

	<b>As required by ISO 9001</b> <b>Effective date - _____ 2014</b>	<b>IC-31/09</b> <b>Version 01</b> <b>Changed pages 00/02</b>
	<b>The Executive Committee of Ivano-Frankivsk City Council</b>	
	<b>INFORMATION CARD</b> <b>Provision of the permit for placement of light art and spatial advertising compositions (neon, light cord)</b>	

**Original:** Authorized Representative for QMS Matters  
**copies:** according to the register of mailing

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

<b>1</b>	<b>Body providing the service</b>	Department of City Planning and Architecture
<b>2</b>	<b>Place of application and getting results of service</b>	<b>Center of Administrative Services Delivery</b> Nezalezhnosti Str, 9 Phone/fax : 75-01-19, 75-21-41 e-mail: <a href="mailto:cnap@mvk.if.ua">cnap@mvk.if.ua</a> , web-site: <a href="http://www.cnap.if.ua">www.cnap.if.ua</a> <b>Working hours:</b> Monday, Thursday: 9.00 - 20.00 Tuesday, Wednesday, Friday, Saturday: 9.00 - 16.00
<b>3</b>	<b>The documents required for obtaining administrative services</b>	1. Application for placement of outdoor advertising (filled by the sample). 2. Sketch of promotional images made by the customer at the professional level, in scale and color, A4 (plus electronic version). 3. Photo of advertising space made from a distance of 15-30 meters from the advertisement installation (plus electronic version). 4. Certified copy of the certificate of registration for legal entities. 5. Certified copy of passport (for individuals - entrepreneurs).
<b>4</b>	<b>The procedure and method of submitting documents</b>	Personally by the customer or by procurance (notarized)
<b>5</b>	<b>Payment</b>	Free
<b>6</b>	<b>Term</b>	30 days
<b>7</b>	<b>Service result</b>	Excerpt from the decision of the City Council Executive Committee
<b>8</b>	<b>Method of obtaining response (output)</b>	Personally by the customer or by procurance (notarized)

<b>9</b>	<b>Legislative and regulatory basis</b>	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.
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