

MANAGEMENT BOARD OF MUNICIPAL BUILDINGS IN KRAKOW	ZBK-31
	Change in the number of people living in a flat / temporary room and a change in the number of people using a creative studio
<p>1. Handle the matter electronically Not applicable.</p> <p>2. Appendices</p> <ol style="list-style-type: none"> 1) Declaration of the number of people living in a flat / temporary room. 2) Declaration of the number of people using a creative studio. <p>3. Sign language version None.</p> <p>4. Matter handled by Management Board of Municipal Buildings in Krakow, B. Czerwieńskiego 16, 31-319 Krakow; Department for Residents Service:</p> <ul style="list-style-type: none"> • Residents Service Office no. 1, Rynek Kleparski 4, 31-150 Krakow, telephone number 12/291-29-02, -05, -06, -07, -14; • Residents Service Office no. 2, Królewska 25, 30-040 Krakow, telephone number 12/291-29-18, -22, -23, -25, -28; • Residents Service Office no. 3, J. Zamoyskiego 3, 30-519 Krakow, telephone number 12/291-29-32, -35, -38, -41, -42, -43, -45; • Residents Service Office no. 4, os. Centrum C 10 B, 31-931 Krakow, telephone number 12/291-29-53, -54, -55, -56, -61, -62, -65; • Residents Service Office no. 5, os. Na Stoku 1, 31-701 Krakow, telephone number 12/291-29-71, -72, -75, -78, -79, -80; • Residents Service Office no. 6, Pl. Na Groblach 7, 31-101 Krakow, telephone number 12/291-29-84, -89, -93, -95. <p>5. Documents from the Applicant The original of the statement on the number of people living in the flat / temporary room (Appendix 1) or the original of the statement on the number of people using a creative studio (Appendix 2) along with any necessary documents:</p> <ol style="list-style-type: none"> 1) Confirmation of registration for permanent or temporary residence issued by the Administrative Affairs Department of the Krakow City Office. 2) Confirmation of de-registration from permanent or temporary residence issued by the Administrative Affairs Department of the Krakow City Office. 3) A copy of the death certificate. 4) A copy of a birth certificate. 5) Consent of the Housing Department of the Krakow City Office for free use of the premises or part thereof, issued on the basis of relevant regulations. 6) Positive opinion of the competent Committee for Culture and consent of the Mayor of the City of Krakow regarding the sublease of a creative studio or giving the free use of it. 7) The documents listed in points 1-4 may be submitted as a photocopy (originals available for inspection). 8) The documents listed in points 1-4 do not apply to a creative studio. <p>6. Fees</p>	

The procedure is not subject to fees.

7. Form of consideration

Notification of the amount change for:

- fees independent of the owner, i.e. for hot and cold water and collection of liquid waste, collection of municipal waste, i.e. payments depending on the number of people living in the apartment / temporary room, on the number of people using a creative studio,
- and rent (applies to residential premises / temporary rooms / creative studios with common areas, used by two or more users).

8. Time of consideration

Up to one month from the date of submission of a complete application.

9. Documents obtained in the proceedings

Not applicable.

10. Appeal procedure

Not applicable.

11. Legal basis

- 1) Act of June 21, 2001 on the protection of tenants' rights, the municipality's housing stock and the amendment to the Civil Code.
- 2) Act of 24 September 2010 on Population Records.
- 3) Provisions on the protection of personal data in force in the territory of the Republic of Poland

12. Additional information

Not applicable.

Developed by:	Opinion presented by: Legal Advisor	Approved by: Director
Date:	Date:	Date:

.....

Krakow,

on

First and last name

.....

Address of residence

.....

Telephone number:

.....

PESEL number

Declaration of the number of people living in a flat / temporary room.

I declare that the flat / temporary room is inhabited by the following persons:

No.	First and last name	Relationship / affinity to the Applicant	PESEL number
1.			
2.			
3.			
4.			
5.			
6.			
7.			

I undertake to immediately notify the Management Board of Municipal Buildings in Krakow about the change in the number of residents, but not later than within 7 days of the change.

Appendices / additional information, e.g. mailing address.

.....

.....

.....

Legible signature of the applicant

INFORMATION OF THE ADMINISTRATOR ON THE PROCESSING OF PERSONAL DATA

Dear Sir or Madam, in accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as the GDPR.

