it would be better to live in peace.

After so many years of conflict, friendship and brotherhood reigned from that day forward, and ever since then the people of the two towns have put on a parody of that meeting. And that is the origin of the Tornaboda.



## St. Joseph's day

The House of Valencia in Gavà, with the Town council's support, organises a series of activities over the whole weekend for the St. Joseph's day, as they do in the Valencian Community. The main event of the festival is the Falla.

The festival starts with the proclamation of the Falleres and continues with the plantà de la falla, a chocolate feast, the march of the Moors and Christians, a dance, a procession, a floral offering to the Our Lady of the Forsaken, a mascletà (fire crackers), a firework display and finally the burning of the Falla.

## St. George's Day

St. George is the patron saint of Catalonia and St. George's Day, 23 April, is celebrated in Gavà as well as everywhere else in Catalonia. The streets are filled with book stands and rose sellers.

## St. Michael's Gathering

On the Sunday before the festival of St. Michael's day, 29 September, a series of activities is held to commemorate the old tradition of making a pilgrimage up to the Castle of Eramprunyà and thus paying homage to the saint to whom the castle's chapel is dedicated, St. Michael.

## Bruguers Gathering

On Easter Monday, the dancing of sardanas takes place in front of the chapel of the Mother of God of Bruguers followed by a country picnic to continue the tradition of public music recitals.

## International Puppet Festival

This festival is deeply rooted in the town's traditions and is also a major event on the international puppet theatre circuit. Around twenty puppet companies from Catalonia, Spain and the rest of the world meet up at the festival which is held over the first fortnight in May.

## Asparagus Fair

The Fair is an agricultural, commercial, industrial and gastronomic event which, year after year, is visited by more than 200,000 people from Gavà and the metropolitan area of Barcelona. Gavà has a very deep-rooted farming tradition and asparagus is one of its main products.

## GavàMón

GavàMón is a film festival that aims to raise awareness of and promote education on peace and human rights. The festival aims to become a cultural milestone that involves the whole town, making it an active, rather than a passive, event: stimulating people to think and change their attitudes on issues concerning human rights.

It has been held in Gavà since 2005.



## 4.2. Public holidays

The following public holidays are specific to Gavà:

29 June, St. Peter's Day

14 December, St. Nicasius's Day

Other public holidays held in Catalonia and/or Spain are as follows:

1 January, New Year's Day

6 January, Three Kings' Day (Epiphany)

1 May, International Labour Day

24 June, St. John's Day

15 August, Feast of the Assumption of the Virgin Mary

11 September, National Day of Catalonia

12 October, Hispanic Day

1 November, All Saint's Day

6 December, Spanish Constitution Day

8 December, Feast of the Immaculate Conception

25 December, Christmas Day

26 December, St. Stephen's Day

Good Friday and Easter Monday are also public holidays. These dates change every year but generally fall in March or April.



## 5 • Citizens' Advice Bureau (PAC)

The aim of the Citizens' Advice Bureau (PAC) is to provide a response to any queries the general public may have relating to the Gavà Town council.

### 5.1. Services

The Citizens' Advice Bureau provides the following services:

- Information on Gavà Town council
- Information on the town
- Document Registry
- Applications and certificates of cohabitation, residence, municipal registration, etc.
- Information on the different campaigns carried out by Gavà Town council

### 5.2. Procedures

- Municipal Register of Inhabitants
- Requests for civil marriage ceremonies
- Municipal Registry of civil partnerships
- Building licenses
- Business opening licenses
- Applications for metropolitan travel cards, etc.

### 5.3. Location of the Citizens' Advice Bureau

Gavà Town Hall

Plaça de Jaume Balmes, s/n

Tel: 93 263 91 00

#### OPENING HOURS:

##### Personally:

Opening hours: Monday to Thursday, 9 am – 7 pm  
 Friday, 9 am – 2:30 pm  
 Saturday, 9 am – 1 pm

Summer opening hours: July 1 to August 31, Monday to Friday, 9 am – 2:30 pm

Special days: June 29 and December 14 closed (local holidays)

January 5 and December 24 and 31, 9 am – 2:30 pm

Saturday, January 7, April 7, June 30, October 13 and December 15, closed



**CITIZEN'S ADVICE BUREAU. GAVÀ MAR CIVIC CENTRE**

Tellinaires, 55

Tel: 93 263 93 70

Opening hours: Monday, Wednesday and Friday, 9 am – 2 pm  
Tuesday and Thursday, 9 am – 2 pm and 3 pm – 7 pm

Summer opening hours: July 1 to August 31, Monday to Friday, 9 am – 2 pm

Special days: June 29 and December 14 closed (local holidays)  
January 5 and December 24 and 31, 9 am – 2 pm

**ADMINISTRATIVE MAIL SERVICE:**

Administrative procedures by mail service to Gavà City Council General Register can also be done by administrative mail at any Post Office.

**ON LINE:**

Official announcements board information available, 24 hours a day, seven days a week at Gavà City Council website.

**5.4. Free telephone assistance from Gavà Town council**

You can get any information by calling the free municipal helpline: **900 66 33 88**



Article II – PRINCIPLE OF EQUALITY OF RIGHTS AND NON-DISCRIMINATION

The rights enshrined in the European Charter for the Safeguarding of Human Rights in the Town apply to everyone who inhabits the signatory cities, irrespective of their nationality.

These rights are guaranteed by the municipal authorities, without any discrimination with regard to colour, age, gender, sexual orientation, language, religion, political opinion, national or social origin, or level of income.

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## 6. Municipal registration

Municipal registration is both a right and a duty of every citizen, whatever their nationality or legal status.

This involves registering your details on the **Municipal Register** of the town in which you live. The Municipal Register is an administrative register listing all the residents in the municipality. Anyone can register, whether Spanish or foreign, regardless of their legal situation.

Everyone who lives in the municipality **has the right and the duty** to register. From this point on:

- Everyone on the Municipal Register is recorded as being a resident of the town.
- You are guaranteed access to municipal services (social services, schools, etc.).
- You can apply for a **Personal Health Card**.
- The registration certificate serves as proof of how long you have been living in the country.

Everyone, whenever they change residence or municipality, must notify the Town council so the record can be changed or deleted. Non-EU foreigners who do not have permanent residence in Spain must **renew their details** in the Municipal Register every two years.

- ## 6.1. Requirements
- You must be of legal age or have authorization from an adult if you are a minor
  - You must be living in the municipality of Gavà

## 6.2. How is it processed?

- You need the following documents to register:
- Original DNI, residence permit or passport
  - Rental contract or original property deeds of your home
  - If you are registering an address where other people are also living, you will need to bring written authorization and a photocopy of the identity document of the owner of the property.
  - Original of the Family Record Book in the case of registering a minor

### 6.3. Where to register



## 7 • New Citizens' Office

### 7.1. Reception and Integration Service

The Gavà Town council has a Reception and Integration service that aims to ensure all newcomers to Gavà are provided with an independent integration process and equal opportunities.

This service, which is provided by a Reception Agent, addresses all the main needs that arise when the person first arrives and settles into the municipality, and therefore offers personalized guidance and advice to people's queries regarding the basic network of services, facilities and resources in the municipality.

### 7.2. Location of the Reception and Integration Service

#### Gavà Town Hall

Plaça de Jaume Balmes, s/n, ground floor

Tel: 93 263 91 00 Ext. 9315

Opening hours: Monday to Friday, 10 am – 2 pm

### 7.3. Information and educational activities

By virtue of the Law on the Reception of Immigrants and Returnees to Catalonia, the Gavà Town council has set up a series of informative and educational activities that complement the Reception and Integration Service to provide an integral reception service that meets everyone's specific needs.

#### For further information:

#### Councillor for Equality and Citizenship

#### Gavà Town Hall

Plaça de Jaume Balmes, s/n, 3rd floor

Tel: 93 263 91 00



## Article XVII – THE RIGHT TO HEALTH

The municipal authorities encourage equal access for all citizens to medical and preventative health care.

The signatory cities, through their actions in the spheres of economy, culture, society and town planning, contribute in a general way to the promotion of health for all their inhabitants, with their active participation.

## 8 • Health care

The **Catalan Health Service** (CatSalut) is a division of the Department of Health of the Generalitat of Catalonia. Its mission is to guarantee high quality public healthcare coverage to everyone living in Catalonia.

Anyone who is registered in the municipality has the right to public health care and therefore to a **Personal Health Card**.

### 8.1. What is a Personal Health Card (TSI)?

The Personal Health Card (TSI) identifies you and accredits you as being covered by the Catalan Health Service. The TSI is your key to accessing the centres and services in the public health care system. It is personal and non-transferable and every member of the family must have one.

### 8.2. How is it processed?

The following documents should be presented:

- ID document (DNI, NIE or passport)
- Municipal registration certificate issued within the last three months

If you do not have a TSI, you can only be treated if you are under 18 years old, if you are pregnant, or in the case of an emergency, such as accidents or serious illnesses.

### 8.3. Where to get your Personal Health Card

The Personal Health Card (TSI) should be applied for at your local Primary Healthcare Centre (CAP).

#### **Primary Healthcare Centres (CAP):**

##### **CAP Gavà-1 Primary Healthcare Centre**

##### **CAP Gavà**

Carrer de la Riera de Sant Llorenç, s/n

Tel: 93 638 32 00

Opening hours: Monday to Friday, 8 am – 8 pm; Saturday 9 am – 8 pm.

Emergencies: 24 hours (including Saturdays, Sundays and public holidays)





**CAP Gavà-2 Primary Healthcare Centre****CAP Bartomeu Fabrés Anglada**

Carrer de la Riera de les Parets, 7

Tel: 93 638 33 20

Opening hours: Monday to Friday, 8 am – 8 pm; Saturday 9 am – 8 pm.

For emergencies outside regular hours, go to the CAP Gavà-1.

**Gavà Mar Municipal Services Centre**

Carrer dels Tellinaires, 55-57

Phone no. for queries: 93 633 29 16

**8.4. Useful information**

- **Family Planning and Guidance Service**

Your Primary Healthcare Centre will have a family planning centre. This provides specialist care with regard to gynaecology, contraceptives, sexuality and the prevention of sexually transmitted diseases.

- **Sexual and Reproductive Health Care for Gavà-El Prat-St. Boi-Castelldefells-Viladecans**

Tel: 93 662 97 04

- **Sanitat Respon**

The Catalan Health Service provides its users with a 24 hour telephone helpline, Sanitat Respon, where qualified staff can answer any medical questions you may have: 902 111 444.

- **061** – Medical emergencies. 061 is the telephone number of the Medical Emergency Services (SEM) which is available 24 hours a day.

- **Viladecans Hospital**

Avinguda de Gavà, 38

08840 Viladecans

Tel: 93 659 01 11

- **Mental Health Centre for Children and Young People (CSMIJ)**

Carrer de Sant Lluís, 66

08850 Gavà

Tel: 93 638 39 93

email: csmij\_gava@fundacioorienta.com

- **Gavà Mental Health Centre for Adults**

Carrer de Sarrià, 13-15

08850 Gavà

Tel: 93 662 51 52

email: csmgava@pssjd.org

- **Pharmacies**

Medicines can be bought at pharmacies by showing the prescription issued by the doctor and the personal health card (TSI) of the patient for whom the drugs has been prescribed.

Addresses and opening times of pharmacies in Gavà: [http://www.gavaciutat.cat/cat/asp/07\\_farmacies.asp](http://www.gavaciutat.cat/cat/asp/07_farmacies.asp)

- **Vaccinations**

Your local CAP can provide information and guidance on vaccination programmes.



- **Blood donations**

Donating blood is an altruistic and participative act that benefits society as a whole. It is simple, safe and virtually painless, and you are attended by expert professionals throughout the process. There is no risk for the donor whatsoever. For sick people all over the country your donation can represent a huge step forward in their recovery process.

**For further information:**

Tel: 93 557 35 00

Website: <http://www.bancsang.net/ca/>

## 8.5. Useful links

Full information on the Catalan health care system, women's health, children's health, etc. can be found in the "Health" section of the Reception Guide of the Generalitat of Catalonia: <http://www10.gencat.cat/WebAcollida/AppJava/ca/Main/Home.jsp>



## Article XII – GENERAL RIGHT TO THE PUBLIC SERVICES OF SOCIAL PROTECTION

The signatory cities consider social policies to be a decisive part of their policies for the protection of human rights and they undertake to guarantee these rights within the limits of their authority.

Citizens are entitled to enjoy free and smooth access to general municipal services. For this reason, the signatory cities oppose the privatisation of personal support services and monitor to ensure that good quality basic services are made available in other areas of public services at the lowest possible and stable prices.

The signatory cities commit themselves to developing social policies aimed expressly at the most disadvantaged, which reject any form of exclusion but champion human dignity and equal rights.

## 9 • Municipal welfare services

Everyone **has the right to** social care, with no discrimination for reasons of place of birth, race, gender, sexual orientation, civil status, family situation, state of health, religion, ideology, opinion or any other personal or social circumstances.

Social services are primary care services aimed at improving our citizens' quality of life. These services have been designed to help people in need and to promote personal development and independence so they can contribute to society. You can find information and guidance on the resources, grants and personal support programmes and the benefits issued by the Town council and other institutions. To access these services, you must be a resident of the municipality.

### 9.1. Basic social welfare services

This is the most immediate point of access to the service, programme and benefits of the Catalan Social Services system. Its priority is to attend to the most immediate, general and basic needs of people, families and collectives; to contribute to preventing social problems; and to promote the social reinsertion and integration of people at risk of social exclusion.

The social services also issue social integration reports for processing residence permits for those in need of them.

At the first appointment, an initial evaluation of the individual case is made and information and guidance is provided. If necessary, ongoing intervention will be provided at subsequent appointments. The applicant will be assigned a social worker for the whole process.

### 9.2. Types of services

#### 9.2.1. Individual and family welfare

- **Financial support from the Town council and other administrations**  
For people who need to cover their basic needs, in emergency situations, etc. and who fulfil the necessary conditions for each type of benefit.
- **Promoting citizen participation**  
This service is designed to raise awareness, instigate and promote activities in the municipality to encourage citizen participation.
- **Promoting and supporting association membership**  
This service is geared towards promoting and providing technical support for existing associations in the municipality and helping to create new ones.
- **Legal information and guidance service**  
This service provides information on queries of a legal nature relating to disabilities and guardianship, wills and successions, retirement and widow's pensions, obligations towards ascendants and descendants, separations and divorces, housing, work and residence permits, emancipation, etc.



