

<b>CITY OFFICE OF KRAKOW</b>	<b>Service sheet / external procedure no. SA-9</b>
	<b>Conclusion of a contract for making a site available in Krakow for artistic activities</b>
<p><b>1. Handle the matter electronically</b> Not applicable. Until the Ministry of Digital Service activates the service on ePUAP, the application and the required attachments can be sent electronically only using the ePUAP profile (website address: <a href="http://www.epuap.gov.pl">www.epuap.gov.pl</a>) and using the form entitled: General letter to a public entity. The documents required for the procedure should be added to the "General letter to a public entity" form in the form of attachments.</p> <p><b>2. Appendices</b> Appendix - application model for the conclusion of a contract for making a site available in Krakow for artistic activities</p> <p><b>3. Sign language version</b> Not applicable.</p> <p><b>4. Matter handled by</b> Department of Administrative Affairs, 10 Powstania Warszawskiego Avenue, 31-541 Krakow, Department of Trade and Services, room 813, <a href="mailto:sa.umk@um.krakow.pl">sa.umk@um.krakow.pl</a> Bartosz Mikos – telephone number 12 616 92 52</p> <p><b>5. Documents from the Applicant (client)</b>  <b>I. Application for the conclusion of a contract.</b>  The application model is attached to the procedure.  <b>II. Appendices to the application:</b> <ol style="list-style-type: none"> <li>1. A civil law partnership agreement when the contract is to affect a Company.</li> <li>2. The unequivocal location of the artistic activity marked on the plot from the land register or map (e.g.) from the Municipal Spatial Information System (MSIP) for the plot on which the activity will be carried out.</li> <li>3. Photo (in colour) of the costume / costumes, if the artistic activities consist in presenting a costume.</li> <li>4. A power of attorney to represent the applicant, and in particular to conclude and collect the contract, if the applicant is represented by another person.</li> </ol> </p> <p><b>6. Fees</b> <ol style="list-style-type: none"> <li>1. For using real estate, fees are calculated in the amount specified in the Appendix to Regulation No. 2031/2017 of the Mayor of the City of Krakow of 17 August 2017 on rates for temporary making real estate and space available (as amended).</li> <li>2. If Błonia Krakowskie is made available, a deposit of PLN 7.00 per 1 m<sup>2</sup> of the area occupied is charged, irrespective of the fee for providing the area. The deposit is not collected in the event of a positive opinion of the City Green Board regarding withdrawal from the deposit.</li> </ol> </p>	

**7. Form of consideration**

Civil law agreement.

**8. Time of consideration**

Up to 14 days from the date of obtaining the complete set of required opinions, for the complete application submitted, and in particularly complex cases no later than within 30 days.

**9. Documents obtained in the proceedings**

1. Opinion of the Task Team for the verification of street artists.
2. Opinion of the Chief Art Consultant of the City, if artistic activities consist in presenting a costume (s).
3. Opinion of the City Greenery Board in Krakow in the case of artistic activities in urban greenery.
4. Opinion of the City Greenery Board in Krakow regarding the obligation to pay a deposit for making Błonia available.
5. Other documents resulting from the individual nature of the case.

**10. Appeal procedure**

Not applicable.

**11. Legal basis**

1. Act of 08 March 1990 on Municipal Self-government.
2. Act of 27 April 2001 Environmental Protection Law.
3. Resolution No. CXV/1547/10 of the Krakow City Council of November 3, 2010 regarding the creation of the Old City Cultural Park (as amended).
4. Regulation No. 1125/2018 of the Mayor of the City of Krakow of May 2, 2018 regarding the rules of temporary access to real estate and space (as amended).
5. Regulation No. 2031/2017 of the Mayor of the City of Krakow of 17 August 2017 on rates for temporary making real estate and space available (as amended).
6. Regulation No. 2891/2016 of the Mayor of the City of Krakow of 31 October 2016 on managing the Main Square in Krakow (as amended).
7. Regulation No. 2892/2016 of the Mayor of the City of Krakow of 31 October 2016 on managing the Small Square, Wolnica Square and Szczepański Square in Krakow (as amended).
8. Regulation No. 20/2004 of the Mayor of the City of Krakow of January 12, 2004 on the principles of use and protection of the public space of the historical complex of the City of Krakow (as amended).
9. Regulation No. 1002/2012 of the Mayor of the City of Krakow of April 18, 2012 regarding the establishment of a Task Team for the verification of street artists operating in the area covered by Resolution No. CXV/1547/10 of the Krakow City Council of November 3, 2010 on the creation of a park cultural called Old Town Cultural Park (as amended).

**12. Additional information for the**

**client Accessibilty of the**

**procedure**

The procedure and application forms can be downloaded from the website:

[www.bip.krakow.pl](http://www.bip.krakow.pl) and collected at the Administrative Department of the Krakow City Office.

1. When submitting photocopies of the documents requested, the originals should be presented for inspection. The Krakow City Office Department of Administrative Affairs

can summon the applicant

to provide additional documents, arrangements and permits arising from the individual nature of the case.

2. The procedure applies to real estate and areas owned by the Krakow City Municipality, and real estate and areas owned by the Treasury and located within the Krakow City Municipality.
3. The procedure does not apply to building properties and buildings managed by the Management of Municipal Buildings in Krakow, real estate being public roads within the meaning of the Act on public roads, areas covered by perpetual usufruct contracts, lending, rental, lease and put into permanent management, with the exception of urban green areas permanent management of the municipal unit managing the greenery.
4. The application must be submitted at least 30 days in advance.
5. The location and type of artistic activities are determined each time by the applicant, with their own responsibility. The location of the proposed activities is only allowed in places where it does not cause interference, in particular: pedestrian traffic, entry or exit, or spatial order.
6. The applicant's failure to meet their financial obligations to the Municipality of Krakow is the basis for refusing to conclude the contract.
7. In the case of conducting artistic activities in green areas, the applicant is obliged to agree with the site manager the conditions for the release and receipt of the site.

Changes developed by: Agnieszka Rudnicka-Drabik Date: 15 May 2019	Opinion provided by a Legal Advisor lawyer Anna Kozik Date: 14 February 2019	Approved by the Director of the Administrative Affairs Department Tomasz Popiołek Date: 14 February 2019
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