

INSTRUCTION ON USE OF THE WEBSITE

This document provides essential information on how to fill in the search fields, opening and saving the documents, plus advice on trouble-shooting matters. This document may be printed or saved on your computer by clicking “save a copy” on the Adobe Acrobat toolbar or menu.

CONTENTS

SEARCHING FOR A DOCUMENT

Search Fields

Keywords –

Title –

Legislation number –

Date from Date to –

Search within these categories –

Ordered by –

THE SEARCH RESULTS WINDOW

DOCUMENT RESULT WINDOW

SAVING and PRINTING A DOCUMENT

TROUBLE-SHOOTING

SEARCHING FOR A DOCUMENT

1. On the home page click the “**Search for a document**” button.
2. The search form will open.

In order to effect a search at least one search field should be activated. To broaden your search use the minimum possible. To target more closely the item you require enter as many fields as possible with the maximum amount of information as you may be aware of.

Below is a brief description of the search fields:–

Keywords – Can be any suitable search term(s) or set of number(s) (year, EU directive number, etc.). These keywords can be typed in any order leaving a single space between each term. Do not use any prepositions (the, and, or, etc.) or punctuation (except in the use of the forward slash “/” in the case of an EU directive number). It is immaterial if the keyword appears in the title of the document or not. Keywords are not case sensitive.

Searching for an Act and entering the words "maternity act" in the keyword field will produce the following result:

**Working Time Act
Medical and Health Act
Social Security (Open Long-Term Benefits Scheme) Act 1997
Social Security (Insurance) Act
Social Security (Employment Injuries Insurance) Act**

Typing the words "Health maternity employment" will produce the following results:

**Working Time Act
Industrial Tribunal (Extension of Jurisdiction) Rules,
Employment (Maternity and Parental Leave, and Health and Safety)
Regulations
Employment (Maternity and Health and Safety) Regulations 1996
Employment Act**

Typing “94/47/EC” will produce the following result:

Timeshare Act

Title – Refers to the title of the document.

The name, or parts of the name, must be typed in exactly the same way as it was originally published including brackets, numbers, etc. To increase the number of hits keep the title brief. You may even type in only part of a word in cases when you are not sure of the spelling. To target a particular document more accurately be specific in the title name. If you are not sure of the correct title of the legislation it is recommended that you enter the search term(s) in the “Keyword” fields:

e.g. Searching for an Act and entering the words “Health Act” in the title field will produce the following result:

**Medical and Health Act
Public Health Act**

Typing the word "Health" will produce the following results:

**Medical and Health Act
Medical and Health (Complaints Procedure) Act
Public Health Act**

Plus the topic, if any, of the above and all other subsidiary legislation containing the word "Health" in the title.

Typing "Medical Act" in the 'Title' field will produce NO result, in this case use the keyword field.

Legislation number – Refers to the Act number or Legal Notice number:

To increase the number of hits insert only part of a number–

"95" will produce all documents containing the digits 95 e.g 1895, 1995, 95, 095, 195, 295, etc.

Do not enter any words, "of", "and", "LN.", "No.", etc. or "/", or "\" symbols.

Use only the formats without spaces as detailed below:

Topic (*These documents are the "title page(s)" of the topic and are simply a listing of the relevant subsidiary legislation created under the named Act, and under what powers they have been created*) –

(year) - (number)(letter m) yyyy-nnm **1995-03M**

Consolidated Acts–

(year) - (number)(letter o) yyyy-nno **1995-03o**

Amending Act–

(year) - (number) yyyy-nn **1998-03**

*Please note: That if an Act is a principal Act but contains consequential amendments it will appear in its original form as **1997-25** and **1997-25o** in its consolidated form.*

Subsidiary Legislation (Legal Notices)–

(year)(letter s) (number) yyyyssnnn **1995s003**

Amending Subsidiary Legislation (Legal Notices)–

(year) = (number) yyyy=nnn **1974=001**

Subsidiary Legislation Published Before 1971

(year) . (month) . (day) yyyy.mm.dd **1930.02.03**

Date from Date to – Quantifies the search parameters of the commencement date of the legislation. Please note that the commencement date will not necessarily always be the same as the publication date. It is also possible for an Act to be published in a particular year and not come into force until the following year. If a document has more than one commencement date, the date for search purposes is the earliest.