- **Family mediation**

Aimed at people or families living in Gavà who need help in resolving disputes with their partners, family members, etc.

- **Assistance for non-residents**

This service handles emergency situations involving people who are not resident in Gavà.

## 9.2.2. Health care

- **Physical and/or sensory disabilities**

This service is aimed at people with physical and/or sensory disabilities and provides guidance, information, advice, assistance with formalities, booking car parking spaces, arranging individual parking permits and pink transport cards.

- **Mental disabilities**

This facilitates the procedures and services for people with mental disabilities who fulfil the established requirements for each specific subsidy.

- **Specially-adapted transport**

For people with reduced mobility who find it difficult to use public transport to make regular journeys to their workplace or educational or rehabilitation centres. It helps to arrange specially-adapted transport on the routes established by the Baix Llobregat County Council.

There is also sporadic special transport to and from Barcelona and its outskirts, provided that the established requirements for this service are met.

- **Alcoholism, drug addictions and other addictions**

Residents of Gavà with alcohol or drug addictions can find information, guidance and referral to specialist services.

- **Mental health**

Providing advice and support to people with mental-health related difficulties, either their own or that of their family members.

- **Health and social care for people with dementia**

The aim is to encourage and help the affected person to remain in their own social and family environment, and to facilitate resources and/or services for their family members and/or carers. This service provides information and advice, helps to arrange services and other support, and organises training courses for family members and/or carers.

## 9.2.3. Welfare of minors and their families

- **Schooling support**

This guarantees the education of all children of compulsory school age. It provides guidance, information, advice, monitoring, help with formalities, etc.

- **Open Centre**

The Open Centre is a social facility for children in the municipality aged 8–12 years old.

The centre plays a preventative role in avoiding high-risk situations from deteriorating, providing support and strengthening the basic learning and recreation structure.

For further information:

Gavà Municipal Community Services Board

Plaça de Jaume Balmes, s/n, 2nd floor

Tel: 93 263 91 36

### Open Centre

Carrer de Mestre Falla, 11

Tel: 93 662 80 99



- Management and processing of benefits

Benefits are available to cover the specific needs of children in the municipality. At the Gavà Welfare Service you will find information on grants for schoolbooks, school lunches, sports or summer activities (see section on “Schooling grants”). When issuing these subsidies, the socioeconomic, geographical and family situations of the student are taken into account. Families who meet the established requirements and submit their applications within the period established for each subsidy will be considered for benefits.

Parents or guardians of students should submit the application to the head of the school where the child is enrolled within the deadline specified for each benefit.

### 9.2.4. Home help services

Support services to enable people to continue living in their own home, improve their quality of life and help them to cope with the challenges of their everyday lives. We provide a home help service that includes food deliveries, technical support, tele-assistance service, an escort service outside the home, laundry service and shower service. It is directed at people or families who are unable to look after themselves, who are experiencing development difficulties, or are in particular family situations, provided that they meet the requirements established for each service.

## 9.3. Where to find information

### Gavà Town Hall

#### Municipal Community Services Board

Plaça de Jaume Balmes, s/n, 2nd floor

Tel: 93 263 91 36 or 900 66 33 88

#### Viladecans Citizens' Action Office

Carrer de Sant Marià, 34-38. Viladecans

Tel: 93 637 44 10

Opening hours: Monday to Friday, 8:30 am – 2 pm; also, on Tuesday and Thursday, 4:30 pm – 6 pm.

## 9.4. Useful associations

### Càrites Diocesana de Barcelona

Carrer de Pi i Maragall, 64. Parròquia de Santa Teresa

Opening hours: Tuesdays, 5 pm – 6 pm, and Thursdays, 10 am – 12 pm and 5 pm – 6 pm.

Tel: 93 652 57 70

### Castelldefels Red Cross

Avinguda 1r de Maig, 12

08860 Castelldefels

Tel: 93 665 82 51

Fax: 93 664 36 36

email: gava@creuroja.org

Website: www.creuroja.org

### Gavà Red Cross

Rambla de Pompeu Fabra, 147-151

Gavà



#### Article XVI – THE RIGHT TO A HOME

All citizens have the right to a proper, safe and healthy home.

The municipal authorities endeavour to ensure an appropriate supply of homes and infrastructure for all their inhabitants, regardless of their financial situation. They must include measures encompassing the homeless which will guarantee their safety and dignity, as well as safeguard structures for women who are victims of violence or who are attempting to escape from prostitution.

The municipal authorities guarantee the right of nomads to stay in the town under conditions which are compatible with human dignity.

## 10 • Housing

The Constitution recognises the right for everyone to have decent housing. For most families, exercising this right entails one of the biggest financial outlays of their lives. Therefore, public administrations have a duty to safeguard the quality of housing and the conditions that apply to gaining access to it, paying particular attention to housing access for less well-off families.

### 10.1. Renting somewhere to live

Renting somewhere to live entails paying a monthly amount in return for accommodation. Accommodation is rented by means of a rental contract with the names of the person who owns the property and the person who wishes to rent it. It is advisable for this to be in writing, as it allows the tenant to prove his/her residence whenever necessary (to register in the municipality, to prove he/she is integrated in the community, etc). The rental is paid on a regular basis, usually in monthly instalments. It is possible that on signing the contract the owner will ask the tenant to pay a deposit which is returned at the end of the rental period provided that no damages have been caused to the property.

### 10.2. Buying a home

The real estate market includes both new-build and second-hand properties. Both of them represent a significant financial outlay over the long term. Banks offer mortgages that have to be repaid within the agreed time.

### 10.3. Housing grants

#### 10.3.1. What is subsidized housing?

Subsidized housing has a maximum price set below the market rate for which the buyer can obtain a subsidized mortgage and non-refundable public grants. Protected housing may be for sale, for rent, or for rent to buy.

#### 10.3.2. Grants for paying rent

These are subsidies provided by the Generalitat of Catalonia to help tenants with difficulties to pay their rent in order to prevent them from social and residential exclusion.



### 10.3.3. Basic Emancipation Rent (RBE)

The Basic Emancipation Rent is a series of subsidies offered by the Secretary of State for Housing for young people aged between 22 and 30 who are living in rented accommodation or seeking to rent an apartment.

### 10.3.4. Personalized accommodation subsidies

These are one-off, non-refundable grants offered by the Generalitat of Catalonia to help people deal with extreme difficulties in paying for their home, whether this is rented or bought. Their purpose is to prevent the applicant and his/her family from losing their home.

## 10.4. Where to find information

### Gavà Town Hall

#### Local Housing Office

Carrer de Guifré el Pelós, 12  
08850 Gavà  
Tel: 93 263 96 60

### Generalitat of Catalonia

#### Department of the Environment and Housing

Housing Secretariat  
Carrer d'Aragó, 244-248  
08007 Barcelona  
Switchboard: 93 214 70 00  
Website: <http://www20.gencat.cat/portal/site/habitatge>

## 10.5. Utilities

### 10.5.1. Gas supply

#### Gas Natural Fenosa

Rambla de Maria Casas, 114. Gavà  
Customer Service helpline: 902 200 850  
Emergency no: 900 750 750  
Operating hours: Monday to Friday, 9:30 am – 1:30 pm and 5:30 pm – 7:00 pm.

#### Procedure for contracting a gas supply:

##### a) In the case of rented accommodation:

- **Change of name:** If there is already a gas supply because the previous tenant/owner did not cancel the contract, you will need to change the name on the contract to your own name. You can do this at the Virtual Office ([www.gasnatural.com](http://www.gasnatural.com)), at one of the Gas Natural Fenosa offices in Gavà, or by calling 902 200 850.



**What documents will I need?**

- NIF, passport or resident's permit
- The current meter reading
- A bill
- Bank account number to which the bills will be direct-debited

- **Applying for a gas supply:** If you **do not have a supply** because the previous owner has cancelled the contract, you will need to request a connection at the Virtual Office ([www.gasnatural.com](http://www.gasnatural.com)) or at one of the Gas Natural Fenosa offices in Gavà, or by calling 902 200 850.

**What documents will I need?**

- NIF, passport or resident's permit
- Rental contract
- Bank account number to which the bills will be direct-debited

**b) If you own the property (new or second-hand property):**

If your home already has a gas installation ready and you want to contract a gas supply, you can do so at the Virtual Office ([www.gasnatural.com](http://www.gasnatural.com)) or at any Gas Natural Fenosa office, or by calling 902 200 850. A technician will come to your home to inspect the individual gas installation (IRI) and ensure it complies with current legislation, checking that the gas reaches all the outlet points and that all the appliances are working properly. If the gas installation complies with requirements, the technician will ready the installation for use and issue the relevant documentation.

**What documents will I need?**

- NIF, passport or resident's permit
- Certificate of individual gas installation
- Certificate of thermal installation if you have gas central heating.
- Licence of first occupation or certificate of habitability.
- The document that associates the named person with the property in question (property deeds or sale-and-purchase contract).

If the property does not have an installation, a salesperson will get in contact with you to give you a quotation for one. To request one, you can either use the Virtual Office ([www.gasnatural.com](http://www.gasnatural.com)), go to one of the Gas Natural Fenosa offices, or call 902 200 850.

**c) If you already have a supply and want to change the name on the contract:**

If the property you have purchased already has a gas supply because the previous owner has not cancelled the contract, you will need to change the contract into your name. You can do this at the Virtual Office ([www.gasnatural.com](http://www.gasnatural.com)), at one of the Gas Natural Fenosa offices in Gavà, or by calling 902 200 850.

**What documents will I need?**

- DNI, NIE, NIF, passport or residence permit
- Bank account number to which the bills will be direct-debited
- A recent bill to obtain the details of the supply point
- A meter reading to be able to generate the bill up to the changeover





### 10.5.2. Supply of butane gas

#### Repsol Butà

Carrer d'Osca, 8, baixos. Sant Boi de Llobregat

Operating hours: Monday to Friday, 9 am – 1 pm and 3 pm – 6 pm

Tel: 93 662 06 98

If you want to contract the service to your home, you need a photocopy of the Certificate of Habitability or the whatever similar document may be required in the Autonomous Community, or the most recent municipal invoice paid for associated services (property tax invoice (IBI), garbage collection tax, water bill, electricity bill, etc.), the certificate of gas installation (for new individual gas installations) or the certificate validating the installation as suitable (for existing installations). Once you have contacted the office with these documents, a technician will come to inspect the installation. Once the installation has been approved and certified, you will need to go to the office with all the documentation indicated to sign the contract.

If you want to change the name on the contract or any of the personal details, or both, you should contact the office with your DNI, NIF, NIE or passport and the certificate validating the installation as suitable, or the most recent inspection certificate.

### 10.5.3. Water supply

If you want to contract a water supply, you can do so at:

- Virtual Office (<http://www.aiguesdebarcelona.es/>)
- By calling the Customer Service helpline: 93 342 20 00/ 900 710 710
- By going in person to Carrer d'Olocau, 6. Gavà  
Opening hours: Monday to Thursday, 8:30 am – 1:30 pm  
Free phone for reporting malfunctions: 900 700 720

#### What documents will I need?

- DNI or NIE and bank details of the supply contract holder.
- The full address and the purchase or rental contract of the property or premises.
- If you are requesting a supply to your home, you will need the Certificate of Habitability, and if it is for commercial or industrial premises you will also need the epigraph that features on your IAE form (Tax on Economic Activity).

### 10.5.4. Electricity supply

#### Information on Endesa

Customer Service helpline: 902 50 88 50

Helpline for malfunctions: 902 536 536

#### Offices closest to Gavà:

##### Endesa office in Castelldefels

Carrer Major, 85. Castelldefels

Opening hours: Monday to Friday, 9 am – 1 pm and 3 pm – 6 pm

##### Endesa office in El Prat de Llobregat

Carrer de Castella, 53. El Prat de Llobregat

Opening hours: Monday to Friday, 9 am – 1 pm and 3:30 pm – 6:30 pm



### Endesa office in Cornellà de Llobregat

Carrer de Menéndez Pelayo, 35. Cornellà de Llobregat

Opening hours: Monday to Friday, 9 am – 2 pm and 3 pm – 7 pm

- If you have purchased a new-build property that has never had an electricity supply, you will need to produce the Electrical Installation Certificate (CIE) and the Licence of First Occupation to complete the form that will be given to you at the Endesa office.
- If the property you have purchased already has an electricity supply, you simply need to change the name on the contract. The request for this change can be made by the current contract holder (i.e. the seller) or the new owner. This can be done in person at the Endesa office or at the Virtual Office ([www.endesaonline.com](http://www.endesaonline.com)), so long as both the people concerned are registered users of this service.
- If you are living in rented accommodation, it must be put in the name of the tenant, especially in the case of long-term rentals.

In every case you will need your DNI or NIE and the bank details of the supply contract holder.

## 10.6. Useful links

All the information on property rentals, purchases, processes, etc., can be found in the “Housing” section of the Reception Guide of Generalitat of Catalonia: <http://www10.gencat.net/WebAcollida/AppJava/ca/Main/Home.jsp>



#### Article XIV – THE RIGHT TO WORK

Citizens have a right to enjoy sufficient financial recompense for a worthwhile occupation which guarantees a satisfactory quality of life.

The municipal authorities strive towards the creation of full employment within their possibilities. To make the right to work an achievable goal, the signatory cities encourage the matching of supply and demand in the job market, and resolve to promote further education and the updating of skills in the workforce. They develop measures with the unemployed in mind.

(...)

## 11 • Employment

In Catalonia, as in the rest of Europe, people over the age of 16 who have a residence permit and a work permit are able to work. Between the ages of 16 and 18, the permission of the parent/s or legal guardian is required. If you only have a residence permit and wish to work, you need to seek authorisation to work from the relevant sub-division of the State Government in Catalonia. If you are working for someone else, the company must register you with the Spanish Social Security system. If you are working for yourself, you must comply with all the relevant fiscal obligations and register with the Social Security system as a self-employed worker. If your job requires a specific professional qualification, for which specific training is required, any qualifications or degrees from your country of origin must have been officially recognised and accredited in accordance with Spanish legislation and you should have registered with the relevant professional association.

The Workers' Statute sets forth the general framework for labour relations. All workers, irrespective of their origin, have the same employment rights and obligations.

The **trade unions** are permanent, independent, non-profit associations of both salaried and self-employed workers. Their essential purpose is to uphold and improve their working conditions by collective bargaining and participation in social and labour institutions. All residents, whatever their age or nationality, are free to join a trade union.