1. Management Board of Municipal Buildings in Krakow at Bolesława Czerwieńskiego 16, 31-319 Krakow, represented by the Director of the Management Board of Municipal Buildings is the administrator of your personal data.
2. In matters related to the protection of personal data, you can contact the Data Protection Officer at the following e-mail address: iod@zbk.krakow.pl.
3. The legal basis for the processing of your personal data is art. 6 sec. 1 letter b) and letter c) of the GDPR.
4. Your personal data may be made available to certain categories of recipients, i.e. entities cooperating and providing services for the Administrator.
5. Your personal data will be processed for the period necessary to perform the contract and to establish and pursue possible claims or defend against such claims, taking into account the storage periods specified in separate provisions, including archival provisions, i.e. the Act of 14 July 1983 on the national archival resource and archives.
6. You have the right to access your data and the possibility of correcting, rectifying, limiting processing and transferring your personal data.
7. You are not entitled, pursuant to art. 21 of the GDPR, the right to object to the processing of your personal data, as the basis for the processing of your data is art. 6 sec. 1 letter b) and letter c) of the GDPR. What is more, you do not have the right - to the extent that processing is necessary to fulfil the legal obligation incumbent on the Administrator - the right to request the deletion of personal data.
8. Notwithstanding the foregoing, you have the right to lodge a complaint with the President of the Personal Data Protection Office - if you believe that the processing of your personal data violates the provisions of the GDPR.
9. Your personal data will be processed in order to perform the agreement. In the case of non-contractual use of the premises / temporary premises, your personal data will be processed in order to implement the rights and obligations of the Administrator related to the non-contractual use of the premises / temporary premises by you. Providing your personal data by you is a necessary condition for the implementation of the above.
10. Your personal data will be processed in an automated manner, but will not be profiled.
11. Your data will not be transferred to a third country or an international organization.

Krakow,

.....
on

First and last name

.....
Address of residence

.....
Telephone number:

.....
PESEL number

Declaration of the number of people using a creative studio.

I declare that the creative studio
is used by:

No.	First and last name	Relationship / affinity to the Applicant	PESEL number
1.			
2.			
3.			
4.			
5.			
6.			
7.			

I undertake to immediately notify the Management Board of Municipal Buildings in Krakow about the change in the number of people using the studio, but not later than within 7 days of the change.
Appendices / additional information, e.g. mailing address.

.....
Legible signature of the applicant

INFORMATION OF THE ADMINISTRATOR ON THE PROCESSING OF PERSONAL DATA

Dear Sir or Madam, in accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as the GDPR.

1. Management Board of Municipal Buildings in Krakow at Bolesława Czerwieńskiego 16, 31-319 Krakow, represented by the Director of the Management Board of Municipal Buildings is the administrator of your personal data.
2. In matters related to the protection of personal data, you can contact the Data Protection Officer at the following e-mail address: iod@zbk.krakow.pl.

3. The legal basis for the processing of your personal data is art. 6 sec. 1 letter b) and letter c) of the GDPR.
4. Your personal data may be made available to certain categories of recipients, i.e. entities cooperating and providing services for the Administrator.
5. Your personal data will be processed for the period necessary to perform the contract and to establish and pursue possible claims or defend against such claims, taking into account the storage periods specified in separate provisions, including archival provisions, i.e. the Act of 14 July 1983 on the national archival resource and archives.
6. You have the right to access your data and the possibility of correcting, rectifying, limiting processing and transferring your personal data.
7. You are not entitled, pursuant to art. 21 of the GDPR, the right to object to the processing of your personal data, as the basis for the processing of your data is art. 6 sec. 1 letter b) and letter c) of the GDPR. What is more, you do not have the right - to the extent that processing is necessary to fulfil the legal obligation incumbent on the Administrator - the right to request the deletion of personal data.
8. Notwithstanding the foregoing, you have the right to lodge a complaint with the President of the Personal Data Protection Office - if you believe that the processing of your personal data violates the provisions of the GDPR.
9. Your personal data will be processed in order to perform the agreement. In the case of non-contractual use of the creative studio, your personal data will be processed in order to implement the rights and obligations of the Administrator related to the non-contractual use of the creative studio by you. Providing your personal data by you is a necessary condition for the implementation of the above.
10. Your personal data will be processed in an automated manner, but will not be profiled.
11. Your data will not be transferred to a third country or an international organization.