Search within these categories – You may tick any number of fields. To broaden the search tick more than one. All categories are ticked by default.

TOPICS – These documents are the “title page/s” of the topic and are simply a listing of the relevant subsidiary legislation created under the named Act, and under what powers they have been created.

ACT – These documents contain the text of the “Principal” Act and a consolidation of all relevant amendments. The number of the amending legislation and the “relevant current provisions” which have been amended are listed at the front of the document. The original amending text can be accessed by ticking “**Amendments**” in the search form.

SUBSIDIARY – These documents contain the consolidated text of each subsidiary legislation with all relevant amendments. The list of amendments can be found on the “result page” and the original text can be accessed by ticking “**Amendments**” in the search form.

AMENDMENTS – Texts of all relevant amending legislation within the set parameters.

REPEALS & REVOCATIONS – These documents contain the texts of principal Acts and subsidiary legislation which have been repealed or revoked.

Ordered by – Only one button at a time may be highlighted and will determine the order in which the documents will be presented.

4. Once the “search form” has been adequately filled in, click the “**Search**” button at the bottom of the form. The program will then search through the laws database and produce the results, if any, in a new window.
5. If a search has resulted in a number of hits they will be displayed in a “**Search Results**” window listed in the order as determined by the “**Ordered by**” button. If the results have not produced the required documents click “Try a new [Search](#)” to open a new search form or click the “**back**” button on the browser to refine your search criteria.

THE SEARCH RESULTS WINDOW

6. To access the item click the “[View](#)” button.

Title – The full title of the document.

Date – Refers to the commencement date of the legislation.

Legend – Defines the category of the document.

Topic – The name of the Principal Act or, in the case of subsidiary legislation, the name of the Act under which it was made.

Category – The type of document. Refer to the legend at the top of the window.

To access the item click the “[View](#)” button.

Legend: T Topic Index C Consolidated Act S Consolidated Subsidiary A Amendments R Repeals & Revocations

If no results have been obtained it may be because the search field(s) has not been filled in correctly. Try a new [Search](#), then click “Help” in relevant search field for advice on the alphanumeric terms or symbols that may, or must not, be used. If more than one field has been filled reducing the number of filled-in fields to increase the chances of a hit.

Important legal notice: The information on this site is subject to a [disclaimer](#), and a [copyright](#) notice.

144 documents found.

Date	Title	Topic	Category
01 Mar 2007	CONTROL OF ASBESTOS REGULATIONS 2007	FACTORIES	S
31 Dec 2006	Import Duty (Integrated Tariff) (Amendment) Regulations 2006	IMPORTS AND EXPORTS	A View
21 Dec 2006	Imports and Exports (Amendment) Act 2006	IMPORTS AND EXPORTS	A View
01 Jul 2006	Import Duty (Franchise) (Amendment) Regulations 2006	IMPORTS AND EXPORTS	A View
05 Jun 2006	COMMUNICATIONS ACT 2006	COMMUNICATIONS	C View
25 May 2006	ENVIRONMENTAL PROTECTION (DISPOSAL OF PERSISTENT ORGANIC POLLUTANTS) REGULATIONS 2006	ENVIRONMENTAL PROTECTION (DISPOSAL OF DANGEROUS SUBSTANCES)	S View
27 Apr 2006	Imports and Exports (Control) (Amendment) Regulations 2006	IMPORTS AND EXPORTS	A View
30 Mar 2006	Importation of Dogs and Cats (Amendment) Notice 2006	ANIMALS AND BIRDS	A View
30 Mar 2006	Importation of Birds, Poultry and Hatching Eggs (Amendment) Rules 2006	ANIMALS AND BIRDS	A View
08 Dec 2005	Imports and Exports (Amendment) Act 2005	IMPORTS AND EXPORTS	A View
17 Nov 2005	ANIMAL PRODUCTS (INTRA-COMMUNITY TRADE) REGULATIONS 2005	PUBLIC HEALTH	S View
14 Jul 2005	DRUGS (MISUSE) REGULATIONS 2005	DRUGS (MISUSE)	S View
28 Apr 2005	INTELLECTUAL PROPERTY (COPYRIGHT AND RELATED RIGHTS) ACT 2005	INTELLECTUAL PROPERTY (COPYRIGHT AND RELATED RIGHTS)	C View
01 Apr 2005	IMPORTS AND EXPORTS (BONDED STORES AND TRANSIT SHEDS) REGULATIONS 2005	IMPORTS AND EXPORTS	S View