### Trade unions:

#### Comissions Obreres de Catalunya – CCOO

Carrer de Sarrià, 3

08850 Gavà

Tel: 93 638 14 10

[www.ccoo.cat](http://www.ccoo.cat)

#### Unió General de Treballadors Catalunya – UGT

##### UGT headquarters - El Prat de Llobregat

Carrer de Madoz, 33. El Prat de Llobregat

Tel: 93 478 07 97

Website: [www.ugt.cat](http://www.ugt.cat)

##### UGT headquarters - Cornellà de Llobregat

Carrer del Revolt Negre, 12. Cornellà de Llobregat

Tel: 93 261 90 09

Website: [www.ugt.cat](http://www.ugt.cat)



## 11.1. Where to find information

### Enterprise Support Centre (CSE)

The Enterprise Support Centre is a service centre for companies and workers in Gavà. It offers information and guidance for finding work, handles job offers, provides information on educational and training resources, organises courses for the unemployed, provides useful information for companies and gives advice and guidance to new entrepreneurs. It is housed in modern facilities with space available for rent, including meeting rooms, an auditorium and classrooms, amongst other services.

#### Enterprise Support Centre

Carrer del Progrés, 27

08850 Gavà

Tel: 93 633 34 50

Website: <http://www.cse.cat/>

Opening hours: January to May and October to December, Monday to Friday, 9 am – 3 pm and 4 pm – 7 pm.

June and September, Monday to Thursday, 9 am – 3 pm and 4 pm – 7 pm. Friday, 9 am – 3 pm

July and August and 5 January, 23 June, 24 December and 31 December, Monday to Friday, 9 am – 3 pm.

### Employment Office of the Generalitat of Catalonia. Catalan Employment Service (SOC)

People looking for work should register on the SOC database so they can be put in contact with companies that have posted job vacancies which match their professional profile. The Employment Office of the Generalitat (OTG) in Gavà offers guidance for job seekers, advice on job vacancies, information on training courses, etc.

#### Catalan Employment Service

Carrer de Sant Pere, 88

08850 Gavà

Tel: 93 662 70 11 (switchboard)

Website: <http://www.oficinatreball.cat>

email: [otg\\_gava.soc@gencat.cat](mailto:otg_gava.soc@gencat.cat)

Opening hours: Monday to Friday, 8:15 am – 1:30 pm

## 11.2. Useful addresses and links

- In the Employment section of the Gavà Council website you can find out about the calls for examinations for public sector jobs with Gavà Town council as well as other useful tools for finding work (<http://www.gavaciutat.cat>).
- Youth Employment Office of the Youth Secretariat  
Carrer de Calàbria, 147  
08015 Barcelona  
Tel: 93 567 56 63
- Department of Economic Promotion of the County Council (<http://www.elbaixllobregat.net>).
- All the information on employment legislation, social security, contributions, job contracts, organizations, training, etc. can be found in the Economy and Employment section of the Reception Guide of the Generalitat of Catalonia: <http://www10.gencat.net/WebAcollida/AppJava/ca/Main/Home.jsp>



### Article XIII – THE RIGHT TO EDUCATION

All citizens have the right to an education. The municipal authorities provide access to basic education for all children of school age. They encourage accessible adult education which corresponds with the values of democracy.

The cities contribute to social integration and to multi-culture by making available to everyone, without distinction, public spaces, as well as spaces in further education establishments, schools and cultural centres.

The municipal authorities raise public consciousness through education, particularly with regard to the struggle against sexism, racism, xenophobia and discrimination, implementing principles of cohabitation and hospitality.

## 12 • Education

Everyone has the right to quality education, and to equal access to it. The Generalitat has established an educational model in the public interest that guarantees these rights.

### 12.1. Schooling of children under 16.

#### 12.1.1. Pre-primary education (0 – 6 years old)

Pre-primary education is the first stage in the schooling of young children. It covers six years, from 0 to 6, and is **not compulsory**. It comprises two stages of three years each. The first is called *llar d'infants* (nursery school) and is for children up to the age of 3. The second is called *parvulari* (kindergarten) and is for children aged 3–6.

#### 12.1.2. Primary education (ages 6–12)

Primary education is **compulsory** and **free of charge**. It consists of 6 academic years and normally runs from ages 6 to 12. Primary education usually starts in the calendar year that the child has its sixth birthday.

Primary education is divided into three stages of two years each: initial, intermediate and higher.

#### 12.1.3. Compulsory Secondary Education (ESO) is for youngsters aged 12–16.

Secondary education is **compulsory** and **free of charge**. It covers 4 academic years which usually start in the calendar year of the child's twelfth birthday and finish when they reach the age of 16. Generally, students have the right to remain at their school in the ordinary system up to the age of 18.

#### 12.1.4. Pre-registration and enrolment at public and private schools

For children to be able to attend class, they have to be pre-registered and then formally enrolled.

The application for pre-registration should be made within the period established by the Department of Education of the Generalitat of Catalonia, usually in the month of February.

#### 12.1.5. Where and how do I register my child?

The **schools** themselves and the **Municipal Education Office (OME)** of Gavà Town council can provide you with the printed admission form, which is free of charge, and all the information you need.



**Documentation that should be attached:**

- Original and photocopy of the **DNI** of the mother, father or legal guardian or the residence permit showing the NIE in the case of foreigners.
- Original and photocopy of the **DNI** of the student, if over legal age. In the case of foreign students, the residence card showing the NIE.
- Original and photocopy of the **TSI** (Personal Health Card).
- Original and photocopy of the **Family Record Book** or other identification or affiliation document.
- Student's vaccination card.
- Certificate of municipal registration of municipal certificate of cohabitation of the student.

**12.1.6. Schools in Gavà****a) Public nurseries****Rosaura Terrades**

Carrer de la Riera de Sant Llorenç, s/n

Tel: 93 662 79 02

**Josep Pallach**

Carrer de Sant Martí, 33

Tel: 93 662 77 52

**b) Pre-primary and primary education in state schools****CEIP L'Eramprunyà**

Avinguda d'Eramprunyà, 1

Tel: 93 662 45 53

**CEIP Salvador Lluch**

Carrer de Sant Joan, 31

Tel: 93 662 06 85

**CEIP Jacme March**

Carrer de Sant Pere, 114

Tel: 93 662 01 97

**CEIP Marcel·lí Moragas**

Carrer de Joan I, 5

Tel: 93 662 82 51

**CEIP Joan Salamero**

Rambla de Pompeu Fabra, 184

Tel: 93 662 34 50

**CEIP Gavà Mar**

Carrer dels Tellinaires, 59-61

Tel: 93 645 18 45



**c) Secondary education in state schools****IES Bruguers**

Carrer de Jaume I, 4

Tel: 93 662 16 39

**IES El Calamot**

Avinguda de Joan Carles I, 62

Tel: 93 633 44 50

**d) Special educational centre****Maria Felip Municipal Special Educational Centre**

Avinguda d'Eramprunyà, 44

Tel: 93 662 06 04

**e) Pre-primary, primary and secondary education in state-subsidized private schools****Col·legi Sagrada Família**

Rambla de Pompeu Fabra, 126-130

Tel: 93 638 18 33

**Col·legi Immaculada Concepció**

Plaça de l'Església, 1

Tel: 93 662 04 36

**Col·legi Santo Àngel**

Avinguda de les Bòbiles, 1

Tel: 93 638 04 81

**Col·legi San Pedro**

Carrer de Montflorit, 138 - 140

Tel: 93 662 63 53

**Col·legi Sagrat Cor**

Carrer de Santa Teresa, 9

Tel: 93 662 01 30

**f) Pre-primary, primary and secondary education at private schools****Col·legi Bon Soleil**

Camí de la Pava, 15

Tel: 93 633 13 58

**g) Vocational training****Acadèmia Núria**

Carrer d'Apel·les Mestres, 52-58

Tel: 93 662 21 13

**12.1.7. Participation of families**

The school is an educational community, a socializing factor, a place where bonds of affection and communication are established that have an impact on the development of both children and adults. It is fundamental that the school's strategy is geared towards creating a "community of learning" aimed at the full inclusion and participation of families at every level of the school.



There are various methods of participation:

### **Parents' Association (AMPA)**

These are associations of parents of children of school age whose purpose is to ensure that children have access to all the resources and facilities during their time at school, as well as organizing activities for children and keeping other parents informed. Any parent with children at the school can become a member of the AMPA. If you wish to join, you should contact the school directly where they will give you information on what steps you need to take.

### **School Boards**

The School Board is the governing body of the school, whether this is primary or secondary. It is made up of representatives from the teaching staff, the administrative and service staff, parents, the AMPA, students and a representative from the Town council.

### **Parental class representative**

Among all the parents of the students in a particular class, two representatives are chosen to serve as intermediaries with the teaching staff to facilitate communication with all the families on issues relating to that class.

## **12.1.8. Useful information**

### **Scholarships**

To obtain grants to defray the cost of schooling your children, you need to know the following:

- When grants are awarded, the socio-economic, geographic and family situation of the student are taken into account, depending on the requirements of each call for grants.
- These grants are managed by the county councils by means of a public tender.
- The parent/s or guardian/s of the student should submit their application to the school where they are enrolled within the deadline specified at each call for grants.

### **Department of Social Welfare Services**

#### **Gavà Town Hall**

Plaça de Jaume Balmes, s/n, 2nd floor

Tel: 93 263 91 36

An appointment should be arranged in advance

### **Municipal libraries**

Libraries are places that provide a huge amount of information and education for their users. One of their most important objectives is to instil a love of reading among children and young people. They also plan a series of cultural and leisure activities aimed at the general public with the dual objective of making them aware of the libraries and what resources they have.

To benefit from these services you have to have a library card. To get this card, simply bring some form of identity document (DNI, NIE, passport, etc.) and your municipal registration certificate and another document, such as a utility bill, that proves you live at the given address.

The library card is free, personal and non-transferable and gives you access to more than 180 libraries in the province of Barcelona.





### Josep Soler Vidal Library

Plaça de Jaume Balmes, s/n

Tel: 93 263 92 30

email: b.gava.jsv@diba.cat

Opening hours: Tuesday to Saturday, 10 am – 2 pm Monday to Friday, 3:30 pm – 8:30 pm Saturday, 3:30 pm – 7:30 pm

Summer opening hours: Monday to Friday, 3:30 pm – 8:30 pm Tuesday and Thursday, 10 am – 2 pm.

**Services and resources:** information, book loans, Internet and computer facilities, multipurpose room, exhibition room, night study room, music area, inter-library loans, guided tours for schools, guidance for users, children's sections (corner for mums and dads and young readers) and book exchange corner).

### Marian Colomé Library

Carrer de Rafael Casanova, 2

Tel: 93 638 36 61

email: b.marian@gava.cat

Opening hours: Monday to Friday, 3 pm – 8:30 pm, and Saturday, 9 am – 2 pm. Closed in August.

**Services and resources:** information, book loans, inter-library loans, guidance for users, children's sections (corner for mums and dads and young readers), Internet, audiovisual area and book exchange corner.

### Biblioplatja (Beach Library)

The Biblioplatja is a reading area that lends books and documents and organises activities to instil the habit of reading in young children, such as storytelling. This summer library has a collection of more than 1,700 publications, including books and magazines, as well as the daily press. It is worth noting that this collection also has publications in English, French, German and Italian.

#### Where should you go?

Carrer dels Tellinaires, 55. Gavà Mar

## 12.2. Schooling of young people aged over 16

After ESO, students aged between 16 and 18 who have passed their secondary school certificate can choose from the following further education options:

### 12.2.1. Baccaulaureate (sixth form college)

The baccaulaureate, or sixth form college, is normally followed between the ages of 16 and 18 but is open to people of any age, either attending classes or by distance learning. It is a two-year course. The baccaulaureate prepares students for further education, whether this is a profession or university, and for access to the working world.

### 12.2.2. Professional training

Professional training provides students with a wide variety of professional qualifications and gives them the necessary education to acquire the relevant professional skills and understand the characteristics and organization of the sector in question. It encompasses both **intermediate** and **higher** levels of education.



### 12.2.3. Initial Professional Qualification Programmes (PQPI)

Initial Professional Qualification Programmes (PQPI) are directed at young people over 16 (having reached the age of 16 before 31 December in the year the programme starts, and giving a priority to the under-21s) who have completed their compulsory secondary education (ESO) without having achieved a secondary education certificate.

### 12.2.4. Workshop schools and trade learning centres

These are non-regulated study programmes directed at young unemployed people under the age of 25 who are registered with the Catalan Employment Service and are experiencing labour insertion problems, giving them the opportunity to specialise and get work experience and professional guidance. These programmes are run by the Catalan Employment Service.

### 12.2.5. Other courses

For more information you can consult the website of the Department of Education of the Generalitat of Catalonia: (<http://www.gencat.cat/>).

### 12.2.6. Where to find information

#### La Casa Gran

Carrer Major, 37

Tel: 93 635 54 35

email: [lacasagran@gava.cat](mailto:lacasagran@gava.cat)

Website: <http://espaijove.gavaciutat.cat>

Opening hours: Monday, Wednesday and Thursday, 10 am – 1 pm

Monday to Friday, 5 pm – 9 pm

Saturday, 5 pm – 10 pm

## 12.3. Adult Education

### • Eramprunyà Adult Education School

This offers instrumental courses (for people who cannot read or write, people with reading difficulties, simple mathematics, etc.); computer studies (beginner's and user's level); Spanish and Catalan courses (oral and written), and preparation for the entrance exams to advanced vocational training courses (CFGs).

#### Where is it?

#### Eramprunyà Adult Education School

Carrer de Viladecans, 7

Tel: 93 662 07 04

Opening hours: Monday to Friday, 5 pm – 9 pm

Special tutoring hours: Tuesdays, 5:30 pm – 7:30 pm

## 12.4. Language learning

There are two official languages in Catalonia: Spanish and Catalan. The native language of Catalonia is Catalan, and it is important to learn it as it gives you independence and equal opportunity to access the services and resources of the town and its social life. Gavà has various centres where you can learn the language and further your academic education.



### 12.4.1. Class-based Catalan courses

- **Consortium for Linguistic Normalisation (CPNL)**

This body was created as a result of the joint determination of the Generalitat and the Town council to facilitate the knowledge, use and dissemination of the Catalan language in every sphere.

