

## SERVICE PROVIDED BY THE ADMINISTRATION OF MARIJAMPOLĖ MUNICIPALITY

1.	Service name	Issue and revocation of the permit to engage in trade and/or provision of services in public areas
2.	Service recipients	Natural persons Business entities Public sector entities Foreigners
3.	Service type: electronic/ non-electronic service	Electronic service Non-electronic service
3.1.	Reference to e-service ( <i>in the case of an electronic service</i> )	<a href="https://www.epaslaugos.lt/portal/service/42522/23640">https://www.epaslaugos.lt/portal/service/42522/23640</a>
3.2.	Reference to the application form(s) ( <i>in the case of a non-electronic service</i> )	<a href="https://www.marijampole.lt/go.php/lit/Leidimo-prekiauti-ir-ar-teikti-paslaugas-vieosiose-vietose-idavimas-galiojimo-panaikinimas/1">https://www.marijampole.lt/go.php/lit/Leidimo-prekiauti-ir-ar-teikti-paslaugas-vieosiose-vietose-idavimas-galiojimo-panaikinimas/1</a>
4.	Service provision term	5 business days
5.	Service price	<ul style="list-style-type: none"> <li>• For trading or provision of services from temporary trading facilities (when the occupied area is up to 3 m<sup>2</sup>) – EUR 1.5 (per each additional square metre – EUR 1);</li> <li>• For trading from specialised vehicles equipped for trading, from cars and car trailers – EUR 1.5;</li> <li>• For provision of services: <ul style="list-style-type: none"> <li>○ Rental (bicycles, roller-skates, scooters, electric vehicles, etc.) per unit – EUR 1.5 per item;</li> <li>○ Household (weighing, photographing, drawing, shoe-cleaning, etc.) – EUR 1.5;</li> </ul> </li> </ul> <p>Local charge rates per month:</p> <ul style="list-style-type: none"> <li>• For trading or provision of services in kiosks and pavilions per 1 m<sup>2</sup> of occupied area – EUR 1;</li> <li>• For trading from temporary trading facilities when occupied area is up to 3 m<sup>2</sup>, cars or trailers adapted for trading – EUR 25 (per each additional square metre – EUR 1);</li> <li>• For the provision of mass catering services at (near) a public catering enterprise by extending the number of serviced places or from temporary outdoor cafes for 1 m<sup>2</sup> – EUR 1;</li> <li>• Provision of services: <ul style="list-style-type: none"> <li>○ Recreation, pleasure per 1 m<sup>2</sup> of occupied area – EUR 10;</li> <li>○ Public pay telephones (per each public pay telephone) – EUR 6;</li> <li>○ Rental (bicycles, roller-skates, scooters, electric vehicles, etc.) per unit – EUR 20;</li> <li>○ Household (weighing, photographing, drawing, shoe-cleaning, etc.) – EUR 20</li> </ul> </li> </ul>

6.	Methods and procedure of payment for the service ( <i>including the possibility of payment for foreigners</i> )	<p>Payment requisites:</p> <p><b>Payee:</b> Municipal Administration of Marijampolė</p> <p><b>Entity code:</b> 188769113</p> <p><b>Payee's bank name:</b> AB SEB bankas</p> <p><b>SWIFT code:</b> CBVILT2X</p> <p><b>Account number:</b> LT 19 7044 0600 0621 0181</p> <p><b>Payment name</b> – local charge for granting of permit to trade (provide services) in public areas of Marijampolė Municipality</p>
7.	Service provision process description	Acceptance of the application, collection and verification of information from respective authorities, granting of the permission
8.	Information and documents to be submitted by the person	<ol style="list-style-type: none"> <li>1. The application;</li> <li>2. The individual activity certificate;</li> <li>3. The farmer's farm registration certificate or a document demonstrating the right to the owned land (where the farmer is the owner of such land) or a document establishing contractual relationships (where the farmer is not the owner of the land used by him) when a person wishes to sell agricultural products produced by him;</li> <li>4. The passport of the apiary (for sale of honey);</li> <li>5. The document identifying the animal (in the case of provision of the horse-drawn transport services);</li> <li>6. The Lithuanian Folk Artists Association member's certificate, the National Heritage Product Certificate, the Culinary Heritage Fund Certificate, the art maker's certificate or the traditional craftsman's certificate;</li> <li>7. The main page of the design of a temporary simple trade (service) structure (facility) with the approval reference and validity term. Approvals for temporary simple trade facilities shall be issued by the Division of Architecture and Territorial Planning Division according to the approved procedure;</li> <li>8. The document formalising contractual relationships, if activities in a kiosk (pavilion) are planned to be carried out not by the owner of the kiosk (pavilion);</li> <li>9. The simplified layout of pleasure facilities (in the case of services are provided with pleasure facilities) consisting of: <ol style="list-style-type: none"> <li>9.1. The explanatory letter;</li> <li>9.2. The layout of pleasure facilities on the topographic plan with marked places of deployment of such facilities;</li> <li>9.3. Images (drawings) of pleasure facilities with measurements;</li> <li>9.4. Visual information (photos of facilities);</li> <li>9.5. A copy of the civil liability insurance policy in respect of activities valid until expiry of the permit to provide services with pleasure facilities in public venues;</li> </ol> </li> <li>10. When applying for a permit to provide services with pleasure facilities included in the Public Register</li> </ol>

		<p>of Potentially Dangerous Equipment, the following documents shall be submitted additionally:</p> <p>10.1. A certificate issued by the Public Register of Potentially Dangerous Equipment;</p> <p>10.2. A job description of the operator appointed by the owner of attractions specifying the operator's functions, duties and liability.</p> <p>Cancellation of the permit upon filing of the application</p>
9.	The service provider's contact details (the responsible employee's position, forename and surname, e-mail address, phone number)	<p>Dana Makauskienė, the Chief Specialist of the Public Order Division</p> <p>Phone: +370 343 90 023, 8 610 40 415</p> <p>e-mail: <a href="mailto:dana.makauskiene@marijampole.lt">dana.makauskiene@marijampole.lt</a> or <a href="mailto:prekyba@marijampole.lt">prekyba@marijampole.lt</a></p>
10.	The procedure of appealing against acts (omissions) of the service provider	According to the procedure established by legal acts
11.	Contact details of the organisations ( <i>if any</i> ) that can provide the necessary information or practical assistance to service recipients	-