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| CITY OFFICE<br>OF KRAKOW | Service sheet / external procedure no. SA-5   |
|                          | Permits for the one-off sale of alcoholic beverages during events organized in the open air or indoors (cat. ABC) |

1. **Handle the matter electronically**  
Yes, through the [E-PUAP](#) platform.
2. **Appendices**  
Application for permits.
3. **Sign language version**  
Not applicable.
4. **Matter handled by**  
Administrative Affairs Department.  
Trade Department of Alcoholic Beverages, 10 Powstania Warszawskiego
5. **Documents from the Applicant (client)**  
  
An application - model form of the application is an attachment to this procedure. Appendices to the application:
  - permits for the sale or sale and serving alcoholic beverages at another permanent location, together with appropriate proof of payment for the use of the permits.  
**Note: In the case of permits issued by the City Office of Krakow, you only need to provide their numbers.**
  - consent of the landowner, owner or manager to organize the event and sell alcohol
  - consent of the owner of the premises for the organization of the event and the sale of alcohol (in the case of events organized indoors)
  - detailed event program **signed by the event organizer**
  - sketch (arrangement plan) of alcoholic beverage sales points at the place of the organized event, signed by the event organizer,
  - power of attorney - for appointing a proxy together with a confirmation of the payment of stamp duty or notary's power of attorney.
6. **Fees**
  - 6.1. Stamp duty for the power of attorney is **PLN 17.00**.
  - 6.2. **Payments for stamp duty** may be made to the bank account of the City Office of Krakow: Pekao **PKO BP SA 49 1020 2892 2276 3005 0000 0000** (e.g. at the post office, by bank transfer) or without additional charges at branches of PKO Bank Polski SA in Krakow and at the Office's cash points. The proof of payment of the stamp duty must be attached to the application.

6.3. Permit fee (in the amount consistent with the fee as per the billing act). The fee for a one-off permit is:

- **PLN 43,75** - a permit to sell and serve drinks up to 4.5% alcohol and beer,
- **PLN 43,75** - a permit to sell alcohol above 4.5% to 18% alcohol except beer,
- **PLN 175** - a permit to sell and serve drinks up to 18% alcohol and more.

## **7. Form of consideration**

7.1. Decision - permit.

7.2. Decision determining the value of the fee.

## **8. Time of consideration**

8.1. Applications must be submitted one month before the date of the event.

8.2. Failure to settle the matter within the above period of time, as well as in a situation where the proceedings are conducted longer than necessary to settle the matter, shall enable failing a reminder. The reminder should be filed with the Local Government Appeal Board in Krakow through the Administrative Affairs Department of the Krakow City Office, 10 Powstania Warszawskiego Avenue, 31549 Krakow. The reminder should include a justification.

## **9. Documents obtained in the proceedings**

Not applicable

## **10. Appeal procedure**

10.1. The decision of the President of the City of Krakow can be appealed to the Local Government Appeal Board in Krakow (10 Lea Street, 30-048 Krakow) via the Mayor of the City of Krakow - Administrative Affairs Department of the Krakow City Office (10 Powstania Warszawskiego Avenue, 31-541 Krakow) - within 14 days of the receipt of it.

10.2 During the time limit for lodging an appeal, a party may waive the right to appeal. On the day of delivering a statement of the waiver of the right to appeal to the administrative body, the decision becomes final and legitimate.

## **11. Legal basis**

11.1. Article 181 par. 1, 2, 3, art. 111 and art. 14 par. 2a of the Act of 26 October 1982 on upbringing in sobriety and counteracting alcoholism (unified text of 2018, item 2137, as amended)

11.2. Art. 60 point 7, art. 61 and art. 67 of the Act of 27 August 2009 on polish language (unified text Journal of Laws of 2019, item 869).

11.3. Art. 20, par. 2 and art. 41 of the Act of 06 March 2018 Law on Civil Status Records., unified text, Journal of Laws of 2019, item 1292).

11.4. Article 104 § 1 and Article 217 of the Act of 14 June 1960 Code of Administrative Procedure (unified text, Journal of Laws of 2018, item 2096, as amended).

11.5. Act of 16 November 2006 on Stamp Duty (unified text, Journal of Laws of 2019, item 1000).

11.6. Art. 30 par. 1, 2, 3, 4 of the Act of 20 March 2009 on public statistics (unified text Journal of Laws no. 2018, item 1870, as amended).

## **12. Additional information for the client**

12.1. One-time permits are issued for a period of up to 2 days.

12.2. No permits will be issued for selling alcoholic beverages at events:  
- for children,

- mass - specified in art. 3 of the Act of March 20, 2009  
on the safety of mass events, with the exception of permits for the sale and serving  
alcoholic beverages containing not more than 3.5% alcohol.

Developed (changes):  
First name and last  
name Radosław  
Pijanowski Date: 9  
August 2019

Opinion presented by: Legal  
Advisor  
First name and  
surname: Anna  
Kozik  
Date: 14 September 2018

Approved by: Director  
First name and  
surname:  
Tomasz Popiołek  
Date: 14 September 2018