**Where is it?**

**Local Catalan Service in Gavà**

(held in the CEIP Jacme March building)

Carrer de Sant Pere, 114, 3rd floor

Tel: 93 638 26 11 (prior appointment required)

(<http://cpnl.cat/>)

- **Municipal Classrooms for Ongoing Adult Education**

This service is directed at people over 18. For further information on the full range of adult education:

**Gavà Town Hall**

**Department of Welfare, Family and Education**

Plaça de Jaume Balmes, s/n, 2nd floor

Tel: 93 263 91 00

- **Eramprunyà Adult Education School**

This offers instrumental courses (for people who cannot read or write, people with reading difficulties, simple mathematics, etc.); computer studies (beginner's and user's level); courses in Spanish and Catalan (oral and written) and preparation for the entrance exams for advanced vocational training courses (CFGS).

**Where is it?**

**Eramprunyà Adult Education School**

Carrer de Viladecans, 7. Gavà

Tel: 93 662 07 04

Opening hours: Monday to Friday, 5 pm – 9 pm

Special tutoring hours: Tuesdays, 5:30 pm – 7:30 pm

- **Organizations that offer adult education and language learning courses**

**Càrites Diocesana de Barcelona**

Carrer de Sarrià, 9. Gavà

Tel: 93 652 57 70

Opening hours: Please call to arrange an appointment

**Castelldefels Red Cross**

Avinguda del 1r de Maig, 12

08860 Castelldefels

Tel: 93 665 82 51

email: [gava@creuroja.org](mailto:gava@creuroja.org)

Website: [www.creuroja.org](http://www.creuroja.org)

**Gavà Red Cross**

Rambla de Pompeu Fabra, 147-151

Gavà



### 12.4.2. Distance Catalan courses

- **Distance courses given by the centres of the Consortium for Linguistic Normalisation** (<http://cpnl.cat/>)  
**Parla.cat**

This is a virtual learning site that provides a wealth of educational material for learning Catalan. You can follow the course with or without the assistance of a tutor (<http://www.parla.cat>).

### 12.4.3. Programmes for improving spoken Catalan

- **Volunteers for Language Learning**

This is a Catalan language-learning programme that has been selected as one of the top ten language-learning practices in the European Union. It entails putting people who have at least a basic notion of Catalan, but who need to practice it, in contact with Catalan-speaking volunteers who provide one hour of conversational practice every week.

**For further information:**

**Local Catalan Service in Gavà**

(held in the CEIP Jacme March building)

Carrer de Sant Pere, 114, 3rd floor

Tel: 93 638 26 11 (prior appointment required)

(<http://cpnl.cat/>)

## 12.5. Approval and validation of foreign qualifications

The approval of foreign qualifications entails Spain's recognition of their official validity for all academic purposes. This can be requested by either Spanish nationals or foreigners with an official foreign educational qualification that has been followed either partially or in full at a recognised educational centre. The approval and validation system needs to address two aspects simultaneously. One is the foreign graduates themselves, allowing their educational qualifications to be recognised in Spain. The other affects Spanish society as a whole and is intended to guarantee that the incorporation of these graduates into the educational system and the job market takes place with exactly the same conditions as those demanded of native graduates.

The Law differentiates between the term **approval**, this being understood as Spain's official recognition of the equivalence of a foreign qualification to a Spanish qualification for academic and employment purposes, and the term **validation**, which is Spain's official recognition of the equivalence of partial studies abroad (either courses or subjects) to Spanish studies. Validations of partial university courses correspond to the university where the student plans to continue his/her studies.

Foreign qualifications that are subject to official approval must have been issued by authorised educational centres.

### 12.5.1. Where to find information

To process the approval of foreign university degrees and the approval and validation of foreign non-university qualifications, you should contact:

**State subdivision in Catalunya**

**State Inspectorate on Education**

Carrer de Bergara, 12

08002 Barcelona

Tel: 93 520 96 03

(<http://www.mec.es/>)



**Ministry of Education, Social Policy and Sports**  
**Citizens' Information and Advice Centre**  
**Approval and Validation of Foreign Qualifications**

Carrer d'Alcalà, 36

28071 Madrid

Direct line: 902 21 85 00

Website: [www.mepsyd.es](http://www.mepsyd.es)

**- Other advisory services:**

**University Qualification Recognition Mentoring Service (SARU)**

This is a new service that was instigated by the Generalitat of Catalonia to provide information, guidance and support in the process of recognising qualifications issued by foreign universities.

**Where is it?**

**University Qualification Recognition Mentoring Service (SARU)**

Plaça del Bonsuccés, 5-6

08001 Barcelona

Opening hours: 9 am – 2 pm (August and September, 10 am – 2 pm)

Tel: 93 552 69 89

email: [saru@gencat.cat](mailto:saru@gencat.cat)



Gavà is committed to equality and hence we strive to guarantee women's rights.

Act 5/2008, of 24 April 2008, on the right of women to eradicate male violence, passed by the Catalan Parliament, uses

To achieve this de facto equality without it leading to double discrimination, it must be based on existing social inequali-

This Act came about within the context of a transformation in public policies whose purpose was to enshrine in law the

Male violence against women can take on any of the following forms:

- Male violence may occur just once or repeatedly.

Male violence may manifest itself and adopt certain specific characteristics depending on the following spheres:



- b) **Violence in the family sphere:** physical, psychological, sexual or economic violence perpetrated against women and minors by members of the same family, within the framework of emotional relationships and family bonds. This does not include violence in the partnership sphere described in the previous section.
- c) **Violence in the workplace:** physical, psychological or sexual violence that may take place within the workplace and during working hours, or outside the workplace and working hours if job-related, which can be one of two kinds:
- **Gender-based harassment:** this is undesirable behaviour related to a person's gender when used in association with access to paid work, promotion in the workplace, employment or training which is intended to, or has the effect of, eroding women's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment.
  - **Sexual harassment:** this is any undesirable verbal, non-verbal or physical behaviour of a sexual nature which is intended to, or has the effect of, eroding women's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment.
- d) **Violence in the community or social sphere:** This comprises the following behaviour:
- **Sexual aggression:** the use of physical or sexual violence on women and children which is determined by the premeditated use of sex to exert power and abuse.
  - **Sexual harassment**
  - **Traffic and sexual exploitation of women and children**
  - **Female genital mutilation or the risk of undergoing it:** this includes any procedure that entails or might entail the total or partial removal of women's genitalia, or cause injury, even if the woman has given her express or tacit consent.
  - **Forced marriages**
  - **Violence deriving from armed conflict:** this includes all forms of violence against women that occur in these situations, such as murder, rape, sexual slavery, forced pregnancy, forced abortion, forced sterilization, intentional transmission of disease, torture and sexual abuse.
  - **Violence against women's sexual and reproductive rights:** such as selective abortion and forced sterilization.

Any other similar form of violence that threatens, or is likely to threaten, women's integrity dignity, safety and freedom.

## 13.2. Local welfare system for women victims of male violence

This project originated in 2000 as the result of the joint work of different agents in the town. It is based on the conviction that the phenomenon of domestic violence needs to be treated from different aspects. The aim of this system is to create a model for action, uniting forces and optimizing resources to prevent and act in a coordinated way against abuse.

This tool hopes to provide a resource for the efficient detection and care of women who are victims of male domestic violence.

Violence towards women and domestic violence is a huge social problem that causes terrible and lasting damage to the people who are the victims of this type of aggression.

Gavà Town council, in conjunction with the Courts of Gavà, the Mossos d'Esquadra, the main health departments of Gavà, Viladecans Hospital, the Federation of Women for Equality of Baix Llobregat, the Clara Campoamor Women's Association, the Tretze Roses Progressive Women's Association, the local police force and the Mental Health Centre, have all stated their determination to improve the care of victims of abuse and hold awareness-raising and prevention sessions.



Tel: 93 263 91 00

email: siad@gava.cat

The first Equality Policy Plan 2008-2012 of Gavà Town council is a collective plan that sprang from the experiences of different municipal sectors, the contributions of various professional services in the town, institutions and women themselves, and structured by the Councillor for Equality and Citizenship at Gavà Town council. From a standpoint of participative democracy, it aims to shape the shared strategy of all the government departments to continue moving forward on the issue of citizens' rights, with the joint responsibility of everyone concerned at all times. This Plan is a committed step towards equality in Gavà and for its people, a goal for each and every one of us.

- To address the social demands of women and boost their participation and membership of associations.
- To provide an effective tool in overcoming gender discrimination when implementing public policies.
- To generate policies of equal opportunities across the board in the different sectors, companies and spheres of municipal management.
- To develop and promote values and political practices of equality between men and women.
- To break down gender stereotyping and get men involved in striving for equality.
- To encourage active training and employment policies aimed at women, taking their needs into account.
- To move towards a new concept of town planning and organization that takes into account the needs and realities of everyday life.
- To ensure that people-orientated services (education, health care, culture, sports) take women into account in their different activities, and also in other areas where traditionally gender has not been properly considered, such as town planning and maintenance.
- To contribute to eradicating all the current obstacles in the town that hinder women from enjoying their rights.

It is also the point of reference for the professional care of women who are victims of violence.





**Where is it?****Women's Information and Support Service (SIAD)**

Carrer de la Generalitat de Catalunya, 7. Gavà

Tel: 93 638 38 88

Opening hours: Monday to Thursday, 4 pm – 8 pm, and Friday, 10 am – 2 pm

email: siad@gava.cat

**For further information:****Councillor for Equality and Citizenship****Gavà Town Hall**

Plaça de Jaume Balmes, s/n, 3rd floor

Tel: 93 263 91 00

**13.5. Other useful telephone numbers****Local Police**

Telephones: 092 / 93 263 91 40

**Mossos d'Esquadra**

Victim Support Service

Tel: 93 662 00 54

**A helpline for women in violent situations run by the Catalan Women's Institute.**

Tel: 900 900 120

**Domestic Violence Courts of Gavà**

Tel: 93 554 52 65

**Primary Health Care Centre CAP Gavà-1**

CAP Gavà

Tel: 93 638 32 00

**Primary Health Care Centre CAP Gavà-2**

CAP Doctor Bartomeu Fabrès Anglada

Tel: 93 638 34 00

**Viladecans Hospital**

Tel: 93 659 01 11

**13.6. Other useful links**

- **Ministry of Health, Social Policy and Equality Department of Equality.**  
<<http://www.migualdad.es>>
- **Women's Institute**  
<<http://www.inmujer.es>>
- **General Council of Judicial Power**  
Observatory against Domestic and Gender Violence  
<<http://www.poderjudicial.es>>
- **Catalan Women's Institute**  
<http://www20.gencat.cat/portal/site/icdones>



**In case of emergency:****112** Gavà Municipal Police**088** Mossos d'Esquadra**061** Hospital emergencies

### 13.7. Municipal Women's Council

The Municipal Women's Council of Gavà is an advisory body for issues that entail an improvement in the lives of women living in the municipality.

It is made up of women from the municipality, and its functions include:

- Encouraging the participation and association membership of women's collectives
- Learning about, discussing, participating in and promoting municipal actions on equality.
- Proposing debates and campaigns to give women's views more exposure.

**For further information:****Councillor for Equality and Citizenship**

Gavà Town Hall

Plaça de Jaume Balmes, s/n, 3rd floor

Tel: 93 263 91 00

### 13.8. Women's associations in Gavà

**Tretze Roses Progressive Women's Association**

Casal Municipal d'Entitats Sant Jordi

Rambla de Joaquim Vayreda, 31

Tel: 650 17 10 08 (Esther Maniega) / 667 84 64 97 (M. Carmen Monteagudo)

email: donesprogressistes13roses@gmail.com

**Clara Campoamor Women's Association**

Casal Municipal d'Entitats Sant Jordi

Rambla de Joaquim Vayreda, 31, 3r

Tel: 610 57 25 72

email: donescampoamor\_gava@yahoo.es

**Alliquae Migrades Women's Association**

## 14 • Childhood and Youth

### • La Casa Gran

Carrer Major, 37

Tel: 93 635 54 35

email: [lacasagran@gava.cat](mailto:lacasagran@gava.cat)

Website: <http://espaijove.gavaciutat.cat>

Opening hours: Monday, Wednesday and Thursday, 10 am – 1 pm

Monday to Friday, 5 pm – 9 pm

Saturday, 5 pm – 10 pm

The Casa Gran is a municipal centre of information and resources for young people in Gavà aged 15–35

It was started with the aim of setting a benchmark for stimulating the participation of young Gavà residents and providing information on the use of new information and knowledge technologies.

- Youth Information Office
- Support for creation: virtual art galleries, cinema zone, music zone, scenic arts zones.
- Youth organizations: leisure clubs, youth clubs, music bands, etc.
- Linkateca on youth in Gavà, education, employment, health, consumer affairs, travel, solidarity, volunteering and participation.
- Youth resources: American Lake rehearsal rooms and recording studio, night study classrooms.
- Cultural promotion: Phonofestival, concerts at La Casa Gran, special concerts, etc.
- Youth participation.

### 14.1. Activities for children and young people

The beginning of summer in Gavà represents the end of the school year. Gavà Town council and various other organizations and venues design a whole series of activities to ensure children and young people make the most of the summer break between terms. This means that in summer Gavà is full of activities for every age group and interest.

The summer camps are organized by the Town council and various Gavà venues. All of them fill the children's holiday period with excursions, outings to swimming pools, workshops, and so on.

Summer camps are organized by various Gavà entities who arrange trips outside Gavà so children can spend a few days in direct contact with nature.

The list of activities to enjoy during the summer is much longer than this. For further information, call the Council's free information line, 900 66 33 88, or the Municipal Community Services Board on 93 263 91 36.

#### 14.1.1. Clubs and groups in Gavà

The clubs and groups in Gavà are places for socialization and recreation where children and youngsters can get involved in projects and activities such as summer clubs, summer camps, excursions, sporting activities, etc.