MUNICIPAL BUILDINGS IN KRAKOW	Selecting trees and shrubs to be cut and submitting applications for logging
	<p>1. Handle the matter electronically Not applicable.</p> <p>2. Appendices Not applicable.</p> <p>3. Sign language version None.</p> <p>4. Matter handled by Management Board of Municipal Buildings in Krakow, B. Czerwieńskiego 16, 31-319 Krakow; Department for Residents Service:</p> <ul style="list-style-type: none"> Residents Service Office no. 1, Rynek Kleparski 4, 31-150 Krakow, telephone number 12/291-29-02, -05, -06, -07, -14; Residents Service Office no. 2, Królewska 25, 30-040 Krakow, telephone number 12/291-29-18, -22, -23, -25, -28; Residents Service Office no. 3, J. Zamoyskiego 3, 30-519 Krakow, telephone number 12/291-29-32, -35, -38, -41, -42, -43, -45; Residents Service Office no. 4, os. Centrum C 10 B, 31-931 Krakow, telephone number 12/291-29-53, -54, -55, -56, -61, -62, -65; Residents Service Office no. 5, os. Na Stoku 1, 31-701 Krakow, telephone number 12/291-29-71, -72, 75, -78, -79, -80; Residents Service Office no. 6, Pl. Na Groblach 7, 31-101 Krakow, telephone number 12/291-29-84, -89, -93, -95. <p>5. Documents from the Applicant A written application containing:</p> <ol style="list-style-type: none"> 1) name, surname and address of the person (name and address of the institution) applying for the removal of trees or shrubs; 2) the number of trees or shrubs, their location (working sketch) and possible specification of the species of tree or shrubs requested for removal; 3) justification of the submitted application. <p>6. Fees The procedure is not subject to fees.</p> <p>7. Form of consideration 1) Written information on the position of the Management Board of Municipal Buildings in Krakow on the referral of a request for logging to the competent authority or refusal to refer the application to the competent authority.</p> <p>8. Time of consideration Up to one month from the date of submission of an application.</p> <p>9. Documents obtained in the proceedings Decision of the competent authority, in the case of a request for cutting by the Management Board of Municipal Buildings in Krakow.</p>

10. Appeal procedure

Not applicable.

11. Legal basis

- 1) Act of 16 April 2004 on public nature conservation.
- 2) Provisions on the protection of personal data in force in the territory of the Republic of Poland

12. Additional information

Not applicable.

Developed by:	Opinion presented by: Legal Advisor	Approved by: Director
Date:	Date:	Date:

MANAGEMENT BOARD OF MUNICIPAL BUILDINGS IN KRAKOW	ZBK-33
	Installation and legalization of individual water meters in a flat / temporary room / creative studio
<p>1. Handle the matter electronically Not applicable.</p> <p>2. Appendices Not applicable.</p> <p>3. Sign language version None.</p> <p>4. Matter handled by Management Board of Municipal Buildings in Krakow, B. Czerwieńskiego 16, 31-319 Krakow; Department for Residents Service:</p> <ul style="list-style-type: none"> Residents Service Office no. 1, Rynek Kleparski 4, 31-150 Krakow, telephone number 12/291-29-02, -05, -06, -07, -14; Residents Service Office no. 2, Królewska 25, 30-040 Krakow, telephone number 12/291-29-18, -22, -23, -25, -28; Residents Service Office no. 3, J. Zamoyskiego 3, 30-519 Krakow, telephone number 12/291-29-32, -35, -38, -41, -42, -43, -45; Residents Service Office no. 4, os. Centrum C 10 B, 31-931 Krakow, telephone number 12/291-29-53, -54, -55, -56, -61, -62, -65; Residents Service Office no. 5, os. Na Stoku 1, 31-701 Krakow, telephone number 12/291-29-71, -72, -75, -78, -79, -80; Residents Service Office no. 6, Pl. Na Groblach 7, 31-101 Krakow, telephone number 12/291-29-84, -89, -93, -95. <p>5. Documents from the Applicant A written application for consent to the installation of an individual water meter in a flat / temporary room / creative studio.</p> <p>6. Fees The procedure is not subject to fees.</p> <p>7. Form of consideration A written consent to the technical conditions for installing an individual water meter</p> <p>8. Time of consideration Up to one month from the date of submission of a complete application.</p> <p>9. Documents obtained in the proceedings Water meter sealing protocol.</p> <p>10. Appeal procedure Not applicable.</p> <p>11. Legal basis 1) Act of 11 May 2001 Law on measures.</p>	

- 2) Ordinance of the Minister of Economy of 23 October 2007 on the requirements to be met by water meters and the detailed scope of checks performed during legal metrological control of these measuring instruments.
- 3) Regulation of the Minister of Development and Finance of April 13, 2017 on the types of measuring instruments subject to legal metrological control and the scope of this control.
- 4) Regulation of the Minister of Entrepreneurship and Technology of March 22, 2019 on legal metrological control of measuring instruments.
- 5) Ordinance No. 2/2017 of the Director of the Management Board of Municipal Buildings in Krakow on April 2, 2017 on the Regulations for the settlement of utilities delivery in residential premises managed by the Municipality of Krakow.
- 6) Regulations concerning the settlement of utilities, adopted by a given housing association, in buildings owned by the Municipality of Krakow and owners of separate premises.
- 7) Provisions on the protection of personal data in force in the territory of the Republic of Poland

12. Additional information

Water meter installation conditions:

- 1) Activities related to assembly, maintenance, operation, replacement, legalization

and sealing the water meter are the responsibility of the users of residential premises and are performed at their expense.

- 2) The acceptance and sealing protocol of the water meter should be submitted to the Board of Municipal Buildings in Krakow.
- 3) In the event of replacement / verification of the water meter, the meter reading of the disassembled device should be delivered to the appropriate Residents Service Office.

Developed by:	Opinion presented by: Legal Advisor	Approved by: Director
Date:	Date:	Date: