

	As required by ISO 9001 Effective date - _____ 2014	IC-31/17 Version 01 Changed pages 00/03
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Providing with a permit for placement of outdoor advertising	
Original: Authorized Representative for QMS Matters copies: according to the register of mailing		

Created by:	Checked by:	Approved by:
Acting Director of the Department of City Planning and Architecture _____ Gaydar V. "___"_____ 2014p.	Authorized Representative for QMS Matters _____ Lys A. "___"_____ 2014 p.	Mayor _____ Anushkevychus V. "___"_____ 2014 p.

1	Body providing the service	Department of City Planning and Architecture
2	Place of application and getting results of service	Center of Administrative Services Delivery Nezalezhnosti Str, 9 Phone/fax : 75-01-19, 75-21-41 e-mail: cnap@mvk.if.ua , web-site: www.cnap.if.ua Working hours: Monday, Thursday: 9.00 - 20.00 Tuesday, Wednesday, Friday, Saturday: 9.00 - 16.00

3	<p>The documents required for obtaining administrative services</p>	<p>For setting priorities:</p> <ol style="list-style-type: none"> 1. Application 2. Photograph and a computer model of place (6-9 cm.) where the promotional product will be installed. 3. Sketch of promotional product with constructive decision. 4. A copy of an extract from the Unified State Register of Legal Entities and Individual Entrepreneurs. <p>To get the decision of the Executive Committee:</p> <ol style="list-style-type: none"> 1. Application. 2. Agreed forms of permits. <p>Amendments to the permit:</p> <p>If during the term of the permit there appeared a need to change the type of the form of advertising product, distributor applies through the Permit Center of outdoor advertising to the competent authority with a written application in any form about registration in the permit proper changes. However, under a change in the type or form of advertising product we mean the change in form (structural elements) without changing the location of the advertising product.</p> <p>The application needs the following annexes:</p> <ul style="list-style-type: none"> - Technical characteristics of changes in the technological scheme of advertising product, agreed with the working body; - Photograph of advertising product and sketch with constructive decision. <p>Continued action of the permit:</p> <p>The term of the permit continues upon application filed through the Permit Center to Authorized Agency by distributor of outdoor advertising in any form with a copy of the permit (3 pcs.) not later than one month before the expiry date of the permit in the absence of the location of a special design.</p> <p>Reissuance of a permit:</p> <p>In case of acquisition of ownership to the advertising product by other person or its rental, the permit should be reissued.</p> <p>A person who has acquired ownership to advertising product for one month from the date of ownership for it applies through Permit Center to the competent authority with an application in any form for renewal of the permit.</p> <p>The application needs the following annexes:</p> <ul style="list-style-type: none"> - A document certifying the ownership to the advertising product; - Original of registered permit (3 pcs.) - Written consent of the owner of the placement of advertising product or its authorized body (s); - A copy of an extract from the Unified State Register of legal entities and individual entrepreneurs; - Bank details, ID number of the legal entity or individual identification number of the taxpayer, fees and other mandatory payments.
4	<p>The procedure and method of submitting documents</p>	<p>Personally or by procurance (notarized)</p>

5	Payment	Free
6	Term	Setting priorities- 10 days; Getting the decision of the Executive Committee - 30 days; Amendments to permit - 15 days; Continued action of the permit - 15 days; Re-issuance of a permit - 15 days
7	Service result	Permit for placement of outdoor advertising
8	Method of obtaining response (output)	Personally or by procurance (notarized)
9	Legislative and regulatory basis	1. The Law of Ukraine "On Advertising". 2. Typical rules of the placing of outdoor advertising, approved by the CMU Resolution of December 29, 2003 № 2067. 3. Procedure for placement of outdoor advertising in Ivano-Frankivsk, approved by the Executive Committee of the City Council of December 29, 2009 № 657.