#### Agrupament Escolta i Guia Roc del Migdia

Parròquia de Sant Pere

Carrer del Raval de Molins, 36

Tel: 93 662 02 79 (Rectoria)



**El Mamut d'Ausiàs March Club**  
(held in the CEIP Jacme March building)  
Carrer de Sant Pere, 114  
Tel: 93 638 28 22

Carrer de Sant Pere, 114

Tel: 93 638 28 22

**L'Amistat Club**  
(at the CEIP Marcel·lí Moragas school)  
Carrer de Joan I, 5  
Tel: 93 662 87 84

Carrer de Joan I, 5

Tel: 93 662 87 84

**L'Arc de San Martí Club**  
Casal Municipal de Can Tintorer  
Carrer de Rafael Casanova, 5  
Tel: 93 662 66 78

Carrer de Rafael Casanova, 5

Tel: 93 662 66 78

**Masia Espinós Club**  
Ca n'Espinós Civic and Sports Centre  
Carrer Principal, s/n  
Tel: 93 633 61 27

Carrer Principal, s/n

Tel: 93 633 61 27

**Esplaisaurus**  
CEIP Joan Salamero  
Rambla de Pompeu Fabra, 184, ground floor  
Tel: 678 888 678

Rambla de Pompeu Fabra, 184, ground floor

Tel: 678 888 678

**Unió Muntanyenca Eramprunyà**  
 Rambla de Salvador Lluç, 4, 1st floor  
 Tel: 93 662 01 24

Tel: 93 662 01 24

Tel: 93 662 01 24



## 15 • Senior Citizens

### 15.1. Free time and participation

Senior citizens in Gavà are characterised by their keen involvement in all the cultural, charitable, recreational, educational and holiday events that are planned throughout the year.

- **Courses and workshops**

Senior citizens in Gavà enjoy a wide range of activities organized by the Municipal Community Services Board.

- **Holidays for senior citizens**

Every year, the Gavà Town council, in conjunction with INSERSO, offers subsidised holidays as part of the Holidays for Seniors programme. This initiative aims to provide holidays for the town's elderly citizens with fewer financial resources so they can enjoy a few days of leisure and relaxation.

**For further information:**

**Municipal Community Services Board**

Plaça de Jaume Balmes, s/n, 2nd floor

Tel: 93 263 91 36

### 15.2. Municipals Social Centres

- **Casal Municipal de la Gent Gran El Centre**

Carrer de Sant Isidre, 22

Tel: 93 662 53 62

Opening hours: Monday to Friday, 10 am – 1 pm and 4 pm – 8 pm

- **Casal Municipal Can Tintorer**

Carrer de Rafael Casanova, 5

Tel: 93 662 66 78

Opening hours: Monday to Saturday, 6 pm – 8:30 pm

### 15.3. Welfare of senior citizens

#### Services for senior citizens

- Guidance, information, metropolitan travel card, municipal senior citizens' card, processing of applications for residential and economic resources. Grants may be applied for by senior citizens who are registered as residents of Gavà and meet the established requirements for the grant in question.
- Helpline for carers of dependent senior citizens. This provides advice and information on the treatment and care resources available for dependent senior citizens.
- Casal Municipal de la Gent Gran de Can Tintorer

A municipal social and educational centre for senior citizens living in the municipality.

**For further information:**

**Department of Welfare Services**

**Gavà Town Hall**

Plaça de Jaume Balmes, s/n, 2nd floor

Tel: 93 263 91 36



Towns and cities provide a framework in which everyone of any age or status can exercise their rights, but they are also places where individual and collective thoughts and actions are generated for safekeeping and dissemination. If every right that has been defined belongs to everyone, then every citizen must freely and altruistically guarantee that right to others.

## 16. Upholding your rights

Everyone, irrespective of their nationality or legal status, has the right to life, to physical and moral integrity, to freedom and to safety.

### 16.1. Office of Civil Rights

The Office of Civil Rights at the Gavà Town council is a free service for promoting and disseminating respect for human rights, guaranteeing citizens' equality and preventing any form of discrimination. This service therefore provides information and guidance for upholding people's rights, especially the right to equality and non-discrimination for reasons of ideology, religion or beliefs, nationality or race, gender, sexual orientation, family situation, age, state of health or disability of the citizens of Gavà.

#### Where is it?

##### Office of Civil Rights

##### Women's Information and Support Service

Carrer de la Generalitat de Catalunya, 7

Opening hours: Tuesday, 10 am – 2 pm, every fortnight.

email: [odc@gava.cat](mailto:odc@gava.cat)

Tel: 93 638 38 88 (prior appointment required)

#### Related services:

- Legal advice.
- Guidance for making formal complaints about discrimination.
- LGTB advice (lesbians, gays, transgender and bisexuals): information, guidance, organizations, services, information on adoption or assisted reproduction methods, legal guidance, defence of your rights if you feel they have been violated due to your sexual orientation.

### 16.2. Municipal Ombudsman of Gavà

The Ombudsman safeguards and upholds our citizens' rights. It supervises the actions of the municipal administration and the organizations that report to it, as well as those of municipal companies, independent organizations and the concession holders of public services.

#### Ombudsman Office

##### Gavà Town Hall

Plaça de Jaume Balmes, s/n, ground floor

Tel: 93 263 91 00

email: [sindic@gava.cat](mailto:sindic@gava.cat)

Opening hours: Tuesday and Thursday, 10 am – 1 pm



### 16.3. Municipal Consumer Information Office (OMIC)

This office provides a free, on-the-spot service where you can seek information on consumer issues. Its purpose is to protect your rights and help you exercise them by providing information and advice. The OMIC also provides advice and guidance on the recovery and adoption of abandoned dogs and cats in the municipality of Gavà, and how to find your pet if it has gone missing.

**For further information:**

**OMIC**

**Gavà Town Hall**

Plaça de Jaume Balmes, s/n, 7th floor

Tel: 900 66 33 88 / 93 263 91 00

In person and by phone: Tuesday and Thursday, 9 am – 2 pm



## 17 • Citizens' Mediation Service

Mediation is a tool for resolving disputes whereby a professional mediator acts as an impartial and neutral third party to try to bring the two parties in dispute closer together, reinstating communication and finding independent solutions to the problem that satisfy everyone involved.

### 17.1. Who is it for?

This service is for anyone in Gavà who is involved in some form of dispute concerning neighbours, public spaces or personal relations. It can be used by schools, institutes, association and other municipal resources to resolve the disputes that arise from people's coexistence in everyday life.

### 17.2. How to apply for this service

#### Citizens' Mediation Service

#### Gavà Town Hall

Plaça de Jaume Balmes, s/n, 2nd floor

Tel: 93 263 91 00

email: [mediaciociudadana@gava.cat](mailto:mediaciociudadana@gava.cat)

Opening hours: An appointment should be arranged in advance





## Article XXVI – POLICE IN THE TOWN

The signatory cities encourage the development of a highly qualified community police division, responsible for local security and fostering a sense of community. These police officers take preventative measures against crime and can be seen as an educational force in the raising of civic awareness.

# 18 • Public Safety

There are two kinds of police in Gavà:

- **Gavà Municipal Police, who report to the Gavà Town council**

Rambla de Maria Casas, 102

Tel: 93 263 91 40

The Gavà Municipal Police have an information and awareness-raising unit in Gavà: the **civic agents**.

### Civic agents

Gavà Town Hall

Plaça de Jaume Balmes, s/n, ground floor

Tel: 93 263 91 00

- **Mossos d'Esquadra**, who report to the Generalitat of Catalonia.

Citizens' Advice Bureau

Avinguda d'Eramprunyà, 48

Tel: 088 / 93 662 00 54

Website: <http://www.gencat.cat/mossos/>

- **Other useful information:**

Fire Brigade

Vial del Calamot with the Sentiu road, s/n

Tel: 93 662 54 45

Emergency numbers: 085

### Emergencies: 112

In the event of an emergency, you should call the free number 112, which is the general emergency number.



## 19 • Regularization

The Spanish state has almost exclusive authority for immigration matters.

Nevertheless, the Generalitat of Catalonia is responsible for:

- **In terms of immigration**  
Exclusive authority for the initial reception of immigrants.
- **In terms of work permits**  
Executive power for authorising work permits for foreigners who work in Catalonia. This authority, which is exercised by necessity in coordination with the Spanish State with regard to the entrance and residence of foreigners, includes:
  - Granting and processing of initial work permits whether working for another person or self-employed.
  - Granting and processing the resources submitted in relation to the files mentioned in the previous section and the application of the inspection and sanction system.

### 19.1. Legal formalities

The rights and obligations of foreigners in Catalonia and the administrative formalities necessary to regularize their situation are governed by the Immigration Act (LO 2/2009, of 11 December 2009, amending LO 4/2000, of 11 January 2000, on the rights and freedoms of foreigners in Spain and their social integration) and the Regulation (Royal Decree 2393/2004, of 30 December 2004) enforcing it.

This regulation concerning foreigners is a State ruling but certain issues affect the sphere of authority of the Generalitat of Catalonia, which is why the Decree 188/2001 was passed on 26 June 2001, relating to foreigners and their social integration in Catalonia, and Law 10/2010, of 7 May, on the reception of immigrants and returnees to Catalonia.

This regulation applies to non-EU foreigners; in other words, people who are not covered by the community-wide system for nationals of a Member State of the European Union, the European Economic Space (Norway, Iceland, Liechtenstein) and the Swiss Confederation. The community-wide system applies to:

- The spouse, provided that the couple is not legally separated or divorced or that the marriage has been annulled, or a civil partner duly registered in the public registry.
- The children and/or those of the spouse provided that the couple is not legally separated or divorced or that the marriage has been annulled, aged under 21 or over 21 if still dependent on the parents.
- The parents of these nationals and their spouse, provided that the couple is not legally separated or divorced or that the marriage has been annulled, who are dependent on them, with the exception of Spanish parents and their spouses.

#### 19.1.1. NIE (Foreigners' Identity Number)

The **Foreigners' Identity Number (NIE)** is a personal, unique and non-transferable number for foreign citizens. It is made up of 9 digits: 7 numbers and 2 letters. People authorised to stay in Spain, those who have an administrative file opened on them, and those who have professional, economic or social interests in Spain, have to register for an NIE.

Foreigners who have relations with Spain for economic, professional or social reasons can request their NIE from the General Directorate of Police or a Spanish consulate abroad.

The NIE is the identifier of the foreign person which must appear on every document that requires this information as well as any visas stamped in your passport or equivalent document.



If you live in Gavà, you should contact:

- **National Police in Castelldefels**

Plaça de l'Esperanto, 4  
Tel: 93 635 03 03  
Emergency no: 092/112

- **National Police in Viladecans**

Avinguda Ballester, 2  
Tel: 93 647 31 72  
Emergency no: 092/112

**For further information:**

Ministry of the Interior  
<<http://www.mir.es>>

### 19.1.2. Visa

A visa is a document issued by diplomatic missions and Spanish consular offices abroad which authorises the foreign person to enter Spanish territory and carry out whatever activities the visa has been issued for.

To find out where the different diplomatic and consular offices are you can go to the following website: [www.maec.es](http://www.maec.es)

There are various kinds of visas: study visa, short-stay visa, residence visa, residence and work visa, transit visa, seasonal residence and work visa, research visa.

Any decisions that terminate the procedure for applying for a visa can be appealed against before an administrative appeal court. Refusals to grant a visa must be justified in the case of visas for family reunifications or visas to work for somebody else, as well as for the cases of short-stay or transit visas.

A special mention should be made of the jobseekers visa which is governed by the Contingency Agreement and is aimed at the children or grandchildren of people of Spanish origin or certain occupational sectors. This visa allows the holder/s to enter Spanish territory, register as a jobseeker with the public employment services, and remain in Spain for three months. If, during their stay, the person concerned finds a job, they may be contracted immediately and will be given a residence and work permit for employment by somebody else. Otherwise, the holder of the visa will have to leave Spanish territory once the three-month stay has finished. This kind of visa was regulated for the first time by the Contingency Agreement in 2006 and is still in force today.

### 19.1.3. Temporary residence

Legal residents are foreigners who have been authorized to stay in Spain to either live or live and work by means of a residence permit or a residence and work permit, whether this is as a salaried or self-employed worker.

Residence permits may be temporary or permanent. Temporary residence applies to when a person has been authorized to stay in Spain for a period of more than 90 days and less than 5 years.

To obtain a Spanish residence permit you need to have previously obtained the relevant residence visa from a Spanish consulate abroad. To get a residence visa, you need to prove to the consular authorities that you have sufficient economic means to cover your stay (as you will not be allowed to undertake any remunerated activities). In addition to holding a valid passport, you will need to provide a police certificate and a medical certificate.

This visa allows you to enter Spanish territory and apply for a foreigners' identity card, which is valid for one year and is renewable.

The public administration may grant a temporary residence permit for situations of proven integration, humanitarian reasons, in collaboration with the justice department, or for other exceptional circumstances that may be determined by law.



#### 19.1.4. Permanent or long-term residence

Long-term residence permits are intended for foreigners who can prove they have lived legally and continuously in Spain for the previous five years. There are other exceptional cases for being granted a permanent residence permit, such as people of Spanish origin who have lost their Spanish nationality and for resident beneficiaries of a contributory retirement pension or a contributory pension for a permanent or major disability.

The long-term residence permit allows you to live in Spain indefinitely and is renewable every five years. It allows you to work in Spain with the same conditions as Spanish citizens.

### 19.1.5. Residence for exceptional cases

In certain cases, it is not necessary to have the relevant residence visa to apply for a Spanish residence permit. These are cases where the Immigration Law considers that it is unnecessary to process the visa given the personal, social or occupational circumstances of the applicant.

Firstly, there are residence permits for integration, whereby the applicant, of legal age, will need to prove they have no criminal record in the country of residence during the five years before they came to Spain. Obviously it is expected that they will not have a criminal record in Spain either.

There are three kinds of integration:

- **Labour integration:** this is where the foreigner can prove he/she has lived for two years continuously in Spain and has worked for at least one year. To prove that he/she has been working, and the relevant length of time, he/she should submit a legal resolution that recognises this fact, or an administrative resolution confirming an infraction by the Inspector of Work and Social Security.
- **Social integration:** this is where the foreigner can provide proof of having been in Spain for 3 years, a job contract of at least one year, or family connections with other legal foreign residents (spouses, children, parents), or a social integration report issued by the Gavà Social Welfare Service.
- **Family integration:** this is for foreigners whose parents are of Spanish by origin but who did not transfer Spanish nationality to their children.

There is also the possibility of granting permits for humanitarian reasons in the following cases:

- For foreigners who are the victims of certain crimes relating to workers' rights, crimes that are exacerbated by racism, anti-Semitism or any other type of discrimination, and victims of domestic violence.
- Foreigners who can prove they are suffering from unforeseen serious illness which requires specialist medical care that is impossible to access in the country of origin, the interruption of which entails a serious risk to their health or life.
- Foreigners who can prove that to return to their country of origin to process a visa application will entail danger to them or their family.
- Temporary residence and work for foreign women who are victims of male violence.  
Foreign women who are victims of male violence, whatever their legal situation, are guaranteed the rights established in Organic Law 1/2004, of 28 December 2004, on integral protection measures against gender-based violence, as well as the protection and safety measures established by current legislation.