- To open the document click the Document: "[Filename.pdf](#)" button.

Please note that if your connection to the internet is via a standard dial-up modem (56k) it may take several minutes to download the document.

- By clicking "[View](#)" "**Other items in this Topic**" a further list will open giving access to the relevant documents. To open the documents click the "[Filename.pdf](#)" button then follow the on-screen instruction to either view the item on-line or to copy the document onto your computer.
- To return to the "**Search**" window click the "**Back**" button on your browser or click "[New Search](#)"

The screenshot shows the 'LAWS OF GIBRALTAR' website. The main content area displays 'Act: INCOME TAX ACT' with a date of '01 Apr 1953'. Below this, there is a link for 'Consolidated text of legislation: 1952-11a.pdf' and a list of amendment documents from 2006 to 1984. A table titled 'Other documents in this topic' has four columns: 'Index of the Topic', 'Subsidiary Legislation', 'Amendments', and 'Repeals & Revocations', each with a 'View' link. A 'New Search' link is also present. Callout boxes provide instructions: 'Click to open the document in Adobe format' points to the PDF link; 'Click to open the text of amendments as originally published in the Gibraltar Gazette' points to the amendment list; 'Click view to access the "Index to Topic" window' points to the 'Index of the Topic' link; 'Click view to access a list of all subsidiary legislation made under this Act' points to the 'Subsidiary Legislation' link; 'Click view to access a list of amending legislation on this topic' points to the 'Amendments' link; and 'Click view to access a list of revoked or repealed legislation in this topic' points to the 'Repeals & Revocations' link.

Index of the Topic	Subsidiary Legislation	Amendments	Repeals & Revocations
View	View	View	View

SAVING and PRINTING A DOCUMENT

In the "adobe Acrobat" window click "Save a copy" or "floppy" icon. Then follow the on-screen instructions

To print the document click "print"

The screenshot shows the Adobe Acrobat interface. The top menu bar includes File, Edit, View, Favorites, and Tools. The toolbar contains icons for Save a Copy, Print, Email, Search, and Review & Comment. The document content is as follows:

Food and Drugs **1964-07**

IMPORTED FOOD REGULATIONS, 1988

Regulations made under section 13.

**Subsidiary
1988/020**

IMPORTED FOOD REGULATIONS, 1988

(LN. 1988/020)

1.3.1988

Amending enactments	Relevant current provisions	Commencement date
1988/003	regs. 2(1), 5(1), 11 and 12.	1.2.1988
1988/034	regs. 2, 6(3), 10(1), 11(1) and 12(3).	1.3.1988
2000/054	reg. 18 and Sch. 11.	27.7.2000

The status bar at the bottom shows "Done" and "Internet".

TROUBLE-SHOOTING

1. One features of the Internet Explorer [IE] web browser is that when you open a particular internet page copies of the files are saved in a temporary storage area or memory "cache" on your computer . When a piece of legislation gets amended the text will obviously change but the filename will remain the same. In this case the browser may open the old file it still has in the store instead of the newly amended one. It is important therefore to regular empty the cache to prevent this from happening.

To empty the cache, click the "**TOOLS**" menu on your IE browser then click the "**INTERNET OPTIONS**" button. When the window opens click the "**GENERAL**" tab then in the "**Temporary internet files**" click "**Delete files ...**"