

PROCEDURE FOR PUBLIC STREET OCCUPATION LICENCE and OCCASIONAL ACTIVITY LICENCE

Necessary documents and procedures to be followed:

1. APPLICATION FOR A LICENCE TO OCCUPY THE PUBLIC THOROUGHFARE *OCUPACIÓN DE VÍA PÚBLICA (OVP).*

- See section "Minimum documents to be submitted" in "Modelo 63". *
- At Gerencia Municipal de Urbanismo (G.M.U.)

It must be duly completed and must identify the person responsible for the company. The contact details will be used by the technical staff of the G.M.U. and Tourism of Seville for communications in the resolution of the file. The application must be signed and stamped by the applicant.

- The OVP rate in Seville is 2.72€/m² and day, with a minimum of 57.10€. In the case of Plaza de España, the occupancy rate is 250€/100m² and day, with a minimum of 1,500€¹
- If you are interested in several spaces, or several possible dates, you can include them in the clearest way and establish the priority in the same application.

2. APPLICATION FOR AN OCCASIONAL OR EXTRAORDINARY OPENING LICENCE.

- At the Delegación de Medio Ambiente del Ayuntamiento de Seville (Environment Office of Seville City Council) (or at GMU in Citizen Services).

In the case of organising temporary activities subject to law 13/1999, on public shows, it is necessary to submit an application for an occasional or extraordinary opening licence. This is the case, for example, for events with kitchen facilities, music, marquees, etc.

See section "Attached documents" in "Modelo 11" *

TECHNICAL REPORTS. MINIMUM CONTENT.

¹ Rates based on the tax ordinance for private use or special use of the local public property - BOP Sevilla nº 299- 28.12.2016. Fee 7, sections 5 and 6.

Along with the OVP APPLICATION(s) and the OCCASIONAL APPLICATION if applicable, a TECHNICAL REPORT drawn up by a competent technician and approved by the respective professional association must be attached (this may vary depending on the size of the planned event).

CONTENT OF THE TECHNICAL REPORT ON THE OCCUPATION OF THE PUBLIC THOROUGHFARE *OCUPACIÓN DE VÍA PÚBLICA (OVP)*.

- o Location, front-view, raised-view and section plans that locate and define the design of the event, showing the total surface area to be occupied.
- o Photomontages of your most unique and enlightening view (renders)
- o Planned timing of the event. Description of the planned activities.
- o Set-up and dismantling plan, including scheduled times and dates, with details of the number plates of vehicles required to access parks or areas with restricted traffic.

CONTENTS OF REPORT ON OCCASIONAL OR EXTRAORDINARY LICENCE (Environment). SUBMITTED IN FULL AT LEAST 15 WORKING DAYS IN ADVANCE.

- o Copy of the corporate **articles of association** of the organiser/owner of the event.
- o If there are **marquees**, approved technical stability report with as complete a description as possible and photographs.
- o Other details of the facilities with dimensions and technical characteristics. The description of the **kitchen** equipment and the elements of the marquees themselves must be detailed.
- o **Health and safety study.**
- o **Emergency and Evacuation Plan** or Modelo14* (3 copies on CD format).
- o **Security guard contract** if applicable depending on the size of the event.
- o Endorsed **acoustic study** or completed Form 14*. (2 copies on CD format).
- o In view of the technical reports that are issued, the deposits and/or **Civil Liability Insurance** that are considered appropriate may be demanded with a certificate of being up to date with the corresponding payment in accordance with:
 - *Art 14.c) of Law 13/1999, of 15 December, on Public Shows and Recreational Activities of Andalusia, for cases of injury and death of the audience and members of the public attending public shows and recreational activities".*
 - *Order 109/2005, of 26 April, which regulates the requirements for compulsory insurance contracts for civil liability in the field of Public Shows and Recreational Activities.*