There is also the possibility of granting authorization for reasons of international protection to people who have been granted asylum in Spain or those who are regarded as displaced.

- Finally, the Immigration Act envisages the possibility of granting temporary residence permits to people who collaborate with the administrative, police, tax or judicial authorities or when reasons of public interest or national security justify the need to authorize his/her residence in Spain.



### 19.1.6. Family reunification

Foreigners have the right to live in a family, which is recognised in Article 16 of the Immigration Act, which establishes that foreign residents are entitled to live in a family and the right to respect for family life. Foreigners resident in Spain can therefore exercise this right to regroup certain family members.

Relatives who qualify for reunification are as follows:

- Your spouse, unless you are legally or de facto separated.
- Your children and those of your spouse, provided that they are under 18, unmarried, and you are their legal guardian.
- If they are the children of just one of the spouses, it is necessary for the person seeking the reunification to hold the exclusive parental rights or to have been awarded custody and that the children are actually dependent on you.
- Your parents or those of your spouse, provided that they are dependent on you, over 65 years old, and there are reasons to justify the need for them to be granted residence in Spain.

The conditions for the reunification of the parents of long-term residents from another member state of the European Union, workers who hold an EU Blue Card, and beneficiaries of the special researchers system will be determined by law.

- To apply for family reunification, the person should have an up-to-date residence permit and authorization to live in Spain for at least one more year. You will need to prove that you have sufficient economic resources to maintain the family and proper housing (by means of a municipal housing report or a notarized deed if the municipal report cannot be issued within 15 days), as well as proof of the economic dependence of the relative concerned and justification of the need for reunification in the case of ascendants. Once the Immigration Office has authorized the reunification, the relative who is resident abroad can apply for a residence and work visa from the Spanish Consulate of the country in question to allow him/her to enter Spanish territory and apply for the relevant foreigners' identity card.

### 19.1.7. Civil marriage

Marriage is the union of two people in accordance with the provisions of the law, whereby they create a life in common which has legal implications from both a personal and economic perspective. This is known as the wedding ceremony.

Both spouses have the same rights and obligations within the marriage: they have to respect and support each other and act in the interests of the family.

If you wish to marry in Gavà, you need to apply for a date and time to marry at Gavà Town Hall.

The ceremony is officiated by the mayor or a councillor on the ground floor of the Torre Lluch building (an 18th century manor house).

Before the ceremony, at least one of the contracting parties has to process the marriage certificate at the courthouse responsible for the municipal Civil Registry. If you live in Gavà, you need to go to the Civil Registry where they will give you information on the documents necessary for this process.

Following the wedding, the couple will need to collect the Family Record Book from the Civil Registry of Gavà, having previously called 93 635 24 04.

#### Where is it?

##### Civil Registry of Gavà

Plaça de J.M. Batista i Roca, s/n

Tel: 93 635 24 04

For further information you can call the free PAC helpline, 900 66 33 88 (from 9 am to 7 pm, Monday to Thursday; Friday from 9 am to 2:30 pm and Saturday from 9 am to 1 pm), or go to the PAC office at Gavà Town Hall, Plaça de Jaume Balmes, s/n.



### 19.1.8. Driver's licence

To ensure that people are properly qualified to drive motor vehicles and mopeds, you need to get the relevant administrative authorization which is known as a driver's licence. The driver must always have this licence with him/her and it must be up-to-date at all times. To obtain a Spanish driver's licence you need to fulfil the following requirements:

- Be over 18 years of age (or 16 in the case of mopeds). For certain professional licences (lorries, buses, etc.) you need to be over 21.
- Have a DNI, NIE or passport.
- Have a residence permit or an authorization to stay for study reasons.
- Not be prohibited by court order from driving motor vehicles or mopeds, nor be suspended or banned from driving on your current licence.
- Be in possession of the required physical and mental attributes according to the type of licence required. For this you will need a physical and mental aptitude report issued by a recognised driver testing centre in the province where the licence is being sought, together with an up-to-date photo of the applicant.
- You need a certificate from the Provincial or Local Traffic Prefecture in the theory and practical tests, depending on the type of licence being sought. You will need to perform a theory and practical test to demonstrate your knowledge of the highway code and driving regulations, road safety and elementary mechanics.

It is advisable to sign up with a driving school who will give you information on the formalities involved in obtaining a Spanish driver's licence and prepare you for the driving test. They can also tell you about the different types of driver's licence.

The website of the Directorate General for Traffic has a test-style questionnaire (mopeds, motorcycles, driving test) to help you prepare for the theory exam to get your driver's licence: <http://www.dgt.es>

#### If you already have a driver's licence from your country of origin

For the purposes of personal transportation and the use of your own vehicle, driver's licences from the European Economic Space are recognised: the European Union, Norway, Iceland and Liechtenstein, with the proviso that the age required to drive must correspond with the age required for the equivalent Spanish licence.

Furthermore, the Spanish state has signed bilateral agreements to validate the licences of certain other countries: Andorra, Korea, Japan, Switzerland, Algeria, Argentina, Bolivia, Chile, Colombia (temporarily suspended), Croatia, Ecuador, Morocco, Peru, Dominican Republic, Paraguay, Uruguay, Venezuela, Brazil, El Salvador, Philippines, Guatemala, Serbia.

- People from these countries have six months from the date their residence permit is issued to go to the Regional Traffic Prefecture to register on the Drivers' Registry and have their driver's licence validated.
- For further information on the formalities and documentation necessary for each country, you can call 060 or visit the following website: <http://www.dgt.es>
- To request an appointment, call 060 or use the Internet: <http://www.dgt.es>

#### The points system of driver's licences

The points system for driver's licences is a new law that has recently been implemented by the Directorate General for Traffic. This system aims to reward good drivers and punish those who fail to abide by the law. It is based on a points system whereby, depending on the traffic infraction, points are deducted which may lead to your licence being revoked.

Very generally, all drivers start off with 12 points except newly qualified drivers (with less than 3 years experience) who start with 8. For example, serious infractions (driving under the effect of alcohol or drugs, dangerous driving, etc.) can



lead to up to 6 points being deducted. There are three categories of infractions for which 3, 4 or 6 points are deducted together with a fine. If you lose all your points, the first time this happens your licence will be revoked for 6 months, and then for 12 months each subsequent time. To recover your points you need to enrol on road awareness and re-education courses.

### 19.1.9. Voluntary return

The Immigrants' Voluntary Return Programme provides financial support for foreign immigrants in a vulnerable situation who want to return to their country of origin because their migration venture has not worked out. It is important to note that only the social services of town and town councils and social organizations are authorized to handle applications.

#### What does the Voluntary Return Programme offer?

- A return ticket to the country of origin
- Processing of travel documents and assistance at transit points if necessary.
- Provision of a travel subsidy
- Collection and assistance at the final destination if necessary

#### Who is eligible for it?

- Foreign immigrants with or without residence permits, their spouse or partner, and other family members
- Unsuccessful asylum seekers
- Refugees who want to return to their country because the circumstances have changed
- Foreigners who have serious physical or mental health problems, who do not have sufficient economic means, and who may require support.

#### The following are not eligible:

- Anyone who, at the time of applying, cannot demonstrate they have been living for at least six consecutive months in Spain
- Nationals of an EU member state or nationals of other states who hold a community residence card (if they have dual nationality and one of those is an EU state, the case will be studied individually)
- People of Moroccan, Algerian or Tunisian nationality, given the geographical proximity of these countries
- People from countries involved in armed conflict, in accordance with ACNUR criteria
- Unaccompanied minors

#### Who to contact

- The social services of the Town council where the applicant is registered, any private not-for-profit organization that has an official social worker, or the Red Cross in the case of serious illness. It takes about six weeks to approve or refuse the application.

#### What happens then?

- Before returning to the country of origin, people in a regularized situation have to hand in their residence and work permit at the Immigration Office or the nearest Police Station. The health card must also be handed in at the Primary Healthcare Centre (CAP).



## 19.2. Where to find information

### Welfare Service, Gavà Town council

#### Gavà Town Hall

Plaça de Jaume Balmes, s/n, 2nd floor

Tel: 93 263 91 36

### Information Centre for Foreign Workers (CITE)

Free information and advice on the Immigration Law on the following matters:

- Advice and guidance on the Immigration Law
- Formalities for work permits, residence permits, family reunification, nationality and visa exemption

### The CITE also organises and participates in:

- Awareness-raising campaigns against racism
- Drawing up proposals to support the social integration of immigrants
- Publishing articles and guides specialising in the subject of immigration
- Mediation and communication in schools in Catalonia in various languages

### Where is it?

Carrer de Sarrià, 3

Tel: 93 638 14 10

Opening hours: Thursday, 12:40 pm – 1:40 pm and 4 pm – 7 pm (You need to make an appointment in advance)

## 19.3. Useful information

- **012 Immigration.** Generalitat of Catalonia  
Telephone service in Catalan, Spanish, English and French on a range of issues associated with immigration.  
Tel: 012 Immigration  
Operating hours: Monday to Friday, 9 am – 5 pm
- **Immigration Office in Barcelona. Government Sub-Division**
  - Address: Carrer del Boix, 4  
08017 Barcelona  
Tel: 93 415 97 69 / 060
  - Address: Passeig de Sant Joan, 189  
08037 Barcelona  
Tel: 060
  - Address: Carrer de Múrcia, 42  
08027 Barcelona  
Tel: 060
- **CONSULATES in the city of Barcelona**
  - **Moroccan Consulate-General**  
Address: Carrer de la Diputació, 68 –70, 1  
District: Eixample  
Tel: 93 289 25 30
  - **Rumanian Consulate-General**  
Address: Carrer de Sant Joan de la Salle, 35  
District: Sarrià-Sant Gervasi  
Tel: 93 434 11 39





**- Italian Consulate-General**

Address: Carrer de Mallorca, 270, 1

District: Eixample

Tel: 902 050 141

**- French Consulate-General**

Address: Ronda Universitat, 22, 4

District: Eixample

Tel: 93 270 30 00

**- Consulate-General of the Republic of Ecuador**

Address: Carrer de Nàpols, 187

District: Eixample

Tel: 93 246 24 90

**- Consulate-General of Colombia**

Address: Carrer de Pau Claris, 102, 1-1

District: Eixample

Tel: 93 412 78 28

**- Consulate-General of the Republic of Argentina**

Address: Passeig de Gràcia, 11 B, 2

District: Eixample

Tel: 93 304 12 00

**- Brazilian Consulate-General**

Address: Avinguda Diagonal, 468

District: Gràcia

Tel: 934 882 288

**- German Consulate-General**

Address: Passeig de Gràcia, 111

District: Gràcia

Tel: 93 292 10 00

**- Portuguese Consulate-General**

Address: Ronda de Sant Pere, 7

District: Eixample

Tel: 93 318 81 50

**- Consulate-General of Uruguay**

Address: Passeig de Gràcia, 55, 5-2

District: Eixample

Tel: 93 528 55 66

**- Consulate-General of the Republic of Bolivia**

Address: Carrer de Roger de Flor, 3, 3-1

District: Ciutat Vella

Tel: 93 322 65 12

**- United Kingdom Consulate-General**

Address: Avinguda Diagonal, 477, 13

District: Eixample

Tel: 93 366 62 00



**- Consulate-General of Chile**

Address: Carrer de Casp, 33 esc. B, 2-1

District: Eixample

Tel: 93 318 85 90

**- Consulate-General of Peru**

Address: Avinguda de Roma, 157

District: Eixample

Tel: 93 415 49 99

**- Consulate-General of the People's Republic of China**

Address: Avinguda Tibidabo, 34

District: Sarrià-Sant Gervasi

Tel: 93 254 11 97



## 20 • Gavà Associations

Gavà boasts a long-standing association sector. There are many associations and organizations working in various fields (social, cultural, sports, education, leisure, international cooperation, environment, neighbourhood, etc.). You can find the basic information on all the organizations at the Citizens' Advice Bureau (PAC), by calling the free phone 900 66 33 88 or on the internet on the Gavà municipal website [www.gavaciutat.cat](http://www.gavaciutat.cat).

Neighbourhood associations play an important role in the life of your neighbourhood.

### 20.1. How to set up an association

The first step is to constitute the association. To set up an association, all the founding members need to get together and draw up the memorandum of association.

#### Memorandum of association

This is a private document in which the founding members agree to: the constitution of the association, approval of its articles of association, and the election of its board of directors.

The memorandum of association should include the personal details (names, surnames, DNI, address and signature) of all the founding members.

Model of a memorandum of association: [http://www20.gencat.cat/docs/Justicia/Documents/ARXIUS/A\\_acta%20fundacional.doc](http://www20.gencat.cat/docs/Justicia/Documents/ARXIUS/A_acta%20fundacional.doc)

#### Articles of association

The articles of association are the rules that govern the association and as such can be modified and added to. The rules must be aimed at fulfilling the purposes proposed when the association was set up and have to fully reflect its real situation.

The articles of association should contain: the association's name, its purpose, address, sphere, management bodies and method of administration, rules for admitting and dismissing members, the disciplinary system, rights and obligations, procedure for modifying the articles of association, the founding assets, the destination of the founding assets, and taxes.

There is a downloadable model in PDF and Word format on the website of the Ministry of Justice of the Generalitat of Catalonia. <http://www20.gencat.cat/portal/site/Justicia>

The next step is to register the association in the General Register of Law and Legal Entities of the Ministry of Justice. This register is used for associations of a general nature; it does not include the following associations as they have their own specific registers: political associations, religious associations, sports associations that take part in official competitions, and professional associations that regulate labour rights (trade unions and employers' organizations).

To set up an association you also need to submit the following documentation to the General Register of Law and Legal Entities:

- Sol·licitud d'inscripció d'una associació (model descarregable per Internet)
- Memorandum of association (original) (downloadable model from the Internet)
- Articles of association (originals) (downloadable model from the Internet)

#### Where is it?

##### Ministry of Justice

##### General Registry of Law and Legal Entities

Carrer de Pau Claris, 81

08010 Barcelona

Tel: 93 316 41 00

Once the association has been provisionally registered with the Register of Law and Legal Entities you will be given a provisional NIF .



The NIF (fiscal identification number) is an essential document for the association to conduct its economic activities, such as issuing invoices.

The following documents have to be submitted to the Tax Office:

- Form 036, duly completed
- Copies of the documents presented to the Ministry of Justice (memorandum of association, articles of association and application form)
- Photocopy of the ID document of the person who signed Form 036 (who must be one of the founding members of the association)

Once formally registered at the Register of Associations of the Generalitat of Catalonia, and hence the articles of association and memorandum having been approved, you need to go to the Town council and present the following documents along with the application:

- Stamped copy of the articles of association (stamped by the PAC)
- Registration number from the General Register of Associations of the Generalitat
- Certificate issued by the secretary of the association accrediting the forenames and surnames of the people holding management positions and their addresses; the current number of members and the registered address of the association, approved by the chairman.
- Telephone no. and email address
- NIF

## 20.2. Neighbourhood associations

### Àngela Roca Neighbourhood Association

Carrer de les Colomeres, 53, ground floor

Tel: 93 662 04 50

### Ca n'Espinós Neighbourhood Association

Ca n'Espinós Civic and Sports Centre

Carrer Principal, s/n

Tel: 93 662 52 45

### Can Pere Bori Neighbourhood Association

Plaça de Catalunya, 7, local 2

Tel: 93 662 43 34

### Can Tintorer Neighbourhood Association

Casal Municipal de Can Tintorer

Carrer de Rafael Casanova, 5

Tel: 93 662 66 78

### Can Tries Neighbourhood Association

Casal Municipal de Can Tries

Carrer del Riu Besòs, 7

Tel: 93 638 37 51

### Gavà Mar Neighbourhood Association

Carrer dels Tellinaires, 55 (Civic Centre)

Tel: 93 633 05 58



**Barri del Centre Neighbourhood Association**

Carrer Major, 33

Tel: 93 633 61 86

**Diagonal Balmes Sector Les Bòbiles Neighbourhood Association**

Carrer del General Joan Moragues, 1

Tel: 93 662 27 27

Opening hours: Monday to Friday, 6 pm – 8 pm

**Ausiàs Marc Neighbourhood and Cultural Association**

Carrer d'Apel·les Mestres, 55

Tel: 93 662 09 40

**La Sentiu Neighbourhood Association**

Carretera de la Sentiu, s/n (Can Llong social club)

Tel: 699 13 56 04

**Les Colomeres Neighbourhood Association**

Carrer de Pi i Maragall, 52, local 3

Tel: 93 662 70 20

**Santa Teresa i Francesc Macià Neighbourhood Association**

Carrer de Guifré el Pelós, 2, local 1

Tel: 93 638 31 87

**Can Serra Balet Neighbourhood Association**

Plaça de les Panes, house 49

Tel: 93 662 53 48

**Nostra Senyora de Bruguers Neighbourhood Association**

Rambla de Joaquim Vayreda, 31

Tel: 93 633 35 84

**Federation of Neighbourhood Associations of Gavà**

Casal Municipal d'Entitats Sant Jordi

Rambla de Joaquim Vayreda, 31, 2-B

Tel: 93 633 36 21

**20.3. Other associations**

There are various other entities in Gavà that have adopted the association formula, and these are very diverse in terms of resources, the number of members, and their activities and purpose. Some of these are:

**Batega Association****Time Bank of Gavà**

Casal Municipal d'Entitats Sant Jordi

Rambla de Joaquim Vayreda, 31, 2nd floor

Tel: 93 633 36 20

email: vobatega@gmail.com

Registration hours: Tuesday and Thursday, 6 pm – 8 pm



### **Islamic Cultural Association of Gavà**

Avinguda de Pompeu Fabra, 103

Tel: 661 18 37 07

### **Ecuadorian Association of Gavà**

Carrer de la Mare de Déu de Montserrat, 9 2-3

Tel: 608 26 30 15 (Edgar)

### **Latin American Association of Gavà**

Carretera de Santa Creu de Calafell, 135

Tel: 93 638 95 17

### **Unió Germans del Món Association**

Rambla de Joaquim Vayreda, 31, 4th floor

Tel: 666 06 42 79 / 616 28 86 91

### **Casa de Valencia**

Carrer de Montflorit, 137

Tel: 93 638 19 21

### **Casa de Andalusia in Gavà**

Casal Municipal d'Entitats Sant Jordi.

Rambla de Joaquim Vayreda, 31

Tel: 93 633 36 00

### **Casa d'Aragó de Gavà, Viladecans and Castelldefels**

Avinguda del Mas Sellarès, 26

Tel: 93 662 74 03

### **For further information:**

Gavà Town Hall

Citizens' Advice Bureau PAC

Plaça de Jaume Balmes, s/n

Tel: 93 263 91 00



## 21 • Citizen Participation

In Gavà you can participate in the municipal administration in various different ways. You can address complaints and exercise your right to participate and to receive information from the Town council either individually or through an association.

Citizens also have the opportunity to air their views on issues of particular importance to the town at public assemblies. The Town council also has municipal sector councils with broad citizen representation.

### 21.1. Municipal Organic Law (ROM)

The Municipal Organic Law governs the following areas: organization of the Town council, operation of municipal bodies, articles of association of the members of the municipal corporation, and citizens' information and participation in Gavà Town council. One of the new features envisaged in the ROM is the creation of the Municipal Advisory Council as the highest consultative body on participation at Town Hall. It is headed by the mayor and the vice-presidency is held by a representative of the institutions and entities that make up the Municipal Advisory Council elected by the Plenary. The **Municipal Advisory Council** also includes a councillor representing each of the municipal groups, an association representative of each of the sector participation councils, up to five women and five men representing the town's neighbourhood associations, chosen by the Federation of Neighbourhood Associations of Gavà, up to five men and five women as special representatives appointed by the Plenary, up to ten citizens appointed by the mayor and chosen at random from the register of citizens who have stated their interest in participating, and, and up to ten representatives from associations and entities nominated by the mayor from the municipal register of associations.

The **Municipal Advisory Council** meets in an ordinary session once a year and in an extraordinary session whenever convened by the chairman, either at his/her own initiative or at the request of at least 30% of its members. The Municipal Advisory Council can put forward initiatives for the passing of general municipal laws, investigate and discuss the ordinances and regulations of major projects in the town, and request public assemblies, amongst other functions.

The constitution of the Municipal Advisory Council took place on 7 February 2006 at a session held in the Plenary Room of Town Hall.

The **Public Assembly** is the participative space reserved for the public presentation by the Town council of issues of particular importance to the town. A public assembly can be requested by a minimum of six of the not-for-profit organizations listed on the municipal register of associations, or can also be requested by a minimum of 1,000 citizens aged over 16 and the Federation of Neighbourhood Associations of Gavà.

With the approval of the new ROM, organizations also have an open forum to submit questions to the municipal Plenary concerning matters of municipal authority. Other mechanisms of citizen participation governed by the ROM are public initiative, the municipal sector councils, public consultations, participation methods and new technologies, and the right to present proposals for resolution to the Plenary. It also envisages the creation of the entity of the Ombudsman for the purpose of upholding citizens' rights.

With regard to aspects relating to information, the regulation stipulates, amongst other things, the municipal obligation to provide information through instruments such as the Citizens' Advice Bureau, free Internet points at different municipal facilities, and the inclusion on the municipal website of a virtual noticeboard for edicts. The ROM also states that the Plenary must approve a regulation to govern the conditions for access and use of the municipal communication media by councillors and municipal groups.

The document was definitively approved at the plenary session held in October 2004 and went into force on 14 December 2004.

### 21.2. Citizens' right to participation

- Participation in collective matters of municipal authority through the regulatory mechanisms.
- To exercise the right to petition on matters of general, collective or individual interest, of municipal authority, without a specific legal procedure.



- To be received in audience by municipal authorities and take part in public assemblies.
- To receive information on municipal activities.
- To present complaints, suggestions and claims on the operation of local services by means of any channel of communication.
- To present claims and complaints to the Municipal Ombudsman.
- To access information, consult documents and obtain copies of the documentation of records in which the person concerned is the interested party.
- To attend Plenary sessions and intervene in them, presenting proposals for resolutions in the circumstances envisaged in the ROM.
- To participate in the initiative of public consultations.
- To participate in complementary municipal bodies as envisaged in the ROM.
- To exercise public initiative.
- To choose the joint official language in which procedures should be written where the person concerned is the interested party.

### 21.3. The right to belong to an association

The Municipal Organic Regulation (ROM) governs the rights of citizens' not-for-profit associations to participate in public municipal matters. The organizations listed on the municipal register of associations may exercise these rights.

Associations may benefit from the following from the Town council:

- Subsidies and grants, and the use of public municipal assets such as meeting rooms, public spaces and infrastructures, in accordance with budgetary provisions and regulatory procedures.
- The appropriate technical support from municipal departments to undertake actions of public interest.
- Information on municipal activities whose subject matter means they may be of interest to the association.
- Announcements and agendas of the public sessions of municipal bodies sent to the association's email address, subject to request.

Associations can:

- Raise proposals for action by the Town council on matters of municipal authority.
- Promote the exercise of public initiative under the terms envisaged by the ROM.
- Request a Public Assembly to formulate proposals to the Town council in accordance with the regulations established by the ROM.
- Formulate questions to be put to the governing team and/or municipal groups to be answered at the Plenary.

### 21.4. Noticeboard

In the lobby of Gavà Town Hall there is a **noticeboard** where you can consult different municipal information. This includes the agendas of municipal plenary sessions, various official memoranda and the census during election periods.





### Article XXI – THE RIGHT TO LEISURE

The local authorities recognise the right of citizens to leisure time. The local authorities guarantee quality leisure spaces for all children without discrimination.

## 22 • Civic centres / Municipal clubs / Cultural facilities

### Espai Maragall Civic Centre for the Scenic Arts

Passeig de Joan Maragall, 11

Tel: 93 263 91 36

Website: <http://espaimaragall.gavaciutat.cat/>

The Espai Maragall has the facilities to put on shows of all kinds and is also available to the town's organizations and associations. It thus provides a platform for disseminating projects organized by local theatre, dance, music and choral organizations, and at the same time offers a regular programme of shows by well-known professional entertainment companies.

### Ca n'Espinós Civic and Sports Centre

Carrer Principal, s/n

Tel: 93 662 52 45

Opening hours: Monday to Friday, 4 pm – 9 pm

Civic and sports facilities in the Ca n'Espinós neighbourhood. This has an assembly hall, three multipurpose classrooms and a sports field with changing rooms. It is the headquarters of the Ca n'Espinós Neighbourhood Association, the Esplai Masia Espinós and the APAMM (Association to Support Marginalised Minorities). The Club is used for organizing sporting, cultural and civic activities by the local organizations as well as by the Gavà Town council and neighbourhood associations.

### Casal Municipal d'Entitats Sant Jordi

Rambla de Joaquim Vayreda, 31

Tel: 93 633 36 00

Opening hours: Monday to Friday, 4 pm – 10 pm

This civic facility is intended to provide services for not-for-profit organizations in the town. The Club has the following facilities: conference room, boardroom, multipurpose classrooms and exhibition rooms. The Club also has the following services: free computers and Internet access for organizations, a consulting service, and fully equipped offices at the disposal of the town's organizations.

### American Lake Municipal Cultural Centre

Carrer de Castelldefels, 11

Tel: 93 638 41 16

Opening hours: Monday to Friday, 4 pm – 11:30 pm  
Saturday, 9 am – 3 pm and 4 pm – 10 pm  
Sunday, 4 pm – 9 pm



This facility comprises a main building with two rooms for musical rehearsals, a multipurpose room, a photography lab and an annex where concerts, plays and other cultural and social events are organized. It is currently the headquarters of the Gavà Photography Association, the Atelier painting school and the El Racó music school.

### **Casal Municipal de Can Tintorer**

Carrer de Rafael Casanova, 5

Tel: 93 662 66 78

Opening hours: Monday to Saturday, 6 pm – 8:30 pm

It is a civic facility managed by the neighbourhood association. It is the headquarters of this association and the Esplai Arc de Sant Martí. The facility is used to host cultural, social, educational and neighbourhood activities organized by these associations and the Town council.

### **Casal Municipal de Can Tries**

Carrer del Riu Besòs, 7

Tel: 93 638 37 51

Opening hours: Monday to Friday, 5 pm – 7 pm

The Club is the headquarters of the Can Tries Neighbourhood Association and the Pensioners' and Retirees' Association. It hosts social, cultural and religious activities organized by these two associations, by the Town council and by the local neighbourhood. The Club has three activity rooms, a multipurpose function room, an office, a bar and a terrace.

### **Maria Aurèlia Capmany Cultural Centre**

Avinguda d'Eramprunyà, 46

Tel: 93 662 66 95

The centre has four rooms available to local organizations that work to preserve and promote traditional culture. It is the headquarters of the Companyia General del Foc (General Fire Company) and the Can Tintorer Band. The facility also has a workshop for doing craftwork and a warehouse.

### **Punt Municipal i Cívic La Sentiu**

Carretera de la Sentiu, s/n. Àrea de Can Llong

This facility was created in 2001 to provide a service for the La Sentiu neighbourhood. It is the social headquarters of the neighbourhood association and has an administrative area and a multipurpose activity zone.

### **Cultural Centre**

Carrer de Sarrià, 9

Tel: 93 662 05 38



The citizens have a right to a healthy environment which seeks a sustainable balance between industrial development and the environment. To this end the municipal authorities take precautionary measures by creating policies regarding pollution (including that of noise pollution), energy saving promotion, recycling or re-usage and waste recovery. They extend and protect the green zones of cities.

### 23.1. Selective rubbish collection

**BROWN** container: This container is used for all solid waste resulting from the preparation and consumption of food; in other words, any material that is biodegradable. For example: remains of food (fruit peel, fish bones, meat bones, etc.), used paper towels with food remains, etc.

**GREEN** container: This container is used for glass: clean glass bottles or jars without lids or corks.

**BLUE** container: This container is used for all kinds of paper and cardboard: packaging, brochures, magazines, newspapers, advertising, etc.

**YELLOW** container: This container is used for light packaging. This includes plastic containers, tins and cans, and liquid packaging boards.

You can also find specific containers for batteries at various points around the town and in certain shops. You can also deposit them at Gavà Town Hall.

The municipal company PRÉSSEC provides a service for collecting furniture and appliances from people's homes. You need to contact them to arrange a collection time.

To take advantage of this completely free service, call **900 66 33 88**. The PRÉSSEC staff take this material to the Gava recycling plant.

