

Fill-in guide

For the Spanish instancia form to your Ayuntamiento (town hall)

This PDF is NOT an application. It explains in English how to complete and submit the Spanish form.

Only the Spanish instancia counts at the town hall.

1. What is an instancia?

An instancia is a formal administrative request in Spain. It must be submitted at the Registro del Ayuntamiento (municipal registry). Without proof of entry (justificante de registro) you have no evidence - that weakens any later complaint or court action.

2. Preparation

- Print the Spanish form or fill it on a computer; sign by hand.
- Copy all attachments (photos, costs, vet lists).
- If signing for a charity: statutes + proof of representation (junta directiva) ready.
- Optional: bring a second copy and ask for the registry stamp on your copy.

3. Header: Destinatario

Excelentísimo Ayuntamiento de: your municipality, e.g. Manacor, Calvia, Palma.

Concejalía: relevant department. Often: Medio Ambiente, Salud Pública, Bienestar animal or Servicios Sociales. If unsure, ask at the town hall or address the Alcaldía.

4. Datos del solicitante (applicant details)

D./Dña.: first and last name of the person applying.

D.N.I. / N.I.E.: Spanish ID or foreign resident number.

Asociación: name of the registered animal charity (if applicable).

N.I.F.: charity tax ID (CIF).

En calidad de: e.g. president, colony coordinator, authorised representative.

Domicilio: postal address for official notifications (can be charity address).

Teléfono y correo: phone and email.

5. EXPONE (statement of facts)

Describe the situation factually - no emotion, clear facts:

Primero: references Art. 39 Ley 7/2023 (municipal duty). Leave as written.

Segundo: municipality name. Colony location as precisely as possible: street, hotel, urbanisation, GPS. Estimated cat count and how many are unneutered.

Tercero: since when have you cared for the colony? What costs have volunteers paid (food, neutering, vet)? Stress: no structured municipal support.

Cuarto: reference to Balearic protocol (Dec. 2025). Standard text.

Quinto: tick which attachments you include (copies, not originals).

6. SOLICITA (requests)

The six points are your concrete demands. You may adapt them, but should include:

- Programa municipal (mandatory programme under the law)
- Registro / RIACIB (official registration)
- Convenio (cooperation agreement with CER funding)
- Named vet + municipal contact person
- 24h emergency service (Art. 38 Ley 7/2023)
- Written response within legal deadline (Ley 39/2015, usually 3 months)

7. Anexos (attachments)

Tick every attachment you include. Strong evidence:

- Dated photos
- Table: cat, sex, neutered yes/no, ear mark

- Vet invoices (summarised)
- Copies of previous emails/letters to the council

8. Signature and submission

Place, date, handwritten signature.

Submit at: Registro del Ayuntamiento (in person) or the municipality's sede electronica.

ALWAYS request justificante de registro - with date and registry number!

Keep a photo of the stamp or receipt.

9. What happens next?

- The council must respond within the deadline (usually 3 months, Ley 39/2015).
- If no reply: check silencio administrativo (often positive) -> request certificado de silencio.
- If refused: recurso de alzada (1 month).
- Keep everything for media, Síndic de Greuges or contencioso-administrativo.

10. Example placeholders

Municipality: Manacor

Colony: Urbanisation XYZ, Carrer de..., approx. 18 cats, 12 sin esterilizar

Charity: Example Animal Welfare, CIF G-12345678

Carers since: 2019

Full article: mallorcapets.org/en/magazine/street-cats-mallorca-municipal-rights-enforce

Not legal advice. For litigation or complex cases, consult a qualified lawyer.