



**Encroachment /Illegal Construction Removal Department
Pune Municipal Corporation**

**Application for change of place/business category of street hawker
Application format no.-2**

Date: / / 20

By
Hon. Ward vending Committee Chairman,
P.M.C.

To,
Hon. Assistant Municipal Commissioner,
..... Ward Office,
Pune Municipal Corporation.

Hawker applicant: Mr./Mrs.

Address :-

.....

Hawker computer registration No.:Contact no.:

Subject :- Application for change of place/business category of street hawker registered on my name.

Respected sir/madam,

I resides in area which come under your boundary since years and running business by sitting/handcart/stall/*gatai*. My registration is completed by Pune Municipal Corporation and the Business Registration Certificate No.....
However, at the time of computerized registration I was running business in area which is mentioned on the Business Registration Certificate registered to your system. However, now I want to change my business category/place of work as instead of previous registered. I request you to change my change my business category/place of work through this application. This change is due to following mentioned reason.
.....
.....

Herewith, I have attached all the necessary Xerox copies of documents and also I am ready to pay the fee. Hereby I declare that after registration I will follow the rules and regulations described by your department.

Yours sincerely

(Applicant full name:))

Enclosed documents :-

- 1) Xerox copy license certificate.
- 2) Xerox copy of biometric survey fee receipt Rs. 200/-.
- 3) Documents related to reason for the change of business/place.
- 4) Documents related to previous change of place/business category.

Note: It is necessary to provide all the original documents whenever it required.

Note: Please write the necessary information in extra space and strike off unnecessary things.

From date 05/10/2015

Citizen Charter

Application format no.-2

Action plan and duration for decision making of the municipal administration for the application

Subject: Application for change of place/business category of street hawker registered on my name.

1. **Office to be filed** :- Related ward office of Pune Municipal Corporation.
2. **Work related Regulation, Order, GR, Circular, Resolution, etc.** :- The Street Vendors (Protection of livelihood and Regulation of Street Vending) Act-2014, Hon. Ward vending Committee resolution, Hon. First session resolution .374, 24/03/2005
3. **Work will be executed based on the articles in Maharashtra Municipal Act 1949** :- Section 386 (2)
4. **Duration for final decision** :- Approximately 45 days.
5. **Levels of decision making officer** :-

Level	Designation	Duration for decision making
First	Encroachment Inspector, Ward Office	7 days
Second	Hon. Assistant Municipal Commissioner, Ward Office	7 days
Third	Hon. Dy. Municipal Commissioner (Encroachment/ Illegal construction Removal Department)	15 days
Forth	Hon. Additional Municipal Commissioner (Estates)	15 days

6. **Required fee and its circular** :-Rate according to Hon. Ward Vending Committee resolution.