The mobile rubbish removal service was instigated by Gavà Town council and the Metropolitan Environmental Association to help with the processing of waste that needs special treatment because of its toxic or pollutant nature: textiles, shoes, stale bread, X-rays, photocopier toners, fluorescent lights, batteries, oils, paint, sprays, solvents, etc.

The mobile rubbish removal service visits the different districts of Gavà on Tuesdays and Fridays. Its stops are as follows:



**TUESDAYS**

10 am - 10:55 am	Pl. Catalunya
11 am - 11:55 am	Sant Lluís / Av. Joan Carles I
12 pm – 12:55 pm	Pg. Joan Maragall / Pl. de l'Església
1 pm – 2 pm	Avinguda del Mar / Av. d'Europa

**FRIDAYS**

4 pm – 4:40 pm	Rbla. Joaquim Vayreda / c. Viladecans
4:50 pm – 5:30 pm	Av. Eramprunyà/ c. Joan I
5:35 pm – 6:20 pm	C. Sant Lluís (Pl. de la Font Groga)
6:25 pm – 7:05 pm	Pl. Jaume Balmes / Av. Diagonal
7:10 pm – 8:00 pm	Pl. de les Panes / Riera de les Paret

You can also take this kind of rubbish to the rubbish dump in Gavà.

**Where is it?****Gavà Rubbish Dump****Waste Recovery Plant**

Carretera del Camí Antic de Barcelona a València, B-210, km 1

Tel: 93 662 94 56

Opening hours: Monday to Thursday, 9 am – 1:30 pm and 3:30 – 5:30 pm

Friday: 9 am – 1:30 pm and 3:30 pm – 7:30 pm

Saturday: 9 am – 1:30 pm



## 24. • Sports

### 24.1. Where to practice sports

Gavà has the following sports facilities:

#### Can Tintorer Sports Ground

- **Can Tintorer Football Pitch**

Carrer de Francesc Viñas, 2

Tel: 93 638 02 49

Opening hours: It is necessary to book ahead

- **Sports Medicine Centre**

This sports medicine centre provides a service to assess the health of sportspeople, their biological development, cardio-circulatory adaptation to physical exercise and to identify any injuries that might interfere with sporting activities. It also offers recommendations and guidance for practising sport.

**Where is it?**

Sports Medicine Centre

Carrer de Sant Pere, 118. Edifici Nova Swimming Pool

Tel: 93 638 22 67

Opening hours: Monday to Friday, 3 pm – 10 pm

- **Can Tintorer Sports Centre**

Rambla de Pompeu Fabra, 144-152

Tel: 93 638 02 49

- **Can Tintorer Municipal Swimming Pool**

Rambla de Pompeu Fabra, 144-152

Tel: 93 638 02 49

- **Can Tintorer Sports Ground**

Rambla de Pompeu Fabra, 144-152

Tel: 93 638 02 49

Opening hours: It is necessary to book ahead

- **Ernest Barrufet Sports Centre**

Carrer de Joan XXIII, 8

Tel: 93 638 02 49

Opening hours: it is necessary to book ahead

#### Diagonal Sports Zone

- **La Bòbila Municipal Stadium**

Passatge d'Elisenda de Montcada, s/n

Tel: 93 633 35 40

- **Nova Municipal Swimming Pool**

Carrer de Sant Pere, 118

Tel: 93 633 35 40

- **Pavelló Jacme March**

Carrer de Sant Pere, 116

Tel: 93 633 35 40

Opening hours: it is necessary to book ahead



**Can Sellarès Sports Zone**

Avinguda de Gavà, 90

Tel: 93 662 04 44

**Can Torelló Sports Zone**

Avinguda de Bertran Güell, s/n

Tel: 93 638 14 68

Opening hours: it is necessary to book ahead

**For further information:**

Municipal Sports Board

Plaça de Jaume Balmes, s/n

Tel: 93 263 91 80

email: pmesports@gava.cat

**24.2. How to join a sports club**

The town of Gavà has various sports clubs where you can practice your favourite sport:

- Gavà Handball Club.
- David Barrufet-Gavà Handball School.
- Gavà Football School.
- Gavà Indoor Football Club.
- Gavà Basketball Club.
- Gavà Athletics Club.
- Gavà Triathlon Club.
- Gavà Rifle Shooting Club.
- Gavà Baseball and Softball Club.
- Gavà Chess Club.
- Gavà Mar Football Club.
- Gavà Softball Project.

**For further information:**

Municipal Sports Board

Plaça de Jaume Balmes, s/n

Tel: 93 263 91 80

email: pmesports@gava.cat



## 25 • Municipal markets

The municipal markets are one of the key elements in the commercial sector of Gavà. They are public spaces where commercial activities are combined with civic and cultural experiences.

The municipal markets represent the traditions and everyday activities that reflect the most vibrant aspects of local life.

### You can find the following markets in Gavà:

#### **El Centre Municipal Market**

Plaça Major, s/n

Tel: 93 662 17 93

#### **MercaGavà Municipal Market**

Rambla de Pompeu Fabra, 87

Tel: 93 662 88 51

#### **Itinerant markets**

Carrer del General J. Moragues/Avinguda de Joan Carles I

Every Tuesday, 7 am – 2:30 pm



## Article XI – RIGHT TO INFORMATION

Citizens have the right to information on matters concerning social, economic, cultural and local administrative life. This is limited only by the respect for people's private life and the protection of small children and young people.

The municipal authorities offer the means for effective, open and easy access to information. With this in mind, they foster learning, facilitation of access to and regular updating of Information Technology skills.

## 26 • Communications and the media

### 26.1. Gavà local newspaper: El Bruguers

El Bruguers is Gavà's local newspaper. It contains all the news on events taking place in the town which will help to keep you updated on what's going on. It is sent on a regular basis to your home address and is free of charge. You can also get it at Gavà Town Hall or read it online: <http://www.elbruguers.cat/>.

In the Agenda section you will find more information on the different activities organized in Gavà.

### 26.2. Radio Sellarès

Radio Sellarès is the local radio station for Gavà and Viladecans and you can tune in on 91.2 FM. Since 1995, when it was first founded, it has been committed to offering a broad and varied selection of quality programmes with an emphasis on local news and events. A team of dedicated professionals has made it possible to broadcast a total of 87 hours per week of information, interviews, cultural features, audience participation programmes and music for every taste and preference.

#### Where is it?

Radio Sellarès

Masia de Can Sellarès 2nd floor

Avinguda de Gavà, 90

08840 Viladecans

Tel: 93 662 00 80

Website: <http://www.radiosellares.cat/>

### 26.3. Gavà Television

The local television channel broadcasts a varied programme every day of the week, featuring the latest news, reports, entertainment, cultural programmes and documentaries, and is committed to offering a high quality, professional public service, with the town of Gavà as its point of reference.

#### Where is it?

Gavà Television Studios

Guifré el Pelós, 4, ground floor

Tel: 93 638 19 90

Website: [www.gavatv.cat](http://www.gavatv.cat)





#### Article XX – RIGHT TO MOVEMENT AND TRANQUILLITY IN THE TOWN

The local authorities recognise the right of citizens to have a transport system in keeping with the desired tranquillity of the town. To this end they encourage a public transport system accessible to all and incorporating a system of city and inter-city links. They manage motor traffic and see to it that it runs smoothly and in harmony with the environment.

## 27 • Mobility and public transport

Gavà is just a few kilometres from Barcelona and has a network of roads that provide rapid access to the municipality. Getting to Gavà and moving around by public transport is easy, convenient and inexpensive.

### 27.1. Trains

There is a RENFE suburban station at Gavà with fast and convenient links to the rest of the country. Barcelona's suburban railway network (Rodalies) offers a frequent service, some of which are semi-direct. The railway line that runs through Gavà is the C-2, covering Maçanet-Massanes-Barcelona-Vilanova i la Geltrú-Sant Vicenç de Calders.

#### For further information:

##### RENFE Station in Gavà

Plaça de l'Estació, s/n

Tel: 902 41 00 41

Website: [www.rodaliesdecatalunya.cat](http://www.rodaliesdecatalunya.cat)

### 27.2. Buses

Gavà has a total of 13 bus routes, one of which is urban and 12 inter-urban. Ten of these are daytime services and two run at night. They provide access to the main points within the municipality, to other neighbouring towns, and to the city of Barcelona.

### 27.3. Bus network

The Gavabús line of **urban buses** is the GA-1, which has a double route:

GA-1. Av. d'Europa – Ca n'Espinós

GA-1. Pl. de La Sentiu – Av. d'Europa

Buses pass every 20-30 minutes, depending on the time of day and the day of the week.

For further information on timetables and bus stops you can consult the website: [www.baixbus.cat](http://www.baixbus.cat) or call 900 66 33 88 or 902 023 393.

The **inter-urban bus** lines are as follows:

L-80. Barcelona – Gavà (by motorway)  
Gavà – Barcelona (by motorway)

L-81. Barcelona – Gavà (via Sant Boi)  
Gavà – Barcelona (via Sant Boi)



- L-82. L'Hospitalet (City of Justice) – Gavà (via Almeda)  
Gavà – L'Hospitalet (City of Justice) (via Almeda)
- L-85. L'Hospitalet (City of Justice) – Gavà (via Sant Ildefons)  
Gavà – L'Hospitalet (City of Justice) (via Sant Ildefons)
- L-94. Barcelona – Gavà (Castelldefels motorway) – Castelldefels – Port Ginesta (Sitges)  
Port Ginesta (Sitges) – Castelldefels- Gavà (Castelldefels motorway) – Barcelona
- L-95. Barcelona – Gavà (stops at Gavà Mar) – Castelldefels  
Castelldefels – Gavà (stops at Gavà Mar) – Barcelona
- L-96. Sant Boi de Llobregat (FGC station) – Gavà – Castelldefels  
Castelldefels – Gavà – Sant Boi de Llobregat (FGC station)
- L-97. Barcelona (Maria Cristina) – Gavà – Castelldefels  
Castelldefels – Gavà – Barcelona (Maria Cristina)
- L-99. Castelldefels – Gavà – Airport T1  
Airport T1 – Gavà – Castelldefels
- 902. Barcelona – Gavà – Begues – Olesa de Bonesvalls (via l'Hospitalet)  
Olesa de Bonesvalls (via l'Hospitalet) – Begues – Gavà – Barcelona

The **night buses** run between Barcelona, Gavà and Castelldefels:

- N-14. Castelldefels – Gavà – Barcelona (Plaça Catalunya)  
Barcelona (Plaça Catalunya) – Gavà – Castelldefels
- N-16. Barcelona (Plaça Catalunya) – Gavà – Castelldefels (Bellamar) via Prat de L.  
Castelldefels (Bellamar) via Prat de L. – Gavà – Barcelona (Plaça Catalunya)

For further information on timetables and bus stops, you can consult the website: [www.baixbus.cat](http://www.baixbus.cat) or call 900 66 33 88 or 902 023 393.

## 27.4. Taxis

Gavà also has a taxi service. The taxi rank is by Gavà railway station.

### Where is it?

#### Gavà station taxi rank

Rambla de Salvador Lluç, s/n

Tel: 93 630 30 30

For further information or to book a taxi:

#### Gavà Radio Taxi

Carrer de Sant Isidre, 85

Tel: 93 630 30 30

Website: [www.taxibaix.com](http://www.taxibaix.com)



## 27.5. Cycle lane

Gavà has an extensive network of cycle lanes to encourage people to use their bicycles for sport or recreation, as well as an alternative means of transport to motorized vehicles.

There are currently cycle lanes on all the town's main thoroughfares, specifically on Avinguda de Joan Carles I and Carrer de la Riera de Sant Llorenç (both of which have been modified on various occasions to make them more publicly accessible).

The Mil·lenni Park and the Gavà Mar district (on Avinguda del Mar and the Passeig Marítim) also have lanes exclusive for use by cyclists.



## 28 • Town map

There is a town map on the website of Gavà Town council (<http://www.gavaciutat.cat>) with a street search engine to find the address you are looking for. It is also a useful tool for locating the town's services and facilities.



## 29 • Useful telephone numbers

- Gavà Town Hall: 900 66 33 88/ 93 263 91 00
- Josep Soler Vidal Library: 93 263 92 30
- Marian Colomé Library: 93 638 36 61
- CAP Gavà-2 Bartomeu Fabrès Anglada: 93 638 33 20
- CAP Gavà-1: 93 638 32 00
- Maria Aurèlia Capmany Cultural Centre: 93 662 66 95
- Can Tintorer Municipal Club: 93 662 66 78
- Can Tries Municipal Club: 93 638 37 51
- American Lake Municipal Cultural Club: 93 638 41 16
- El Centre Municipal Senior Citizens' Club: 93 662 53 62
- Municipal Cemetery: 93 638 07 15
- Espai Maragall Civic Centre for the Scenic Arts: 93 263 91 36
- Gavà Adults' Mental Health Centre: 93 662 51 52
- Children's Mental Health Centre (CSMIJ): 93 638 39 93
- Enterprise Support Centre: 93 633 34 50
- Gavà Mar Municipal Services Centre: Queries, 93 633 29 16
- Gavà Rubbish Dump: 93 662 94 56
- Eramprunyà Adult Education School: 93 662 07 04
- Gavà Television Studios: 93 638 19 90
- Gavabús: 902 023 393
- Viladecans Hospital: 93 659 01 11
- Gavà Violent Crime Courts : 93 554 52 65
- La Casa Gran: 93 635 54 35
- Helpline for women in violent situations at the Catalan Women's Institute: 900 900 120
- Gavà Mines Archaeological Park: 93 263 96 20
- Mossos d'Esquadra: 93 662 00 54. Emergencies 088
- Local Housing Office: 93 263 96 60
- Fire Brigade: 93 662 54 45. Emergencies 085
- Municipal Park and Museum of Gavà: 93 263 96 10
- Municipal Sports Board: 93 263 91 80
- Gavà Municipal Community Services Board: 93 263 91 36
- Gavà Municipal Police Force: 93 263 91 40
- Castelldefels National Police Force: 93 635 03 03. Emergencies 092 or 112
- Viladecans National Police Force: 93 647 31 72. Emergencies 092/112



- Radio Sellarès: 93 662 00 80
- Gavà Radio Taxi: 93 630 30 30
- Gavà Civil Registry: 93 635 24 04
- RENFE: 902 41 00 41
- Sanitat Respon (24 h): 902 111 444
- Gavà Local Catalan Service: 93 638 26 11
- SIAD (Women's Information and Support Service): 93 638 38 88
- Emergencies (general number): 112
- Medical Emergencies: 061

