

	As required by ISO 9001 Effective date - _____ 2014	IC-52/02 Version 01 Changed pages 00/03
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Approval of location to carry out a one-time trade	
Original: Authorized Representative for QMS Matters copies: according to the register of mailing		

Created by:	Checked by:	Approved by:
Head of Trade Department of Executive Committee of City Council _____ Ganchak O.	Authorized Representative for QMS Matters _____ Lys A.	Mayor _____ Anushkevychus V.
"___" _____ 2014p.	"___" _____ 2014 p.	"___" _____ 2014 p.

1	Body providing the service	Trade Department of Executive Committee of City Council
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	The documents required for obtaining administrative services	<p>To carry out small retail trade in places of non-capital building and provision of entertainment services</p> <ol style="list-style-type: none"> 1. Application of established model. 2. Advanced extract from the Unified State Register of legal entities and natural persons - entrepreneurs (original) until providing the access of public administrators to the Unified State Register of legal entities and natural persons - entrepreneurs. 3. Originals and copies of layout / traffic place in 1:500 scale, approved / reapproved in the Department of urban planning and architecture of the Executive Committee of the City Council. 4. Photographic images of the future place of small retail trade / entertainment services; 5. Copy of veterinary passport for the animal (in case of provision the services using animals). 6. Copy of permission to works of increased risk from Territorial Administration of State Control of Labour Protection of Ukraine (in the case when the attraction and other equipment are in the list of works of increased danger). <p>To carry out small retail trade with use of means of a mobile network</p> <ol style="list-style-type: none"> 1. Application of established model. 2. Advanced extract from the Unified State Register of legal entities and natural persons - entrepreneurs (original) until providing the access of public administrators to the Unified State Register of legal entities and natural persons - entrepreneurs. 3. Originals and copies of layout / traffic place in 1:500 scale, approved / reapproved in the Department of urban planning and architecture of the Executive Committee of the City Council. 4. Copy of sanitary passport to the vehicle issued by city-regional department of State Sanitary Epidemiological Service. 5. A copy of the permit for work with high risk and exploitation (the use) of vehicles, machinery and equipment of increased risk issued by Department of State Control of Mining Industry in Ivano-Frankivsk region. 6. Photographic images of the future place of means of remote trade network. <p>Note: Copies of documents shall be submitted with originals (for verification) or notarized.</p>
4	The procedure and method of submitting documents	Personally or by procurance (notarized)
5	Payment	Free
6	Term	30 days
7	Service result	Excerpt from the decision of City Council Executive Committee

8	Method of obtaining response (output)	Personally or by procurance (notarized)
9	Legislative and regulatory basis	<ol style="list-style-type: none"> 1. The Constitution of Ukraine of June 28, 1996 (as amended) (Paragraph 1 of Article 143). 2. Law of Ukraine of May 21, 1997 № 280/97 "On Local Self-Government in Ukraine" (as amended). 3. Decree of the Cabinet of Ministers of Ukraine № 833 of June 15, 2006 "On Approval of Trade and Business Trade Services Rules." 4. Order of IBEC of Trade of July 8, 1996 of Ukraine. № 369 "On Approval of the Rules of small retail trade network" 5. Decision of Ivano-Frankivsk City Council of April 9, 2014 № 189 "On approval of the new version of the "Regulations on the remote small retail trade and services in the field of entertainment in Ivano-Frankivsk"